

#### **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, December 5, 2023, 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 Skillman
- 3. Acknowledgment of Media
- 4. Approval of Agenda
- 5. Approval of Minutes
  - a. November 7, 2023 GRF Board Regular Open Meeting
  - **b.** November 16, 2023 GRF Board Agenda Prep Meeting
- 6. Report of the Chair
- 7. CEO Report
- 8. Open Forum (Three Minutes per Speaker)

At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The board reserves the right to limit the total amount of time allotted for the Open Forum to thirty minutes. A member may speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <a href="https://zoom.us/j/98131257242">https://zoom.us/j/98131257242</a> or call 1 (669) 900-6833 or email <a href="meeting@vmsinc.org">meeting@vmsinc.org</a> 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 October 2023 by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes.

#### b. Recommendation from the Landscape Committee

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

#### 11. Unfinished Business

- a. Entertain a Motion to Remove the Drop-In Lounge Television (October initial notification revised November postpone 28-day notification for member review and comments to comply with Civil Code §4360)
- b. Entertain a Motion to Approve Recreation and Special Events Department
   Operating Rules (November initial notification 28-day notification for
   member review and comments to comply with Civil Code §4360 has been
   satisfied)
- c. Entertain a Motion to Approve the Additional Occupancy Fee (November initial notification 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)
- d. Update Committee Appointments

#### 12. New Business

- a. Presentation: Clubhouse 1 Project Status Update (Oral Discussion) Manuel Gomez
- b. Entertain a Motion to Approve the Updated Room Rental Fees and Fee Process (December initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

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

#### 14. Committee Reports

- **a.** Report of the Finance Committee/Financial Reports Director Rothberg. The committee met on October 18, 2023; next meeting December 20, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) GRF Treasurer's Report Director Rothberg
  - (2) GRF Finance Committee Report Director Rothberg
- **b.** Report of the Community Activities Committee Director Horton. The committee met on November 9, 2023; next meeting December 14, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.

- **c.** Report of the Landscape Committee Director Skillman. The committee met on November 8, 2023; next meeting February 14, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- **d.** Report of the Maintenance & Construction Committee Director Mukhopadhyay. The committee met on October 11, 2023; next meeting December 13, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
  - (1) Report of the Clubhouse Renovation Ad Hoc Committee Director Garthoffner. The Committee met on March 6, 2023 and March 15, 2023; next meeting TBA.
  - (2) Space Planning Ad Hoc Committee President Hopkins. Next meeting December 6, 2023, at 3:30 p.m. in the Board Room.
- **e.** Report of the Media and Communications Committee—Director Milliman. The committee met on September 18, 2023; next meeting January 15, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Website Ad-Hoc Committee Director Milliman. The committee met on May 22, 2023; next meeting TBA.
- **f.** Report of the Broadband Ad Hoc Director Roza. The closed committee met on November 20, 2023; next meeting TBA.
- **g.** Report of the Mobility & Vehicles Committee Director Skillman. The Committee met on November 6, 2023; next meeting February 7, 2024, at 1:30 p.m. in the Board Room.
- h. Report of the Security & Community Access Committee Director Skillman. The Committee met on October 25, 2023; next meeting February 28, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Report of the Laguna Woods Village Traffic Hearings Director Skillman. The Traffic Hearings were held on November 15, 2023; next hearings on January 17, 2024, at 9:00 a.m. as a virtual meeting.
  - (2) Executive Member Hearings Committee Director Milliman. The committee met on November 2, 2023; next meeting December 7, 2023, at 9:00 a.m. in the Willow Room.
- i. Report of the Disaster Preparedness Task Force Director Skillman. The Task Force met on November 28, 2023; next meeting January 30, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
- j. Information Technology Advisory Committee President Hopkins. The Committee met on October 27, 2023; next meeting December 9, 2023 as a virtual meeting.
- **k.** Purchasing Ad-Hoc Committee Director Carpenter. The Committee last met on October 23, 2023; next meeting TBA.
- **15. Future Agenda Items -** All matters listed under Future Agenda Items are Resolutions on 28-day public review or items for a future Board Meeting. No action will be takenby the

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Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.

Updated Room Rental Fees and Fee Process

#### 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) November 7, 2023 – Regular Closed Session
Discuss and Consider Personnel Matters
Discuss and Consider Contractual Matters
Discuss Legal/Legislation Matters
Discuss Member Disciplinary Matters

## 18. Adjournment



#### <u>OPEN SESSION</u>

# 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, November 7, 2023, 9:30 a.m. 24351 El Toro Road, Laguna Woods, California Board Room/Virtual Meeting

**Directors Present**: Bunny Carpenter, Debbie Dotson, James Hopkins, Gan

Mukhopadhyay, Yvonne Horton, Juanita Skillman, Elsie Addington,

Martin Roza, Egon Garthoffner, Joan Milliman, Reza Karimi

**Directors Absent:** None

**Staff Present:** CEO - Siobhan Foster, Paul Nguyen, Eric Nunez, Carlos Rojas,

Steve Hormuth, Alison Giglio, Jose Campos, Connie Habal, Francis

Gomez, Sandra Spencer, Chuck Holland, Grant Shultz

Other Directors

**Present:** S. K. Park, Cush Bhada, Ellen Leonard, Alison Bok, Mickie Choi

Hoe, Nancy Carlson, Sue Stephens, Andy Ginocchio, Moon G. Yun

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

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

#### 2. Pledge of Allegiance

Director Skillman led the Pledge of Allegiance to the Flag.

### 3. Acknowledgment of Media

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

#### 4. Approval of Agenda

President Carpenter requested an approval of the agenda.

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

#### 5. Approval of Minutes

- a. October 3, 2023 GRF Board Regular Open Meeting
- b. October 16, 2023 GRF Meet the Candidates Meeting
- c. October 19, 2023 GRF Board Agenda Prep Meeting

There being no objections, the meeting minutes of October 3, 2023 – Regular Board Meeting were approved by unanimous consent.

There being no objections, the meeting minutes of October 16, 2023 – Meet the Candidates Meeting were approved by unanimous consent.

There being no objections, the meeting minutes of October 19, 2023 – Agenda Prep Meeting were approved by unanimous consent.

## 6. Report of the Chair - None

#### 7. CEO Report

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

- Orange County Vector Control District
- Mosquito Control
- Laguna Beach Animal Services Division
- Laguna Beach Animal Services Officer
- Protect yourself
- Protect pets
- Gutter Cleaning Program
- Employee excellence awards
- Aliso Creek Trail rehab

CEO Foster answered questions from the Board.

#### 8. Open Forum (Three Minutes per Speaker)

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

- A member commented on the Foundation of Laguna Woods Village
- A member commented on the dangers of the park to pedestrians due to the bicyclists and skateboarders
- A member commented on their volunteer work for the docent tour and the effectiveness of adding videos to the website
- A member complimented the VMS staff and gave encouraging comments of VMS in general

#### 9. Responses to Open Forum Speakers

The following are responses to the open forum speakers:

- Multiple Directors commented on the dangers of the parks from bikes and skateboards
- Multiple Directors thanked the Foundation of Laguna Woods Village

#### 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 September 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 Karimi seconded.

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

#### 11. Unfinished Business

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

Director Milliman read the following resolution:

#### **RESOLUTION 90-23-XX**

#### **Drop-In Lounge Television**

**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 proposed three options for the Drop-In Lounge television:

- Affixed on the Turner Classic Movies (TCM) channel (with closed-captioning)
- •Marquee displaying upcoming events, classes and message boards (no volume)
- ·Removal of the television; and

**WHEREAS**, on September 14, 2023, the Community Activities Committee reviewed these choices and recommended the removal of the Drop-In Lounge television;

**NOW THEREFORE BE IT RESOLVED,** November 7, 2023, that the Board of Directors of this Corporation hereby adopts removal of the Clubhouse 1 Drop-In Lounge television; and

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

Director Milliman made a motion to approve the Resolution for the removal of the Drop in Lounge Television. Director Skillman seconded.

Discussion ensued among the Board.

Multiple members commented on the item.

Director Milliman proposed an amendment to not remove the Television, but rather to temporarily shut it off, until staff develops a new procedure for its viewing in the Drop In Lounge. Director Addington seconded.

Hearing no changes or objections, the amendment was approved unanimously

In effect. Resolution 11a, was sent back to committee.

#### 11b. Update Committee Appointments

Director Milliman read the following resolution:

#### **RESOLUTION 90-23-59**

**GRF Committee Appointments** 

**RESOLVED,** November 7, 2023, that the following persons are hereby appointed and ratified to serve on the Committees of this Corporation:

#### **Community Activities Committee**

Yvonne Horton, Chair (GRF)

Elsie Addington (GRF)

Joan Milliman, Alternate (GRF)

Juanita Skillman, Alternate (GRF)

Cush Bhada, Alternate (Third)

Jules Zalon, Alternate (Third)

Mark Laws (Third)

Andy Ginocchio (Third)

Pearl Lee (United)

Maggie Blackwell (United)

Sue Quam (United)

Peter Sanborn, Alternate (Mutual 50)

Sue Stephens, Alternate (Mutual 50)

Advisors: Roland Boudreau, Ajit Gidwani

#### **Finance Committee**

James, Hopkins, Chair (GRF)

Martin Roza (GRF)

Juanita Skillman, Alternate (GRF)

Donna Rane-Szostak (Third)

Andy Ginocchio (Third)

Moon G Yun (Third)

Mark Laws, Alternate (Third)

Brad Rinehart, Alternate (Third)

Azar Asgari (United)

Thomas Tuning (United)

Mickie Choi Hoe (United)

Margaret Bennett (Mutual 50)

Sue Stephens, Alternate (Mutual 50)

Advisor: Rosemarie diLorenzo

# Information Technology Advisory Committee (ITAC)

James Hopkins, Chair (GRF)

Bunny Carpenter (GRF)

Deborah Dotson (GRF)

Martin Roza (GRF)

Sue Quam (United)

Tom Tuning (United)

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Mark Laws (Third) S.K. Park (Third)

Advisor: Sue Margolis, Debbie Dotson

#### **Landscape Committee**

Juanita Skillman, Chair (GRF)

Yvonne Horton, (GRF)

Sue Quam (United)

Anthony Liberatore (United)

Jules Zalon (Third)

Nathaniel Ira Lewis (Third)

S.K. Park (Third)

Andy Ginocchio, Alternate (Third)

Glenn Miller (Mutual 50)

Sue Stephens, Alternate (Mutual 50)

Advisor: Catherine Brians, Donna Rane-Szostak

#### **Maintenance & Construction Committee**

Reza Karimi, Chair (GRF)

Gan Mukhopadhyay, Co-Chair (GRF)

Egon Garthoffner, Alternate (GRF)

James Cook, Alternate (Third)

Ralph Engdahl (Third)

S.K. Park (Third)

Brad Rinehart, Alternate (Third)

Andy Ginocchio, Alternate (Third)

**Lenny Ross (United)** 

Cash Achrekar (United)

Alison Bok (United)

Pearl Lee (United)

Sue Stephens (Mutual 50)

Peter Sanborn, Alternate (Mutual 50)

Advisors: Bill Walsh, Carl Randazzo, Ajit Gidwani

#### **Clubhouse Renovation Ad Hoc Committee**

Egon Garthoffner, Chair (GRF)

Gan Mukhopadhyay, Co-Chair (GRF)

Deborah Dotson (GRF)

Reza Karimi (GRF)

Andy Ginocchio (Third)

Moon Yun, Alternate (Third)

Ralph Engdahl (Third)

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Alison Bok (United)

Anthony Liberatore (United)

Advisors: Ajit Gidwani, Carl Randazzo, Bill Walsh

#### Media and Communications

Joan Milliman, Chair (GRF)

Juanita Skillman, Alternate (GRF)

Elsie Addington (GRF)

Jim Cook (Third)

Cris Prince, (Third)

Moon Yun, Alternate (Third)

Maggie Blackwell (United)

Sue Quam (United)

Georgiana Willis (United)

Margaret Bennett (Mutual 50)

Peter Sanborn, Alternate (Mutual 50)

Sue Stephens (Mutual 50)

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

**Brians** 

#### **Website Ad Hoc Committee**

Joan Milliman, Chair (GRF)

Bunny Carpenter (GRF)

Anthony Liberatore (United)

Azar Asgari (United)

Mickie Choi Hoe (United)

Mark Laws (Third)

Donna Rane-Szostak (Third)

Advisors: Lucy Parker, Diane Phelps

#### **Broadband Ad Hoc Committee**

Martin Roza, Chair (GRF)

Jim Hopkins (GRF)

Debbie Dotson (GRF)

Reza Karimi (GRF)

Bunny Carpenter (GRF)

Cris Prince (Third)

Jim Cook (Third)

Maggie Blackwell (United)

Alison Bok, (United)

Sue Quam (United)

Tom Tuning (United)

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#### Margaret Bennett (Mutual 50)

Peter Sanborn, Alternate (Mutual 50)

Sue Stephens (Mutual 50)

Advisor: John Cornell, Debbie Dotson

#### **Mobility & Vehicles Committee**

Egon Garthoffner (GRF)

Elsie Addington, Chair (GRF)

Juanita Skillman, Alternate Chair (GRF)

James Cook, Alternate (Third)

Cush Bhada (Third)

Moon Yun (Third)

Azar Asgari (United)

Alison Bok (United)

Nancy Carlson (United)

Sue Stephens, Alternate (Mutual 50)

Peter Sanborn, Alternate (Mutual 50)

Advisor: Vashi Williams

## Security and Community Access

Juanita Skillman, Chair (GRF)

Martin Roza (GRF)

S.K. Park (Third)

Donna Rane-Szostak, Alternate (Third)

Vidya Kale (United)

Nancy Carlson (United)

Maggie Blackwell (United)

Sue Stephens (Mutual 50)

Peter Sanborn, Alternate (Mutual 50)

#### OTHER COMMITTEES:

#### <u>Disaster Preparedness Task Force</u>

Eric Nunez. Chair

Juanita Skillman (GRF)

Gan Mukhapadhyay (GRF)

S.K. Park (Third)

Moon Yun (Third)

Donna Rane-Szostak, Alternate (Third)

Anthony Liberatore (United)

Georgiana Willis (United)

Rick Kopps, Alternate Resident (Mutual 50)

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Sue Stephens, Alternate (Mutual 50) Advisors: Tom Soule, Bruce Bonbright

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

Elsie Addington (GRF)

Juanita Skillman, Alternate (GRF)

S.K. Park, (Third)

Cash Achrekar, Alternate (United)

Anthony Liberatore (United)

Vidya Kale, Alternate (United)

Mark Laws, Alternate (Third)

Margaret Bennet (Mutual 50)

Sue Stephens, Alternate (Mutual 50)

Glenn Miller (Mutual 50)

#### **Purchasing Ad Hoc Committee**

Bunny Carpenter, Chair (GRF)

Jim Hopkins (GRF)

Donna Rane-Szostak (Third)

Andy Ginocchio (Third)

Ralph Engdahl, Alternate (Third)

Thomas Tuning (United)

Alison Bok (United)

Lenny Ross (United)

Advisor: Carl Randazzo

# **Select Audit Task Force**

James Hopkins (GRF)

Diane Phelps (VMS)

Cynthia Rupert (United)

Peggy Moore (Third)

#### **Compliance Ad Hoc Committee**

Bunny Carpenter, Chair (GRF)

Maggie Blackwell (United)

Pearl Lee (United)

SK Park (Third)

Andy Ginocchio (Third)

Joan Milliman (GRF)

Juanita Skillman (GRF)

Reza Karimi (GRF)

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### **Executive Hearings Committee**

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

#### Finance Advisory Group

Jim Hopkins, Chair (GRF)
Tom Tuning (United)
Andy Ginocchio (Third)
Donna Rane-Szostak (Third)
Sue Stephens (Mutual Fifty)

Bunny Carpenter (GRF)

#### Space Planning Ad Hoc Committee

Reza Karimi (GRF)
James Hopkins (GRF)
Yvonne Horton, Alternate, (GRF)
Lenny Ross (United)
Alison Bok (United)
Azar Asgari (United)
Tom Tuning (United)
Nancy Carlson (United)
Cush Bhada (Third)
Andy Ginocchio (Third)
S.K. Park (Third)
Sue Stevens (Mutual Fifty)
Peter Sanborn (Mutual Fifty)

Glenn Miller (Mutual Fifty)

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

**RESOLVED FURTHER,** that Resolution 90-23-55 adopted October 3, 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

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Appointments. Director Addington seconded.

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

#### 11c. Discussion of Clubhouse 1 Update

Guy West, Projects Division Manager, gave an update on Clubhouse.

Discussion ensued among the Board.

#### 12. New Business

#### 12a. Entertain a Motion Approve Golf Pro Sales Promotion

Director Milliman read the following resolution:

#### RESOLUTION 90-23-60

#### **Golf Pro Shop Sales Promotion**

**WHEREAS**, the Laguna Woods Village golf facility has a retail store which sells a variety of golf merchandise to support revenue generation/cost recovery included in the annual budget; and

**WHEREAS**, vendor promotions provide revenue as part of the retail pro shop operation and also provide a fun, interactive service for the resident golfers; and

**WHEREAS**, these promotions are specific to sales of general merchandise or custom fitting days for the purchase of golf equipment and only one vendor is invited to customize items sold; and

**WHEREAS**, the order is placed using the Golden Rain Foundation account which generates retail sales that nearly double annual revenue from these promotions; and

**WHEREAS**, no resident information is provided directly to the vendor by staff; residents must voluntarily provide their personal information when registering for a club fitting or sales activity; and

WHEREAS, residents have the option to opt out of marketing through ForeUp; and

WHEREAS, staff will work with Media and Communications to properly brand marketing promotions to eliminate confusion among residents; and

WHEREAS, on October 12, 2023, the Community Activities Committee reviewed and recommended golf operations staff to promote revenue generating merchandise sales

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promotions using the resident golf database;

**NOW THEREFORE BE IT RESOLVED,** November 7, 2023, that the Board of Directors of this Corporation hereby adopts golf operations staff to promote revenue generating merchandise sales promotions using the resident golf database; and

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

Director Milliman made a motion to approve the Resolution for Golf Pro Shop Sales Promotion. Director Addington seconded.

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

12b. Entertain a Motion to Approve Recreation and Special Events Department Operating Rules (November initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

Director Milliman read the following resolution:

#### **RESOLUTION 90-23-XX**

# Recreation and Special Events Department Operating Rules

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

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

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

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

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

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

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

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

Director Milliman made a motion to approve the Resolution to approve recreation and special events department operating rules for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Karimi seconded.

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

Director Dotson left the meeting at 11:15 a.m.

# 12c. Entertain a Motion to Approve GRF Donation of Golf Driving Range Net

Director Milliman read the following resolution:

#### **RESOLUTION 90-23-61**

#### **Golf Driving Range Nets Donation**

**WHEREAS**, the Laguna Woods Village driving range has been closed for renovation since March 16, 2023, and during the closure, Golf Operations provided five temporary nets for residents to take practice swings; and

**WHEREAS**, the temporary nets made for limited use, are showing signs of wear and will not endure the heavy use from daily golf operations; and

**WHEREAS**, storage of the nets is not feasible due to the expansive storage space necessary and further deterioration of the structure and nets is expected; and

**WHEREAS**, replacement nets would be required should the need arise due to an extended closure of the driving range; and

**WHEREAS**, Golf Operations staff contacted two local high schools in need of nets for their golf team practices and these teams only practice part of the year which allows a longer term of use

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of the donated nets; and

**WHEREAS,** on October 12, 2023, the Community Activities Committee reviewed and recommended to donate the golf driving range nets to a local high school;

**NOW THEREFORE BE IT RESOLVED,** November 7, 2023, that the Board of Directors of this Corporation hereby adopts the donation the golf driving range nets to a local high school; and

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

Director Milliman made a motion to approve the Resolution for Golf Driving Range Nets Donation. Director Karimi seconded.

Discussion ensued among the Board.

Hearing no changes or objections, the motion was approved unanimously 10-0. Director Dotson was absent.

**12d.** Entertain a Motion to Approve Donation of Fans for Equestrian Center Director Milliman read the following resolution:

#### **RESOLUTION 90-23-62**

# **Donation of Fans for Equestrian Center**

This Agreement, entered into this 7th day of November 2023, is by and between the Golden Rain Foundation ("GRF"), a California non-profit mutual benefit corporation and Laguna Woods Saddle Club (Donor) who offered to donate 18 NewAir outdoor high-velocity fans to the Equestrian Center.

**WHEREAS,** GRF and Donor recognize the importance of community facilities and amenities; and

**WHEREAS**, GRF and Donor acknowledge the benefit of donations when they have a purpose consistent with GRF goals and are in the best interest of Laguna Woods Village; and

**WHEREAS**, the Donor has offered to donate 18 NewAir outdoor high-velocity fans to the Equestrian Center; and

**WHEREAS**, the Recreation and Special Events Department Director or Financial Services Director reviewed and affirms the proposed donation meets the criteria for acceptance

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# contained in the GRF Donation Policy:

- a. Meet a true need of the facility;
- b. Not interfere with the intended current or future use of the facility; and
- c. Not require the relocation of other equipment or infrastructure to accommodate the donation.

**NOW THEREFORE BE IT RESOLVED,** November 7, 2023, that GRF and Donor in accordance with the described conditions and obligations, hereinafter set forth, agree as follows:

Section 1	The donation, known as donation of 18 NewAir outdoor high-velocity fans to the Equestrian Center, described below, is donated in its entirety to GRF, hereafter owned by GRF and managed on behalf of the residents of Laguna Woods Village by Village Management Services, Inc. (VMS).
Section 2	Donation description: 18 NewAir Outdoor high-velocity fans Location: Equestrian Center

Section 3 Amount of Donation Item Cost: \$3,311.87 Installation Cost \$0.00

Maintenance Cost: \$0.00 (annually)

Total estimated donation: \$3,311.87

Section 4 GRF reserves the right to move/remove and/or retire the donation following cessation of the five-year period. The term shall commence upon the date

entered into and indicated above.

Section 5 GRF will not replace the donation or community space improvement if it is

stolen, vandalized, worn out, irreparably damaged, destroyed or expires.

Section 6 Installation and Maintenance: GRF shall be responsible for installation and

maintenance of the item, including any reasonable repairs.

Section 7 Term: The term of this agreement is a minimum of five years or beyond, if

applicable; and

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

Discussion ensued among the Board.

Director Milliman made a motion to approve the donation of fans for equestrian center. Director Horton seconded.

Golden Rain Foundation Open Session November 7, 2023 Page **16** of **20** 

Hearing no changes or objections, the motion was approved unanimously 10-0. Director Dotson was absent.

12e. Entertain a Motion to Approve the Additional Occupancy Fee (November initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

Director Milliman read the following resolution:

#### **RESOLUTION 90-23-XX**

#### **GRF ADDITIONAL OCCUPANCY FEE**

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

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

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

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

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

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

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

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

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

Discussion ensued among the Board.

