



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, February 6, 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 Roza

3. Acknowledgment of Media

4. Approval of Agenda

5. Approval of Minutes

- a. January 2, 2024 – GRF Board Regular Open Meeting
- b. January 18, 2024 – GRF Board Agenda Prep Meeting
- c. January 19, 2024 – GRF Board Special Open Meeting

6. Report of the Chair

7. CEO Report

8. Open Forum (Three Minutes per Speaker)

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

9. Responses to Open Forum Speakers

10. Consent Calendar

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

Recommendation from the Finance Committee:

- a. Consistent with its statutory obligations a subcommittee of the board consisting of the Treasurer and at least one other board member reviewed and approved preliminary Golden Rain Foundation financials for the month of December 2023 by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes.
- b. Ratification of the resolution number for the Revised Purchasing Policy - The Revised Purchasing Policy was adopted on 10/23/2023, at a special open meeting of the GRF Board. The approved policy was not formally assigned a resolution number in October 2023. The omission of the resolution number assignment is to be ratified at the regular open GRF board meeting held on 02/06/2024, via the consent calendar. 90-23-74*

11. Unfinished 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 has been satisfied)**
- b. Clubhouse 1 Renovation Update (Oral Discussion)
- c. Update Committee Appointments

12. New Business

- a. Entertain a Motion to Approve the Temporary Flexible Facility and Amenity Operating Procedures – Clubhouse 1 Renovation

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 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 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 January 3, 2024; next meeting TBA.
- (2) Space Planning Ad Hoc Committee – President Hopkins. The Ad-Hoc Committee met on January 3, 2024 and January 31, 2024. Next meeting March 6, 2024, at 1:30 p.m. in the Board Room.
- e. Report of the Media and Communications Committee—Director Milliman. The committee met on January 15, 2024; next meeting April 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 January 17, 2024; next hearings on February 21, 2024, at 9:00 a.m. as a virtual meeting.
 - (2) Executive Member Hearings Committee – Director Milliman. The committee met on February 1, 2024; next meeting March 7, 2024, at 9:00 a.m. in the Willow Room.
- i. Report of the Disaster Preparedness Task Force – Director Skillman. The Task Force met on January 30, 2024; next meeting March 26, 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 January 26, 2024; next meeting February 23, 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.*

- *Discussion of ID Badge Enforcement*

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) January 2, 2024 – Regular Closed Session

Discuss and Consider Personnel Matters

Discuss and Consider Contractual Matters

Discuss Legal/Legislation Matters

Discuss Member Disciplinary Matters

18. Adjournment



OPEN SESSION

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

**Tuesday, January 2, 2024, 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 (entered at 9:45 a.m.), William Cowen, Cush Bhada

Directors Absent: None

Staff Present:

CEO - Siobhan Foster, Paul Nguyen, Carlos Rojas, Steve Hormuth, Alison Giglio, Connie Habal, Guy West, Jennings Lai, Ian Barnette

Other Directors Present: Robert Reyes, Alison Bok, Ellen Leonard, Mickie Choi Hoe, Andy Ginocchio, Cynthia Rupert, S.K. Park, Reza Karimi, Brad Rinehart

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 Milliman 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.

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

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

There being no objections, the meeting minutes of December 4, 2023 – Special Open Board Meeting were approved by unanimous consent.

There being no objections, the meeting minutes of December 5, 2023 – Regular Open Board Meeting were approved by unanimous consent.

There being no objections, the meeting minutes of December 21, 2023 – Agenda Prep Meeting were approved by unanimous consent.

6. Report of the Chair

President Hopkins spoke on the following items:

- 60th Year of Laguna Woods Village and its history
- State Minimum Wage Increase
- Pickleball
- Decline of Cable TV and Uptick in Streaming Services

7. CEO Report

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

- Social Services
- Recycle Christmas Trees
- Cardboard Boxes
- Bulky Items Pick Up
- Household Hazardous Waste
- Document Shredding Services
- Garden Clippings Pickup
- Sign Up Now for SCE Outage Alerts
- Enroll in CodeRed
- Welcome Back to Manor Alterations

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

9. Responses to Open Forum Speakers - None

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 November 2023, and by this vote ratified that such review be confirmed in this month's Board Member Open Session Meeting minutes.

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

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

11. Unfinished Business

11a. Clubhouse 1 Renovation Update

Guy West, Projects Division Manager, and Alison Giglio, Recreation & Special Events Manager, gave an update on the Clubhouse 1 renovation.

Mr. West and Ms. Giglio answered questions from the Board.

11b. 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)

Director Milliman read the following resolution:

RESOLUTION 90-24-01

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 ball-rooms 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 Updated Room Rental Fees and Fees Process. Director Skillman seconded.

Discussion ensued among the Board.

Steve Hormuth, Director of Finance and Ms. Giglio answered questions from the Board.

President Hopkins made a motion to request to change the date to January 2, 2024 from February 1, 2024.

President Hopkins withdrew his amendment.

Hearing no further changes or objections, the motion was approved by a vote of 10-1. Director Mukhopadhyay opposed

11c. Update Committee Appointments

Director Milliman read the following resolution:

RESOLUTION 90-24-02

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

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. 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)

Director Milliman read the following resolution:

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.

Director Milliman made a motion to approve the Resolution to approve drop-in lounge television programming for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Rothberg seconded.

Hearing no changes or objections, the motion was approved by a vote of 10-1. Director Bhada opposed.

12c. Discussion of 2024 Committee Goals

President Hopkins discussed 2024 Committee Goals.

Discussion ensued among the Board.

- Director Milliman discussed the Media and Communications goal and stated the committee will meet quarterly

- Director Horton discussed CAC's goal is to make it as painless with renovation of Clubhouse One
- Director Roza discussed Broadbands goal of the Broadband system of whether they will partner or leave it alone
- Director Skillman commented that new members need to read and go over the charters and understand it
- President Hopkins discussed consistent communications

13. The Board took a 5-minute break

14. Committee Reports

- a. Report of the Finance Committee/Financial Reports – Director Cowen. The committee met on 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 January 11, 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.

16. Director's Comments

- Director Garthoffner commented on expenditures at the clubhouse
- Director Milliman wished everyone a happy new year and said it was a good meeting
- Multiple Directors commented that it was a good meeting
- President Hopkins thanked everyone and the Directors who are abroad and participating in the meeting.

17. Recess – 11:20 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) 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

The meeting was adjourned at 1:41 p.m.

DocuSigned by:

Joan Milliman

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Joan Milliman, Secretary of the Board
Golden Rain Foundation



OPEN MEETING

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

**Thursday, January 18, 2024 – 9:30 a.m.
Willow Room/Virtual Meeting**

GRF Agenda Prep Meeting

Directors Present: Jim Hopkins, Bunny Carpenter, Yvonne Horton, Juanita Skillman, Joan Milliman, Gan Mukhopadhyay, Martin Roza

Directors Absent: Cush Bhada, William Cowen, Egon Garthoffner, 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 9:34 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, February 6, 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 February 6, 2024, Open Agenda. Director Horton seconded.

Hearing no changes or objections, the February 6, 2024, Open Agenda was approved by unanimous consent.

Director Roza left the meeting at 10:15 a.m.

Director Milliman made a motion to approve the February 6, 2024, Closed Agenda.
Director Horton seconded.


Hearing no changes or objections, the February 6, 2024, Closed Agenda was approved by unanimous consent.

5. Director Comments

- President Hopkins discussed the productivity of agenda prep meetings
- Multiple Directors commented on committees and their structure

6. Adjournment

The meeting was adjourned at 10:35 a.m.

DocuSigned by:

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Joan Milliman, Secretary of the Board
Golden Rain Foundation

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

**Friday, January 19, 2024 – 1:30 P.M.
24351 El Toro Road, Laguna Woods, California
Board Room/Virtual Meeting**

Directors Present: James Hopkins, Gan Mukhopadhyay (entered meeting at 1:39 p.m. and left at 1:41 p.m.), Yvonne Horton, Juanita Skillman, Martin Roza, Joan Milliman, William Cowen, Ryna Rothberg

Directors Absent: Cush Bhada, Egon Garthoffner, Bunny Carpenter,

Candidates Present: Elsie Addington, Edward Elwell

Staff Present: Siobhan Foster-CEO, Paul Nguyen, Emilian Sirbu

Others Present: Diane Phelps – VMS, Robert Reyes – VMS, Georgiana Willis – United, Mickie Choi Hoe - United

1. Call Meeting to Order / Establish Quorum

President Hopkins called the meeting to order at 1:31 p.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 VMS/GRF Candidates

- Elsie Addington
- Edward Elwell

5. Candidate Opening Statements

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

6. Candidate Interviews

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

7. Candidate Closing Statements

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

8. Entertain a Motion to commence Balloting

Director Cowen 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.

- Elsie Addington – 4 Votes
- Edward Elwell – 4 Votes

The results for the first vote was tied at 4 to 4.

The Board took a short recess as Mr. Nguyen went to print additional ballots.

Director Milliman made a motion to do a revote and for the Board to ask the candidates one more question. Director Rothberg seconded.

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

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

- Elsie Addington – 3 Votes
- Edward Elwell – 4 Votes

Ed Elwell was elected to a 1-year term ending in December 2024


11. Member Comments - None

12. Director Comments

- Director Skillman expressed her dissatisfaction
- Multiple Directors congratulated Director Elwell

13. Adjournment

The meeting was adjourned at 2:42 p.m.

DocuSigned by:

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Joan Milliman, Secretary of the Board
Golden Rain Foundation

RESOLUTION 90-23-74***Revised Purchasing Policy**

WHEREAS, the Purchasing Task Force is aimed to establish robust purchasing controls to optimize the internal procurement and contracting procedures. The primary objective is to enhance transparency and to institute a professional, competitive approach to the acquisition of products and services; and

WHEREAS, the task force met numerous times during 2023 to: 1) incorporate revisions necessary for the upcoming ERP (Enterprise Resources Planning) implementation, 2) clarify items identified by members of the task force, and 3) review authority limits; and

NOW THEREFORE BE IT RESOLVED, October 23, 2023, that the Board of Directors of this Corporation hereby approves the Purchasing Policy, Purchasing Matrix, Change Order Policy, Sole Source Form, and Single Source Form as presented; and

RESOLVED FURTHER, that Resolution 90-17-16 adopted May 2, 2017, is hereby superseded and cancelled.

