



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, January 2, 2024, 9:30 a.m.
24351 El Toro Road, Laguna Woods, California
Board Room/Virtual Meeting**

NOTICE OF THE AGENDA

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

- 1. Call Meeting to Order / Establish Quorum – President Hopkins**
- 2. Pledge of Allegiance – Director Milliman**
- 3. Acknowledgment of Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
 - a. December 4, 2023 – GRF Board Special Open Meeting
 - b. December 5, 2023 – GRF Board Regular Open Meeting
 - c. December 21, 2023 – GRF Board Agenda Prep Meeting

6. Report of the Chair

7. CEO Report

8. Open Forum (Three Minutes per Speaker)

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

9. Responses to Open Forum Speakers

10. Consent Calendar

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

Recommendation from the Finance Committee:

- a. Consistent with its statutory obligations a subcommittee of the board consisting of the Treasurer and at least one other board member reviewed and approved preliminary Golden Rain Foundation financials for the month of November 2023 by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes.

11. Unfinished Business

- a. Clubhouse 1 Renovation Update (Oral Discussion) – Manuel Gomez and Alison Giglio
- b. Entertain a Motion to Approve the Updated Room Rental Fees and Fee Process **(December initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**
- c. Update Committee Appointments

12. New Business

- a. Entertain a Motion to Approve the Drop-In Lounge Television Programming Policy **(January initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- b. Discussion of 2024 Committee Goals (Oral Discussion)

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

14. Committee Reports

- a. Report of the Finance Committee/Financial Reports – Director Cowen. The committee met on December 20, 2023; next meeting February 21, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) GRF Treasurer's Report – Director Cowen
 - (2) GRF Finance Committee Report – Director Cowen
- b. Report of the Community Activities Committee – Director Horton. The committee met on December 14, 2023; next meeting February 8, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Report of the Landscape Committee – Director Bhada. The committee met on November 8, 2023; next meeting February 14, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the Maintenance & Construction Committee – Director Horton. The committee met on December 20, 2023; next meeting February 14, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - (1) Report of the Clubhouse Renovation Ad Hoc Committee – Director

Garthoffner. The Committee met on March 15, 2023; next meeting January 3, 2024, at 9:30 a.m. in the Board Room.

- (2) Space Planning Ad Hoc Committee – President Hopkins. The Ad-Hoc Committee met on December 6, 2023. Next meeting January 3, 2024, at 1:30 p.m. in the Board Room.

- e. Report of the Media and Communications Committee—Director Milliman. The committee met on September 18, 2023; next meeting January 15, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.

- (1) Website Ad-Hoc Committee – Director Milliman. The committee met on May 22, 2023; next meeting TBA.

- f. Report of the Broadband Ad Hoc – Director Roza. The closed committee met on November 20, 2023; next meeting TBA.

- g. Report of the Mobility & Vehicles Committee – Director Rothberg. The Committee met on November 6, 2023; next meeting February 7, 2024, at 1:30 p.m. in the Board Room.

- h. Report of the Security & Community Access Committee – Director Skillman. The Committee met on October 25, 2023; next meeting February 28, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.

- (1) Report of the Laguna Woods Village Traffic Hearings – Director Skillman. The Traffic Hearings were held on November 15, 2023; next hearings on January 17, 2024, at 9:00 a.m. as a virtual meeting.

- (2) Executive Member Hearings Committee – Director Milliman. The committee met on December 7, 2023; next meeting January 4, 2024, at 9:00 a.m. in the Willow Room.

- i. Report of the Disaster Preparedness Task Force – Director Skillman. The Task Force met on November 28, 2023; next meeting January 30, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.

- j. Information Technology Advisory Committee – President Hopkins. The Committee met on December 29, 2023; next meeting January 26, 2024, as a virtual meeting.

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

- Drop-In Lounge Television Programming Policy
- Clubhouse 1 Renovation Update

16. Directors' Comments

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

Closed Session Agenda

VMS Board Update

Approved the Agenda

Approve the Minutes of:

(a) December 5, 2023 – 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 SESSION OF THE BOARD OF
DIRECTORS OF THE GOLDEN RAIN FOUNDATION OF LAGUNA WOODS
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

Monday, December 4, 2023 – 9:30 A.M.
24351 El Toro Road, Laguna Woods, California
Board Room/Virtual Meeting

Directors Present: Bunny Carpenter, James Hopkins, Gan Mukhopadhyay,
Yvonne Horton, Juanita Skillman, Martin Roza, Egon
Garthoffner, Joan Milliman, William Cowen, Cush Bhada

Directors Absent: Ryna Rothberg

Candidates Present: None

Staff Present: Siobhan Foster-CEO, Paul Nguyen

Others Present: Diane Phelps – VMS, Cynthia Rupert - VMS

1. Call Meeting to Order / Establish Quorum

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

2. State Purpose of Meeting – President Hopkins

President Hopkins stated that the purpose of the meeting was to appoint one GRF VMS representative to the VMS Board.

3. Approval of the Agenda

President Hopkins asked if there were any objections to the Agenda.

Hearing none, the Agenda was approved by unanimous consent.

4. Introduction of Third Candidates

- Kathryn Bravata
- Dr. Robert Reyes

5. Candidate Opening Statements

Director Skillman read the opening statements for both candidates.

6. Candidate Interviews

The candidates were not present so no questions were asked.

7. Candidate Closing Statements

Director Skillman read the closing statements for both candidates.

8. Entertain a Motion to commence Balloting

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

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

9. Entertain a Motion to Cease Balloting

Director Skillman made a motion to cease balloting. Director Milliman seconded.

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

10. Tabulation of Ballots and Announce Results – Assistant Corporate Secretary

Assistant Corporate Secretary, Paul Nguyen, tabulated the ballots and announced the results.

- Kathryn Bravata – 4 Votes
- Dr. Robert Reyes – 6 Votes

Dr. Robert Reyes was elected to a 3-year term ending in December 2026

11. Member Comments - None

12. Director Comments - None

13. Adjournment

The meeting was adjourned at 9:48 a.m.

DocuSigned by:

Joan Milliman

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Joan Milliman, Secretary of the Board
Golden Rain Foundation



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, December 5, 2023, 9:30 a.m.
24351 El Toro Road, Laguna Woods,
California
Board Room/Virtual Meeting**

Directors Present: Bunny Carpenter, James Hopkins, Gan Mukhopadhyay, Yvonne Horton, Juanita Skillman, Martin Roza, Egon Garthoffner, Joan Milliman, Ryna Rothberg, William Cowen, Cush Bhada

Directors Absent: None

Staff Present: CEO - Siobhan Foster, Paul Nguyen, Eric Nunez, Carlos Rojas, Steve Hormuth, Alison Giglio, Connie Habal, Guy West, Manuel Gomez, Pamela Bashline, Eric Nunez, Ellyce Rothrock, Jenning Lai, Ada Montesinos

Other Directors Present: Deb Allen, Ellen Leonard, Alison Bok, S.K. Park, Cynthia Rupert, Peter Sanborn

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

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

2. Pledge of Allegiance

Director Skillman led the Pledge of Allegiance to the Flag.

3. Acknowledgment of Media

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

4. Approval of Agenda

President Hopkins requested an approval of the agenda.

President Hopkins requested to add item 12c. Election of Officer to new business.

Director Milliman requested item 11a. be removed and sent back to the committee.

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

5. Approval of Minutes

- a. November 7, 2023 – GRF Board Regular Open Meeting
- b. November 16, 2023 – GRF Board Agenda Prep Meeting

There being no objections, the meeting minutes of November 7, 2023 – Regular Open Board Meeting were approved by unanimous consent.

There being no objections, the meeting minutes of November 16, 2023 – Agenda Prep Meeting were approved by unanimous consent.

6. Report of the Chair

President Hopkins spoke on the following items:

- This was his first full board meeting as President
- Thanked Director Carpenter for her service as President for the past 4 years
- Discussed the Green Book for the 2024 Business Plan. Item is available on lagunawoodsvillage.com in the finance section
- Attended volunteer luncheon last Friday and thanked them

7. CEO Report

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

- New Social Services Manager
- New Landscape Manager
- New Manor Alterations Manager
- Register Holiday Guests Ahead of Time
- Employee Health Insurance
- Communications
- Escrow Notification System
- Santa Paws Pet Photos

CEO Foster answered questions from the Board.

8. Open Forum (Three Minutes per Speaker)

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

- A member commented on the Foundation of Laguna Woods Village
- A member requested a crosswalk at a certain intersection
- A member commented on cost benefits

9. Responses to Open Forum Speakers

The following are responses to the open forum speakers:

- Multiple Directors thanked the work of The Foundation of Laguna Woods Village
- Director Carpenter commented on cost benefits
- Director Skillman commented on the crosswalk

10. Consent Calendar

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

Recommendation from the Finance Committee:

10a. Consistent with its statutory obligations a subcommittee of the board consisting of the Treasurer and at least one other board member reviewed and approved preliminary Golden Rain Foundation financials for the month of October 2023, and by this vote ratified that such review be confirmed in this month's Board Member Open Session Meeting minutes.

10b. Recommendation from the Landscape Committee

(1) Recommendation to Approve the Removal of One Aleppo Pine Tree located at 4005-1G Calle Sonora

RESOLUTION 90-23-67

Approve the Removal of One Aleppo Pine Tree Located Around 4005-1G Calle Sonora

WHEREAS, October 2022, the member purchased the unit, and is requesting the removal of one Aleppo Pine, *Pinus halepensis*, located at the rear of the unit. The reasons cited for the removal are: the tree grows fast and is a potential fire hazard; and

WHEREAS, At the time of the inspection, the tree was found to be in fair condition with a slight lean towards the bottom of the slope, a full canopy with multiple cross branches and end weight. There are a number of dead and dying needles on most of the branches. Staff believes this tree is a volunteer, as it is not listed in the Tree Inventory. Given the distance of the tree to the unit, staff does not believe this tree is an imminent fire hazard; and

WHEREAS, Staff recommends the removal of this tree due to its current shape and condition. Attempting to restore and develop a proper shape would require the removal of more than fifty percent of the canopy, putting the tree into a stressed condition, marginalizing the health of the tree. Removing the tree now at its current size would be prudent, rather than waiting to see if the tree survives the hard trim and potentially removing it a future date;

NOW THEREFORE BE IT RESOLVED, December 5, 2023, the Board of Directors approves the request for the removal of one Aleppo Pine Tree Located around 4005-1G Calle Sonora; and

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

Director Milliman made a motion to approve the Consent Calendar. Director Skillman seconded.

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

11. Unfinished Business

THIS ITEM WAS SENT BACK TO COMMITTEE LAST MONTH AND REMOVED FROM THE AGENDA

11a. Entertain a Motion to Remove the Drop-In Lounge Television (**October initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**)

11b. Entertain a Motion to Approve Recreation and Special Events Department Operating Rules (**November initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**)

Director Milliman read the following resolution:

RESOLUTION 90-23-68

Recreation and Special Events Department Operating Rules

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

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

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

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

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

NOW THEREFORE BE IT RESOLVED, December 5, 2023, that the Board of Directors of this Corporation hereby adopts the Recreation and Special Events Operating Rules; and

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

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

Director Milliman made a motion to approve the Recreation and Special Events Department Operating Rules. Director Bhada seconded.

Discussion ensued among the Board.

A member commented on the item at hand.

Hearing no changes or objections, the motion was approved unanimously

11c. Entertain a Motion to Approve the Additional Occupancy Fee (November initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)

Director Milliman read the following resolution:

RESOLUTION 90-23-69

**GRF ADDITIONAL OCCUPANCY
FEE**

WHEREAS, the GRF assessment for net operating costs, reserve and restricted reserve contributions is divided equally by the number of units in the Community, regardless of how many individuals occupy a unit; and

WHEREAS, an Additional Occupant Fee is charged for each individual in excess of two occupants residing in a unit, to account for additional use of community services and facilities; and

WHEREAS, Care Givers (live-in or other) that are registered with the state of California are excluded from the GRF Additional Occupancy Fee; and

WHEREAS, the Additional Occupant Fee is applied to the owner's account beginning on the first day of the calendar month immediately following the additional occupant's effective date; and

WHEREAS, the board periodically reviews fees as part of the business planning process to determine adequacy of revenues and shared costs; and

NOW THEREFORE BE IT RESOLVED, December 5, 2023, that the Board of Directors of this Corporation hereby sets the Additional Occupant Fee at 50% of the GRF Total Basic Assessment per manor per month (rounded to the nearest dollar) for each additional occupant over two, to offset costs incurred by the extra occupants, to be effective January 1, 2024;

RESOLVED FURTHER, that such fee shall be reflected on the Fee Schedule.

RESOLVED FURTHER, that Resolution 90-19-57 adopted December 3, 2019, is hereby superseded and cancelled on the effective date of January 1, 2024.

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

Director Milliman made a motion to approve the GRF Additional Occupancy Fee. Director Skillman seconded.

Discussion ensued among the Board.

Hearing no changes or objections, the motion was approved 9-2. Director Roza and Director Bhada opposed.

11d. Update Committee Appointments

Director Milliman read the following resolution:

RESOLUTION 90-23-70

GRF Committee Appointments

RESOLVED, December 5, 2023, that the following persons are hereby appointed and ratified to serve on the Committees of this Corporation:

Community Activities Committee

Yvonne Horton, Chair (GRF)

Joan Milliman, ~~Alternate~~ (GRF)
~~Juanita Skillman, Alternate (GRF)~~
~~Cush Bhada, Alternate (Third)~~
Cush Bhada (GRF)
Mark Laws (Third)
Andy Ginocchio (Third)
~~Maggie Blackwell (United)~~
Sue Quam (United)
Ellen Leonard (United)
Peter Sanborn, (Mutual 50)
Sue Stephens, Alternate (Mutual 50)
Advisors: Roland Boudreau, Ajit Gidwani, Elsie Addington

Finance Committee

~~James Hopkins, Chair (GRF)~~
Ryan Rothberg, Chair (GRF)
Martin Roza, ~~Alternate~~ (GRF)
~~Juanita Skillman, Alternate (GRF)~~
William Cowen (GRF)
Andy Ginocchio (Third)
Moon G Yun (Third)
Brad Rinehart, Alternate (Third)
Thomas Tuning (United)
Mickie Choi Hoe (United)
Sue Stephens, (Mutual 50)

Information Technology Advisory Committee (ITAC)

James Hopkins, Chair (GRF)
Bunny Carpenter (GRF)
Martin Roza (GRF)
Sue Quam (United)
Tom Tuning (United)
Mark Laws (Third)
S.K. Park (Third)
Advisors: Sue Margolis, Debbie Dotson

Landscape Committee

Cush Bhada, Chair (GRF)
Juanita Skillman, ~~Chair~~ (GRF)
Yvonne Horton, ~~Alternate~~ (GRF)
Sue Quam (United)
Anthony Liberatore (United)
Nathaniel Ira Lewis (Third)
S.K. Park (Third)
Andy Ginocchio, Alternate (Third)
Glenn Miller (Mutual 50)
Sue Stephens, Alternate (Mutual 50)

Advisor: Catherine Brians, Donna Rane-Szostak

Maintenance & Construction Committee

~~Reza Karimi, Chair (GRF)~~

Yvonne Horton, Chair (GRF)

Gan Mukhopadhyay, ~~Co-Chair~~ (GRF)

Egon Garthoffner, Alternate (GRF)

Ralph Engdahl (Third)

S.K. Park (Third)

Brad Rinehart, Alternate (Third)

James Cook, Alternate (Third)

Alison Bok (United)

Pearl Lee (United)

Mickie Choi Hoe, Alternate (United)

Sue Stephens (Mutual 50)

Peter Sanborn, Alternate (Mutual 50)

Advisors: Reza Karimi, Bill Walsh, ~~Carl Randazzo~~, Ajit Gidwani

Clubhouse Renovation Ad Hoc Committee

Egon Garthoffner, Chair (GRF)

Gan Mukhopadhyay, Co-Chair (GRF)

~~Reza Karimi (GRF)~~

Andy Ginocchio (Third)

Moon Yun, Alternate (Third)

Ralph Engdahl (Third)

Alison Bok (United)

Anthony Liberatore (United)

Advisors: Reza Karimi, Ajit Gidwani, ~~Carl Randazzo~~, Bill Walsh

Media and Communications

Joan Milliman, Chair (GRF)

Juanita Skillman (GRF)

Cush Bhada, Alternate (GRF)

Jim Cook (Third)

Cris Prince (Third)

Moon Yun, Alternate (Third)

Maggie Blackwell (United)

Georgiana Willis (United)

Peter Sanborn (Mutual 50)

Sue Stephens (Mutual 50)

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

Website Ad Hoc Committee

Joan Milliman, Chair (GRF)

~~Bunny Carpenter (GRF)~~

Juanita Skillman (GRF)

Anthony Liberatore (United)
Mickie Choi Hoe (United)
Mark Laws (Third)
Advisors: Lucy Parker, Diane Phelps

Broadband Ad Hoc Committee

Martin Roza, Chair (GRF)
Jim Hopkins (GRF)
~~Reza Karimi (GRF)~~
Bunny Carpenter, **Alternate** (GRF)
Cris Prince (Third)
Jim Cook (Third)
Alison Bok, **non-voting** (United)
Sue Quam (United)
Tom Tuning (United)
Peter Sanborn (Mutual 50)
Sue Stephens (Mutual 50)
Advisor: John Cornell, Debbie Dotson