Golden Rain Foundation Open Session November 7, 2023 Page **17** of **20** 

Director Milliman made a motion to approve the Resolution for GRF additional occupancy fee for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Skillman seconded.

Discussion ensued among the Board.

Hearing no changes or objections, the motion was approved unanimously 10-0. Director Dotson was absent.

#### 12f. Entertain a Motion to Approve the Proposed Defunding of Expenditures

Director Milliman read the following resolution:

#### **RESOLUTION 90-23-63**

#### Proposed Defunding at Year-End

**WHEREAS**, Resolution 90-23-49, adopted and approved the Capital Reserve Expenditures Plan of this Corporation for the year 2024; and

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

**WHEREAS**, the Golden Rain Foundation recognizes the need to remove one reserve expenditure from the Equipment Fund, remove one from Facilities Fund and reduce one from the Equipment Fund by year end on December 31, 2023 as follows:

Item Number and Fund	Description	Reductio
		n
JP190340000 EQF	Service Center Generator	\$120,000
JP230070000 EQF	CH 1 Mounted Projector	\$20,000
JP220340000 FF	Security Building HVAC System	\$65,000

**WHEREAS**, the 2023 annual capital items will be updated at year end and replaced with 2024 capital items;

**NOW THEREFORE BE IT RESOLVED**, November 7, 2023, that the Board of Directors of this Corporation hereby approves this resolution in accordance with the described reasoning;

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

Golden Rain Foundation Open Session November 7, 2023 Page **18** of **20** 

Director Milliman made a motion to approve the proposed defunding at year-end. Director Hopkins seconded.

Discussion ensued among the Board.

Hearing no changes or objections, the motion was approved unanimously 10-0. Director Dotson was absent.

#### 13. The Board took a 5-minute break

#### 14. Committee Reports

- **a.** Report of the Finance Committee/Financial Reports Director Hopkins. The committee met on October 18, 2023; next meeting December 20, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) GRF Treasurer's Report Director Hopkins
  - (2) GRF Finance Committee Report Director Hopkins
- **b.** Report of the Community Activities Committee Director Horton. The committee met on October 12, 2023; next meeting November 9, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- **c.** Report of the Landscape Committee Director Skillman. The committee met on August 22, 2023; next meeting November 8, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- **d.** Report of the Maintenance & Construction Committee Director Karimi. The committee met on October 11, 2023; next meeting December 13, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
  - (1) Report of the Clubhouse Renovation Ad Hoc Committee Director Garthoffner. The Committee met on March 6, 2023 and March 15, 2023; next meeting TBA.
  - (2) Space Planning Ad Hoc Committee Director Hopkins. Next meeting TBA.
- **e.** Report of the Media and Communications Committee—Director Milliman. The committee met on September 18, 2023; next meeting November 20, 2023, 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 Carpenter. The closed committee met on October 16, 2023; next meeting TBA.
- **g.** Report of the Mobility & Vehicles Committee Director Addington. The Committee met

Golden Rain Foundation Open Session November 7, 2023 Page **19** of **20** 

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 December 27, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Report of the Laguna Woods Village Traffic Hearings Director Skillman. The Traffic Hearings were held on October 18, 2023; next hearings on November 15, 2023, at 9:00 a.m. as a virtual meeting.
  - (2) Compliance Ad Hoc Committee Director Carpenter. The committee met on October 5, 2023; next meeting TBA.
  - (3) Executive Member Hearings Committee Director Addington. The committee met on November 2, 2023; next meeting December 7, 2023, at 9:00 a.m. in the Willow Room.
- i. Report of the Disaster Preparedness Task Force Director Skillman. The Task Force met on September 26, 2023; next meeting November 28, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
- **j.** Information Technology Advisory Committee Director Hopkins. The Committee met on October 27, 2023; next meeting TBA.
- **k.** Purchasing Ad-Hoc Committee President Carpenter. The Committee last met on October 23, 2023; next meeting TBA.

#### 16. Director's Comments

- Director Hopkins commented on upcoming GRF Projects
- Director Dotson commented on her time as a GRF Director and thanked the GRF Board
- Director Addington commented on her time as a GRF Director
- Director Roza thanked the Directors that are leaving the GRF Board
- **17. Recess 12:40 p.m.** At this time, the Meeting recessed for lunch and reconvened to Executive Session to discuss the following matters per California Civil Code §4935: Member Disciplinary Matters; Personnel Matters; Contractual Matters; and Litigation Matters.

# **Closed Session Agenda**

VMS Board Update

Approve the Agenda

Approve the Minutes of:

- (a) September 5, 2023 Regular Closed Session
- (b) September 21, 2023 Special Closed Session

Discuss and Consider Personnel Matters

Discuss and Consider Contractual Matters

Discuss Legal/Legislation Matters

Discuss Member Disciplinary Matters

Golden Rain Foundation Open Session November 7, 2023 Page **20** of **20** 

# 18. Adjournment

The meeting was adjourned at 3:40 p.m.

DocuSigned by:

Joan Milliman
B855D0FC004A480...

Joan Milliman, Secretary of the Board
Golden Rain Foundation



#### **OPEN MEETING**

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

# Thursday, November 16, 2023 – 9:30 a.m. Willow Room/Virtual Meeting

# **GRF Agenda Prep Meeting**

Directors Present: Jim Hopkins, Bunny Carpenter, Yvonne Horton, Juanita

Skillman, Joan Milliman, Cush Bhada, Ryna Rotherberg, Egon Garthoffner (entered the meeting at 9:40 p.m.), Martin Roza

(Entered meeting at 9:42 a.m.)

Directors Absent: Gan Mukhopadhyay, William Cowen

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 9:33 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, December 5, 2023, 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 December 5, 2023 Open Agenda. Director Bhada seconded.

Hearing no changes or objections, the December 5, 2023, Open Agenda was approved by unanimous consent.

Minutes of the GRF Agenda Prep Meeting November 16, 2023 Page **2** of **2** 

Director Milliman made a motion to approve the December 5, 2023, Closed Agenda. Director Rothberg seconded.

Hearing no changes or objections, the December 5, 2023, Closed Agenda was approved by unanimous consent.

Director Garthoffner left the meeting at 10:45 a.m.

#### 5. Director Comments

- Director Carpenter commented on the breeze article, staff certificate program, contract approved for the financial analysist, bridge media contract, RFP for Landscape, meet the candidate's guidelines, updated training, and Christmas gifts committee
- Director Skillman commented on CAI training

#### 6. Adjournment

The meeting was adjourned at 10:50 a.m.

Joan Milliman

Joan Milliman, Secretary of the Board Golden Rain Foundation



#### STAFF REPORT

DATE: December 5, 2023 FOR: Board Meeting

SUBJECT: Tree Removal 4005-1G Calle Sonora- One Aleppo Pine Tree

#### **RECOMMENDATION**

Approve the removal of one Aleppo Pine Tree located at 4005-1G Calle Sonora.

#### **BACKGROUND**

The member purchased the unit in October 2002, and is requesting the removal of one Aleppo Pine, *Pinus, halepensis*, located at the rear of the unit. The reasons cited for the removal are: the tree grows fast and is a potential fire hazard. There are four additional signatures on the request form in favor of the removal (Attachment 1).

The Aleppo Pine has no work history as it is not in inventory and shows no signs of ever being trimmed. The height of the tree is approximately 16 feet, with a trunk diameter of eight inches. The tree is growing on the slope approximately forty-five feet from the rear of the manor.

#### **DISCUSSION**

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

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

# **FINANCIAL ANALYSIS**

The cost to remove the Aleppo Pine tree is approximately \$552. The cost to perform a restoration trimming is approximately \$900. The estimated value of the tree is approximately \$700 based on a comparison to a similar sized tree in the data base.

GRF Board Meeting Tree Removal Request 4005-1G December 5, 2023

Prepared By: Bob Merget, Landscape Manager

**Reviewed By:** Kurt Wiemann, Director of Field Operations

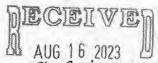
Megan Feliz, Department Administrative Assistant

# ATTACHMENT(S)

Attachment 1: Landscape Request Form

Attachment 2: Photos

Attachment 3: Resolution 90-23-XX





# Eurofans MUTUAL LANDSCAPE REQUEST FORM

PLEASE NOTE: THIS FORM IS NOT INTENDED FOR ROUTINE MAINTENANCE REQUESTS

For all non-routine requests, please fill out this form. Per the policy of your Mutual, if your request falls outside the scope of the managing agent's authority, it will be forwarded to the Mutual's Landscape Committee for review. If you are unsure whether your request falls into this category, first contact Resident Services at 597-4600 in order to make that determination.

PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.

Resident/Owner In	formation
You must be an owner to request non-routine Landsc	ape requests.
Haren Joy Jackson	Today's Date
Resident's Name / Jackson	Telephone Number
Non-Routine R	
Please checkmark the item that best describes your re "Other" and explain.	quest. If none apply, please checkmark
Tree Removal □ New Landscape	☐ Off-Schedule Trimming
Other (explain):	-
Reason for Re Please checkmark the item(s) that best explain the re	
☐ Structural Damage ☐ Sewer Damage ☐ Overg	
☐ Litter/Debris Personal Preference	
Other (explain): possible five	hazard
GUIDELINES:	
<ul> <li><u>Structural/Sewer Damage</u>: Damage to buildings, may justify removal if corrective measures are no</li> </ul>	sidewalks, sewer pipes, or other facilities t practical.
<ul> <li>Overgrown/Crowded: Trees or plants that have or removal.</li> </ul>	utgrown the available space may justify
<ul> <li><u>Damaged/Declining Health</u>: Trees or plants that a corrective action before removal/replacement is of</li> </ul>	onsidered.
<ul> <li><u>Litter and Debris</u>: Because all trees shed litter sea reason to justify removal. However, if granted, re</li> </ul>	asonally, generally this is not an adequate
expense.	

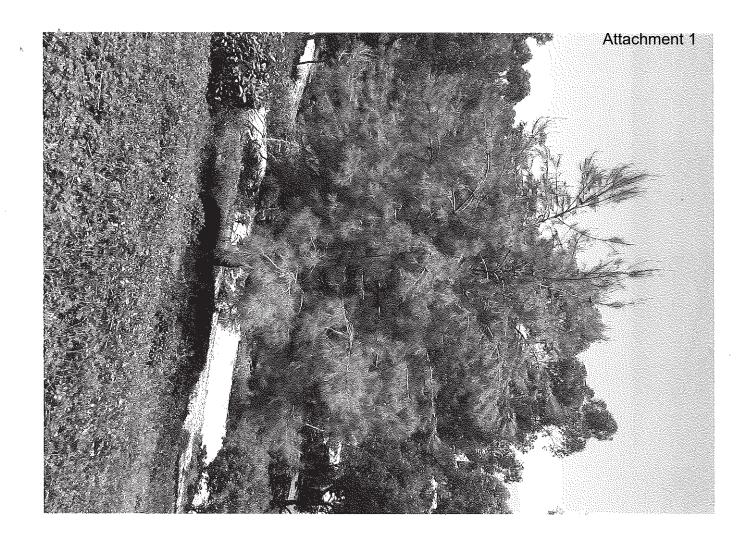
Personal Preference: Because one does not like the appearance or other characteristics of

the tree or plant generally does not justify its removal. However, if granted,

removal/replacement is usually at the resident's expense.

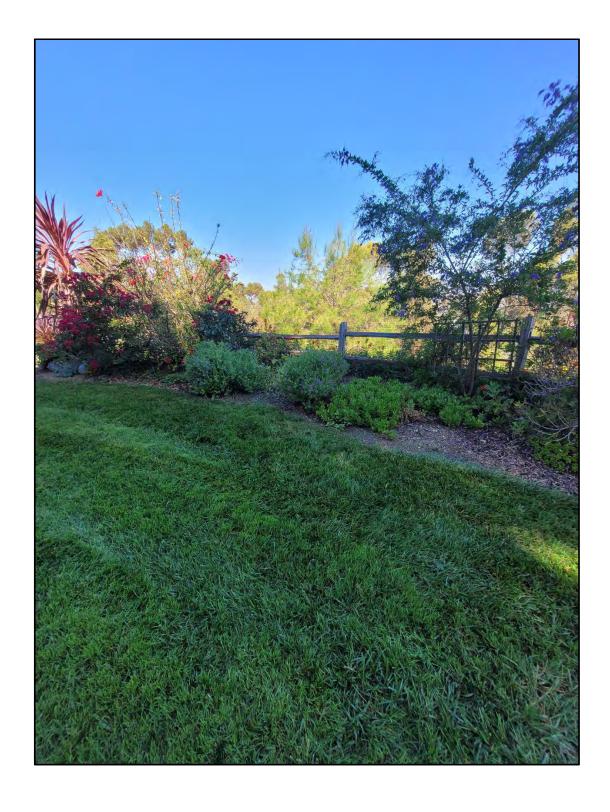
Landscape/Forms/Request Forms Revised: January 2020 Page 1 of 2

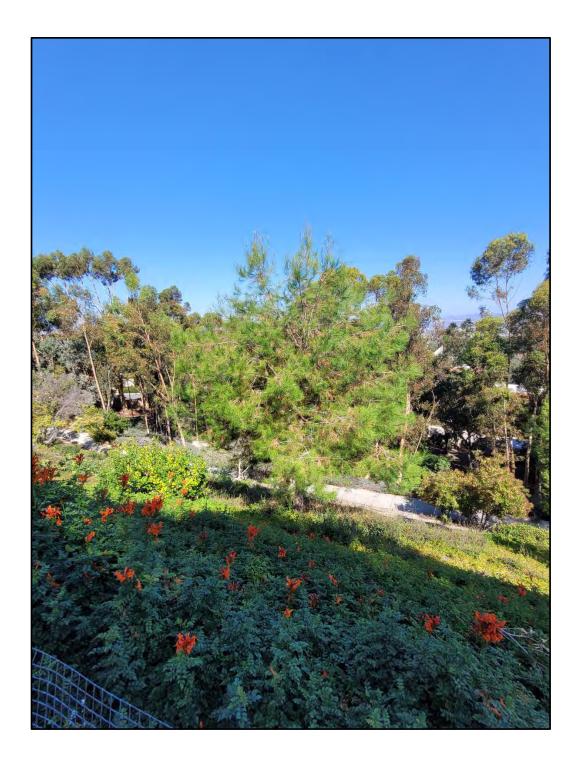
OVER ->

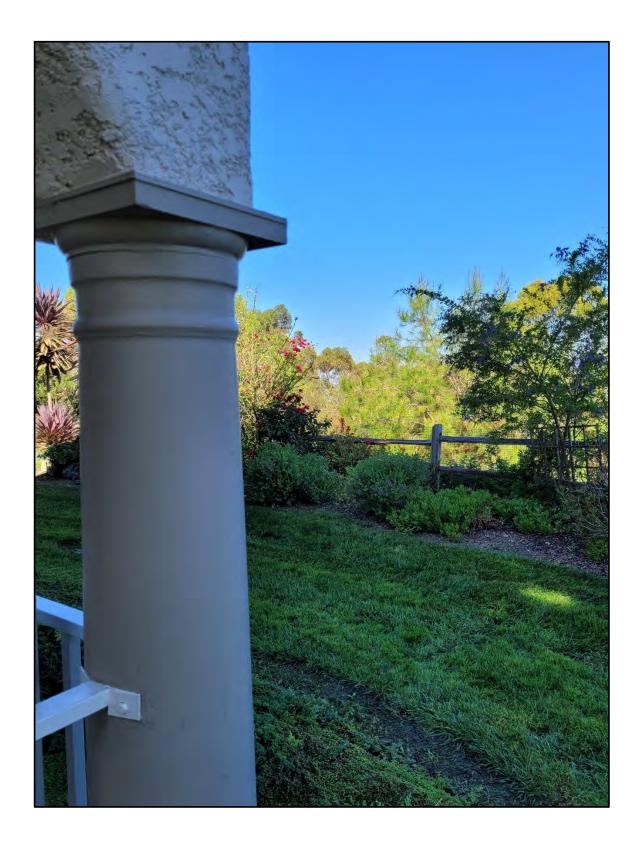


Please cut down
this pine tree by
back tenne of 4005 1G
back tenne of 4005 1G
They be a time tree
may be a time hazard.

Agenda Îtem # 10b (1) Page 4 of 10







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#### **RESOLUTION 90-23-XX**

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

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

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

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

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

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

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Golden Rain Foundation Community Activities Committee October 12, 2023

# **ENDORSEMENT (to GRF)**

# **Recreation and Special Events Department Operating Rules**

Review and recommend Board approval for a resolution for the Recreation and Special Events Department Operating Rules.

A motion was made to accept the presented operating rules with suggested edits.

Motion passed unanimously.

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#### STAFF REPORT

DATE: November 7, 2023 FOR: Board of Directors

**SUBJECT: Recreation and Special Events Department Operating Rules** 

#### RECOMMENDATION

Review and recommend a resolution for the Recreation and Special Events Department operating rules.

#### **BACKGROUND**

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

#### **DISCUSSION**

The Compliance Department recommended that Recreation review and update all amenity operating rules for audit and consistency purposes. Recommendations were provided by clubs, user groups and Recreation staff to ensure safety and compliance with the GRF and Recreation policies. The proposed edits are shown as redlined in each attached amenity operating rule. Updated operating rules were presented at the July, August and September 2023 Community Activities Committee meetings and additional feedback was received by committee members, club members and facility users. Operating rules were also submitted to Media and Communications for final review of format and consistency.

On October 12, 2023, the Community Activities Committee reviewed and recommended the Recreation and Special Events operating rules with all proposed edits.

### **FINANCIAL ANALYSIS**

None

**Prepared By:** Alison Giglio, Recreation and Special Events Director

**Reviewed By:** Catherine Laster, Services Manager

#### ATTACHMENT(S)

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

Attachment 2: All Recreation and Special Events Operating Rules

Attachment 3: Resolution 90-23-XX

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# OPERATING RULES Archery



#### A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- Guests under 18 years of age are not permitted to use the facility. MThe maximum number of guest allowed per resident is aR Guests under 18 years of age are not permitted to use the facility.
- B2. Only Recreation Department certified range masters or instructors are authorized to have access to the archery range. All range masters are required to leave their Laguna Woods Village resident ID card in at the fitness center to gain entry to the range. The feitness center staff will furnish the key to unlock the range. Only Recreation Department—certified range masters are authorized to check out the key to the archery range.
- D. All participants must successfully complete orientation before being allowed participation into shoot at the range. Upon completion the range master will issue a "safe shooter" card will be issued by the range master.
   The fee for the orientation is \$10 that includes club equipment as needed for the one hour session.
- A. E. The range master provides, denies, or withdraws consent <u>access</u> to the range at any—time that the range is open <u>due to safety restrictions</u>ed.F. <u>Always</u> <u>use wSSPE</u>
- G3. \_\_\_\_\_The Only the range master and assigned assistant areis the only persons allowed access ———to-<u>the</u>-club cabinets, equipment and <del>club</del>-targets.
- H4. \_\_\_\_Non\_members who are Laguna Woods Village residents may shoot at the range for \$5 per range session and always at the discretion of the range master. The \$5 covers the bow, three arrows and protective gear when available. Non\_members may shoot a maximum of sixfive arrows per end when using their own\_arrows.
- Non\_member guests who are not Laguna Woods Village residents may shoot for \$5 per session as a guest of a resident at the discretion of the range master. The resident must be present with the guest at the range for the entire session. The \$5 covers the bow, three arrows and protective gear when available. The gGuests may shoot a maximum of sixfive arrows per end when using his/her/their own arrows.
- Members may shoot at the range without any additional fee but always within the discretion of the range master. The club provides the bow, three arrows and

- protective gear when available. Members may shoot a maximum of <u>six</u>five arrows per end when using their own arrows.
- I. Paper targets when available may be purchased at the range for your lane at \$1 each and becomes the club's property after installation. The range master will secures the paper target.
- <u>Each rResidents and guests must clean up the area after use and return all equipment to itsthe proper place.</u>
- <u>L7.</u> Report any maintenance issues to the fitness center. Unauthorized modifications to the range or its amenities is are strictly prohibited and may result in loss of range ——access.
- M8. Scheduled use is determined by the Recreation Department and is subject to —change. Play may be restricted due to scheduled maintenance. Club—tournaments and events must be approved by the Recreation Department and —may take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.
- 9. In case of injury or illness, call 911 and notify Security Services personnel immediately at 949-580-1400.

#### **B.** Guests

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

#### C. Safety

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

Note:

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

# OPERATING RULES Bar Services



- A. <u>The GRF-Golden Rain Foundation (GRF)</u> holds <u>Alcoholic alcoholic Beverage</u> <u>beverage Licenses at Clubhouses One1</u>, <u>Two2</u>, <u>Three3</u>, <u>Five5</u>, <u>Six 6</u>, <u>and and Seven7</u>, and the Performing Arts Center/Clubhouse 3.
- B. The Golden Rain Foundation GRF follows all regulations set forth by the California Department of Alcoholic Beverage Control.
- C. <u>Make Bar requests Rrequests for bar services</u> are made through the <u>Clubhouse 15</u> officebar supervisor.
- D. A <u>bBar request form is filled out and signed by tT</u>he Laguna Woods Village resident <u>populates and signs the bar request form,</u> agreeing to <u>pay pay</u> appropriate fees, refer to the GRF Fee list. Payment is to be made at the conclusion of the event.
- E. <u>Outside No alcoholic beverages are allowed to be brought in to are prohibited at</u> any event <u>when where a GRF</u> bar is operating.
- F. Any pPatrons that who appear under the age of 30 will be asked to show ID before purchasing an alcoholic beverage.
- G. A maximum of two alcoholic beverages may be <u>carried awaytaken</u> from the bar by one person. <u>Bottle service is available at the bartender's discretion.</u>
- H. If the an event host of the event is providing provides wine for dinner when a GRF no\_-host bar is operating, the bar must close when the wine is placed on the dinner tables.
- I. AbBartenders may refuse service to any customer that who appears to be intoxicated or being is disorderly.

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

# OPERATING RULES Billiards Room



#### A. General

- A.—1. Residents and guests must sign in upon arrival at the facility. All residents and guests must sign in upon arrival at the facility.
- B. Guests under 12 years of age are not permitted to use the facility. MThe maximum number of guestsallowed twoR Guests under 12 years of age are not permitted to use the facility.
- C.—2. Residents must always accompany guests.
- D. Gambling is prohibited not permitted.
- E. 3. Jump shots are prohibited not permitted.
- F. 4. Sitting on tables is prohibited not permitted.
- G. 5. There is a A two-game limit applies when others are waiting to play.
- 6. Each rResidents and guests must clean up the area after use and return all equipment to itsthe proper place.
- 7. Play may be restricted due to scheduled maintenance. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. -Please reference the Recreation Department policy for tournament guidelines. The Billiard Club scheduled tournaments and events must be approved by the Recreation Department and may take priority at the facility.