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

90-23-74*: Ratification of the resolution number for the Revised Purchasing Policy - The Revised Purchasing Policy was adopted on 10/23/2023, at a special open meeting of the GRF Board. The approved policy was not formally assigned a resolution number in October 2023. The omission of the resolution number assignment is to be ratified at the regular open GRF board meeting held on 02/06/2024, via the consent calendar.

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PURCHASING POLICY

1. PURPOSE

To establish guidelines and rules to procure a service, project or product/equipment for capital and operating requirements. The Purchasing Policy will outline the approval process for purchases of certain expenditures that require Corporation approval. The VMS Purchasing Division's goal is to obtain the product or service that best meets the needs of the corporation at the best possible value and interest of Laguna Woods Village.

2. CODE OF CONDUCT

Corporation or VMS shall not participate in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved. Such a conflict would arise when Corporation or VMS, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. VMS shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub agreements except for where the financial interest is not substantial or the gift is an unsolicited item of nominal value. VMS shall never intentionally be involved in bid splitting to break down proposals to evade or circumvent the requirements for signature authorization levels. Members of the Corporation shall comply with all relevant fiduciary duties, including those governing conflicts of interest, when they vote upon matters related to procurement contracts in which they have a direct or indirect financial or personal interest. The Corporation shall be subject to disciplinary actions for violations of these standards as identified by the Corporation.

3. FUNDS

Funding for all procurement activities is approved by the Corporation through the capital plan, a supplemental appropriation or the operating budgets of each VMS Division, prior to procurement of goods or services.

4. COMPETITIVE BIDDING PROCESS

The VMS Purchasing Division carries out a bidding process whether the request is for a service, project or product/equipment. The following steps are taken:

- a. A Purchase Requisition (PR) and a detailed Scope of Work (SOW) are submitted by the requesting VMS Division. The VMS Purchasing Division reviews the SOW and if it requires more detail, it is returned to the requesting VMS Division with questions and comments
- b. The VMS Purchasing Division will incorporate the final SOW into a request for quote (RFQ) for a product, professional services or construction services, together with brief information about the Laguna Woods Village, insurance requirements, a pre-bid meeting date and the deadline for submitting proposals/bids. The RFQ is sent to a minimum of three (3) qualified vendors/contractors or may be widely advertised to obtain bids. Vendors shall be qualified by a process which will include researching the company for history, size, licensing, and references.

- c. When the proposal/bids are received, VMS will evaluate them to ensure that each bidder meets the SOW and will recommend to the Corporations Committee the best qualified and competitive proposal/bid. If a proposal is submitted late, the VMS Purchasing & Supply Manager along with the requesting VMS Division will determine if the proposal should be accepted in the best interest of the Corporation, and this shall be put in writing.

Exceptions to carrying out the bidding process are when:

- **Single Source (Form)**
A Single Source procurement is one in which two or more vendors can supply the commodity, technology or perform the services required, but staff recommends one vendor over the others for reasons such as expertise or previous experience with similar contracts.

Upon receipt of a justification which includes price justification to use a single source, Purchasing shall confirm, through a review of the material and appropriate market research, if a single source contract is appropriate. This form shall be signed by the VMS Department Director, the CEO, and the VMS Purchasing & Supply Manager.
- **Sole Source (Form)**
A Sole Source procurement is one in which only one vendor can supply the product, commodities, technology or perform the services required by an agency.

Upon receipt of a justification to use a sole source, Purchasing shall confirm, through a review of the material and appropriate market research, if a sole source contract is appropriate. This form shall be signed by the VMS Department Director, the CEO, and the VMS Purchasing & Supply Manager.
- The cost of an item, service or project does not exceed the Minor Project Limit amount listed in the Appendix, unless required by the VMS Purchasing & Supply Manager.
- A current material trade agreement or annual service contract is expiring using a proven vendor/contractor and their pricing will not increase and their products will not substantially change. In this case a new contract shall be drafted that addresses the new effective dates.
- Blanket purchase orders: (PO indicates a not-to-exceed amount that does not specify product, quantity or delivery date. Standard Terms and Conditions apply.) Purchase orders that supply products on an as needed or emergency schedule. Blanket orders shall be established with vendors that allow a 30-day payment schedule. The approval levels are per the Appendix.

- Emergency repairs: (1) involving manifest danger to life or property, (2) immediately necessary for the preservation and safety of the physical assets of the Village (3) for the safety of the members and residents or (4) as may be required to avoid the suspension of any necessary services to the residents, may be made irrespective of whether included in the Budget. Notwithstanding the foregoing authority, if at all possible, VMS shall confer immediately with the applicable Corporation and attempt to gain prior written approval regarding every such unbudgeted expenditure and suspension of service and in any event shall provide a written report regarding the same within forty-eight (48) hours of such emergency expenditures. The responsible VMS Division with the input from the VMS Purchasing & Supply Manager shall negotiate a price with vendor and that price shall be agreed to in advance of purchases, in writing signed by both parties, in order to have an order of magnitude understanding of the cost associated with that purchase. After damage control is finalized, and further work needed to address the repair that is beyond damage control shall be worked via a bid process or a Single/Sole source justification with the appropriate approval signatures.
- Change Order to an existing contract, shall be made per the Corporations-adopted Contract Change Order Policy attached hereto and made a part hereof.

5. AWARD PROCESS

- After proposal/bids are received for One-Time Large and Annual Program Projects, they shall be opened, and analyzed by VMS, a detailed Contract Award report will be prepared for the appropriate Corporation and Committee as outlined in the Corporations Contracts Responsibility Matrix. The Contract Award report will be prepared by the VMS Division overseeing the services to be contracted for, and shall include a comparison spreadsheet listing all the proposals/bidders; a description of the services to be contracted for; and VMS's recommendations.
- After proposal/bids are received for Annual Maintenance and Small Projects, they shall be opened, and analyzed by VMS, a detailed Contract Award report will be prepared for the appropriate VMS Division review and recommendation for award.
- Third party agreements for goods and services shall be for a term for one year, unless the contract is terminable by any party at the end of any one year period or unless such a contact has been authorized by the board.

6. CONTRACTS

Following the competitive bidding process, the parties enter into an agreement or Contract. The process and documents differ between product and services:

- Trade Agreements

- Supply item:

VMS Purchasing Division uses the Purchase Requisition (PR) to create a Purchase Order (PO) and then forwards it to the vendor. A detailed description, quantity and unit price for each product being ordered is required.

- Stock item:

A Trade Agreement is written and after execution the VMS Warehouse Division creates purchase requisitions when the stock items are required. The requisitions are approved by the VMS Warehouse Supervisor and the items ordered by the VMS Purchasing Division.

- b. Annual service:

An annual contract is written for the service and when executed a Purchase Order from the requisition is generated to enable payment through the accounting system. The Purchase Orders shall not exceed the total amount listed in the approved annual contract. Annual contracts are not-to-exceed contract amounts and do not require a requisition to establish a contract with the vendor.

Annual contracts may be for one or more years in duration, and unit prices must be competitively verified at least every three years. A detailed description, quantity and unit price for each product or service being ordered is required with the Annual Terms and Conditions and other applicable exhibits made a part of.

- An **Annual Program Contract** is a contract between the Corporation and a vendor for one or more years to provide services on an on-going basis that is for a program that VMS has received direction to accomplish from the Corporations. Program contracts can exist for Architects, Engineers, Sidewalks, Roofing, Plumbing programs such as waste lines; water lines; water heaters, etc.. This type of contract requires Committee and Board review. The completed contract is sent to the contractor and then to the Corporation for signature by two officers.
- An **Annual Maintenance Contract** is a contract between the Corporation and a vendor for one or more years to provide services on an on-going, on-call, urgent or emergency basis that is for the maintenance of the facilities within Laguna Woods Village. Maintenance contracts can exist for Architects, Engineers, Title Search, Concrete, Asphalt, Locksmith, Towing, Hotels, Catering, Portable Toilets, Trash Bins, Vehicle Repairs, Pest Contractor, Pool Maintenance, Landscaping, Information Technologies and building repairs, etc. This type of contract does not require Committee or Board review. The completed contract is sent to the contractor and then to the Corporation for signature by two officers.

Common parts of an annual contract span across all needs. A program or maintenance contract shall show the expectations, requirements and hourly/unit prices for the duration of that contract as defined by the dates shown in the contract.

A Purchase Order (Work Order) will be generated by the Work Center that will direct the vendors to proceed with the work under Annual Contracts. The PO/Work Order shall reference the scope of work, the annual contract, the unit prices or the bidding for the intended work. The PO amount shall not exceed the total amount listed in the approved annual contract. If the cumulative amount of the contract is needed, a change order is required to be approved by the Corporation.

- c. Equipment: Equipment for new, repair or replacement is processed in the ERP system except when installation is required. Installation by a vendor who performs work on Laguna Woods Village property must meet the Insurance requirement and therefore requires a contract for the work with the Standard Terms and Conditions and other applicable exhibits made a part of.
- d. A One-Time Contract is based on a specific project that is as directed by the responsible Corporation. Processed from the Scope of Work to the Request for Quote, to the award and finally to the contract. The one-time contracts cover all items requiring installation where the vendor is required to come on Village property to perform the work. Standard Terms and Conditions apply and other applicable exhibits made a part thereof. Signature limits are applicable as defined in the Purchasing Policy Appendix.
- e. Projects
 - Minor project:

The VMS Purchasing Division obtains, from the requesting VMS Division, approval of the contractor and its value. The VMS Purchasing & Supply Manager then adds conditions to the purchase requisition, then approves the Purchase Requisition and the VMS Purchasing Division generates a Purchase Order after all requirements are met. The final PO is forwarded to the contractor. Amount is defined in the Purchasing Policy Appendix.
 - Small Project:

The VMS Purchasing Division obtains approval of the contractor and value from the requesting VMS Division in writing and a contract is written for the work. The contract SOW is copied from the RFQ with any changes that occurred during the proposal/bidding process. The completed contract is signed by the contractor then by the VMS CEO, or the designated VMS Department Director, or the VMS Purchasing & Supply Manager. Amount is defined in the Purchasing Policy Appendix.
 - Large Project:

The VMS Purchasing Division obtains approval of the contractor and value from the applicable Corporation Committee via the requesting VMS Division and a contract is written for the work. The contract SOW is copied from the RFQ with any changes that occurred during the proposal/bidding process. The completed contract is signed by the contractor then by two Officers of the applicable Corporation. Amount is defined in the Purchasing Policy Appendix.

