



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 2, 2021, 9:30 a.m.
24351 El Toro Road, Laguna Woods, California
Board Room/Virtual Meeting

NOTICE OF THE AGENDA

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

- 1. Call Meeting to Order / Establish Quorum – President Carpenter**
- 2. Pledge of Allegiance – Director Milliman**
- 3. Acknowledgment of Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
 - a. May 24, 2021–Special Open Meeting (Capital Review)
 - b. June 7, 2021–Special Open Meeting (Capital Review)
 - c. June 14, 2021–Special Open Meeting (Department Review)
 - d. June 30, 2021–Special Open Meeting (Business Plan Version 1)
 - e. July 14, 2021–Special Open Meeting (Business Plan Version 2)
 - f. August 9, 2021–Special Open Meeting (Business Plan Version 3)
 - g. October 5, 2021–Regular Open Meeting
 - h. October 21, 2021–Agenda Prep Open Meeting
- 6. Report of the Chair**
- 7. CEO/COO Report**
 - a. Employee Recognition of Excellence Video
- 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 2021 by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes
- b. Entertain a Motion to Adopt Revised Committee Appointments

11. Unfinished Business

- a. Entertain a Motion to Adopt a Resolution for the GRF Code of Ethics Policy Modification (**OCTOBER Initial Notification—28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**)

12. New Business

- a. Entertain a Motion to Revise the Description in the Business Plan and Adding Scope of Work to the Adopted 2022 Clubhouse 1 – Assessment and Renovation Capital Budget
- b. Entertain a Motion to Approve an Outside Vendor Equestrian Center Arena Rental (**NOVEMBER Initial Notification—Must postpone 28-days for member review and comments to comply with Civil Code §4360**)
- c. Entertain a Motion to Approve the 2022 Equestrian Center Pricing Policy and Chargeable Service Fees (**NOVEMBER Initial Notification—Must postpone 28-days for member review and comments to comply with Civil Code §4360**)
- d. Entertain a Motion to Introduce a Revised GRF Investment Policy (**NOVEMBER Initial Notification—Must postpone 28-days for member review and comments to comply with Civil Code §4360**)
- e. Entertain a Motion to Approve the UPS Entry License Agreement 2021-2024

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

14. Committee Reports

- a. Report of the Finance Committee/Financial Reports – Director Hopkins update from the committee. The committee met on October 20, 2021; next meeting December 15, 2021, at 1:30 p.m. in Board Room/virtual meeting.
 - (1) GRF Treasurer's Report – Director Hopkins
 - (2) GRF Finance Committee Report

- c. Strategic Planning Committee—Director Dotson update from the committee. The committee met on June 28, 2021; next meeting TBA.
- d. Report of the Community Activity Committee – Director Horton update from the committee. The committee met on October 14, 2021; next meeting November 8, 2021, at 1:30 p.m. in Board Room/virtual meeting.
 - (1) Equestrian Center Ad Hoc Committee – President Carpenter. The committee met on September 20, 2021; next meeting November 4, 2021, at 1:00 p.m. in the Board Room.
- d. Report of the Landscape Committee – Director Horton update from the committee. The committee met on September 8, 2021; next meeting November 10, 2021, at 1:30 p.m. in Board Room/virtual meeting.
- e. Report of the Maintenance & Construction Committee – Director Garthoffner update from the committee. The committee met on October 13, 2021 in closed session; next meeting December 8, 2021, at 9:30 a.m. in Board Room/virtual meeting.
 - (1) Report of the Clubhouse Renovation Ad Hoc Committee – Director Garthoffner. The Committee met on September 22, 2021; next meeting TBA.
- f. Report of the Media and Communications Committee—Director Milliman update from the committee. The committee met on September 20, 2021; next meeting November 17, 2021, at 2:30 p.m. as a virtual meeting.
- g. Report of the Mobility & Vehicles Committee – Director Tibbetts update from the Mobility & Vehicles Committee. The Committee met on October 6, 2021; next meeting December 1, 2021, at 1:30 p.m. in Board Room/virtual meeting.
- h. Report of the Security & Community Access Committee – Director Tibbetts update from the Security & Community Access Committee. The Committee met on October 25, 2021; next meeting December 27, 2021, at 1:30 p.m. in Board Room/virtual meeting.
 - (1) Report of the Laguna Woods Village Traffic Hearings – Director Dotson. The Traffic Hearings were held on October 20, 2021; next hearings on November 17, 2021, at 9:00 a.m. as a virtual meeting.
- i. Report of the Disaster Preparedness Task Force – President Carpenter. The Task Force met on September 28, 2021; next meeting November 30, 2021, at 9:00 a.m. in Board Room/virtual meeting.
- j. Information Technology Advisory Committee – Director Hopkins commented that the Information Technology Advisory Committee has been meeting in closed session. The Committee met on September 10, 2021, at 1:30 p.m.; next meeting TBA.

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

16. Directors' Comments

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

Closed Session Agenda

VMS Board Update

Approved the Agenda

Approved the Minutes of:

(a) October 5, 2021 – Regular Closed Session

Discuss and Consider Personnel Matters

Discuss and Consider Contractual Matters

Discuss Legal/Legislation Matters

Discuss Member Disciplinary Matters

18. Adjournment



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

May 24, 2021

The first of two Special Open Meetings of the Golden Rain Foundation of Laguna Woods Board of Directors, a California non-profit mutual benefit corporation, was held on Monday, May 24, 2021, at 1:30 P.M., Virtually, Laguna Woods, California.

Directors Present: Bunny Carpenter, Egon Garthoffner, Jim Hopkins, Joan Milliman, Yvonne Horton, Maggie Blackwell, Jon Pearlstone, Sue Stephens

Directors Absent: Don Tibbetts

Staff Present: Jeff Parker, Siobhan Foster, Ernesto Munoz, Chris Laugenour, Brian Gruner, Paul Ortiz, Carlos Rojas, Kurt Wiemann, Guy West, Jose Campos, Steve Hormuth, Eileen Paulin

Others Present: Third: Robert Mutchnick

United: Sue Margolis, Azar Asgari, Carl Randazzo

VMS: Rosemarie DiLorenzo, Juanita Skillman, Diane Phelps, Norman Kahn, Wei-Ming Tao

CALL TO ORDER/STATE PURPOSE OF SPECIAL MEETING

President Bunny Carpenter served as Chair of the meeting and stated that it was a special meeting held pursuant to notice duly given and another meeting without staff present will be held before reconvening on Monday, June 7th. The meeting was called to order at 1:30 P.M.

ESTABLISH QUORUM

Chair Carpenter established a quorum.

APPROVAL OF AGENDA

Without objection, the Board approved the agenda as written.

2022 CAPITAL PLAN PROPOSALS AND FIVE YEAR CIP

Jeff Parker, CEO, began with a dialog to address unutilized project funds from 2015-2019 time period, projects either on hold or expenditures never took place. This was followed by proposed Reserves Plan Strategy options and then presented equipment and project proposals for inclusion in the 2022 Capital Plan and members of the executive team addressed questions.

The chair thanked staff for the presentation and moved into member comments.

MEMBERS COMMENTS

Various members of the board and audience addressed the presentation and staff noted the following changes that will be recommended for the next version of the plan:

- A correction will be made to the pricing of a vehicle
- Closure of unutilized equipment projects
- Closure of unutilized facilities and trust fund projects

ADJOURNMENT

There being no further business to come before the Board of Directors, the meeting adjourned at 4:00 PM.

A handwritten signature in cursive script, appearing to read "Joan Milliman", written over a horizontal line.

Joan Milliman, Secretary
Golden Rain Foundation Board of Directors



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

June 7, 2021

The second of two Special Open Meetings of the Golden Rain Foundation of Laguna Woods Board of Directors, a California non-profit mutual benefit corporation, was held on Monday, June 7, 2021, at 1:30 P.M., Virtually, Laguna Woods, California.

Directors Present: Bunny Carpenter, Egon Garthoffner, Joan Milliman, Jim Hopkins, Yvonne Horton, Gan Mukhopadhyay, Jon Pearlstone, Sue Stephens

Directors Absent: Maggie Blackwell, Don Tibbetts

Staff Present: Jeff Parker, Siobhan Foster, Ernesto Munoz, Chris Laugenour, Brian Gruner, Paul Ortiz, Eileen Paulin, Carlos Rojas, Kurt Wiemann, Jose Campos, Steve Hormuth, Eileen Paulin

Others Present: Third: Steve Parsons, Debbie Dotson, Reza Karimi
United: Sue Margolis, Azar Asgari, Carl Randazzo
VMS: Rosemarie DiLorenzo, Juanita Skillman

CALL TO ORDER/STATE PURPOSE OF SPECIAL MEETING

President Bunny Carpenter served as Chair of the meeting and stated going forward Jim Hopkins will be running the meeting. President Carpenter also stated it was a special meeting held pursuant to notice duly given. The meeting was called to order at 1:30 P.M.

ESTABLISH QUORUM

Chair Carpenter established a quorum.

APPROVAL OF AGENDA

Without objection, the Board approved the agenda as written.

2022 CAPITAL PLAN PROPOSALS AND FIVE YEAR CIP

Jose Campos, Financial Services Manager gave a brief review of the 2022 Capital Plan to be presented, encouraged everyone to ask questions, advising that future meetings would include less detail but changes would still be possible.

Siobhan Foster, Chief Operating Officer gave a slide presentation of 2022 Capital Plan and members of the executive team addressed questions.

The chair thanked staff for the presentation and moved into member comments.

Jose Campos reviewed the Proposed Project Appropriations Defunding items and members of the executive team addressed questions.


Jim Hopkins presented an overview of 2022-2051 Reserves. Discussion to be continued at next GRF Finance Committee meeting on June 23, 2021.

MEMBERS COMMENTS

Various members of the board and audience addressed the presentation.

ADJOURNMENT

There being no further business to come before the Board of Directors, the meeting adjourned at 5:55 P.M.

A handwritten signature in black ink, appearing to read "Joan A. Milliman", with a long horizontal flourish extending to the right.

Joan Milliman, Secretary
Golden Rain Foundation Board of Directors



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

June 14, 2021

A Special Open Meeting of the Golden Rain Foundation of Laguna Woods Board of Directors, a California non-profit mutual benefit corporation, was held on Monday, June 14, 2021, at 1:30 P.M. to review the proposed 2022 GRF Department Budget, Virtually, Laguna Woods, California.

Directors Present: Bunny Carpenter, Joan Milliman, Jim Hopkins, Yvonne Horton, Gan Mukhopadhyay, Jon Pearlstone, Sue Stephens, Maggie Blackwell

Directors Absent: Egon Garthoffner, Don Tibbetts

Staff Present: Jeff Parker, Siobhan Foster, Ernesto Munoz, Chris Laugenour, Brian Gruner, Eileen Paulin, Carlos Rojas, Kurt Wiemann, Jose Campos, Steve Hormuth

Others Present: Third: Robert Mutchnick

United: Prakash Achrekar, Azar Asgari, Carl Randazzo

VMS: None

CALL TO ORDER/STATE PURPOSE OF SPECIAL MEETING

President Bunny Carpenter served as Chair of the meeting to call the meeting to order, and then turned the meeting over to Jim Hopkins. President Carpenter stated it was a special meeting held pursuant to notice duly given. The meeting was called to order at 1:30 P.M.

ESTABLISH QUORUM

President Carpenter established a quorum.

APPROVAL OF AGENDA

Without objection, the Board approved the agenda as written.

2022 GRF DEPARTMENT REVIEW

Treasurer Jim Hopkins stated that this presentation is not a final budget, but money that will be required to maintain current service levels. Comments and concerns will be noted but no voting today.

Jose Campos, Financial Services Manager stated that United and Third Mutuals have previously reviewed Landscape and Maintenance areas. Each department manager then presented this first version to the Board today.

The chair thanked staff for the presentation and moved into member comments.

MEMBERS COMMENTS

Various members of the board and audience addressed the presentation.

ADJOURNMENT

There being no further business to come before the Board of Directors, the meeting adjourned at 5:36 P.M.

A handwritten signature in black ink, appearing to read "Joan Milliman", written over a horizontal line.

Joan Milliman, Secretary
Golden Rain Foundation Board of Directors



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

June 30, 2021

A Special Open Meeting of the Golden Rain Foundation of Laguna Woods Board of Directors, a California non-profit mutual benefit corporation, was held on Wednesday, June 30, 2021, at 9:30 A.M. to review the proposed 2022 GRF Department Budget – Version 1, in the Boardroom as well as virtually, Laguna Woods, California.

Directors Present: Bunny Carpenter, Joan Milliman, Gan Mukhopadhyay,
Jon Pearlstone, Sue Stephens, Maggie Blackwell

Directors Absent: Egon Garthoffner, Jim Hopkins, Don Tibbetts

Staff Present: Jeff Parker, Siobhan Foster, Eileen Paulin, Jose Campos, Guy
West

Others Present: Third: Steve Parsons, Debbie Dotson

United: Azar Asgari, Manuel Armendariz

VMS: Juanita Skillman

CALL TO ORDER/STATE PURPOSE OF SPECIAL MEETING

President Bunny Carpenter served as Chair of the meeting. President Carpenter stated it was a special meeting held pursuant to notice duly given. The meeting was called to order at 9:40 A.M.

ESTABLISH QUORUM

President Carpenter established a quorum.

APPROVAL OF AGENDA

Without objection, the Board approved the agenda as written.

2022 GRF DEPARTMENT REVIEW

Jose Campos, Financial Services Manager stated that the purpose of this meeting is to get more input today, continuing until the next meeting that will be held on July 14, 2021. Several questions were asked by Board members from United and Third, as well as from residents; Jose Campos responded to each. He then presented the Version 1 budget.

The chair thanked staff for the presentation and moved into member comments.

MEMBERS COMMENTS

Various members of the board and audience addressed the presentation.

ADJOURNMENT

There being no further business to come before the Board of Directors, the meeting adjourned at 11:38 A.M.

A handwritten signature in cursive script, appearing to read "Joan Milliman", written over a horizontal line.

Joan Milliman, Secretary
Golden Rain Foundation Board of Directors



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

July 14, 2021

A Special Open Meeting of the Golden Rain Foundation of Laguna Woods Board of Directors, a California non-profit mutual benefit corporation, was held on Wednesday, July 14, 2021, at 1:30 P.M. to review the proposed 2022 GRF Business Plan – Version 2, in an all virtual meeting.

Directors Present: Bunny Carpenter, Joan Milliman, Gan Mukhopadhyay,
Egon Garthoffner, Jim Hopkins, Jon Pearlstone, Maggie Blackwell,
Yvonne Horton, Debbie Dotson, Don Tibbetts

Directors Absent: None.

Staff Present: Jeff Parker, Siobhan Foster, Eileen Paulin, Steve Hormuth, Jose
Campos, Chris Laugenour, Kurt Wiemann, Carols Rojas, Chuck
Holland

Others Present: Third: Robert Mutchnick

United: Manuel Armendariz, Andre Torng, Azar Asgari, Reza
Bastani

CALL TO ORDER/ ESTABLISH QUORUM

President Bunny Carpenter served as Chair of the meeting and established quorum.
The meeting was called to order at 1:30 P.M.

STATE PURPOSE OF SPECIAL MEETING

Purpose of this meeting is to review the 2022 Business Plan Version 2.

APPROVAL OF AGENDA

Without objection, the Board approved the agenda as written.

CHAIR REMARKS

None.

MEMBERS COMMENTS

None.

UNFINISHED BUSINESS

None.

2022 GRF BUSINESS PLAN – VERSION 2 REVIEW

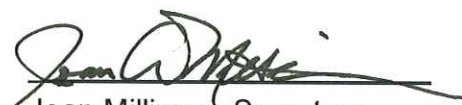
Jose Campos, Financial Services Manager, presented the version 2 of the 2022 business plan. A wide range of questions were asked by directors and staff provided responses.

DIRECTOR'S COMMENTS

None.

ADJOURNMENT

There being no further business to come before the Board of Directors, the meeting adjourned at 3:39 P.M.

A handwritten signature in black ink, appearing to read 'Joan Milliman', with a long horizontal flourish extending to the right.

Joan Milliman, Secretary
Golden Rain Foundation Board of Directors



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

August 9, 2021

A Special Open Meeting of the Golden Rain Foundation of Laguna Woods Board of Directors, a California non-profit mutual benefit corporation, was held on Monday, August 9, 2021, at 1:30 P.M. to review the proposed 2022 GRF Business Plan – Version 3, in an all virtual meeting.

Directors Present: Bunny Carpenter, Joan Milliman, Gan Mukhopadhyay, Egon Garthoffner, Jim Hopkins, Jon Pearlstone, Maggie Blackwell, Yvonne Horton, Debbie Dotson, Don Tibbetts

Directors Absent: None.

Staff Present: Jeff Parker, Siobhan Foster, Eileen Paulin, Steve Hormuth, Jose Campos, Chris Laugenour, Kurt Wiemann, Carols Rojas, Chuck Holland, Brian Gruner, Guy West, Laurie Chavarria

Others Present: Third: Robert Mutchnick, Lynn Jarrett, Annie McCary,
United: Manuel Armendariz, Andre Torng, Azar Asgari, Reza Bastani, Diane Casey,

VMS: Rosemarie di Lorenzo, Stefanie Brown, Diane Phelps

CALL TO ORDER/ ESTABLISH QUORUM

President Bunny Carpenter served as Chair of the meeting and established quorum. The meeting was called to order at 1:30 P.M.

STATE PURPOSE OF SPECIAL MEETING

Purpose of this meeting is to review the 2022 Business Plan Version 3.

APPROVAL OF AGENDA

Without objection, the Board approved the agenda as written.

CHAIR REMARKS

None.

MEMBERS COMMENTS

None.

UNFINISHED BUSINESS

None.

2022 GRF BUSINESS PLAN – VERSION 3 REVIEW

Jose Campos, Financial Services Manager, presented the version 3 of the 2022 business plan. A wide range of questions were asked by directors and staff provided responses. By consensus, the board directed staff to place this item on the next regular session open meeting for approval, as presented.

DIRECTOR'S COMMENTS

None.

ADJOURNMENT

There being no further business to come before the Board of Directors, the meeting adjourned at 3:39 P.M.

A handwritten signature in black ink, appearing to read 'Joan Milliman', written over a horizontal line.

Joan Milliman, Secretary
Golden Rain Foundation Board of Directors



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 5, 2021, 9:30 a.m.
24351 El Toro Road, Laguna Woods, California
Board Room/Virtual Meeting

Directors Present: Bunny Carpenter, Egon Garthoffner, James Hopkins, Don Tibbetts, Gan Mukhopadhyay, Joan Milliman, Debbie Dotson, Yvonne Horton, Jon Pearlstone, Maggie Blackwell

Directors Absent: None

Staff Present: Jeff Parker-CEO, Siobhan Foster-COO, Eileen Paulin, Connie Habal, Cindy Shoffeitt, Brian Gruner, Ian Barnette, Bart Mejia, Cheryl Silva, and Grant Schultz

Others Present: Third: Ralph Engdahl
Mutual 50: John Carter
VMS: Diane Phelps, Juanita Skillman

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

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

2. Pledge of Allegiance

Director Tibbetts led the Pledge of Allegiance to the Flag.

3. Acknowledgment of Media

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

4. Approval of Agenda

President Carpenter asked if the board had any changes to the agenda.

Debbie Dotson wanted to revise the Committee Appointments.

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

Golden Rain Foundation Regular Session
October 5, 2021
Page 2 of 25

5. Approval of Minutes

- a. August 26, 2021 – Agenda Prep Open Meeting
- b. September 7, 2021 – Regular Open Meeting

Hearing no changes or objections, the minutes of August 26, 2021, Agenda Prep Open Meeting, were approved unanimously.

Hearing no changes or objections, the minutes of September 7, 2021, Regular Open Meeting were approved unanimously.

6. Report of the Chair

President Carpenter congratulated Maggie Blackwell who was elected to the United Board. This leaves a vacancy on the GRF Board and there will be a special election to fill this vacancy.

7. CEO/COO Report

Jeff Parker-CEO and Siobhan Foster-COO gave a report on the following items:

- Update on COVID-19: The number of positive COVID cases continues to decrease within Orange County. Hospitalizations are at 242 people, with 62 people in the ICU. VMS is following the California Department of Public Health (CDPH) and Orange County Health agency guidelines.
- GRF Insurance renewal process has completed and the board is moving forward with property and casualty insurance.
- Clubhouse 1 fitness center equipment will be moving back inside.
- Tennis court washing and resurfacing.
- Slurry seal of the PAC parking lot.
- Annual Reservation lottery held by the Recreation and Special Events Department. To enter pick up lottery cards in the Recreation office or email a request to recreation@vmsinc.org. The program starts October 11, 2021, please complete and return by Monday, October 29, 2021.
- PAC box office is now online and residents can obtain tickets through tickets.lagunawoodsvillage.com.
- Holiday buffet are scheduled for Thanksgiving at Clubhouse 5 tickets go on sale Thursday, October 28, 2021 at the Clubhouse 5 office. Tickets for Christmas at Clubhouse 5 go on sale December 2, 2021, at the Clubhouse 5 office.

8. Open Forum (Three Minutes per Speaker)

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

President Carpenter asked staff for member comments in the board room:

- A member commented about the Laguna Woods Foundation and what the foundation does to help the residents. National Good Neighbor day was September 25 and she encouraged everyone to be kind to their neighbors.
- A member spoke about Community Concepts of Laguna Woods Village which

is a group of musicians that perform concerts throughout the year. Because of COVID restrictions they have not be able to advertise. He requested permission to post advertisements at the clubhouses.

Connie Habal, Executive Assistant, read email comments from members:

- A member commented about transportation, bus service has been cut.
- A member asked when board meetings when board meeting will be held again in person.
- A member commented about climate change and requested the board approve additional SCE electric charging stations for increasing number of electrical vehicles.
- A member commented about water usage at the golf course.

9. Responses to Open Forum Speakers

The following are responses to the open forum speakers:

- President Carpenter commented due to COVID, the board has decided to meet virtually. They will be discussing hybrid meeting during closed session.
- Director Milliman asked the board if the posters can be approved for the Community Concepts of Laguna Woods Village for their concerts.
- Director Dotson responded the board is working on EV Charging Stations.
- Director Tibbetts commented about EV charging stations.
- Director Garthoffner encouraged the resident to attend the M&V Committee regarding to discuss the bus service.
- Director Horton commented about the water usage at the golf course. Landscape Services is looking into different ways to save water.
- Director Milliman commented the golf course is watered by recyclable water.

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) shall 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 2021, and by this vote ratified that such review be confirmed in this month's board member open session meeting minutes.