#### **B.** Guests

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

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

# OPERATING RULES Bocce



All residents and guests must sign in upon arrival at the facility.

#### A. General

- Residents and guests must sign in upon arrival at the facility. Persons Guests
  under 12 years of age are not permitted to use the facility. MThe maximum
  number of guests allowed is twoR Guests under 12 years of age are not
  permitted to use the facility.
- A.—2. \_\_\_Residents must always accompany guests.
- B. All players must wear soft-soled shoes.
- C. 3. The bBalls must be rolled, (not bounced,) on the court; (physical ability considered).
- D. 4. Each rResidents and guests must clean up the area after use and return all equipment to its the proper place. Players must return all equipment to the west end of the court when games are completed.
- E. <u>5. A one-game limit applies All players are restricted to one game if others are waiting to play.</u>
- F.—<u>6.</u> The <u>c</u>Court <u>d</u>Director has the authority to schedule games and enforce the posted rules.
- Play may be restricted due to scheduled maintenance. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. Please reference the Recreation Department policy for tournament guidelines. Bocce Club tournaments and social events must be approved by the Recreation Department and may take priority at the facility.

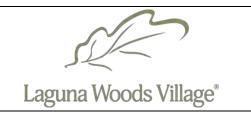
#### B. Guests

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

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

Effective: December 2017 December, 2023

# OPERATING RULES Bridge Room



#### ——A. <u>General</u>

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

Residents who are sponsoring guests must be playing play bridge at the same time as their guest(s) but are not required to play at the same table at their guest(s). O; otherwise, residents must accompany their guest(s) at all times. R

- \_\_B. Each bridge\_ playing resident is limited to two guests per session per day, not to exceed four guests per day, and g. Guests must be a minimum ofat least 10 years of age.
- €2. <u>Each rResidents and guests must clean up the area after use and return all</u>—equipment to its the proper place.
- <u>P3</u>. The <u>Bridge bridge Room room</u> is for playing duplicate <u>bridge</u> and progressive bridge during—<u>regular clubhouse hours.</u>
- E4. Fees to play in organized bridge games/tournaments are established by †The—Bridge Club running the organized bridge game/tournament establishes fees to play.
- F<u>5</u>. The <u>gG</u>ross guest fees shall be collected on behalf of and paid <u>daily</u> to GRF in appropriate and timely accountability in accordance with the GRF Pricing—Policies and Fees <u>Listlist</u>.
- A. The parent chapter of the Duplicate Bridge Club may host tournaments one day per month. On that day the Duplicate Bridge Club must rent the Bridge Room and pay a fee in accordance with the approved GRF Pricing Policy and Fees List.
- Go. The aAssigned Ggame Ddirector(s) run the games and is are paid by the club.
- H7. -Play may be restricted due to scheduled maintenance. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.

#### B. Guests

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

Effective: December 2017 December; 2023

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

Effective: December 2017 December, 2023

# OPERATING RULES Card/Game Rooms and Drop-In Lounge



#### A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. —Card/gGame Rooms rooms and the Ddrop-In in Lounge lounge are available on a no-fee, drop in, first-come/first-served basis and may not be reserved in whole or in partno fee basis only. Hours of operation are in accordance with the posted —clubhouse schedule and are subject to change.
- 2. 2. Residents must sign in when entering the Card/Game Rooms and Drop-In Lounge. Rat
- 33. Card/Game Rooms and Drop-In Lounge area available on a first come, first served basis and may not be reserved in whole or in part.
- 443. Multiple card and/or board games may be played in the Card card/Game game Rooms rooms at the same time simultaneously.
- 554. There are no kitchen facilities Kitchen facilities are not available for use.
- 665. Users may not move furniture and/or equipment from other clubhouse rooms into the card/game rooms or drop-in loungeroom from other rooms in the clubhouse.
- 776. Each rResidents and guests must clean up the area after use and return all equipment to its the proper place. Users are responsible for leaving the room neat and clean.
- 887. <u>Minimize Nn</u>oise level must be kept down to ensure <u>all users may enjoy</u> the enjoyment of the room by all <u>u</u>Users.
- 998. Gambling is prohibited not permitted.
- B. Drop-In Lounge
  - 1. Puzzles Puzzle use isare limited to the assigned puzzle tables.
  - When using your ownpersonal reusable/travel coffee containers, limit coffee consumption to amount to one cup-of coffee.
  - 3. The <u>Dropdrop-In-in Lounge lounge Patio patio</u> is open Monday through Sunday from <u>10:308 AMa.m.</u> to <u>until 6 p.m.:00 PM.</u>

Effective: December, 2023

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

# OPERATING RULES Clubhouse 4 Art Studio



#### A. General

- A. All residents of Laguna Wood Village may use the Aart Sstudio. Classes and various activities are provided for residents of the Laguna Wood Village.
  - 1. All rResidents and guests must sign in upon arrival at the facility.
  - 1.2. No turpentine, <u>solvents</u>, or linseed oil, <u>or</u> brush cleaners, or rags containing these by-products, or any type of chemical considered hazardous, may be left in the <u>Art art Studiostudio</u></u>. -It is the <u>user's resident's/guest's</u> responsibility to remove these items from the facility and properly dispose of them.
  - 2.3. See the volunteer supervisor for information pertaining to the mat cutter, library case, <u>available paper</u>, picture hanging, <del>sponsored</del> art classes, etc.
  - 3.4. Residents <u>/guests and Emeritus students using the Art Studio</u> must always cover the tables with a full-sized table cover or with newspaper found in cupboards under the sinks.
  - 4. Work quietly in the studio both when a class is in session and other artists are concentrating on their creative process in the studio. k Keep voices and sounds respectfully moderated. Cell phones should be used outside.
  - 5. <u>Saddleback College\_Room capacity limitsLiability insurance prohibits</u> r<u>Only</u> registered students mayesidents from\_working in the Art\_art\_Studio\_studio\_during the Monday morningposted Saddleback Emeritus painting-class times.
  - 6. The storage closet is for all to use; theand supply cabinet areis for the club member use only of members. The storage closet is for the use of the entire membership. Remove all canvases and works on paper as they are dry and can be moved so that other members can make use of this convenience.
  - 6.7. Do not leave Ppersonal items/materials must not be left on the tables and counters and or in non-assigned studio storage spaces in the studio.
  - 8. Remove all canvases and work on paper from the drying area when they are dry. -Art pieces may not stayremain in the drying area for more than a month unless they are being worked on currently. This is not an area for storing artwork that is being worked on occasionally or not being worked on at all.
  - 9. Before leaving the studio, clean up all spilled or splashed paints, glue, mediums, and dry media dust from the table tops, chairs, floor and sinks. <u>Use damp towels and soap if needed.</u> Return studio easels to their designated hanging racks and s and studio tools to to the supply cabinet.
  - 10. Work quietly in the studio. Respectfully moderate Keep voices and sound-respectfully moderated. Csilence mobileell phones should be silenced and used use them outside if necessary.

- 11. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter their ability to use equipment safely.
- 7.—12. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or in an unsafe manner unsafely and may request adherence to proper equipment use.

13. In case of injury or illness, call 911 and notify Security personnel immediately at 949-580-1400. The first-aid kit and AED are located at the Clubhouse 4 front office.

8.

Facility patron cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.

#### B. Guests

B.-1.

Guests are only permitted on Sundays only.

- 2. Guests under 10 years of age are not permitted to use the facility. MThe maximum—number of guests per resident is two. Guests under 10 years of age are not permitted to use the facility. Residents must accompany their guests at all—times.
- 3. The guardian of a person under age<u>child</u>children ages 10 to 18 must has to sign the waiver for the under-age guest.

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

Guests must be accompanied by resident at all times and must sign a waiver prior
 —to using the Art art Studiostudio. No other room may be used by guests at
 Clubhouse 4.

### C. Emeritus Students

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

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

Effective: December 2017

# OPERATING RULES Clubhouse 4 Ceramics Studio



#### A. General

<u>4a 4 the and only 4</u> <u>studios</u> <u>5tudios</u>678.91. <u>(Ceramics Studio only)</u> <del>All r</del>Residents and guests must sign in upon arrival at the facility.</del>

- 2. Only authorized personnel designated by the Recreation Department may fire the kilns in the kiln room.
- 03. No craftwork may be done outside of the applicable workshops or their specially ——designated work space. Examples are:
  - a. Raku firing and glaze spraying are specialized ceramic processes that require outside ventilation.
  - b. Stone cutting/sculpting/sanding, sanding must be done in their designated areas on the patio outside the kiln room.
  - c. OAt the outside grinding area behind the kiln room. The use, diamond grinder use of the diamond grinder is restricted to ceramic pieces and their glazes.

work: C, and designated area in the Woodshop Spray and brush p: Work11.

124. <u>Use Nnewspaper or canvas must be used to cover the work tables to protect the surfaces.</u>

<u>13. 14.</u> <u>15. <u>via a cell</u> <u>16. 17.</u></u>

Members under the influence of medication or any substance which impairs driving may not use machines in any of the studios/workshops.

#### <del>18. r</del>

- 5. All Laguna Woods Village residents of Laguna Woods Village are welcome to use the studio for work in ceramics and sculpture, to purchase clay and tools, and to have their pieces bisque-fired. Only members of the Potters and Sculptors Club (P&S) can and Emeritus students may use glazes, and. o OP&S, of P&S borrow club tools and take member-taught classes.
  Saddleback Emeritus students may only use glazes provided only by the Emeritus program.
  Emeritus instructors have authority over theirall enrolled students.
- 6. Please rRefer to the studio/workshop procedures for Greenware, drying room, kiln rooms, glazing, firing, studio clean up, outside grinding area/Raku kiln area and/or material handling.

- Work quietly in the studio. KeepRespectfully moderate voices and sound respectfully moderated. Silence mobileCell phones should be silenced and usedse them outside if necessary.
- 8. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 9. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or in an unsafe mannerunsafely and may request adherence to proper equipment use.
  - 10. In case of injury or illness, call 911 and notify Security personnel immediately at 949-580-1400. The first-aid kit and AED are located at the Clubhouse 4 front office.

#### **B.** Guests

- 1. The studio is a place of work for potters and sculptors only.not intended to be
- 2. <del>TWhile the studio encourages socializing and sharing knowledge among studio users. It, it is not a place for socializing with friends who are not actively working on ceramic projects.</del>
- 3. Friends or relatives are welcome in the studio for a brief visit to see a member's place of work or work samples of work that they have produced. Please rRefer to Clubhouse 4 General Operating Rules, A.5.

## A. <u>C.</u> ——Clay

- 1.—Only cone 10 clay purchased from the studio may be used in the studio. No other clay may be used or will be fired. Clay is available for purchase in 25-pound bags. Only clay purchased from the studio may be used in the studio. No other clay may be used or will be fired. No other clay will be glazed or fired.
- 1.
- 2. Clay is sold in 25 pound bags at various prices. Those wishing to share a bag must arrange that with another facility user privately. New clay bags are available for sale in the studio.
- 3.2. There is no clay storage in the studio. Residents may rent a locker from GRF through the Clubhouse 4 o⊖ffice. -Non-rResident Emeritus students must take their clay with them each time they leave the studio.
- 4.3. Newspaper Cover work areas with newspaper or canvas over newspaper must be used to cover the work areas. Studio users wishing to wedge clay, roll coils, or create slabs must do it on the appropriate wedging tables, on canvas, or on the butcher block table in the studioUse wedging/butcher block table for cover table with canvas to roll clay and create slabs.
- 4. No sanding in the studio. SAny sanding must be done is permitted only in the grinding/sanding area outside/-behind the kiln room. Use a trash can to catch any sanding dust-produced by sanding. Clean If dDdust should that falls on the benches, it must be cleaned up-with a wet sponge.
- 5. <u>Use of Make sure clay dust does not fall on benches and areas that are used by others for seating. Clean up dust with wet sponge. Use a trash can to catch any dust produced.</u>

  <u>Gg</u>Grinding wheel can be done use is permitted on the grinding wheel in the grinding area behind the kiln room. Training and a separate waiver for the grinding area are required. on

- the grinding wheel Personal protective equipment, such as googgles or a face shield, must be worn when using the grinding machine.
- 6. Keep studio equipment and door handles clean by washing your hands of clay before using any of itopening doors. If clay yogets clay on equipment or handles, wWipe them all clay from handlesclean with a sponge and paper towel. Clay leaves a haze on surfaces. Rinse your sponge for the last wipe to remove as much residue as possible.
- 7. <u>Maximum The maximum size permitted for any ceramic piece is 1687"</u> x18<u>" high.</u> Size is determined by kiln shel<del>lves</del>f size and posts that support them.
- 7. <u>8. Clean clay-covered items only in the clay sinks only; clean glaze in the glaze sinks only. Kiln shelves and supports determine this size limit.</u>
  - 9. \_\_Everyone All studio patrons must clean up their own work areas as well as plaster molds, bats, wheels, and glaze mixing utensils., and all studio equipment. SKeep studio equipment must be kept clean offrom clay and clay haze. Special care must be taken to avoid leaving a clay haze on surfaces; rinse sponges must be rinsed and wipe surfaces wiped repeatedly to avoid haze. A good rule is to leave your work area cleaner than you found it.
- 10. Care must be taken to clean clay-covered items only in the clay sinks. Glaze should be cleaned only in the glaze sinks.
- 8. -Return studio tools to their designated places before leaving the studio. <u>Leave your</u> work area cleaner than you found it.
- 9.—Conserve water by using basins in the sinks.
- <u>D.</u>— <u>Water Conservation</u>
  - 1. Be conscious that you are using as little water as possible.
  - 2. Clean tools and brushes in a small bucket or other container before rinsing them with clean water. Do not clean your tool/brush under running water.
  - 3. Use the smallest stream possible for rinsing from the faucet.
  - 4. Do not leave water running.
- BE. Greenware Greenware and Drying Room
  - 1. Only volunteer supervisors are permitted to move otheranother people's person's work. Ask a volunteer supervisor for help in retrieving If you need help getting to your piece or making room for your pieceon a shelf from/on a shelf, please ask a volunteer supervisor.
  - Completed work that needs further drying to reach bone dry may be placed on ware boards or directly on the shelf in the appropriate Greenware Room. Be sure that your piece is labeled with your name and date, either on the ware board or on a slip of paper in or under your piece. Your pottery signature is not sufficient for work left in the Greenware Room.
  - 1. Place finished work that is not completely dry on the drying shelves and mark your name, initials, or potter's mark and date clearly on the piece. If a piece is not identified it will not be fired.
  - <u>boneforing Move your dry work to the bisque cart in the Kiln-Ready Room.</u>

- 2. <u>Greenware</u>Pieces left on the drying shelves for two months will be discarded.
- 3. After bisqueware is fired it is placed in the <u>appropriate</u> bisque cabinet. <u>The exception is work</u> that is unidentified or unclear signatures. Such work is left on the tables in front of the bisque <u>cabinets and must be picked up immediately or it risks being discarded.</u> Studio users are responsible for removing <u>W</u>work from the bisque cabinet <u>must be removed</u> within one month from the date of firing. Technicians and appointed club members have the power to remove items after said time and discard.
- 4. F.— Kiln-Ready Room-Green Wall/-Green Wall
  - a. 1. ——Carts along the green wall (or carts marked for Emeritus classworkgreenware Greenware) are for Greenware that is completely dry and ready to be bisque-fired bone dry. Pieces must have your name or pottery signature visible; . Each piece must have your name or identifying mark clearly visible on the bottom of the piece.

    Uunidentified pieces will not be fired. Carts along the green wall (left side of room) are for finished green ware work that is completely dry and marked clearly with your name, date, initials or potter's mark. No two people should have the same initials or symbol. BFor bisque-firing, pieces such as cookies or plates, can be stacked and lids left on pots.
  - b. If a piece is not identified it will not be fired. 2. \_\_\_Carts can be accessed from both sides. Place your piece as near the center of the cart as possible with minimum space between other pieces. Place your piece according to height on shelves of similar height. Short pieces should be placed on the narrow height shelves and tall pieces on the tall shelves.
  - If not, it will be moved around to make space.
- 3. Place short items on short shelves and tall items on tall shelves. If your piece is

  wasting cart space it will be moved. Measure the height and width of your piece.

  Pieces should not be higher or wider than 18 inches.

### EG. Kiln Ready Room-White Wall/-White Wall

- 1. Carts along the white wall are for bisque-fired pieces that are ready for high fire. Glaze and oxides must be completely wiped off from the bottom and foot of each piece before placing it on the cart Pieces may be glazed or not, as you choose. For Emeritus classes carts are marked for students' work.
- 2. Glazed pieces must be placed on a cookie that is approximately ¼" larger than the base or your piece. A cookie prevents glaze from running off of your piece and onto the kiln shelf. You are responsible for providing a cookie that is the right size for your piece. It is best to make cookies when you make your pieces, to ensure that you have the right sizes. There may be some cookies (marked P&S) available in the Kiln-Ready Room, but there is no guarantee that you will find one the right size. Do not use a cookie that is too large for your piece. Pieces placed on oversized cookies may be rejected.
- 3. Watch out for runny glazes. The buckets are marked as such. You must use a "cookie" if you suspect your glaze may run. (1/2"-3/4")
- 4. <u>cookies You may wipe these areas clean with a sponge or use wax (which must also be wiped clean)</u>. Note that wax does not prevent glazes from running down to the bottom of

your piece. Wax protects areas of your pieces only when you dip or brush on your glazes; it burns off in the kiln and does not provide any barrier to a runny glaze.

<del>----5</del>2.

- E. See volunteer supervisor or Saddleback Instructor or Emeritus ilnstructor for assistance.
- d. These procedures will help reduce the handling of pieces, which will result in the reduction of damage and contamination of your work. The less pieces are touched the less chance of damage.
- 5.—36. Only technicians may move carts in the Kkiln—Rready rRoom. The Kiln—Ready Room carts are only moved by the technicians.

### FH.EC. Glazing

- 1. Studio technicians have authority over glaze mixing. -Do not disturb the technicians when they are mixing glazes.
- 2. Only g<del>Only gG</del>lazes approved by the Glaze Committee <del>only</del> are allowed. -Studio users may not bring in their own glazes <del>to be fired infor studio kilns firing.</del>
- 3. Training, is which is required before anyone can glaze, and. Training may be provided by a class instructor of a class, or by members of the Glaze Committee marked with Red tape.
- 4. Beginners and those with little glaze experience must only use only the glazes in the top row of buckets along the wall opposite the glaze counter.
- 5. Anyone using glazes must be familiar with the Glaze Application Checklist and follow its instructions. Ask a volunteer supervisor for the checklist.
- 6. Clean stirring paddles immediately and <del>place back</del>replace them on hooks. Clean counters and throw away newspaper Throw away newspaper and clean counters when finished.
- 7. If glaze is spilled on the floor, either wipe up the spill or spread newspaper over it to prevent slipping.
- The foot ring or bottom of each glazed piece must be clean of glaze up to a point below which the glaze will not run. This point needs to be higher with runny glazes. You may wipe these areas clean with a sponge or use wax (which must also be wiped clean). Note that wax does not prevent glazes from running down to the bottom of your piece. Wax protects areas of your pieces only when you dip or brush on your glazes; it burns off in the kiln and does not provide any barrier to a runny glaze.
- All glazed pieces must be glued to a cookie to protect kiln shelves from running glazes.

  Cookies must extend no farther than approximately ¼" from the base of the piece, see # E, 2.

  Pieces placed on cookies that are too large and therefore waste kiln space may be rejected.
- Spraying Glazes: No one may use the spray equipment for applying glaze without receiving specific instruction in the use, care, and cleaning of the equipment and the spray booth. This applies to everyone using the studio, even if you have experience using spray equipment. If you wish to use the spray equipment, write to pottersandsculptors@gmail.com to arrange an appointment. All users of spray equipment should have a proper mask and eye protection.
- 1. Training is required to do glazing.

2. Staff has the authority over glaze mixing.
3. Emeritus Instructors have authority over classroom rules during class time.
4. Only glazes approved by the Glaze Committee are allowed. Beginning students and those with less than two years of glazing experience should use the beginning glazes in the largest buckets against the wall in the glaze area and marked with red tape. Pieces with unauthorized glaze will not be fired.
5. Glaze must be wiped off with a damp sponge from the bottom and foot of each glazed piece before it is placed on the glaze shelves. Watch out for runny glazes. The buckets of runny glazes are marked as such. "Cookies" must be used for running glazes.
6. Everyone must use a "cookie". See Volunteer Supervisor, Technician, or Emeritus Instructor for explanation.
7. No one may use spray equipment for applying glaze until receiving specific instruction in the use, care, and cleaning of the compressor and spray equipment. This applies to everyone using the studio even if they have been using the spray equipment for a long time. Emeritus students may receive this training from their Instructor; residents must make an appointment for a special training session with the Glaze Chairperson.
8. Do not disturb any Technician while he/she is mixing glaze. Ask <u>an</u> the Instructor <u>if</u> <u>an enrolled student</u> or the Supervisor for assistance.
El.— Firing  1. Only technicians authorized by the Clubhouse 4 Ssupervisor may fire the kilns. Raku firing and glaze spraying are specialized ceramic processes that require outside ventilation.
<ol> <li>Only authorized technicians designated by the Clubhouse 4 Supervisor may fire the kilns.</li> <li>Only those authorized and accompanied by staff may enter the kiln room.</li> </ol>
3.— No one may enter the Kkiln rRoom unless accompanied by an iInstructor or a ——tTechnician. No one is allowed in the kiln room unless accompanied by an Instructor of Technician.
<ul> <li>4.2. No salt firings are allowed.</li> <li>5.3. No specialized firings or refiring of already highfired items are allowed without prior staff approval.</li> <li>6.4. Work must have originated in the studio in order to be fired. Class projects may be taken home and brought back for firing but must have originated in the studio.</li> </ul>

7.5. Once a piece wasis submitted to be fired and it was loaded into the kiln, it will cannot be

removed from the kiln, unless it is in the front and easily removable.