- Very Large and Special Projects

The VMS Purchasing Division obtains approval of the contractor and value from the applicable Corporations via the requesting VMS Division and a contract is written for the work. The contract SOW is copied from the RFQ with any changes that occurred during the proposal/ bidding process. The completed contract is signed by the contractor and then by two Officers of the applicable Corporation. Amount is defined in the Purchasing Policy Appendix.

Any GRF purchases per the Trust Agreement for Very Large Projects require Corporate Member approval. The completed contract is signed by the contractor then by two GRF Officers.

f. Leasing;

A GRF Leasing Agreement for property is for one year per the Trust Agreement and forwarded to GRF for signature by two officers.

Other Leasing Agreements may be made for more than one year and will be forwarded to the Corporation for signature. Examples are Copier Equipment, Golf Carts and other agreements that the leasing Vendor requires to be executed on their forms. Leases shall be signed by the applicable Corporation President.

- g. The VMS Purchasing Division will assist the requesting VMS Division to cancel a contract or produce written warnings to a contractor.
- h. Legal Review. Non-standard contracts will be forwarded by the VMS Purchasing & Supply Manager to Corporation legal counsel for their legal review and advice. Legal review is required for specialty contracts related to the streaming industry to ensure compliance with industry practices and applicable law. Results to be forwarded by the VMS Purchasing & Supply Manager to the Corporation President for disposition.

Legal Review Checklist: Verify the following as a minimum;

- i. Parties: Legal names and addresses
- ii. Purpose of Scope: Covers all aspects of the work to be performed
- iii. Definitions: Ensure consistency and clarity
- iv. Terms and Conditions: Evaluate the specific terms and conditions of the contract including payment terms, delivery schedules, performance obligations, and any specific provisions related to termination, renewal, or amendment.
- v. Consideration: Confirm each party is providing something of value in exchange for the obligations outlined in the agreement.
- vi. Legal compliance: Complies with all relevant laws
- vii. Representations and Warranties
- viii. Indemnification and Liability
- ix. Confidentiality and Non-disclosure
- x. Intellectual Properties
- xi. Dispute Resolutions
- xii. Governing Law and Jurisdiction
- xiii. Force Majeure

- i. Standard Terms and Conditions included in the contracts have been approved by legal counsel and are identified as follows;
 - i. Standard Terms and Conditions
 - ii. Annual Contract Terms and Conditions
 - iii. Consultant Contract Terms and Conditions
 - j. Industry specific television programming contracts are exceptions to this Purchasing Policy, however, specialty contracts written to facilitate the operations and relationships within the streaming industry are not exempt from this policy.
 - k. Standard or Capital purchases are submitted to the Corporation for approval per the attached Appendix.
7. Certain purchases made by VMS are considered employee related and are appropriate for DIRECT PAYMENT and may be excluded from competitive sourcing, requisition and purchase order requirements. Appropriations needed for these services have already been allocated through the annual budgeting process. These include the following:

Casualty and Property Insurance (approved by Corporation)
Community Sponsored Functions (entertainers, caterers)
Debt Service Payments
Employee Benefits/Contracts with Third Parties for Payroll Deductions i.e. Life, Health and Dental Insurance, 401K contributions, Pension payments, EAP
Investments (approved by Corporation)
Legal Fees (approved by Corporation)
Memberships, Dues, Subscriptions, Publications
Permits
Postage
Recording Fees
Recreation Services (instructors, entertainers, caterers)
Retirement Plan Contributions
Section 457 (Deferred Compensation) Contributions
Services Procured with non-Corporation Funds (Developer Deposits, etc.)
Staff Support
Tax Withholding Payments
Training, Seminars and Travel Expenses
Unemployment Compensation
Utilities
Vehicle Licensing

8. CHANGE ORDERS TO CONTRACTS

Per the Corporations-adopted Change Order Policy. Attached hereto and made a part hereof.

9. VEHICLE PURCHASES

The Mobility & Vehicles Committee will approve the specifications annually for all vehicles intended for purchase throughout the year. Upon approval, the VMS Transportation Division will submit requisitions for the Vehicle purchases in the ERP system. Upon electronic approval, vehicles may be purchased by way of a cooperative purchasing program that manages the specification requirements and offers VMS easy access to an established network which offers competitive rates and faster procurement or other more competitive resources. The VMS Transportation Division Director will keep the Mobility & Vehicles Committee updated on fleet status.

10. GLOSSARY

Definitions of words used in this Policy

Contractor: This references entities with contracts that include labor and materials to be provided to the Corporation

Corporation: Includes one or more of the managing entities for Laguna Woods Village;

- The Golden Rain Foundation of Laguna Woods, Inc. as acting Trustee of the Golden Rain Foundation Trust, established March 2, 1964 as amended
- Third Laguna Hills Mutual
- United Laguna Woods Mutual

ERP: Enterprise Resource Planning

GRF: Golden Rain Foundation

Non-standard Terms and Conditions: Any contract that contains terms and conditions which are not included under the Corporations standard form contracts

PR: Purchasing Request

PO: Purchase Order

RFQ: Request for Quote

SOW: Scope of Work

Vendor: Any entity with a vendor number in the ERP. Includes, but not limited to, material suppliers, contractors, delivery companies, engineers and professional services, service companies.

VMS: Village Management Services, Inc., an Agent of the Corporation

Work Order: Authorization to proceed with work in the Village.

PURCHASING POLICY APPENDIX

Minor Project	Under \$10,000
Small Project	\$10,000-\$35,000
Large Project	\$35,000-\$500,000
Very Large and Special Projects	Over \$500,000
Standard or Capital Purchases GRF Board ...	Over \$35,000
Blanket PO Authority	Up to \$10,000
Blanket PO Authority VMS Director	Over \$10,000



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

Monday, October 23, 2023 – Following
Purchasing Task Force Presentation Scheduled at 9:30 a.m.
Laguna Woods Village Community Center Board Room

DIRECTORS PRESENT: Bunny Carpenter – Chair, Jim Hopkins, Reza Karimi,
Joan Milliman, Yvonne Horton, Gan Mukhopadhyay,
Egon Garthoffner

DIRECTORS ABSENT: Debbie Dotson, Martin Roza, Elsie Addington

STAFF PRESENT: Jose Campos

OTHERS PRESENT: None.

Call to Order

President Bunny Carpenter, President, chaired the meeting and called it to order at 10:55 a.m.

Approval of Agenda

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

Open Forum (Three Minutes Per Speaker)

None.

Entertain a Motion to Accept the Purchasing Policy (Revision 2023)


The Board of Directors were presented with a 2023 revision of the Purchasing Policy to review and discuss. A motion was made and moved by Director Juanita Skillman to accept the Purchasing Policy as presented. Director Joan Milliman seconded. Director Debbie Dotson voted by proxy. The motion passed by vote of 8-1 (Director Egon Garthoffner opposed).

Director Comments

None.

Adjournment

The meeting adjourned at 10:59 a.m.


Joan Milliman (Nov 13, 2023 10:50 PST)

Joan Milliman, Secretary

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



RESOLUTION 90-24-XX

GRF Committee Appointments

RESOLVED, February 6, 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

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

Select Audit Task Force

William Cowen, Chair (GRF)
Diane Phelps (VMS)
Cynthia Rupert (United)
~~Andy Ginocchio (Third)~~
Peggy Moore (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 90-24-02 adopted January 2, 2024, is hereby superseded and cancelled; and

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

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STAFF REPORT

DATE: February 6, 2024
FOR: Board of Directors
SUBJECT: Temporary Flexible Facility and Amenity Operating Procedures – Clubhouse 1 Renovation

RECOMMENDATION

Review and recommend Board approval allowing staff temporary flexibility to adjust facility and amenity operating procedures during the Clubhouse 1 renovation.

BACKGROUND

Clubhouse 1 and most of the surrounding amenities will close on March 4 through September 2, 2024 (26 weeks) for renovation. Several club activities, classes and Recreation activities need to be relocated to other facilities creating potential impacts to attendance and operating procedures.

DISCUSSION

The renovation is expected to create unforeseen factors that may require the need for urgent and immediate decisions to ensure that operations continue to run as smoothly as possible. Due to the timing of these potential issues, it will not be practical or timely to go through the standard committee and board approval process. Unpredictable issues may include but are not limited to adjusting pool hours and temperatures, adjusting fitness center hours, limiting guest policies, modifying clubhouse rental fees, relocations of non-rental groups to open space (volleyball to Clubhouse 2 grass and badminton to Aliso Creek area), refunds and relocation and cancellation of activities. Temporary flexibility to alter policies will help keep the project on time and on budget. Without that flexibility to adjust the hours, policies and operating rules, as needed, complaints will rise and Recreation would expect to spend a significant amount of time answering grievance calls.

Any necessary temporary adjustments to policies and operating rules will be discussed with involved departments, the General Manager's office, the Community Activities (CAC) Chair and the Golden Rain Foundation (GRF) Board President. Staff will report any temporary changes at the monthly CAC and GRF Board meetings. Temporary decisions will remain in place until the project is complete and all activities have been moved back to their original locations.

FINANCIAL ANALYSIS

There is potential for additional expenditures, but it is expected that savings from the clubhouse and pool closure during renovations will offset most of these costs. Examples may include but are not limited to:

- Extended lifeguard hours are needed at Pools 2, 4, 5 and 6 to compensate for the Pool 1 closure estimated at approximately \$30,520. Calculations are based upon the 2024 contracted bill rates times the number of additional lifeguard hours needed. Estimated savings from the Pool 1 closure is \$58,000 with an estimated net savings of \$27,480.

Note: Pool 1 will close 3 weeks prior to the clubhouse closure to accommodate critical annual maintenance that needs to be done prior to potential access issues from the project.