Mobility & Vehicles Committee

Egon Garthoffner (GRF)
Juanita Skillman, Chair (GRF)
Cush Bhada, Alternate (GRF)
Jim Cook, Alternate (Third)
~~Cush Bhada (Third)~~
Moon Yun (Third)
S.K. Park
Alison Bok (United)
Nancy Carlson (United)
Sue Stephens, (Mutual 50)
Peter Sanborn, Alternate (Mutual 50)
Advisor: Vashi Williams, **Elsie Addington**

Security and Community Access

Juanita Skillman, Chair (GRF)
~~Martin Roza (GRF)~~
Cush Bhada (GRF)
Egon Garthoffner, Alternate (GRF)
S.K. Park (Third)
Nancy Carlson (United)
Maggie Blackwell (United)
Sue Stephens (Mutual 50)
Peter Sanborn, Alternate (Mutual 50)

OTHER COMMITTEES:

Disaster Preparedness Task Force

Eric Nunez, Chair
Juanita Skillman (GRF)
Gan Mukhapadhyay (GRF)
S.K. Park (Third)
Moon Yun (Third)
Anthony Liberatore (United)
Georgiana Willis (United)
Rick Kopps, Alternate Resident (Mutual 50)
Sue Stephens (Mutual 50)
Advisors: Tom Soule, Bruce Bonbright

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

Juanita Skillman, (GRF)
~~Cush Bhada (GRF)~~
S.K. Park (Third)
Mark Laws, Alternate (Third)
~~Anthony Liberatore (United)~~
~~Maggie Blackwell (United)~~
Vidya Kale, Alternate (United)
Sue Stephens (Mutual 50)
Glenn Miller (Mutual 50)

Purchasing Ad Hoc Committee

~~Bunny Carpenter, Chair (GRF)~~
~~Jim Hopkins (GRF)~~
~~Andy Ginocchio (Third)~~
~~Ralph Engdahl, Alternate (Third)~~
~~Thomas Tuning (United)~~
~~Alison Bok (United)~~
~~Advisor: Carl Randazzo~~

Select Audit Task Force

~~James Hopkins (GRF)~~
Ryna Rothberg, Chair (GRF)
Diane Phelps (VMS)
Cynthia Rupert (United)
~~Peggy Moore (Third)~~
Andy Ginocchio (Third)

Executive Hearings Committee

Bunny Carpenter, ~~Chair~~ (GRF)
Yvonne Horton, ~~Chair~~ (GRF)
Juanita Skillman, Alternate (GRF)
Joan Milliman (GRF)

Finance Advisory Group

~~Jim Hopkins, Chair (GRF)~~

~~Tom Tuning (United)~~
~~Andy Ginocchio (Third)~~
~~Sue Stephens (Mutual Fifty)~~

Space Planning Ad Hoc Committee

Bunny Carpenter, **Alternate** (GRF)

~~Reza Karimi (GRF)~~

James Hopkins, **Chair** (GRF)

Yvonne Horton, **Alternate** (GRF)

Cush Bhada (GRF)

Alison Bok (United)

Tom Tuning (United)

Nancy Carlson (United)

~~Cush Bhada (Third)~~

Andy Ginocchio (Third)

S.K. Park (Third)

Sue Stevens (Mutual Fifty)

Peter Sanborn (Mutual Fifty)

Glenn Miller (Mutual Fifty)

Correspondent – Elsie Addington (GRF)

El Toro Water District – Juanita Skillman (GRF)

RESOLVED FURTHER, that Resolution 90-23-59 adopted November 7, 2023, is hereby superseded and cancelled; and

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

Director Milliman made a motion to approve the Resolution for GRF Committee Appointments. Director Bhada seconded.

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

12. New Business

12a. Presentation: Clubhouse 1 Project Status Update

Manuel Gomez, Director of Maintenance and Construction, and Guy West, Projects Division Manager, gave a status update on Clubhouse 1

Discussion ensued among the Board.

12b. Entertain a Motion to Approve the Updated Room Rental Fees and Fee Process (December initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

Director Milliman read the following resolution:

RESOLUTION 90-23-XX

Room Reservation Rate 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.

WHEREAS, the board periodically reviews fees as part of the business planning process to determine adequacy of revenues and shared costs.

NOW THEREFORE BE IT RESOLVED, January 2, 2024, that the Board of Directors of this Corporation hereby adopts the following revisions to the Room Reservation Rate Pricing Policy:

Resident Room Reservation Fee

- I. An equal hourly rate will be applied for private party, club and church/religious reservations.
- II. A Resident Room Reservation Fee shall be charged for the amount of time required for the use of a reservable room, beginning with a two-hour minimum and increasing in hourly increments thereafter, with large ballrooms and main lounges requiring a four-hour minimum.
- III. A Setup Fee shall be charged for the time blocked out prior to and/or after each reservation necessary to prepare/cleanup the room, during which the room is not available to other users.
- IV. The reservation and setup fees shall be billed hourly. The per hour rate is calculated using a consistent \$0.2130 per 100 square foot for each of the reserved rooms. Annually, the "Per 100 Square Foot Rate" will be adjusted (up or down) based on the year-over-year change in budgeted operational expenses, as defined in the 2019 vs 2024 Room Rental Expense Comparison for Recreation Clubhouses. ~~based on the estimated hourly cost of each reservable room, rounded up to the nearest dollar, and will be adjusted annually on the basis of annual operational costs, capital costs, reservable hours, and a percentage to be shared by the Community at large.~~
- V. ~~The percentage to be shared by the Community at large to maintain an equitable and reasonable division between the user and the monthly assessment shall be 80 percent for all rooms.~~
- VI. The charge for Performing Arts Center Auditorium Event with Admission shall be a flat fee of ~~\$395~~ \$474 per day, and will be adjusted annually (up or down) based on the year-over-year change in budgeted operational expenses, as defined in the 2019 vs 2024 Room Rental Expense Comparison for Recreation Clubhouses.

Reservable Room	Square Footage	Previous Rate Per Hour	New Rate Per Hour
CC Rooms & Conference Rooms			
CC - Elm Room	595	\$1.00	\$1.27
CH1 - Conference Room	208	\$1.00	\$0.44
PAC - Conference Room	251	\$1.00	\$0.53
VG - Clubroom 1	440	\$4.00	\$0.94
VG - Clubroom 2	440	\$4.00	\$0.94
VG - Clubroom 3	440	\$4.00	\$0.94
Multi-Purpose Rooms			
CH1 - Multi-Purpose Room	1,755	\$3.00	\$3.74
CH1 - Art Studio	2,150	\$3.00	\$4.58
CH5 - Multipurpose Room	1,386	\$3.00	\$2.95
CH6 - Multipurpose Room	843	\$2.00	\$1.80
Small Dining Rooms			
CH1 - Dining Room 2	770	\$1.00	\$1.64
CH1 - Dining Room 3	770	\$1.00	\$1.64
CH2 - The Los Olivos	831	\$1.00	\$1.77
CH2 - The Grevillea	849	\$1.00	\$1.81
Large Dining Rooms			
PAC - Dining Room 1	2,524	\$5.00	\$5.38
PAC - Dining Room 2	2,524	\$5.00	\$5.38
Other			
PAC - Rehearsal Room	1,279	\$2.00	\$2.72
PAC - Auditorium	7,969	\$19.00	\$16.97
PAC - Auditorium + Rehearsal	9,248	\$23.00	\$19.70
PAC - Auditorium Event w/Admission		\$395.00 **	\$474.00 **

** Daily Rate

Reservable Room	Square Footage	Previous Rate	New Rate
Main Lounges			
CH1 - Main Lounge	5,556	\$8.00	\$11.83
CH2 - The Sequoia	6,636	\$10.00	\$14.13
CH5 - Main Lounge (Stage Side) Total	7,688	\$13.00	\$16.38
CH5 - Main Lounge (Back Side) Total	2,977	\$9.00	\$6.34
CH6 - Main Lounge	1,920	\$5.00	\$4.09
CH 7 - Main Lounge	4,517	\$7.00	\$9.62

Reservation Exception Rates

A rate that is different from the resident rate shall apply to all room reservations that meet the criteria for the "Exception Rate" as defined in the GRF Recreation Department Policy. This rate shall be applied as follows:

- I. An exception-rate room-reservation fee shall be charged for the amount of time required for the use of a reservable room, beginning with a two-hour minimum and increasing in hourly increments thereafter with large ballrooms and main lounges requiring a four-hour minimum.
- II. In the case of the Performing Arts Center Auditorium, the exception rate room reservation fee shall be charged on a daily basis.
- III. A setup fee shall be charged for the time blocked out prior to and/or after each reservation necessary to prepare/clean-up the room, during which the room is not available to other users.
- IV. The exception rate room reservation fee and setup fee shall be based on the lowest hourly rental fee charged for similar facilities outside of the Village, but in the local area; and rounded up to the nearest dollar.
- V. For Performing Arts Center Auditorium, the exception rate shall be based on the lowest daily per-seat rental fee charged for similar facilities outside of the Village, but in the local area; and rounded up to the nearest dollar.
- VI. The exception rate room reservation fees will be adjusted periodically on the basis of changes in the external rental fees and the percentage discount; then reflected on the fee schedule.

RESOLVED FURTHER, that this resolution shall be effective February 1, 2024, at which time Resolution 90-19-62 adopted December 3, 2019, is hereby superseded and canceled; and

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

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

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

12c. Entertain a Motion to Approve Resolution for Election of Officer

President Hopkins announced that Ryna Rothberg has stepped down as Treasurer.

President Hopkins made a motion to open nominations. Director Milliman seconded.

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

President Hopkins nominated William Cowen as Treasurer. Director Cowen accepted the nominations.

Hearing no other nominations. William Cowen was announced as the elected Treasurer of the Board by way of acclamation.

RESOLUTION 90-23-73

APPOINTMENT OF OFFICERS

RESOLVED, on December 5, 2023, pursuant to the Golden Rain Foundation Bylaws Article 9 - Officers, which sets guidelines, terms and responsibilities for the election of Officers to this Corporation, the following persons are hereby elected to the office indicated next to their names to serve:

James Hopkins	President
Juanita Skillman	First Vice President
Martin Roza	Second Vice President
Joan Milliman	Secretary
William Cowen	Treasurer

RESOLVED FURTHER, that the following Staff persons are hereby appointed as ex Officio officers of this Corporation:

Siobhan Foster	Vice President ex Officio
Carlos Rojas	Assistant Secretary ex Officio
Steve Hormuth	Assistant Treasurer ex Officio

RESOLVED FURTHER, that Resolution 90-23-66, adopted November 8, 2023, is hereby superseded and canceled; and

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

13. The Board took a 5-minute break

14. Committee Reports

- a. Report of the Finance Committee/Financial Reports – President Hopkins on behalf of Director Rothberg. The committee met on October 18, 2023; next meeting December 20, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.

- (1) GRF Treasurer's Report – President Hopkins
 - (2) GRF Finance Committee Report – President Hopkins
- b.** Report of the Community Activities Committee – Director Horton. The committee met on November 9, 2023; next meeting December 14, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c.** Report of the Landscape Committee – Director Skillman. The committee met on November 8, 2023; next meeting February 14, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- d.** Report of the Maintenance & Construction Committee – Director Mukhopadhyay. The committee met on October 11, 2023; next meeting December 13, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
- (1) Report of the Clubhouse Renovation Ad Hoc Committee – Director Garthoffner. The Committee met on March 6, 2023 and March 15, 2023; next meeting TBA.
 - (2) Space Planning Ad Hoc Committee – President Hopkins. Next meeting December 6, 2023, at 3:30 p.m. in the Board Room.
- e.** Report of the Media and Communications Committee—Director Milliman. The committee met on September 18, 2023; next meeting January 15, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- (1) Website Ad-Hoc Committee – Director Milliman. The committee met on May 22, 2023; next meeting TBA.
- f.** Report of the Broadband Ad Hoc – Director Roza. The closed committee met on November 20, 2023; next meeting TBA.
- g.** Report of the Mobility & Vehicles Committee – Director Skillman. The Committee met on November 6, 2023; next meeting February 7, 2024, at 1:30 p.m. in the Board Room.
- h.** Report of the Security & Community Access Committee – Director Skillman. The Committee met on October 25, 2023; next meeting February 28, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- (1) Report of the Laguna Woods Village Traffic Hearings – Director Skillman. The Traffic Hearings were held on November 15, 2023; next hearings on January 17, 2024, at 9:00 a.m. as a virtual meeting.
 - (2) Executive Member Hearings Committee – Director Milliman. The committee met on November 2, 2023; next meeting December 7, 2023, at 9:00 a.m. in the Willow Room.

- i. Report of the Disaster Preparedness Task Force – Director Skillman. The Task Force met on November 28, 2023; next meeting January 30, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
- j. Information Technology Advisory Committee – President Hopkins. The Committee met on October 27, 2023; next meeting December 9, 2023 as a virtual meeting.

Purchasing Ad-Hoc Committee – Director Carpenter. The Committee last met on October 23, 2023; next meeting TBA.

16. Director’s Comments - None

17. Recess – 11:52 a.m. - *At this time, the Meeting recessed for lunch and reconvened to Executive Session to discuss the following matters per California Civil Code §4935: Member Disciplinary Matters; Personnel Matters; Contractual Matters; and Litigation Matters.*

Closed Session Agenda

VMS Board Update

Approve the Agenda

Approve the Minutes of:

(a) November 7, 2023 – Regular Closed Session

Discuss and Consider Personnel Matters

Discuss and Consider Contractual Matters

Discuss Legal/Legislation Matters

Discuss Member Disciplinary Matters

18. Adjournment

The meeting was adjourned at 3:52 p.m.

DocuSigned by:

Joan Milliman

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Joan Milliman, Secretary of the Board
Golden Rain Foundation

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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, December 21, 2023 – 9:30 a.m.
Willow Room/Virtual Meeting**

GRF Agenda Prep Meeting

Directors Present: Jim Hopkins, Bunny Carpenter, Yvonne Horton, Juanita Skillman, Joan Milliman, Cush Bhada, Egon Garthoffner, Gan Mukhopadhyay, William Cowen

Directors Absent: Martin Roza, Ryna Rotherberg

Staff Present: Siobhan Foster- CEO, Paul Nguyen, Catherine Laster

Others Present: None

1. Call Meeting to Order and Establish Quorum

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

2. Approval of the Agenda

President Hopkins asked for approval of the agenda.

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

3. Announcements – None

4. Discuss and Consider Items to be placed on the Tuesday, January 2, 2024, Board Meeting Open & Closed Agendas

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

Director Milliman made a motion to approve the January 2, 2024 Open Agenda. Director Bhada seconded.

Hearing no changes or objections, the January 2, 2024, Open Agenda was approved by unanimous consent.

Director Milliman made a motion to approve the January 2, 2024, Closed Agenda.
Director Horton seconded.

Hearing no changes or objections, the January 2, 2024, Closed Agenda was approved by unanimous consent.

5. Director Comments - None

6. Adjournment

The meeting was adjourned at 10:29 a.m.



Joan Milliman, Secretary of the Board
Golden Rain Foundation

ENDORSEMENT (to board)

Room Rental Fees

Steve Hormuth, Director of Financial Services, presented an evaluation of the GRF Room Rental Fees with the intent to maintain consistency in handling adjustments to expenses over time, ensuring that shifts in costs are corresponding to adjustments in fees. The fees assessed from 2019 to present have been determined by factoring in both direct expenses and overhead allocations. Although there have been modifications to allocation assumptions and increases in expenses, fees have persevered at the same level throughout. The following recommendations were presented (1) Fees adjust up and down with changes in expenses and (2) standardization based on square footage.

A motion was made and moved by Director Juanita Skillman to accept staff's recommendation to increase fees by 20% beginning in 2024, to adjust fees annually going forward based on changes in expenses, and set a standardization of fees based on square footage. Director Brad Rinehart seconded. Discussion ensued.

Hearing no objections, the motion pass unanimously.

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Recreation Room Rental Fees

December 5, 2023



GRF Fee Analysis: Purpose

- To ensure:
 - a consistent process is adopted and can be followed going forward
 - changes to expenses over time are proportionately offset by changes to fees

All fees are being reviewed in accordance with Resolution 90-23-46, approved by the GRF Board of Directors on September 5, 2023

Recreation Room Rental Fees: Current State

- The Room Fees in place from 2019 to present are based on direct expense and overhead allocations established in 2019. While allocation assumptions have changed, along with increasing expenses, the fees have remained the same.

3

Recreation Room Rental Fees

- Recommendations
 - 1) Fees adjust up / down with changes in expense
&
 - 2) Fee standardization based on square footage

4

Recommendation 1

- Room Rental Fees adjust annually by a percentage consistent with the year-over-year change in expenses

5

Recommendation 1: Fees Adjust w/ Expenses

Clubhouses 1 / 2 / 3 / 5 / 6 / 7

- Compensation and Related (i.e. Benefits and Taxes)
- Materials and Supplies
- Utilities
- Recreation Overhead
- Building Maintenance
- Janitorial

- Excluded expenses:
 - Pool Related (Equipment and Supplies)
 - Overhead Allocations (i.e. Office of CEO, Landscape, Finance, IT, etc.)