- 6. Residents may use the Raku kiln only if they have proven through demonstration that they are capable and familiar with the firing process, and safe handling practicing practicessafe handling, and are must be accompanied by a buddy. No firing allowed Firing without a buddy present is not permitted prohibited.
  - 7. After bisqueware is fired, it is placed in the appropriate bisque cabinet. The exception is wWork that is unidentified or with unclear signatures. Such work is left on the tables in front of the bisque cabinets and must be picked up immediately or risks being discarded. WRemove work from the bisque cabinet must be removed within two months from the date of firing or it may be discarded. Technicians and appointed club members may remove items after stated time and discard.
- 78. <u>TNotify the volunteer -sSupervisor on duty must be informed notified</u> when <u>the Raku kiln will</u> be used. <u>TSign out the keys to the gas valves are stored at in the Clubhouse 4 office and need to be signed out and returned by the usersresident/guest them when done.</u>
- 8. 89. Closed—toe leather shoes, cotton clothes and face protection are required. Absolutely no sSynthetic clothing allowed of any kind is prohibited not permitted.
- FJ. Studio Clean-up-Policies
  - 1. Cleaning of clay and glaze equipment is the responsibility of every student, resident and club member. This is important, not only because it is courteous, but because cClay dust is a health hazard and proper cleaning reduces the amount of clay dust in the air. will eliminate much of it.
  - 2. Volunteer sSupervisors and instructors will announce clean-up time twenty 20 minutes before prior to the end of class or the studio closing of the Sstudio. Studio usersResidents/guests must vacate the studio promptly by the posted closing time.
  - 3. Please leave your work area cleaner than you found it. Leave any space you use cleaner than you found it.

#### 1. Glaze Area

- a. Keep covers on glazes to prevent accidental contamination.
- b. Clean stirring paddles immediately and place back on hooks.
- c. Remove all equipment and clean the counters when done.
- d. Place newspapers on wet spots to prevent slipping hazards.
- e. Store all plastic containers on shelves or under sinks.
- f. Conserve water by washing tools in pan or full sink as much as possible before you rinse them.
- g. Do not dump clay in the sink. Put it in the trash can.
- h. Do not leave any tools, plastic vessels, bats, or other equipment in the sink.
- i. At the end of class, wipe down stainless steel with a clean sponge.

#### 12. Wheels

a. Remove splash pans and scrape all clay, wet or dry into waste basket before washing. Do not put clay scraps in clay sink. Remove splash pans and clean thoroughly in the sink.

- <u>Wipe splash pans in clay sink before rinsing with clean water.</u> Wipe entire wheel assembly with a clean sponge before replacing the splash pan.
- Pick up foot pedal and block and put it on the table or shelf by the wall.
- b. Place your clean stool off the floor behind the wheel
- Place your clean stool off the floor behind the wheel <u>Turn</u>; turn off the power c. and pick up the pedal and wooden blocks from the floor.

### 23. Wedging Area

- a. Do not store clay, tools, or art work on the wedging tables.
- b. Do not leave wet clay on wedging tables to dry out.
- c. <u>Clean wedging area and wire after use</u>. <u>Use the scraper provided</u>. <u>Do not scrape clay off tables with a metal putty knife or other sharp object</u>. <u>Use wooden paddle and wet sponge</u>.
- <u>Butcher</u> <u>block wedging tables can be cleaned with a wet sponge.</u>
- d. d. <u>Plaster and canvas wedging areas should be cleaned with only a slightly damp sponge.</u> If you use the wedging table, you must clean it.

#### 34. Work Areas and Equipment

- Work on top of canvas or newspapers.
- Discard any clay crumbs in the waste basket.
- a. Discard all used newspaper.
- Check that table area is clean; wipe if necessary. Wash off tables when finished
- e. <u>Clay extruder, slab roller, banding wheels, molds and other equipment must be cleaned thoroughly with no traces of clay remaining.</u>
- b. working.

#### 45. Floors

- a. Spills, clay trimming, or excessive clay dust in work areas must be picked up immediately.

  Mops are available in the closet by the main entry door. DO NOT use a broom to sweep
  floors in the studio, as brooms spread clay dust into the air. If you need to use a whisk
  broom, cover its bristles with a damp paper towel.
- b. Wet areas on the floor should be covered with newspaper to prevent slipping accidents.
- a. Mops, brooms and dust pans are available for use. Clay extruder, slab roller, banding wheels, molds and other equipment must be cleaned thoroughly with no traces of clay remaining.

## EK.- Outside Grinding Area/-Raku Kkiln Aarea

- 1. ASign a separate waiver for the gGrinding area must be signed before any work can be in this area. Proper Wear proper dust masks should must be worn while performing any sanding or grinding is performed anyon any material. Dust masks are available, see the volunteer supervisor. in the studio (.pPlease see volunteer supervisor).
- 2. Users must be trained on the grinding wheel by either Clubhouse 4 staff or a volunteer supervisor with experience.

Wear goggles.

Step aside when starting the wheels.

Water spray must cover entire grinding surface.

- 1.3.Grind across the full surface of the wheel.
- 4. No lLong-term storage is permitted prohibited. Benches Clear benches need to be cleared daily. If a work piece needs to must be left overnight, it must be be placed on the storage shelfmarked mark it with the resident's name and phone number. Projects need to must be finished in a timely manner. Staff has the authority to remove an item from the bench and place on storage shelf.

### L. Emeritus Students

- 1. Students must may not enter the room if without a volunteer supervisor is not present.
- 2. Non-resident students may enter the studio 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
- 3. Students may only enter the studio only during the actual class times of the specific class(es) in which they are enrolled.
- 4. No sSerial production is prohibitenot permitteddd (no more than five pieces of the same kind).
- 5. Drain pthem MClean molds, Hoards and Hoards must be cleaned thoroughly and returned them to their appropriate shelf/drawer prior to the end of class.
- 6. Students may submit up to two pieces per class session.
- 7. Student must clearly mark their Greenware must be clearly marked with initials or logo and the current semester and year. Make sure Record your logo is recorded with the volunteer supervisors. Verify that no one else has the same initials as you do.
- 8. If a piece is on the reject shelf, please read the note, fix the problem, or answer the question on the note and put it back, with the note on the appropriate cabinet end cap for firing.
- 9. Non-resident students must take all their pieces, slip and belongings by the end of each Emeritus semester. Items left in the studio may be discarded.
- 10. Class projects may be taken home for work and brought back for firing, but they must have originated in the studio.
- 5
- 2. Grinding wheels:
- a. Wear goggles
- b. Step aside when starting the wheels
- c. Water spray must cover entire grinding surface

Grind across the full surface of the wheel

Supervisors have the authority to refuse use of equipment if they feel it is being used—in an unsafe manner.

#### K. Cell Phone Use

- 1. Texting is permitted inside the studio.
- 2. To place or receive call, studio users must step outside or into the Lunchroom so that they do not disturb others.
- L. Guests and Visitors in the Studio

- 1. The studio is a place of work for potters and sculptors. It is not intended to be a place of work for other arts or areas of inquiry.
- 2. The studio encourages socializing and sharing knowledge among studio users. It is not a place for socializing with friends who are not actively working on ceramic projects.
- 3. Friends or relatives are welcome in the studio for a brief visit to see a member's place of work or samples of work that they have produced. Please refer to Clubhouse Four

  General Operating Rules on the top.

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

# OPERATING RULES Clubhouse 4



- A. Clubhouse Four-General Operating Rules
  - 2. Clubhouse 4 hours are Monday through Sunday Friday, 98:00 AM until 4:00 PM. Clubhouse 4 is open on Tuesday and Thursday from 89:00 AM until 8 Saturday and Sunday 109 a.m. to 24 p.m:00 PM. When Emeritus classes are in session, Clubhouse 4 is open on Tuesdays from 8:00 Am until 8:00 PM.
  - 31. All rResidents and guests must sign in upon arrival at the facility.
  - 2. Anyone using a hobby/craft shopstudios/workshops must have a completed annd annual signed Rrelease, Waiver waiver of Liability liability and Indemnity indemnity Agreement agreement for each specific shop/activity in which the individual participates and it must be on file in the Clubhouse 4 office. New waiver forms must be signed each calendar year.
  - 43. Use of hobby/craft shopssStudios/workshop uses is limited to residents and to students enrolled in classes through the Saddleback College Emeritus Institute Program (only during class time). Non-resident students are allowed in the room only 15 minutes before posted start time of class and; only when if a volunteer supervisor is present. If the instructor is absent, non-resident students must leave the facility. Non-resident students must vacate the class-rooms by the posted end time of class.
  - 4. Residents not enrolled in an Saddleback College Emeritus class are not permitted to be in the room during scheduled class time.
  - 55. Guests of residents are not allowed-permitted to use the Clubhouse 4 hobby/craft shops tudios/workshops with the exception of the Aart-Studio, Ssewing and the Pphotography Sstudios. "-Use" implies sitting, participating; in activities or occupying space within the shops. -Walking through to tour the facilities is permissibletted. Pets, except service dogs, are prohibited. Please refer to specific room operating rules. Use implies sitting, participating, or occupying space within the shops. Walking through to tour the facilities is permissible. Pets, except service dogs, are prohibited.
  - 6. Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no other pets/animals is permitted.

- 6. Residents not enrolled in the class in the Ceramics Studio during an Emeritus College class must obtain permission from the instructor to use the room during class time and must sign a Saddleback College Waiver of Liability form; must not ask the instructor for assistance; must give up his/her work space in the main studio area if the scheduled class needs the space. Residents may instead work in the small classroom, if space is available. during scheduled class time.
- 77. The Hhead volunteer supervisor for each workshop reports to the (staff) Clubhouse 4
  Supervisor.
- <u>8. Hobby/craft shopsStudios/workshops</u> are required to have a<u>A</u> volunteer supervisor <u>must be present at all times during <del>open studio/workshop hours. Studios/Sworkshop hours. Studios/Sworkshop hours.</del> Studios/Sworkshops will remain closed unless a volunteer supervisor is on duty.</u>
  - a. Anyone wishing to serve as a volunteer supervisor must submit a volunteer application to the Clubhouse 4 Ssupervisor.
  - b. When unable to cover an assigned shift, the volunteer supervisor will arrange for alternate coverage in advance. Inform the Clubhouse 4 supervisor of In case of any long-term absence, let the Clubhouse 4 Supervisor know.
  - c. General end--of--shift duties: (see individual studio/workshop volunteer supervisor duties):
    - I. All residents/guests must leave the studio/workshop.
    - II. Turn off Aall electrical machinery must be turned off.
    - III. Lock The all windows and cupboards must be locked.
    - IV. TReady the floor must be ready for the janitorial staff.
    - V. The volunteer supervisor is to must return the studio key to the Clubhouse 4 office upon leaving the facility.
- 8. Volunteer Supervisors have the authority to enforce all policies and operating rules.

  Facility staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce policy.
- 9. The Head Volunteer Supervisor for each workshop reports to the Clubhouse 4 Supervisor.
- 10. Rules specific to each hobby/craft workshop are always available in each shop.
- 119. No craftwork may be done outside of the applicable workshops or their specially designated work space. Examples are:
  - a. Raku firing and glaze spraying: are sSpecialized ceramic processes that require outside ventilation.
  - b. Stone cutting/sculpting/sanding: mMust be done in designated areas on the patio at the outside grinding area behind the kiln room.
  - c. Metal work: Cutting, sanding and grinding are permitted only in the jewelry room, the machine shop and the designated woodshop area in the woodshop.
  - d. Spray and brush painting wood and metal projects: Work must be done in the paint room in the rear of the woodshop.

- 1210. <u>Leave safety guards in place Safety guards must be left</u> on all machines at all times. <u>Residents/guests must inspect Aa</u>ll equipment should be inspected by the user <u>resident/guest</u> prior to use to ensure the <u>item's</u> proper function of the item and its safety features.
- 131. All Clean all Sshop equipment must be cleaned and returned it to its usual location after being used and cleaned. Work areas must be left clean and neat prior to leaving the facility. NoRemoval of shop tools may be removed from the room is prohibited.
- 12. NeUse newspaper or canvas must be used to cover the work tables to protect the surfaces.
- 143. No hHarmful or toxic chemicals are allowed prohibited that affect the health of residents or staff. -All chemicals stored/used in the hobby/craft shops tudios/workshops must have a Material Material Safety Safety Data data Sheet sheet -(supplied by the vendor to the clubhouse staff before it is used or stored at the facility).
- 14. Only <del>authorized</del> personnel authorized<del>designated</del> by the Recreation Department may fire

#### the kilns in the kiln room.

- -It is requested that shop users read the information pertaining to any materials used.
- 15. In case of injury or illness, call the Paramedics at 911 or 9-911 from the office telephone, 911 from a mobile phone notify security immediately at 949-580-1400.15.

  In case of evacuation, pProceed to the parking lot in case of evacuation.

  Evacuation maps are posted next to exit doors in each room.
- 1<u>6</u>6. Work quietly in each studio/workroom. KRespectfully moderateep voices and sound-respectfully moderated. Cell-Silence mobile phones should be silenced and used them outside if necessary.
- 17. Facility patronResidents/guests cannot be under the influence of any substance such as alcohol, drugs and/-or medication that may alter ability to use equipment safely. Member Facility patron cannot can't be under the influence of alcohol/medication which doesn't allow driving a vehicle, if said member wants to use any of the machines in any of the rooms any substance such as alcohol, drugs and/or medication.
- 18. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or in an unsafeunsafely manner and may request adherence to proper equipment use.
- 19. In case of injury or illness, call 911 and notify Security personnel immediately at 949-580-1400. The first-aid kit and AED are located at the Clubhouse 4 front office.
- 20. Please rRefer to the studio/workshop procedures for equipment use and/or material handling.
- B. Lounge

- <u>The lounge is a drop--in, first--come, first--served facility. No reservations are possible permitted.</u>B. Drop-in Lounge
- 1. Drop in Lounge is available on a drop in, no fee basis.
- 2. Hours of operation are in accordance with the posted clubhouse schedule and are subject to change.
- 3. Drop In Lounge is available on a first come first served basis and may not be reserved in whole or in part.
- 4. There are no kitchen facilities.
- 5.1. Users may not move furniture and/or equipment into the room from other rooms in the clubhouse.
- 6. <u>Phone calls need to be taken outside to not disturb users.</u> Users are responsible for leaving the room neat and clean.
- 2. LDo not remove lounge furniture may not be removed.
- —Leave Opening hours are the same as the CHClubhouse 4
- 3. Please leave the Tthe lounge must be left neat and clean. Pick up your trash.
- 4. RThe refrigerator is available for all to use and will be cleaned out regularly; store personal items at your own risk?..
- <u>5. Money lost in the vending machines have to must be retrieved reimbursed from the vendor.</u>—The phone number is posted on the vending machine.
  - 7.—Noise level must be kept down to ensure the enjoyment of the room by all users.
  - 8. When using your own reusable/travel coffee containers, limit amount to one cup of coffee at a time.
  - 9. Coffee is provided from 8:00 AM until 12:00 PM Monday through Sunday.

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

# OPERATING RULES Clubhouse 4 Glass Shop



 Clubhouse Four General Operating Rules — 1. Everyone must sign in on entering to use the Clubhouse Four 4 workshops. 2. Anyone using a hobby/craft shop must have a completed and signed Release, Waiver of Liability and Indemnity Agreement for each specific shop/activity in which the individual participates and it must be on file in the Clubhouse Four 4 Office. New waiver forms must be signed each calendar year. 3. Use of hobby/craft shops is limited to residents and students enrolled in classes through the Saddleback College Emeritus Institute Program. Non-resident students are allowed in the room only 15 minutes before posted start time of class, if a volunteer supervisor is present. If the instructor is absent non-resident students must leave the facility. Non-Resident students must vacate the class rooms at posted end time of class. 4. Guests of residents are not allowed to use the Clubhouse Four 4 hobby/craft shops. Use implies sitting, participating, or occupying space within the shops. Walking through to tour the facilities is permissible. Pets, except service dogs, are prohibited. Residents working in the Ceramics Studio during an Emeritus College class must obtain permission from the Instructor to use the room during class time and must sign a Saddleback College Waiver of Liability form; must not ask the instructor for assistance; must give up his/her work space in the main studio area if the scheduled class needs the space. Residents may instead work in the small classroom. 64. Hobby/craft shops are required to have a Volunteer Supervisor present at all times during open hours. Shops will remain closed unless a Volunteer Supervisor is on duty. 75. Volunteer Supervisors have the authority to enforce all policies and operating rules. Facility Staff and Volunteer Supervisors have the final authority to determine safe procedures, protect facilities and equipment, and enforce policy. 86. The Head Volunteer Supervisor for each workshop reports to the Clubhouse Four Supervisor. Rules specific to each hobby/craft workshop are always available in each shop. 10. 8 Only authorized personnel designated by the Recreation Division may fire the kilns in the Kiln Room. 19. No craftwork may be done outside of the applicable shops or their specially designated work space... Raku firing and glaze spraying are specialized ceramic processes that require outside ventilation. Along with stone cutting/sculpting/sanding — they must be done in their designated areas in the patio outside the kilnroom. b. Outside grinding area behind the kiln room Metal cutting, sanding and grinding are permitted only in the metal

the rear of the Woodshop.

areas within the Machineshop/ Woodshop.

d. Painting wood and metal projects must be done in the Paint Room in

- 120. Safety guards must be left on all machines at all times. All equipment should be inspected by the user prior to use to ensure the proper function of the item and its safety features.
- 131. Newspaper or canvas must be used to cover the work tables to protect the surfaces.
- 142. All shop equipment must be returned to its usual location after being used and cleaned. Work areas must be left clean and neat prior to leaving the facility. No shop tools may be removed from the room.
- 153. No harmful or toxic chemicals are allowed that affect the health of residents or staff. All chemicals stored/used in the hobby/craft shops must have a Material Safety Data Sheet (supplied by the vendor to the clubhouse staff before it is used or stored at the facility). It is requested that shop users read the information pertaining to any materials used.
- 164. In case of injury or illness, call <u>911 from your cell phone or</u> the Paramedics at 911 or 9-911 from the office telephone. Notify security immediately 949-580-1400 <u>AED is located in the Clubhouse 4 office and at Pool 4.</u>
- 175. In case of evacuation, proceed to the parking lot. Evacuation maps are posted next to exit doors.
- 186. Member can't be under the influence of Alcohol/ Medication which doesn't allow driving a vehicle, if said member wants to use any of the machines in any of the rooms. Any form of harassment, intimidation, emotional and/or verbal abuse is not permitted. Offendent(s) of such behavior will be fined and/or suspended per GRF Guidelines and Regulations.

<del>12. \_\_\_\_</del>

- A. B. Glass Shop Safety Guidelines General
  - 1. All rResidents and guests must sign in upon arrival at the facility.
  - 2. If no volunteer supervisor is present, approach the Lapidary volunteer supervisor can be approached and to asked if he/she/they are comfortable with a glass person using a table to cut material or do stain glass work. No equipment (grinder, saws and flat lab, etc.) is permitted for use without a volunteer supervisor present.
  - 23. A The volunteerglass Shop s Supervisor must verify the completion of your user training before you any resident/guest may operate any equipment in the Gglass sShop, no exceptions.
  - 34. Uncertified residents may sign up for certification classes <u>/instructions</u> as needed; contact the gGlass shop <u>Hhh</u>Head <u>volunteer s</u>Supervisor.
  - 4. Do not wear loose clothing, gloves (except thermal OVE <u>kiln gloves</u>), neckties, bracelets, or loose jewelry that could get caught in moving <u>machine parts</u>. Non slip, closed toe footwear is required. Long hair must be in secured in a pony tail.
  - 5. Wearing eye protection that complies with ANSI Z87.1 must be worn and will be available from the Glass Shop Supervisor in the form of a full face shield, eye goggles, or safety glasses. Also, use face shields or dust masks when cutting operations are dusty. Everyday eye glasses only have impact resistant lenses; they are not safety glasses.
    - 6. Never leave any tool running unattended; turn power off.7. C85. Cutting tempered glass in the glass shop is not permitted.
  - 96. Maximum cutting size for glass sheets is 24"" x 24"."
  - 7. Clean equipment, work benches and chairs after use. Use the vacuum that is located in the shop to ensure all glass particles are removed.

- 8. Work quietly in the studio. Respectfully moderate voices and sound. Silence mobile phones and use them outside if necessary Keep voices and sound respectfully moderated. Cell phones should be silenced and used outside.
- 5. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 1006. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or in an unsafe mannerunsafely and may request adherence to proper equipment use.

  Volunteer Ssupervisors have the authority to refuse use of equipment if they feel it is being used in an unsafe manner. Supervisors also and have the authority to enforce the shop rules and regulations.
- 11. In case of injury or illness, call 911 and notify Security personnel immediately at 949-580-1400. The first-aid kit and AED are located at the Clubhouse 4 front office.
- 11. . The equipment in the Glass Shop is to be operated with the following manufacturer's safety standards (MSS): No metal work of any kind is allowed on the glass equipment.

# CB. Safety

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

# <u>C.</u>

# **Cutting Glass**

- 1. Ensure the cutter is aligned with the ruler center w₩hile using the plastic grid cutting table make surcensure cutter is aligned with the ruler center. Do not run the cutter over the grid. I; it dulls the blade.
- 2. Use only gentle pressure on the cutter. Use one continuous motion for proper cut. No back and forth movement as it ruins the diamond cutting tool.
- 3. Tap cutline with the back of cutter. Use pliers to break the glass.
- 4. Clean the cutting table with the provided shop vacuum.
- 5. Discard shards in marked metal bucket only. Do not use the normal trash bin to avoid injury to janitorial staff.
  - 62. Vacuum the cutting board after each use.

#### D. Ring Saws

- 1. To prevent blade damage all ring saws must be operated with water in their reservoirs. This is done by filling to the watermark on the reservoir or turning on the main water supply.
- 2. (MSS) Never start a saw with the blade engaged in the work piece.
- 3. Never force the work through the blade, let the diamonds cut the work, no pushing
- 4. <u>Make sure the blade is not dull. Ask supervisor for assistance. These saws are very delicate in nature and require p</u>Proper training on these delicate saws is required.

### E. Wet Belt Sanders

- Adequate waters supply must be provided to avoid dust and cooling the belt.
- Dry off water after finished with work.
- Water will spray on to the user. It is recommended to ware an apron.
  - 4. Cutting metals of any sort can only be done in the Machine shop.

#### bF. Grinders

- 1. Must have proper water levels to keep the sponge wet before applying power.
- 2. Grinding metals of any sort can only be done in the Machine Shop. thoroughly
- 4. When dull ask supervisor for assistance.