- It is anticipated that Community Center Fitness Center and Community Center lobby front desk hours will be expanded by 21 hours per week to compensate for the Clubhouse 1 Fitness Center closure. Additional staff will be scheduled at the Fitness Center to aid in the transition and accommodate additional users. Personal trainers will have to be relocated to another location and will not be able to provide supervision of the facility while training customers as is normal practice. The estimated amount required during the closure is \$368,153. The estimated amount for both fitness centers prior to the closure was \$345,716 which is expected to create a net loss of \$22,437 for staffing. Calculations are based upon the number of facility hours multiplied by the average cost for staffing. Ultimately, it is unknown exactly what the staffing needs will be until the closure happens. Staffing and scheduling may be adjusted accordingly to reduce the impact to the budget. Note: personal training is expected to generate \$7,656 in GRF revenue/cost recovery.

Revenue and cost recovery may also be impacted. Examples may include but are not limited to:

- Providing temporary adjustments to room rental fees for those relocated may result in a loss of approximately \$4,000. Currently, only 15 groups downgraded their space or cancelled resulting in refunds. Without flexibility to adjust room rental fees, it will hamper the commitment to aid in relocating events.
- To accommodate Clubhouse 1 users who have been relocated and to avoid complications of refunds and prorating, storage fees will not be collected from clubs being relocated. This will result in a loss of approximately \$1,600. Lockers are \$100 for large (7 total), \$50 for medium (8 total) and \$25 for small (20 total).
- The Recreation Department is making every effort to place Clubhouse 1 staff at other facilities and activities. Overall, there may be a slight decrease in staffing hours for part-time Recreation Leaders.

Potential Financial Adjustments	Expected Cost	Expected Savings	Total Gain/Loss
Extended Pool Hours/Lifeguard Hours	\$30,520	\$58,000	+ \$27,480
Community Center Fitness Center Expanded Hours	\$368,158	\$345,716	-\$22,437 (staffing)
Room Rental Fee Adjustments (Relocations)	\$4,000	\$0	-\$4,000
Locker Storage Fee Waiver	\$1,600	\$0	-\$1,600
		GRAND TOTAL	\$557

Prepared By: Alison Giglio, Recreation and Special Events Director

Reviewed By: Manuel Gomez, Maintenance and Construction Director
Steve Hormuth, Financial Services Director
Catherine Laster, Services Manager

ATTACHMENT

Attachment 1: Resolution 90-24-XX

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RESOLUTION 90-24-XX

Temporary Flexible Facility and Amenity Operating Procedures – Clubhouse 1 Renovation

WHEREAS, Clubhouse 1 and most of the surrounding amenities will close on March 4 through September 2, 2024 (26 weeks) for renovation and several club activities, classes and Recreation activities need to be relocated to other facilities creating potential impacts to attendance and operating procedures; and

WHEREAS, the renovation is expected to create unforeseen factors that may require the need for urgent and immediate decisions to ensure that operations continue to run as smoothly as possible; and

WHEREAS, Due to the timing of these potential issues, it will not be practical or timely to go through the standard committee and board approval process as unpredictable issues may include but are not limited to adjusting pool hours and temperatures, adjusting fitness center hours, limiting guest policies, modifying clubhouse rental fees, relocations of non-rental groups to open space (volleyball to Clubhouse 2 grass and badminton to Aliso Creek area), refunds and relocation and cancellation of activities; and

WHEREAS, any necessary temporary adjustments to policies and operating rules will be discussed with involved departments, the General Manager's office, the Community Activities (CAC) Chair and the Golden Rain Foundation (GRF) Board President; and

WHEREAS, staff will report any temporary changes at the monthly CAC and GRF Board meetings; temporary decisions will remain in place until the project is complete and all activities have been moved back to their original locations:

NOW THEREFORE BE IT RESOLVED, February 6, 2024, that the Board of Directors of this Corporation hereby adopts staff temporary flexibility to adjust facility and amenity operating procedures during the Clubhouse 1 renovation; and

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

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Treasurer's Report for February 6, 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 December 31, 2023, GRF had net revenue of \$3,477K, with total revenue of \$50,504K and total expense of \$47,027K. GRF was better than budget by \$1,210K with total expenses coming in lower than budget by \$1,227K 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 \$756K through the reporting period, with expenses better than budget by \$1,006K, offset by non-assessment revenue worse than budget by (\$250K).

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 \$19,277K as of December 31, 2023 compared to the value at inception of \$19,031K. Year to date, the market value increased by \$1,068K, or 5.9%, and increased by \$246K, or 1.3% since inception in 2019. In December, the market value increased by \$91K compared to the prior month.

Slide 4 – Of the \$19,277K portfolio value mentioned in slide 3, \$18,993K is held with our reserves portfolio value. In addition to Discretionary Investments, the Reserves Fund assets also includes Non-Discretionary Investments of \$9,883K, and cash and cash equivalents of \$3,939K. Payables and other total \$309K, resulting in a Net Reserves Balance of \$33,124K.

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 \$1,019K primarily due to various vacancies in General Services for janitorial positions, bus drivers, and pavers. In addition, Landscape

Services has over 20 open positions for gardeners, and there are various open positions throughout the organization. Recruitment is in progress for all open positions.

- Other Operating Expenses of \$251K due to lower expenses than expected for training and education, recruiting fees, staff support, filing fees and permits, and uniforms. The various open positions throughout the company affected some of these items.
- Repairs and Maintenance of \$249K due to unused contingencies for internet hardware and computer repairs. Other unused contingencies include those for facility repairs at the community center for items such as painting, plumbing, and carpet repairs.

Unfavorable. Some offsetting unfavorable variances included:

- Outside Services of (\$483K) due primarily to higher Aquatics expenses and credit card transaction fees in recreation and broadband services compared to budget. The Aquatics' budget assumed the lap pool would not be staffed by lifeguards, which was not ultimately approved. In addition, at the time of budget creation, it was assumed credit card fees for all merchants would be passed on to the residents. However, only the credit card 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. To a lesser extent, higher HVAC repairs and emergencies were necessary throughout GRF facilities, which contributed to the unfavorable variance.
- Utilities and Telephone of (\$268K) 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 69% 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 \$10,107K 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 15%. 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 \$42.1M, excluding depreciation, these two categories account for 72% of the total Operating expense. Insurance, Professional and Legal, Utilities &

Fuel, Outside Services, etc. make up the remaining 28%. If you consider that cable and programming are offset by broadband revenue, compensation accounts for 69% of the net expense, while insurance, utilities, and outside services account for 31% 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: \$41.7M; restricted fund balances have an ending balance of \$4M. 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 \$8.6M for reserve and \$43K for restricted, reflecting the amounts paid for projects not yet completed.
- The 3rd column represents the resulting “adjusted” fund balances of \$33.1M for reserve and \$3.9M for restricted.

Slide 9 – We have a slide here to show resale History from 2021-2023. Community-wide sales total 766 through December 31, 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 \$19.6M appropriated by the Board for various projects and equipment purchases, the remaining encumbrances against our reserve funds is \$9.1M, 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 \$27.1 million in reserve funds and \$2.3 million in contingency funds.

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GRF Financial Report

As of December 31, 2023



INCOME STATEMENT (in thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$33,823	\$33,823	\$0
Non-Assessment Revenue	\$16,681	\$16,698	(\$17)
Total Revenue	\$50,504	\$50,521	(\$17)
Total Expense	\$47,027	\$48,254	\$1,227
Net Revenue/(Expense)	\$3,477	\$2,267	\$1,210

GRF Financial Report

As of December 31, 2023



OPERATING ONLY INCOME STATEMENT (in thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$31,225	\$31,225	\$0
Non-Assessment Revenue	\$10,107	\$10,357	(\$250)
Total Revenue	\$41,332	\$41,582	(\$250)
Total Expense ¹	\$42,104	\$43,110	\$1,006
Operating Surplus/ (Deficit)	(\$772)	(\$1,528)	\$756
1) excludes depreciation			

GRF Financial Report

As of December 31, 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%)
December 2023	\$19,277	\$1,068	5.9%	1.3%
Summary*		\$246		1.3%