6

Recommendation 1: Fees Adjust w/ Expenses

Expenses	Budget 2019	Budget 2024	Change Amount \$	Change Total %	Average Change Per Year %
Comp & Related	\$1,309,000	\$1,353,000	\$44,000	3%	0.66%
Materials & Supplies	105,000	83,000	(22,000)	(21%)	(4.59%)
Utilities	452,000	666,000	214,000	47%	8.06%
Recreation Overhead	319,000	364,000	45,000	14%	2.67%
Building Maintenance	143,000	202,000	59,000	41%	7.15%
Janitorial	582,000	821,000	239,000	41%	7.12%
Total *	\$2,910,000	\$3,489,000	\$579,000	20%	3.75%

* Amounts above agree to "Adjusted Expenses" within staff report Attachment 1, Agenda Item #6, Page 3 of 3

7

Recommendation 2

- Room Rental Fees are billed at a consistent rate per square foot

8

Recommendation 2: Rate Per Square Foot

Three step process to arrive at equitable room rental rate:

- 1) Calculate the rate per square foot for per Clubhouse
- 2) Calculate the weighted average per 100 square foot

Arrive at \$0.1775 per 100 square foot of rentable space (using current rates)

- 3) Apply the weighted average per 100 square foot rate of \$0.1775 to room size

Recommendation 2: Rate Per Square Foot

Reservable Room	Current Rate	Square Feet	Rate Per 100 Sq. Ft	Equitable Rate *
CH1 Main Lounge	\$8.00	5,556	\$0.144	\$9.86
CH 2 Sequoia	\$10.00	6,636	\$0.151	\$11.78
CH 5 Main Lounge (Stage)	\$13.00	7,688	\$0.169	\$13.65
CH 5 Main Lounge (Back)	\$9.00	2,977	\$0.302	\$5.28
CH 6 Main Lounge	\$5.00	1,920	\$0.260	\$3.41
CH 7 Main Lounge	\$7.00	4,517	\$0.155	\$8.02
		29,294		

* Equitable Rate presented above is based on current rates and does not include 20% increase from Recommendation 1

Recommendation

Adopting both recommendations would result in a recovery of expenses consistent with prior years and an equitable rate across rooms being rented:

Reservable Room	Current Rate	RECOMMENDED w/ +20%	Square Feet	RECOMMENDED w/ +20% & EQUITABLE RATE
CH1 Main Lounge	\$8.00	\$9.60	5,556	\$11.83 *
CH 2 Sequoia	\$10.00	\$12.00	6,636	\$14.13 *
CH 5 Main Lounge (Stage)	\$13.00	\$15.60	7,688	\$16.38 *
CH 5 Main Lounge (Back)	\$9.00	\$10.80	2,977	\$6.34 *
CH 6 Main Lounge	\$5.00	\$6.00	1,920	\$4.09 *
CH 7 Main Lounge	\$7.00	\$8.40	4,517	\$9.62 *
			29,294	

* Combined rate uses $\$0.1775 + 20\% = \0.2130 per sq ft

11

Thank You

12

STAFF REPORT

DATE: December 5, 2023
FOR: Board of Directors
SUBJECT: Recreation Room Rental Fee Change – Expense Comparison

RECOMMENDATION

Staff recommends the Committee endorse and the Board approve updating the GRF Room Rental Fees by a percentage consistent with the period-over-period change in Room Rental Expenses (ATT1). The update to fees is to be effective beginning February 1, 2024 and January 1st for each year thereafter based on future period-over-period expense comparisons.

BACKGROUND

Recreation clubhouses are available for residents to utilize for meetings, activities and events. Clubs represent the majority of room use and they receive priority rollover reservations which limits the amount of time and space available for private events such as memorial services, birthday parties and social events.

On June 10, 2019 the GRF Board held a special fee review as part of the business planning process, for the purpose of determining adequacy of fees and including non-assessment revenue assumptions in the 2020 Business Plan. All recreational fees were reviewed and proposals were made to adjust fees including Room Rentals fees. The GRF Board approved the updated Room Rental fees at their December 3, 2019 meeting with changes taking effect on January 1, 2020.

During the period of 2020 – 2023, Room Rental Fees remained flat.

On April 13, 2023 a Room Rental Fee recommendation was presented to the Community Activities Committee (CAC). A change in numerous expense assumptions resulted in significantly higher fees than the committee and membership anticipated. The motion to accept the fee recommendation failed unanimously.

At the June 6, 2023 meeting, the GRF Board approved creation of the Finance Advisory Group. The Finance Advisory Group, made up of one board member from each of the four Laguna Woods Village corporations, was tasked with review of the underlying expense assumptions included in the GRF fee analyses and reasonableness of the fee process. In October 2023, the Finance Advisory Group held three meetings open to the community. At these meetings, staff presented an expense analysis including details making up the expense categories. At the first meeting held on October 2nd, the Advisory Group discussed the details of the analysis and voted unanimously to adopt the expense categories and their underlying details. A second meeting was held on October 9th where staff presented a recommendation to apply fees consistently based on square footage. The October 9th details are covered as a separate staff report. At the third meeting held on October 18th, the Advisory Group voted unanimously to endorse staff's recommendation of adjusting the current room rental rates by the 20%, the same expense percentage increase GRF experienced from 2019 through 2024.

Recreation Room Rental Fee Change – Expense Comparison

December 5, 2023

Page 2

DISCUSSION

In an effort to ensure GRF fees keep up with inflation and changing costs, staff prepared a comparison of Room Rental expenses (ATT1). The comparison consists of Clubhouse 1 – 7 (excluding CH 4) expenses from 2019 and those same budgeted expenses for 2024 budgets, as presented in the 2024 Annual Business Plan (Greenbook). As Clubhouse expenses include costs unrelated to Room Rentals, for instance pool expense, an “Adjusted Expenses” section was included in the analysis to illustrate suggested reductions. Suggested additions were also included in this section to reflect expenses that are not currently recorded as Clubhouse expenses, for instance janitorial and building maintenance. Inclusive of the suggested reductions and additions, the comparison of 2019 vs 2024 illustrates a 20% increase in expenses.

On a go forward basis, this period-over-period comparison will be performed annually by staff.

FINANCIAL ANALYSIS

Revenue assumptions for fee changes purposefully were not incorporated into the 2024 Business Plan. The 2019 vs 2024 Expense Comparison (ATT1) illustrates a cumulative 20% increase over the five-year period (2019 vs 2024), or an average increase of 3.75% per year.

The 2024 GRF Annual Business Plan approved approximately \$470,000 in Room Rental Fee revenue to be used to offset the approximate \$3,489,000 (ATT1) of Room Rental expenses. The approved 2024 Room Rental Fee revenue represents a 13.5% recovery of the 2024 Room Rental expenses with 86.5% (100% - 13.5%) of the expenses becoming a shared cost.

The proposed 20% increase in Room Rental Fees for 2024 is estimated to result in \$86,000 of additional revenue that would be used to help offset Room Rental expenses. The increase would change the expense recovery from 13.5% to 16.2%. It should be noted, since rental pricing is determined by when a reservation is made, the 2024 recovery amount will be largely dependent on the timing of reservations.

Should the Board approve the recommendation, future fees will be tied to the period-over-period comparisons and updated annually. If history is an acceptable predictor of the future, users of the GRF rooms may anticipate an approximate / average annual increase in Room Rental Fees of 3.75% going forward.

Prepared By: Steve Hormuth, Director of Financial Services

Reviewed By: Jose Campos, Assistant Director of Financial Services

ATTACHMENTS:

ATT1 – 2019 vs 2024 Room Rental Expense Comparison
ATT 2 – Resolution 90-23-XX: See 12b. Page 17 of 20

2019 vs 2024 Room Rental Expense Comparison

Expenses	2019	2024	Change	Percent
	Total	Total		
Reimburse Agent for Compensation	\$995,550	\$1,040,417	\$44,867	5%
Expense Related to Compensation	\$312,828	\$312,991	\$163	0%
Materials & Supplies	\$105,284	\$82,850	(\$22,434)	(21%)
Utilities & Fuel	\$451,687	\$666,084	\$214,397	47%
Equipment Rentals	\$2,572	\$0	(\$2,572)	(100%)
Community Events	\$364,845	\$384,314	\$19,469	5%
Taxes	\$100	\$428	\$328	328%
Other Operating	\$86,146	\$135,707	\$49,561	58%
Allocated From Departments	\$635,515	\$625,331	(\$10,184)	(2%)
600 - Recreation Admin	\$194,463	\$193,858	(\$605)	(0%)
614 - Clubhouse 4	\$33,003	\$28,565	(\$4,438)	(13%)
926 - Facilities Management	\$402,054	\$397,777	(\$4,277)	(1%)
960 - Fleet Maintenance	\$5,995	\$5,131	(\$863)	(14%)
Expenses Matching Greenbook	\$2,954,527	\$3,248,122	\$293,595	10%
Suggested Reductions				
Equipment Rentals	(\$2,572)	\$0		
Community Events	(\$364,845)	(\$384,314)	(\$19,469)	5%
926 - Facilities Management	(\$402,054)	(\$397,777)	\$4,277	(1%)
Suggested Additions				
Building Maintenance	\$142,954	\$201,767	\$58,813	41%
Janitorial	\$581,967	\$821,396	\$239,429	41%
Adjusted Expenses	\$2,909,977	\$3,489,195	\$579,218	20%

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STAFF REPORT

DATE: December 5, 2023
FOR: Board of Directors
SUBJECT: Recreation Room Rental Fee Change - Equitable

RECOMMENDATION

Staff recommends the Committee endorse and the Board approve updating the GRF Room Rental Fees to a consistent rate per square foot for all clubhouses. The update to fees is to be effective beginning February 1, 2024.

BACKGROUND

Recreation clubhouses are available for residents to utilize for meetings, activities and events. Clubs represent the majority of room use and they receive priority rollover reservations which limits the amount of time and space available for private events such as memorial services, birthday parties and social events.

On June 10, 2019 the GRF Board held a special fee review as part of the business planning process, for the purpose of determining adequacy of fees and including non-assessment revenue assumptions in the 2020 Business Plan. The staff recommendation included a fee based on an expense recovery specific to each clubhouse. As different costs were allocated to each clubhouse, the resulting fees differed by clubhouse. For example, fees ranged from \$0.14 to \$0.26 per 100 square feet per hour for Clubhouses 1 and 6, respectively. The GRF Board approved the updated Room Rental fees at their December 3, 2019 meeting with changes taking effect on January 1, 2020.

During the period of 2020 – 2023, Room Rental Fees remained flat.

At the June 6, 2023 meeting, the GRF Board approved creation of the Finance Advisory Group. The Finance Advisory Group, made up of one board member from each of the four Laguna Woods Village corporations, was tasked with review of the underlying expense assumptions included in the GRF fee analyses and reasonableness of the fee process. In October 2023, the Finance Advisory Group held three meetings open to the community. At the second meeting held on October 9th, VMS staff presented a new approach for assigning room rental fees by charging a consistent rate per square foot. The Advisory Group along with members of the community who attended the open meeting discussed the pros and cons of implementation a new pricing strategy. At the request of the Advisory Group, a follow up meeting held on October 18th where staff presented further details of the proposed fee pricing per square foot approach. Upon completion of the presentation, the Advisory Group voted unanimously to endorse updating the GRF Room Rental Fees to be a consistent rate per square foot for all clubhouses.

DISCUSSION

In contrast to the current room fee calculation formula, applying a consistent price per square foot of \$0.1775 (not including the 20% increase) would result in:

- Equitable room charges across clubhouses
- An ability to rent out future rooms that have yet to be priced
- Rooms whose current hourly rates are low per square foot will see increases while rooms with high rates per square foot will see decreases. For instance, the price per 100 square feet per hour would decrease for Clubhouse 6 by 31.8% while Clubhouse 1 would increase by 26.0%.

FINANCIAL ANALYSIS

Revenue is not anticipated to change in 2024 as a result of the board's approval of staff's recommendation. Instead, rises in revenue from clubhouses whose price per square foot increased is anticipated to be offset by decreases in revenue from those clubhouses whose price per square foot fell as a result of the methodology change.

Prepared By: Steve Hormuth, Director of Financial Services

Reviewed By: Jose Campos, Assistant Director of Financial Services

ATTACHMENTS:

- ATT1 – Proposed Room Rental Rates
- ATT 2 – Resolution 90-23-XX



Reservable Room	Square Footage	Previous Rate Per Hour	New Rate Per Hour
CC Rooms & Conference Rooms			
CC - Elm Room	595	\$1.00	\$1.27
CH1 - Conference Room	208	\$1.00	\$0.44
PAC - Conference Room	251	\$1.00	\$0.53
VG - Clubroom 1	440	\$4.00	\$0.94
VG - Clubroom 2	440	\$4.00	\$0.94
VG - Clubroom 3	440	\$4.00	\$0.94
Multi-Purpose Rooms			
CH1 - Multi-Purpose Room	1,755	\$3.00	\$3.74
CH1 - Art Studio	2,150	\$3.00	\$4.58
CH5 - Multipurpose Room	1,386	\$3.00	\$2.95
CH6 - Multipurpose Room	843	\$2.00	\$1.80
Small Dining Rooms			
CH1 - Dining Room 2	770	\$1.00	\$1.64
CH1 - Dining Room 3	770	\$1.00	\$1.64
CH2 - The Los Olivos	831	\$1.00	\$1.77
CH2 - The Grevillea	849	\$1.00	\$1.81
Large Dining Rooms			
PAC - Dining Room 1	2,524	\$5.00	\$5.38
PAC - Dining Room 2	2,524	\$5.00	\$5.38
Other			
PAC - Rehearsal Room	1,279	\$2.00	\$2.72
PAC - Auditorium	7,969	\$19.00	\$16.97
PAC - Auditorium + Rehearsal	9,248	\$23.00	\$19.70
PAC - Auditorium Event w/Admission		\$395.00 **	\$474.00 **

** Daily Rate

Reservable Room	Square Footage	Previous Rate	New Rate
Main Lounges			
CH1 - Main Lounge	5,556	\$8.00	\$11.83
CH2 - The Sequoia	6,636	\$10.00	\$14.13
CH5 - Main Lounge (Stage Side) Total	7,688	\$13.00	\$16.38
CH5 - Main Lounge (Back Side) Total	2,977	\$9.00	\$6.34
CH6 - Main Lounge	1,920	\$5.00	\$4.09
CH 7 - Main Lounge	4,517	\$7.00	\$9.62

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RESOLUTION 90-23-XX**Room Reservation Rate 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.

WHEREAS, the board periodically reviews fees as part of the business planning process to determine adequacy of revenues and shared costs.

NOW THEREFORE BE IT RESOLVED, January 2, 2024, that the Board of Directors of this Corporation hereby adopts the following revisions to the Room Reservation Rate Pricing Policy:

Resident Room Reservation Fee

- I. An equal hourly rate will be applied for private party, club and church/religious reservations.
- II. A Resident Room Reservation Fee shall be charged for the amount of time required for the use of a reservable room, beginning with a two-hour minimum and increasing in hourly increments thereafter, with large ballrooms and main lounges requiring a four-hour minimum.
- III. A Setup Fee shall be charged for the time blocked out prior to and/or after each reservation necessary to prepare/cleanup the room, during which the room is not available to other users.
- IV. The reservation and setup fees shall be billed hourly. The per hour rate is calculated using a consistent \$0.2130 per 100 square foot for each of the reserved rooms. Annually, the "Per 100 Square Foot Rate" will be adjusted (up or down) based on the year-over-year change in budgeted operational expenses, as defined in the 2019 vs 2024 Room Rental Expense Comparison for Recreation Clubhouses. ~~based on the estimated hourly cost of each reservable room, rounded up to the nearest dollar, and will be adjusted annually on the basis of annual operational costs, capital costs, reservable hours, and a percentage to be shared by the Community at large.~~
- ~~V. The percentage to be shared by the Community at large to maintain an equitable and reasonable division between the user and the monthly assessment shall be 80 percent for all rooms.~~
- VI. The charge for Performing Arts Center Auditorium Event with Admission shall be a flat fee of ~~\$395~~ \$474 per day, and will be adjusted annually (up or down) based on the year-over-year change in budgeted operational expenses, as defined in the 2019 vs 2024 Room Rental Expense Comparison for Recreation Clubhouses.