### <del>cCG</del>E. — Kilns

- <u>11.</u> <u>Based on demand by residents the use of kilns might be limited to one kiln per day, not to overlap with using a kiln the following day. A waiting list might be created to give everyone a chance who desires to use a kiln. Users may sign up two weeks in advance.</u>
  - Mark the calendar
  - Take a picture of the calendar
  - Create a reminder on your smart phone
  - <u>Contact glass supervisor immediately if you cannot come to your kiln</u> appointment. This will give someone else the chance to use the kiln.
- 21. (MSS) Always wear heat resistant gloves when working with any hot kiln volunteer supervisor must be present when using a kiln., n NList the resident's name and phone number must be listed for every for any kiln when operated by a resident. Use calendar on the clipboard next to the kiln.
  - a. Choose a kiln that is size appropriate to the piece you want to fireto be fired.
  - b. The pProject kilns require multiple power sources.
  - Sign yourResidents must include their name and phone number on the calendar assigned to the kiln they are using.
  - d. Double check the steps of programming any given kiln with the volunteer supervisor if you are new to using electric glass kilns.
- <u>32. Always check the temperature, even if the kiln is not on. Always assume the kiln is hot.</u>
  <u>4temperature for unloading to avoid stress on glass piece.</u>
- <u>567resident's38</u>. <u>Saddleback College kilns (Skutt) are to be operated only by the Saddleback College Instructor. Loading, and emptying See the Shop Supervisor if you have any questions.</u>

— 59. The evenheat kiln is used only on a non-interference basis with the Saddleback kilns (skutts). If the evenheat kiln is not powered on verify it is connected to the wall plug. Power for this kiln is shared and must be verified before disconnecting any other kiln. Have the Glass Shop Supervisor verify power before proceeding. 10 Please p Verify that the glass recipe is properly loaded into the controller before proceeding. b. Load the kiln only with shelves that have an adequate application of kiln wash. c. Load the kiln with your project glass. d. Start the recipe program.
e. All glass must be annealed and removed before the start of the next Saddleback fusing class. h. Kiln user is responsible for cleaning and returning the kilns shelves to the storage shelf. Do not leave any used kiln paper on the shelf or in the kiln. 6. The project kiln requires multiple power sources. See the Shop Supervisor to properly configure the power before proceeding. a. Verify the glass recipe is properly loaded into the Paragon controller before proceeding. b. Manual kilns with temperature dials must be monitored at all times. c. Load the kiln only with shelves that have an adequate application of kiln wash. d. Load the kiln with your project glass <del>-1H</del>F.-- Molds 1. Resident molds cannot be used during Saddleback Emeritus classes. — 6. You must use Boron available from the Glass supervisor to release the glass from mold. 7. Molds need to be cleaned after use to be ready for next user. 1|G. Covington 24"<del>" F</del>flat lap 1. Inform supervisor on duty of your wish to use the machine. H. <u>Emeri</u>tus Students 1. Students must Students may not enter the room without a volunteer supervisor present not enter the room if a volunteer supervisor is not present. 2. Non-resident students may enter the studio 15 minutes before the beginning of posted class time and must leave promptly by the end of class. 3. Students may only enter the studio only during the actual class times of the specific class(es) in which they are enrolled.

4. Serial production is not permitted (no more than three pieces of the same kind). o a

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

# OPERATING RULES Clubhouse 4 Jewelry <a href="#">&-and</a> Enameling



- A. General Jewelry and Enameling Specific Rules General
  - 1. All rResidents and guests must sign in upon arrival at the facility.
  - 1. Do not wear loose clothing, gloves (except thermal OVEN gloves), neckties, bracelets, or loose jewelry that could get caught in moving parts. Non-slip, covered toe footwear is required.

#### Safety in the Jewelry Studio

- 1. General Studio Rules
- a. When coming to work in the jewelry studio you should always remove dangling jewelry, tie back hair, remove hanging clothing and wear close-toed shoes.
- While working with equipment in the studio such as the buffing wheel, the drill
  press the rolling mill and any equipment that requires hammering, you should
  alwaysmust have safety glasses on.
- c. Protect all surfaces in the studio by hammering on metal blocks or the anvil, saw cutting and filing on bench pins and applying nail polish or marking materials on metal that sitse on a protective sheet of poster board.
- d. Carry all sharp objects and tools pointing down and don't move in a hurry. You will be working next to other people and their safety must also be your concern.
- e. Quench all hot material after heating and especially before asking questions about or showing another person.
- f. Materials and tools should be stored out of the way of other students. If using a large tool box, store in the adjoining office or under the table so that no one trips on tool boxes.
- <u>2.Broken Report broken</u> tools <u>should be brought reported</u> to the instructor's /<u>volunteer supervisor's</u> -attention before returning them. <u>Training prior to tool use is required.</u> Only use tools that you have been trained on, and you should a <u>Always ask permission from the supervisor/instructor to use power tools that you have not been trained to use. <u>Users must be trained on tools before use.</u></u>
- h. 3. If you are injured you should bring it to the supervisor's/ instructor's attention immediately. And never use power tools if you are tired or taking medications that impair your ability to focus.
- Always clean your the working area and the area around any tool you have used at the end of the studio period.

- 4. Work quietly in the studio. Respectfully moderate voices and sound. Silence mobile phones and use them outside if necessary Keep voices and sound respectfully moderated. Cell phones should be silenced and used outside.
  - 5.Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 6. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or in an unsafe mannerunsafely and may request adherence to proper equipment use.
- 7. In case of injury or illness, call 911 and notify Security personnel immediately at 949-580-1400. The first-aid kit and AED are located at the Clubhouse 4 front office. Facility patron cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 8. Please refer to the studio/workshop procedures for metal shear, rolling mill/hydraulic press, acid etching, buffing/grinding machines, drill press, soldering station, kiln, enamels and/or material handling.

Metal Shear

### B. Safety

#### 1. Use of c Cigarette lighters and matches are forbidden.

- 2. Do not wear lLoose clothing, gloves (except thermal OVENoven gloves), neckties, bracelets or loose jewelry that could get caught in moving parts is prohibited not permitted. Secure long hair in a ponytail. Tie back long hair. Non-slip, closed-toe shoes are required.
- 3. SWear safety glasses must be worn at all times.
- 4. Protect all surfaces in the studio by hammering on metal blocks or the anvil, saw cutting and filing on bench pins, and applying nail polish or marking materials on metal that sits on a protective sheet of poster board.
- 5. Carry all sharp objects and tools pointing downward; and don't-move in a hurry with caution.
- 6. Quench all hot material after heating and especially before asking questions or showing to another person.
- 7. MStore materials and tools should be stored out of the way of other users. If using a large tool box, store under the table to prevent tripping.
- C. Metal Casting Safety
  - 1. Eye protection, leather apron and fireproof gloves must be wornare required.
  - 2. Have a step by step step-by-step plan in place.
  - 3. Know where the fire extinguisher is located.
  - 4. Keep bystanders away from casting area.
  - 5. Announce the start of the metal casting to the volunteer supervisor.
  - 6. Turn exhaust on.
- D. Emeritus Students

- 1. Students may not enter the room without a volunteer supervisor presentStudents must not enter the room if a volunteer supervisor is not present.
- 2. Non-resident students may enter the studio 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
- 3. Students may only enter the studio only during the actual class times of the specific class(es) in which they are enrolled.
- 4. Serial production is not permitted (no more than three pieces of the same kind). When using the metal shear to cut metal, be sure your fingers are a safe distance from the cutting edge. Do not use the shear when distracted, and r\_Remember that cut pieces of metal can be just as sharp as a knife edge. Do not run your finger along the edge of a cut piece of metal from the shear.
  - Never cut wire on the metal shear. It ruins the blade!
- a. Rolling Mill/Hydraulic Press
  - b. <u>a.</u> Make sure to sandwich metals before running through the rolling mill to protect the drums. Never run sandpaper without checking with instructor or steel through the mill.
  - c. <u>b.</u> Large pieces of metal can shoot out of the mill or press if applying too much pressure so be sure to wear safety glasses. Never apply so much pressure to the crank that it lifts the table or is a strain for you to turn.

#### 2. Acid Etching

- a. While working with acid you should always where safety glasses, heavy plastic gloves and an apron. Use eye wash to rinse if acid were to get in your eyes. It is located at the offices first aid kit and your eyes should be thoroughly rinsed without rubbing.
- b. If acid spills on your skin immediately rinse with water and apply baking soda as a neutralizer to any spilled acid. Wipe up acid that has been neutralized wearing plastic gloves, and apron and eye protection with paper towels and dispose of in a sealed, plastic container.
- 3. Buffing Machine/ Grinding Machines
  - a. Buffing wheels may be used for jewelry only. Using the buffs to polish chains is prohibited.
  - b. The buffing machine can be hazardous if clothes, hair or gloves catch on the wheel and are pulled into the machine. Make sure all dangling objects are removed or tied back, away from the buffing wheels.
  - c. The buffing machine can pull material being polished into the machine at rapid speed and shoot the object back out at the user. Be sure to always have the safety shields positioned down over the wheels\_ when in use and the wear eye protection when using the machine.
  - d. If your object is dislodged from your hand while polishing, be sure to turn off the buffing machine and wait for a complete stop to carefully reach in and retrieve the object. Never bend over to retrieve an object off of the floor without turning off the buffing machine.

e. Never walk away from the buffing machine while it is still on. Wait until a complete stop before moving away.

#### 4. Drill Press

- a. The draill press should only be used while wearing safety glassed and always use a ring clamp on small pieces to hold the metal in place. Objects not properly secured can catch on the drill press and spin causing severe cuts or fly off of the machine.
- b. Make sure the machine is working properly by turning on and checking before using. Clamp all drill bits securely with the chuck key and check for straightness before using the machine.

#### 5. Soldering Station

- a. The soldering station should always be approached with caution, following all rules regarding safety such as eye protection, closed toed shoes, no dangling objects or synthetic clothes, and leave no flammable material in the area such as notes or paper towels.
- b. The torch hoses should be examined for holes, tears or cracks before using the torch so that no gas is leaking. The torch tips should always be in a tight position with no loose fittings. Check the torches each time you use them to make sure everything is tight and there is no smell of gas or other indications of safety hazards. If anything in the area looks suspicious, inform the instructor.
- c. When lighting the torches always position the torch tip away from you and others. and <u>Turn</u> toward a nonflammable surface. Open the gas needle valve slowly, only a 1/4 of a turn and cautiously place tip on torch lighter. Position the torch tip with gas on about 1/2inch from the spark of the lighterspark igniter. Cigarette lighters or matches are forbidden.
- d. Never position a torch flame toward another person or any flammable materials. Be aware of the torch at all times when using. Remember that that flame emits heat beyond the visible area of the flame and never reach your hand or arm over the torch flame while working.
- e. When working with metals and the torch at the same time, only use tools that are heat resistant like solder picks, third hands or metal tweezers to touch the metal. Always use copper tongs to place the metal in the pickle solution.
- f. Remember to quench any soldering surfaces such as charcoal blocks, solderlite tablets and metal holding tools with plain water after use. Tthese objects can burn and are not always apparently hot.
- g. When placing hot metal in the pickle, shield yourself from the backsplash with the lid of the container. The pickle contains acid and you should be careful to not let it splash on you, to never put your hand in the pickle and to not breathe the fumes when opening up the container. When lifting the lid off of the container, hold it over the open pot so it drips into the pot, not the soldering table.

#### 6. The Kiln

- a. Don't use the kiln if you haven't been properly trained on using it. When the kiln is on proceed with caution as even the outer surface can cause serious burns.
- b. The high heat from the kiln is dangerous and can cause serious burns. Always use heat resistant gloves when reaching in and out of the kiln, never using your hands, even in safety gloves to pick up an object from the kiln.
- c. Only use forks and spatulas that are approved for the kiln to place objects in or take objects out of the kiln. Move slowly and carefully so that you don't drop the molten object.
- d. Always check the area around you when you open the door of the kiln to make sure the area is free of flammable objects or traffic. Open the door only when you are ready to move efficiently so that you conserve the heat within the kiln.
- e. Only place objects coming out of the kiln on fire proof or steel surfaces.
- f. If placing your enameled object on the top of the kiln to dry or heat, always use a fork, pliers or tweezers to pick up the object. The outer surface, especially the top of the kiln is hot enough to seriously burn.

#### 7. Enamels

- a. Enamels can contain toxic substances and you should always<u>must</u> wear a respiratory mask when working with them\_\_, e<u>E</u>specially when working with them dry and sifting.
- b. Enamel spills should be cleaned up by wiping with a wet rag. Never sweep up enamel powder or returned spilled powder to a class container of enamel powder.
- Enamels should be sifted onto metal surfaces while sitting on a disposable paper surface. When disposing of the paper, fold carefully and place in trash. Don't crumple as this makes enamel dust float in the air.
- 10. Only Shurlite Strikers™ may be used to light torches.\_ Cigarette lighters or matches are prohibited.
- 11. 10. Only brass, wood, or copper tongs may be used in the pickle solution.
- 12. <u>Pickle solution has to be neutralized before disposing it in provided collecting bucket.</u>

  Once the collecting bucket is half full let staff know to dispose of it in ceramic pit.
- 131. Each shop user is expected to clean up his/her work area after each use.
- 142. Pouring investment (investment is a material used in casting jewelry) in the sink is prohibited, as it will clog the drain. Let the water sit in the bucket until investment settles, then pour off the water and place the residue in a plastic bag in the trash can.
- 153. See the <u>sShop volunteer sSupervisor before using rolling machine or cutter.</u>
- 164. Tools may not be removed from the Jewelry and Enameling Room.
- 175. The exhaust hood must be turned on when burnout kilns or casting torches are in use.
- 186. When firing enameling pieces in the kilns, temperatures should stay between 1450 degrees and 1500 degrees. Temperatures must not exceed 1800 degrees.
- 197. Kilns must be turned off after use and never left unattended.
- 208. <u>Heating/ Ddrying lights lamps must be turned off when they are not in use.</u>
- 118. <u>Heat resistant</u> Asbestos ggloves and a long trowel or fork must be used to remove or insert an item into the kiln.

- 220. Lockers are issued by clubhouse staff and are billed on an annual basis in accordance with the current GRF Pricing Policy and Fees List. Check with staff regarding a waiting list if all lockers are in use.
- 231. Use of nitric acid and cyanide are prohibited. No other harmful or toxic chemicals may be stored in the room without staff's knowledge and approval.
- 242. Using torches directly on large transite blocks on benches is prohibited. Use a smaller piece of transite on top of an existing larger block.
- 253. Gas and oxygen must be turned off at workstations when not in use. Do not set burning torches in holders.
- 617. Scrub all items with soap before putting them into the ultrasonic cleaner.
- 718. Shop <u>volunteer s</u>Supervisors are on duty to assist and answer questions. Shop <u>volunteer Ssupervisors have the authority to refuse use of equipment they feel is being used in an unsafe manner.</u>

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

## OPERATING RULES Clubhouse 4 Lapidary Workshop



#### A. General Clubhouse Four General Operating Rules

Everyone must sign in on entering to use the Clubhouse Four4 workshops.

- Anyone using a hobby/craft shop must have a completed and signed Release, Waiver of Liability and Indemnity Agreement for each specific shop/activity in which the individual participates and it must be on file in the Clubhouse Four4 Office. New waiver forms must be signed each calendar year.
- Use of hobby/craft shops is limited to residents and students enrolled in classes through the Saddleback College Emeritus Institute Program. Non-resident students are allowed in the room only 15 minutes before posted start time of class, if a volunteer supervisor is present. If the instructor is absent non-resident students must leave the facility. Non-Resident students must vacate the class rooms at posted end time of class.
- Guests of residents are not allowed to use the Clubhouse Four4 hobby/craft shops. Use implies sitting, participating or occupying space within the shops. Walking through to tour the facilities is permissible. Pets, except service dogs, are prohibited.
- Studios/Workshops are required to have a volunteer supervisor present at all times during open hours. Shops will remain closed unless a volunteer supervisor is on duty.
- Volunteer Supervisors have the authority to enforce all policies and operating rules.

  Facility Staff and Volunteer Supervisors have the final authority to determine safe procedures, protect facilities and equipment, and enforce policy.
- The Head Volunteer Supervisor for each workshop reports to the Clubhouse Four4
  Supervisor.
- Rules specific to each studio/workshop are available in each shop.
- Only authorized personnel designated by the Recreation Department may fire the kilns in the Kiln Room.
- No craftwork may be done outside of the applicable shops or their specially designated work space.
  - Raku firing and glaze spraying are specialized ceramic processes that require outside ventilation.
- Stone cutting/sculpting/sanding must be done in their designated areas on the patio at the outside grinding area behind the kiln room.
- Metal cutting, sanding and grinding are permitted only in the metal areas within the Jewelry room or the Machine shop.

## Painting wood and metal projects must be done in the Paint Room in the rear of the Woodshop.

- Torches can only be used in the Jewelry rooms designated areas.
- Safety guards must be left on all machines at all times. All equipment should be inspected by the user prior to use to ensure the proper function of the item and its safety features.
- Newspaper or canvas must be used to cover the work tables to protect the surfaces.
- If oil or water gets on the floor use appropriate cleanup methods immediately. Sawdust provided in the shop for oil spill. Mop or newspaper to clean up water.
- All shop equipment must be returned to its usual location after being used and cleaned.

  Work areas must be left clean and neat prior to leaving the facility. No shop tools may be removed from the room.
- No harmful or toxic chemicals are allowed that affect the health of residents or staff. All chemicals stored/used in the hobby/craft shops must have a Material Safety Data Sheet (supplied by the vendor to the clubhouse staff before it is used or stored at the facility). It is requested that shop users read the information pertaining to any materials used.
- In case of injury or illness, call 9-911 from the office telephone. Notify security immediately 949-580-1400. First aid kit is located in the Clubhouse 4 office.
- In case of evacuation, proceed to the parking lot. Evacuation maps are posted next to exit doors.
- Facility patron cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- Facility patron cannot be under the influence of any substance such as alcohol, drugs and medication that forbids you from driving.
- **B.** Lapidary Specific Rules
- Residents and guests must sign in upon arrival at the facility. Medication that does not allow you to drive also does not allow the use of any machinery.
- 2. Never leave any equipment unattended while in operation.
- 3. Do not add oil to saws; see volunteer supervisor.
- 4. Time limits for slab saw use are as follows:
  - a. Saws one, three and four: one hour.
  - b. Saws two and five: two hours.
  - c. Limit of two saws per person.
  - d. Saws must be cleaned after each use.
- 5. If any equipment does not appear to be operating correctly, shut it off immediately and inform the volunteer supervisor. Do not use force on any of the equipment.
- 6. After each use or end of class, all the grinding wheels and sanders must be cleaned and wiped down to avoid water stains/rust.
- 7. Clean area thoroughly of debris and rock chips after each visit.
- 8. Work quietly in the studio. Moderate Keep voices and sound respectfully moderated. Silence Cell phones should be silenced and used them outside if necessary.

- 9. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 10. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or in an unsafe mannerunsafely, and may request adherence to proper equipment use.
- 11. In case of injury or illness, call 911 and notify Security immediately at 949-580-1400. The first-aid kit and AED are located at the Clubhouse 4 front office.
   12. Please refer to the studio/workshop procedures for heat lamps, dop wax, grinding wheels, slab saws, water trim/tile saws, polishing/sanding wheels, tumbler grinding/polishing and/or material handling.
- a. Do not wear loose clothing, gloves (except thermal OVE gloves), neckties, bracelets, or loose jewelry that could get caught in moving parts. Non-slip, covered toe footwear is required.
  - b. Always use eye protection when working on <u>nibbler</u>, tile saw, trim saws, cutting, grinding, buffing, sanding and polishing wheels
  - c. Watch out for your fellow students/ users: do not run, announce yourself when you are behind someone
  - d. As a beginner always check with the <u>volunteer</u> supervisor on how to use the machinery properly
  - When using glue on the work tables cover the surface with paper or a work board
  - Each piece of equipment is designed for specific purposes and should never be used for tasks that are beyond its capabilities. To do so could cause accidents resulting in injuries to persons and damage to the equipment. No home improvement projects, marble or tilework on any of the lapidary equipment.

#### **CB**. Safety

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

#### C. Lapidary Specific Rules

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

#### D. Emeritus Students

1. Students must not enter the room if without a volunteer supervisor is not present.

- 2. Non-resident students may enter the studio 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
- 3. Students may only enter the studio only during the actual class times of the specific class(es) in which they are enrolled.
- 4. No sSerial production is not permitted (no more than three pieces of the same kind)-is prohibited.
- rock Leave the equipment cleaner than you found it. Make "post use clean up" a mindful habit.s....d. 4. or equipment damaging.5.
- 6. Careless or thoughtless use can ruin a saw, grinder, sander or polisher in a matter of minutes. If any equipment does not appear to be operating correctly, shut it off immediately and inform the Shop Supervisor. Do not use force on any of the equipment.
- D. Heat lamps/dop wax

The heat lamp is used to warm up your stone material for 30 seconds to get ready to add the dop wax and the dop stick. The heat lamp is not to be used to melt wax.

- 1. Turn on the lamp.
- 2. Place your rock underneath the heat lamp. Do not put wax on your rock to place under the lamp.
- 3. Do not walk away. Stay for 30 seconds until rock is warmed. Avoid overheating your rock.
- 4. Do not put wax on your rock to place under the lamp.
- 1. E. Grinding Wheels
- 1. Turn water on first.
- 2. Turn on wheel. Let the wheel get up to speed before starting to grind.
- Do not push hard, let the wheel do the work.
- 3. Shape your rock in a back and froth motion. Avoid pressing on the same spot for prolonged time.
- 4. Pay attention, don't talk and grind, stop grinding if you are distracted.
- When finished, turn the water and then the grinder off.
- a. Never leave the machine running unattended.
- F. Slab Saws
- a. Make sure the blade is sharp before setting the saw up with a rock. If smooth to the touch supervisor should use a coarse aluminum oxide block to sharpen the blade. It might take a few cuts to get the blade sharp.
- The hardness of the rock determines the speed of the cut. Rocks must be placed solidly in the vise and be checked by the Supervisor. Volunteer supervisor to verify that rock is securely glued to wood before being placed in vise. Example hold the stone and tap the board against the floor. This suggestion is very important as it protects the saws from damage and allows for checking the security of the glue joint.
- 1. Oil 1/4 inch to 1/2 inch above the bottom cutting edge of the blade.
- Maximum rock size is five inches by five inches, except the 24-inch slab saw.
- Pay attention to the progress of the saw. Listen to the sound of the drive belt and the blade. Turn the saw off if unusual sounds appear. Belt or blade damage might occur.

<u>Check the motor shut of set screw after each cut to prevent it from vibrating loose and getting lost in the sludge.</u> 8"<u>Little</u>" Very delicate equipment. O. Please check with the present head supervisor.

- G. Water Trim Saws
- 1. Be sure saw blade throws a three inch stream of water.
- Stones must have a flat bottom.
- 3. Hold securely with both hands and guide so as to make straight line cuts.
- 4. Maximum stone thickness is 1/2 inch.
- 5. No free hand cutting. You are risking the damage of the blade. Plus losing control over the rock.
- H. Polishing Wheels
  - 1.To eliminate the possibility of contaminating the buff<u>ing wheel</u>s, wash <u>oil and</u> grit of hands and stones before using the equipment.
    - 2.\_\_\_\_ Cover wheels when they are not in use.
- I. Sanding Wheels

<u>Do not grind glass or ceramic on grinding wheels or sanding drums except wheels or drums</u> <u>designated for stained glass work. See the shop supervisor for location. Glass equipment can</u> <u>only be used when a glass volunteer supervisor is present.</u>

- 1. Check sandpaper for any rips.
- 2. Water spray must cover the full surface of the wheels. Wheel needs to reach full speed before use.
- 3. Sand across the full surface of the wheel.
- 4. Wheel needs to reach full speed before use.