*Indicates change from inception

GRF Financial Report

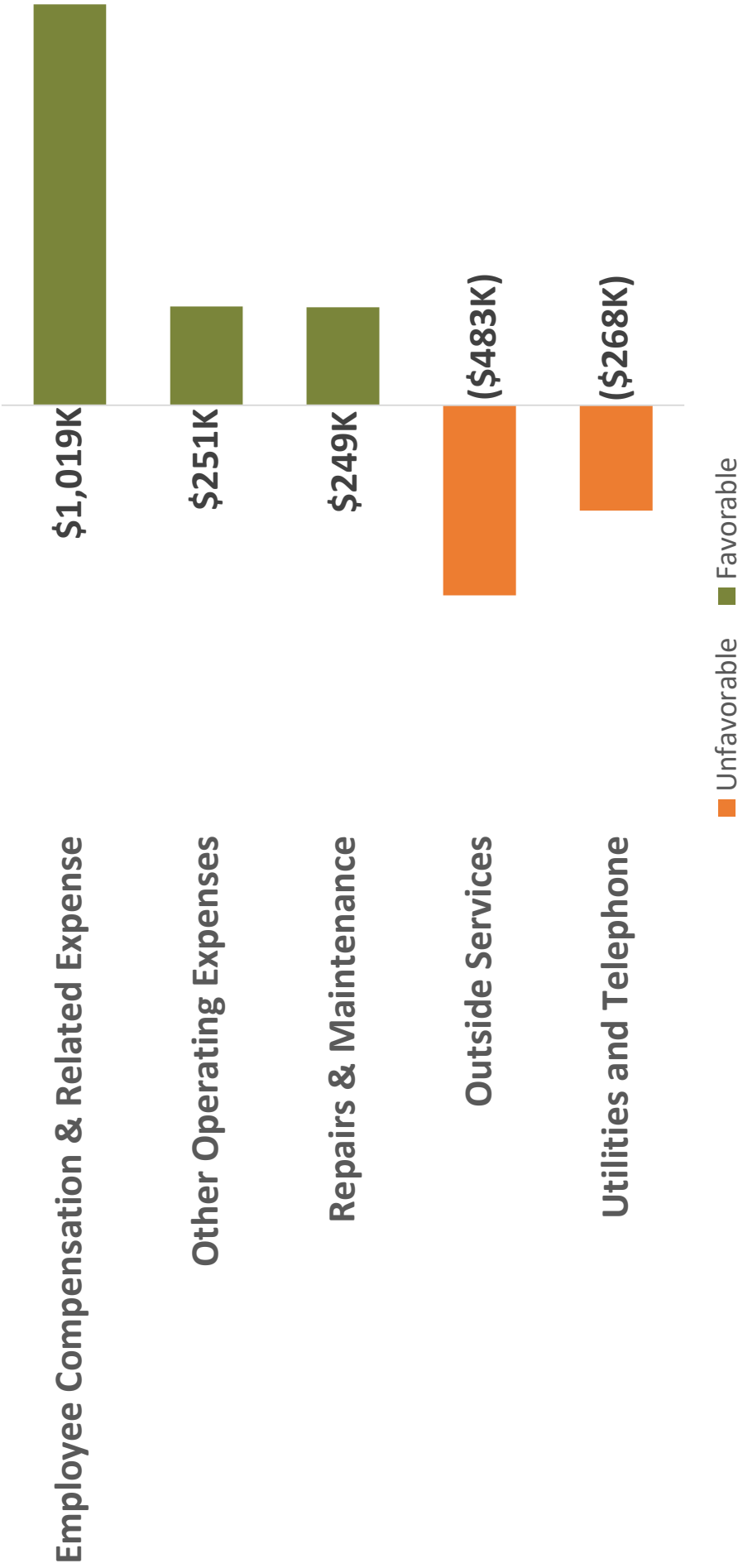
As of December 31, 2023



GRF RESERVE COMPOSITION (in Thousands)	Value
Portfolio	\$18,993
Cash & Cash Equivalents	\$3,939
Non-Discretionary Investments	\$9,883
Total	\$32,815
Payables and other	\$309
Reserves Adjusted Balance	\$33,124