10b. Approve a Resolution to Update the GRF Committee Appointments

RESOLUTION 90-21-35 **GRF Committee Appointments**

RESOLVED October 5, 2021, that the following persons are hereby appointed and

Golden Rain Foundation Regular Session
October 5, 2021
Page 4 of 25

ratified to serve on the Committees of this Corporation:

Strategic Planning Committee

~~Debbie Dotson, Chair (GRF)~~

~~Jon Pearlstone, Chair (GRF)~~

James Hopkins (GRF)

Gan Mukhopadhyay, Alternate (GRF)

Robert Mutchnick (Third)

Cush Bhada (Third)

Steve Parsons, Alternate (Third)

~~Sue Margolis (United)~~

Andre Torng (United)

Cash Achrekar (United)

Ryna Rothberg (Mutual 50)

Advisor: Dick Rader

Customer Experience Subcommittee

~~Jon Pearlstone (GRF)~~

~~Cush Bhada (Third)~~

~~Robert Mutchnick (Third)~~

~~Andre Torng (United)~~

Facilities Subcommittee

~~Gan Mukhopadhyay (GRF)~~

~~Cush Bhada (Third)~~

~~Carl Randazzo (United)~~

Future Strategic Planning Items Subcommittee

~~Jim Hopkins (GRF)~~

Community Activities Committee

Yvonne Horton, ~~Chair~~ (GRF)

Deborah Dotson, ~~Alternate~~ (GRF)

Bunny Carpenter, Alternate (GRF)

~~Jon Pearlstone, Chair (GRF)~~

~~Reza Karimi (Third)~~

Annie McCary, ~~Alternate~~ (Third)

~~Elsie Addington (United)~~

Andre Torng (United)

Cash Achrekar, Alternate (United)

Ryna Rothberg, (Mutual 50)

Advisor: Roland Boudreau, Juanita Skillman

Equestrian Center Ad Hoc Committee

Bunny Carpenter, Chair (GRF)

Yvonne Horton (GRF)

Cush Bhada (Third)

Annie McCary, (Third)

Golden Rain Foundation Regular Session
October 5, 2021
Page 5 of 25

Advisors: Gary Empfield, ~~Stefanie Brown~~, ~~Bunny Lipinski~~, Susan Hemberg

Finance Committee

James Hopkins, Chair (GRF)
Gan Mukhapadhyay, ~~Alternate~~ (GRF)
Deborah Dotson, ~~Alternate~~ (GRF)
Steve Parsons (Third)
Robert Mutchnick (Third)
Craig Wayne, Alternate (Third)
Azar Asgari (United)
~~Carl Randazzo (United)~~
Diane Casey, Alternate (United)
Al Amado, (Mutual 50)
Advisor: Rosemarie diLorenzo

Information Technology Advisory Committee (ITAC)

James Hopkins, Chair (GRF)
Bunny Carpenter (GRF)
Deborah Dotson (GRF)
~~Sue Margolis (United)~~
Diane Casey (United)
~~Andre Torng (United)~~
~~Lynn Jarrett (Third)~~
~~Reza Karimi (Third)~~

Landscape Committee

Yvonne Horton, Chair (GRF)
~~Maggie Blackwell (GRF)~~
~~Lynn Jarrett, (Third)~~
~~Reza Karimi, (Third)~~
Donna Rane-Szostak, Alternate (Third)
Manuel Armendariz, (United)
~~Andre Torng (United)~~
Azar Asgari, Alternate (United)
Vacant (Mutual 50)

Maintenance & Construction Committee

Egon Garthoffner, Chair (GRF)
Gan Mukhapadhyay (GRF)
Deborah Dotson, Alternate (GRF)
John Frankel (Third)
Ralph Engdahl (Third)
~~Carl Randazzo, (United)~~
~~Brian Gilmore (United)~~
Reza Bastani, ~~Alternate~~ (United)
~~Sue Stephens (Mutual 50)~~
~~John Carter (Mutual 50)~~
Advisor: Richard Palmer, Steve Leonard, Bill Walsh, ~~Carl Randazzo~~

Golden Rain Foundation Regular Session
October 5, 2021
Page 6 of 25

Clubhouse Renovation Ad Hoc Committee

Egon Garthoffner, Chair (GRF)
Gan Mukhapadhyay (GRF)
Deborah Dotson (GRF)
John Frankel (Third)
Cush Bhada (Third)
Ralph Engdahl, Alternate (Third)
Manuel Armendariz (United)
~~Carl Randazzo (United)~~
~~Sue Margolis, Alternate (United)~~
Advisors: Steve Leonard, Bill Walsh, Cathy Garris

Media and Communications

Joan Milliman, Chair (GRF)
~~Maggie Blackwell (GRF)~~
Deborah Dotson, Alternate (GRF)
Annie McCary (Third)
Lynn Jarrett (Third)
Donna Rane-Szostak, Alternate (Third)
Neda Ardani (United)
~~Elsie Addington, (United)~~
Ryna Rothberg, (Mutual 50)
Advisors: Carmen Pacella, Tom Nash, Juanita Skillman, Lucy Parker,
Theresa Frost

Broadband Ad Hoc Committee

Joan Milliman, Chair (GRF)
Jim Hopkins (GRF)
Jon Pearlstone (GRF)
Debbie Dotson (GRF)
Annie McCary (Third)
~~Lynn Jarrett (Third)~~
~~Elise Addington (United)~~

Mobility & Vehicles Committee

Don Tibbetts, Chair (GRF)
Egon Garthoffner (GRF)
Joan Milliman, Alternate (GRF)
Craig Wayne (Third)
~~Reza Karimi (Third)~~
Cush Bhada, ~~Alternate~~ (Third)
~~Elsie Addington, (United)~~
Reza Bastani (United)
Neda Ardani, ~~Alternate~~ (United)
Margaret Bennett (Mutual 50)
~~Sue Stephens, Alternate (Mutual 50)~~
Advisor: Vashi Williams

Golden Rain Foundation Regular Session
October 5, 2021
Page 7 of 25

Security and Community Access

Don Tibbetts, Chair (GRF)
~~Maggie Blackwell (GRF)~~
Cush Bhada (Third)
Craig Wayne (Third)
Donna Rane-Szostak, Alternate (Third)
Manuel Armendariz (United)
Reza Bastani (United)
Andre Torng, Alternate (United)
~~Sue Stephens (Mutual 50)~~
Margaret Bennett, ~~Alternate~~ (Mutual 50)

OTHER COMMITTEES:

Disaster Preparedness Task Force

Carlos Rojas, Chair
~~Maggie Blackwell (GRF)~~
Annie McCary, (Third)
John Frankel, (Third)
Donna Rane-Szostak, Alternate (Third)
Diane Casey (United)
Cash Achrekar, (United)
Reza Bastani, Alternate (United)
~~John Carter~~ (Mutual 50)
Advisors: Tom Soule, Bruce Bonbright

Laguna Woods Village Traffic Hearings

(Chair will alternate between Boards)
Yvonne Horton (GRF)
Deborah Dotson (GRF)
John Frankel (Third)
Cush Bhada, Alternate (Third)
Neda Ardani (United)
~~Elsie Addington, Alternate (United)~~
Board Members by Rotation (Mutual 50)

Insurance Ad Hoc Committee Dissolve Committee

~~Sue Margolis, Chair (United)~~
~~Cash Achrekar, Co-Chair (United)~~
~~Bunny Carpenter (GRF)~~
~~James Hopkins (GRF)~~
~~Rosemarie DiLorenzo (VMS)~~
~~Wei-Ming Tao (VMS)~~
~~Robert Mutchnick (Third)~~
~~Reza Karimi (Third)~~
~~Advisor: Diane Fortner, Jon Pearlstone~~

Golden Rain Foundation Regular Session
October 5, 2021
Page 8 of 25

Purchasing Ad Hoc Committee

Bunny Carpenter, Chair (GRF)
Yvonne Horton (GRF)
Steve Parsons (Third)
Donna Rane-Szostak (Third)
Ralph Engdahl, Alternate (Third)
~~Carl Randazzo (United)~~
Cash Achrekar (United)
~~Diane Casey (United)~~
Advisor: Carl Randazzo

Select Audit Task Force

James Hopkins (GRF)
Diane Phelps (VMS)
Elizabeth Roper (United)
Peggy Moore (Third)

RESOLVED FURTHER, that Resolution 90-21-27 adopted August 3, 2021, is hereby superseded and cancelled; and

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

President Carpenter called for the vote on the Consent Calendar.

Hearing no objections, the Consent Calendar was approved unanimously.

11. Unfinished Business

11a. Entertain a Motion to Adopt a Resolution to Update the Harassment Policy

Director Milliman, Secretary of the Board, read the following resolution:

RESOLUTION 90-21-36
HARASSMENT AND NUISANCE POLICY

WHEREAS, on October 7, 2019, the board adopted the Harassment and Nuisance Policy to set forth guidelines for harassment and nuisance complaints; and

WHEREAS, the board recognizes the need to update the policy to reflect changes in state law, introduce concepts of proper decorum and harassment based on protected classes, and outline the processes for investigation of allegations and board member or committee member discipline; and

NOW THEREFORE BE IT RESOLVED, October 5, 2021, the Board of Directors of this Corporation hereby revises the Harassment and Nuisance policy, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 90-19-47 adopted October 1, 2019, is hereby superseded and canceled; and

Golden Rain Foundation Regular Session
October 5, 2021
Page 9 of 25

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

SEPTEMBER Initial Notification

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

Director Milliman made a motion to adopt the Harassment and Nuisance Policy. Director Dotson seconded the motion.

Discussion ensued among the directors.

President Carpenter called for the vote and the resolution on the Harassment and Nuisance Policy passed by unanimously.

11b. Entertain a Motion to Adopt a Resolution for a Broadband Services Fee Increase

Director Milliman, Secretary of the Board, read the following resolution:

RESOLUTION 90-21-37
DIGITAL CABLE SERVICES FEE STRUCTURE AND TIER SYSTEM

WHEREAS, the Media and Communications Committee has recommended adjustments in the fee schedule to address higher costs for digital access and programming fees,

WHEREAS, the Finance Committee has reviewed and endorsed the adjustments in the fee schedule that are included in the staff report and have recommended that the GRF board place this item into 28-day notice for review and comments by the community **at** large,

NOW THEREFORE BE IT RESOLVED, on October 5, 2021, the Board of Directors of this Corporation hereby adopts the proposed Digital Pay Tier System Fee Schedule as attached to the official minutes of this meeting; and

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

SEPTEMBER Initial Notification

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

Staff recommends the board approve the Broadband Services fee to be increased by 5% for 2022.

Director Milliman made a motion to adopt the resolution for the Broadband Services 5% fee increase for 2022. Director Horton seconded the motion.

Discussion ensued among the directors.

President Carpenter called for the vote and the motion passed unanimously.

Golden Rain Foundation Regular Session
October 5, 2021
Page 10 of 25

11c. Entertain a Motion to Adopt the Trust Fee Resolution

Director Milliman, Secretary of the Board, read the following resolution:

RESOLUTION 90-21-38
Trust Facilities Fee from \$5,000 to \$7,500

WHEREAS, as Trustee of the Golden Rain Foundation Trust, the Board of Directors of the Golden Rain Foundation is required to maintain and improve the recreational and other amenities available to all residents of Laguna Woods Village; and

WHEREAS, The Board of Directors finds that reinstatement of the capital contribution to the Trust originally required to be made for each manor sold will ensure the continuation of the amenities that make Laguna Woods Village unique; and

NOW THEREFORE BE IT RESOLVED, October 5, 2021, that as Trustee of the Golden Rain Foundation Trust, a declaration of Trust recorded March 6, 1964, the Board will impose a fee, to be known as the "Trust Facilities Fee", in accordance with all terms and conditions contained in this policy statement and in California Civil §4580 (as amended by Senate Bill 1128, Stats 2010 Chapter 322, §2, effective January 1, 2011) on all transactions involving the purchases of a separate interest in any of the Trustors' common interest developments (United Laguna Woods Mutual, Third Laguna Hills mutual and Mutual Fifty, each of which is hereinafter referred to as a "Trustor") within the City of Laguna Woods, as an obligation of the Purchaser(s); ***effective January 1, 2022. For purposes of determining Effective Date, purchase contracts entered prior to January 1, 2022, in which escrow opens before January 1, 2022, and closes on or before March 31, 2022, are deemed transactions occurring prior to the Effective Date:*** and

RESOLVED FURTHER, the Trust Facilities Fee will be a fixed amount, as provided herein and as determined from time to time by the Trustee of the Golden Rain Foundation Trust. The entirety of each such fee, when and as paid by the purchaser(s) shall be deposited into the Trust Facilities Fee Fund and shall be applicable to all such transactions, excluding the following transfers of a separate interest:

1. Where ownership of a separate interest is joined between a current beneficiary of a Trustor and a non-beneficiary spouse, domestic partner or other relative of such beneficiary;
2. Where ownership of a separate interest is transferred to a non-beneficiary of a Trustor by gift or through inheritance from a beneficiary of a Trustor;
3. Where ownership of a separate interest is transferred by a beneficiary of a Trustor to the current qualifying resident (as defined in the Bylaws of each Trustor) of the separate interest, where the transferor has never been a qualifying resident and has previously paid a Trust Facilities Fee;

Golden Rain Foundation Regular Session
October 5, 2021
Page 11 of 25

4. Where ownership of a separate interest is being transferred to a trust whose settler or principal beneficiary is the transferor, or to another trust for estate planning purposes;
5. Where ownership of a separate interest is purchased by a current owner, who has held interest in their current interest for at least two years.

RESOLVED FURTHER, effective with escrows opened, or purchase contracts signed, on or after January 1, 2022, the Trust Facilities Fee shall be set at ~~\$5,000~~ **\$7,500** for units with a sales price of ~~\$75,000~~ **\$150,000** or higher and ~~\$2,500~~ **\$3,000** for units that sell below ~~\$75,000~~ **\$150,000** until modified by the Trustee; and

RESOLVED FURTHER, in accordance with California Civil Code §4580 each new purchase of a separate interest in any of the Trustors' common interest developments within the City of Laguna Woods to which this Trust Facilities Fee applies (i.e., all new purchases other than a transfer qualifying for any of the exclusions set forth in subparagraphs 1-5 above) shall, in compliance with California Civil Code §4580, have the option to either:

- (i) pay the fee in its entirety at the time of transfer; or
- (ii) pay the fee amount pursuant to an installment payment plan for a period of seven years.

If the purchaser elects to pay the fee in installment payments under the second of the above statutorily permitted options, then the Trustee may also collect additional amounts not to exceed the actual costs for billing and financing on the amount owed (as set forth below, and in compliance with the Davis-Stirling Act, as the same may be amended from time to time), and if the purchaser sells their separate interest prior to the end of the installment payment plan period, he or she shall pay the remaining balance of the fee owed to the Trustee prior to transfer. A fee of \$10 will be imposed for any late payments. The Golden Rain Foundation Board shall assess a one-time fee for the preparation of the promissory note. The Golden Rain Foundation Board shall also assess a handling fee of \$252.00 until later modified by the Board and interest, if applicable, at the minimum rate allowed by law. The monthly payment of the Trust Facilities Fee, the handling fee and interest, if applicable, shall be due on the 1st day of each month; and

RESOLVED FURTHER, ~~that~~ Resolution 90-18-48, adopted November 6, 2018, is hereby superseded and cancelled ***to the extent that it differs, effective January 1, 2022;*** and

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

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

Director Milliman made a motion to adopt the resolution for a Trust Facilities Fee Increase from \$5,000 to \$7,500. Director Blackwell seconded the motion.

Golden Rain Foundation Regular Session
October 5, 2021
Page 12 of 25

Discussion ensued among the directors.

President Carpenter called for the vote and the motion passed by a vote of 9-1-0 (Director Pearlstone opposed).

11d. Entertain a Motion to Introduce a Resolution for the GRF Code of Ethics Policy Modification

Director Milliman, Secretary of the Board, read the following resolution:

RESOLUTION 90-21-XX
Code of Ethics Policy for GRF Directors

WHEREAS, the Board of Directors of the Golden Rain Foundation (GRF) has recognized the need to amend the Code of Ethics Policy for GRF Directors; and

NOW THEREFORE BE IT RESOLVED, [DATE], 2021 the Board of Directors of this Corporation hereby adopts the Code of Ethics Policy for GRF Directors; as attached to the official minutes of this meeting; and;

RESOLVED FURTHER, that Resolution 90-21-24 is hereby suspended and cancelled; and

RESOLVED FURTHER, that a copy of this resolution shall be given to every candidate for the GRF board of directors; 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.

OCTOBER 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 recommends the board adopt the updated Code of Ethics Policy for GRF Directors.

Director Milliman made a motion to introduce a resolution to update the Code of Ethics Policy for GRF Directors for 28-day review. Director Blackwell seconded the motion.

Discussion ensued among the directors.

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

12. New Business

12a. Entertain a Motion to Adopt a Resolution to Create a Revenue Generating Objective Ad Hoc Committee

RESOLUTION 90-21-39
Revenue Resources Ad Hoc Committee
Mission Statement

WHEREAS, a Revenue Resources Ad Hoc Committee has been formed pursuant to Article 7, Section 7.1.2 and Section 7.5, of the bylaws of this corporation;

WHEREAS, the primary mission of the Revenue Resources Ad Hoc Committee shall be to research and identify new revenue sources in the community and make recommendations to the Community Activities Committee (CAC), **Finance Committee** and board of directors for approval;

WHEREAS, this Revenue Resources Ad Hoc Committee will not take the place of the Strategic Planning Committee for long-range planning;

WHEREAS, the duties and responsibilities of the Revenue Resources Ad Hoc Committee are to:

1. Research and identify new revenue resources utilizing the community in general with minimum investment. Revenue resources that will enhance the community and not take away from the amenities;
2. Research ideas from committee members must provide estimated financial analysis and implementation suggestions; and
3. Make progress reports to the CAC, **Finance Committee** and the board of directors.

NOW THEREFORE BE IT RESOLVED, October 5, 2021, the Board of Directors of this Corporation hereby adopts the mission statement, duties and responsibilities of the Revenue Resources Ad Hoc Committee; and;

RESOLVED FURTHER; that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution. Staff recommends the board approve the formation of the Revenue Resources Ad Hoc Committee in accordance with the Golden Rain Foundation (GRF) Laguna Woods Amended Bylaws.

Director Milliman made a motion to approve the Revenue Resources Ad Hoc Committee and Mission Statement. Director Horton seconded the motion.

Discussion ensued among the directors.

A member asked about who would be assigned to the committee.

Director Hopkins made an amendment to add the Finance Committee to the approval process in the second paragraph and item #3. Director Milliman seconded the amendment.

Golden Rain Foundation Regular Session
October 5, 2021
Page 14 of 25

President Carpenter called for a vote on the amendment and the amendment passed without objection.

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

12b. Entertain a Motion to Approve the Village Community Fund Pickleball Lighting Donation

Director Milliman, Secretary of the Board, read the following resolution:

RESOLUTION 90-21-40
Village Community Fund Donation Resolution- Pickleball and Paddle Tennis

WHEREAS, on March 2, 2021 the GRF Board accepted VCF's application to start fundraising for the purpose of contracting the installation of the existing style of court lights over the three remaining unlit courts at the Pickleball and Paddle Tennis facility to facilitate night time play and ensure consistent playing conditions throughout the facility; and;

WHEREAS, since March 2021, VCF generated \$25,000 in fundraised monies to be donated to GRF for the purpose of contracting the installation of court lights over the three remaining unlit courts at the Pickleball and Paddle Tennis facility; and;

WHEREAS, any remaining donated funds will be redistributed to VCF; and;

NOW THEREFORE BE IT RESOLVED, October 5, 2021 the Board of Directors of this Corporation hereby adopts the donation of \$25,000 from Village Community Fund for the installation of court lights over the three remaining unlit courts at the Pickleball and Paddle Tennis facility; 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.

Brain Gruner, Director of Recreation and Special Events, gave an overview of the donation. Staff recommends the board establish and adopt a resolution to accept donated funds in the amount of \$25,000 from the Village Community Fund to contract and install the existing style of court lights on the remaining three unlit courts at the Laguna Woods Village Pickleball and Paddle Tennis facility. Diane Phelps presented the check for \$25,000 to the Board.

President Carpenter made a motion to approve the Village Community Fund Pickleball Lighting donation. Director Dotson seconded the motion.

Discussion ensued among the directors.

Golden Rain Foundation Regular Session
October 5, 2021
Page 15 of 25

President Carpenter called for the vote and the motion passed unanimously.

13. The Board did not take a break.

14. Committee Reports

14a. Report of the Finance Committee/Financial Reports – Director Hopkins gave an update from the committee and showed a presentation on the GRF Treasurer’s Report. At the last committee meeting, the committee discussed investments and GRF financials. The committee reviewed in detail the investments. At the next meeting the committee will be looking at policy changes. The committee met on August 25, 2021; next meeting October 20, 2021, at 1:30 p.m. as a virtual meeting.

- (1) GRF Treasurer’s Report – Director Hopkins
- (2) GRF Finance Committee Report

14b. Strategic Planning Committee—Director Dotson gave an update from the committee. The committee will be refining and reprioritizing the goals and purpose of this committee. The committee met on June 28, 2021; next meeting TBA.

14c. Report of the Community Activity Committee – Director Horton gave an update from the committee. The committee is looking into the online reservation system Kourts for racket sports. She thanked the board for approving the new revenue sources hoc committee. The committee met on September 9, 2021; next meeting October 14, 2021, at 1:30 p.m. as a virtual meeting.

- (1) Equestrian Center Ad Hoc Committee – President Carpenter gave an update on the committee. The committee met on July 7, 2021; next meeting November 4, 2021, at 1:00 p.m. as a virtual meeting.

14d. Report of the Landscape Committee – Director Horton gave an update from the committee. The committee is working on irrigation issues. The committee met on September 8, 2021; next meeting November 10, 2021, at 1:30 p.m. as a virtual meeting.

14e. Report of the Maintenance & Construction Committee – Director Garthoffner gave an update from the committee. The committee is working on plans to replace Building E and SCE Charge Ready program. The committee met on August 11, 2021; next meeting October 13, 2021, at 9:30 a.m. as a virtual meeting.

- (1) Report of the Clubhouse Facilities Renovation Ad Hoc Committee – Director Garthoffner gave an update from the committee. The committee met on September 22, 2021; next meeting TBA.

14f. Report of the Media and Communications Committee—Director Milliman gave an update on the committee. The committee is working on focus groups for the website, community surveys, highlights from the year, director handbooks and Broadband services. The committee met on September 20, 2021; next meeting will be held on October 18, 2021, at 1:30 p.m. as a virtual meeting.

Golden Rain Foundation Regular Session
October 5, 2021
Page 16 of 25

14g. Report of the Mobility & Vehicles Committee – Director Tibbetts gave an update on the committee. The committee met on July 28, 2021; next meeting October 6, 2021, at 1:30 p.m. as a virtual meeting.

14h. Report of the Security & Community Access Committee – Director Tibbetts gave an update on the committee. The committee met on August 23, 2021; next meeting October 25, 2021, at 1:30 p.m. as a virtual meeting.

(1) Report of the Laguna Woods Village Traffic Hearings – Director Horton gave an update on the hearings. The Traffic Hearings were held on September 15, 2021; next hearings will be held on October 20, 2021, at 9:00 a.m. virtually.

14i. Report of the Disaster Preparedness Task Force – Director Blackwell gave an update on the task force. The task force discussed that AT&T will be eliminating land lines, good neighbor captain's responsibility, information at the Library in case of a disaster, pet registration, and installation of fire advert devices. The Great Shake Out will be held on October 21, 2021 at 10:21 a.m. The Task Force met on September 28, 2021; next meeting will be November 30, 2021, at 9:30 a.m. as a virtual meeting.

14j. Information Technology Advisory Committee – Director Hopkins gave an update on the committee. The committee is looking at moving the old software to entirely new software. The plan is to have the entire transition done by 2023.

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

15a. GRF Investment Policy (**Referred to GRF Finance Committee**)

16. Directors' Comments

- Director Dotson encouraged members to attend the Security & Community Access Committee meeting on October 25, 2021.

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.*

The meeting was recessed at 11:07 a.m.

Summary of Previous Closed Session Meetings per Civil Code §4935.

During the September 7, 2021, Closed Session, the board:

Approved the Agenda

Approved the Minutes of:

(a) August 3, 2021 – Regular Closed Meeting

CEO Report

Discussed and Considered Personnel Matters

Discussed and Considered Contractual Matters

Golden Rain Foundation Regular Session
October 5, 2021
Page **17** of **25**

Discussed Legal/Legislation Matters

18. Adjournment

The meeting was adjourned at 1:30 p.m.

DocuSigned by:

Joan Milliman

B855D0EC004A480

Joan Milliman, Secretary of the Board
Golden Rain Foundation

Attachment 1

**Harassment and Nuisance Policy Resolution 90-19-47;
 Adopted October 1, 2019, Resolution 90-21-xx;
 Amended [Date], 2021**

This policy is an Operating Rule as defined in the Davis-Stirling Common Interest Development Act and, to the extent it may conflict with any previous Operating Rules, supersedes and prevails over such previous rules. All Operating Rules, whether characterized as rules, policies, procedures or otherwise are subject to the provisions of the Bylaws ("Bylaws") currently in effect for Golden Rain Foundation of Laguna Hills ("GRF"). Unless otherwise specified, all the capitalized terms in this Harassment and Nuisance Policy ("Policy") have the same meaning as set forth in the Bylaws.

I. PURPOSE

This policy sets forth guidelines regarding harassment and nuisance complaints and to sanction behavior that makes Residents, Directors, Village Management Service Inc. ("VMS") Staff or Vendor personnel reasonably feel harassed, threatened or otherwise unsafe. The policy is also intended to address any behavior disturbing the quiet enjoyment of Residents using common facilities within Laguna Woods Village.

1. Prohibition against harassment. GRF does not condone, endorse, or otherwise tolerate Harassment against GRF Members, Residents, Directors, VMS Staff or Vendors.

2. Protected speech and purpose. This Policy is not intended to limit lawful free speech. However, speech intended to coerce, intimidate or threaten violence is not protected. The purpose of the Policy is to provide GRF Members and Residents a procedure to address any disputes regarding alleged Harassment.

II. DEFINITIONS

Committee - Any committee that has been approved by the Board.

Community - Laguna Woods Village; including, but not limited to, all amenities.

Board - GRF's Board of Directors.

Directors - Persons who are elected or appointed to serve on the Board. Directors are volunteer officials who are responsible for the oversight of GRF's operations and ensuring that GRF's Governing Documents are followed and enforced.

Employee(s) - Employees of VMS.

Governing documents - GRF's governing documents, which include the Articles of Incorporation, the GRF Trust Agreement, the Bylaws, the Rules and Regulations and any Resolutions or Policies of the Board, all of which may be lawfully amended or modified from time to time.

GRF Member - Owners within all Housing Mutuals who have paid dues to GRF.

Harassment - Coercion, intimidation, threats or other unwelcome conduct (whether communicated in writing, verbally or otherwise), which is severe enough to interfere with a GRF Member's or Resident's ability to enjoy any privileges, services or facilities operated by GRF.