<del>J.</del> –

grinding/polishingFill out the Tumbling Barrel Usage Record Form. The volunteer supervisor has to check and sign the form before use.

- 1. Separate soft from hard stones. Choose a variety of shapes and sizes for best result.
- 2. If stones are very rough and have an outer crust start with 60/90 grit.
- 3. Smooth stones can be started with 220 grit.
- 4. Barrel and lid have to be clean before each use.
- 5. Barrels are filled ½-3/4 full with rocks, no more than that depending on rock size, add water just above the rock level line.
- 6. Add 2 Tbsp. of grit for small barrels; 4 Tbsp. of grit for big barrels.
- 7. <u>Fill out the Tumbling Barrel Usage Record Form. The volunteer supervisor has to check and sign</u> the form before use.
- 8. <u>Tumblers run 4-5 weeks. Tumbler must be checked every few days, depending on the material for progress, pressure release and water level.</u>
- 9. Thick mud should be removed and #200 grit added.
- 10. do not add any more stones during this process.
- 11. To polish fill the barrel water just over the level of stones.
- 12. Get polishing powder and clean pallets from the volunteer supervisor.
- 13. Run tumbler 1-3 weeks.
- 14. When finished clean and saver the pellets to the tumbler room locker. Pellets are reusable.
- 15. Duration of use

- a. Barrels are available on a first come first serve basis.
- b. A waiting list will be created if there is more interest than barrel space available.
- c. Users are to vacate their barrel and inform the supervisor after their final finish polishing round is done. After a completed tumbling cycle, residents may add their name to the waiting list. Waiting list to follow Golden Rain Foundation Recreation and Special Events Department Policy and Procedures page 4#16 updated 22-2-2022 which states:
- <u>"When there is a waiting list, the first resident on the list will be contacted first. The resident has three options: Accept the opening, pass and retain his/her position on the list or pass and be removed for the list. Volunteer Supervisor will contact next person on waiting list.</u>
- 2. When working on stained glass only use equipment designed for cutting glass.
- 3. Tumbler use: See supervisor or instructor for proper filling and sign up
- K. General use:s
- 1. Clean area thoroughly of debris and glass chips after each visit.

  Do not add oil to saws; see Shop Supervisor.
- 3. Time limits for slab saw use are as follows:
- 4. Saws must be cleaned after each use.
- a. Supervisors have the authority to refuse use of equipment if they feel it is being used in an unsafe manner. Supervisors also have the authority to enforce the shop rules and regulations.
- b. After each use or end of class all the grinding wheels and sanders must be cleaned and wiped down to avoid water stains/ rust.cvoid rust.
- L. <u>Polishing Wheels Genie and</u>
  <u>These diamond wheels are used for final polishing. These wheels are fragile and expensive. They are absoluYely not intended to be used for shaping.</u>

#### Before use, wash your rock with soap and water.

- 1. 1. To use either of these machines, sign in on the "Use" Sheet and be prepared to prove to the volunteer supervisor that you have been "checked out" and demonstrated how to use the machine.
- You must sign the check list and be signed off by a supervisor before using the wheels
- All your shaping should have been completed before you used either of these machines.
- Use plenty of water and very light pressure to polish your stones.
- <u>Use the 600 wheels to remove any final scratches. The remaining wheels will put the</u>
- <u>final polish on your stone.</u>
- The entire process should not take more than 1-2 minutes (30-45 seconds per wheel).
- Should you be on it longer than that, you need to go back to the 600 silicon carbide wheel.

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

# OPERATING RULES Clubhouse 4 Photography Studio & and Lab



#### A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. In order to use the Photo lab a Vvolunteer Supervisor must be present to use the Photography Lab. Residents using the Photography Lab must adjust their work schedule so they can finish according to the availability of volunteer supervisors. Monday through Friday by 4:00 p.m. PM and Saturday/Sunday by 12:00 PMnoon. The lab is closed daily from 12:00 PMnoon to 1 p.m. 1:00 PM.
- 3. Students Residents enrolled in photography classes meeting in the Photo Classroom are eligible to use the darkroom located in the Photography Lab with approval of the volunteer supervisor. Non-residents may only use the Photography Lab only during the College Emeritus class time and under their itnstructor supervision.

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#### -Guests

Guest are allowed to attend Camera club lectures.

Guest are not allowed to use the dark room.

- a. Guests must be accompanied by resident at all times and must sign a waiver prior to using the Photo Studio. No other room may be used by guests at Clubhouse 4.
  - Residents and guests must sign in on the provided utilization sheet upon arrival at the Photo Studio.
    - Harmful or toxic chemicals that will affect the health of residents or staff are prohibited.

      All chemicals must have a Material material Safety safety Data data Sheet sheet supplied by the vendor and submitted to Clubhouse clubhouse Staff staff before it is used or stored at the facility. No storage of chemicals allowed
      - a. Any type of chemical considered hazardous, may not be left in the Photography Studio classroom. It is the resident/guest responsibility to remove these items from the facility and properly dispose of them.
    - 2. <u>Chemical storage is not permitted. Chemicals used in the dark room need to be taken</u> home at the end of the day.
- 5. Shop Supervisors are on duty to assist and answer questions. Shop Supervisors have the authority to refuse use of equipment they feel is being used in an unsafe manner. GRF facilities are open to all residents. The China Painter club is allowed to use in tThe Fred Greinger roomPhotography Studio classroom is a multi-use room to be scheduled for use with Recreation Department approval.

- 6. Work quietly in the studio. KeepModerate voices and sound respectfully moderated. ESilence cell phones should be silenced and used them outside if necessary.
  - 7. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 8. Currently the club has permission to use the room on Tuesday from 1pm to 4 pm. Day and time is subject to change. China painters can store supplies in the provided metal cabinet. No turpentine, solvents, linseed oil, brush cleaners, or rags containing their by products, or aRecreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or in an unsafe manner and may request adherence to proper equipment use.
  - 9. In case of injury or illness, call 911 and notify Security Services personnel immediately at 949-580-1400. The first-aid kit and AED are located at the Clubhouse 4 front office.

#### **B.** Guests

- 1. Guests are permitted to attend Camera Club lectures.
- 2. Guests are not permitted to use the dark room.
- 3. Guests must be accompanied by the resident at all times and must sign a waiver prior to using the Photography Studio.
- 4. Residents and guests must sign in on the provided utilizationse sheet upon arrival at the Photography Studio.

#### C. Emeritus Students

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

3.

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

## **OPERATING RULES Clubhouse 4 Sewing Rooms**



#### A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- <u>2. Eating Food</u> and/or drink<u>sing</u> are prohibited on the <u>s</u>Sewing <u>tTables and cutting tables</u>.
  - 23. Razor blades or other sharp instruments are prohibited on the cutting tables; . They will damage the cork tabletops.use a cutting board.
  - 34. The use of the <u>sewing</u> machines is on a first\_come, first\_serviceed basis; no reservations <u>are allowed permitted</u>.
  - 4<u>5</u>. No parts of a sewing machine can be removed by a <u>user</u>resident/guest without the approval of <u>the</u>—volunteer supervisor. Only feet that are made for the present sewing machine model <u>may</u>—be used.
  - 56. Machines that are not working properly need to must be shut down and marked "out of order.". labeled as such with signage. A work order form shallwill be fill out with as much containing as many details as possible will be submitted. Staff will pick up workorder form and arrange for repair. Repair may only be ——conducted by staff.
  - 67. The <u>s</u>Sewing <u>r</u>Room (<u>quilters room</u>) nearest to the parking lot <u>is can be</u> used as an —overflow room, <u>in case if</u> all machines in the <u>front other</u> room are occupied. <u>It can be used by resident</u>, <u>but the Sewing Supervisor on duty must be made aware of the move.</u> Residents must inquire with——the volunteer supervisor on duty for use of this <u>room</u>.
    - 1. a. There are two exceptions:
      - 1. Students enrolled in an Emeritus sewing class with an illnstructor present.
      - 2. Members of the Crazy Quilters <del>club</del> Club with a volunteer supervisor present.
  - 8. Storage space is limited in the sewing rooms. Overflow must be removed.
  - 9. Changing rooms must be kept neat and clean. Items that are stored without contact information and a date may be removed.
  - 710. Work quietly in the studio. KeepModerate voices and sound respectfully moderated. ESilence cell phones should be silenced and used them outside.
  - 11. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
  - 12. Shop Supervisors are there to provide information regarding policy and to enforce policy.

    Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or in an unsafe mannerunsafely and may request adherence to proper equipment use.

- 13.In case of injury or illness, call 911 and notify Security Services personnel immediately at 949-580-1400. The first-aid kit and AED are located at the Clubhouse 4 front office. They have the authority to refuse the use of equipment that they feel is being used in an unsafe or destructive manner.
- 8. <u>Storage space is limited in the sewing rooms. Overflow has to be taken out. Either into the old bridge room or home.must be removed.</u>
- 9. <u>Changing rooms have to be kept neat and clean. Items that are stored without contact information and a date mightmay become subject to removal.</u>
- 10. <u>Facility patron cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.</u>

#### B. Guests

- 1. Guests are only permitted on Sundays only. s
- 2. Guests under 10 years of age are not permitted to use the facility. HThe maximum number of guests allowed per resident is two. Residents must accompany their guests at all times. Guests must sign a waiver prior to use only and may share a sewing machine with the resident.

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- 3. Guests under 10 years of age are not permitted to use the facility.
- 4. Residents and guests must sign in upon arrival at the facility.
- 5. Guests must be accompanied by resident at all times and must sign a waiver prior use..
- 3. Non-resident guests cannot purchase any supplies offered by the Sewing €Club.
- C. Emeritus Students
  - 1. Students must not enter the room if without a volunteer supervisor is not present.
  - 2. Non-resident students may enter the studio 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
  - 3. Students may only enter the studio only during the actual class times of the specific class(es) in which they are enrolled.
- 6. 4. No sSerial production is not permitted (no more than three pieces of the same kind) is prohibited. Only residents may use the sewing machines, guests are not permitted to use the equipment.
- 7. No other rooms may be used by guests in Clubhouse 4.

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

## **OPERATING RULES Clubhouse 4 Slipcasting**



#### A. General

- B. 1. Residents and guests must sign in upon arrival at the facility. Laguna Woods residents and Emeritus students wishing to work in the Studio must compete an annual "Hold Harmless Release and Waiver of Liability Agreement" form.
- 2. When entering the Studio, you must register on the sign in sheet and show your resident I.D. card if the Supervisor is not familiar with you.
- 3.If there is no volunteer Ssupervisor is on duty-/-present, the Sstudio is closed.
- 1.—3. 4.When an Emeritus Class is in session only students enrolled in the class may be in the Studio. Non students, including residents and members, may not come into the Studio for any reason including to drop off or pick up work. This is due to the Emeritus Liability Insurance which is in place during class times.5.—No relatives, friends, visitors, or pets (except service dogs) of residents or students are permitted in to work, visit, or remain in the Studio while the resident or student works. Walking tours are allowed.
  - 6. The window aisle must remain clear of chairs, carts, and any other items for safety reasons. Working at the end of a table is prohibited.
  - 4. 7. Areas between tables must be kept clear for accessibility and safety.
  - <u>5. 8.All work in progress and/or supplies stored in the Sstudio areis done so at "the owner's risk."</u> -Utensils, tools, molds, work, etc., may not be left out overnight.
  - 6. 9.All items produced must be marked with your name or initials. YEnter your "mark" must be entered on a Łlogo card at the Ssupervisor's Ddesk. If your identifying initials are already being used by another Studio user resident/guest, you must add an additional initial or identifying mark. In the event of a duplication, your Łlogo card must be updated; and the volunteer Ssupervisor must ensure any issues are resolved with any existing pieces prior to distributing item(s) to the user(s). -Students must additionally mark the date on their pieces.
  - 7. Work quietly in the studio. KeepModerate voices and sound respectfully moderated. ESilence cell phones should be silenced and used them outside if necessary.
  - 8. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
  - 9. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if

- <u>a resident/guest is using the equipment incorrectly or in an unsafe mannerunsafely and may</u> request adherence to proper equipment use.
- 10. In case of injury or illness, call 911 and notify Security Services personnel immediately at 949-580-1400. The first-aid kit and AED are located at the Clubhouse 4 front office.
- 11. Please refer to the studio/workshop procedures for molds, slip, firing, Greenware, Bbisque, drying cabinets, end caps and/or material handling.

#### **B.** Guests

- 1. The studio is for slipcasters Slipcasters only.
- 2. The studio encourages socializing and sharing knowledge among studio users.
- 3. Friends or relatives are welcome in the studio for a brief visit briefly to seeview a member's workplace of work or samples of work that they have produced created.
- 4. Residents have the right tomay visit the studio to explore the possibility of joining or working in the studio themselves. This includes sitting with another resident and discussing the work being produced.
- 5. Anyone spending more than a few minutes in the studio must sign the "Hold Harmless Release and Waiver of Liability Agreement" Fform, register on the studio sign in sheet and show their resident I-D- card to the volunteer supervisor, if requested. 12. Facility patron cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely. The Studio may not be used by persons under the influence of alcohol or a medication that would make driving illegal.
- 2. <u>C. 13. Volunteer supervisors have the authority to deny use of the Studio to any person if it is noticed that that person is using the Studio and/or its' equipment in a careless, unsafe or inappropriate manner.</u>
- 3. 14. Any form of harassment, intimidation, disruptive behavior, bullying, emotional and/or verbal abuse is not permitted in the Studio. Offenders using such behavior will be reported to Security and the Clubhouse Four office immediately, following GRF Guidelines and Regulations. Everyone doing work in the studio must fill out an annual "Hold Harmless Release and Waiver of Liability Agreement" form.
- 4.—126. When entering the studio, you must sign in.
- 5. If there is no vVolunteer aAssistant of record on duty in the studio, the studio will be closed.
- 6. No one may enter the studio unless a vVolunteer aAssistant is present.
- 7. No relatives, friends or visitors or pets (except service dogs) of residents are permitted in the studio. Walking tours are allowed.
- 8. No one is allowed in the kiln room unless accompanied by a technician or instructor.
- 9. Only greenware poured with slip purchased in the studio in studio molds may be fired in Clubhouse 4 kilns.
- 10.-No homemade molds.
- 11. No outside bisque, unless part of a Saddleback <u>c</u>Class project approved by the clubhouse supervisor, may be fired.

- 12. No specialized firings are allowed outside of those for Saddleback class projects, unless approved by the clubhouse supervisor.
- 13. The window aisle must remain clear of chairs, carts and any other items. Working at the end of table is prohibited.
- 14. Areas between tables must be kept clear for accessibility/ safety.
- 15. Only one bottle of slip per person may be stored in the Studio.
- 16. The cleaning of greenware must be done in a manner that does not produce dust.

#### No sanding or scraping of bone-dry products inside the room.

- 17. Wet greenware or damp bisque must not be put in the cabinets to be fired.
- 18. The "slip/overflow sinks" must be used when cleaning all utensils, brushes, tubs, pitchers, etc. of any product.
- 19. Molds must be cleaned, and banded (with a minimum of two bands) and returned to their designated shelf.
- 20. X-molds may not be poured during classes.
- 21. No molds, boards or other club materials may be removed from the studio.
- 22. If a mold is broken you may be asked to pay to have it replaced or mended.
- <u>4'f akIn case of evacuation, proceed to the parking lot. Evacuation maps are posted next to the EXIT doors.</u>

#### Molds

- 1. Resident/guest needs tomust be proficient at the craft of slipcasting in order to use the equipment and facilities.
- 2. The X-Mmolds are reserved for Slipcasting Club Mmembers and may not be used by anyone during an Emeritus class session.
- 3. No molds, boards or any other Sstudio tools/materials may be removed from the sStudio.
- 4. Only Greenware poured in Sstudio molds, with slip purchased in the Sstudio, may be fired in the Clubhouse Four4 kilns.
- 5. If you break a mold, you may be asked for reimbursement of mending or replacement.
- D. Do not pour a mold that is damp to the touch. It could jeopardize the long term integrity of the mold as well as the piece being poured. Molds can only be poured one time per day.
- <u>If you break a mold, you may be asked to pay to have it replaced or mended.</u>
- <u>Prior to being placed on the drying racks all molds must have their exteriors, including the rubber bands, cleaned of any slip. This will prevent dried slip dust from accumulating in the drying rack area. Slip dust is hazardous to human health.</u>
- Poured molds must be drained and put on the drying rack two hours prior to closing of the Studio.
- After using a mold, it must be cleaned, banded with a minimum of two bands and returned to carefully and securely to its' designated shelf or drawer.
- <u>Use dry paper towels and plastic instruments to clean the inside of the molds after using. Do not clean the inside of molds with a damp sponge. The outside of the mold may be cleaned with a slightly damp sponge. Do not use metal instruments in or on the molds.</u>

- Hand building is limited to (a.) Add-ons' to be attached to poured pieces plus (b.) small individual items no larger than your palm. A note to the technician must accompany the hand built item for firing.
- Studio users need to be proficient at the craft of Slipcasting in order to use the equipment and facilities without supervision. Free classes are available periodically—see the Bulletin Board for information.

Slip

- 1. Only slip purchased in the Sstudio is allowed in the sStudio. -No other slip will be fired.
- <u>E. Only residents may store slip in the studio. Each resident may store a maximum of two jars.</u>
- Stored slip jars must be marked clearly with your full name and/or initials plus the marking "Res" to denote you are a resident.
- Newspaper must be used to cover all work areas to avoid spillage or stains.
- No sanding/scratching or grinding is allowed in the Studio. Sanding must be done outside, over a trash can, where dust will not fall on nearby areas and benches.
- <u>Slip is messy and wiping with a sponge often leaves a haze on surfaces. Rinse the sponge for the last wipe and try to remove as much residue as possible.</u>
- Clean slip/glaze covered items (brushes, tools, sponges, buckets, spatulas, etc.) in the slip/overflow sinks only. Use newspaper to pre-clean these items so as little slip/glaze as possible goes into the Studio sinks. Prewash brushes and tools in a small container of water to conserve water.

  Firing
  - 1. No one is allowed in the kiln room unless accompanied by a technician or instructor.
  - 2. Only technicians authorized by the Clubhouse Four4 SS supervisor can fire kilns.
- F. Leave a note for the technician if any "special" handling is required for firing especially if you have used wax resist or Stroke & Coat on your Greenware.
- No outside bisque will be fired unless it is (a) being provided by a vendor who is holding a demonstration or (b) is part of a Saddleback Emeritus Class project.
- No specialized firings are allowed unless approved by the Clubhouse Four Supervisor. This includes Saddleback Emeritus class projects.
- <u>Do not approach a technician with questions or requests. Bring your questions and requests to the Supervisor.</u>
- Work must have originated in the Studio to be fired. Projects may be taken home to be worked on and brought back for firing, but they must have originated in the Studio.
- Wet Greenware or damp glazed bisque is not to be placed on the firing cabinets. It should be appropriately marked and stored in the Drying Cabinets until fully dry. Wet/damp/cold pieces left on the firing cabinets will be transferred to the 'reject' shelf.
- <u>If your piece is on the 'reject' shelf, please read the note, fix the problem, or answer the question, and put your item on the appropriate firing cabinet—along with the note.</u>

#### Greenware, Bisque, Drying Cabinets and End Caps

1. Only volunteer Supervisors are permitted to touch, move and/or distribute fired items from the Bbisque and Ffinished cabinets.

- 2. Greenware 'in progress' may be taken home or it may be wrapped in plastic, marked clearly and visibly with blue tape on the outside of the plastic with your name and the date, and placed in the Greenware Drying cabinet.
- 3. Greenware <u>'ready for drying' may be taken home or it may be placed in the Greenware Drying cabinet without the plastic. Your full name and full date must be clearly visible on the board.</u>
- <u>4. Greenware that is 'bone dry' and ready for the first firing should be placed on the 'Greenware' end cap.</u>
- <u>5. Using glaze products on Greenware is not permitted.</u>
- 6. Bisque items that have glaze applied should be placed on the 'bisque' end cap.
- 7. Studio users are responsible for picking up their pieces from the Greenware, bisque and Finished cabinets as soon as possible.
- 8. Greenware, bbisque and finished items left in the cabinets for three months will be "Blue Tagged" in preparation for disposal and/or donation.
- 9. If Greenware, bbisque or finished items are to be picked up by friend or another colleague a note from the owner with the full name, date and signature must be presented to the Supervisor, along with a clear description or a picture of item or items.
- 10. Only dry Greenware or bisque maybe put in the firing cabinets. Any wet or damp items may be stored in the drying cabinets or taken home until fully dry.
- 11. Do not touch any other person's work that is on the end caps or in the drying cabinets, or anywhere else in the Studio. Your hands may have natural oils, dust etc. on them which can potentially cause damage to the piece.
- G. Cleaning & and Water Conservation
  - 1. Equipment and area Ccleaning of all equipment and areas used is are the responsibility of every Sresident/guesttudio user. The rule of thumb is to leave any area or equipment you use cleaner than you found it.
  - 2. The cleaning of Greenware cleaning must be done in a manner that does not produce dust. No sanding, scraping or grinding of bone-dry or bisque products may be done permitted inside the Studio. If Please do sandingsand, scrapinge or grinding is done outside do this over a trash can to catch all the dust and debris. Wear aA mask, must be worn and. Masks is are available at Supervisors' desk, is required.
  - 3. The Use "slip/overflow sinks" must be used when cleaning all utensils, brushes, tubs, pitchers, etc., of any product. -Use newspaper to remove as much slip and glaze as possible prior to using the Studio sinks.
  - 4. Wash tools and brushes in a small bucket or other container before minimal rinsing to conserve water.
  - 5. Use the least amount of water possible. -Turn off the water any time that you are not actively using it. -Use a small stream of water whenever possible.
  - ——<u>Depending on your activity, allow 20- to 30 minutes for clean-up. <del>You must be out of the Studio</del> <del>promptly by the designated time.</del></u>
  - 6. Clean up slip and dust with a wet sponge or wet towel only.

- 7. Clean glaze residue and, spills and dust on counters any surface with a wet sponge or wet towel.
- 8. Throw awayDiscard all used newspaper, even if it appears to you to be relatively clean.
- 9. AClean and put away any used studio tools or equipment you have used from the Sstudio must be cleaned before being put away.