GRF Financial Report

As of December 31, 2023
Operating Only

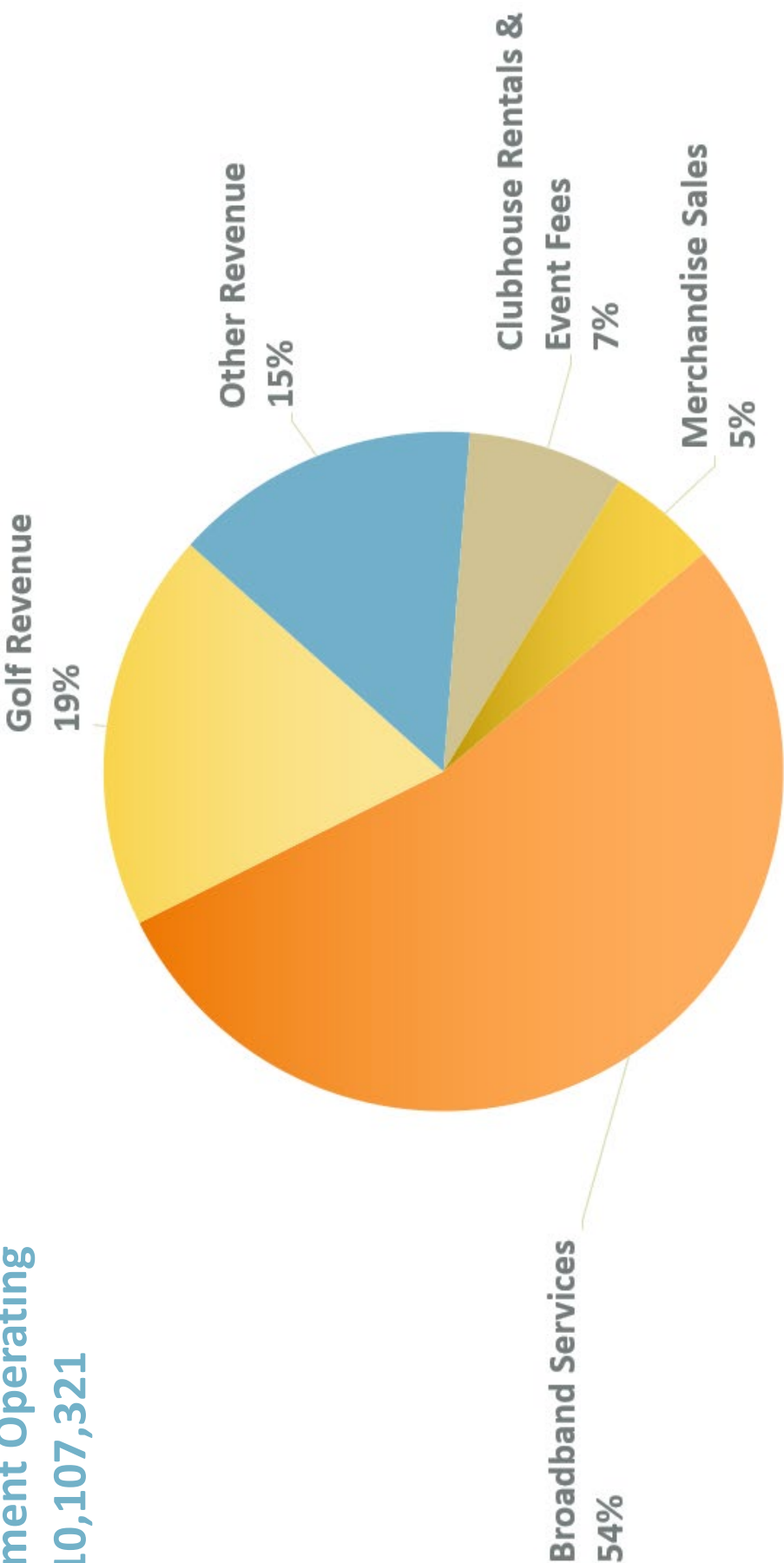


GRF Financial Report

As of December 31, 2023



**Total Non-assessment Operating
Revenue \$10,107,321**

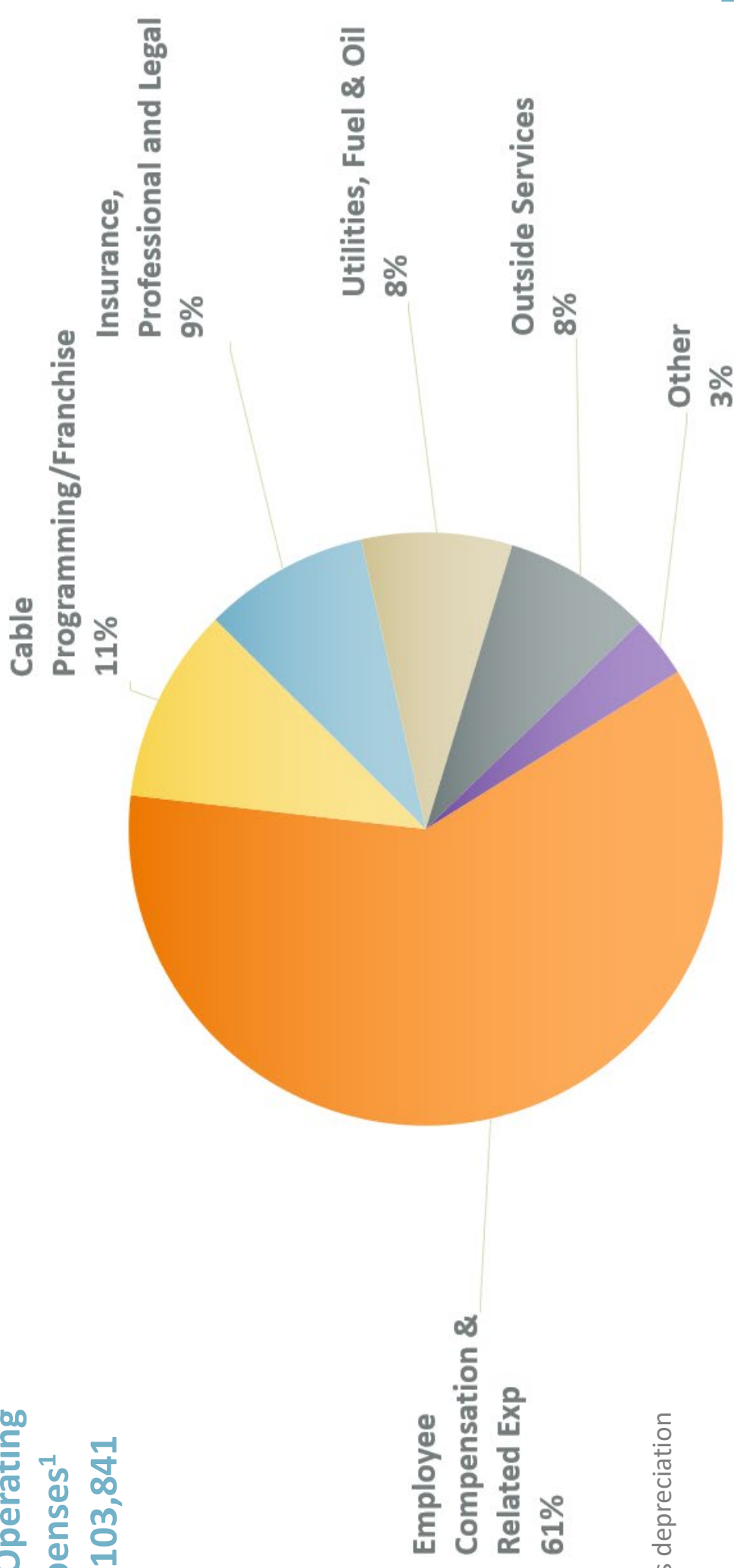


GRF Financial Report

As of December 31, 2023



**Total Operating
Expenses¹**
\$42,103,841



1) excludes depreciation

GRF Financial Report

As of December 31, 2023

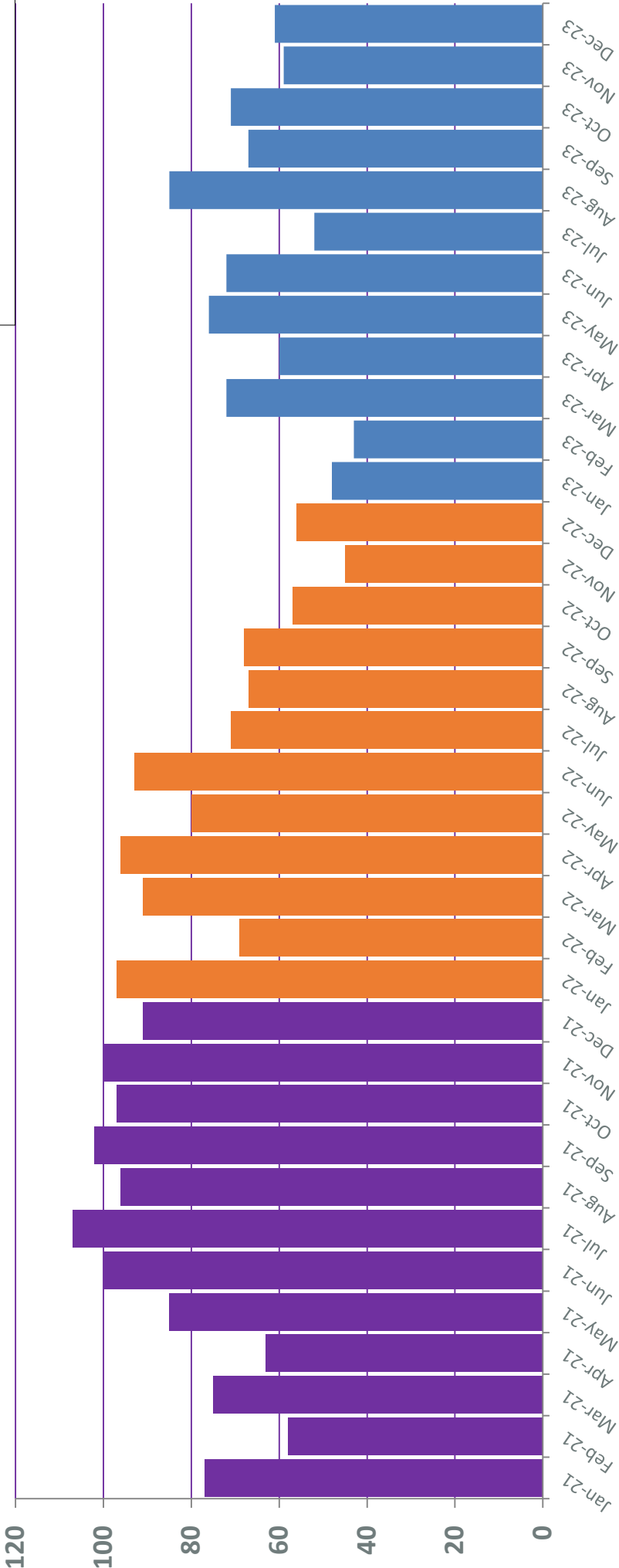


RESERVE FUND BALANCES (in thousands)	ENDING BALANCE	WORK IN PROGRESS	ADJUSTED BALANCES
Equipment Fund	\$7,151	\$5,560	\$1,591
Facilities Fund	\$19,155	\$3,035	\$16,120
Trust Facilities Fee Fund	\$15,413	\$0	\$15,413
TOTAL	\$41,719	\$8,595	\$33,124
RESTRICTED FUND BALANCES (in thousands)			
Contingency Fund	\$3,965	\$43	\$3,922

GRF Financial Report

As of December 31, 2023

Resale History — Consolidated



	NO. OF RESALES	AVG. RESALE PRICE
YTD 2021	1,053	\$357,256
YTD 2022	889	\$416,498
YTD 2023	766	\$433,437

GRF Financial Report

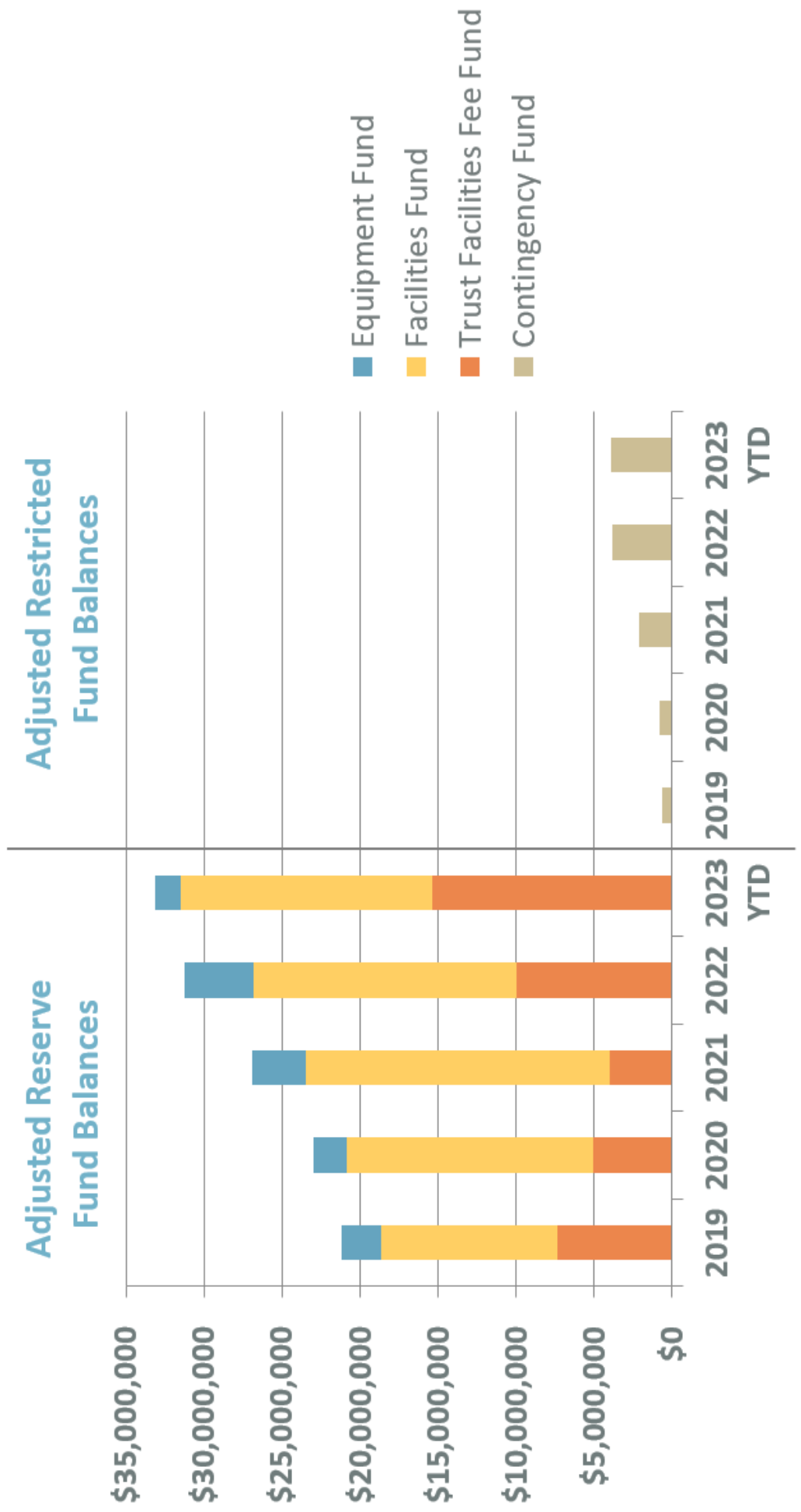
As of December 31, 2023



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	218	0	0	
Clubhouses	2,465	1,369	0	0	
Computers	5,622	2,794	0	0	
Golf Facilities	980	353	0	0	
Landscaping	3,281	367	0	0	
Other Equipment	210	160	0	0	
Other GRF Facilities	1,998	1,357	98	0	
Paving	830	0	0	0	
Security	324	11	0	0	
Vehicles	3,240	2,352	0	0	
TOTAL	\$19,582	\$9,122	\$98	\$0	