Reservable Room	Square Footage	Previous Rate Per Hour	New Rate Per Hour
CC Rooms & Conference Rooms			
CC - Elm Room	595	\$1.00	\$1.27
CH1 - Conference Room	208	\$1.00	\$0.44
PAC - Conference Room	251	\$1.00	\$0.53
VG - Clubroom 1	440	\$4.00	\$0.94
VG - Clubroom 2	440	\$4.00	\$0.94
VG - Clubroom 3	440	\$4.00	\$0.94
Multi-Purpose Rooms			
CH1 - Multi-Purpose Room	1,755	\$3.00	\$3.74
CH1 - Art Studio	2,150	\$3.00	\$4.58
CH5 - Multipurpose Room	1,386	\$3.00	\$2.95
CH6 - Multipurpose Room	843	\$2.00	\$1.80
Small Dining Rooms			
CH1 - Dining Room 2	770	\$1.00	\$1.64
CH1 - Dining Room 3	770	\$1.00	\$1.64
CH2 - The Los Olivos	831	\$1.00	\$1.77
CH2 - The Grevillea	849	\$1.00	\$1.81
Large Dining Rooms			
PAC - Dining Room 1	2,524	\$5.00	\$5.38
PAC - Dining Room 2	2,524	\$5.00	\$5.38
Other			
PAC - Rehearsal Room	1,279	\$2.00	\$2.72
PAC - Auditorium	7,969	\$19.00	\$16.97
PAC - Auditorium + Rehearsal	9,248	\$23.00	\$19.70
PAC - Auditorium Event w/Admission		\$395.00 **	\$474.00 **

** Daily Rate

Reservable Room	Square Footage	Previous Rate	New Rate
Main Lounges			
CH1 - Main Lounge	5,556	\$8.00	\$11.83
CH2 - The Sequoia	6,636	\$10.00	\$14.13
CH5 - Main Lounge (Stage Side) Total	7,688	\$13.00	\$16.38
CH5 - Main Lounge (Back Side) Total	2,977	\$9.00	\$6.34
CH6 - Main Lounge	1,920	\$5.00	\$4.09
CH 7 - Main Lounge	4,517	\$7.00	\$9.62

Reservation Exception Rates

A rate that is different from the resident rate shall apply to all room reservations that meet the criteria for the “Exception Rate” as defined in the GRF Recreation Department Policy. This rate shall be applied as follows:

- I. An exception rate room reservation fee shall be charged for the amount of time required for the use of a reservable room, beginning with a two-hour minimum and increasing in hourly increments thereafter with large ballrooms and main lounges requiring a four-hour minimum.
- II. In the case of the Performing Arts Center Auditorium, the exception rate room reservation fee shall be charged on a daily basis.
- III. A setup fee shall be charged for the time blocked out prior to and/or after each reservation necessary to prepare/clean-up the room, during which the room is not available to other users.
- IV. The exception rate room reservation fee and setup fee shall be based on the lowest hourly rental fee charged for similar facilities outside of the Village, but in the local area; and rounded up to the nearest dollar.
- V. For Performing Arts Center Auditorium, the exception rate shall be based on the lowest daily per-seat rental fee charged for similar facilities outside of the Village, but in the local area; and rounded up to the nearest dollar.
- VI. The exception rate room reservation fees will be adjusted periodically on the basis of changes in the external rental fees and the percentage discount; then reflected on the fee schedule.

RESOLVED FURTHER, that this resolution shall be effective February 1, 2024, at which time Resolution 90-19-62 adopted December 3, 2019, is hereby superseded and canceled; and

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

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

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RESOLUTION 90-24-XX

GRF Committee Appointments

RESOLVED, January 2, 2024, that the following persons are hereby appointed and ratified to serve on the Committees of this Corporation:

Community Activities Committee

Yvonne Horton, Chair (GRF)
Joan Milliman, Alternate (GRF)
Cush Bhada (GRF)
Mark Laws (Third)
Andy Ginocchio (Third)
Reza Karimi, Alternate (Third)
Sue Quam (United)
Ellen Leonard (United)
Peter Sanborn, (Mutual 50)
Sue Stephens, Alternate (Mutual 50)
Advisors: Roland Boudreau, Ajit Gidwani, Elsie Addington

Finance Committee

~~Ryan Rothberg, Chair (GRF)~~
Martin Roza, ~~Alternate~~ (GRF)
William Cowen, **Chair** (GRF)
Andy Ginocchio (Third)
Moon G Yun (Third)
Brad Rinehart, Alternate (Third)
Thomas Tuning (United)
Mickie Choi Hoe (United)
Sue Stephens, (Mutual 50)

Information Technology Advisory Committee (ITAC)

James Hopkins, Chair (GRF)
Bunny Carpenter (GRF)
Martin Roza (GRF)
Sue Quam (United)
Tom Tuning (United)
Mark Laws (Third)

S.K. Park (Third)
Advisors: Sue Margolis, Debbie Dotson

Landscape Committee

Cush Bhada, Chair (GRF)
Juanita Skillman (GRF)
Yvonne Horton, Alternate (GRF)
Sue Quam (United)
Anthony Liberatore (United)
Nathaniel Ira Lewis (Third)
S.K. Park (Third)
~~Andy Ginocchio, Alternate (Third)~~
~~Reza Karimi, Alternate (Third)~~
Glenn Miller (Mutual 50)
Sue Stephens, Alternate (Mutual 50)
Advisor: Catherine Brians, Donna Rane-Szostak

Maintenance & Construction Committee

Yvonne Horton, Chair (GRF)
Gan Mukhopadhyay (GRF)
Egon Garthoffner, Alternate (GRF)
Ralph Engdahl (Third)
S.K. Park (Third)
Brad Rinehart, Alternate (Third)
~~James Cook, Alternate (Third)~~
Alison Bok (United)
Pearl Lee (United)
Mickie Choi Hoe, Alternate (United)
Sue Stephens (Mutual 50)
Peter Sanborn, Alternate (Mutual 50)
Advisors: Reza Karimi, Bill Walsh, Ajit Gidwani

Clubhouse Renovation Ad Hoc Committee

Egon Garthoffner, Chair (GRF)
Gan Mukhopadhyay, Co-Chair (GRF)
Andy Ginocchio (Third)
~~Moon Yun, Alternate (Third)~~
Ralph Engdahl (Third)
~~Reza Karimi, Alternate (Third)~~
Alison Bok (United)
Anthony Liberatore (United)
Advisors: Reza Karimi, Ajit Gidwani, Bill Walsh

Media and Communications

Joan Milliman, Chair (GRF)
Juanita Skillman (GRF)
Cush Bhada, Alternate (GRF)
Jim Cook (Third)
Cris Prince (Third)
Moon Yun, Alternate (Third)
Maggie Blackwell (United)
Georgiana Willis (United)
Peter Sanborn (Mutual 50)
Sue Stephens (Mutual 50)
Advisors: Carmen Pacella, Tom Nash, Lucy Parker, Theresa Frost,
Catherine Brians

Website Ad Hoc Committee

Joan Milliman, Chair (GRF)
Juanita Skillman (GRF)
Anthony Liberatore (United)
Mickie Choi Hoe (United)
Mark Laws (Third)
Advisors: Lucy Parker, Diane Phelps

Broadband Ad Hoc Committee

Martin Roza, Chair (GRF)
Jim Hopkins (GRF)
Bunny Carpenter, Alternate (GRF)
Cris Prince (Third)
Jim Cook (Third)
Alison Bok, non-voting (United)
Sue Quam (United)
Tom Tuning (United)
Peter Sanborn (Mutual 50)
Sue Stephens (Mutual 50)
Advisor: John Cornell, Debbie Dotson

Mobility & Vehicles Committee

Ryna Rothberg, Chair (GRF)
~~Egon Garthoffner (GRF)~~
Juanita Skillman, ~~Chair~~ (GRF)
Cush Bhada, Alternate (GRF)
~~Jim Cook, Alternate (Third)~~
Moon Yun (Third)
S.K. Park (Third)
Reza Karimi, Alternate (Third)
Alison Bok (United)

Nancy Carlson (United)
Sue Stephens, (Mutual 50)
Peter Sanborn, Alternate (Mutual 50)
Advisor: Vashi Williams, Elsie Addington

Security and Community Access

Juanita Skillman, Chair (GRF)
Cush Bhada (GRF)
Egon Garthoffner, Alternate (GRF)
S.K. Park (Third)
Reza Karimi (Third)
Nancy Carlson (United)
Maggie Blackwell (United)
Sue Stephens (Mutual 50)
Peter Sanborn, Alternate (Mutual 50)

OTHER COMMITTEES:

Disaster Preparedness Task Force

Eric Nunez, **Co-Chair**
Juanita Skillman, **Co-Chair** (GRF)
Gan Mukhapadhyay (GRF)
S.K. Park (Third)
Moon Yun (Third)
Anthony Liberatore (United)
Georgiana Willis (United)
Rick Kopps, Alternate Resident (Mutual 50)
Sue Stephens (Mutual 50)
Advisors: Tom Soule, Bruce Bonbright

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

Juanita Skillman, (GRF)
Cush Bhada (GRF)
S.K. Park (Third)
Mark Laws, Alternate (Third)
Maggie Blackwell (United)
Vidya Kale, Alternate (United)
Sue Stephens (Mutual 50)
Glenn Miller (Mutual 50)

Select Audit Task Force

~~Ryna Rothberg, Chair (GRF)~~
William Cowen, Chair (GRF)
Diane Phelps (VMS)

Cynthia Rupert (United)
Andy Ginocchio (Third)

Executive Hearings Committee

Bunny Carpenter (GRF)
Yvonne Horton, Chair (GRF)
Juanita Skillman, Alternate (GRF)
Joan Milliman (GRF)

Space Planning Ad Hoc Committee

Bunny Carpenter, Alternate (GRF)
James Hopkins, Chair (GRF)
Yvonne Horton, (GRF)
Cush Bhada (GRF)
Alison Bok (United)
Tom Tuning (United)
Nancy Carlson (United)
Andy Ginocchio (Third)
S.K. Park (Third)
Reza Karimi (Third)
Sue Stevens (Mutual Fifty)
Peter Sanborn (Mutual Fifty)
Glenn Miller (Mutual Fifty)

Correspondent – Elsie Addington (GRF)
El Toro Water District – Juanita Skillman (GRF)

RESOLVED FURTHER, that Resolution 90-23-70 adopted December 5 2023, is hereby superseded and cancelled; and

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

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ENDORSEMENT (to Board of Directors)

Drop-In Lounge Television Programming

Review and recommend Board approval for the Clubhouse 1 Drop-In Lounge television programming.

A motion was made to accept the recommendation of changes to the Clubhouse 1 Drop-In Lounge television programming.

Motion passed 6-1. Director Laws opposed.

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STAFF REPORT

DATE: January 2, 2024
FOR: Board of Directors
SUBJECT: Drop-In Lounge Television Programming

RECOMMENDATION

Review and recommend a resolution for the Clubhouse 1 Drop-In Lounge television programming.

BACKGROUND

The Drop-In Lounge located at Clubhouse 1 is open seven days a week from 8 a.m. to 10 p.m. The lounge is a gathering area for residents to have a cup of coffee, socialize, work on a jigsaw puzzle, read a magazine, conduct work and/or relax.

Until December 17, 2018, a wall mounted television was present within the lounge; users had the ability to select programming and volume level. Altercations and arguments occurred among residents who had conflicting viewing preferences and interests resulting in Security being called to the lounge on several occasions. The abusive behaviors hindered the enjoyment and necessitated the removal of the television for safety purposes on Monday, December 17, 2018.

On March 14, 2019, the Community Activities Committee passed a motion to reinstall the Drop-In Lounge television with restricted programming and closed captioning to Village Television (TV6).

Since the reinstallation of the television, board members and staff continue to receive complaints regarding access to preferred programming and restriction of use of the remote for control of volume and channels. It was requested by the Community Activities Committee (CAC) to review the process and provide alternative options to limit conflict.

On September 14, 2023, the CAC reviewed the current television process and unanimously recommended to the Golden Rain Foundation (GRF) Board that the television be removed from the lounge.

On November 7, 2023, the GRF Board denied removal of the television and requested that a set schedule of programming be developed by staff and reviewed by the CAC at a future meeting.

On December 14, 2023, the Community Activities Committee reviewed and recommended the Clubhouse 1 Drop-In Lounge television programming.

DISCUSSION

Staff proposes the following viewing schedule for the Drop-In Lounge television:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m. to 10 p.m.	HGTV	National Geo	Turner Classic Movies	Food Network	Discovery Channel	TNT	Lifetime

One channel per day is recommended to eliminate potential conflict with changing the channel mid-program.

The variety of channels was selected as non-competitive and non-controversial. Staff will follow this schedule, to the best of their ability, based on other facility priorities. The schedule will be posted near the television and is subject to change based on channel availability, closed-captioning availability or change in programming. It is recommended that residents are not allowed access to the remote and that the volume remain off with the closed-captioning feature enabled.

FINANCIAL ANALYSIS

No financial impact.

Prepared By: Alison Giglio, Recreation and Special Events Director

Reviewed By: Catherine Laster, Services Manager

ATTACHMENT(S)

ATTACHMENT 1: Resolution 90-24-XX



RESOLUTION 90-24-XX

**Drop-In Lounge Television
Programming**

WHEREAS, the Drop-In Lounge located at Clubhouse 1 is open seven days a week from 8 a.m. to 10 p.m. and is a gathering area for residents to have a cup of coffee, socialize, work on a jigsaw puzzle, read a magazine, conduct work and/or relax; and

WHEREAS, altercations and arguments occurred among residents who had conflicting viewing preferences and interests resulting in Security being called to the lounge on several occasions which hindered the enjoyment and necessitated the removal of the television for safety purposes on Monday, December 17, 2018; and

WHEREAS, on March 14, 2019, the Community Activities Committee passed a motion to reinstall the Drop-In Lounge television with restricted programming and closed captioning to Village Television (TV6); and

WHEREAS, since the reinstallation of the television, board members and staff continue to receive complaints regarding access to preferred programming and restriction of use of the remote for control of volume and channels; and

WHEREAS, staff proposes the following viewing schedule for the Drop-In Lounge television 8 a.m. to 10 p.m. each day, and the Community Activities Committee reviewed and recommended this Clubhouse 1 Drop-In Lounge television programming, on December 14, 2023:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
HGTV	National Geo	Turner Classic Movies	Food Network	Discovery Channel	TNT	Lifetime

NOW THEREFORE BE IT RESOLVED, February 6, 2024, that the Board of Directors of this Corporation hereby adopts the aforementioned Clubhouse 1 Drop-In Lounge television programming; and

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

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



Treasurer's Report for January 2, 2024 Board Meeting

Slide 1 – This first chart includes all revenues and expenses including those designated for reserves, including investment income, the transfer facility fees and the GRF reserve portion of the HOA fees.

Through the reporting period of November 30, 2023, GRF had net revenue of \$4,267K, with total revenue of \$46,292K and total expense of \$42,025K. GRF was better than budget by \$2,166K with total expenses coming in lower than budget by \$2,166K primarily due to open positions throughout the organization.

Slide 2 – The next chart displays the Operating Fund, which excludes the non-operating revenues, expenses and depreciation. This report shows a favorable variance of \$1,696K through the reporting period, with expenses better than budget by \$1,947K, offset by non-assessment revenue worse than budget by (\$251K).

Slide 3 – This slide reflects the current market value of the GRF Reserves Discretionary Investment Portfolio compared to the original market value at time of inception. The current market value of the GRF Portfolio is \$19,185K as of November 30, 2023 compared to the value at inception of \$19,031K. Year to date, the market value increased by \$976K, or 5.4%, and increased by \$154K, or 0.8% since inception in 2019. In November, the market value increased by \$89K compared to the prior month.

Slide 4 – Of the \$19,185K portfolio value mentioned in slide 3, \$18,953K is held with our reserves portfolio value. In addition to Discretionary Investments, the Reserves Fund assets also includes Non-Discretionary Investments of \$8,211K. Payables and other total (\$244K), resulting in a Net Reserves Balance of \$33,216K.

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

Favorable. Overall, we had favorable variances in:

- Employee Compensation and related of \$1,571K primarily due to various vacancies in General Services for janitorial positions, bus drivers, and pavers. In addition, Security Services has open positions for security patrol officers and gate ambassadors, and there are various open positions throughout the organization. Recruitment is in progress for all open positions.
- Materials & Supplies of \$279K primarily due to over accrued expenses for 2022 for inventory items at the warehouse and less fleet maintenance materials that have required replacement such as tire valves and tires. There was a slight offset in aquatics for pool chemical supplies that were unbudgeted in 2023 in error.
- Other Operating Expenses of \$275K due to unused contingencies for training and education, recruiting fees, filing fees and permits, and uniforms. The various open positions throughout the

company affected some of these items. In addition, the variance was furthered due to timing of staff and volunteer support which was budgeted evenly throughout the year, but a large amount takes place in December.

Unfavorable. Some offsetting unfavorable variances included:

- Outside Services of (\$297K) due to higher credit card transaction fees and Aquatics expenses compared to budget. At the time of budget creation, it was assumed both the transaction and credit card fees for all merchants would be passed on to the residents. However, only the credit card fees (not the transactions fees) are passed on to residents when the transactions are processed on ActiveNet. We do not pass on credit card fees for transactions processed on WorldPay or other platforms at this time. Aquatics' budget assumed the lap pool would not be staffed by lifeguards, which was not ultimately approved.
- Utilities and Telephone of (\$225K) Unfavorable variance primarily due to high electricity and natural gas costs amongst all departments during the first quarter of the year. Water provided a slight offset with lower expenses than anticipated due to 116% more rainfall than recent years. Trash expenses were also lower due to right sizing of trash bins at the service center.

Slide 6 – This slide shows our sources of revenue other than the assessments, such as fees and rentals. To date, we have received just over \$9,224K of non-assessment operating revenue, as shown on this pie chart. By category, we can see that our largest revenue is Broadband Services (i.e. internet, set top boxes, ad insertion, and premium channels), followed by Golf Revenue, Clubhouse Rentals & Event Fees, and Merchandise Sales. Other revenue, which includes

Class Fees, Additional Occupant Fees, equestrian center fees, and RV Storage Fees among others, amount to 14%. These revenues offset costs and help keep assessments down.