#### H.\_Cell Phone Use\_\_\_\_\_

- <u>Texting is permitted, either to send or receive messages.</u>
- To place or receive calls, Studio users must step outside so that they do not disturb others. (Tell callers to hold for a moment while you step out of the Studio.)
- <u>Guests & and Visitors IN THE STUDIO</u>
  - The Studio is entirely a place of work for Slipcasters only.
  - The Studio encourages socializing and sharing knowledge among Studio users.
  - The Studio is not a place for socializing with friends who are not actively working on Slipcasting projects.
  - Friends or relatives are welcome in the Studio for a brief visit to see a member's place of work or samples of work that they have produced.
  - Residents have the right to visit the Studio to explore the possibility of joining or working in the Studio themselves. This includes sitting with another resident and discussing the work being produced.
  - <u>Due to Insurance reasons anyone spending more than a few minutes in the Studio must sign the</u>
    <u>'Hold Harmless Release and Waiver of Liability Agreement' Form, register on the Studio sign in sheet and show their resident I.D. card to the Supervisor, if requested.</u>

#### JH. Emeritus Students

NOTE: Emeritus students must adhere to ALL Rules and Guidelines on this document as well as the rules in this section.

- No serial production (no more than three pieces of the same kind).
- <u>Student Definition: (anyone enrolled in a Saddleback Emeritus class is a student).</u>
- 1. NStudents must not enter the room if without a volunteer supervisor is not present.
- 2. Non-resident students may enter the Studio 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
- 3. Students may only enter the studio only during the actual class times of the specific class(es) in which they are enrolled.
- 4. No sSerial production is not permitted (no more than three pieces of the same kind) is prohibited.
- Drain poured molds and place them on the drying rack
- <u>Cleanup for morning classes begins no later than 11:30 AM</u> <u>students must leave the Studio by</u>
  <u>11:50 AM.</u>
- <u>Cleanup for afternoon classes begins no later than 3:30 PM</u> <u>students must leave the Studio by</u> <u>3:50 PM</u>.
- Students must not enter the room if a Supervisor is not present.

- Students may only enter the Studio during the actual class times of the specific class(es) in which they are enrolled.
- 5. Poured molds must be drained and put on the drying rack two hours prior to the end of classPoured molds must be drained and put on the drying rack two hours and five minutes prior to the end of class.
- 6. MClean molds and rubber bands thoroughly must be cleaned thoroughly and returned and return them to their appropriate shelf/drawer prior to the end of class.
- 7. No pouring is allowed without an instructor is present. If the instructor is absent, the the class will be dismissed, and all non-resident students must leave the Sstudio and Laguna Woods Village.
- 8. Students may pour up to two molds per class session. Students may pour up to two molds per class session attended. Molds which have multiple pieces are counted as one (identified with the same mold number and letter (A and B)). Molds with multiple impressions are counted as one mold. Different molds must be chosen for each class session unless repeat pourings are per the instructor's direction. After all class assignments are complete, students may pour molds of their choosing, not to exceed a combined total of two molds per session.
- 9. -SStudents may firesubmit up to two pieces per class session for firing following the limits listed in item #8.
- 10. -Student Greenware must be clearly marked with initials or a logo; and the current semester and year. Make-Ensure your logo is recorded with the volunteer Supervisors. Verify that no one else has the same initials as yours-do.
- 11. -If a piece is on the reject shelf, please read the note, fix the problem, or answer the question on the note and put it back, with the note o-in the appropriate firing cabinet end cap for firing.
- 12. -Non-resident students must take all their pieces, slip and belongings by the end of each Emeritus semester. -Items left in the Studio may be discarded.
- 13. -Class projects may be taken home for work and brought backreturned for firing, but they must have originated in the Sstudio.

#### **IMPORTANT:**

Non-compliance or disregarding these rules, instructions or safety guidelines is to be reported to the Clubhouse Staff and, if it is continued, will be presented to the Golden Rain Foundation Board of Directors, which could result in the denial of future use of the facilities.

<del>1.</del>

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

### OPERATING RULES Clubhouse 4 Wood ShopWoodshop



#### A. General

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

#### A.B. Personal Safety

- 1. <u>Do notW wear no loose</u> jewelry, gloves, neckties, or loose clothing that could get caught in moving <u>equipment</u> parts. -<u>Remove coats and jackets and roll up loose sleeves.</u>
- 2. Non-slip, <del>covered</del> <u>closed</u>-toe footwear is required. <u>A dDoctors note is required if closed</u>-toed shoes can't-not be worn.
- 3. Remove coasts and jackets and roll up loose sleeves.
- 3. Long hair should must be tied back away from the face and not allowed to "fall" into work.
- 4. Wear safety glasses or a face shield when doing performing any operation that may endanger your eyes from flying particles, sawdust, foreign objects or corrosive substances.
- 5. Be Ensure you have adequate light so you don't strain your eyes.
- 6. Always keep your eyes on the cutting action.
- 7. Advise the volunteer supervisor of a potential safety danger.
- 4.8. Over-confidence leads to carelessness, which causes accidents.
- 5. Facility patron cannot be under the influence of any substance such as alcohol, drugs and/ or medication that may alter ability to use equipment safely. Facility patron cannot be under the influence of any substance such as alcohol, drugs and medication that forbids you from drivingDo not wear loose clothing, gloves (except thermal OVE gloves), neckties, bracelets, or loose jewelry that could get caught in moving parts.
- 6. Non-slip, covered toe footwear is required.

#### 7. Medication that does not allow you to drive also does not allow use of any machinery.

#### B.C. Bench Organization

- 1. Keep your project materials carefully organized on your bench with tools located near the center.
- 2. Do not pile tools on top of each other.
- 3. Never allow edged or pointed tools to extend out over the edge of the bench.
- 4. -Close your vise when it is not in use and see ensure that the handle is turned downward.
- 5. Keep drawers and cabinet doors closed.
- 6. Do not leave material laying on the floor.
- 7. Sign tools out for use and return them to the Ovolunteern Duty Supervisor when finished.
  - 1.a. Find the tool sign-out sheet can be found next to the woodshop sign-in sheet for the Wwoodshop.

#### Carrying Tools

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

#### D.E. Clamping Stock

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

#### **E.F.**Cleanliness

- 1. Keep your hands clean and free of oil and grease. You will do better and safer work and both tools and your project will stay in better condition.
- 2. Keep the machine clean.
- 3. Remove all tools, lumber, and unnecessary materials.
- 4. Do not leave objects on any machine. Objects leObjects left on the machine machinery can vibrate into revolving cutters and be thrown from the machine with great force.
- 5. Never clean a machine while it is running.
- 1.6. Use the the provided hand brush and dustbins.

#### F. Confidence

1. As you successfully use the Wood Shop you will gain confidence. Do not become too confident. Over confidence leads to carelessness which causes accidents.

#### G. Consideration of Others

1. Be thoughtful and helpful toward other workers in the Wood Shop. Be sure that the work you are doing does not endanger someone else. Caution other workers if they are violating safety rules or advise the room Supervisor of a potential safety danger.

#### H. Eye Protection

1. Wear safety glasses or a face shield when doing any operation that may endanger your eyes. Prevent flying particles, sawdust, foreign objects or corrosive substances from entering your eyes. Be sure you have enough good light to see what you are doing without straining your eyes. Always keep your eyes on the cutting action. Concentrate on what you are doing at all times.

#### I. Injuries

- 1. Report all injuries, regardless of severity to the <u>volunteer</u> Supervisor on duty. Any significant or (911) medical call injuries must be reported to Clubhouse Four <u>sStaff and Security # 949-580-1400</u>. Staff will call Security and <u>to make sureensure</u> the incident is properly documented.
- 2. If 911 was called send someone outside to guide the EMT's to the injured. Make sure someone stays with the injured. Tell onlookers to disperse. Make sure EMT's have enough room.
- **J.**G. Shop Use Safety Regulations
  - 1. Electricity
    - a. Before plugging in a machine, make ensure the switch is in the "off" position.
    - b. When using an extension cord, use the correct wire size. This is determined by the length of the cord and size of the motor. Using a too-small wire size that is too small will cause the tool to overheat.
    - c. Keep all power cords away from blades and cutters while <a href="you workworking">you workworking</a>. <a href="Make">Make</a> <a href="make"><u>sEns</u>ure the power tool is grounded; a double-insulated case need not be grounded. Check with the <a href="yolunteer">yolunteer</a> <a href="make"><u>sSupervisor</u> if unsure about this.
    - d. If <a href="mailto:anything">anything</a>; unusual happens, turn off the machine immediately. If the machine does not sound right, turn it off immediately. As soon as it stops completely, inform the <a href="mailto:volunteer.ssound-right">volunteer.ssound-right</a>, turn it off immediately. As soon as it stops completely, inform the <a href="mailto:volunteer.ssound-right">volunteer.ssound-right</a>, turn it off immediately. As soon as it stops completely, inform the <a href="mailto:volunteer.ssound-right">volunteer.ssound-right</a>, turn it off immediately. As soon as it stops completely, inform the <a href="mailto:volunteer.ssound-right">volunteer.ssound-right</a>, turn it off immediately. As soon as it stops completely, inform the <a href="mailto:volunteer.ssound-right">volunteer.ssound-right</a>, turn it off immediately. As soon as it stops completely, inform the <a href="mailto:volunteer.ssound-right">volunteer.ssound-right</a>, turn it off immediately.
  - 2. Fire Protection
    - a. Advise the <u>Hh</u>Head <u>volunteer s</u>Supervisor and/or obtain approval before bringing any flammable liquids into the <u>Ww</u>ood-<u>Ss</u>hop.
    - b. RefEamiliarize yourself periodically with the location of all fire alarms and fire extinguishers.
    - c. Make sure to use Ensure finishing materials and thinners, etc., are used only in approved areas. Make sure you are in a project space that allows such materials to be used.
    - d. Close cans of finishing materials and thinners immediately after use.
    - e. Use flammable liquids in very small quantities. Be sure Ensure the container is labeled and sealed.
    - f. Consult <u>the resident/guest</u> work<u>ingers</u> near you to evaluate whether any potential crossover hazards <u>might may beare</u> present.
    - g. Dispose of oily rags and other combustible materials immediately, or store them in an approved container. See the volunteer sSupervisor on duty for the location.
  - 3. Floor Safety
    - a. The floor should be kept clear of scrap blocks and excessive litter. Keep projects, saw horses, and other equipment and materials out of traffic lanes.
    - b. Immediately wipe <u>up</u> any liquids spilled on the floor.
  - 4. Material and Project Storage
    - a. Project-Store and stack project work must be stored and stacked carefully in assigned areas. These areas are is marked yellow on the ground in front of the windows.
    - b. One Work on one project at a time. Projects Finish projects need to be finished in a timely fashion manner.
    - c. Projects Clearly mark projects must be clearly marked with the owner's nName, phone number and date.

- d. The Wood Shopwoodshop is not to be used for long\_-term storage. <u>4Clearly mark</u> items left in the Wood Shopwoodshop must be clearly marked with the owner's name and phone number of the owner and the date. <u>4Items</u> are left at the resident's owner risk. <u>4Nything Items</u> left more than 60 days will be disposed of.
- e. Secure help with long boards, even if they are not heavy.
- f.—Supervisors will be granted a locker inside the shop and an additional material storage in the supervisor storage room if available. Lockers and material must be marked with name and phone number.

#### 5. Odors

- a. Be alert for any odors that might indicate overheating of the machine or stock.
- a.-b.Dull blades will burn wood and create a distinct smoky odor. Stop cutting and inform the volunteer supervisor.
- 6. Power Equipment Safety
  - a. Modern power wood working machines can save large amounts of time. Learning how to use them safely is most important to the worker and the Wood Shop. Whether or not you are Use of power wood—working machines approved to use power equipment depends entirely on your individual knowledge of and ability to use them in compliance with the Wood Shop Woodshop's Operating operating Rules rules.
  - b. <u>Keep Know and understand the general safety rules. Before operating any power tool</u> or machine you must become thoroughly familiar with the way it works and the correct procedures that determine its use. When the correct use of the machine is learned you will use it in the safest manner.
  - c.b.Rred\_striped areas in front of circuit breaker panels must be kept clear of all obstructions to panels.

#### 7. Safety Guards

- <u>a.</u> <u>Make sure Ensure</u> all safety guards are in place. Never remove a safety guard unless the safety guard presents a danger. <u>If at all unsure about your setup before you begin working, cC</u>heck with the <u>volunteer s</u>Supervisor <u>if unsure about setup before work begins</u>.
- a. <u>If a safety brake is tripped see the volunteer supervisor on duty immediately. A fee will be charged for each tripped brake.</u>
- 8. Supervisor on Duty
  - a. The Supervisor's schedule is arranged and posted in the Wood Shop by the Head Supervisor who works directly with the Clubhouse 4 Supervisor.
  - b. Anyone wishing to serve as a Volunteer Supervisor must submit a volunteer application to the Head Supervisor.
  - c. When unable to cover an assigned shift the Volunteer Supervisor will arrange for alternate coverage in advance. and advertise on the "Substitute Needed" form, that they are looking for a temporary replacement. In case of a long term absence, let the Clubhouse supervisor know.
    - d. When the Supervisor on duty exits the Wood Shop it must be empty of people, all electrical machinery must be turned off, the windows and cupboards must be locked, and the floor must be ready for the janitorial staff. The Supervisor will return the key along with any waiver and sign-in sheets to the Clubhouse office upon leaving the facility.

#### 9.8. Tool Selection and Use

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

#### 10.9. Water/-Solvents

a. Never work in or around water/liquids with power tools. Water increases the chance of severe electrical shock; <u>-solvents increase the chance of fire.</u> Solvents increase the chance of fire.

#### 11.10. Wood

- a. Defects Wood defects in wood can be dangerous pose a danger and can damage tools. Check stock carefully for knots, splits, and other defects. Old wood must be free of nails, staples, fasteners, etc. Due to toxicity, no treated wood can will be approved for cutting in the Wood Shop woodshop.
- b. Use of power saws on tree limbs or stumps without the proper jig and approval of a volunteer sSupervisor is prohibited.
- 12.11. General Power Equipment Safety Guidelines
  - a. Cutting metals of any sort can only be done in the metal shop.
  - a.b.Stay wide awake and alert. Think through the operation before performing it. Know what you are going to do and what the machine can and will do. Never operate a machine when you are tired or ill.
  - b.c. Consult with the volunteer sSupervisor on duty if you have any doubts about the use of a machine or your ability to use it.
  - c.d. \_\_\_\_Avoid using machines for trivial operations, especially on small pieces of stock. Do not become casual about the use of the machines.
  - d.e.Accept accountability for controlling the machine you are using start through stop. A fee may be charged if a machine is damaged due to neglecting proper operating procedure.
  - e.f. If someone is helping you be sure they understand what they need to know, to do, and how to do it. Ensure any project helper on your project is well informed on what is expected.
  - f.—Make all necessary adjustments before turning on the machine. Consult with the volunteer Supervisor to clarify any doubt.

g.

<u>h.</u> Never remove or adjust a safety guard.

- g.i. The SawStop table saw is equipped with a safety brake that may be tripped if used incorrectly; a fee will be charged for each tripped brake.
- h.j. Use only approved push sticks, push blocks, feather boards, and other safety devices. Know those the operations which that require the use of a special jig or fixture.
- i.k. Keep the machine tables and working surfaces clear of tools, stock, and project materials. Keep the floor free of scraps and excessive litter.
- <u>j.·l.</u> Avoid distractions while operating a machine. <u>Also, be certain that you dD</u>o not distract other <u>machine operators</u> residents/guests using machines.
- k.m. Allow the machine to reach full operating speed before starting to feed the work.
- Ln. Never leave a running machine running while unattended.
- m.o. Feed the wood carefully and only as fast as the machine will easily cuts.
- n. p. Maintain the margin of safety specified for the machine. Keep more than the required minimum distance between your hands and the cutting tool while in operation. SawStop table saw: If a safety brake is tripped see the v. sSupervisor on duty immediately. A fee will be charged for each tripped brake.
- q. Shut off the power and inform the <u>v-olunteer s</u>Supervisor on duty if a machine is dull, out of adjustment, or not working properly.
- p. r. Shut off the power when you have completed an operation on a machine; wait until it the machine stops before leaving the machine until it the machine stops before leaving the machine until it the machine stops before leaving the machine until it the machi
- g. s. Stay clear of machines being operated by others. See that others are "out of the way" when you are operating a machine.
- r. <u>t.</u> Avoid "crowding around" or waiting in line to use a machine; request that the current operator inform you at your work bench when he has they finished his use.
- s. Utilize the common standards of courtesy to make the Wood Shop a safer and more pleasant place to work.
- 13. Specific Power Equipment Safety Guidelines
- a. To operate a machine safely you must know more than just how to turn it on and off. You must know how to perform the basic operations. You also need to know how to make simple adjustments. Above all you must know the machine's limits. Always keep the machine at a safe and steady speed. Never push the machine into a job the machine is not designed to do. The equipment in the Wood Shop shall be operated using the Manufacturer Safety Standards (MSS).
- SawStop Table Saws
- 1. Although the table saw is one of the most useful machines in the wood lab, it is also one of the most dangerous. It can be used to accurately rip and crosscut lumber and sheet goods. The table saw can also be used for special operations including cutting dadoes and rabbets and for resawing. With the use of special jigs, joinery like tenons and box joints can be made. In addition, the blade can be tilted for cutting bevels and miters. The table saws in the Woodshop use 10" diameter blades and tilt left (that is, away from the fence). All of the table saws in the WMT wood lab are SawStop Industrial Cabinet Saws, considered the safest in the industry. SawStop saws are equipped with a safety system that detects when someone accidentally contacts the spinning saw blade, at which point a braking system activates and stops the blade in milliseconds.

- 2. How does it work? The SawStop electronic safety system induces an electrical signal onto the blade and then monitors that signal for changes. Because the human body has a relatively large inherent electrical capacitance and conductivity, this signal drops when flesh, wet or burned wood (carbon is a conductor) contacts the blade. Wood, on the other hand, has a relatively small inherent capacitance and conductivity and therefore does not cause the signal to drop when it comes in contact with the blade. A fast acting brake immediately stops the blade.
- 3. <u>Both the standard brake cartridges, the blade and the dado brake cartridges are single-use components that must be replaced, including the blade if the brake is ever activated.</u>
- 4. The volunteer supervisor on duty is responsible for the replacement.
- 5. <u>To start the blade, pull the red START/STOP PADDLE at the bottom. Push it in to stop the saw; the saw can also be turned off by gently bumping the paddle with your knee.</u>
- 6. <u>Do not use the table saw until you have been read and understood the description. The supervisor will help with training.6. Keep the floor areas surrounding the saw clear of scraps.</u>
- 7. The number one cause of injuries on the table saw is kickback. Kickback occurs when the operator loses control of the material being cut and it is thrown from the machine with great force.
- 8. When cutting, the saw blade should project ¼ ¾" above the stock or enough to clear the common gullets.
- 9. The fence is used to guide ripping operations. The miter gauge or sled is used to guide crosscut operations. Always hold the work firmly against the fence, sled, or miter gauge.
- 10. <u>During a rip cut</u>, once the material has moved away from your left hand, move your left off the table. Do not drag your hand across the table and never reach over the blade.
- 11. You must use a push stick when ripping pieces that are 6" or less in width.
- 12. <u>Cutting workpieces shorter than 10" in length is a special setup; get help from the supervisor before cutting.</u>
- 13. <u>Performing on edge resawing is a special setup. You must get specific instruction. The resaw fence should be used when resawing material wider than the height of the rip fence.</u>
- 14. When ripping stock, the piece between the fence and blade must be controlled and pushed past the blade and riving knife all the way off the throat plate. Failure to do so may result in a kickback.
- 15. When you are ripping stock, the scrap must fall to the outside (non-bound side) of the blade (not between the blade and fence).
- 16. Lowering stock directly down over the saw blade is dangerous and is never allowed.
- 17. Procedures involving raising the blade into the work are special setups.
- 18. The riving knife must always be in place behind the blade except for special set ups.
- 19. <u>Make adjustments or measurements at the blade only when the power switch is off</u> and the blade is at a complete stop.
- 20. The main power switch should be placed in the off position when you leave the saw.