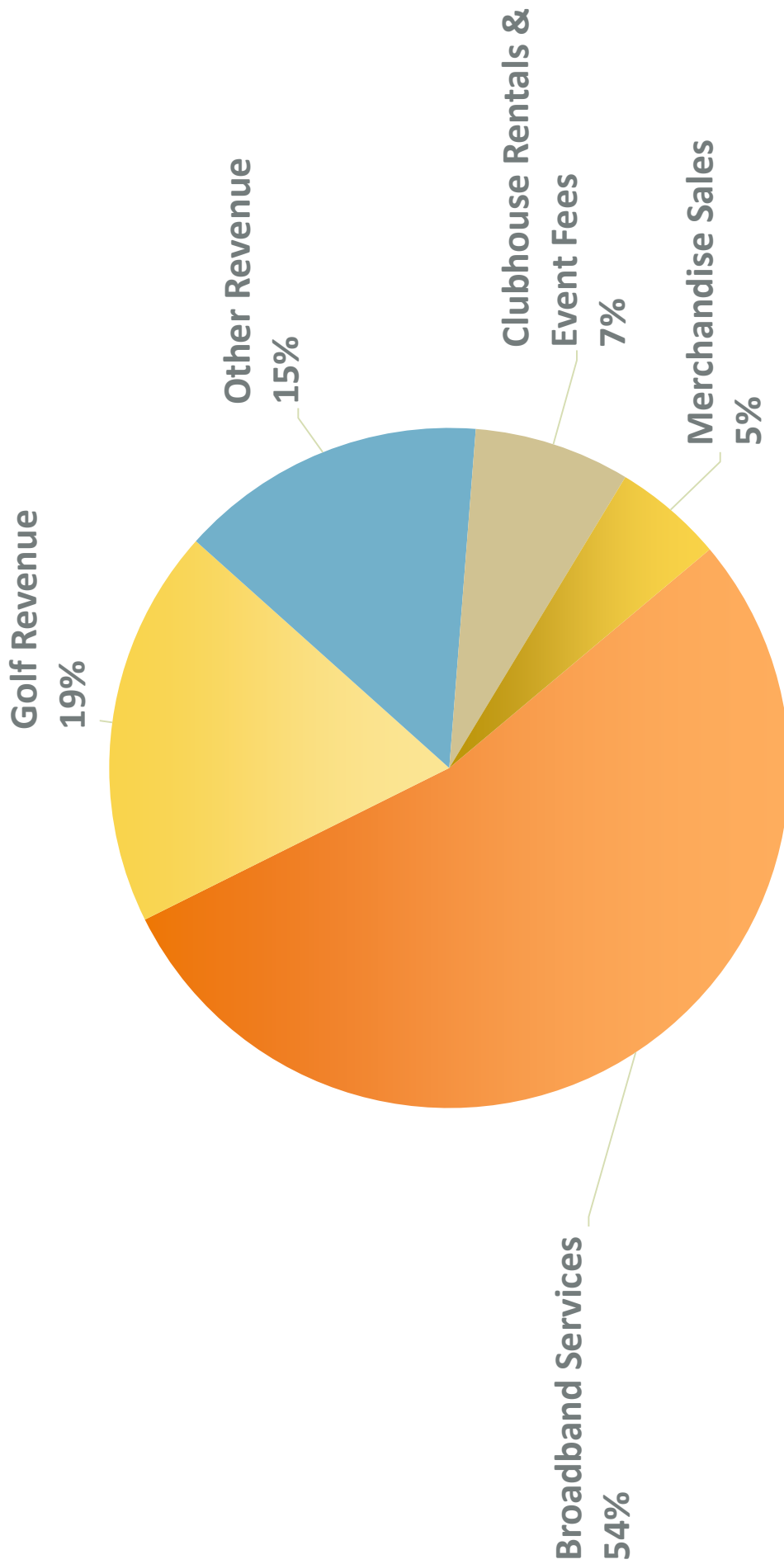
GRF Financial Report

As of December 31, 2023



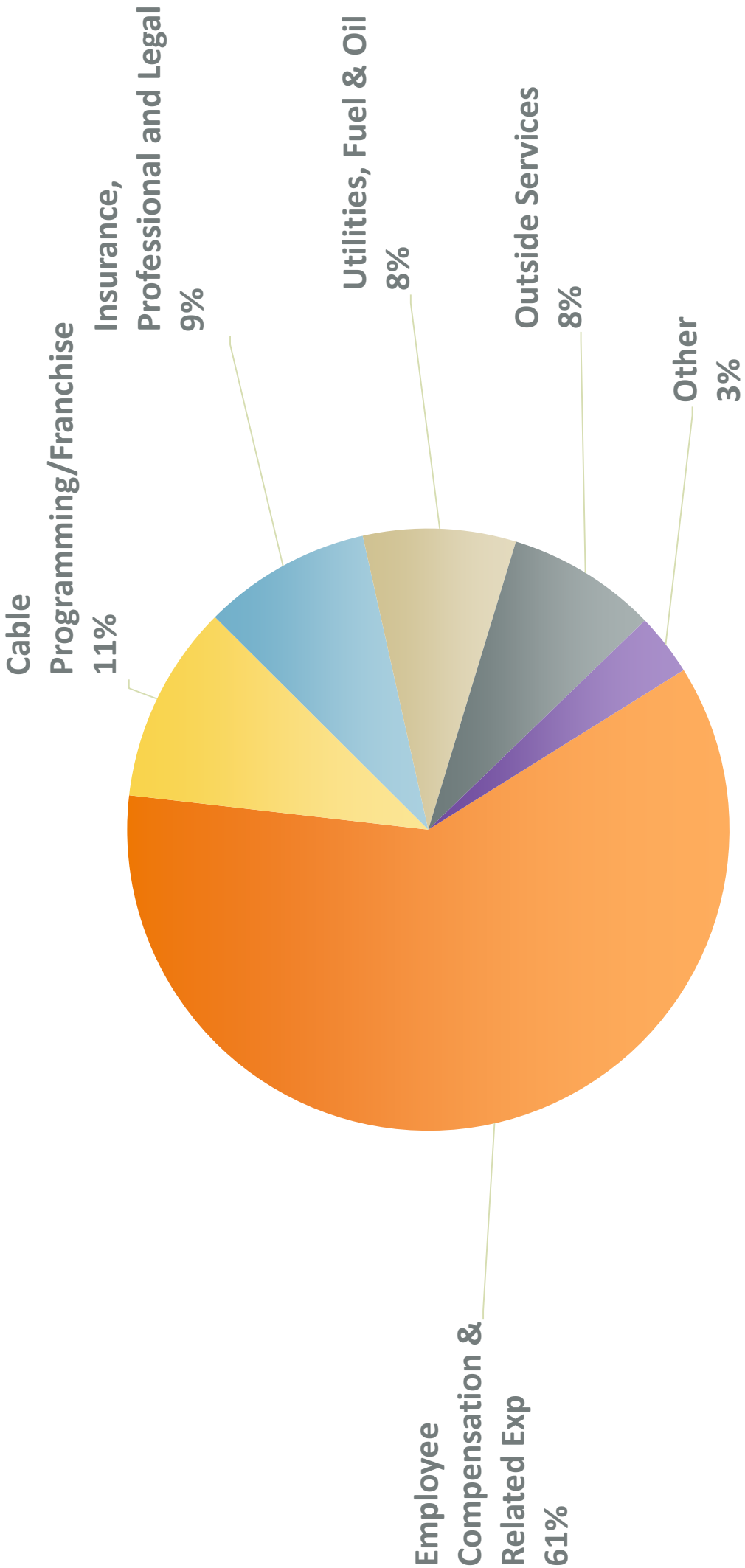
Financial Report

As of December 31, 2023



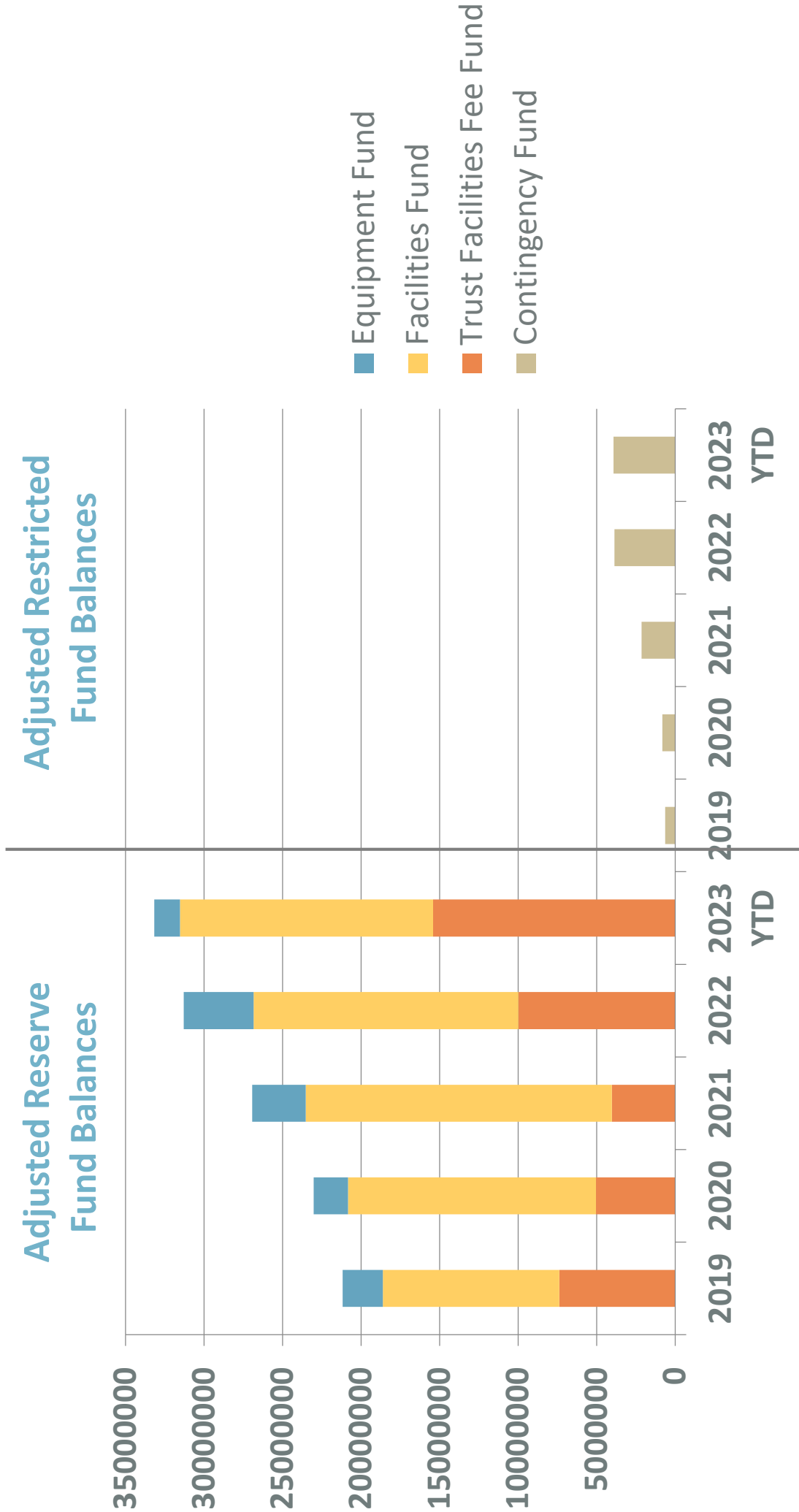
GRF Financial Report

As of December 31, 2023



GRF Financial Report

As of December 31, 2023





**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.

William Cowen

William Cowen (Jan 21, 2024 02:55 PST)

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



OPEN MEETING

**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



OPEN MEETING

**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 Ziemba – 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.



Yvonne Horton, Chair

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

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OPEN MEETING

REPORT OF THE REGULAR OPEN MEETING OF THE GOLDEN RAIN FOUNDATION CLUBHOUSE RENOVATION AD HOC COMMITTEE

**Wednesday, January 3, 2024 at 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room & Virtual with Zoom**

REPORT

MEMBERS PRESENT: Egon Garthoffner – Chair, Gan Mukhopadhyay – Co-Chair, Alison Bok, Anthony Liberatore, Ralph Engdahl, Andy Ginocchio

MEMBERS ABSENT: None

OTHERS PRESENT: **GRF:** Yvonne Horton
THIRD: Reza Karimi
Advisor: Bill Walsh

STAFF PRESENT: Guy West – Projects Division Manager, Heather Ziemba – Projects Administrative Coordinator

1. Call to Order

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

2. Acknowledgment of Media

Chair Garthoffner noted that the meeting was being broadcast on Granicus and Zoom and was being recorded.

3. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

4. Approval of Meeting Report for March 15, 2023

Hearing no objection, the meeting report was approved.

5. Chair's Remarks

None.