Slide 7 – The chart shows, as usual, our largest Operating expense is compensation, followed by cable and programming expenses. Of the \$37.5M, excluding depreciation, these two categories account for 71% of the total Operating expense. Insurance, Professional and Legal, Utilities & Fuel, Outside Services, etc. make up the remaining 29%. If you consider that cable and programming are offset by broadband revenue, compensation accounts for 67% of the net expense, while insurance, utilities, and outside services account for 33% of the net operating expense.

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

- Starting with the 1st column on the left, reserve funds have a combined ending balance of: \$41.0M; restricted fund balances have an ending balance of \$4.0M. Included in this total are contributions received this year through assessments, trust facilities fees, and investment earnings.
- The 2nd column shows the work in progress of \$7.8M for reserve and \$43K for restricted, reflecting the amounts paid for projects not yet completed.
- The 3rd column represents the resulting “adjusted” fund balances of \$33.2M for reserve and \$3.9M for restricted.

Slide 9 – We have a slide here to show resale History from 2021-2023. Community-wide sales total 700 through November 30, 2023. Most of these transactions generate the Trust Facilities Fee (transfer fee), used as a source of revenue for our reserves.

Slide 10 –The listing on this slide gives you an idea where the reserve money is committed. Of the \$19.7M appropriated by the Board for various projects and equipment purchases, the remaining encumbrances against our reserve funds is \$10.2M, primarily for purchase or replacement of equipment throughout the facilities. Restricted funds had total appropriations of \$98K and no remaining encumbrances.

Slide 11 – We compare our “adjusted” fund balances to historical balances for the past five years on this next chart, showing that GRF has averaged \$27 million in reserve funds and \$2.3 million in contingency funds.

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GRF Financial Report

As of November 30, 2023



INCOME STATEMENT (in thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$31,005	\$31,005	\$0
Non-Assessment Revenue	\$15,288	\$15,288	\$0
Total Revenue	\$46,292	\$46,292	\$0
Total Expense	\$42,025	\$44,191	\$2,166
Net Revenue/(Expense)	\$4,267	\$2,101	\$2,166

GRF Financial Report

As of November 30, 2023



OPERATING ONLY INCOME STATEMENT (in thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$28,623	\$28,623	\$0
Non-Assessment Revenue	\$9,224	\$9,475	(\$251)
Total Revenue	\$37,847	\$38,098	(\$251)
Total Expense ¹	\$37,523	\$39,470	\$1,947
Operating Surplus/ (Deficit)	\$324	(\$1,372)	\$1,696

1) excludes depreciation

GRF Financial Report

As of November 30, 2023



GRF PORTFOLIO VALUE HISTORY Discretionary Investments (in Thousands)	Value	Annual Change \$	Annual Change %	Inception Change %
December 2019	\$19,031			
December 2020	\$19,822	\$791	4.2%	4.2%
December 2021	\$19,530	(\$292)	(1.5%)	2.6%
December 2022	\$18,209	(\$1,321)	(6.8%)	(4.3%)
November 2023	\$19,185	\$976	5.4%	0.8%
Summary*	\$154			0.8%

*Indicates change from inception

GRF Financial Report

As of November 30, 2023

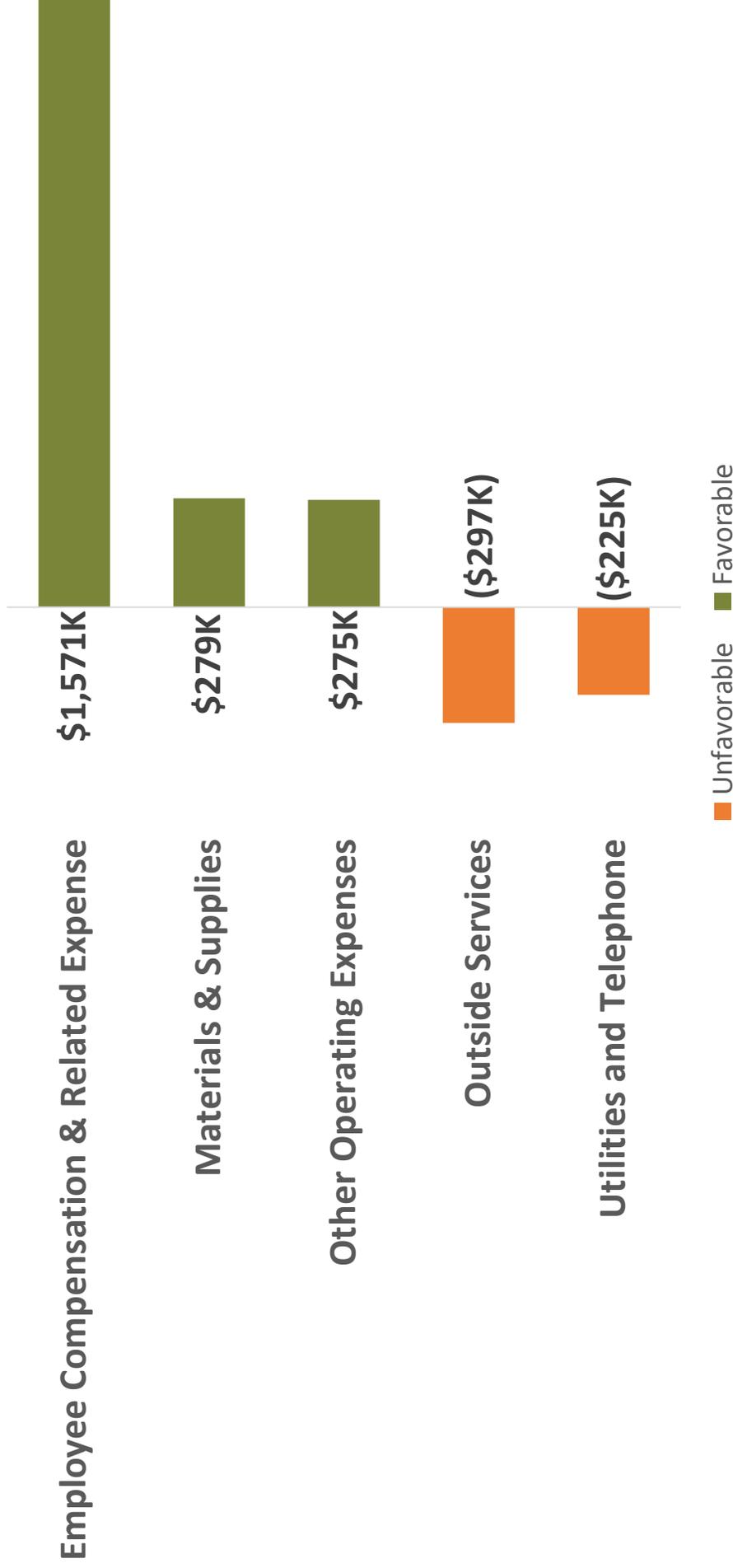


GRF RESERVE COMPOSITION (in Thousands)	Value
Portfolio	\$18,953
Cash & Cash Equivalents	\$6,296
Non-Discretionary Investments	\$8,211
Total	\$33,460
Payables and other	(\$244)
Reserves Adjusted Balance	\$33,216

GRF Financial Report

As of November 30, 2023

Operating Only

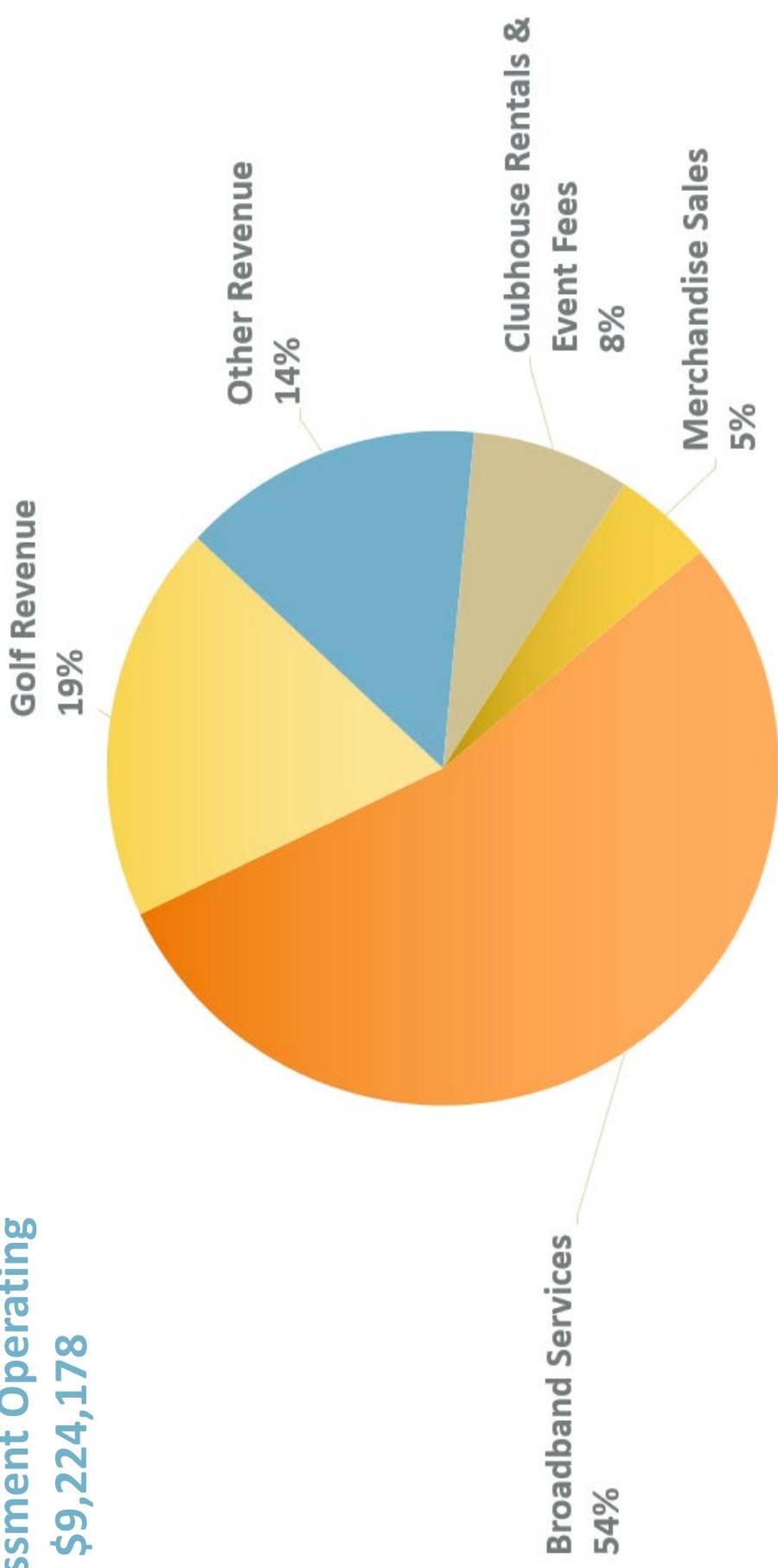


GRF Financial Report

As of November 30, 2023



**Total Non-assessment Operating
Revenue \$9,224,178**

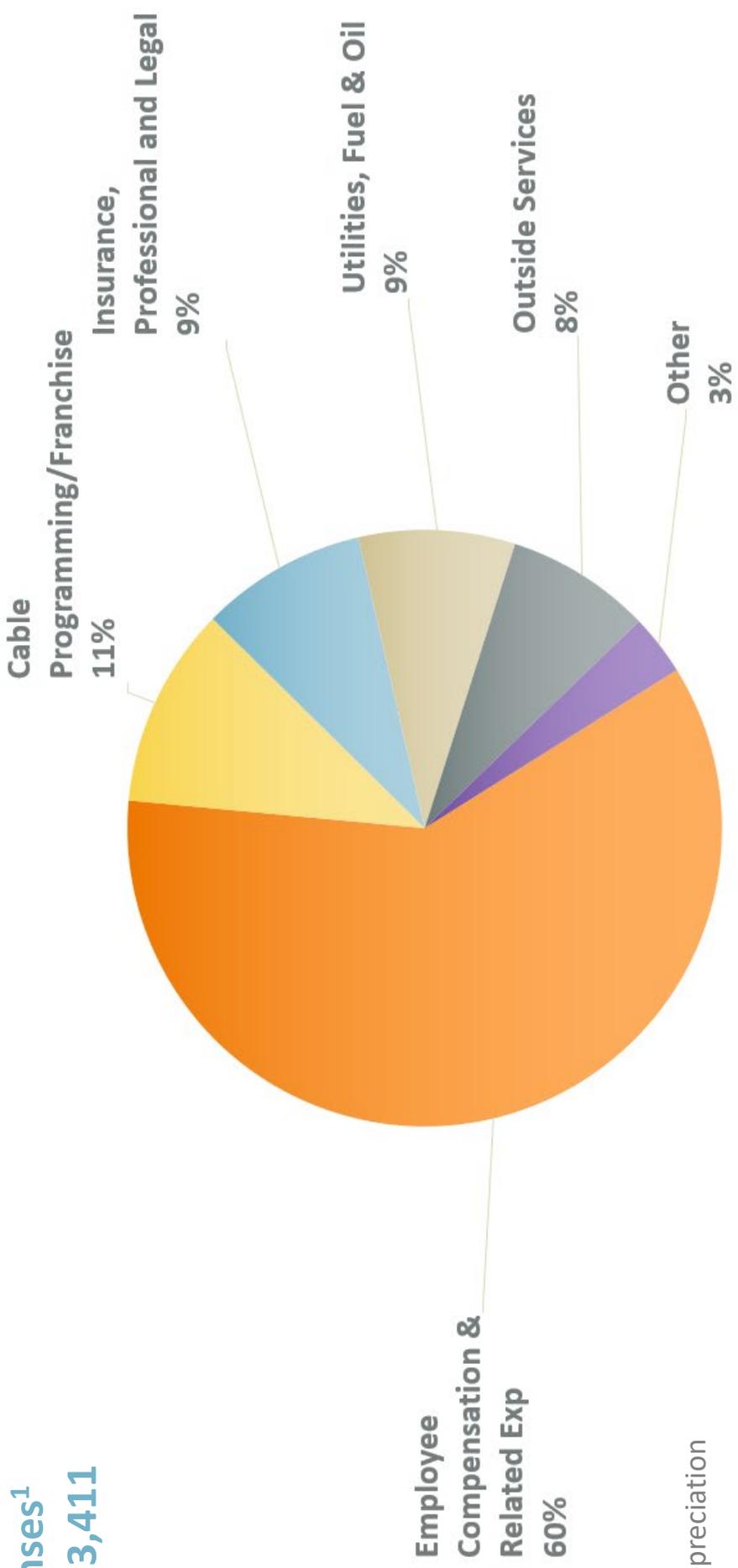


GRF Financial Report

As of November 30, 2023



Total Operating Expenses¹
\$37,523,411



1) excludes depreciation

GRF Financial Report

As of November 30, 2023



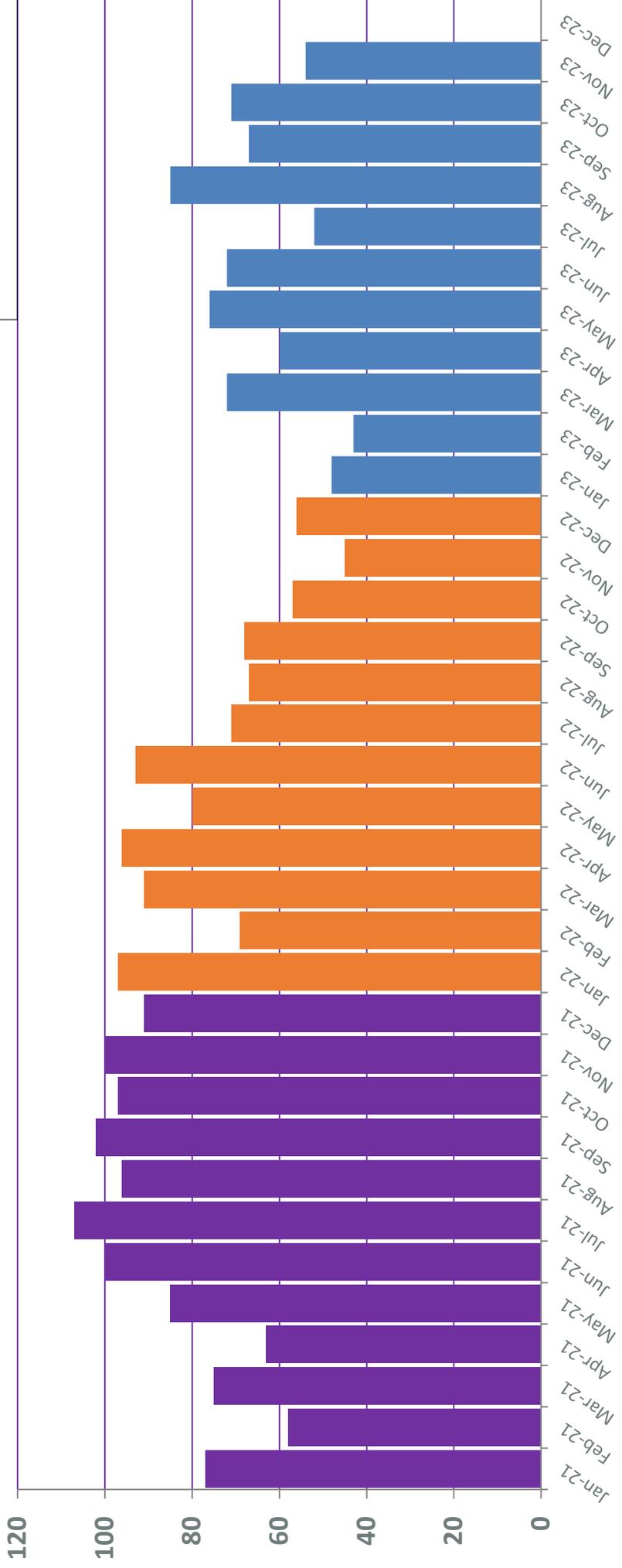
RESERVE FUND BALANCES (in thousands)	ENDING BALANCE	WORK IN PROGRESS	ADJUSTED BALANCES
Equipment Fund	\$6,925	\$4,810	\$2,115
Facilities Fund	\$19,067	\$2,972	\$16,095
Trust Facilities Fee Fund	\$15,006	\$0	\$15,006
TOTAL	\$40,998	\$7,782	\$33,216
RESTRICTED FUND BALANCES (in thousands)	ENDING BALANCE	WORK IN PROGRESS	ADJUSTED BALANCES
Contingency Fund	\$3,960	\$43	\$3,917