Housing Mutual - Third Laguna Hills Mutual, The Towers Mutual No. Fifty and United Laguna Woods Mutual.

Neighbor-to-Neighbor Dispute - A dispute or complaint(s) by one GRF Member or Resident against another GRF Member or Resident, which involves a violation of GRF's Governing Documents or impacts GRF at large or its Common Areas.

Protected Classes - Includes race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, familial status, source of income, disability, age, medical condition, genetic information, citizenship, primary language, immigration status, arbitrary characteristics as protected by the Unruh Civil Rights Act and all other classes of individuals protected from discrimination under federal or state fair housing laws, individuals perceived to be a member of any of the preceding classes or any individual or person associated with any of the preceding classes as provided in the California Code of Regulations §12005(y) or any successor statute.

Resident - An approved occupant who lives in Laguna Woods Village, including nonowners approved for occupancy.

Staff - Employees of VMS authorized to act on behalf of United Laguna Woods Mutual, Third Laguna Hills Mutual and GRF.

Third Party - Includes (1) all GRF Members and Residents, and any of their tenants, family members, guests or invitees; (2) vendors including their employees, agents, and sub-contractors; and (3) directors.

Vendors - Persons working for a service provider serving VMS, GRF or any of the Housing Mutuals.

VMS - The self-owned professional management company for Laguna Woods Village. It is a mutual-benefit corporation that was established to provide professional management services to the Community.

All other terms use the definitions as found in the Governing Documents, including the Bylaws.

III. CONDITIONS

A. Proper decorum. No Residents, GRF Members, Directors, Committee Members or Employees are permitted to:

1. Engage in personal attacks, insults or belittling of any individual (whether a Resident, GRF Member, Director, Committee Member, Employee, Vendor, guest or invitee) by name or otherwise, or make any statement that can reasonably be construed as insulting, offensive, belittling or abusing by any means, including, but not limited to, making annoying telephone calls as described in Penal Code §653m, sending correspondence including, but not limited to, the use of public or private mail, facsimile, electronic mail, social media and/or other electronic posting;
2. Destroy personal property of any other Resident, GRF Member, Director, Committee Member, Employee, Vendor, guest or invitee;
3. Use threatening or abusive language or gestures;
4. Bully, harass, intimidate or otherwise interfere with a Director, Committee Member, Employee or Vendor in the performance of their job/duties;
5. Engage in unwelcome conduct toward Residents, GRF Members, Directors, Committee Members, Employees or Vendors including, without limitation in unlawfully harassing, intimidating, molesting, attacking, striking, stalking, threatening, sexually assaulting, battering, abusing and telephoning, including, but

Golden Rain Foundation Regular Session

October 5, 2021

Page 20 of 25

not limited to, making annoying telephone calls as described in Penal Code §653m, sending correspondence by any means, including, but not limited to, the use of public or private mail, facsimile, electronic mail, social media and/or other electronic posting, and destroying personal property.

B. Noise and Nuisance

1. GRF Directors and Committee Members are not permitted to do anything that will unreasonably embarrass, disturb or annoy others, including, without limitation, Residents, GRF Members, Directors, Committee Members, Employees and Vendors.
2. No GRF Member or Resident is permitted to engage in any abusive or harassing behavior or any form of intimidation or aggression, whether verbal or physical, against any Resident, GRF Member, Vendor, guest and invitee, Director, Committee Member or Employee. If the Board elects not to act on a nuisance complaint by a GRF Member, or if the complaining party believes GRF's action is not sufficient, the GRF Member is permitted to pursue additional legal rights under governing documents and/or the law.
3. GRF Members and Residents are advised they do not have a right to live in a noise- and odor-free environment. Normal levels of noise and environmental pollutants are to be expected. This Policy is designed to prohibit only unreasonable activities.
4. The interests and rights of all Residents regarding loud and disturbing noise must be considered. Such consideration precludes, without limitation, unreasonably noisy activities, excessively loud outdoor entertainment and/or frequent music, radios, stereos, televisions, parties, barking dogs and power tools, and noise from cars, motorcycles and other vehicles.
5. No nuisance, illegal, hazardous or noxious activities, including without limitation, the unreasonable accumulation of waste or litter is permitted within the community. Rubbish and debris shall be placed in the designated and proper receptacles.
6. Odors emanating from any other portion of the development that create an unreasonably offensive or unsanitary condition, or that constitute a nuisance are prohibited.
7. Because what constitutes a nuisance is largely subjective, the Board is not obligated to become involved in disputes unless the "nuisance" causes substantial interference rather than mere inconvenience and impacts the community at large.

IV. HARASSMENT

A. Policy

1. GRF does not condone, endorse, or otherwise tolerate Harassment against its GRF Members, Residents, Directors, Committee Members, Employees or Vendors. Harassment of a GRF Member, Resident, Director, Committee Member, Employee or Vendor based on his or her membership as part of a Protected Class by a Third Party is prohibited.

Golden Rain Foundation Regular Session

October 5, 2021

Page 21 of 25

2. This Policy is not intended to limit lawful free speech. However, speech intended to coerce, intimidate or threaten violence is not protected. The purpose of the Policy is to provide GRF, GRF Members, Residents, Directors, Committee Members, Employees or Vendors a procedure to address any disputes regarding alleged Harassment.
3. GRF is not empowered to act on all actual, alleged or potential Harassment, or related disputes and controversies. It is limited by the authority provided in its Governing Documents and the law. Equally important, GRF Members and Residents have their own rights under the law that they can exercise. GRF Members and Residents should seek their own legal counsel about their rights.

B. Harassment Based on Protected Classes

1. Notwithstanding the foregoing and the fact that GRF has no obligation to enforce the law, recent federal and California regulations/guidelines impose certain obligations on GRF with regard to the investigation and treatment of any reported Harassment on the basis of a Protected Class.
2. The guidelines were enacted to further define and address housing discrimination in the form of Harassment on the basis of a Protected Class.
3. Any form of Harassment on the basis of a Protected Class in housing or within housing developments is a form of illegal discrimination. GRF is considered a "housing provider."
4. As such, the Board is required to evaluate alleged Harassment from the perspective of a housing provider, and to investigate when a GRF Member or Resident has reported being subjected to Harassment to the extent that it may amount to illegal housing discrimination.
5. GRF is required to investigate all reported claims of potential Harassment of GRF Members and Residents and, as appropriate, take all action permitted to address such harassing behavior (24 C.F.R. 100.600).
6. Failure of GRF to fulfill its duty under the above may potentially subject GRF to direct liability for:
 - a. GRF's own conduct that results in a discriminatory housing practice;
 - b. failing to take prompt action to correct and end a discriminatory housing practice where GRF knew or should have known of the discriminatory conduct; and
 - c. failing to fulfill a duty to take prompt action to correct and end a discriminatory housing practice by a Third Party where GRF knew or should have known of the discriminatory conduct. The duty to take prompt action may derive from an obligation to the aggrieved person created by contract or lease, including GRF's Governing Documents (80 Fed. Reg. at 63730).
7. For purposes of determining liability for failure to take prompt action to correct or end a discriminatory housing practice, the prompt action may not include any

action that penalizes or harms the aggrieved person, such as eviction of the aggrieved person (80 Fed. Reg. at 63730).

8. The direct and vicarious liability provisions apply to all types of discriminatory housing practices, not just those based on quid pro quo or hostile environment harassment. Failure to comply with these provisions may result in deference by the courts and may be used to interpret the California Fair Employment and Housing Act (FEHA) (Gov. Code § 12900 et seq).

V. INVESTIGATION OF ALLEGATIONS

When an alleged Harassment report is submitted, the Board will review the matter at an executive Board meeting and make a reasonable business judgment decision based on the information in the report, whether the allegations, if true, constitute a Neighbor-to-Neighbor Dispute, Harassment, another violation of the Governing Documents or otherwise. The Board may request further documents or evidence of the dispute or complaint, call one or more complaining parties to a Board meeting, and confer with other Residents, GRF Members, Staff, Vendors or legal counsel as part of its investigation of the matter.

The Board reserves the right to take any action necessary or to not take any action if, in its discretion, it concludes the allegations do not violate the Governing Documents or relevant law. Investigations may include an investigation by a third-party investigator. GRF will take reasonable steps to mitigate and/or eliminate any continuing abusive or hostile work environment.

VI. REPORTING AND ENFORCEMENT

A. General

1. GRF is authorized to take disciplinary action against a GRF Member if they or their Resident, co-occupant, tenant, guest or invitee violates the Governing Documents. GRF may take any lawful action against anyone it determines has committed Harassment within the Community and while using the amenities.
2. The Board has the discretion to determine which actions are violations of this Policy and which actions do not require further action by GRF.
3. This Policy does not apply to activities within the areas governed by the Housing Mutuals and GRF will not pursue such issues within those areas.
4. The Board may, after a hearing, impose monetary fines, suspend the GRF Member(s) privileges and/or initiate legal action. GRF Member(s) are entirely responsible for ensuring that the Governing Documents are followed by anyone they allow into the community. This includes any co-occupant, tenant, guest or other invitee.

B. Board Member or Committee Member Discipline

1. The Board may take disciplinary actions against a GRF Director or Committee member who violates this Policy. Prior to taking any disciplinary action, the Board's officers and legal counsel shall review the evidence and investigate the alleged violation.

Golden Rain Foundation Regular Session

October 5, 2021

Page **23** of **25**

2. If it is determined that this Policy has been violated, legal counsel will notify the Director or Committee member in writing and copy the Compliance Division of the violation and instruct the Compliance Division to provide a 10-day Notice of Hearing to the Director or Committee member. Following the hearing by the Board, the Director or Committee Member will be notified of the Board's decision regarding any disciplinary action.
3. Such disciplinary action may include removal of the Director or Committee Member from all Committees. If the disciplined Committee Member was appointed to the Committee(s) by a Housing Mutual pursuant to Section 7.3 of the Bylaws, the Board may request that the President of the Housing Mutual immediately remove the Committee Member from all Committees. Failure of the President of the Housing Mutual to remove the Committee Member upon request may result in a demand to the Housing Mutual's board of directors that such Committee Member be removed from all Committees.
4. If the conduct of the Director or Committee Member also violates GRF's Code of Ethics Policy, additional disciplinary action may be taken against that Director or Committee Member in accordance with the Code of Ethics Policy.

C. Neighbor-to-Neighbor Dispute

1. Resolution 90-04-72, adopted October 5, 2004, by the Board established a member discipline process for the purpose of holding disciplinary hearings in a timely manner and ensuring progressive discipline. The Board is obligated to evaluate and impose if appropriate, member discipline under its Bylaws and §5855 of the Davis-Stirling Act.
2. The GRF Member disciplinary process is coordinated by the Compliance Division. A complaint may be registered by calling the Security Department at 949-580-1400 or the Compliance Division at 949-268-CALL or compliance@vmsinc.org.

D. Third-Party Dispute

1. By way of the initial investigation, should Staff identify objective evidence of a violation by a GRF Member or their Resident or guests, Staff will send a letter to the offending party describing the allegation(s) and the disciplinary action that may ensue if not corrected.

VII. VMS HARASSMENT BY BOARD MEMBER, COMMITTEE MEMBER OR ADVISOR

VMS has a legal obligation to provide its Employees with a workplace free from any type of inappropriate conduct by Directors, Committee Members and/or advisors. Complaints of a violation of this policy toward Employees may be submitted in writing to VMS' Director of Human Resources and the Board President. If the situation is an emergency requiring intervention, call the Security Department.

Staff will report the violation to the Board President and the Compliance Division for further action.

Golden Rain Foundation Regular Session
 October 5, 2021
 Page 24 of 25

Attachment 2

Table 1: Proposed Broadband Services Fees

Description	2020 Fee	2021 Fee	Proposed Adjustment	Proposed 2022 Fee
Service Call Fees				
TV Installation Fee	\$40	\$40	5%	\$42
Additional TV Installation Fee	\$20	\$20	5%	\$21
OTT Smart TV Set Up Fee (1 st device)	--	--	new service	\$60
OTT Smart TV Set Up Fee (2 nd device)	--	--	new service	\$40
Service Call	\$30	\$30	5%	\$31.50
Cable Outlet Standard Extension Fee	\$50	\$50	5%	\$52.50
Cable Outlet Major Extension Starting Fee plus	\$100	\$100	5%	\$105
Tivo Single Device Installation	\$50	\$50	5%	\$52.50
Tivo Whole Home Installation	\$100	\$100	5%	\$105
STB/Cable Card Fees				
Cable Card	\$95	\$95	(45%)	\$52.25
Cable Card Programming Access Fee (monthly)	\$4.95	\$4.95	5%	\$5.20
HD Converter Fee 1 st device (monthly)	\$7.95	\$7.95	5%	\$8.35
HD Converter Fee 2 nd device (monthly)	\$2.95	\$2.95	5%	\$3.10
Digital HD Set Top Box (monthly)	\$13.25	\$13.25	5%	\$13.91
Digital HD Set Top Box 2 Tuner (1 st STB) monthly	\$19.25	\$19.25	5%	\$20.21
Digital HD Set Top Box 2 Tuner DVR (2 nd STB) monthly	\$13.25	\$13.25	5%	\$13.91
Tivo Whole Home STB 6 Tuner DVR (monthly)	\$24.95	\$24.95	5%	\$26.20
Tivo Whole Home Qi3 STB (monthly)	\$7.95	\$7.95	5%	\$8.35
Tivo Bridge Adapter for Whole Home Service	\$50	\$50	5%	\$52.50
Pay TV Subscriber Fees				
Cinemax Package (monthly)	\$14.25	\$14.25	5%	\$14.96
HBO Package (monthly)	\$17.25	\$17.25	5%	\$18.11
Showtime Package (monthly)	\$14.25	\$14.25	10%	\$15.68
Starz/Encore Package (monthly)	\$14.25	\$14.25	5%	\$14.96
Foreign Language Channels (various monthly fees)	\$10-\$15	\$10-\$15	5%	\$11-\$16
Playboy Channel (monthly)	\$15	\$15	5%	\$15.75

Golden Rain Foundation Regular Session

October 5, 2021

Page **25** of **25**

Broadband Equipment Fees				
Polaris Remote Control	\$12	\$12	0%	\$12
Tivo Remote Control	\$15	\$15	0%	\$15
Power Cords	\$15	\$15	0%	\$15
No Return Equipment Fees				
HD Converter Recovery Fee (lost/stolen)	\$60	\$60	0%	\$60
Digital HD Set Top Box (lost/stolen)	\$100	\$100	0%	\$100

THIS PAGE INTENTIONALLY LEFT BLANK



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 21, 2021 – 9:30 a.m.
Virtual Meeting**

GRF Agenda Prep Meeting

Directors Present: Bunny Carpenter, Egon Garthoffner, Jim Hopkins, Yvonne Horton, Debbie Dotson, Gan Mukhopadhyay, Don Tibbetts, Joan Milliman, Jim Hopkins, Jon Pearlstone

Directors Absent: None

Staff Present: CEO Jeff Parker, COO Siobhan Foster, Cheryl Silva and Grant Schultz

Others Present: None

1. Call Meeting to Order and Establish Quorum

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

2. Approval of the Agenda

President Carpenter asked for approval of the agenda.

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

3. Announcements

President Carpenter made the following announcements:

- Director Training will be held on November 15 from 9 a.m. to 2 p.m. at Clubhouse 7. Jeff Beaumont, Esq. will be conducting the training.
- The new director handbooks will be handed out after the Annual Corporate Members meeting.
- GRF Meet the Candidates will be Friday, October 29, 2021 at 9:30 a.m. Joan Milliman and Dorothy Pacella will be the moderators for this event. The GRF candidates are Gan Mukhopadhyay, Jon Pearlstone, Elsie Addington, Juanita Skillman and Don Tibbetts. The United candidates are eligible to be appointed as the United/GRF delegate.
- The GRF annual luncheon will be held on November 10 after the Annual Corporate Members meeting at Clubhouse 2. She has arranged for a musician to perform

during the luncheon.

- The Committee Chairs will share year-end board accomplishments during the annual luncheon.
- Chris Laugenour and Chris Swanson have resigned. Chris Laugenour is retiring and moving to Texas and Chris Swanson received a new job offer.
- Jeff Parker-CEO updated the board on the Client Services Meeting. Recent resignations and maintenance and construction reorganization was discussed. Chris Macon, City Manager for the City of Laguna Woods gave an update on the new waste management requirements based on the new legislation (SB1383) which requires all food waste to be processed separately.
- Working with the ITAC to update the Computer System.
- Working with Jeff Parker-CEO on the Purchasing Processes and Policies.
- Hybrid meetings will begin November 1.

4. Discuss and Consider Items to be placed on the Tuesday, November 2, 2021, Board Meeting Open & Closed Agendas

Hearing no objection, the November 2, 2021, open and closed agendas were approved by unanimous consent.

5. Director Comments--none

6. Adjournment

The meeting was adjourned at 10:45 a.m.


Joan Milliman, Secretary of the Board
Golden Rain Foundation

RESOLUTION 90-21-xx
GRF Committee Appointments

RESOLVED, November 2, 2021, that the following persons are hereby appointed and ratified to serve on the Committees of this Corporation:

Strategic Planning Committee

Debbie Dotson, Chair (GRF)
James Hopkins (GRF)
Gan Mukhopadhyay, Alternate (GRF)
Robert Mutchnick (Third)
~~N. Ira Lewis (Third)~~
~~Cush Bhada (Third)~~
~~Steve Parsons, Alternate (Third)~~
~~Andre Torng (United)~~
~~Anthony Liberatore (United)~~
Cash Achrekar (United)
Ryna Rothberg (Mutual 50)
Advisor: Dick Rader

Community Activities Committee

Yvonne Horton, Chair (GRF)
Deborah Dotson (GRF)
Bunny Carpenter, Alternate (GRF)
~~Reza Karimi (Third)~~
Annie McCary (Third)
~~Cush Bhada (Third)~~
~~Andre Torng (United)~~
~~Cash Achrekar, Alternate (United)~~
~~Reza Bastani (United)~~
~~Pearl Lee (United)~~
Ryna Rothberg, (Mutual 50)
Advisor: Roland Boudreau, Juanita Skillman

Equestrian Center Ad Hoc Committee

Bunny Carpenter, Chair (GRF)
Yvonne Horton (GRF)
Cush Bhada (Third)
Annie McCary, (Third)
Advisors: Gary Empfield, ~~Stefanie Brown, Bunny Lipinski~~, Susan Hemberger

Revenue Resources Ad Hoc Committee

Yvonne Horton, Chair (GRF)

Finance Committee

James Hopkins, Chair (GRF) Deborah
Gan Mukhopadhyay (GRF)

Deborah Dotson, Alternate (GRF)
~~Donna Rane-Szostak (Third)~~
~~Mark Laws (Third)~~
~~Steve Parsons (Third)~~
~~Robert Mutchnick (Third)~~
~~Craig Wayne, Alternate (Third)~~
Azar Asgari (United)
Diane Casey, ~~Alternate~~ (United)
Al Amado, (Mutual 50)
Sue Stephens, Alternate (Mutual 50)
Advisor: Rosemarie diLorenzo

Information Technology Advisory Committee (ITAC)

James Hopkins, Chair (GRF)
Bunny Carpenter (GRF)
Deborah Dotson (GRF)
~~Diane Casey (United)~~
Anthony Liberatore (United)
Lynn Jarrett (Third)
Mark Laws (Third)
~~Reza Karimi (Third)~~
Advisor: Sue Margolis

Landscape Committee

Yvonne Horton, Chair (GRF)
~~Maggie Blackwell (GRF)~~
Lynn Jarrett, (Third)
N. Ira Lewis (Third)
Annie McCary – Alternate (Third)
~~Reza Karimi, (Third)~~
~~Donna Rane-Szostak, Alternate (Third)~~
Manuel Armendariz, (United)
Pat English (United)
Azar Asgari, Alternate (United)
Vacant (Mutual 50)

Maintenance & Construction Committee

Egon Garthoffner, Chair (GRF)
Gan Mukhopadhyay (GRF)
Deborah Dotson, Alternate (GRF)
~~John Frankel (Third)~~
James Cook (Third)
Cush Bhada, Alternate (Third)
Ralph Engdahl (Third)
~~Reza Karimi, Alternate (Third)~~
Pat English (United)
Reza Bastani (United)
Sue Stephens (Mutual 50)
Advisor: Richard Palmer, Steve Leonard, Bill Walsh, Carl Randazzo

Clubhouse Renovation Ad Hoc Committee

Egon Garthoffner, Chair (GRF)

Gan Mukhopadhyay (GRF)

Deborah Dotson (GRF)

John Frankel (Third)

~~Cush Bhada, Alternate (Third)~~

~~Ralph Engdahl, Alternate (Third)~~

Manuel Armendariz (United)

~~Diane Casey (United)~~

Advisors: Steve Leonard, Bill Walsh, Cathy Garris

Media and Communications

Joan Milliman, Chair (GRF)

~~Maggie Blackwell (GRF)~~

Deborah Dotson, Alternate (GRF)

Annie McCary (Third)

~~James Cook (Third)~~

~~Lynn Jarrett (Third)~~

~~Donna Rane-Szostak, Alternate (Third)~~

Neda Ardani (United)

Ryna Rothberg, (Mutual 50)

Advisors: Carmen Pacella, Tom Nash, Juanita Skillman, Lucy Parker

Theresa Frost

Broadband Ad Hoc Committee

Joan Milliman, Chair (GRF)

Jim Hopkins (GRF)

Jon Pearlstone (GRF)

Debbie Dotson (GRF)

Annie McCary (Third)

~~Lynn Jarrett (Third)~~

Mobility & Vehicles Committee

Don Tibbetts, Chair (GRF)

Egon Garthoffner (GRF)

Joan Milliman, Alternate (GRF)

~~Craig Wayne (Third)~~

~~Reza Karimi (Third)~~

~~Cush Bhada, Alternate (Third)~~

James Cook (Third)

~~Elsie Addington, (United)~~

~~Reza Bastani (United)~~

~~Neda Ardani, Alternate (United)~~

Maggie Blackwell (United)

Pearl Lee (United)

Margaret Bennett (Mutual 50)

Sue Stephens, Alternate (Mutual 50)

Advisor: Vashi Williams

Security and Community Access

Don Tibbetts, Chair (GRF)
~~Maggie Blackwell (GRF)~~
~~Cush Bhada (Third)~~
Annie McCary (Third)
Craig Wayne (Third)
Donna Rane-Szostak, Alternate (Third)
~~Manuel Armendariz (United)~~
Cash Achrekar (United)
Reza Bastani (United)
~~Andre Torng, Alternate (United)~~
Sue Stephens (Mutual 50)
Margaret Bennett, Alternate (Mutual 50)

OTHER COMMITTEES:

Disaster Preparedness Task Force

Carlos Rojas, Chair
Maggie Blackwell (GRF)
~~Annie McCary, (Third)~~
James Cook (Third)
John Frankel, (Third)
Donna Rane-Szostak, Alternate (Third)
Anthony Liberatore (United)
~~Diane Casey (United)~~
~~Cash Achrekar, (United)~~
~~Reza Bastani, Alternate (United)~~
John Carter (Mutual 50)
Advisors: Tom Soule, Bruce Bonbright

Laguna Woods Village Traffic Hearings

(Chair will alternate between Boards)
Yvonne Horton (GRF)
Deborah Dotson (GRF)
John Frankel (Third)
Donna Rane-Szostak (Third)
~~Cush Bhada (Third)~~
Neda Ardani (United)
Anthony Liberatore (United)
Board Members by Rotation (Mutual 50)

Purchasing Ad Hoc Committee

Bunny Carpenter, Chair (GRF)
Yvonne Horton (GRF)
Robert Mutchnick (Third)
~~Steve Parsons (Third)~~
Donna Rane-Szostak (Third)

Ralph Engdahl, Alternate (Third)
~~Anthony Liberatore (United)~~
~~Cash Achrekar (United)~~
~~Diane Casey (United)~~
Advisor: Carl Randazzo

Select Audit Task Force

James Hopkins (GRF)
Diane Phelps (VMS)
Elizabeth Roper (United)
Peggy Moore (Third)

RESOLVED FURTHER, that Resolution 90-21-35 adopted October 5, 2021, is hereby superseded and cancelled; and

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

THIS PAGE INTENTIONALLY LEFT BLANK

STAFF REPORT

DATE: October 5, 2021
FOR: Board of Directors
SUBJECT: Code of Ethics Policy for GRF Directors

RECOMMENDATION

Adopt of the updated Code of Ethics Policy for GRF Directors.

BACKGROUND

On July 6, 2021, the board of directors adopted Resolution 90-21-24 updating the Code of Ethics Policy for GRF Directors.

DISCUSSION

Following adoption of the policy, the board discussed potential enhancements to the policy including changing “Board” to “Directors” in section A of the policy and adding “to serve impartially” to third bullet point under section B, subsection 5.