6. Member Comments (Items not on the Agenda)

Chair Garthoffner noted that the member comments will be limited to 2 minutes and urged members to not repeat comments. No members commented on items not on the agenda.

Items for Discussion:

7. PAC Restrooms Interior Design

Mr. West gave a presentation to show the current condition of the restrooms at the Performing Arts Center (Clubhouse 3) and the scope of work suggested to update the restrooms. The design consultant will provide a presentation to the committee at a later date.

Chair Garthoffner responded to member comments regarding the cost and necessity of the interior design. A member commented on ideas for the design of this project.

8. Clubhouse 1 Update

Mr. West gave an oral update on the current status and timing of the Clubhouse 1 project. Mr. West answered questions from the committee about the timeline of the project and how the disruptions to use of the facility will be handled.

Mr. West and committee members responded to multiple member comments regarding the closure of the entire clubhouse during construction, the timeline of the project, the impact on clubhouse utilization, and relocation of clubs and clubhouse users during construction.

Co-Chair Mukhopadhyay left the meeting at 10:22 a.m.

Concluding Business:

9. Committee Member Comments

Director Liberatore thanked the audience for attending and commenting. Director Bok commented on the necessity of communication. Director Engdahl commented on the purview of this committee and parking at Clubhouse 1 and stressed the need to quickly start construction. Director Ginocchio commented on parking at Clubhouse 1.

10. Date of Next Meeting: TBD

11. Adjournment

The meeting was adjourned at 11:10 a.m.



Egon Garthoffner, Chair

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

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OPEN MEETING

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

**Wednesday, January 3, 2024 – 1:30 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, Reza Karimi, Tom Tuning, Andy Ginocchio, S.K. Park, Sue Stephens

MEMBERS ABSENT: Glenn Miller, Peter Sanborn

OTHERS PRESENT: **GRF:** Egon Garthoffner, Juanita Skillman
UNITED: Maggie Blackwell
THIRD: Cris Prince

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director, Ian Barnette – Maintenance & Construction Assistant Director, Bart Mejia, Maintenance & Construction Assistant Director, Guy West - Projects Division Manager, Alison Giglio - Recreation and Special Events Director, Erik Nuñez – Director of Security, Kurt Wiemann – Director of Field Operations, Sandra Spencer – Department Administrative Assistant

1. Call Meeting to Order

Chair Hopkins called the meeting to order at 1:34 p.m.

2. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

3. Approval of the Meeting Report from December 6, 2023

Hearing no objection, the meeting report was approved as written.

4. Remarks of the Chair

Chair Hopkins remarked on the responsibility of the committee to address the problem and coming up with solutions to find office space for staff displaced by the loss of approximately 5,500 square feet by the closure of Building E.

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

- A member commented on possible options for the vacant parcel located between the Community Center employee parking lot and Clubhouse 7.

6. Response to Member Comments

Chair Hopkins recommended the member present suggestions to the GRF Board.

7. Department Head Update

None.

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. Review of Utilization Statistics from Recreation Department for Facilities Throughout Village

Ms. Giglio provided information on facility usage between 2015 and 2023 and answered questions from the committee. Discussion ensued regarding the possible effects of the pandemic on facility usage, how attendance is tracked at the various facilities, if Emeritus attendees could be separated out from Village attendees, and the value of these statistics in making future decisions about facility usage. Staff was directed to post the handout on the Laguna Woods Village website adjacent to the agenda packet for this meeting.

b. Review of Security, Landscape & Maintenance and Construction Department Future Space Needs

Mr. Gomez introduced the Director of Security, Erik Nuñez and the Director of Field Operations, Kurt Wiemann, who provided information on the number of work spaces needed for their departments. Mr. Gomez then provided information for the

Maintenance & Construction divisions which were displaced by the closure of Building E. Discussion ensued regarding the number of offices, parking spaces, technology, security, staff adjacencies, potential future staffing and shared-space requirements needed for each of these departments in the future.

c. Review March 3, 2022 GRF Board Space Planning Presentation for Community Center 3rd Floor

Director Carlson made a motion to strike this topic from the agenda. Hearing no second, the motion was denied.

Mr. Gomez reviewed a condensed version of a prior presentation on space planning for the Community Center as background for the committee and members. It was noted that the prior presentation omitted the Social Services Department and the Elm Room occupying a portion of the first floor and the Compliance Department occupying a portion of the third floor.

Discussion ensued regarding the correlation between the facility usage data provided and the physical space within the Community Center, assessment of the status of Building E, potential removal of Building E as an asset, and eventual disposal of Building E.

Staff was directed to bring results of prior assessments of Building E to a future committee meeting.

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.*

11. Committee Member Comments

- Director Ginocchio commented on space utilization on the third floor of the Community Center.

12. Date of Next Meeting: Wednesday, January 31, 2024 at 1:30 p.m.

13. Adjournment: The meeting was adjourned at 4:02 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, January 15, 2024 – 1:30 p.m.
Board Room / Virtual Hybrid Meeting**

REPORT

Members Present: Chair Joan Milliman; Directors Maggie Blackwell, James Cook, Cris Prince, Peter Sanborn, Juanita Skillman, Georgiana Willis; Advisors Catherine Brians, Tom Nash, Carmen Pacella, Lucy Parker

Members Absent: Advisor Theresa Frost (excused)

Others Present: GRF President Jim Hopkins

Staff Present: Jennings Lai, Catherine Laster, 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.

During the Media and Communications report, Director Cook found a typo in the December 2023 iContact report on page 16 of 16 of agenda item 7. The open rate for the December 8 "What's Up in the Village" email blast was 54.85% not 554.80%, which changes the total open rate from 90.77% to 61.37%. The agenda will be corrected.

4. Approval of Report for September 18, 2023

Approved by unanimous consent.

5. Chair's Remarks

Chair Milliman welcomed the committee and introduced new member, Director Willis.

6. Member Comments

There were no member comments.

Items for Discussion

7. Media and Communications Report – Ellyce Rothrock

Ms. Rothrock highlighted from the Media and Communications Activities Report the various ways the Media and Communications Division communicates with Village residents, including, but not limited to:

- “What’s Up in the Village” weekly email blast
- lagunawoodsvillage.com
- The Village Breeze
- Targeted emails
- Special news emails
- Digital newsletters from the GRF, Third Mutual and United Mutual boards of directors
- Facebook posting
- Weekly press releases sent to the Globe
- CodeRED
- Literature racks throughout the Village
- Signage for all departments and divisions
- Village Television
- Village YouTube channel
- Message boards
- CEO reports at monthly board meetings
- CEO visits throughout the community
- Speaking engagements for department heads
- New resident orientation coordination
- Realtor open houses
- Maintenance and Construction and Manor Alterations open houses

Director Skillman asked about following up with individuals who unsubscribe from or complain about the electronic newsletters and a discussion ensued.

8. Website Ad Hoc Committee Report – Ellyce Rothrock

Ms. Rothrock updated the committee on discovery phase meetings between the contractor and staff, which have included discussions on creative strategy, user experience, design, navigation, wireframing, content migration, and resident and staff interviews. She listed some of the questions residents were asked in interviews conducted by contractor. Discussion ensued about the resident interviews.

Website Ad Hoc Committee meetings will resume once the discovery phase is complete and significant data can be shared from the discovery process.

9. Review of the Committee Charter – Joan Milliman

Chair Milliman discussed the restructuring of Media and Communications from a department to a division under the Office of the CEO. As such, the Television Studio, Broadband Services, Internet Services and Media Services are no longer under its purview and should be removed from the committee charter.

GRF President Hopkins stated that Broadband Services is now separate from Media and Communications and is in the process of becoming a standing committee. He took questions.

Chair Milliman read the charter and stated which phrases and paragraphs should be stricken. Discussion ensued.

Director Skillman stated that over the weekend HGTV ran ads for Village club events that advertised where to get tickets, but not that these events were for residents only. She stated that people have been showing up at the gates with tickets, but they are not residents or guests of residents. Discussion ensued about who should review ads to ensure they include a statement that these events are for residents and their guests only. Ms. Rothrock said she would discuss this with the TV Studio and Recreation. Advisor Parker recommended that staff from the TV Studio be part of this committee.

Director Cook recommended defining in the charter tasking in which the committee will be involved, such as the magazine and newsletters. Discussion ensued.

Ms. Rothrock clarified the content Media and Communications provides for TV6, including the message board and PowerPoint presentation decks to accompany appearances by directors, staff and outside entities like the City of Laguna Woods, the City of Laguna Beach and the Orange County Mosquito and Vector Control District.

Chair Milliman stated the committee will have a new charter before the next Media and Communications Committee meeting.

Director Willis asked about the impact of streaming on TV6 programming. Discussion ensued.

10. Goals for 2024 – Joan Milliman

Chair Milliman stated that the first goal is to create a new charter. Another is for more residents to receive their communications. Discussion ensued.

Director Skillman congratulated the PC Club for holding classes on how to use Village apps and the website. Ms. Rothrock concurred that the blast runs announcements of when those classes are held. Discussion ensued.

Advisor Brians asked whether the Village has an emergency notification system. Discussion ensued on CodeRED.

Director Cook recommended encouraging residents to go to a new resident orientation. Discussion ensued.

Items for Future Agendas

Revised Media and Communications Committee charter

Concluding Business

Committee Member Comments

Advisor Pacella thanked everyone for their hard work.

Director Sanborn, Director Blackwell and Advisor Parker reiterated the challenge of communications reaching everyone. Director Blackwell concurred with encouraging residents to attend a new resident orientation and suggested stating in the Globe that these orientations are open to all residents, but please RSVP first.

Ms. Rothrock stated the use of digital, television, print and social media platforms build redundancy of messaging. She introduced new staff member, Jennings Lai.

Ms. Lai stated the meeting and listening to everyone's comments was interesting.

Director Skillman asked when the January/February Village Breeze will be out. Ms. Rothrock stated the printer had some technical issues, but the magazine should be delivered by the end of the week.

Chair Milliman encouraged committee members to attend a new resident orientation and thanked everyone for attending today's meeting.

Date of Next Meeting – Monday, April 15, 2024, at 1:30 p.m.

Adjournment

Chair Milliman adjourned the meeting at 2:45 p.m.


Joan Milliman, Chair
Media and Communications Committee

**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.

Athena 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 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 and 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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