GRF Financial Report

As of November 30, 2023

Resale History — Consolidated

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2021	960	\$355,880
YTD 2022	833	\$415,005
YTD 2023	700	\$428,948



GRF Financial Report

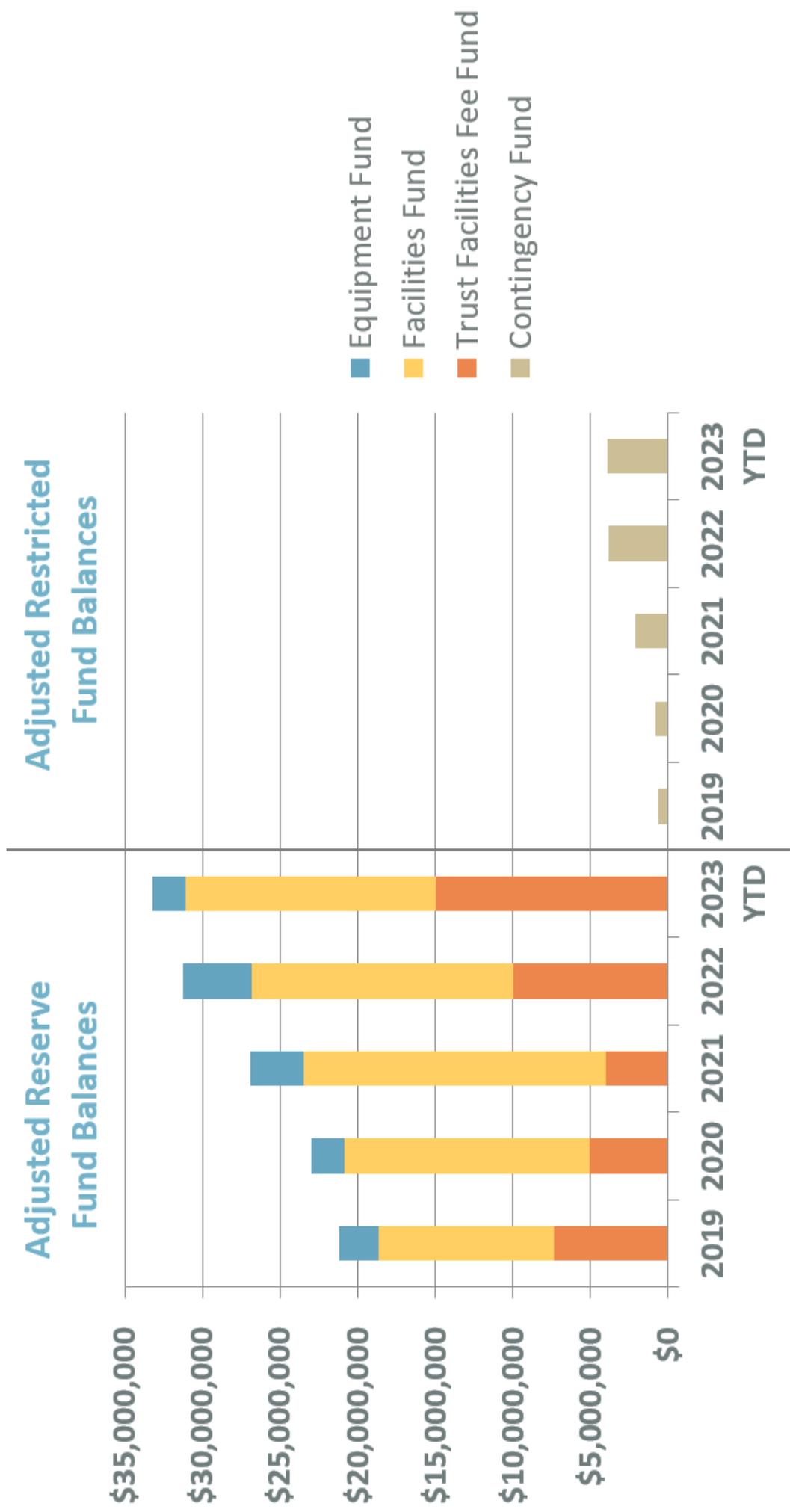
As of November 30, 2023



FUND ENCUMBRANCES (in thousands)					
	RESERVE FUNDS (EQF + FCF)		RESTRICTED FUND (CNF)		
	Total Appropriations	Remaining Encumbrance	Total Appropriations	Remaining Encumbrance	
Aquatics & Fitness	\$150	\$141	\$0	\$0	
Broadband Services	482	264	0	0	
Clubhouses	2,465	1,470	0	0	
Computers	5,622	3,097	0	0	
Golf Facilities	980	430	0	0	
Landscaping	3,281	656	0	0	
Other Equipment	330	280	0	0	
Other GRF Facilities	1,998	1,436	98	0	
Paving	830	5	0	0	
Security	324	76	0	0	
Vehicles	3,240	2,388	0	0	
TOTAL	\$19,702	\$10,243	\$98	\$0	

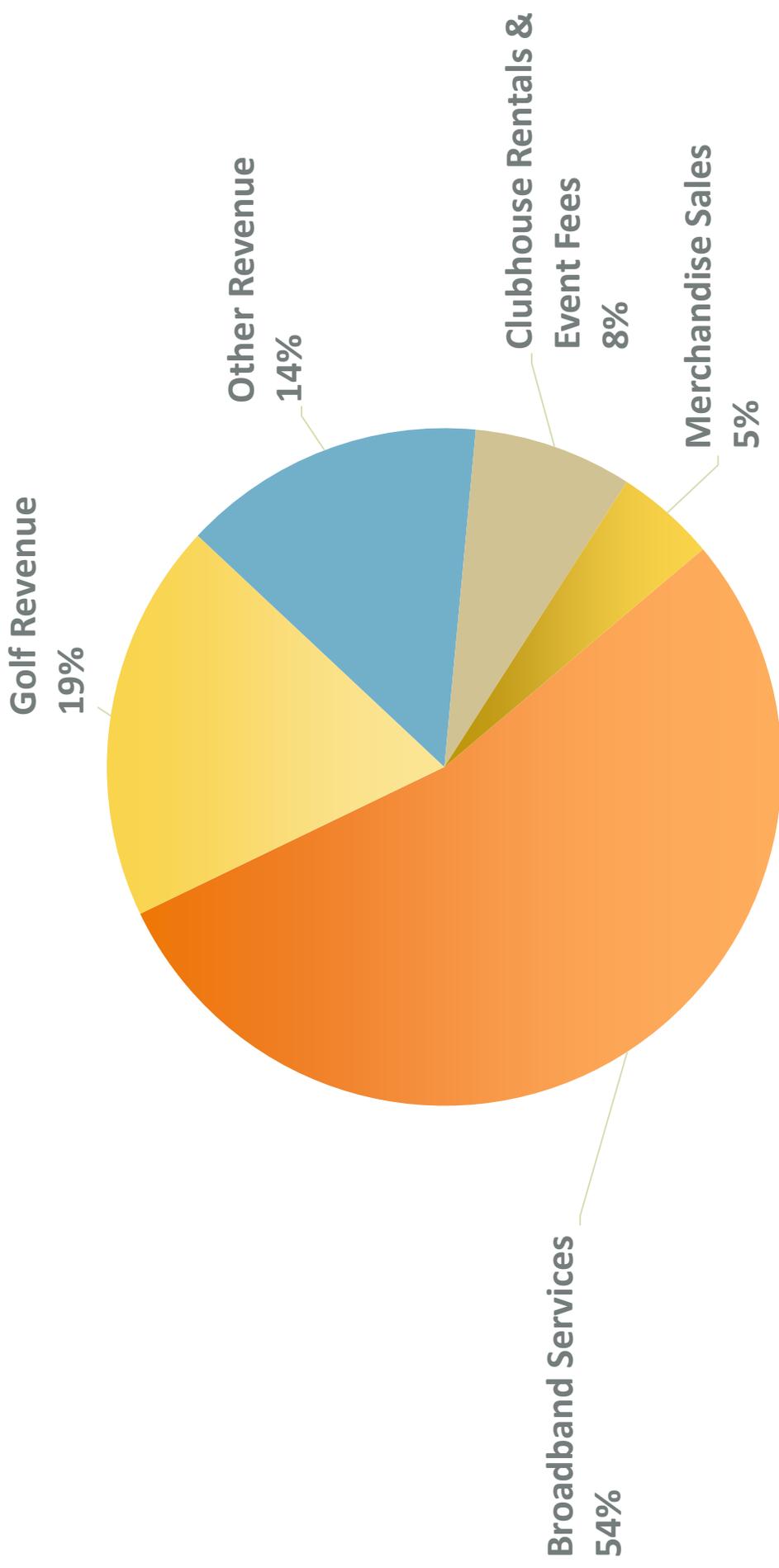
GRF Financial Report

As of November 30, 2023



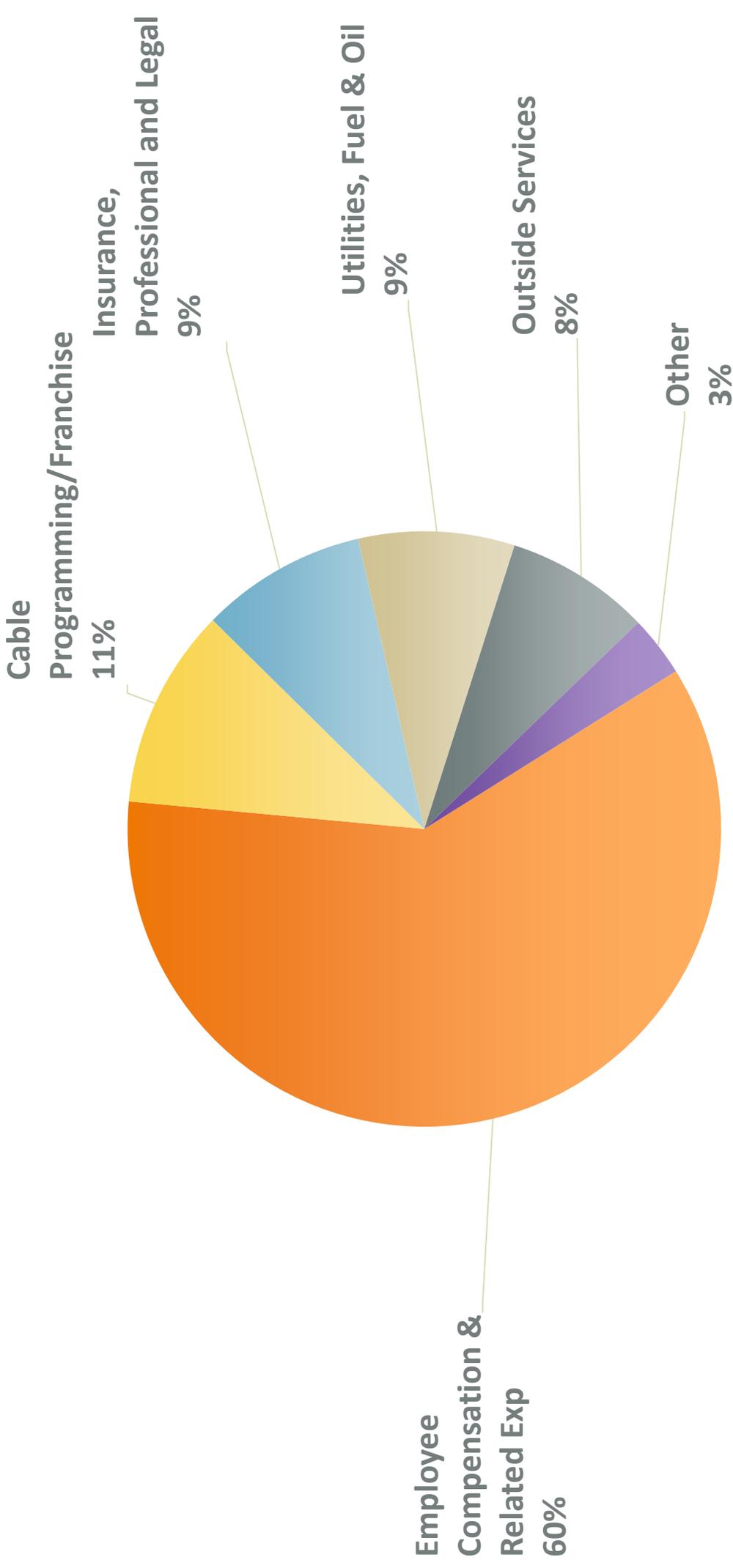
Total Non-GRF Financial Report

As of November 30, 2023



GRF Financial Report

As of November 30, 2023

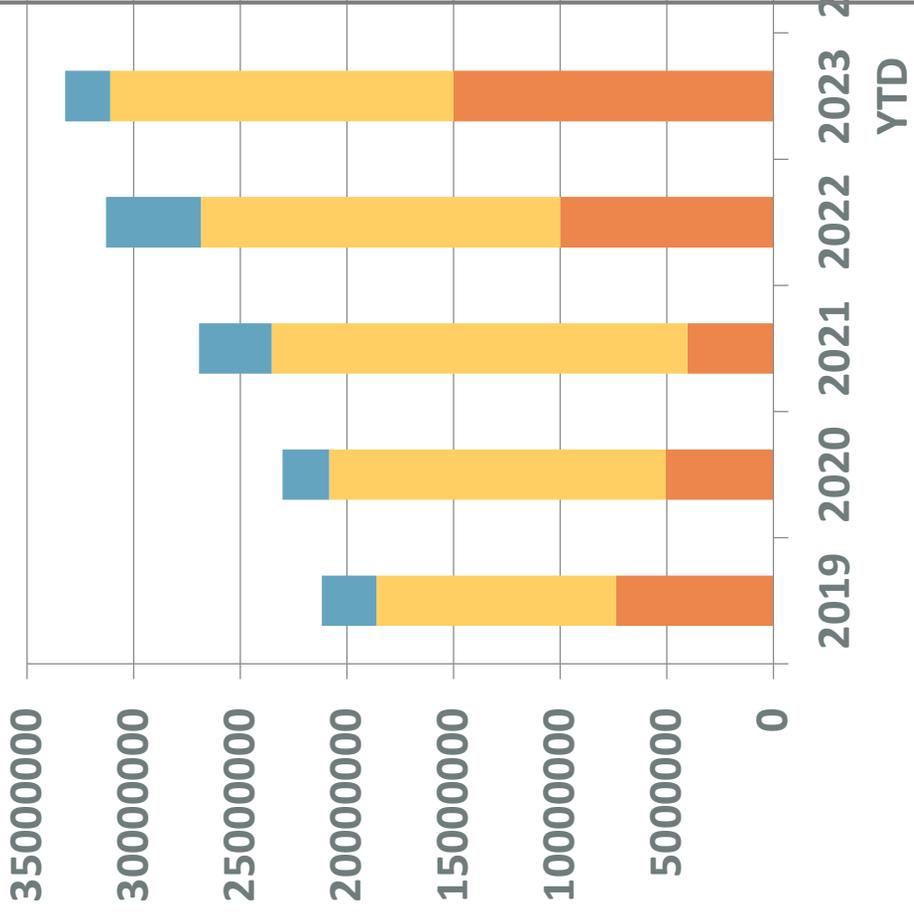


GRF Financial Report

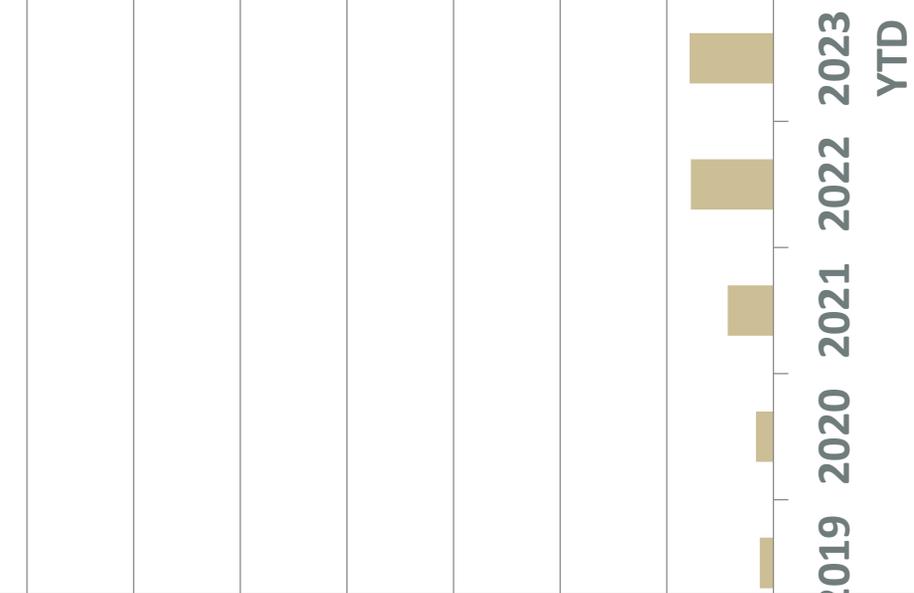
As of October 31, 2023



Adjusted Reserve Fund Balances



Adjusted Restricted Fund Balances



- Equipment Fund
- Facilities Fund
- Trust Facilities Fee Fund
- Contingency Fund



**FINANCE COMMITTEE MEETING
REPORT OF THE REGULAR OPEN SESSION**

Wednesday, December 20, 2023 – 1:30 p.m.
Hybrid Meeting

- DIRECTORS PRESENT:** William Cowen – Chair, Martin Roza, Mickie Choi Hoe, Moon Yun, Andy Ginocchio, Brad Rinehart
- DIRECTORS ABSENT:** Thomas Tuning (excused)
- ADVISORS PRESENT:** None.
- STAFF PRESENT:** Steve Hormuth, Jose Campos, Erika Hernandez
- OTHERS PRESENT:** GRF – Jim Hopkins, Egon Garthoffner, Juanita Skillman
United – Maggie Blackwell

Call to Order

Director William Cowen called the meeting to order at 1:32 p.m.