FINANCIAL ANALYSIS

None.

Prepared By: Siobhan Foster, COO

Reviewed By: Grant Schultz, Assistant Corporate Secretary

ATTACHMENT(S)

ATT 1: Resolution 90-21-XX Code of Ethics Policy for GRF Directors

ATT 2: Code of Ethics Policy for GRF Directors (clean)

ATT 3: Code of Ethics Policy for GRF Directors (redline)

THIS PAGE INTENTIONALLY LEFT BLANK



RESOLUTION 90-21-XX

Code of Ethics Policy for GRF Directors

WHEREAS, the Board of Directors of the Golden Rain Foundation (GRF) has recognized the need to amend the Code of Ethics Policy for GRF Directors; and

NOW THEREFORE BE IT RESOLVED, November 2, 2021 the Board of Directors of this Corporation hereby adopts the Code of Ethics Policy for GRF Directors; as attached to the official minutes of this meeting; and;

RESOLVED FURTHER, that Resolution 90-21-24 is hereby suspended and cancelled; and

RESOLVED FURTHER, that a copy of this resolution shall be given to every candidate for the GRF board of directors; 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.

OCTOBER Initial Notification—

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

THIS PAGE INTENTIONALLY LEFT BLANK

CODE OF ETHICS POLICY FOR GRF DIRECTORS

The Board of Directors has adopted the following code of ethics policy for its board and committee members. This policy is intended to provide guidance with ethical issues and a mechanism for addressing unethical conduct.

A. DIRECTORS RESPONSIBILITIES

The general duties for directors are to enforce the association's governing documents, collect and preserve the association's financial resources, ensure the association's assets against loss, and keep the common areas in a state of good repair. To fulfill that responsibility, directors must:

- attend board meetings, regularly
- review material provided in preparation for board meetings, review the association's financial reports,
- make reasonable inquiry before making decisions, and
- be familiar with the GRF governing documents.

B. PROFESSIONAL CONDUCT

In general, directors and committee members must conduct all dealings with vendors and employees with honesty and fairness, and safeguard information that belongs to the association.

1. **Self-Dealing.** Self-dealing occurs when directors or committee members make decisions that materially benefit themselves or their relatives at the expense of the association. "Relatives" include a person's spouse, parents, siblings, children, mothers and fathers-in-law, sons and daughters-in-law, brothers and sisters-in-law and anyone who shares the person's residence. Benefits include money, privileges, special benefits, gifts or other items of value. Accordingly, no director or committee member may:
 - solicit or receive any compensation from the association for serving on the board or any committee,
 - make promises to vendors unless with prior approval from the board,
 - solicit or receive, any gift, gratuity, favor, entertainment, loan, or any other thing of value for themselves or their relatives from a person or company who is seeking a business or financial relationship with the association,
 - seek preferential treatment for themselves or their relatives,
 - use association property, services, equipment or business for the gain or benefit of themselves or their relatives, except as is provided for all members of the association.

2. **Confidential Information.** Directors and committee members are responsible for protecting the association's confidential information. As such, they may not use confidential information for the benefit of themselves or their relatives. Except when disclosure is duly authorized or legally mandated, no director or committee member may disclose confidential information, even after they are retired from the board or committee. Confidential information includes, without limitation:
 - private personal information of fellow directors and committee members,
 - private personnel information of the association's employees, disciplinary actions against members of the association,
 - assessment collection information against members of the association, and
 - legal disputes in which the association is or may be involved--directors may not discuss such matters with persons not on the board without the prior approval of the association's legal counsel. Failure to follow these restrictions could constitute a breach of the attorney- client privilege and loss of confidential information.
3. **Misrepresentation.** Directors and committee members may not knowingly misrepresent facts. All association data, records and reports must be accurate and truthful and prepared in a proper manner.
4. **Interaction with Employees.** To ensure efficient management operations, avoid conflicting instructions from the board to management and avoid potential liability, committee members and directors shall observe the following guidelines:
 - The president of the board shall serve as liaison between the board and management and provide direction on day to day matters.
 - Except for the president, committee chair and/or designee, other committee members and directors may not give direction to management, employees or vendors.
 - Directors may not contact management after hours unless there is an emergency representing a threat of harm to persons or property.
 - If directors or committee members are contacted by employees with complaints, the employees shall be instructed to contact management or the board as a whole.
 - No director may threaten or retaliate against an employee who brings information to the board regarding improper actions of a director or committee member.
 - Directors and committee members are prohibited from harassing or threatening employees, vendors, directors, committee members, and owners, whether verbally, physically or otherwise.

5. **Proper Decorum**. Directors and committee members are obligated to act with proper decorum. Although they may disagree with the opinions of others on the board or committee, they must act with respect and dignity and observe the following guidelines:

- never make personal attacks on colleagues, staff or residents.
- refrain from behavior that could possibly create a hostile work environment.
- to serve impartially the GRF Corporation as well as the Housing Mutuals' corporations, as represented by the Corporate Members.
- never engage in any writing, publishing, or speech making that defames any member of a board, resident or staff.
- refrain from any statements, discussions and deliberations of any outside political affiliations.
- refrain from posting or responding to any content on any social media platform relating to official GRF business, actions taken by GRF or otherwise relating to GRF's corporate powers and duties and staff's performance and duties.

Directors and committee members must focus on issues, not personalities, and conduct themselves with courtesy toward each other and toward employees, managing agents, vendors and members of the association. Directors and committee members shall act in accordance with board decisions and shall not act unilaterally or contrary to the board's decisions.

C. WHEN CONFLICTS OF INTEREST ARISE

Situations may arise that are not expressly covered by this policy or where the proper course of action is unclear. Directors and committee members should immediately raise such situations with the board. If appropriate, the board may seek guidance from the GRF Counsel.

1. **Disclosure & Recusal**. Directors and committee members must immediately disclose the existence of any conflict of interest, whether their own or others. Directors and committee members must withdraw from participation in decisions in which they have a material interest.
2. **Violations of Policy**. Directors and committee members who violate the GRF's Code of Ethics policy and governing documents are deemed to be acting outside the course and scope of their authority. Anyone in violation of this policy may be subject to disciplinary action, including, but not limited to:
 - censure,
 - removal from committees,
 - removal as an officer of the board,

- request for resignation from the board,
- recall by the membership, and
- legal proceedings.

The following procedure will be adhered to whenever a director has violated this policy.

- officers and legal counsel will meet and determine whether or not the policy has been violated.
- legal counsel will notify the director in writing of the violation(s) and copy the Compliance Department,
- the Compliance Department will provide a 10-day Notice of Hearing to the director who has the right to respond before judgment, and
- following the hearing, the director will be notified of judgment and any disciplinary action.
- Action taken against a director, including censure, may be disclosed to the owners within GRF.

Directors should consider resigning from the board if they find they can longer adhere to this Code of Ethics policy.

CODE OF ETHICS POLICY FOR GRF DIRECTORS

The Board of Directors has adopted the following code of ethics policy for its board and committee members. This policy is intended to provide guidance with ethical issues and a mechanism for addressing unethical conduct.

A. ~~BOARD~~DIRECTORS RESPONSIBILITIES

The general duties for directors are to enforce the association's governing documents, collect and preserve the association's financial resources, ensure the association's assets against loss, and keep the common areas in a state of good repair. To fulfill that responsibility, directors must:

- attend board meetings, regularly
- review material provided in preparation for board meetings, review the association's financial reports,
- make reasonable inquiry before making decisions, and
- be familiar with the GRF governing documents.

B. PROFESSIONAL CONDUCT

In general, directors and committee members must conduct all dealings with vendors and employees with honesty and fairness, and safeguard information that belongs to the association.

1. **Self-Dealing.** Self-dealing occurs when directors or committee members make decisions that materially benefit themselves or their relatives at the expense of the association. "Relatives" include a person's spouse, parents, siblings, children, mothers and fathers-in-law, sons and daughters-in-law, brothers and sisters-in-law and anyone who shares the person's residence. Benefits include money, privileges, special benefits, gifts or other items of value. Accordingly, no director or committee member may:
 - solicit or receive any compensation from the association for serving on the board or any committee,
 - make promises to vendors unless with prior approval from the board,
 - solicit or receive, any gift, gratuity, favor, entertainment, loan, or any other thing of value for themselves or their relatives from a person or company who is seeking a business or financial relationship with the association,
 - seek preferential treatment for themselves or their relatives,
 - use association property, services, equipment or business for the gain or benefit of themselves or their relatives, except as is provided for all members of the association.

2. **Confidential Information.** Directors and committee members are responsible for protecting the association's confidential information. As such, they may not use confidential information for the benefit of themselves or their relatives. Except when disclosure is duly authorized or legally mandated, no director or committee member may disclose confidential information, even after they are retired from the board or committee. Confidential information includes, without limitation:
 - private personal information of fellow directors and committee members,
 - private personnel information of the association's employees, disciplinary actions against members of the association,
 - assessment collection information against members of the association, and
 - legal disputes in which the association is or may be involved--directors may not discuss such matters with persons not on the board without the prior approval of the association's legal counsel. Failure to follow these restrictions could constitute a breach of the attorney- client privilege and loss of confidential information.
3. **Misrepresentation.** Directors and committee members may not knowingly misrepresent facts. All association data, records and reports must be accurate and truthful and prepared in a proper manner.
4. **Interaction with Employees.** To ensure efficient management operations, avoid conflicting instructions from the board to management and avoid potential liability, committee members and directors shall observe the following guidelines:
 - The president of the board shall serve as liaison between the board and management and provide direction on day to day matters.
 - Except for the president, committee chair and/or designee, other committee members and directors may not give direction to management, employees or vendors.
 - Directors may not contact management after hours unless there is an emergency representing a threat of harm to persons or property.
 - If directors or committee members are contacted by employees with complaints, the employees shall be instructed to contact management or the board as a whole.
 - No director may threaten or retaliate against an employee who brings information to the board regarding improper actions of a director or committee member.
 - Directors and committee members are prohibited from harassing or threatening employees, vendors, directors, committee members, and owners, whether verbally, physically or otherwise.

5. **Proper Decorum.** Directors and committee members are obligated to act with proper decorum. Although they may disagree with the opinions of others on the board or committee, they must act with respect and dignity and observe the following guidelines:

- never make personal attacks on colleagues, staff or residents.
- refrain from behavior that could possibly create a hostile work environment.
- **to serve impartially** the GRF Corporation as well as the Housing Mutuals' corporations, as represented by the Corporate Members.
- never engage in any writing, publishing, or speech making that defames any member of a board, resident or staff.
- refrain from any statements, discussions and deliberations of any outside political affiliations.
- refrain from posting or responding to any content on any social media platform relating to official GRF business, actions taken by GRF or otherwise relating to GRF's corporate powers and duties and staff's performance and duties.

Directors and committee members must focus on issues, not personalities, and conduct themselves with courtesy toward each other and toward employees, managing agents, vendors and members of the association. Directors and committee members shall act in accordance with board decisions and shall not act unilaterally or contrary to the board's decisions.

C. WHEN CONFLICTS OF INTEREST ARISE

Situations may arise that are not expressly covered by this policy or where the proper course of action is unclear. Directors and committee members should immediately raise such situations with the board. If appropriate, the board may seek guidance from the GRF Counsel.

1. **Disclosure & Recusal.** Directors and committee members must immediately disclose the existence of any conflict of interest, whether their own or others. Directors and committee members must withdraw from participation in decisions in which they have a material interest.
2. **Violations of Policy.** Directors and committee members who violate the GRF's Code of Ethics policy and governing documents are deemed to be acting outside the course and scope of their authority. Anyone in violation of this policy may be subject to disciplinary action, including, but not limited to:
 - censure,
 - removal from committees,
 - removal as an officer of the board,

- request for resignation from the board,
- recall by the membership, and
- legal proceedings.

The following procedure will be adhered to whenever a director has violated this policy.

- officers and legal counsel will meet and determine whether or not the policy has been violated.
- legal counsel will notify the director in writing of the violation(s) and copy the Compliance Department,
- the Compliance Department will provide a 10-day Notice of Hearing to the director who has the right to respond before judgment, and
- following the hearing, the director will be notified of judgment and any disciplinary action.
- Action taken against a director, including censure, may be disclosed to the owners within GRF.

Directors should consider resigning from the board if they find they can longer adhere to this Code of Ethics policy.

STAFF REPORT

DATE: November 2, 2021
FOR: Board of Directors
SUBJECT: Revise the Description in the Business Plan and Add a Scope of Work to the Adopted 2022 Clubhouse 1 – Assessment and Renovation Capital Budget

RECOMMENDATION

The GRF Maintenance and Construction Committee recommends that the Board revise the scope of work description for the adopted 2022 capital expenditure for Clubhouse 1 and its adjoining facilities to include non-structural rejuvenation and beautification as an eligible expense. The proposed revised description is provided in Attachment 1.

BACKGROUND

The GRF Board allocated \$1,250,000 in funding as part of the 2022 Capital Plan to continue a multi-year project to assess and renovate Clubhouse 1. The scope of work description that is currently included in the 2022 Capital Plan makes a reference to upgrading the structural, mechanical, electrical, plumbing, life safety, and ADA aspects of the facility to comply with current codes.

DISCUSSION

At the October 13, 2021 M&C Committee meeting, the Committee unanimously voted to recommend that the scope of work description for the use of the allocated funding for the 2022 Clubhouse 1 renovation be revised. The Committee acknowledges that various rooms throughout the Clubhouse are old and outdated. In order to begin the non-structural rejuvenation needed to provide a modern and appealing atmosphere to the Clubhouse and adjoining facilities, a revision to the scope of work description provided in the Business Plan for the Adopted 2022 Clubhouse 1 – Assessment and Renovation Capital Budget is recommended.

The GRF Finance Committee considered the M&C Committee recommendation on October 20, 2021 and supported the proposed revised description provided in Attachment 1.

FINANCIAL ANALYSIS

There is no fiscal impact associated with this recommendation.

Prepared By: Laurie Chavarria, Sr. Management Analyst
Reviewed By: Guy West, Projects Division Manager
Manuel Gomez, Maintenance & Construction Director

Attachment 1: Endorsement for Proposed Scope of Work Revision for the Adopted 2022 Clubhouse 1 – Assessment and Renovation Capital Budget

Attachment 1: Endorsement for Proposed Scope of Work Revision for the Adopted 2022 Clubhouse 1 – Assessment and Renovation Capital Budget

From the October 13, 2021 GRF M&C Committee Meeting:

1. *Discuss and Consider Revising the Description in the Business Plan for the Adopted 2022 Clubhouse 1 – Assessment and Renovation Capital Budget*

Chair Garthoffner summarized the history of the Clubhouse Renovation Ad hoc Committee; he reminded the Committee that the assessment of Clubhouse 1 showed no major structural deficiencies and discussed the possible rejuvenation of various areas in and around the Clubhouse.

Discussion ensued regarding the need for building permits; standards for deep cleaning and inspection of each Clubhouse; no anti-virus technology installed with the HVAC replacement for the mini-gym; preventive maintenance for each clubhouse; asset tracking software; exterior building painting of clubhouses and the cracked beam in the archery building.

A motion was made and unanimously approved to recommend the Board revise the adopted 2022 capital expenditure for Clubhouse 1 and adjoining facilities to include non-structural rejuvenation & beautification.

See recommended changes below as discussed in the October 20, 2021 GRF Finance Committee Meeting:

Proposed Scope of Work Revision for the Adopted 2022 Clubhouse 1 – Assessment and Renovation Capital Budget

Funding of \$1,250,000 is approved for year 4 **2022**, of a multi-year project to assess and renovate Clubhouse 1. **The initial work will focus on the rejuvenation and beautification of meeting rooms, bathrooms and the main ballroom.** In 1964, Clubhouse 1 became the first clubhouse constructed in Laguna Woods Village. This facility has many amenities for the residents, including the main lounge, multi-purpose rooms, fitness center, swimming pool, shuffleboard courts, billiards, etc. Clubhouse 1 is the most visited recreational facility in Laguna Woods Village with approximately 226,615 visits in 2019. An assessment report of the facility was completed **by a consultant** and **was** reviewed by the **GRF** Board. ~~In 2021 a programmatic study was ordered. The purpose of this study was to summarize the utilization and current productivity of all current spaces and provide alternative solutions to maximize utilization of the facility present and future. The Board will review all findings and determine the direction of Clubhouse 1. Some structural, mechanical, electrical, plumbing, life safety, and ADA aspects of the facility may need to be upgraded to comply with current codes.~~ **The full scope of the renovation work will be determined by the GRF Board of Directors and may be modified by the Board as work progresses. The scope may include, but is not limited to, architectural, structural, mechanical, plumbing, electrical, as well as interior and exterior beautification and rejuvenation.**

ENDORSEMENT (to board)

Entertain a Motion to Revise the Description in the Business Plan and Adding Scope of Work to the Adopted 2022 Clubhouse 1 – Assessment and Renovation Capital Budget

Guy West, Projects Division Manager, presented a staff report on adding additional language to revise the description in the Adopted 2022 Capital Plan for Clubhouse 1 – Assessment and Renovations. Director Hopkins commented that they will consider taking this to the board with consideration that verbiage will change and provide additional information. By consensus, the committee endorsed this recommendation from the M&C committee and recommended this be placed onto the next GRF board agenda in open session for discussion.

A motion was made and passed by consensus.

THIS PAGE INTENTIONALLY LEFT BLANK

STAFF REPORT

DATE: November 2, 2021
FOR: Board of Directors
SUBJECT: Outside Vendor Equestrian Center Arena Rental

RECOMMENDATION

Review and recommend board approval of the proposed outside vendor rental rates for the Equestrian Center to host event horse shows, clinics and individual rentals beginning January 1, 2022.

BACKGROUND

On August 24, 2021 the GRF Equestrian Ad Hoc Committee held a special pricing policy and fee review meeting to determine fee adequacy, fair costs to boarders and revenue assumptions. All equestrian fees were reviewed and staff was directed to establish an outside vendor rental rate for the purpose of hosting horse shows and riding clinics.

DISCUSSION

Arena rentals are common practice within the equine industry. The completed improvements to the Equestrian Center arena footings and future irrigation improvements will offer an appealing venue within the local horse community for hosting riding clinics, horse shows and other horse related events. Hosting these types of events would provide significant benefits such as:

- Additional revenue source;
- Provide educational opportunities for residents to learn about horses;
- Bring a unique entertainment opportunity to the community; and
- Build goodwill with the local horse community.

Clinics are typically taught by someone who is an expert in a particular area of horsemanship. Clinics generally consist of up to eight lessons or rides per day and have a limited number of participants and an audience of auditors who observe the rides. Horse shows are a competitive display of the capabilities and qualities of horses and their riders or handlers, usually held as an annual event.

For events and clinics, the following items are to be considered when scheduling and renting the facility for an event, which would be included in the rental agreement:

- **Parking:** Weekday events may use half of the Equestrian Center parking lot and is restricted to ten trailers and 35 attendees. Weekend events are for large events and may use the employee maintenance parking lot (adjacent to the Broadband building).
- **Restrooms:** During clinics and smaller events, the existing Equestrian Center restrooms are adequate. For larger weekend events, portable restrooms will be required at the expense of the organizer. A list of approved vendors will be provided to the applicant. Proof of acquisition and delivery date will be required prior to the event.

- Food and beverage: The Equestrian Center does not have a permitted kitchen for a caterer to use, nor a liquor license for alcohol sales. Any food or beverage will need to be provided by a permitted food truck. Liquor sales are prohibited.
- Enclosures for visiting horses: The Equestrian Center has 10 outdoor pens available for use as “day stalls” for visiting horses either as part of a full-day rental agreement or individually for a fee to the Equestrian Center. Optional temporary stalls could be brought in at the organizers expense and placed on the walkway adjacent to the arena on the El Toro side.
- Contract and insurance: Proof of general liability insurance of \$2,000,000 is required for both clinics and arena events.

FINANCIAL ANALYSIS

The proposed fees were determined after reviewing operational costs with guidance from local facilities such as Chino Hills McCoy Equestrian Center (Attachment 1) and Walnut Creek Equestrian Center (Attachment 2). Recommended pricing accounts for staff time, arena and property preparation, clean up and utility usage related to event. Calculations discount for elements that may be lacking in our facility at this time as compared to other local facilities, such as shade accommodations and parking limitations.

Proposed Fee Structure:

Type	Availability	Time Frame	Price
Horse Shows w/ 10 Outdoor Stalls			
	Mon-Fri (Per Day)	6 a.m. to 6 p.m.	\$650
	Sat or Sun (One Day)	6 a.m. to 6 p.m.	\$800
	Sat and Sun (Both Days)	All Day	\$1,200
Horse Clinics			
	Mon-Fri (Per Day)	6 a.m. to 6 p.m.	\$200
	Sat or Sun (One Day)	6 a.m. to 6 p.m.	\$300
	Sat and Sun (Both Days)	All Day	\$400
Individual Day and Overnight Rentals			
	Small Pen	6 a.m. to 6 p.m.	\$20 per day
	Large Pen	6 a.m. to 6 p.m.	\$30 per day
	Overnight	6 a.m. to 6 a.m.	\$40 small pen; \$50 large pen

Mid-day water and drag of arena \$50

Staff estimates the Equestrian Center will host four shows (two-day rental with overnight horses) and eight clinics (single day rental/weekend) per year with an annual revenue projection of \$7,200. Fees will be reviewed annually and fee increases, rounded up to the nearest dollar (2-figure fees) and nearest ten dollars (3-figure and higher fees), will be based off of the Recreation Departments recommendation.

Prepared By: Laura Cobarruviaz, Equestrian Supervisor

Reviewed By: Jennifer Murphy, Recreation Manager
 Brian Gruner, Recreation and Special Events Director
 Siobhan Foster, Chief Operating Officer

Steve Hormuth, Interim Finance Director

Committee Routing: Community Activities Committee
Finance Committee

ATTACHMENT(S)

ATT1: Endorsement for Outside Vendor Equestrian Center Arena Rental

ATT2: Chino Hills McCoy Equestrian and Recreation Center pricing

ATT3: Walnut Creek Equestrian Center pricing

ATT4: Resolution 90-21-XX Outside Vendor Equestrian Center Arena Rental

THIS PAGE INTENTIONALLY LEFT BLANK

Golden Rain Foundation
Finance Committee
October 26, 2021

ENDORSEMENT (to board)

Outdoor Vendor Equestrian Center Arena Rental

Jennifer Murphy, Recreation Manager, presented a staff report on Outdoor Vendor Equestrian Center Arena Rental. By consensus, the committee recommended that this item be presented at the next GRF Board for review.

A motion was made and passed unanimously.

THIS PAGE INTENTIONALLY LEFT BLANK

McCoy Equestrian & Recreation Center

FACILITY RENTAL RATES



Non-Chino Hills Resident, Non-Profit, or Business:			
Reservation Priority: Up to twelve (12) months in advance; limited to six (6) bookings per year, unless approved by the Community Services Director or designee.			
Package	Cleaning Deposit:	Weekday Rates: Monday-Thursday 8:00 a.m. – 10:00 p.m. Minimum two (2) hour rental	Weekend Rates: Friday-Sunday 8:00 a.m. – 12:00 a.m. Minimum six (6) hour rental
Real McCoy Package: Entire Facility Including Arenas	\$500	n/a	\$2,890 (6 hour rental) \$5,610 (16 hour rental) \$430 each additional hour
Platinum Package: Barn, Residence, and Lawn	\$500	\$672 (2 hour rental) \$1,610 (6 hour rental) \$336 each additional hour	\$2,220 (6 hour rental) \$5,170 (16 hour rental) \$330 each additional hour
Gold Package: Barn and Lawn	\$250	\$504 (2 hour rental) \$1,210 (6 hour rental) \$252 each additional hour	\$1,660 (6 hour rental) \$3,780 (16 hour rental) \$250 each additional hour
Silver Package: Residence and Lawn	\$250	\$336 (2 hour rental) \$860 (6 hour rental) \$168 each additional hour	\$1,180 (6 hour rental) \$2,770 (16 hour rental) \$180 each additional hour
Sapphire Package: Barn	\$250	\$336 (2 hour rental) \$860 (6 hour rental) \$168 each additional hour	\$1,180 (6 hour rental) \$2,770 (16 hour rental) \$180 each additional hour
Ruby Package: Residence	\$100	\$168 (2 hour rental) \$480 (6 hour rental) \$84 each additional hour	n/a
Outdoor Ceremony Package*: Choice of 5 Ceremony Locations	\$250	\$675 (3 hour rental)	\$675 (3 hour rental)

- * The Outdoor Ceremony Package is a ceremony only; wedding receptions/parties, food and alcohol are not permitted. Rental hours 8:00 a.m. to two (2) hours after sunset.
- Site packages cannot be combined with other site packages and cannot add additional facility location hours, unless specifically included in the package.
- A \$500 alcohol deposit is required when alcohol is being served.
- If additional staff is required, an additional \$29 per hour will be charged.
- A \$25 fee will be charged for returned checks.