Acknowledgement of Media

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

Approval of Meeting Agenda

A motion was made to approve the agenda as presented. Hearing no objection, the agenda was approved unanimously.

Approval of the Regular Meeting Report of October 18, 2023

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

Approval of the Regular Meeting Report of November 15, 2023

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

Chair Remarks

None.

Member Comments (Items Not on the Agenda)

A member shared her concerns on the increasing projection in energy costs and requested a village wide informational presentation on how this will affect members.

Department Head Update

Steve Hormuth, Director of Financial Services, shared that the 2024 Annual Budget Report and Annual Policy Statement has been mailed out to residents and is available on the Laguna Woods Village website.

Director Moon Yun Arrived at 1:46 p.m.

Financial Statement and Budget Training

Steve Hormuth presented a Financial Statement training including how the GAAP method is used to for accounting records and for presentation of financial statements. Furthermore, he explained how the Finance Committee, the board and members of the community may use the monthly financial statements and the differences between each document presented. Additionally, Jose Campos, Assistant Director of Financial Services, shared a presentation on the budget planning process.

Review Preliminary Financial Statements dated November 30, 2023

The committee reviewed the financial statements dated November 30, 2023. Questions were addressed and noted by staff.

Endorsement from Standing Committees

None.

Future Agenda Items

None.

Committee Member Comments

None.

Date of Next Meeting

Wednesday, February 21, 2024 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 3:20 p.m.

DRAFT

William Cowen, Chair

OPEN MEETING

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

Thursday, December 14, 2023 – 1:30 p.m.
Board Room/Virtual Meeting

MEMBERS PRESENT: Yvonne Horton, Chair, Cush Bhada, Mark Laws, Andy Ginocchio, Ellen Leonard, Sue Quam, Sue Stephens, Dennis Boudreau, Ajit Gidwani, Elsie Addington

MEMBERS ABSENT: Peter Sanborn, excused

OTHERS PRESENT: Juanita Skillman, S. K. Park, Mickie Choi Hoe

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Tom McCray, Samantha Kurland, Jackie Chioni, Ada Montesinos, Steve Hormuth, Andrew Anastasio, Blake Lefante

Call to Order

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

Acknowledgement of Media

There was no press present.

Approval of Agenda

Director Bhada made a motion to approve the agenda. Director Leonard seconded.

Motion passed unanimously.

Approval of Committee Report for November 9, 2023

Director Bhada made a motion to approve the report. No second was recorded.

Motion passed unanimously.

Chair's Remarks

Chair Horton opted to state remarks during Committee Member Comments.

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: the Veterans Day event at Clubhouse 2 was a success with almost 200 people in attendance; the annual Thanksgiving Buffet at Clubhouses 2 and 5 sold out in less than 3 days with 124 attendees at Clubhouse 2 and 243 attendees at Clubhouse 5; Pool 4 reopened today after several weeks of being closed for annual maintenance; new air filters were installed in the Slipcasting room and carpet cleaning was completed; the Volunteer Luncheon was held on December 1 at Clubhouse 5 with over 400 attendees; the Clubhouse 5 New Year's Eve Dinner/Dance sold out in 1.5 days with 360 tickets sold; a new employee was hired at the Fitness Centers; over 4000 bar codes have been processed for resident users at the Fitness Centers; the Equestrian Center security gate is scheduled to be completed by the end of January; Library volunteers have greeted 2,325 visitors in the past month with volunteers working 771 hours; Recreation operating rules were officially approved by GRF in November and will be reviewed on an as needed basis; staff met with 25-30 tennis players to get feedback on the operating rules; a tennis survey will be developed to further poll all users; the Clubhouse 1 renovation project will begin March 4, 2024 which will entail a total facility closure for approximately six months; the Library and History Center will remain open.

Ms. Murphy reported the following: the annual Santa Paws event will be held at the Equestrian Center on Saturday, December 16, 1 to 3 p.m.; both Clubhouse 5 Christmas Buffet and New Year's Eve Dinner Dance are sold out; tickets are still available for the Performing Arts Center New Year's Eve variety show which begins at 7:30 p.m.; Restaurant 19 will be closed on Christmas Day, but will be open Christmas Eve, New Year's Eve and New Year's Day; Clubhouse 5 will host the college football national championship game at 4 p.m. on Monday, January 8; the free Monday movie on January 15 at the Performing Arts Center will be *Barbie* with showtimes at 2 and 7 p.m.; Clubhouse 5 will host a Village Bazaar on January 27 with registration opening on January 3 through ActiveNet.

Mr. McCray reported the following: the driving range grass is yellowing due to winter coldness, but staff was able to paint the targets which look great; the new driving range drainage system is working very well; driving range mats may be replaced in 2024; some Course 3 tee boxes have been redone; the Southern California Golf Association has allowed shorter courses in the rating system so staff began the rating process for the Par 3 course; a computer will be added to the Par 3 course to post scores for ratings; twilight events will be hosted in 2024 on one Sunday afternoon per month; all Garden Center plots and Veggie Pods are rented.

Member Comments (Items Not on the Agenda)

None.

CONSENT

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

Discussion ensued.

Motion passed 5-1. Director Laws opposed.

REPORTS

None.

ITEMS FOR DISCUSSION AND CONSIDERATION

Drop-In Lounge Television – Ms. Murphy stated the staff report.

Discussion ensued.

Director Bhada made a motion to accept the recommendation of changes to the Clubhouse 1 Drop-In Lounge television programming. Director Ginocchio seconded.

Motion passed 6-1. Director Laws opposed.

Request from Chicago Club for Clubhouse 5 Back Screen Purchase – Ms. Giglio stated the staff report.

Director Ginocchio made a motion to accept the request from Chicago Club for Clubhouse 5 back screen purchase to cost approximately \$8,700. Director Leonard seconded.

Discussion ensued.

Motion failed 5-2. Chair Horton and Director Bhada voted yea.

ITEMS FOR FUTURE AGENDAS

Reservation System Review – Staff was directed to place this item under Items for Future Agendas.

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

CONCLUDING BUSINESS

Committee Member Comments

Director Ginocchio inquired as to if the 26-week phase was chosen for CH1 renovation and when does it start. Chair Horton stated yes and it will begin on March 4, 2024.

Chair Horton stated Clubhouse 1 will be closed in March for 6 months due mostly for safety and also due to cost savings. She commended the Recreation Department for managing the room reassignments. She stated she is hopeful the users of Clubhouse 1 will be patient and wait to be called by staff to ease Recreation office traffic.

Director Quam stated it is reasonable to do the Clubhouse 1 renovation in 26 weeks which will be much improved and safer for the community.

Advisor Boudreau inquired as to if the contract states a firm completion date of within six months. Ms. Giglio stated Recreation is not made aware of contractual details.

Advisor Gidwani thanked all the board members and staff for doing these projects and for managing them smoothly.

Advisor Addington inquired if Fitness will be impacted during the Clubhouse 1 renovation. Ms. Giglio stated yes.

Director Bhada inquired as to the type of equipment referenced as this was to be a light makeover and if an early completion bonus was included in the contract. Ms. Giglio stated replacements of flooring, doors and windows will require other construction equipment and Recreation is not made aware of contractual details.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held both in the board room and virtually via the Zoom platform at 1:30 p.m. on Thursday, January 11, 2024.

Adjournment

There being no further business, the Chair adjourned the meeting at 2:49 p.m.

____ *Yvonne Horton* ____

Yvonne Horton, Chair

**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
LANDSCAPE COMMITTEE**

**WEDNESDAY, November 8, 2023 – 1:30 P.M.
BOARD ROOM / VIRTUAL MEETING
Laguna Woods Village Community Center
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair – Juanita Skillman, Ira Lewis, S.K. Park, Sue Quam, Maggie Blackwell (Alternate)

COMMITTEE MEMBERS ABSENT: Glenn Miller, Anthony Liberatore, Yvonne Horton

OTHERS PRESENT:

ADVISORS PRESENT: Catherine Brians

STAFF PRESENT: Robert Merget, Megan Feliz

1. Call Meeting to Order

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

2. Acknowledgment of Media

No formal press was present.

3. Approval of the Agenda

Director Park made the motion to approve the agenda. Director Lewis seconded the motion. The agenda was approved without objections.

4. Approval of the Meeting Report for August 22, 2023

Director Park made the motion to approve the agenda. Director Quam seconded the motion. The report was approved without objections.

5. Committee Chair Remarks

Chair Skillman acknowledged Robert Merget retiring at the end of the year and thanked him for all he has done. Chair Skillman acknowledged the two landscaping employees who earned the Employee Excellence Award and thanked them for their hard work.

6. Department Head Update

Mr. Merget discussed Aliso Creek schedule for clean-up and Willow Trees that will be removed. He discussed the Aliso Creek asphalt replacement schedule.

Items for Discussion and Consideration

7. 4005-1G Tree Removal

Discussion commenced among the committee. Director Lewis made the motion to approve the tree removal. Director Park seconded the motion. The request was approved without objections.

8. Monkey Puzzle Tree Trimming Proposal

Discussion commenced among the committee. Director Quam made the motion to approve the tree removal. Director Lewis seconded the motion. The proposal was approved without objections.

9. Member Comments (Items Not on the Agenda)

Three members voiced a complaint about the removed benches around Aliso Creek. Director Lewis made a motion that this item was M&C department and to send it to their committee. Director Blackwell agreed and seconded the motion. Aliso Creek benches will be directed to GRF M&C Committee meeting. No objections were made. One-member commented asking status of stop on Aliso Creek Bridge.

10. Response to Members Comments

Members of the Committee responded to the member comment.

Concluding Business:

11. Committee Member Comments

Several comments were made.

12. Date of Next Meeting – Wednesday, February 14, 2023 at 1:30 p.m.

13. Adjourned at 2:10 p.m.



Juanita Skillman, Chair

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

**Wednesday, December 20, 2023 – 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

MEMBERS PRESENT: Yvonne Horton – Chair, Gan Mukhopadhyay, Ralph Engdahl, SK Park, Alison Bok, Pearl Lee, Sue Stephens

OTHERS PRESENT: **GRF:** Egon Garthoffner, Bunny Carpenter, Juanita Skillman
UNITED: Mickie Choi Hoe, Ellen Leonard
Advisors: Bill Walsh, Ajit Gidwani

STAFF PRESENT: Guy West – Staff Officer & Projects Division Manager, Bart Mejia – Maintenance & Construction Assistant Director, Heather Ziembra – Projects Administrative Coordinator

1. Call to Order

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

2. Acknowledgement of Media

Chair Horton noted that no media was present.

3. Approval of the Agenda

Chair Horton requested that items 6 and 7 be swapped. The agenda was approved with this change.

4. Approval of Meeting Report from August 9, 2023

Hearing no objection, the meeting minutes were approved by unanimous consent.

5. Chair's Remarks

None.

6. Department Head Update

Mr. West remarked on a request that was made for a bench in United, which has been handed off to the appropriate staff and committee. Mr. West also informed the committee that an engineer has been retained to assess the beams in the Clubhouse 1 Archery Room. The engineer reported the beams are not currently dangerous and staff will bring a recommendation on how to proceed to a future meeting.

7. Member Comments

A member commented on energy conservation in the Village. Multiple committee members responded with information and ideas about energy conservation and Mr. Mejia provided input on what staff has done for this topic.

Consent:

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

The consent calendar was approved unanimously.

8. Project Log

9. ChargePoint Summary

Items for Discussion and Consideration:

10. 2023-2024 Projects Overview

Mr. West provided a PowerPoint presentation which showed all projects completed in 2023, projects ongoing from previous years, and planned projects for 2024. Mr. West then answered questions from the committee about the presentation. The committee requested that the presentation be sent to them after the meeting.

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

- EMS Status Update
- MelRok Energy Management System

Concluding Business:

11. Committee Member Comments

Director Park commented on the future agenda items.

12. Date of Next Meeting: Wednesday, February 14, 2024 at 9:30 a.m.

13. Recess – The meeting was recessed at 11:15 a.m.

DRAFT

Yvonne Horton, Chair

Yvonne Horton, Chair
Guy West, Staff Officer
Telephone: 949-597-4625

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**REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
BUILDING E SPACE PLANNING AD HOC ADVISORY COMMITTEE**

Wednesday, December 6, 2023 – 3:30 p.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room & Virtual with Zoom

REPORT

MEMBERS PRESENT: James Hopkins - Chair, Cush Bhada, Yvonne Horton, Alison Bok, Nancy Carlson, Tom Tuning, Andy Ginocchio, S.K. Park, Sue Stephens

MEMBERS ABSENT: Glenn Miller, Peter Sanborn

OTHERS PRESENT: **GRF:** Bunny Carpenter, Egon Garthoffner, Joan Milliman, Gan Mukhopadhyay, Juanita Skillman,

UNITED: Maggie Blackwell, Ellen Leonard

THIRD: Reza Karimi

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director, Guy West - Projects Division Manager, Alison Giglio - Recreation and Special Events Director, Jennifer Murphy – Recreation Manager, Sandra Spencer – Department Administrative Assistant

1. Call Meeting to Order

Chair Hopkins called the meeting to order at 3:30 p.m.

2. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

3. Approval of the Meeting Report: None**4. Remarks of the Chair**

Chair Hopkins commented the history of the project and the purpose of the committee.

5. Member Comments – (Items Not on the Agenda)

- Two members requested consideration for additional pickleball courts.

6. Response to Member Comments

The committee responded that the Community Activities Committee is aware of the request.

7. Department Head Update

Mr. Gomez thanked the committee members for their attendance and expressed that staff is looking forward to working with this new committee.

8. 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.*

- a. None.

9. Items for Discussion and Consideration

a. Building E History/Background

Mr. Gomez provided a history of Building E and background on the prior board decisions via PowerPoint. Discussion ensued among the committee members.

b. Space Utilization Study by Austin Company (May 2023)

Mr. Gomez provided an overview of the study prepared by Austin Company in May 2023.

c. Ad Hoc Advisory Committee Mission, Duties and Responsibilities

Mr. Gomez outlined the committee mission, duties and responsibilities per Resolution 90-23-54. Chair Hopkins read the resolution in its entirety.

d. Discussion of Process to Determine Next Staff Relocation Plan

Chair Hopkins asked the committee members to define the problem and offer their comments. Discussion ensued regarding alternative options, the space study, current location of displaced staff, underutilized existing space, and cost of temporary office lease.

Several shareholders expressed their opinions to the committee.

e. Calendar for Future Committee Meetings

Mr. Gomez suggested dates for future committee meetings which were accepted as presented. The committee will meet at 1:30 p.m. in the boardroom and via Zoom on January 3, January 31, March 6, March 20, and April 10, 2024.

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

- Review of Utilization Statistics from Recreation Department for Facilities Throughout Village
- Review of Security, Landscape & Maintenance and Construction Department Future Space Needs and Satisfaction with Current Leased Space

11. Committee Member Comments

- Director Ginocchio commented on the lease term.
- Director Bhada commented on the amount of space being leased.
- Director Carlson commented that a tour of the buildings would be helpful.