Walnut Creek Recreation Division EQUESTRIAN CENTER APPLICATION/USE PERMIT



1. Date(s) of use _____ Hours from _____ to _____
2. Type of activity _____ Estimated Attendance _____
3. Name of Organization _____
4. Name of Applicant _____
Home Phone _____; Work Phone _____
E-mail _____
5. Applicant's Address _____

6. The City of Walnut Creek and the Equestrian Center of Walnut Creek will provide:
 - a. Two riding arenas (Main arena = 300' x 150', Warm-up arena = 200' x 85')
 - b. Parking area
 - c. Announcer's stand with electricity
 - d. Water and separate restroom facilities for men and women
 - e. Garbage cans w/liners
 - f. Picnic tables and bleachers

The applicant and the organization must provide all personnel equipment other than that requested below.

7. Daily Fees: Circle those requested for your event	Members	Non-Members
a. Main & warm up arenas for Junior groups	\$100	\$150
b. Main & warm up arenas for Senior groups	\$125	\$175
c. Warm-up arena use only (Jr. or Sr.)	\$ 50	\$ 75
d. Snack bar and kitchen	\$100	\$150
e. Public address system	\$ 30	\$ 50
f. Publicity banner on Ygnacio Valley Rd.	\$ 75	\$ 75
g. Jumps, trail obstacles, gymkhana equipment	\$ 50	\$ 50
h. Arena watering and drag midday	\$ 50	\$ 50
i. Arena maintenance crewperson/day	\$ 50	\$ 50
j. Special events fees to be negotiated with ECWC		

8. Will alcoholic beverages be served: Yes _____ No _____ Alcoholic beverages (beer, wine or champagne ONLY) may be consumed only with advance approval and payment of an Alcoholic Beverage Service Fee of \$75 to the City of Walnut Creek. If you exchange money for/or sell alcoholic beverages, a state license must be obtained from the Alcoholic Beverage control Board (ABC) in addition to the City fee (This includes direct exchange of money for alcoholic beverages, purchase of tickets that may be exchanged for alcoholic beverages, and purchase of a dinner or event ticket that includes the service of alcoholic beverages). To obtain a daily permit for the sale of alcoholic beverages, you may contact ABC at (510) 639-0628 for more licensing information. Alcoholic beverages may not be served to anyone under the age of 21 years. Alcohol permits will not be issued to youth functions.

9. A refundable cleaning/damage deposit of \$250 is due with all daily fees. Please send this deposit as a separate check (made payable to the Equestrian Center of Walnut Creek). Refund of this deposit will be made within three weeks of your facility use. Charges against this deposit will be made for any costs,

- a. including but not limited to: damage to fences, irrigation system, landscaping, snack bar, restrooms, picnic benches or bleachers, and announcer's booth. You will be billed for any damages in excess of your deposit.
 - b. All event-related trash must be collected on the site and placed in the dumpster in City maintenance yard across the street. New liners must be placed in the garbage cans.
 - c. If there is a failure to return the Bathroom Key within 3 weeks of the end of the rental you will lose the deposit
- 10. Cooking any greasy foods is not allowed in the snack bar/kitchen area. Failure to comply with this policy will forfeit the entire damage deposit. Use of the snack bar must comply with Contra Costa County Health Codes for the serving of food and beverages.
- 11. The applicant must provide first aid services at any function to the public.
- 12. Preparation of the arenas for horse events will be performed by the ECWC grounds staff. Any additional/special preparation required by the applicant will be at the expense of the applicant. Overnight boarding of horses is not allowed on the facilities unless permitted by the City. No parking is allowed on the paved road.
- 13. Your organization is solely responsible and answerable financially for any and all accidents or injuries to persons or property resulting from your use of City facilities. You shall be responsible for the control and supervision of all people in attendance during your usage of the facility and shall take care to see that no damage is done to the facility and that everyone conducts themselves in an orderly manner.
- 14. Cancellations must be received at least seven (7) days prior to your use-date. Cancellations within seven days prior to your use date may result in forfeiture of the damage deposit.
- 15. Mail this completed application form and one copy of the *Notice of Conditions*, the *Hold Harmless & Insurance Agreement* form, and all applicable fees (payable to ECWC) to:
Equestrian Center of Walnut Creek, P. O. Box 3532, Walnut Creek, CA 94598
- 16. After all forms, including the insurance documents, and fees have been received and the application deemed complete and appropriate, an approved copy of this permit will be issued to you.

I have read, understand, and agree to all provisions, policies, and conditions described on this *Application/Use Permit* and *Notice of Conditions*:

Applicant's
Signature _____ Date _____

OFFICIAL USE ONLY

Notes & Conditions:

Fees received: Arena _____ Snack Bar _____ PA System _____ Deposit _____ Alcohol fee _____

Date permit approved _____ by _____

THIS PAGE INTENTIONALLY LEFT BLANK



RESOLUTION 90-21-XX
Outside Vendor Equestrian Center Arena Rental

WHEREAS, staff was directed to establish an outside vendor rental rate for the purpose of hosting horse shows and riding clinics. CAC recommended the following proposed fee structure, subject to affirmation by the Finance Committee and board approval:

Proposed Fee Structure:

Type	Availability	Time Frame	Price
Horse Shows w/10 Outdoor Stalls			
	Mon-Fri (Per Day)	6 a.m. to 6 p.m.	\$650
	Sat or Sun (One Day)	6 a.m. to 6 p.m.	\$800
	Sat and Sun (Both Days)	All Day	\$1,200
Horse Clinics			
	Mon-Fri (Per Day)	6 a.m. to 6 p.m.	\$200
	Sat or Sun (One Day)	6 a.m. to 6 p.m.	\$300
	Sat and Sun (Both Days)	All Day	\$400
Individual Day and Overnight Rentals			
	Small Pen	6 a.m. to 6 p.m.	\$20 per day
	Large Pen	6 a.m. to 6 p.m.	\$30 per day
	Overnight	6 a.m. to 6 a.m.	\$40 small pen; \$50 large pen

Mid-day water and drag of arena \$50

WHEREAS, on October 14, 2021 the Community Activities Committee (CAC) recommended the proposed outside vendor rental rates for the Equestrian Center to host event horse shows, clinics and individual rentals beginning January 1, 2022, and;

WHEREAS, at the October 20, 2021 Finance Committee meeting, the committee affirmed the CAC recommendation of the proposed outside vendor rental rates for the Equestrian Center to host event horse shows, clinics and individual rentals beginning January 1, 2022, and;

NOW THEREFORE BE IT RESOLVED, November 2, 2021 the Board of Directors of this Corporation hereby adopts recommended outside vendor rental rates for the Equestrian Center to host event horse shows, clinics and individual rentals beginning January 1, 2022; 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 2, 2021
FOR: Board of Directors
SUBJECT: 2022 Equestrian Center Pricing Policy and Chargeable Service Fees

RECOMMENDATION

Review and approve the GRF-Equestrian Ad Hoc Committee's recommended equestrian service fee amendments to the current Equestrian Pricing Policy Resolution 90-20-20 to be effective FY 2022.

BACKGROUND

On August 24, 2021 the GRF-Equestrian Ad Hoc Committee held a special pricing policy and fee review meeting for the purpose of:

- Determining adequacy of fees to offset costs;
- Establish fair and consistent costs to boarders; and
- Provide reliable future revenue assumptions.

All equestrian fees were reviewed and proposals were made to adjust fees in the areas of boarding, the riding program, non-resident boarders and services.

DISCUSSION

The current pricing policy and fees were reviewed to establish fair costs to boarders while providing a high level of horse care and customer service. The proposed fees were determined after conducting a comprehensive regional cost analysis of similar facilities such as the Nellie Gail Ranch Equestrian Center (Attachment 1) which is operationally closest to the Laguna Woods Village Equestrian Center. The proposed service fee amendments as reflected in the redlined GRF Equestrian Center Fees (Attachment 2) are primarily for resident/non-resident boarding fees, lesson fees and other service fees. The horse pellets and half an hour lesson programs were eliminated due to a lack of nutrition and too short of duration for set-up and learning, respectively.

In addition to proposing service fee adjustments, the current GRF Equestrian Pricing Policy Resolution 90-20-20 was modified. Deleted and added verbiage reflected in the redlined GRF Pricing Policy (Attachment 3) are as follows:

- The proposed service fees, rounded up to the nearest dollar, shall be based on the estimated monthly cost to board a resident's owned or leased horse, and 70% shared (subsidized) by the community at large;
- The proposed service fees would be adjusted annually on the basis of changes to the operational costs, depreciation costs, and percentage shared by the community at large;
- The proposed fee to store a horse trailer would be 50% of the charge for a recreational vehicle in the RV Storage Lots; and

2022 Equestrian Center Pricing Policy and Chargeable Service Fees

November 2, 2021

Page 2

- The proposed service fees, rounded up to the nearest dollar, shall be based on the estimated hourly cost of labor and the cost of the horse used to lead the trail ride/lesson; and for residents, 64% shared (subsidized) by the community at large; for guests, 25% mark up.
- Added; fee increases, rounded up to the nearest dollar, would increase no more than 5% annually and be based off of the Recreation and Special Events Department recommendation; fees will be reviewed annually.

FINANCIAL ANALYSIS

Based on the current and the new proposed service fees, revenue calculations project an annual revenue of \$187,725 (Attachment 4). Revenue from feed is not included as the cost is directly passed on to the boarder.

Prepared By: Jennifer Murphy, Recreation Manager

Reviewed By: Brian Gruner, Recreation and Special Events Director
Steve Hormuth, Interim Finance Director
Siobhan Foster, COO

ATTACHMENT(S)

ATT 1: Endorsement for 2022 Equestrian Center Pricing Policy and Chargeable Service Fees

ATT 2: Nellie Gail Ranch Equestrian Center 2021 Service Fees

ATT 3: New 2022 Proposed Equestrian Fees

ATT 4: Redline GRF Equestrian Center Pricing Policy Resolution 90-20-20

ATT 5: 2022 Estimated Revenue Analysis

ATT 6: Resolution 90-21-XX Equestrian Center Pricing Policy and Chargeable Service Fees

ENDORSEMENT (to board)

2022 Equestrian Center Practicing Policy and Chargeable Service Fees

Jennifer Murphy, Recreation Manager, presented the 2022 Equestrian Center Pricing and Chargeable Service Fees. By consensus, the committee recommended that this item be presented at the next GRF Board for review.

A motion was made and passed by consensus.



EQUESTRIAN CENTER SERVICES - 2020/21 RATE SCHEDULE	FEE	OCCURRENCE
<u>Boarding Fee Rates</u> <i>(Includes 3 flakes of hay daily)</i>		
12'x12' Box Stall: Nellie Gail Resident <i>(Applies to first two stalls only)</i>	\$ 749.00	Monthly
12'x12' Box Stall: Non-Resident or Additional Resident Stalls	\$ 799.00	Monthly
Large Box/Pipe Stall: Nellie Gail Resident <i>(Applies to first two stalls only)</i>	\$ 779.00	Monthly
Large Box/Pipe Stall: Non-Resident or Additional Resident Stalls	\$ 824.00	Monthly
<u>Additional Feed Services</u>		
Lunch Service <i>(Labor only)</i>	\$ 30.00	Monthly
1 Extra Flake of Alfalfa, Orchard Grass, or Timothy Hay	\$ 65.00	Monthly
<u>Dry Stall</u> <i>(9 month time limit)</i>		
Resident	\$ 485.00	Monthly
Resident Sublet 1-6 months	\$ 105.00	Monthly
Resident Sublet 7-9 months	\$ 155.00	Monthly
Non-Resident	\$ 530.00	Monthly
Non-Resident Sublet 1-6 months	\$ 140.00	Monthly
Non-Resident Sublet 7-9 months	\$ 190.00	Monthly
<u>Day Services</u>		
Trailer-In	\$ 15.00	Daily
Daily Board w/o Feed	\$ 30.00	Daily
Daily Board with Feed <i>(Alfalfa/Orchard Grass/Timothy)</i>	\$ 75.00	Daily
<u>Stall Transfer Fees</u>		
Transfer - No Shavings	\$ 50.00	Per Occurrence
Transfer with New Shavings/Level/Box Stall	\$ 150.00	Per Occurrence
Transfer with New Shavings/Level/Pipe Corral	\$ 250.00	Per Occurrence
<u>Labor Services</u>		
Installation of Stall Fan <i>(Includes labor only - fan is boarder responsibility)</i>	\$ 115.00	Per Occurrence
Installation of Stall Mats/Level/Box Stall	\$ 75.00	Per Occurrence
Installation of Stall Mats/Level/Pipe Corral	\$ 125.00	Per Occurrence
<u>Trailer Storage:</u>		
Nellie Gail Resident	\$ 120.00	Monthly
Non-Resident	\$ 170.00	Monthly
<u>Miscellaneous</u>		
Bag of Shavings	\$ 12.00	Per Bag
Equestrian Center Non Homeowner Monthly Use Fee	\$ 45.00	Per Month
Foal Surcharge	\$ 150.00	1x Per Horse
Stallion Surcharge	\$ 150.00	1x Per Horse
Temporary Trailer Storage (3+ Horse) (If space is available)	\$ 30.00	Daily

Effective October 1, 2020

New 2022 Proposed Equestrian Center Fees

EQUESTRIAN CENTER 2021 FEES		PROPOSED	
Horse Care Services (per day)	\$35	No Changes	
Horse Boarding Fee (per month)	\$249	\$265	
Shavings (per bag)*	\$7	\$7.50	
Non-Resident Horse Boarding Fee (per month)		\$325	New Fee
Non-Resident Shavings (per bag)*		\$8.50	New Fee
Dry Stall (per month)	\$150	No Changes	
Horse Feed – Pellets	\$36	Eliminate	
Horse Feed - Alfalfa Hay (per month)*	\$51	No Changes	
Horse Feed - Teff Hay (per month)*	\$63	\$69	
Horse Feed - Orchard Hay (per month)*	\$90	No Changes	
Horse Feed - Timothy Hay (per month)*	\$96	\$99	
Resident Trail Ride on GRF Horse (45 min)	\$9	\$15	
Resident Trail Ride on Boarded Horse (45 min)	\$5	No Changes	
Resident 1/2 Hour Lesson with GRF Horse	\$13	Eliminate	
Resident 1/2 Hour Lesson with Boarded Horse	\$11	Eliminate	
Resident Private Lesson with GRF Horse (45 min)	\$25	\$30	
Resident Private Lesson with Boarded Horse (45 min)	\$21	\$20	
Resident 1/2 Hour Group Lesson with GRF Horse	\$5	Eliminate	
Resident 1/2 Hour Group Lesson with Boarded Horse	\$3	Eliminate	
Resident Group Lesson with GRF Horse (45 min)	\$9	\$15	
Resident Group Lesson with Boarded Horse (45 min)	\$5	\$10	
Non-Resident Trail Ride on GRF Horse (45 min)	\$27	No Changes	
Non-Resident Trail Ride on Boarded Horse (45 min)	\$15	No Changes	
Non-Resident 1/2 Hour Lesson with GRF Horse	\$42	Eliminate	
Non-Resident 1/2 Hour Lesson with Boarded Horse	\$36	Eliminate	
Non-Resident Private Lesson with GRF Horse (45 min)	\$84	\$55	
Non-Resident Private Lesson with Boarded Horse (45 min)	\$72	\$35	
Non-Resident 1/2 Hour Group Lesson with GRF Horse	\$14	Eliminate	
Non-Resident 1/2 Hour Group Lesson with Boarded Horse	\$8	Eliminate	
Non-Resident Group Lesson with GRF Horse (45 min)	\$27	\$35	
Non-Resident Group Lesson with Boarded Horse (45 min)	\$15	\$20	
Storage, horse trailer (annually)	\$160	No Changes	
Non-Resident Storage, horse trailer (annually)		\$240	New Fee
Hauling horse in trailer (per hour)	\$47.25	\$50	
Hauling horse in trailer (per mile)	\$0.58	No Changes	
Specialty Care Services (monthly charges)			
Turnout		\$30	
Feeding Prepared Grain or Feed		\$30	
Hand Walking		\$150	
Lunge (charges are per occurrence)		\$15	
Blanketing or Fly Sheet, On & Off		\$60	
3rd Feeding option		\$30	

*Fees subject to change due to current market value

RESOLUTION 90-20-20
REVISED GRF EQUESTRIAN 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 2020 Business Plan included certain fee changes;

NOW THEREFORE BE IT RESOLVED, May 5, 2020, that the Board of Directors of the Corporation hereby adopts a revised GRF Pricing policy relative to the Equestrian Center.

Horse Boarding

- A Horse Boarding Fee shall be charged, monthly, to residents who wish to board their horse(s) at the Equestrian Center in accordance with Exhibit "A".
- ~~The fee, rounded up to the nearest dollar, shall be based on the estimated monthly cost to board a resident's owned or leased horse, and 65% 70% shared (subsidized) by the community at large.~~
- ~~The fee will be adjusted annually on the basis of changes to the operational costs, depreciation costs, and percentage shared by the community at large.~~
- The GRF Board of Directors will periodically review the ~~estimated~~ monthly ~~cost~~ fees of boarded horses ~~and determine what shared percentage to apply in order to maintain an equitable and reasonable division between the user and the monthly assessment (per Resolution 90-12132, Guidelines for Shared Costs and Fees).~~
- Fee increases, rounded up to the nearest dollar, will increase no more than 5% annually and will be based off of the Recreation Department recommendation.
- The cost of feed will be fully absorbed by the resident based on their selection from the menu of options.

Horse Trailer Storage & Horse Transportation Fees

- If space allows, residents may store their horse trailers at the Equestrian Center. ~~The fee to store a horse trailer shall be 50% of the charge for a recreational vehicle in the RV Storage Lots.~~
- GRF shall be reimbursed the cost of transporting a horse for a resident. The costs include:
labor, fuel, and wear and tear on the trailer and vehicle.

Trail Ride Fees

- A separate fee shall be charged for trail rides for residents and their guest(s)
 - ~~o The fees, rounded up to the nearest dollar, shall be based on: the estimated hourly cost of labor and the cost of the horse used to lead the trail ride; and for residents, 64% shared (subsidized) by the community at large o for guests, 25% mark up.~~
- The fee will be ~~adjusted~~ reviewed annually on the basis of changes to the operational costs. ~~depreciation costs, percentage shared by the community at large for residents, and percentage mark up for guests.~~

Lesson Fees

- Fees shall be charged for individual and group lessons for residents and their guest(s).
- ~~The fees, rounded up to the nearest dollar, shall be based on: the estimated hourly cost of labor and the cost of the horse used to provide the lesson; and o for residents, 64% shared (subsidized) by the community at large o for guests, 25% mark up.~~
- The fee will be ~~adjusted~~ reviewed annually on the basis of changes to the operational costs. ~~depreciation costs, percentage shared by the community at large for residents, and percentage mark up for guests.~~

Horse Rental Fee

- A resident fee and a guest fee shall be charged for the use of a GRF owned horse for lessons and trail rides.
- ~~The fees, rounded up to the nearest dollar, shall be based on the estimated hourly cost of a GRF owned horse; and o for residents, 64% shared (subsidized) by the community at large o for guests, 25% mark up.~~
- The fee will be ~~adjusted~~ reviewed annually on the basis of changes to the operational costs. ~~depreciation costs, percentage shared by the community at large for residents, and percentage mark up for guests.~~

RESOLVED FURTHER, ~~January 1, 2020, at which time, retroactive billing for the 2020 storage fees will occur,~~ that Resolution 90-20-12 adopted March 3, 2020, is hereby superseded and canceled and replaced by resolution dated October 5, 2021; and

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

~~APRIL Initial Notification~~

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

~~Director Garthoffner made a motion to adopt a resolution to revise GRF equestrian pricing policy. Director English seconded the motion. Discussion ensued among the directors.~~

Estimated Revenue

EQUESTRIAN CENTER FEES	PROPOSED 2022 Fees	Average # Horses	Ave Monthly Occurrence	Annual Occurrences	Annual Rev Estimate	Ave Monthly Rev Estimate
Horse Care Services (per day)	\$35	0.5	X	183	\$6,405	\$533
Horse Boarding Fee (per month)	\$265	22	1	264	\$69,960	\$5,830
Non-Resident Horse Boarding Fee	\$325	8	1	96	\$31,200	\$2,600
Dry Stall	\$150	2	1	24	\$3,600	\$300
Shavings (per bag)*	\$7.50	22	30	660	\$4,950	\$413
Non-Resident Shavings	\$8.50	8	30	240	\$2,040	\$170
Resident Trail Ride on GRF Horse (45 min)	\$15	X	8	96	\$1,440	\$120
Resident Trail Ride on Boarded Horse (45 min)	\$5	X	24	288	\$1,440	\$120
Resident Private Lesson with GRF Horse (45 min)	\$30	X	24	288	\$8,640	\$720
Resident Private Lesson with Boarded Horse (45 min)	\$20	X	8	96	\$1,920	\$160
Resident Group Lesson with GRF Horse (45 min)	\$15	X	100	1200	\$18,000	\$1,500
Resident Group Lesson with Boarded Horse (45 min)	\$10	X	0	0	\$0	\$0
Non-Resident Trail Ride on GRF Horse (45 min)	\$27	X	0	0	\$0	\$0
Non-Resident Trail Ride on Boarded Horse (45 min)	\$15	X	4	48	\$720	\$60
Non-Resident Private Lesson with GRF Horse (45 min)	\$55	X	0	0	\$0	\$0
Non-Resident Private Lesson with Boarded Horse (45 min)	\$35	X	8	96	\$3,360	\$280
Non-Resident Group Lesson with GRF Horse (45 min)	\$35	X	40	480	\$16,800	\$1,400
Non-Resident Group Lesson with Boarded Horse (45 min)	\$20	X	0	0	\$0	\$0
Storage, horse trailer (annually)	\$160	X	5	5	\$800	\$67
Non-Resident Storage, horse trailer	\$240	X	1	1	\$240	\$20
Hauling horse in trailer (per hour)	\$50	X	X	18	\$900	\$75
Hauling horse in trailer (per mile)	\$0.58	X	X	1,080	\$626	\$52
Specialty Services (charges shown are monthly)						
Turnout	\$30	17	1	204	\$6,120	\$510
Feeding Prepared Grain or Feed	\$30	2	1	24	\$720	\$60
Hand Walking (charges are per occurrence)	\$5	17	1	204	\$1,020	\$85
Lunge (charges are per occurrence)	\$15	8	1	96	\$1,440	\$120
Blanketing or Fly Sheet, On & Off	\$60	3	1	36	\$2,160	\$180
3rd Feeding option	\$30	9	1	108	\$3,240	\$270
Total					\$187,741	\$15,645

EQUESTRIAN CENTER – 2022 REVENUE PROJECTION	
Horse Boarding Fees	\$69,960
Sponsored Boarding Fees	\$31,200
Dry Stall	\$3,600
Horse Care Services	\$6,405
Resident Shavings	\$4,950
Non-Resident Shavings	\$2,040
Rides and Lessons	\$52,320
Trailer Storage and Hauling	\$2,566

2022 Equestrian Center Pricing Policy and Chargeable Service Fees

November 2, 2021

Page 8

Turnout	\$6,120
Feeding Prepared Grain or Feed	\$720
Hand Walking	\$1,020
Lunge (charges are per occurrence)	\$1,440
Blanketing or Fly Sheet, On & Off	\$2,160
3rd Feeding option	\$3,240
Total Revenue	\$187,741



RESOLUTION 90-21-XX

2022 Equestrian Center Pricing Policy and Chargeable Service Fees

WHEREAS, the current pricing policy and fees were reviewed to establish fair costs to boarders while providing a high level of horse care and customer service. The proposed fees were determined after conducting a comprehensive regional cost analysis of similar facilities. CAC recommended the following proposed Equestrian Center Fees, subject to affirmation by the Finance Committee and board approval:

New 2022 Proposed Equestrian Center Fees

EQUESTRIAN CENTER 2021 FEES		PROPOSED
Horse Care Services (per day)	\$35	No Changes
Horse Boarding Fee (per month)	\$249	\$265
Shavings (per bag)*	\$7	\$7.50
Non-Resident Horse Boarding Fee		\$325
Non-Resident Shavings		\$8.50
Dry Stall	\$150	No Changes
Horse Feed – Pellets	\$36	Eliminate
Horse Feed - Alfalfa Hay*	\$51	No Changes
Horse Feed - Teff Hay*	\$63	\$69
Horse Feed - Orchard Hay*	\$90	No Changes
Horse Feed - Timothy Hay*	\$96	\$99
Resident Trail Ride on GRF Horse (45 min)	\$9	\$15
Resident Trail Ride on Boarded Horse (45 min)	\$5	No Changes
Resident 1/2 Hour Lesson with GRF Horse	\$13	Eliminate
Resident 1/2 Hour Lesson with Boarded Horse	\$11	Eliminate
Resident Private Lesson with GRF Horse (45 min)	\$25	\$30
Resident Private Lesson with Boarded Horse (45 min)	\$21	\$20
Resident 1/2 Hour Group Lesson with GRF Horse	\$5	Eliminate
Resident 1/2 Hour Group Lesson with Boarded Horse	\$3	Eliminate
Resident Group Lesson with GRF Horse (45 min)	\$9	\$15
Resident Group Lesson with Boarded Horse (45 min)	\$5	\$10
Non-Resident Trail Ride on GRF Horse (45 min)	\$27	No Changes
Non-Resident Trail Ride on Boarded Horse (45 min)	\$15	No Changes
Non-Resident 1/2 Hour Lesson with GRF Horse	\$42	Eliminate
Non-Resident 1/2 Hour Lesson with Boarded Horse	\$36	Eliminate
Non-Resident Private Lesson with GRF Horse (45 min)	\$84	\$55
Non-Resident Private Lesson with Boarded Horse (45 min)	\$72	\$35
Non-Resident 1/2 Hour Group Lesson with GRF Horse	\$14	Eliminate
Non-Resident 1/2 Hour Group Lesson with Boarded Horse	\$8	Eliminate
Non-Resident Group Lesson with GRF Horse (45 min)	\$27	\$35

New Fee
New Fee

Non-Resident Group Lesson with Boarded Horse (45 min)	\$15	\$20
Storage, horse trailer (annually)	\$160	No Changes
Non-Resident Storage, horse trailer (annually)		\$240
Hauling horse in trailer (per hour)	\$47.25	\$50
Hauling horse in trailer (per mile)	\$0.58	No Changes
Specialty Care Services (monthly charges)		
Turnout		\$30
Feeding Prepared Grain or Feed		\$30
Hand Walking		\$150
Lunge (charges are per occurrence)		\$15
Blanketing or Fly Sheet, On & Off		\$60
3rd Feeding option		\$30

New Fee

*Fees subject to change due to current market value

WHEREAS, on September 9, 2021 the Community Activities Committee (CAC) recommended the GRF Equestrian Ad Hoc Committee's proposed equestrian service fee amendments to the current Equestrian Pricing Policy Resolution 90-20-20 to be effective FY 2022, and;

WHEREAS, at the October 20, 2021 Finance Committee meeting, the committee affirmed the CAC recommendation of the equestrian service fee amendments to the current Equestrian Pricing Policy Resolution 90-20-20 to be effective FY 2022, and;

NOW THEREFORE BE IT RESOLVED, November 2, 2021 the Board of Directors of this Corporation hereby adopts recommended GRF Equestrian Ad Hoc Committee's recommended equestrian service fee amendments to the current Equestrian Pricing Policy Resolution 90-20-20 to be effective FY 2022; 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 2, 2021
FOR: Board of Directors
SUBJECT: Investment Policy Change

RECOMMENDATION

The Finance Committee recommends the Golden Rain Foundation board approve Resolution 90-21-xx (ATT1) to adopt the revised Investment Policy further clarifying the purpose of the policy and authority of both the Managing Agent and Investment Advisor.