12. Date of Next Meeting: Wednesday, January 3, 2024 at 1:30 p.m.

13. Adjournment: The meeting was adjourned at 5:01 p.m.


James Hopkins, Chair

James Hopkins, Chair
Manuel Gomez, Staff Officer
Telephone: 949-268-2380

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OPEN MEETING

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

**Monday, September 18, 2023 – 1:30 p.m.
Board Room / Virtual Hybrid Meeting**

REPORT

Members Present: Chair Joan Milliman; Directors Margaret Bennett, Maggie Blackwell, James Cook, Cris Prince, Sue Quam, Juanita Skillman (alternate for Elsie Addington); Advisors Catherine Brians, Tom Nash, Carmen Pacella, Lucy Parker

Members Absent: Director Elsie Addington (excused); Advisor Theresa Frost (excused)

Others Present: GRF – Bunny Carpenter, Egon Garthoffner, Martin Roza
Third – S.K. Park
VMS – Debbie Allen

Staff Present: Robert Carroll, Catherine Laster, Susan Logan-McCracken, Paul Ortiz, Joana Rocha, Ellyce Rothrock

1. Call to Order

The meeting was called to order at 1:30 p.m. and a quorum was established by Chair Milliman.

2. Acknowledgement of Media

None present.

3. Approval of Agenda

Approved by unanimous consent.

4. Approval of Report for July 17, 2023

Approved by unanimous consent.

5. Chair's Remarks

Chair Milliman announced that the September/October Village Breeze is out. She welcomed Robert Carroll, General Services Director, who then introduced himself.

6. Member Comments

There were no member comments.

Items for Discussion

7. Media and Communications Report – Ellyce Rothrock

Ms. Rothrock held up the latest issue of the Village Breeze and read through highlights from the Media and Communications Activities Report.

8. Website Ad Hoc Committee Report – Ellyce Rothrock

Ms. Rothrock updated the committee on the contract with Urban Insight and stated that Information Services Director Chuck Holland will be in charge of the project, while she and Ms. McCracken will handle the day-to-day updating of the website.

9. Broadband Ad Hoc Committee Report – Paul Ortiz

Mr. Ortiz announced new Broadband Ad Hoc Committee Chair Martin Roza and updated the committee on the contract with The Broadband Group, who reached out to a list of potential providers that the ad hoc committee will review at 3:30 p.m. today.

10. Broadband Services Report – Paul Ortiz

Mr. Ortiz highlighted from the subscriber counts report:

- Village Television's YouTube channel subscriber counts continue to increase
- The use of set-top boxes is trending downward
- Pay services continue to decrease
- The higher speeds in internet subscriptions are increasing, while the lowest speed is decreasing

Mr. Ortiz gave a presentation on skyrocketing re-transmission fees, the programming landscape and expiring contracts.

Mr. Roza commented about the cable programming landscape and asked about the future of streaming costs. Discussion ensued.

Another discussion ensued on educating residents on how they can save money by purchasing the streaming app rather than paying the retail rate contractually offered to the community.

Mr. Ortiz then presented a staff report on adding NewsNet and Sports News Highlights to Village Television's current lineup for the period of November 1, 2023, through November 1, 2026, at no cost to GRF. All associated equipment and transmission costs will be the responsibility of Bridge Media Networks.

Chair Milliman entertained a motion. Juanita Skillman made a motion to recommend the approval of a contract with Bridge Media Networks to add NewsNet and Sports News Highlights to Village Television's current programming lineup for the period of November 1, 2023, through November 1, 2026, at no cost to GRF. All associated equipment and transmission costs will be the responsibility of Bridge Media Networks. Margaret Bennett seconded the motion, which carried unanimously.

Items for Future Agendas

TBD

Concluding Business

Committee Member Comments

Advisor Brians commended Village Television's longevity.

Advisor Parker commended the meeting and discussed the Village Community Fund's publicity guide for Village clubs.

Director Quam commended the staff for all the communications work completed every month.

Director Blackwell stated it was good to hear about the NewsNet channel.

Director Skillman discussed the Disaster Preparedness Task Force and reminded everyone to shelter in place if there is a disaster and not go to the clubhouses.

Director Cook recommended including information about streaming in the "What's Up in the Village" email blast and in the new resident orientation packets.

Mr. Carroll stated he looks forward to working with the committee.

Advisor Pacella thanked the committee for the work that they do.

Ms. McCracken introduced Ms. Rocha, who will assist with meeting coordination.

Date of Next Meeting – Monday, November 20, 2023, at 1:30 p.m.

Adjournment

Chair Milliman adjourned the meeting at 2:36 p.m.

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

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

Monday, November 6, 2023 – 9:30 a.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Elsie Addington (Chair), Alison Bok, Cush Bhada, Egon Garthoffner, Sue Stephens, Moon Yun

MEMBERS ABSENT: Azar Asgari

OTHERS PRESENT: Juanita Skillman, Bunny Carpenter, Nancy Carlson, Ellen Leonard, Suzanne Model

STAFF PRESENT: Robert Carroll, Francisco Perez, Joana Rocha, Sandra Spencer

1. Call to Order

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

2. Acknowledgment of Media

None present.

3. Approval of the Agenda

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

4. Approval of Meeting Report for

The meeting report for August 2, 2023, was unanimously approved as written.

5. Chair's Remarks

Chair Addington thanked the Directors and Staff

6. Member Comments (Items Not on the Agenda)

- A member requested a comprehensive report of vehicles and their associated information.
- One of our members has inquired about the reason behind having a considerable number of idle vehicles and a significant amount of empty buses running. Also, would like security to use bikes, scooters, or Golf cars.

7. Response to Member Comments

- Director Egon commented that it's an excellent idea to have a vehicle inventory list
- Director Cush commented that having staff create a complex list would take staff time and money.
- Chair Addington commented that all the details are available in the Green book.

8. Director's Report

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

Mr. Carroll provided information on ridership for destination shopping. He also commented on transportation updates, including new meeting schedules and targeted areas to increase awareness.

Staff also provided a map of Laguna Woods Transportation boundaries.

- Chair Addington commented that she did notice the transportation Pop-up booth in clubhouse 1
- Director Bok commented on the ridership numbers
- Director Yun commented on transportation services
- Mr. Carroll praised our transportation service, highlighting its superiority over others
- Director Carpenter confidently stated that transportation is a significant attraction to the village.
- Member Leonard asked questions about the boost program.
- Member Carlson commented on transportation research and other transportation usage.
- Mr. Carroll provided a response to the member's comments and addressed all the questions that were asked.
- Director Egon commented on the overall percentage of users.

Items for Discussion

9. 2024 Vehicle Specification

Director Bok revised the motion to approve specifications, excluding security vehicles and a 9-passenger bus.

Items for Future Agendas:

- To be determined.

Concluding Business:

Committee Member Comments - None

Date of Next Meeting – Wednesday, February 7, 2023, at 1:30 p.m.

Adjournment - The meeting was adjourned at 3:32 p.m.


Juanita Skillsman (Dec 12, 2023 17:36 PST)

Elsie Addington, Chair
Robert Carroll, Staff Officer
Telephone: 949-597-4242

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REPORT OF THE REGULAR MEETING OF THE GOLDEN
RAIN FOUNDATION OF LAGUNA WOODS SECURITY AND
COMMUNITY ACCESS COMMITTEE

The Hybrid Model Meeting of the Security and Community Access Committee was held on Wednesday, October 25, 2023 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

MEMBERS PRESENT: Chair: Juanita Skillman, Maggie Blackwell, SK Park, Sue Stephens

MEMBERS ABSENT: Martin Roza, Elsie Addington

OTHERS PRESENT: Bunny Carpenter

STAFF PRESENT: Eric Nuñez, Alycia Magnuson Carmen Aguilar,

1. CALL TO ORDER

Juanita Skillman, Chair, called the meeting to order at 1:33 p.m.

2. ACKNOWLEDGEMENT OF PRESS

Media via Zoom intermittent connection.

3. APPROVAL OF AGENDA

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

4. APPROVAL OF MEETING REPORT

By way of consensus, the Committee approved the June 28, 2023, meeting report.

5. CHAIRMAN'S REMARKS

Chair Skillman shared expectations of respect and order from audience and members for today's SCAC meeting for all to participate moving.

6. MEMBER COMMENTS (items not on the agenda)

Members made comments about our Zoom connections and link not being posted on the agenda. We were having technical difficulties.

Chair Skillman shared expectations of respect and order from audience and members for today's SCAC meeting for all to participate moving. improved the Community. She would like to take this moment to acknowledge the two recipients of The Excellence Awards given by Laguna Woods Village to Kyle Belanger and Roger Cowdrey for job performance that demonstrates excellent customer service or exceptional achievement. Kyle Belanger has been with Laguna Woods Village since 2018 as a Patrol Officer. Promoted to Supervisor I in 2021. Excellent team player, self-initiative, and his flexible and adaptable attitude has been

a great fit to the Security Department. Roger Cowdrey has been with Laguna Woods Village for 14 years. His background in law enforcement has allowed us to gain inside knowledge of his expertise and professionalism in customer service and mastery in leadership. Roger continues to be a great resource that our team can rely on.

REPORTS:

6. Disaster Preparedness Task Force Report

Some of topics from our Last Disaster Preparedness meeting, 2023 The Fire suppression blankets are recommended to have.

Athenna status- Outside vendors have been contacted about this. Current status waiting on estimates from different vendors.

The California Shake Out happened October 19, 2023, at 10:19 a.m. A windshield survey was in effect after the Great Shake Out a simulation Radio roll call was in place. There were some glitches noted that will be focused on for the next meeting. All members that are assigned a radio should be part of the roll call and have their radios on hand. On Nov. 17, 2023, the Clubhouse Coordinator for Clubhouse three will be a hosting a meeting for Shelter in Place in case of natural disaster. Communication about shelter in place and how the Club House Coordinators play a vital role in case of natural disaster. The flyers will be coming out November 3, 2023.

8. SECURITY STATISTICS

Staff Nuñez explained the statistics provided within the agenda packet. Members made comments and asked questions. Note there are only ten spaces on the waiting list due to some prospects being in the middle of purchasing RV. The Pivot table had a glitch and it did not transfer the accurate information to the graph. This has been noted for next meeting. Staff Eric Nuñez mentioned, the Foot Patrol log is currently being monitored by hand, and the numbers do not reflect the accurate amount of time it takes our officers to go around the perimeter. In addition to our officers doing foot patrol, they also do self-initiative monitoring of intrusion or damage to our gates in addition to reporting running water, lights being out, reporting any hazards. We will have the accurate information at the next meeting. Notice of Violations Issued the log included the gates per phase as requested at the last SCAC meeting. Crime Reports are public information on OC mapping. Noted the gates will also be included per phase requested by board member.

9. NOTEWORTHY INCIDENTS

- On September 8 at 7:45 p.m., a resident's vehicle had stalled in the middle of the street and a call was made for assistance moving her vehicle as to not cause an accident. SPO Portuguese responded, assisted in moving the vehicle to a safe area and remained present until AAA arrived.
- On September 9 at 5:47 p.m., SPO Gluck went "above and beyond" assisting a resident at 4014-1F with her kitchen sink backing up.
- On September 13 at 4:10 p.m., it was brought to our attention that SPO Gluck had helped the resident at 371-C twice in 3 years and "her effective, thorough, professional approach was invaluable."

On September 23, at 10:21 a.m., it was brought to our attention that Supervisor Belanger assisted a resident at 5148 Miembro with resetting the electric breaker for the residence without hesitation

- On October 7 at 12:30 p.m., SPO Andrews assisted in rectifying a “6 to 7 year” ongoing dispute between the neighbors residing in 3109-O and 3109-B.

ITEMS FOR DISCUSSION AND CONSIDERATIONS:

10. Review of Rules and Regulations for all registered vehicles.

11. Status on Traffic Engineer- Waiting on quote

12: Gate Entry for non- residents attending Village events

Members made comments on these topics, and they will be further discussed in detail in the following SCAC meeting. Chair- Juanita Skillman stated that each mutual needs to check their rules and regulations so everyone can be on the same page.

ITEMS FOR FUTURE AGENDA

13. Review Rules and Regulations for all registered vehicles.

CONCLUDING BUSINESS

14. Committee Members Comments

15. The next meeting will be held TBD, 2023 at 1:30 p.m.

16. Adjournment- 4:27 p.m.



Juanita Skillman (Dec 14, 2023 11:50 PST)

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

Tuesday, November 28, 2023 at 9:30 AM

HYBRID MEETING

MEMBERS PRESENT: Eric R. Nuñez (Chair), Juanita Skillman, Maggie Blackwell, S.K. Park, Moon Yun

MEMBERS PRESENT ONLINE:

Gan Mukhapadhyay (GRF) Sue Stephens (Mutual 50)

MEMBERS ABSENT: Anthony Liberatore

OTHERS PRESENT: Grace Stencel, Annie McCarry, Doug Gibson

STAFF PRESENT: Carmen Aguilar, Alycia Magnuson, Dan Lurie, Tom Siviglia

THE MEETING WAS CALLED TO ORDER: 9:35 a.m.

ACKNOWLEDGEMENT OF THE PRESS: None present

APPROVAL OF THE AGENDA: By consensus, the agenda was approved.

APPROVAL OF MEETING REPORT: By consensus, the meeting report was approved. Changes were made to the last meeting report July, 25, 2023

CHAIRS REMARKS: Chair Nuñez began his remarks by thanking the board as well as the audience for being present at today's meeting. Chair began with a presentation of Debrief and Report Out on the Great Shake Out on October 19, 2023 at 10:19 a.m. with a response rate of 80%. The goals and objectives were to remind everyone about being prepared in case of an Earthquake. Internal Communications were made by Tom Siviglia conducted an announcement over DPTF radio system regarding a 7.2 Earthquake with an epicenter in the area of Whittier Narrows. Testing of the Code Red Communications System by 10:20:52, there were 14,256 emails were sent out and 8,455 text messages were sent out regarding the Great Shake Out. Our Security Patrol Officer's simulated a complete check of the Village conducting a Windshield Survey per SOP. The goal was to remind residents and all employees of the Great Shake Out and to "Drop, Cover and hold on,". Lessons learned and key reminders that everyone who is assigned a radio should have it on and in their possession at all time for roll call and in case of a realistic event for immediate communication.

MEMBER COMMENTS:

- Member mentioned of having innovative ways to communicate more effectively and hosting event where more people can register to volunteer.
- Member thanked the committee for attending Disaster Preparedness and Sheltering in place held at Clubhouse 3 dining room one on November 17, 2023 at 10:00 a.m.
- Member mentioned of clubhouse coordinator living closer to gate 9 and being a clubhouse coordinator at clubhouse one. In event of a disaster the coordinator may never reach the location.
- Member made mention via email Emergency Operations Procedures need to be updated. Also, antennas need to be installed at clubhouses and tested.
- A layer of volunteers should be considered.

OFFICE MANAGER/ADVISOR:

RECRUITMENT / RETENTION / TRAINING: Director Skillman mentioned getting people to volunteer is good however, the retention is difficult one.

GRF BOARD: Director Skillman made mention there should be a focus on active shooter drills in and around the community. Emeritus Program uses Clubhouse 4 facility for instruction of their courses. However, they refuse to participate during Emergency Drills.

UNITED BOARD: Director Blackwell made mention no need for uniforms. A cap and an arm band can do for identifying personnel in case of emergency.

THIRD BOARD: Director Yun made a motion to have drills every year for everyone to participate. Without drills we are open to unimaginable damage along with having a plan B & a place C. He also mentioned more locations are needed in order to relocate during disaster other than just Clubhouses.

TOWERS: Nothing to report.

PET EVACUATION SUBMIT COMMITTEE: Nothing to report.

DISCUSSIONS AND CONSIDERATIONS

Revising Emergency Operation Plan: Director of Security Eric Nuñez made mention of the current Emergency Operation Plan will be revised in order to be up to par with the current needs of the community. The project is approximately 6-months to revise the Emergency Operation Plan. For the completion there is no set date.

Antenna Status: Dan Lurie gave an extensive status report on the Antenna project. It has been determined that the number of hours and staff exceeds what can be done in house. Project manager for the project began the quest in obtaining quotes and vendors. A total of three outside contractors were given the opportunity to submit their bids. Currently two bids have been received. It's projected the third vendor to submit their bid within 2-3 weeks. Once all bids are received they will be evaluated thoroughly.

The budget was set at \$ 11,000 for purchasing of antenna's only, but no budget was given for installation.

ITEMS FOR FUTURE AGENDAS

- Review of Emergency Operation Plan
- Regular Training
- Antenna Update

MEMBER COMMENTS: Multiple members made comments.

- Cul de Sac Meetings to recruitment for volunteer opportunities.
- Garden Villa Building Captains are Disaster Preparedness Captains too.
- No cell reception at Par 3
- Regularly Scheduled drills
- Send an alert twice year as a reminder to be prepared for an earthquake

NEXT MEETING: January 30, 2024 at 9:30 a.m.

ADJOURNMENT: 11:21 a.m.

SUBMITTED BY:

Chair Nuñez

Signature: 
Eric R Nunez (Dec 21, 2023 13:59 PST)

Email: eric.nunez@vmsinc.org

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