BACKGROUND

On November 5, 2019, the board approved the current Golden Rain Foundation Investment Policy through Resolution 90-19-53, inclusive of the modification allowing for bond index funds. In early 2021 members of the community challenged the policy and expressed their disapproval over an interpretation of the policy. The Finance Committee acknowledged an edit to the policy's wording would provide added clarity and therefore engaged GRF's legal counsel to review the policy and recommend changes.

DISCUSSION

GRF legal counsel met with members of the GRF board and VMS staff during October 2021 to review the existing Investment Policy. From that review legal counsel drafted a revised Investment Policy (ATT1) for the review and adoption by the board. Additionally, a redlined version (ATT2) of the policy was provided detailing the changes from the prior version. On October 21, 2021 the GRF Finance Committee approved the resolution.

FINANCIAL ANALYSIS

No added cost or savings will be incurred from the proposed changes to the Investment Policy.

Prepared By: Steve Hormuth, Controller

Reviewed By: Jose Campos, Interim Financial Services Manager

Attachments:

ATT1 – GRF Investment Policy Resolution

ATT2 – GRF Investment Policy Resolution (Redlined)

THIS PAGE INTENTIONALLY LEFT BLANK



RESOLUTION 90-21-XX

GOLDEN RAIN FOUNDATION INVESTMENT POLICY

BE IT RESOLVED, _____ 2021, this Corporation, is hereby authorized to invest the funds of the Corporation. All investments on behalf of this Corporation must be made with the underlying principles in the following order of priority: (1) safety, (2) liquidity, where applicable, and (3) yield, and are subject to the following conditions:

NON-DISCRETIONARY INVESTMENTS

RESOLVED FURTHER; Funds administered by the corporation's managing agent ("Managing Agent") must be invested in a "non-discretionary" account in accordance with the provisions of Civil Code §5380. Authorized investments administered by the Managing Agent are limited to obligations of, or fully guaranteed as to principal by, the United States of America.

RESOLVED FURTHER; No non-discretionary investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without a demonstrated immediate need for the funds and the consent of any two of the following: the Treasurer, the President or the 1st or 2nd Vice President of this corporation. Furthermore, if there is a request that a non-discretionary investment be sold, withdrawn or otherwise converted to cash prior to maturity where there has been no demonstrated immediate need, approval must be provided by the Board of Directors of this Corporation.

DISCRETIONARY INVESTMENTS

RESOLVED FURTHER; in accordance with Civil Code §5515, the Board of this corporation has an obligation to exercise prudent fiscal management in preserving reserve funds ("discretionary investments"). The funds being invested as discretionary investments under this Investment Policy are not required within a reasonable time to pay obligations of the Corporation. The Board will determine the amount to be managed in this discretionary account

RESOLVED FURTHER; the Board is required to retain an Investment Manager who has discretion to transact purchases and sales of investments for Golden Rain Foundation's discretionary funds account. Such discretion is subject to the underlying conditions as stated below;

1. Up to 30% of the portfolio may be invested in Corporate Bonds and Corporate Bond Funds rated BBB through AAA; specifically, Baa3/BBB-/BBB- or better by Moody's/S&P/Fitch. A bond is only required to meet the

criteria of one rating service. If a bond or bond within the fund does not meet these minimum credit quality criteria in at least one of the above-mentioned rating services, the bond may not be purchased or if owned, must be removed from the portfolio within 30 days. This removal criteria will not apply to bond mutual funds that have a stated objective of investing in investment grade rated bonds. Removal of downgraded bonds that fall below the investment grade rating will be determined by the fund manager.

2. No more than 3% of portfolio is to be invested in any one corporate bond issuer;
3. Up to 25% of the portfolio may be invested in funds comprised of Government Sponsored Federal Agencies, namely FNMA (Federal National Mortgage Association – Fannie Mae), FHLMC (Federal Home Loan Mortgage Corporation – Freddie Mac, and FHLB (Federal Home Loan Bank).
4. Notification of confirmation of each investment transaction shall be given to the Corporation's Managing Agent and treasurer of this Corporation upon completion;
5. Investments on behalf of this Corporation may be made concurrently with investments made on behalf of other corporations at Laguna Woods Village. However, separate investment receipts will be held in the name of this Corporation. Any such investments may be held for the account of the Corporation in book-entry form;

RESOLVED FURTHER; that any authorized investments into the discretionary funds previously made by said Investment Manager, are hereby ratified.

RESOLVED FURTHER; that Resolution 90-19-53 adopted on November 5, 2019, is hereby superseded and cancelled.

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

November Initial Notification -

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



RESOLUTION 90-19-53

GOLDEN RAIN FOUNDATION INVESTMENT POLICY

~~BE IT RESOLVED, November 5, 2019, that the Managing Agent of this corporation, and an outside Investment Manager are~~ 2021, this Corporation, is hereby authorized to invest the funds of the corporation which, in the opinion of said managing agent are not required within a reasonable time to pay obligations of the corporation; and Corporation All

~~RESOLVED FURTHER;~~ that the Board of Directors of this Corporation hereby authorizes the Managing Agent of this corporation, to retain an Investment Manager and to give that Manager discretion to transact purchases and sales of investments for Golden Rain Foundation's account. Such discretion is subject to the underlying conditions as stated below. The Board will determine the amount to be managed in this discretionary account; and

~~RESOLVED FURTHER,~~ that all investments on behalf of this corporation Corporation must be made with the underlying principles in the following order of priority: (1) safety, (2) liquidity, where applicable, and (3) yield, and are subject to the following conditions:

NON-DISCRETIONARY INVESTMENTS

1. ~~RESOLVED FURTHER;~~ Notification of confirmation shall be given to the managing agent and treasurer of this corporation upon completion of each investment transaction;

2. ~~For funds~~ Funds administered by the corporation's managing agent ("Managing Agent") must be invested in a "non-discretionary" account in accordance with the provisions of Civil Code §5380. Authorized investments administered by the Managing Agent are limited to obligations of, or fully guaranteed as to principal by, the United States of America.

~~RESOLVED FURTHER, no;~~ No non-discretionary investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without a demonstrated immediate need for the funds and the consent of any two of the following: the Treasurer, the President or the 1st or 2nd Vice President of this corporation. Furthermore, if there is a request that ~~ana non-discretionary~~ investment be sold, withdrawn or otherwise converted to cash prior to maturity where there has been no demonstrated immediate need, approval must be ~~received from~~ provided by the Board of Directors of this corporation; Corporation.

~~3. Funds shall be invested only in authorized investments as provided herein.
— Authorized investments are limited to:~~

~~a. Obligations of, or fully guaranteed as to principal by, the United States of America;~~

~~b. **DISCRETIONARY INVESTMENTS**~~

~~**RESOLVED FURTHER;** in accordance with Civil Code §5515, the Board of this corporation has an obligation to exercise prudent fiscal management in preserving reserve funds (“discretionary investments”). The funds being invested as discretionary investments under this Investment Policy are not required within a reasonable time to pay obligations of the Corporation. The Board will determine the amount to be managed in this discretionary account~~

~~**RESOLVED FURTHER;** the Board is required to retain an Investment Manager who has discretion to transact purchases and sales of investments for Golden Rain Foundation’s discretionary funds account. Such discretion is subject to the underlying conditions as stated below;~~

~~1.~~ Up to 30% of the portfolio may be invested in Corporate Bonds and Corporate Bond Funds rated BBB through AAA; specifically, Baa3/BBB-/BBB- or better by Moody’s/S&P/Fitch. A bond is only required to meet the criteria of one rating service. If a bond or bond within the fund does not meet these minimum credit quality criteria in at least one of the above-mentioned rating services, the bond may not be purchased or if owned, must be removed from the portfolio within 30 days. This removal criteria will not apply to bond mutual funds that have a stated objective of investing in investment grade rated bonds. Removal of downgraded bonds that fall below the investment grade rating will be determined by the fund manager.

~~2.~~ No more than 3% of portfolio is to be invested in any one corporate bond issuer; ~~and~~

~~3.~~ Up to 25% of the portfolio may be invested in funds comprised of Government Sponsored Federal Agencies, namely FNMA (Federal National Mortgage Association – Fannie Mae), FHLMC (Federal Home Loan Mortgage Corporation – Freddie Mac, and FHLB (Federal Home Loan Bank).

4. Notification of confirmation of each investment transaction shall be given to the Corporation’s Managing Agent and treasurer of this Corporation upon completion;

5. Investments on behalf of this ~~corporation~~Corporation may be made concurrently with investments made on behalf of other corporations at Laguna Woods Village. However, separate investment receipts will be held in the name of this ~~corporation~~Corporation. Any such investments may be held for the account of the ~~corporation~~Corporation in book-entry form;

~~5. Any~~**RESOLVED FURTHER;** that ~~any~~ authorized investments, ~~as defined in Item 3 above, into the discretionary funds~~ previously made by said ~~Managing Agent or~~ Investment Manager, are hereby ratified; ~~and.~~

RESOLVED FURTHER; that Resolution 90-~~16-22~~19-53 adopted on ~~June 7, 2016~~November 5, 2019, is hereby superseded and cancelled.

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

THIS PAGE INTENTIONALLY LEFT BLANK

STAFF REPORT

DATE: November 2, 2021
FOR: Board of Directors
SUBJECT: Entry License Agreement – United Parcel Service

RECOMMENDATION

Authorize the proposed 3-year Entry License Agreement by and between the Golden Rain Foundation (GRF) and United Parcel Service (UPS) for the purpose of installing delivery PODs at two GRF facility parking lot locations, for the transfer of parcels from golf carts for delivery during the holiday season. PODs will be permitted beginning the last week of October through the first week in January each year.

BACKGROUND

For several years, GRF has permitted UPS to install up to two delivery PODs in the Clubhouse 1 overflow parking lot adjacent to the Library and one POD in the Clubhouse 5 rear parking lot to expedite package delivery and eliminate large delivery trucks within Laguna Woods Village during the holiday season. The Security and Recreation and Special Events Departments, Library, and Risk Management Division have been and remain supportive of the use of these temporary locations.

DISCUSSION

UPS is seeking to enter into the proposed Entry License Agreement with GRF for a 3-year term. Key agreement provisions include:

- Permitted Activities: Install two delivery PODs in the Clubhouse 1 overflow parking lot adjacent to the Library and one POD in the rear Clubhouse 5 parking lot for the transfer of parcels from golf carts for delivery. POD dimensions are 8' wide, 12' long, and 8' high.
- Term: November 3, 2021 through January 5, 2024
- Cancellation: Agreement is cancelable by either party upon written notice.
- Indemnification: UPS agrees to indemnify, defend and hold harmless GRF and Village Management Services, Inc. (VMS) from and against any loss, damage, injury, death, liability, claims, cost, expense, fines or penalties of any kind caused by or resulting from UPS' use of subject property as detailed in the agreement.
- Insurance: UPS agrees to maintain in full force and effect commercial general liability insurance, commercial automobile liability insurance, and workers' compensation and employer's liability insurance in the amounts outlined in the agreement during the term

of the agreement. UPS must provide Proof of insurance and all required endorsements to the Risk Manager before commencement of permitted activities.

- Fee: There is no fee associated with the use of GRF property.

FINANCIAL ANALYSIS

There is no financial impact associated with the proposed Entry License Agreement.

Prepared By: Siobhan Foster, COO
Manuel Gomez, Maintenance & Construction Director
Reviewed By: Jeffrey C. Parker, CEO

ATTACHMENT(S)

Attachment 1: Entry License Agreement
Exhibit A: Site Overview

Attachment 1 – Entry License Agreement

ENTRY LICENSE AGREEMENT

This entry license agreement (“AGREEMENT”) is made by and between United Parcel Service (“PERMITTEE”) and the Golden Rain Foundation of Laguna woods (“OWNER”).

PERMITTED ACTIVITIES: PERMISSION IS HEREBY GIVEN TO THE PERMITTEE TO ENTER LAGUNA WOODS VILLAGE (“SUBJECT PROPERTY”) FOR THE PURPOSE OF INSTALLING DELIVERY PODS FOR THE TRANSFER OF PARCELS, FROM GOLF CARTS FOR DELIVERY (“PERMITTED ACTIVITIES”).

PERMITTEE shall obey posted speed limits, traffic safety signs, and roadway markings at all times while traveling in the Village.

PODs will be located in the overflow parking lot next to the LWV Library, at 24266 Calle Aragon, Laguna Woods, California, and in the Clubhouse 5 parking lot, 24262 Punta Alta, Laguna Woods, California. The delivery PODs are eight feet wide, twelve feet long and eight feet in height. The delivery PODs will be placed as illustrated in Exhibit A of this AGREEMENT.

TERM: From November 3, 2021 through January 5, 2024. PODs will be permitted beginning the last week of October through the first week in January each year.

CANCELLATION: AGREEMENT to be cancelable by either party upon written notice.

INDEMNIFICATION: PERMITTEE agrees to indemnify, defend and hold harmless GRF, together with its managing agent, Village Management Services, and their respective directors, officers, members, agents, employees, volunteers, successors and assigns (collectively, the “INDEMNITEES”) from and against any loss, damage, injury, death, liability, claim, cost, expense (including, but not limited to, attorneys’ fees), fines or penalties of any kind caused by or resulting from the PERMITTEE’S use of the SUBJECT PROPERTY including, without limitation, the following:

- (a) Access or use of SUBJECT PROPERTY by PERMITTEE or its employees, agents, contractors, subcontractors, suppliers, subordinates, guests or affiliates.
- (b) Any act or omission of PERMITTEE or any of its owners, partners, officers, directors, employees, agents, contractors, subcontractors, suppliers, subordinates, guests or affiliates.
- (c) Any bodily injury, including without limitation, death, injury to owners, partners, officers, directors, employees, agents, contractors, subcontractors, suppliers, subordinates, guests or affiliates of PERMITTEE.
- (d) Any property damage, accident, fire or other casualty or damage on or to SUBJECT PROPERTY.
- (e) Any violation or alleged violation by PERMITTEE or its owners, partners, officers, directors, employees, agents, contractors, subcontractors, suppliers, subordinates, guests or affiliates of any law, ordinance or regulation.

- (f) Failure of PERMITTEE or its owners, partners, officers, directors, employees, agents, contractors, subcontractors, suppliers, subordinates, guests or affiliates to maintain SUBJECT PROPERTY in a safe, decent and sanitary condition.
- (g) Failure by PERMITTEE to maintain the insurance coverages required herein or the failure of the insurer to provide coverage or to pay claims under such policies.

INSURANCE: PERMITTEE agrees to maintain in full force and effect during the term of this AGREEMENT,

- (a) Commercial General Liability insurance including Blanket Contractual Liability with not less than One Million Dollars (\$1,000,000) limit per occurrence with Two Million Dollars (\$2,000,000) aggregate for the activities of PERMITTEE or its owners, partners, officers, directors, employees, agents, contractors, subcontractors, suppliers, subordinates, guests or affiliates. The policy shall be issued by an insurance company reasonably acceptable to GRF. Coverage must be on an occurrence policy form in full force and effect regardless of when a claim is made by PERMITTEE. The policy shall name Owner and its managing agent, and their officers, directors, agents, employees and members as additional insureds for all operations performed by or on behalf of PERMITTEE, and shall contain a provision that PERMITTEE's insurance is primary, and that the coverage of any insurance Owner and its managing agent is excess and non-contributing. PERMITTEE's insurance shall also contain a waiver of subrogation in favor of Owner and its managing agent.
- (b) Commercial Automobile Liability insurance with coverage for any auto or all owned, non-owned and hired vehicles with a combined single limit for bodily injury and property damage of not less than One Million Dollars (\$1,000,000) per accident.
- (c) Workers' Compensation and Employer's Liability insurance with limits of not less than One Million Dollars (\$1,000,000) for each accident, as well as per employee and in the aggregate for each disease. PERMITTEE's insurance shall contain a waiver of subrogation in favor of INDEMNITEES. PERMITTEE shall be solely liable for all injuries to its employees and employees of any persons or entities, or other persons hired by or otherwise in the direct or indirect control of PERMITTEE. Nothing contained herein shall be deemed to create any employer-employee relationship between INDEMNITEES and employees, owners, partners, subcontractors, suppliers, agents or subordinates of PERMITTEE.

Proof of insurance and all required endorsements shall be emailed to Dan Yost at Dan.Yost@vmsinc.org before commencement of PERMITTED ACTIVITIES.

WARRANTY: It is expressly understood and agreed that PERMITTEE takes the premises as is, and that OWNER makes no representation, covenant, warranty or promise that the said premises are for any particular use, including the use for which this agreement was entered into, and PERMITTEE has not relied on any such representation, covenant, warranty or promise.

FEE: Gratis.

ASSIGNMENT: This permit is for the sole use and privilege of PERMITTEE and cannot be assigned or transferred. Any attempt to do so may render this permit voidable at OWNER'S discretion.

SEVERABILITY: Invalidity or unenforceability of one or more provisions of this Agreement shall not affect any other provision of this Agreement.

OTHER PROVISIONS:

- (1) The PERMITTED ACTIVITIES shall be in compliance with all applicable laws. PERMITTEE shall keep the SUBJECT PROPERTY free and clear of all mechanic's, materialman's, contractor's or subcontractor's liens arising from the PERMITTED ACTIVITIES. PERMITTEE shall at its sole cost and expense comply with all laws, statutes, ordinances and governmental rules, regulations or requirements arising out of or related to the PERMITTED ACTIVITIES. All costs and expenses of the PERMITTED ACTIVITIES shall be the sole responsibility of the PERMITTEE.
- (2) PERMITTEE shall be responsible for all compliance with Federal, State and/or Local regulatory agencies concerning the PERMITTED ACTIVITIES.
- (3) PERMITTEE shall not alter the condition of the SUBJECT PROPERTY. PERMITTEE shall remove any and all temporary equipment from the SUBJECT PROPERTY. If PERMITTEE fails to remove any temporary equipment or restore the SUBJECT PROPERTY to its original condition, OWNER shall have the right, but not the obligation to perform such removal and/or restoration at PERMITTEE'S sole cost and expense.

I have read and understand and agree to comply with all of the above conditions.

UNITED PARCEL SERVICE

Luke Martin
Business Manager

Date

GOLDEN RAIN FOUNDATION OF LAGUNA WOODS

Bunny Carpenter
President

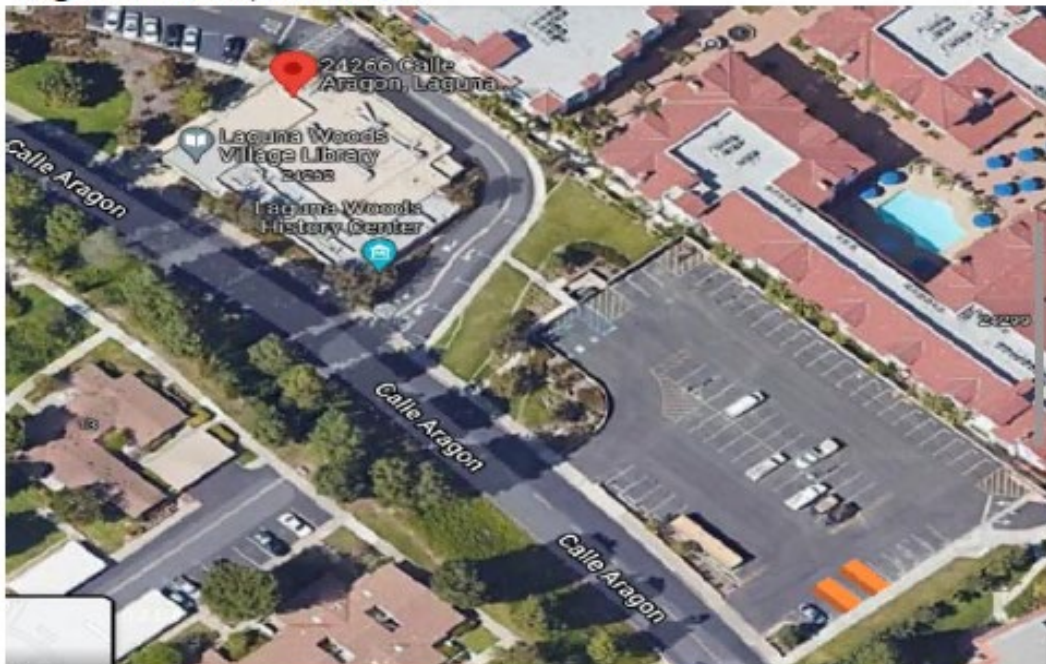
Date

Exhibit A – Site Overview

**24262 Punta Alta – CH 5 Parking Lot
Laguna Woods, CA 92637**



**24266 Calle Aragon – LWV Library Overflow Parking Lot
Laguna Woods, CA 92637**



GRF Financial Report

As of September 30, 2021



INCOME STATEMENT (in thousands)	ACTUAL
Assessment Revenue	\$23,567
Non-Assessment Revenue	\$9,569
Total Revenue	\$33,136
Total Expense	\$30,480
Net Revenue/(Expense)	\$2,656

GRF Financial Report

As of September 30, 2021



OPERATING ONLY INCOME STATEMENT (in thousands)	ACTUAL
Assessment Revenue	\$21,389
Non-Assessment Revenue	\$6,214
Total Revenue	\$27,603
Total Expense ¹	\$26,495
Operating Surplus	\$1,108

1) excludes depreciation

GRF Financial Report

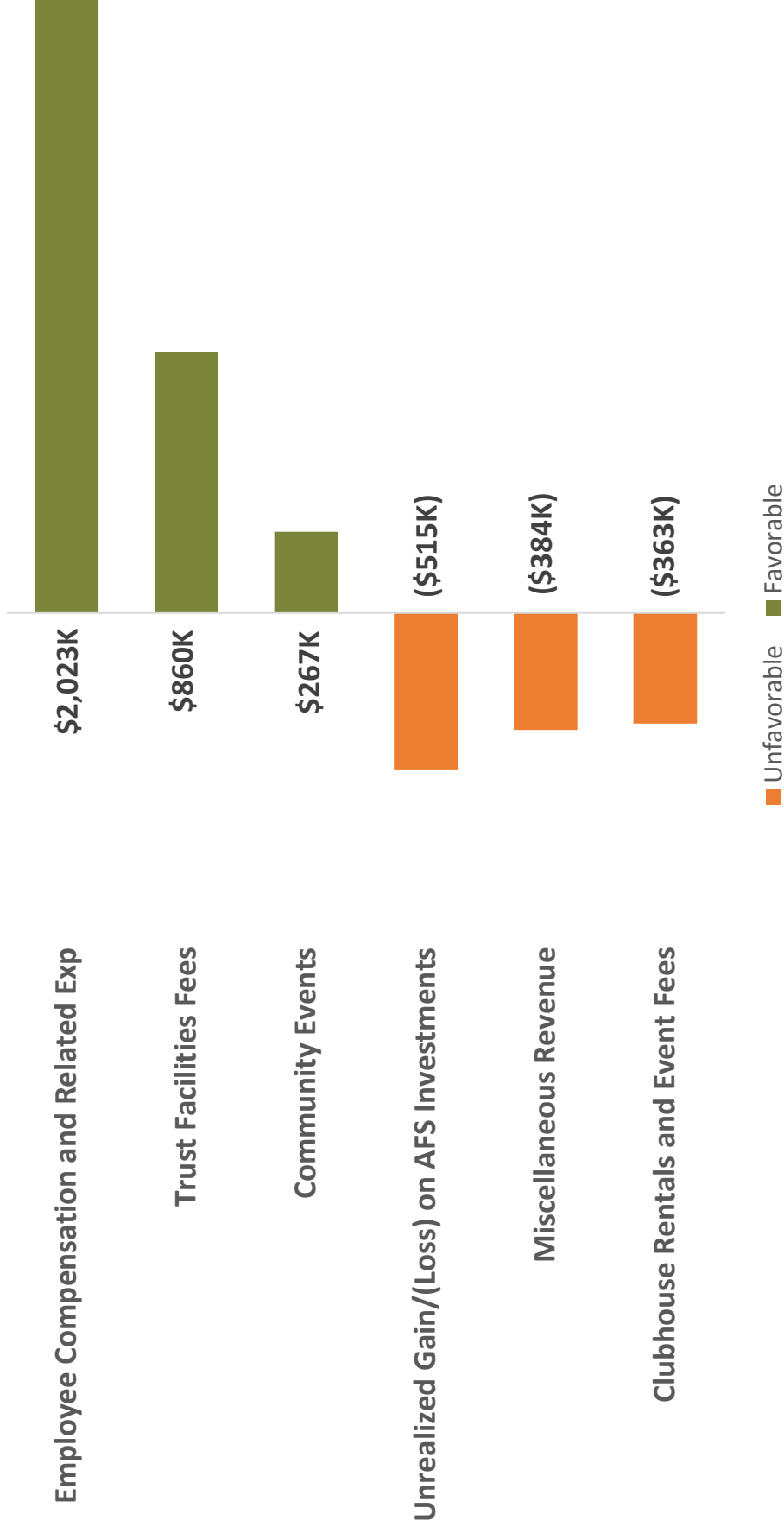
As of September 30, 2021



INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$23,567	\$23,567	\$0
Non-Assessment Revenue	\$9,569	\$9,963	(\$394)
Total Revenue	\$33,136	\$33,530	(\$394)
Total Expense	\$30,480	\$33,098	\$2,618
Net Revenue/(Expense)	\$2,656	\$432	\$2,224

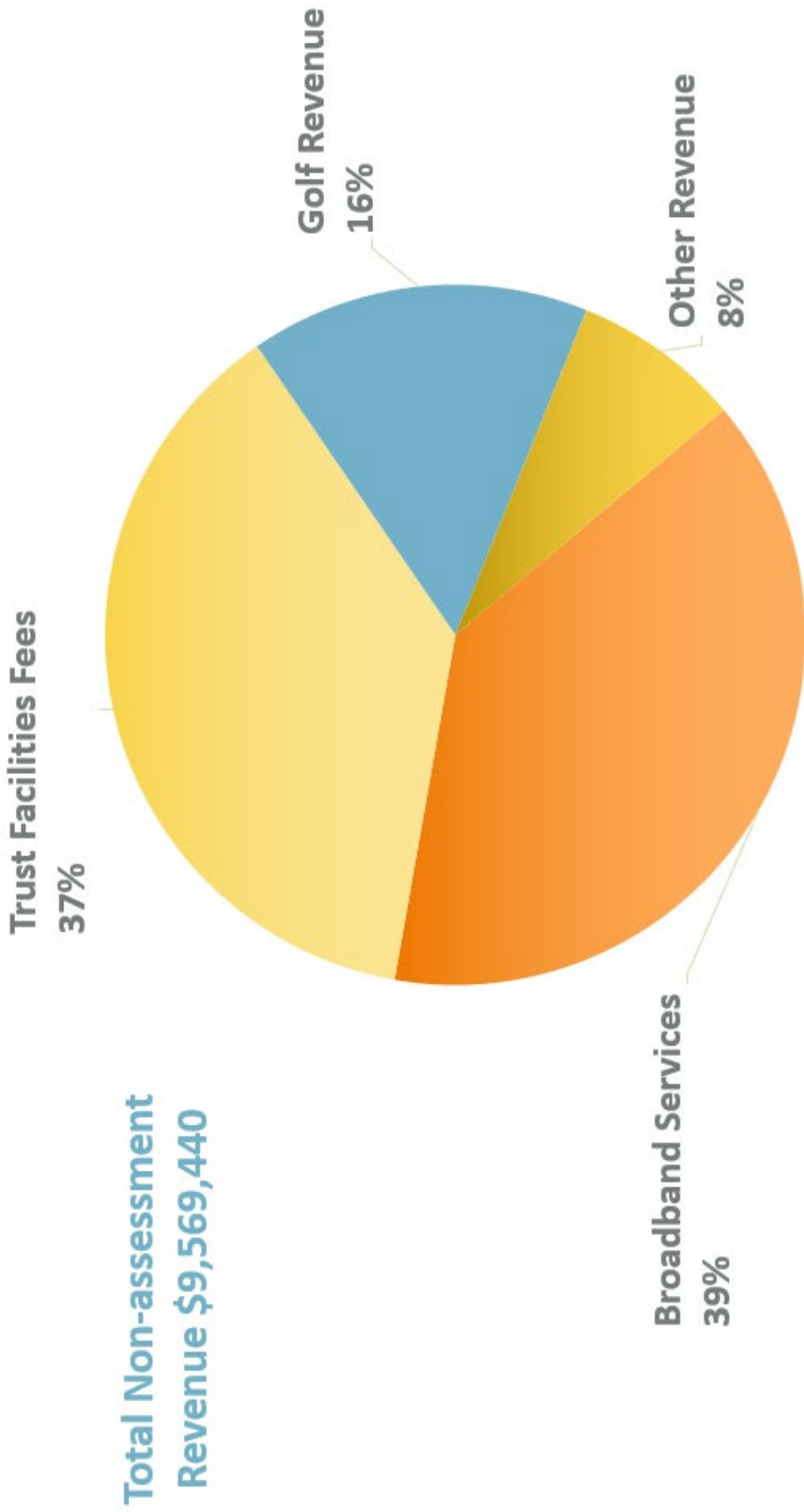
GRF Financial Report

As of September 30, 2021



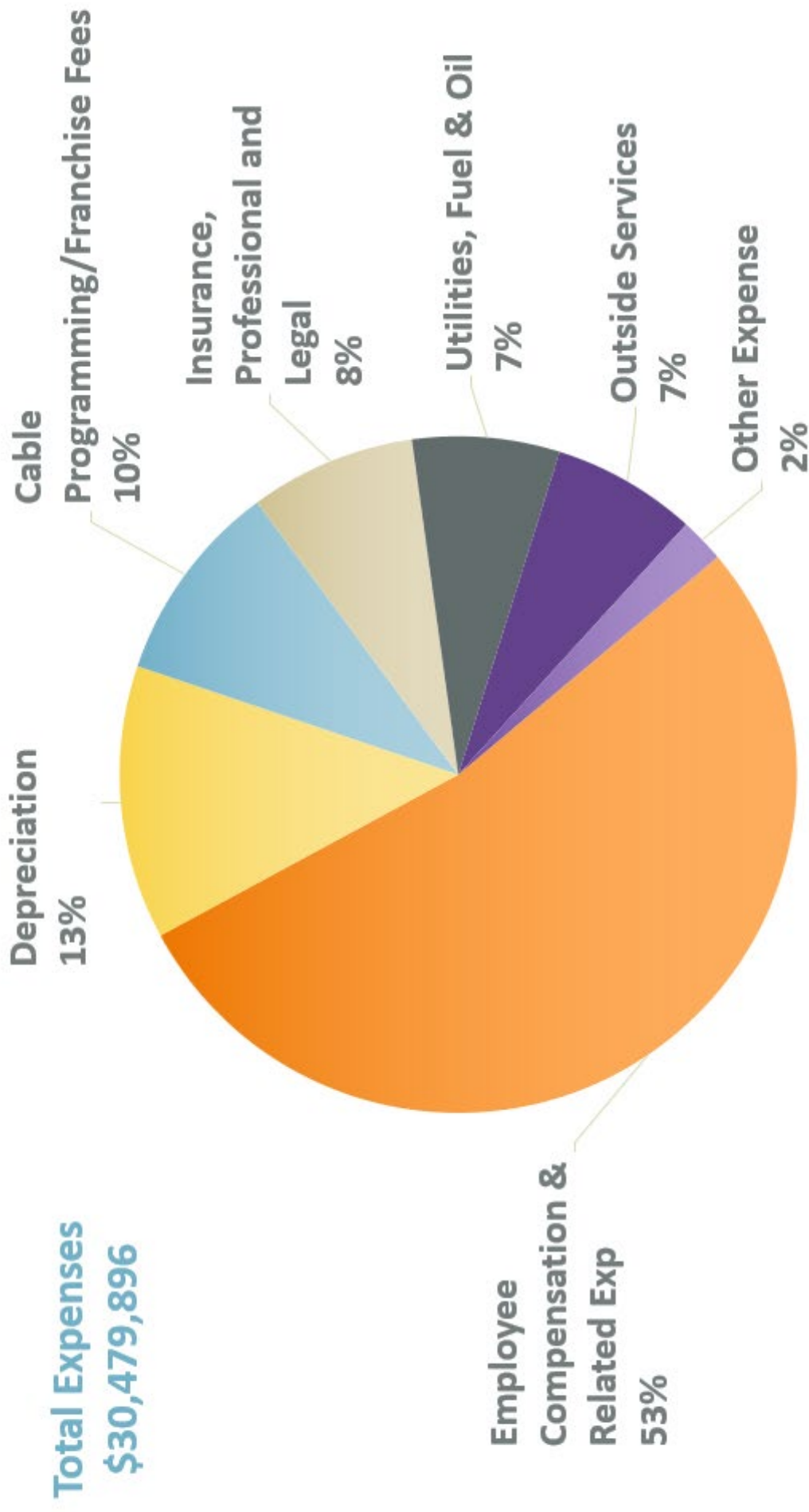
GRF Financial Report

As of September 30, 2021



GRF Financial Report

As of September 30, 2021

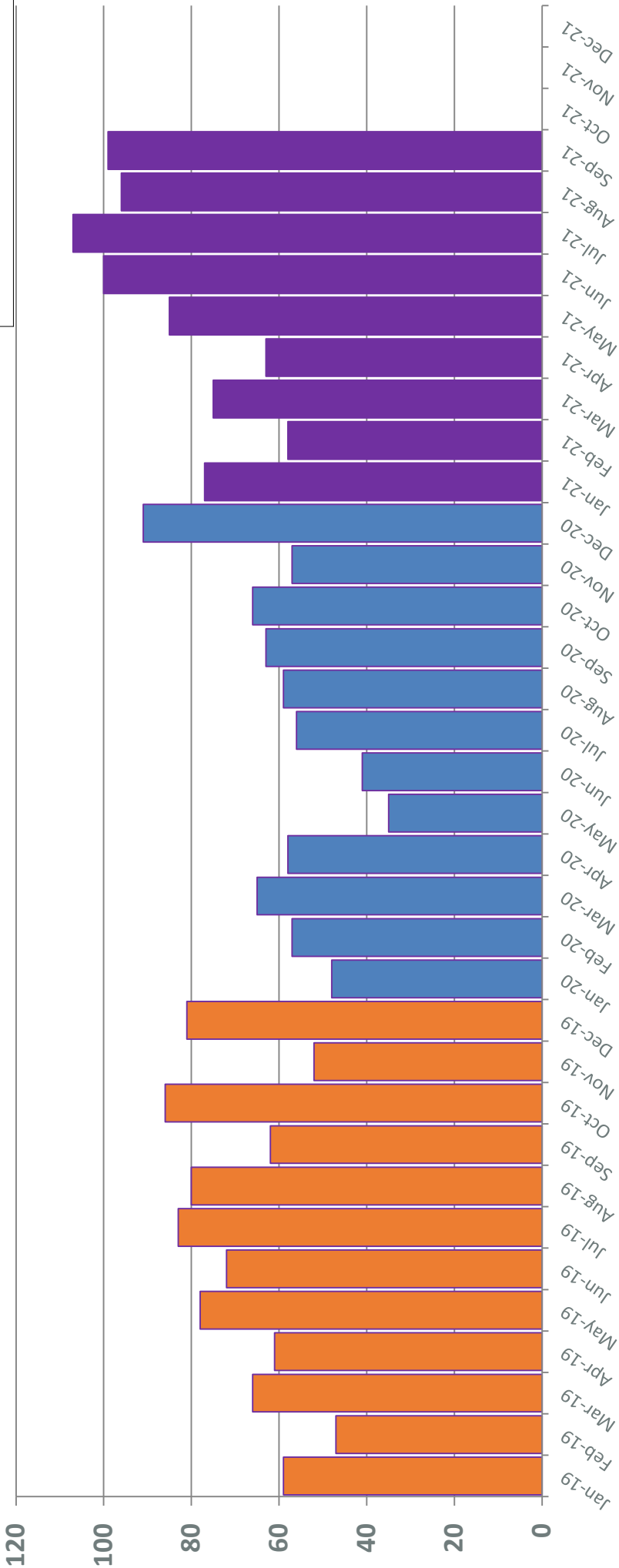


GRF Financial Report

As of September 30, 2021

Resale History — Consolidated

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2019	608	\$325,355
YTD 2020	482	\$351,311
YTD 2021	760	\$363,470



GRF Financial Report

As of September 30, 2021

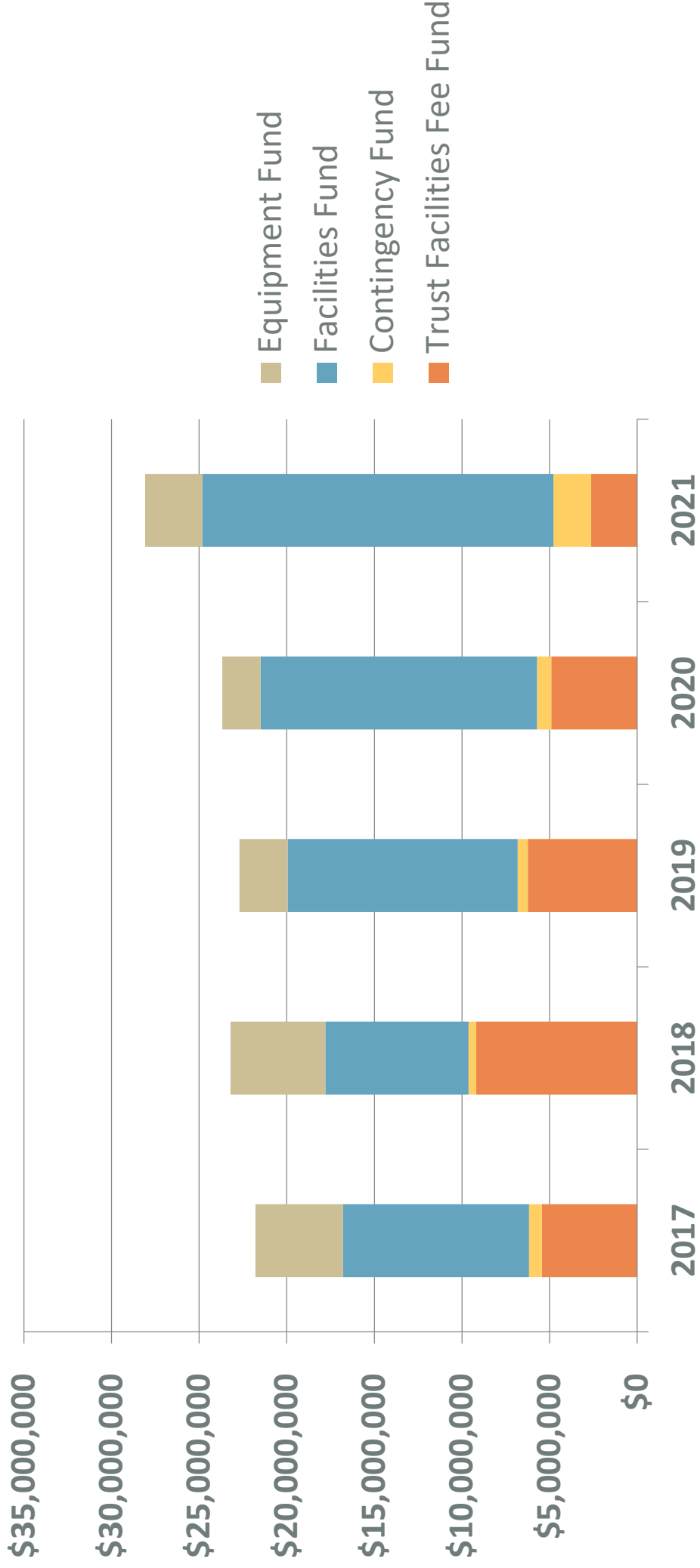


FUND BALANCES (in thousands)	ENDING BALANCE	WORK IN PROGRESS	ADJUSTED BALANCES
Equipment	\$4,379	\$1,123	\$3,256
Facilities	22,115	2,062	20,053
Contingency	2,192	47	2,145
Trust Facilities Fees	2,635	0	2,635
TOTAL	\$31,321	\$3,232	\$28,089

GRF Financial Report

As of September 30, 2021

Adjusted Fund Balances *UPDATE



GRF Financial Report

As of September 30, 2021



Adjusted Fund Balances

FUND ENCUMBRANCES (in thousands)		
	Total Appropriations	Remaining Encumbrance
Aquatics & Fitness	\$352	\$50
Broadband Services	728	387
Clubhouses	3,247	693
Computers	1,098	583
Community Center	619	143
Energy Projects	850	240
Golf Facilities	687	629
Landscaping	502	390
Other Equipment	300	235
Other GRF Facilities	1,831	1,069
Paving	879	22
Security	399	280
Vehicles	1,966	922
TOTAL	\$13,458	\$5,643

Golden Rain Foundation of Laguna Woods
Statement of Revenues & Expenses - Preliminary
9/30/2021
(\$ IN THOUSANDS)

	ACTUAL	CURRENT MONTH BUDGET	VARIANCE	ACTUAL	YEAR TO DATE BUDGET	VARIANCE	PRIOR YEAR ACTUAL	TOTAL BUDGET
Revenues:								
Assessments:								
1 Operating	\$2,377	\$2,376		\$21,389	\$21,388		\$20,816	\$28,518
2 Additions to restricted funds	242	242		2,178	2,178		2,751	2,904
3 Total assessments	2,619	2,618		23,567	23,566		23,567	31,422
Non-assessment revenues:								
4 Trust facilities fees	488	305	183	3,602	2,742	860	2,310	3,656
5 Golf green fees	140	126	13	1,255	1,136	119	886	1,515
6 Golf operations	26	21	5	247	190	57	191	252
7 Merchandise sales	54	38	16	396	330	66	195	444
8 Clubhouse rentals and event fees	6	56	(49)	42	405	(363)	114	593
9 Rentals	12	12		106	116	(10)	108	152
10 Broadband services	416	421	(6)	3,722	3,872	(150)	3,773	5,216
11 Investment income	13	24	(11)	147	220	(73)	268	293
12 Unrealized gain/(loss) on AFS investments	(110)	14	(123)	(393)	122	(515)	576	162
13 Miscellaneous	71	117	(46)	448	832	(384)	522	1,110
14 Total non-assessment revenue	1,115	1,133	(18)	9,569	9,964	(394)	8,944	13,394
15 Total revenue	3,734	3,752	(18)	33,136	33,530	(394)	32,510	44,815
Expenses:								
16 Employee compensation and related	1,857	2,020	163	16,221	18,244	2,023	16,263	24,411
17 Materials and supplies	126	146	20	1,236	1,351	115	1,269	1,781
18 Cost of goods sold	51	31	(20)	304	254	(51)	142	338
19 Rental unit and guest suite direct costs				1		(1)		
20 Community Events	2	28	26	18	285	267	122	395
21 Utilities and telephone	221	250	30	1,795	1,811	16	1,637	2,394
22 Fuel and oil	36	45	9	348	402	54	286	536
23 Legal fees	10	29	19	116	261	145	226	348
24 Professional fees	11	45	34	318	549	230	472	671
25 Equipment rental	12	20	8	195	163	(32)	174	218
26 Outside services	271	193	(78)	2,107	1,786	(321)	1,255	2,372
27 Repairs and maintenance	59	70	11	658	685	27	549	887
28 Other Operating Expense	33	71	38	425	656	231	316	890
29 Income taxes					1	1	1	2
30 Property and sales tax	7	2	(5)	29	17	(12)	100	23
31 Insurance	243	202	(41)	1,982	1,821	(161)	1,398	2,428
32 Cable Programming/Copyright/Franchise	251	317	66	2,951	3,009	58	2,837	4,039
33 Investment expense		4	4	10	11	1	6	14
34 Net Allocation to Mutuals	(238)	(239)	(1)	(2,069)	(2,190)	(120)	(2,197)	(2,910)
35 Uncollectible Accounts		1	1	7	11	4	15	15
36 (Gain)/loss on sale or trade	(93)	(2)	91	(164)	(19)	145	21	(25)
37 Depreciation and amortization	654	654		3,989	3,989		3,770	3,989
38 Total expenses	3,511	3,885	374	30,480	33,098	2,618	28,646	42,816
39 Excess of revenues over expenses	\$223	(\$134)	\$356	\$2,656	\$432	\$2,224	\$3,864	\$1,999

Statement of Revenue & Expense Variance Report - Preliminary as of September 30, 2021

SUMMARY

For the year-to-date period ending September 30, 2021, GRF operations were better than budget by \$2,224K. Explanations for categories with significant variances are provided below.

- **Trust facilities fees Line 4** – \$860K Favorable due to more manors sold. Year-to-date revenue generated from the \$5,000 per manor transfer fee is 31% higher than anticipated. The Community had 760 resales versus a budget of 558; compared to 482 in 2020 for the same period.
- **Golf Green Fees Line 5** – \$119K Favorable due to operating at full capacity; higher revenue associated with guest players has driven further increases; guests were allowed to play beginning June 15.
- **Golf Operations Line 6** – \$57K Favorable due to operating at full capacity.
- **Merchandise Sales Line 7** – \$66K Favorable due to higher Pro Shop Sales and to a lesser degree Fuel Sales, partially offset by limited Bar sales due to facilities closures before June 15 and lower sales in Broadband and Warehouse.
- **Clubhouse rentals and event fees Line 8** – (\$363K) Unfavorable due to facility closure during the pandemic; the budget assumed facilities would reopen in March. All facilities opened June 15 based on state guidelines; room reservations are available for Clubhouses 1, 2 and 5 and the Village Greens. An offset can be found in Line 20, below.
- **Broadband Services Line 10** – (\$150K) Unfavorable due to less ad insertion as a result of ongoing COVID-19 pandemic causing advertisers to spend less. The variance was partially offset by Village Breeze Advertising revenue.
- **Investment Income Line 11** – (\$73K) Unfavorable variance due to less revenue being generated from Discretionary investment dividends as opposed to interest bearing Discretionary investment bonds. The interest generated from bond holdings within the current index funds is reinvested by the index fund manager growing the value of the investment, with the growth reflected in Line 12.
- **Unrealized Gain/Loss on AFS Investments Line 12** – (\$515K) Unfavorable due to adverse conditions for bond investments during the reporting period. An entry is made monthly to reflect investment market conditions, which fluctuate.
- **Miscellaneous Revenue Line 13** – (\$384K) Unfavorable due to less fees collected during facility closures, including class fees, traffic violation fees, photo copy fees, auto decal fees, and Bridge room fees. Classes now ongoing with 16 instructors currently and another 10 to return soon – **have asked Brian Gruner for update on classes 10.14.21, no response yet.**

EXPENSE

- **Employee Compensation and Related Line 16** – \$2,023K Savings was primarily due to open positions in Security and Information Services; recruitment is in progress. Also, certain Janitorial and Recreation positions remained unfilled while clubhouses were closed and fewer hours than

Statement of Revenue & Expense Variance Report - Preliminary
as of September 30, 2021

budgeted in Transportation due to the temporary consolidation of the commercial Routes. **I have asked Chris L. for “how long is temporary” comment, no response yet.**

- **Materials and Supplies Line 17** – \$115K Favorable due to fewer expenditures in Streets & Sidewalks, Carpentry, and Paint departments than anticipated. Although GRF streets are typically addressed in Q4, staff anticipates ending the year with a favorable variance.
- **Cost of Goods Sold Line 18** – (\$51K) Unfavorable due to increased Pro Shop Sales.
- **Community Events Line 20** – \$267K Favorable due to facility closure during the pandemic; the budget assumed facilities would reopen in March, recently opened on June 15th based on State guidelines. An offset can be found on Line 8, above.
- **Utilities and Telephone Line 21** – \$16K Favorable due to lower trash for equestrian refuse used in the composting operation instead of being hauled away and electricity which was favorable due to lower use in Community Center and Clubhouses. The variance was partially offset by higher water in golf; budget was based on a 3-year average that is 35% higher rainfall than current year experience.
- **Fuel and Oil Line 22** – \$54K Favorable due to less consumption than anticipated, in part due to the temporary consolidation of bus routes.
- **Legal Fees Line 23** – \$145K Favorable due to timing of expenses, which are anticipated to increase as the year progresses due to pending legal actions.
- **Professional Fees Line 24** – \$230K Favorable due to movement of budgeted IT fees to the Outside Services category (see line 26); additionally, unused contingency budgets in Office of the CEO and Project Management.
- **Equipment Rental Line 25** – (\$32K) Unfavorable due to lease costs for copiers in Community Center and General Services fleet equipment rental costs higher than forecast.
- **Outside Services Line 26** – (\$321K) Unfavorable due to movement of budgeted IT fees from the Professional Fees category (see line 24). The variance was furthered by increased software licensing costs required by a shift to the cloud and increased credit card transaction fees.
- **Repairs and maintenance Line 27** – \$27K Favorable variance due to less building repairs and maintenance required in Community Center and within the project management organization, partially offset by increased Information Services equipment maintenance expense associated with the Malware attack.
- **Other Operating Expense Line 28** – \$231K Favorable variance due to previous closure of facilities due to the COVID-19 pandemic; primarily attributable to staff support, training, recruiting, safety, pest control, uniforms and board relations.

Statement of Revenue & Expense Variance Report - Preliminary
as of September 30, 2021

- **Insurance Line 31** – (\$161K) Unfavorable variance due to higher premiums for property and casualty insurance. Significant changes in market conditions, catastrophic losses including wildfires in California, and a non-renewal situation required a new layered program structure to achieve the existing limits in a tight market.
- **Cable Programming/Franchise Line 32** – \$58K Favorable due to lower programming fees associated with fewer premium subscriptions and lower franchise fees based on lower cable revenue.
- **Net Allocation Line 34** – (\$120K) Unfavorable due to fewer inter-departmental allocations.
- **(Gain)/Loss on Sale or Trade Line 36** – \$145K Favorable due to gain on sale of investments executed by the index fund manager and gains on sales of obsolete equipment.



FINANCE COMMITTEE MEETING
REPORT OF THE REGULAR OPEN SESSION

Wednesday, October 20, 2021 – 1:30 p.m.
Hybrid Meeting

MEMBERS PRESENT: James Hopkins, Chair; Deborah Dotson, Egon Garthoffner, Gan Mukhopadhyay Advisor: Rosemarie di Lorenzo

STAFF PRESENT: Steve Hormuth, Jose Campos, Chris Swanson Guy West, Jennifer Murphy, Erika Hernandez

OTHERS: VMS –Juanita Skillman, Stefanie Brown

Third – Robert Mutchnick, Donna Rane-Szostak, Mark Laws

United - Cash Achekar, Pat English, Azar Asgari

Towers - Sue Stephens

Call to Order

Director James Hopkins, Treasurer, chaired the meeting and was called to order at 1:36 p.m.

Acknowledgement of Media

The meeting was streamed online via Granicus and Zoom.

Approval of Meeting Agenda

The meeting agenda was approved without exception.

Approval of the Regular Meeting Report of August 25, 2021

The meeting report was approved without exception.

Chair Remarks

Director Hopkins commented the purpose of the meeting.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Steve Hormuth, Interim Financial Services Director, commented on the 2022 Business Plan, and Banking Services.

Review Preliminary Financial Statements dated September 30, 2021

The committee reviewed the financial statements dated September 30, 2021. Questions were addressed.

Investment Policy

A motion was made and carried unanimously to be presented to the board.

Endorsement from Standing Committees

CAC Endorsement – Outdoor Vendor Equestrian Center Arena Rental. A motion was made and passed unanimously.

CAC Endorsement – 2022 Equestrian Center Pricing and Chargeable Service Fees. A motion was made and passed by consensus.

M&C Endorsement – Revise the Description in the Business Plan for the Adopted 2022 Clubhouse 1 – Assessment and Renovation Capital Budget. James Hopkins made a comment that they will consider taking this to the board with consideration that verbiage will change and provide additional information. A motion was made and passed by consensus.

Future Agenda Items

None.

Committee Member Comments

Egon Garthoffner made a comment on the long-term losses line item enclosed on the Fidelity investment statement. Steve Hormuth responded stating the advisor from SageView would address the long-term losses in his next presentation to GRF.

James Hopkins made a comment regarding the VMS employee vacation accrual. Staff was requested to provide a forecast for the year-end accrual balance based on prior year history.

Date of Next Meeting

Wednesday, December 15, 2021 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 4:08 p.m.

DRAFT

James Hopkins, Chair

OPEN MEETING

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

Thursday, October 14, 2021 – 1:30 p.m.
Virtual Zoom Webinar

MEMBERS PRESENT: Debbie Dotson, Acting Chair, Ryna Rothberg, James Hopkins, Maggie Blackwell, Joan Milliman, Juanita Skillman, Dennis Boudreau, Ajit Gidwani

MEMBERS ABSENT: Yvonne Horton, Bunny Carpenter, Andre Torng, Cush Bhada

OTHERS PRESENT: Annie McCary

STAFF PRESENT: Brian Gruner, Jennifer Murphy, Jackie Kupfert

Call to Order

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

Acknowledgement of Media

There was no press present.

Approval of Agenda

A motion was made, and by consensus, the agenda was approved.

Approval of Committee Report for September 9, 2021

A motion was made, and by consensus, the report was approved.

Acting Chair's Remarks

Acting Chair Dotson stated thank you to the Pickleball club, staff and donors who were involved with raising funds for additional pickleball lights.

Report of the Recreation and Special Events Director

Mr. Gruner stated staffing remains challenging at this time as only a few applicants have submitted applications and management is searching for quality staff. COVID numbers are trending down with 200 cases today with ICU admittance dropping as well. Clubhouse 1 outdoor fitness equipment has been moved back indoors. The Garden Center 2 gate is fully operational however we are losing our full-time staff which will postpone the implementation.

The Aquadettes have returned to practice at Pool 1 as of October 1. They are preparing for their show which will be hosted in 2022. Staff met with the new club officers to begin the planning process. Rat abatement with the use of glue traps and manger removal is underway at the Equestrian Center. The Equestrian Center arena irrigation project has begun with the use of inhouse staff.

The Recreation Department has hosted the following events in 2021: Village Bazaar at Clubhouse 5 on October 2 which was sold out and the Dallas and Doll outdoor concert at Clubhouse 2 with approximately 350 attendees. Upcoming events include monthly Monday night movies at Clubhouse 5, Arts and Crafts Bonanza at Clubhouse 4 on November 6 and 7, the holiday buffet dinners on Thanksgiving and Christmas and New Year's Eve events at Clubhouse 5 and the Performing Arts Center.

Acting Chair Dotson inquired as to the distribution of a flyer for holiday dinners and where to make reservations. Ms. Murphy stated reservations can be taken at Clubhouse 5 for Thanksgiving due to seating requirements and the flyer for Christmas is not distributed as it is a bit early. Acting Chair Dotson inquired as to adding additional Village Bazaar events. Ms. Murphy stated another Village Bazaar will be added the fourth Saturday in January and will be indoors due to weather concerns.

Member Comments (Items Not on the Agenda)

Director Skillman stated a new neighbor would like to have information on renting a garden plot. Mr. Gruner stated those interested are to visit the Garden Center 2 office to inquire with staff who is there three days per week, four hours per day. He will ensure this is announced in the Friday eblast tomorrow.

Members were called to speak regarding the following: VMS hosts events for all residents, but clubs have not had proper representation for all involved leaving some feeling unrecognized; providing accurate information; status update of the security system at the Tennis Center.

Mr. Gruner stated not all event changes were accepted in the past and an approved capital improvement to install security cameras in several areas will need coordination with the IT Department.

Ms. Murphy read the Lawn Bowling group request for room reservations during the upcoming tournament which could displace two club practices. Ms. Murphy stated there is no financial impact and rollovers have not been secured for 2022 yet so the displacement would require only a club notification.

Acting Chair Dotson stated her concern would be the displacement of the two clubs, but staff has provided an alternate location for these clubs for those dates.

Director Hopkins inquired as to any cost to GRF for the tournament. Mr. Gruner stated there is no cost to GRF.

Staff was directed to move forward with securing the rooms for the Lawn Bowling group during the tournament.

CONSENT

A motion was made to approve the consent calendar.

Motion passed unanimously.

REPORTS

Golf Greens Committee Report Update - Director Blackwell reported all welcomed restoration of greens advisory group to ensure fairness for all groups and the committee meetings have been going very well. She stated the following committee update: improvements made to the foreUP tee time reservation system with the option of adding a fifth player; reinstated the "on the rail" system to allow for fill in players; approved the weekly time blocks (men's and women's 9 and 18 hole clubs); suggested solutions of safety while on the course; welcomed Korean tournaments; reinstated the pre-COVID guest times and fees; voted that guest fees will remain the same during tournaments; voted down blocked tee times for skins games.

Advisor Boudreau stated the skins groups are not displacing others. Director Blackwell stated she will confirm with Mr. McCray, Golf Operations Manager.

Clubhouse 2 Open Space Operating Rules - Mr. Gruner presented the Clubhouse 2 Open Space Operating Rules for review. They include hours of operation, capacity limits and reminders of general guidelines. Those who reserve the ballroom have priority of using the Open Space.

Acting Chair Dotson stated we are not opposed to those using the space, but there must be no imposition on those already reserving the Clubhouse 2 rooms. These operating rules were created as guidelines noting the change of contacting staff prior to the event.

Staff was directed to enact the Clubhouse 2 Open Space Operating Rules and to add a sign incorporating the rules for public notice.

Kourts Survey - Mr. Gruner presented the proposed Kourts survey.

Acting Chair Dotson inquired as to those that will be surveyed.

Discussion ensued.

Members spoke to the following: Kourts restricts tennis players from open play; reinstatement of tennis challenge court; resident texted unofficial survey to tennis members with results showing some would like Kourts discontinued; pickleball players are “gaming” the system; request to have hybrid use of Kourts at tennis remain.

Staff was directed to contact resident for a copy of the survey and results to be disseminated to the CAC committee members. Staff was also directed to modify the Kourts survey, send to the entire community within 60 days and report the results once gathered.

Revenue Resources Ad Hoc Committee - Mr. Gruner stated members have not been selected yet and will be done once Chair Horton and Director Carpenter return.

ITEMS FOR DISCUSSION AND CONSIDERATION

Bridge Club Room Renovation - Ms. Murphy stated the staff recommendation of approval of the Duplicate Bridge club’s request to repaint the interior north and south facing walls of the Clubhouse 7 bridge room request.

Discussion ensued.

Motion was made to recommend approval of the Duplicate Bridge club’s request to repaint the interior north and south facing walls of the Clubhouse 7 bridge room.

Motion passed unanimously.

Equestrian Arena Rental Pricing - Ms. Murphy stated the staff recommendation of board approval of the proposed outside vendor rental rates for the Equestrian Center to host event horse shows, clinics and individual rentals beginning January 1, 2022. She stated this recommendation was approved by the Equestrian Ad Hoc Committee.

Discussion ensued.

Ms. Murphy stated these costs are a bit lower due to this being the first time and may be raised for 2023 if well received in horse community.

Motion was made to recommend board approval of the proposed outside vendor rental rates for the Equestrian Center to host event horse shows, clinics and individual rentals beginning January 1, 2022.

Motion passed unanimously.

ITEMS FOR FUTURE AGENDAS

Saddleback Emeritus Institute Contract Update – Mr. Gruner received the redlined contract and will review for presentation to CAC next month.

Club Insurance – Staff was directed to keep this item under Future Agendas.

CONCLUDING BUSINESS

Committee Member Comments

Advisor Gidwani inquired as to the status of the pickleball lighting project. Mr. Gruner stated monies have been received and this will be a few months out due to necessary coordination with contractor and M&C Department. Acting Chair Dotson stated the pickleball group did a great job in raising funds quickly.

Director Hopkins stated the M&C committee will be overseeing the pickleball lighting project. Advisor Skillman complimented Acting Chair Dotson on a very smooth and effective meeting with this complicated agenda.

Acting Chair Dotson thanked the committee for their attendance and thanked all those who had member comments. The CAC committee is listening to all member comments while trying to make informed decisions regarding the agenda items.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held at 1:30 p.m. via the Zoom Webinar platform on Monday, November 8, 2021.

Adjournment

There being no further business, the Acting Chair adjourned the meeting at 3:08 p.m.

_____*Debbie Dotson*_____

Debbie Dotson, Acting Chair

THIS PAGE INTENTIONALLY LEFT BLANK

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

Wednesday, October 13, 2021 – 9:30 A.M.
Virtual On-line Meeting

MEMBERS PRESENT: Egon Garthoffner - Chair, Gan Mukhopadhyay, Debbie Dotson, John Frankel, Ralph Engdahl, Sue Stephens, Advisors: Carl Randazzo, Bill Walsh and Steve Leonard

MEMBERS ABSENT: Reza Bastani

OTHERS PRESENT: Joan Milliman, Jim Cook, Dick Rader, Juanita Skillman

STAFF PRESENT: Guy West – Staff Officer, Bart Mejia, Ian Barnette, Brian Gruner, Rodger Richter, Laurie Chavarria

1. Call to Order

Chair Garthoffner called the meeting to order at 9:33 a.m.

2. Acknowledgement of Media

Chair Garthoffner noted no members of the media were present.

3. Approval of the Agenda

Chair Garthoffner added the Welding Shop and Standby Generator as Item 13 and Adding a Scope of Work to the Adopted 2022 Clubhouse 1 – Assessment and Renovation Capital Budget as Item 14, to the agenda for discussion and consideration.

The agenda was approved as amended.

4. Approval of Meeting Report for August 11, 2021

The meeting report for August 11, 2021 was approved as written.

5. Chair's Remarks

Chair Garthoffner remarked that he'd like to move through the Items 8-12 as quickly as possible, due to the length of the discussion he anticipates will take place for Item 14.

6. Member Comments (Items Not on the Agenda)

- Tony Beltran – commented on EV charging stations at GRF Clubhouses.
- William Phelps – sent an email stating that he supports the installation of EV charging stations at GRF Clubhouses.

Consent:

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

7. Project Log

Advisor Randazzo and various Directors requested an update on the PAC maintenance items. Discussion ensued regarding the work completed so far; the HVAC installation; the EMS system and the reopening date for the PAC. Staff Officer Guy West responded to all questions and comments.

Items for Discussion and Consideration:

8. Additional Solar Lighting at Employee Parking Lot (Bart Mejia)

Facilities Manager Bart Mejia discussed the issue of the upcoming time change in November and the need to provide additional lighting in the employee parking lot. Mr. Mejia reviewed the location and lighting levels with the Committee through a PowerPoint presentation. He suggested that the Committee authorize staff to install up to three additional solar lights. The cost of permanent lighting will save money when compared to the cost of temporarily lighting the parking lot from November to March each year.

Discussion ensued regarding the currently installed pilot light; the number of poles needed to adequately light the parking lot; the number of employees who use the lot at night; the cost of the temporary light rented each year and assigned parking spaces.

Chair Garthoffner stated that he will call a special meeting to discuss this issue further.

9. History & Usage of EV Charging Stations at Community Center (Bart Mejia)

Facilities Manager Bart Mejia used a PowerPoint presentation to review the history, cost and current usage of the Level II and Level III charging stations installed behind the Community Center.

Discussion ensued regarding SCE demand charges; the status of applications submitted to SCE for the Charge Ready 2 program; an economic analysis for feasibility; O&M costs; charging costs for residents and non-residents; and strategic locations for new charging stations.

10. Golf Driving Range Update

Staff Officer Guy West provided an update on the Golf Driving Range project and answered questions from the Committee.

11. Clubhouse 4 & 6 Transfer Switch Capital Project

Staff Officer Guy West recommended that this project be tabled until decisions are made on the type of emergency power that will be used at both Clubhouses.

Discussion ensued regarding cancelling funding for this capital project; the reason the project is currently on hold; the timeframe of when this work could be started; and reporting on this line item each month in the Project Log.

By consensus, staff was directed to remove this item from the project log but keep the funding active.

12. Resident Services Break Room Project

Staff Officer Guy West let the Committee know that the Information and Technology Director Chuck Holland had decided that he has made other arrangements for the employee break room and no longer requires funding for this project. Mr. Holland has requested to use existing funding for a reconfiguration of the overall Resident Services workspace.

By consensus, staff was directed to leave this item on the Project Log as currently written.

13. Welding Shop & Standby Generator

Chair Garthoffner reminded the Committee about the tour of the welding shop scheduled for October 14th. He spoke to General Services Director Chris Laugenour and was told that the generator is tested quarterly, and starts right away but does run rough. The generator has been used for a total of 300 hours, which is low, for the age of the generator.

14. Discuss and Consider Adding Scope of Work to the Adopted 2022 Clubhouse 1 – Assessment and Renovation Capital Budget

Chair Garthoffner summarized the history of the Clubhouse 1 Renovation Ad Hoc Committee; the assessment of Clubhouse 1 which showed no major structural deficiencies; and the possible rejuvenation of various areas in and around the Clubhouse.

Discussion ensued regarding the need for building permits; standards for deep cleaning and inspection of each Clubhouse; no anti-virus installed with the HVAC replacement for the mini-gym; preventive maintenance for each clubhouse; asset tracking software; exterior building painting of clubhouses and why the beam may have cracked in the archery building.

A motion was made and unanimously approved to recommend the Board revise the adopted 2022 capital expenditure for Clubhouse 1 and its adjoining facilities to include a scope of work for non-structural rejuvenation & beautification.

An endorsement will first be made to the Finance Committee for review at their October 20, 2021 meeting and both endorsements will be sent for review and consideration by the GRF Board on November 2, 2021.

Items for Future Agendas:

- Epoxy Line Remediation at the Golf Starter Building (Dec 2021)
- Hydrogen - An Alternative to Fossil Fuels for Stationary Power (Presentation - Dec 2021)
- Building E Assessment (Feb 2022)
- Electric Gate at Garden Center II (June 2022)
- Reconfiguration of Work Stations in Resident Services (TBD)

Concluding Business:

Committee Member Comments

- Chair Garthoffner commented on creating a Building E Assessment Committee; scheduling separate meetings to further discuss the employee parking lot lighting project; and withdrawing some applications submitted for the SCE Charge Ready 2 Program.
- Advisor Leonard commented on viewing the SCE energy bills for the existing EV Charging Stations.

Date of Next Meeting: December 8, 2021.

Adjournment: The meeting was adjourned at 12:33pm.

DRAFT

Egon Garthoffner, Chair

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

TUESDAY, September 28 2021 9:30AM

HYBRID MODEL MEETING

MEMBERS PRESENT: Carlos Rojas, Juanita Skillman, Bruce Bonbright, John Frankel, Maggie Blackwell, Sandy Benson, Jim Riedel, Grace Stencel, Sue Stephens, Tom Siviglia, Diane Casey, Annie McCary

OTHERS PRESENT: “Jonathan,” Bunny Carpenter, “Wellt”

STAFF PRESENT: Jayanna Hendley

THE MEETING WAS CALLED TO ORDER: 9:30 AM

ACKNOWLEDGEMENT OF THE PRESS: None present.

APPROVAL OF THE AGENDA: Juanita Skillman made a motion to approve the agenda. By consensus, the motion passed.

APPROVAL OF MEETING REPORT:

Bruce Bonbright made the motion to approve the meeting report from July 27, 2021. Judith Troutman seconded the motion.

CHAIRS REMARKS: Chief Carlos Rojas reported that Security Staff has been working to coordinate the Great California Shakeout Earthquake Drill event for the community. Chief Rojas stated he would discuss in greater detail later in the meeting.

MEMBER COMMENTS: One comment from Joan Grampp on behalf of the Foundation was sent via email to Jayanna Hendley. Jayanna explained that Ms. Grampp is concerned about AT&T getting rid of landlines due to communication securities if the power grid shuts down. Chief Rojas suggested that Staff conduct further research on this topic and bring it back to the committee at the next meeting. No objections were heard.

REPORTS:

RADIO & COMMUNICATIONS: Bruce Bonbright reported that 12 out of 15 Disaster Prep radios responded during his drill for September. Bruce also stated that he is tracking down the 3 who have not been reporting to ease their technical issues.

OFFICE MANAGER/ADVISOR: Tom Soule was not present. Chief Rojas reported that the office is open and making sales. Judith Troutman added that she is working through their binders of Good Neighbor Captains and cold-calling to determine whether or not volunteers are still active. Judith also stated that she will be placing an add in the Globe regarding the office being open, and she will be on TV6 to promote the office and emergency merchandise available.

RECRUITMENT / RETENTION / TRAINING: Juanita Skillman reported that she obtained some training information and material from Kathleen Mathews. Juanita stated that some volunteers she knows were never contacted via email by Security. Juanita also stated that recruiting is out of her hands, but she is grateful for Judith Troutman stepping-up. Chief discussed the revamping of the Good Neighbor Captain role and having a clear delineation stating that the additional training, like CPR and First Aid, are not required. Juanita Skillman stated that generally, during the month of the Shakeout Drill, Disaster Prep uses a display case in the Village Library to display supplies that are sold in the Disaster Prep Office.

GRF BOARD: Maggie Blackwell did not have anything specific to report.

UNITED BOARD: Diane Casey did not have anything specific to report.

THIRD BOARD: Annie McCary did not have anything specific to report.

TOWERS: Sue Stephens stated that the Towers has multiple floor captains, as well as co-captains. Sue asked questions about the Tower's involvement with the Shakeout Drill. Members made comments.

PET EVACUATION SUBMIT COMMITTEE: Sandy Benson reported that they have completed their supply inventory. Sandy also stated they delivered three binders containing their Pet Evacuation Plan. Sandy also stated that they have been invited to a meeting on October 5th to speak about the evacuation plan to the Gate 11 Club. Sandy mentioned that their next step would be to train volunteers on the operations of the plan.

FIRE AVERT: Tom Siviglia reported that he has completed his first installation of the Fire Avert pilot program, and that the installation took 9 minutes and 50 seconds to complete. Chief Rojas commended the Disaster Prep Committee for implementing the pilot program.

GREAT CA SHAKEOUT – Chief Rojas announced that we will be exercising a more involved drill this year. Chief stated that Good Neighbor Captains, Radio Teams, EOC, and Reporting Centers will be activated. Chief stated that Code Red will be sent to the volunteers as well. Rojas expressed that this is a great opportunity to practice our systems, and see what works and what doesn't work. Chief informed the group to email a Security Staff member if they would like to be added to the Code Red Alert. Tom Siviglia mentioned that Code Red will be deployed shortly after the initial beginning of the drill. Jayanna Hendley invited the committee to attend a Zoom training on October 6th that will be hosted by herself and Grace Stencil regarding Physical Injury Report Forms. Jayanna also stated that they have updated the Physical injury Report Form to allow for more efficiencies, and it will be featured on October 6th.

ECA COMMUNITY ENGAGEMENT WEBINAR DISCUSSION – Judith Troutman stated that this webinar is where we obtained our Good Neighbor Captain model. Grace Stencil mentioned that you are able to re-watch the webinar through the website any time.

DISCUSSIONS & CONSIDERATIONS:

MEMBER COMMENTS: Grace Stencil asked Diane Casey for her phone number.

NEXT MEETING: November 30, 2021 at 9:30 AM

ADJOURNMENT: 10:20 AM

Submitted By:



Carlos Rojas (Sep 30, 2021 13:31 EDT)

Sep 30, 2021

Carlos Rojas, Committee Chair

THIS PAGE INTENTIONALLY LEFT BLANK