- 21. Freehand cutting, ripping, or crosscutting without using the fence, sled, or miter gauge is ABSOLUTELY FORBIDDEN in all circumstances.
- 22. Do not reach or pass wood over the saw blade any time the blade is spinning.
- 23. When helping someone to tail-off (supporting the work hanging off the back of the saw table), your only purpose is to support the stock from below. Only the operator pushes the stock through the saw.
- 24. <u>Make sure the blade is stopped and completely lowered when clearing scraps from the table.</u>
- 25. <u>The supervisor must approve all special setups and dado blade installations before the power is turned on.</u>
- 26. <u>Use a special setup with V block or sled when cutting cylindrical stock to help keep it</u> from spinning.
- 27. If you need to stop the saw in the middle of a cut, stop what you are doing without moving your hands and turn off the saw by gently bumping the red START/STOP PADDLE with your knee.
- 28. <u>Backing the stock away from the blade while the saw is running is forbidden. If it is necessary to remove a workpiece, always stop the saw first.</u>
- 29. The piece between the blade and the fence or a stop must always be under the operator's control. If uncontrolled, it can bind and cause a serious kickback.
- 30. If the fence is used at the same time as the miter gauge, the miter gauge must be between the fence and the blade. This is a special setup.
- 31. When you are crosscutting a number of pieces to the same length using the miter gauge, clamp a clearance block to the rip fence well ahead of the saw blade to prevent the cut piece from being pinched between the blade and fence.
- 32. Stock edges or faces that contact the table, miter gauge or fence, must be straight and flat.
- 33. <u>Using the dado set is a special setup. The dado blades and dado brake cartridge must</u>
  <u>be installed and properly adjusted. If the dado stack is over ½" thick, the arbor washer</u>
  <u>should not be used.</u>
- 34. Each table saw is equipped with a safety brake and safety kickback guards to prevent personal injury. "Old" wood can be electronically scanned before use to determine if it will set off the safety brake. On occasions, new wet wood will set off the saw brake. Current wood scanning technology is not 100% accurate therefore the user is ultimately responsible for any material cut on the table saw that may set off the brake. The Shop Supervisor is available to perform these checks.
- i. 35. For first time users: you must read the SawStop quick intro handout located in the sign in area.
- 36. To avoid personal injury or setting off the saw brake, push sticks or jigs must be used for cutting narrow stock.
- (MSS) Keep hands out of path of the saw blade.
- (MSS) Never reach over or around the saw blade.
- (MSS) Never start saw with the blade engaged in the work piece.
- Band Saws

- The band saw is the fastest cutting saw in the woodworking lab. It is a rough cutting and shaping tool not intended for finish cuts.
- 1. Adjust the upper guide and guard to about ¼" above the stock with the machine at a full stop.
- 2. Allow the saw to reach full speed before starting to feed your work.
- 3. Plan cuts carefully; lay out and make relief cuts before cutting long curves and curves of small radii. Turning holes should be made where required. Plan work so that all cuts will be made in the forward direction.
- 4. If the stock binds or pinches the blade, do not attempt to back the stock out. Shut the power off and remove the stock after the machine stops. Backing the material out while the machine is running could pull the blade off the wheels.
- <u>5. When removing scrap material from the band saw table, always be aware of the blade.</u>
  <u>Use a piece of scrap stock to remove scrap pieces; do not use your hands.</u>
- 6. Keep the floor areas surrounding the saw clear of scraps.
- 7. If the blade breaks, stand clear and shut off the power if possible. Keep others clear until the machine stops completely and notify the instructor.
- 8. Never adjust the saw while it is running.
- 9. Do not place your fingers close to the saw blade when cutting stock. Always maintain a 4" margin of safety.
- 10. If it is necessary to back the material out of a long cut, turn the power off and wait for the blade to stop. Seek assistance from the supervisor if the material does not freely come out.
- 11. To stop the band saw turn off the power. Wait until blade comes to a total stop. The Agazzani saw has a brake pedal. Press gently until the blade stops. Leave the machine only after the blade has stopped moving completely.
- 12. Supervisor has to approve special setups.
- 13. Use a push stick when resawing.
- 14. When resawing, the edge of the stock on the table must be straight and the face of the stock against the resaw fence must be flat.
- 15. Keep upper and lower doors closed and all guards in place.
- 16. Use a push stick or guide for cuts that would place your hands near the saw blade.
- 17. Cutting cylindrical or irregular stock on the band saw may be done only with a special jig, such as a V block (special setup).
- 18. Never stand or allow others to stand to the right of the band saw when it is running.
- b. <u>19.</u> If you hear a clicking noise, turn off the saw at once. This indicates a crack or kink in the blade as it passes through the guide
- i. Check for the proper blade tension before applying power.
- ii. <u>20.</u> Cutting metals of any sort can only be done in the metal shop.
- iii. <u>21.</u> If the blade guides or rollers are not in alignment please ask a Supervisor to perform the adjustment; users are not to perform these adjustments.
- iv. The recommended blade guide height is no higher than ¼" above the work piece, adjust the guides accordingly to the thickness of your material

- v. The proper method to stop blade movement and to shut down the Agazzani is to use the foot brake located on the right hand side of the saw.
  - Abrasive Finishing Machines/ <u>Disc and belt</u>
     <u>sanders</u>
- i. These are not to be used on MDF (medium density fiber), plastics, Formica laminates, or wet wood, and are n Do not to be used to remove old paint or varnish on any of the sanders in the woodshop.
- (MSS) Never wear gloves or hold the work with a rag when using any sanding machine.
- Do not sand stock that puts your fingers within 2" of the abrasive.
- Apply moderate pressure to the stock against the abrasive and keep it moving.
- <u>Excessive pressure can overheat and damage the abrasive.</u>
- ii. Keep the stock moving to avoid overheating the abrasive material.
- iii. When using the flap and drum sander always sand on the lower half of the drum or flapper. The flap sanders to be used as a finish tool. Use the planer for ruff surfaces.
- iv. The minimum stock dimensions for the vertical belt sander (MSS) are no thinner than ½" and no narrower than ½".
- v. On the disc sander Y you must always sand on the downward side of the disk when using the disk sander (MSS)..
  - The (MSS) minimum stock dimensions for using the belt fed horizontal sanders are no thinner than 1/8" and no narrower than ½". See Shop Supervisor for material shorter than six inches.
  - The wide belt sander is for finish smoothing only. It should not be used for removing more than 1/16" of material TOTAL, by making several light passes through the sander. Each pass should be about the thickness of a notebook paper. If you must remove more than 1/16" of material, use the planer first. Adjust the depth of cut only 1/16 of a turn of the table height adjuster at a time.
- vi. Sand very small increments to prevent damage to web fed belts and sanding drum. If belt stops and squeals, lower the table immediately.
- vii. Always feed your work against the direction of spindle travel when using the vertical spindle sander (MSS).

#### d. Lathes

The lathe is used to make round or cylindrical shapes.

- <u>Do not wear gloves (MSS). Lathes are to be operated with eye protection at all times. A face shield is highly recommended.</u>
- Remove or fasten any loose clothing and roll sleeves above your elbows. Tie long hair up and back.
- Keep the floor where you are standing clear of chips to provide good footing.
- viii. Recommended speeds with diameters of work are posted on the cabinet door (with the tools) and on the green lathe.
- ix. Do not wear gloves (MSS). Lathes are to be operated with eye protection at all times. A face shield is highly recommended.
- x. When sanding, move the tool rest away from the turning piece (MSS).
  - When turning large diameter pieces such as bowls, always operate the lathe at lower speeds.

- xi. <u>Keep your tools sharp since dull tools are harder to control and leave a rough surface</u> on the work.
- xii. Get proper introduction\_, from the most senior lathe worker on how to sharpen the lathe tools, before ruining them.
  - e. Jointer
  - The jointer is primarily used for flattening the face of a board and straightening and squaring the edges of a board.
  - Ensure that the guard is over the knives at all times while the jointer is being operated.
  - The most stable side of the stock should be toward the table, often it is the most concave face.
  - Never pass hands directly over the cutter head (MSS).
  - Use only clean, dry lumber on the jointer.
- xiii. <u>Never attempt to run a piece of wood across the jointer until the machine is running at</u> <u>full speed.</u>
- xiv. Make sure the cutter head is not contacting the work piece before turning on the power (MSS).
- xv. Always use hold-downs/push blocks for jointing material less than three inches in height or planning material less than three inches wide.
- xvi. Do not perform jointing or planning operations on material shorter than 10 14 inches (MSS).
- xvii. Never make a joint or planning cut deeper than 1/168" (MSS).
  - Never perform jointing or planning operations on MDF (medium density fiber), or used or finished (painted or varnished) material.
- xviii. Push the stock clear of the cutterhead and make sure the guard has returned over the throat and knives before picking up stock. Material must be pushed through the jointer and never pulled.
  - f. Miter/Chops Saws
  - The miter or chop saw is the best tool in the lab for accurately crosscutting surfaced lumber to length. It is extremely useful for making all cuts from 90° to ±45°. The miter saw is one of the most dangerous machines in the lab.
  - Keep protective guards in place at all times.
  - Allow the blade to reach full speed before cutting.
  - Do not force the tool into the work.
  - Never hold the piece to be cut in a manner that causes your arms to cross the blade.
  - Do not leave the area of the machine until the blade has come to a full and complete stop.
  - Always maintain a 6" margin of safety between all body parts and the blade.
- xix. When cutting stock shorter than three inches, let the saw blade come to a complete stop before raising the blade. This will prevent small stock from hitting the moving blade and being projected outside the cutting area.
- xx. Do not start the blade with it touching the wood stock.
- xxi. Do not attempt to cut small pieces (three inches) without clamping (MSS)..
- xxii. Do not cut <u>rough material</u>, steel, iron, or masonry materials. (MSS).
  - d. g. Scroll Saw

- i. Must be operated at the correct speed and with the correct blade for the thickness of the materials being cut.
- ii. Check for proper blade tension before use.

h.—

- e. Wall Mounted Panel Saw
- i. Can be operated to cut horizontally or vertically. If unsure how these horizontal and vertical saws are set up, see the v. Supervisor.
  - ——Do not force wood stock through the saw, stop and check roller/material alignment.
- For best results, cut material with the back side facing the operator. This will provide the smoothest possible cut on the face side of the panel.
- 2. Use the on/off buttons to start/stop this machine's motor. The emergency stop button should be used only in case of emergency.
- 3. Never leave the saw running unattended.
- 4. The thickest material this machine can safely cut is 2.5".
- <u>5. Never rip lumber on the vertical panel saw. Except for crosscutting a wide tabletop, this machine should not be used for solid lumber.</u>
- 6. Sheet material measuring 4' x 8' or 5' x 5' easily fits onto this machine.
- 7. Never cut materials that contain screws, nails or staples. They may eject from the material or damage the blade. Pay special attention to the ends of panels as often labels are stapled there.
- 8. Never cut more than one piece at one time.
- 10. Do not place your hands on or under the saw carriage, or in the path of the blade. Keep your hands on the clearly designated handles where they will be safe.
- 11. Do not try to retrieve a piece of cut material while the blade is rotating.
- 12. Do not force the tool. Let the saw do the work. A saw is more easily controlled and will do a better job when used in the manner for which it is designed.
- 13. Crosscutting (vertical cutting) must always be done from the top down.
- 14. Ripping (horizontal cutting) must always be done against the direction of the spinning blade (from left to right). Consult with the supervisor, as this is a special setup.
- 15. Raise the saw carriage to the uppermost position on the guides whenever the tool is not in use.
- 16. If abnormal noise or vibration occurs, turn the tool off immediately and have the problem corrected before further use.
- 17. If the saw binds, shut the machine off and check how the material is supported.

  Warped, bowed or other misshaped pieces might pinch on the blade causing this to happen. Ask a supervisor for guidance.
- 18. Thin material (less than 1/8", like plastic laminate) should be cut with the help of the supervisor. Special set up.
- ii. 19. Once your material is small enough to be cut on smaller saws, it is safer and more efficient to utilize those machines. The vertical panel saw should generally be used for dimensioning larger pieces.
  - i. Drill Presses

The drill press is an excellent machine for drilling accurate holes and is invaluable when

# drilling large holes.

- iii. Drill presses are to be operated at the correct speed for the material being drilled. If you do not know how to change the spindle speeds, contact the Supervisor.
- iv. Always make sure the chuck key is removed prior to turning on the motor.
- v. When leaving the machine always remove the chuck key from the chuck.
  - Return all drill tables to a normal operating position as a courtesy to others.
  - 2. Be certain that the table and head of the drill press are secure.
  - 4. Select the proper drill bit for the job and avoid dull bits.
  - <u>5. Insert the drill bit in the chuck properly and tighten it securely before starting the drill press.</u>
  - 5. Remove the chuck key before turning on the power and before leaving the area of the drill press. If the chuck key is not removed, it will be thrown out from the chuck at a tremendous speed when the power is turned on.
  - <u>6. Use clamps or a drill vise whenever necessary to secure small or odd shaped work firmly.</u>
  - 7. Larger bits should be run at slower speeds and smaller bits at higher speeds. This keeps the cutting edge of the bit at a reasonable speed.
  - 8. Use a backer board under the work or be sure the bit is over the center hole in the table when boring completely through your work.
  - 9. Keep hands away from the rotating spindle.
  - 10. Operate the feed lever so that drill cuts at a consistent feed rate into work.
  - 11. Ease up on feed pressure when the bit begins to break through the work.
  - 12. Back the bit out often to clear chips from the hole.
  - 13. When boring to a given depth, use the depth adjustment nut or feature.
  - 14. Stop the drill press before removing your work.
- vi. 15. If work comes loose and is seized by the drill press, shut off the power immediately if you can do so without endangering yourself. If it is impossible to shut off the power, move away from the machine and move others away.
  - i. Planer

#### The planer is used to smooth lumber to an even thickness.

- vii. A courtesies announcement should be made to all the users in the shop, before using a loud machine.
- viii. Will not be used to remove old paint or varnish.
  - ix. Will not be used on "particle board" plywood, or MDF (medium density fiber board) because of its glue content.
  - x. The use of earplugs is recommended.
    - If possible, limit the use to 15min., preferable use the early hours in the morning or start at 3pm in the afternoon, since less users are in the shop.
    - Do not remove more than 1/16" of wood in one pass (1/2 turn of the table height
    - adjustment wheel).
    - Adjust the initial depth of cut to the thickest part of the board.
    - The stock must be longer than the distance between the infeed and outfeed rollers.
    - The minimum length of stock for planing is clearly marked on each planer.
    - Do not plane stock to less than 1/4" thick. To plane thinner stock, run it through the planer with a backer board.

- Never put your hands into the planer.
- If a board needs to be realigned on the table after being gripped by the cutterhead, use care to keep your fingers clear of the table and feed rollers.
- Never change depth of cut after stock has been started through the planer.
- Do not plane stock with large cracks or loose knots.
- <u>Always plane wood with the grain, never across or perpendicular to the grain; the planer will shred the wood.</u>
- Always ensure that the machine has reached full speed before inserting the wood in the machine.
- Plane pieces of varying thickness in progressive order, starting with the thickest first.
- Because of the possibility of flying particles, do not look into the planer while the machine is running. Stand in an upright position and to one side while you are operating this machine.
- A planer will produce two flat, parallel faces only when the surface that was put on the
- <u>table was flat and smooth to begin with. Planing a warped board will only produce a</u>
- warped board of even thickness.
- xi. <u>Kickbacks are infrequent but possible on a planer.</u>
  - k. Radial Arm Saw

The radial arm saw is used to cut lumber to rough length.

- All stock must be securely held against the fence provided. When making a cut on the saw, hold the stock firmly against the fence.
- <u>Maintain a minimum safe distance of 6" between the line of the blade and your fingers</u> and hands.
- Never hold the stock being cut with your thumb sticking out along the edge of the board.
- Make sure there is no gap between the stock and the fence at the cut line. A gap can usually be avoided by turning the board over.
- Use your upper body to control the speed of the cut by keeping your arm relatively straight and rotating at the waist. Using only your arm makes it difficult to control the saw.
- Do not force the saw into the material any faster than it can cut with ease. Because of the direction of rotation of the saw blade, it tends to "climb" into the wood. Control the rate of cut.
- When cutting thicker stock, make sure the blade clears the back, upper corner of the stock prior to cutting. A spacer block between the stock and fence may be necessary to ensure this. This is a special setup.
- Because it is hard to hold two or more pieces securely at the same time, cut only one piece at a time.
- <u>Use the saw for rough crosscutting only and never for ripping.</u>
- <u>Do not use the saw for cutting short lengths of stock; your hands could be drawn into the blade. Minimum length is 12".</u>
- Use extreme care in cutting warped stock since there is a tendency for the kerf to close and pinch the blade in this type of defect. To avoid this difficulty, make a partial cut, back the saw out of the cut, and start again. This process should be repeated as long as a tendency to bind is observed.

- <u>Let the blade reach full speed before making a cut.</u>
- Always return the saw to the rear of the support arm after completing a cut. Never remove stock from the table until the saw has been returned.
- xii. Any unusual noise or vibration should be brought to the immediate attention of the supervisor.
  - n. l. Router Table
- xiii. It is recommended that the power cord be disconnected before installing or removing a router bit.
- xiv. Always make sure the fence on your router table is locked into position before each use. (MSS).
  - Always rout(should there be a "e" after this word?) <u>cut</u> in two or more passes when large amounts of stock are being removed. (MSS).
  - <u>Move the workpiece in the proper direction. If only one side of the bit is being used,</u> move the work against cutter rotation. If the bit is cutting on both sides, feed the work so that the bit pushes the work towards the fence. (when applicable).
  - <u>Use slower router speeds for longer bits. This is especially important at the router table, since large bits are more likely to be used here.</u>
  - <u>Use the throat plate that leaves the smallest opening around the router bit.</u>
- xv. When routing small or narrow pieces, use a backer board and/or a push stick to ensure proper support, along with a fence with a small or no opening.
- xvi. Never bottom out the bit in the collet. Allow 1/8" clearance between the bottom of the router bit and the bottom of the collet.
  - m. Air Staplers and Nailers
  - <u>Pneumatic nail guns and staplers are compressed air operated devices used to drive nails or staples quickly and efficiently.</u>
- xvii. Must have proper air pressure to prevent equipment damage.
- xviii. See the Supervisor to validate the correct pressure.
  - Never point an air stapler or nailer at anyone. <u>Safety glasses must be worn when</u> operating a nail gun or stapler.
  - Always point the nail gun or stapler away from any person or body parts.
  - Except when ready to actuate the nail gun or stapler, keep your finger off the trigger.
  - Always disconnect the air supply when loading or unloading the magazine, or when making adjustments.
  - Ensure the nose guard is working properly, and if it is not, report the problem to the supervisor.
  - When operating the nail gun or stapler, make sure your hand or other body parts are not in front of or to the side of the fastener's path. Nails have been especially known to hit hard objects, like knots or difficult grain, and shoot out the side of a workpiece.
  - <u>Use extra caution when driving a fastener close to an edge to prevent the fastener</u> <u>from splitting the work, flying away, or hitting your hand.</u>
  - Do not attempt to angle a nail or staple into the work surface more than about 10°; more than that may cause the fastener to ricochet off the work.
  - Pull the trigger lightly. A heavy pull may result in the gun driving two nails.

- 1. Before loading or unloading nails into the magazine, make sure the magazine is completely empty, then load the fasteners. Failure to do so may result in misfire, damage to the tool, or a fastener too long for the job.
- 13. <u>Volunteer Ssupervisors have the authority to refuse use of equipment if they feel it is being used in an unsafe manner. <u>Volunteer Ssupervisors also have the authority to enforce the shop rules and regulations.</u></u>

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

# OPERATING RULES Clubhouse 2 Open Space



# A. Introduction/Purpose

- 1. The Clubhouse 2 Open Space is designed for the enjoyment of Laguna Woods residents.
- 2.—The open space rules and regulations have been designed to:
  - a. Ensure the open space is utilized safely
  - b. Ensure the open space users are respectful to all using Clubhouse 2
  - c. Establish fairness and equality among Clubhouse 2 users
  - d. Prevent damage to the surrounding landscape areas and buildings

#### AB. General

- 1. <u>The Golden Rain Foundation (GRF) establishes the hours of operation, assigns personnel and oversees the operation of the Clubhouse 2 <del>Open open Space space (which is the green space next toadjacent Pool 2). The operating rules are subject to change at any time.</del></u>
- 2. You may contact the Clubhouse 2 office at 949-597-4286.
- 3. Staff is responsible for enforcing the Operating Rules to serve the best interest of all residents who use, or wish to use, the Clubhouse 2 Open Space. Staff oversees the Clubhouse 2 Open Space.
- 4.2. <u>MM</u>aximum <del>Capacity</del> capacity: is 125 people.
- 5.3. Operating Hourshours: are from 8 a.m. to 10 p.m.
- <u>4.</u> Controlled substances and smoking are prohibited within 25 feet of the <u>open <u>Oopen Space Srpacearea</u>.</u>
- 5. Each rResidents and guests must clean up the area after use.
- 6. Excessive noise and/or loud amplified music is not permitted.
- BC. Who May Rent the Clubhouse 2 Open Space
  - 1. Any resident may rent the Clubhouse 2 <u>Sequoia</u> ballroom, which provides event rights to the open space. <u>The renter may give authorization for authorize use of the Oopen Space to another party, with clubhouse supervisor approval.</u>
  - 2. If the ballroom is not rented or the renter is not using the open space, the open <u>Oopen Space Sspace</u> becomes available for general use on a first\_-come, first\_-served basis, with clubhouse supervisor approval.
  - 3. The open Oopen space Sspace is not reservable as a standalone reservation.

## FD. In Case of Emergency

- 1. Call 911.
- . <u>1. Excessive noise and/or loud amplified music is prohibited.</u>Clubhouse 2 Open Space User Responsibilities
  - 1. Those wishing to organize an event within the Clubhouse 2 Open Space must contact the Clubhouse 2 supervisor prior to the event to ensure no encroachment of other scheduled activities and/or facility rentals.
  - 2. No attendee, performer or user may sit within the landscaped areas surrounding the Clubhouse 2 Open Space.

- 3. The use of foul language and inappropriate behavior including but not limited to threats, intimidation, physical violence, property damage, racial/ethnic slurs and sexual harassment is in violation of the GRF Nuisance Policy and may result in disciplinary action.
- 4. Excessive noise and/or loud amplified music is prohibited.
- KD. Sprinkler System
- The Clubhouse 2 Open Space sprinklers are on a timer which can be adjusted only by staff. Any
  event that does not inquire with the Clubhouse 2 supervisor is at risk of their event being
  interrupted by automatic sprinklers.
  - QG. Authority, Enforcement of Rules and Compliance Reporting
- 1. GRF is authorized to take disciplinary action against a resident found to be in violation of the Clubhouse 2 Open Space operating rules. The GRF Board has the authority to impose monetary fines, revoke use of facilities and/or bring forth legal action.
- 2. Clubhouse 2 staff will monitor use of the Open Space. If a violation issue exists, staff will take corrective action to ensure the safety of the Clubhouse 2 Open Space.

<u>Note:</u> The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community at any time. <u>All GRF policies and procedures</u> apply to the use of the amenities.

# OPERATING RULES Computer Learning Centers



#### A. General

- All residents and their guests must sign in upon entering the facility. Residents must display their Laguna Woods Village ID.
- 1. Residents and guests must sign in upon arrival at the facility.
- 2. Work quietly in the computer learning centers. Respectfully moderate voices and sound. Silence mobile phones and use them outside if necessary.
- 3. Abusive conduct, including viewing graphic or violent content, is not tolerated not permitted.
- 4. Residents and guests must clean up the area after use and return all equipment to the proper place.

## B. PC Workshop

- All residents and their guests must sign in upon entering the facility.
   Residents must display their Laguna Woods Village ID.
- Guests must be accompanied by a Laguna Woods Village resident. The maximum number of guests per resident is two. Residents must accompany their guests at all times. Residents and guests must sign in upon arrival at the facility.
- 2. The PC Workshop is open to all residents and their guests during posted hours.
- 3. The PC Club Workshop is managed by  $\forall v$  olunteers.
- Abusive conduct is not tolerated.
- 4. Using the PC Workshop is generally free of charge. To offset printing supply costs, printing fees may apply. Check with the ₩volunteer on duty for further information.
- 5. The on-duty volunteer may impose a time limit to accommodate those waiting.
- 6. Users may obtain information from the Gereeter and computer assistance from the Scupervisor(s) on duty.
- C. PC Learning Center
  - 1. The maximum number of guests per resident is two. Residents must accompany their guests at all times. Residents and guests must sign in upon arrival at the facility.
  - 2. The PC Learning Center provides a variety of computer classes.
  - 23. PC Club-organized classes are open to all community members; however, club members receive a discount. Club-organized class subjects and schedules are

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- selected by the ₩volunteer PC Club education chairperson. A registration fee applies for each club-organized class.
- 34. Classes are designed and paced to meet the needs of the majority of students.
- 4<u>5</u>. Expected classroom conduct is similar to that in an educational environment. 5. There is a registration fee for each club organized class.
- 656. All instructors are PC Club Mmember Vvolunteers. All classes have an instructor and an instructor assistant who helps students keep pace with the class.
- 767. Advanced classes may require basic skills as a prerequisite.
- 878. Special interest group (SIG) sessions are open to all residents free of charge. SIGs are typically held weekly on a variety of computer-related subjects.
- <u>989.</u> The <u>PC</u> Club funds and maintains a lending library that is available to club members only.

# D. Mac Learning Center

- 1. The facility, including teacher-led classes, is open to all residents.
- 2. The maximum number of guests per resident is three. Residents must accompany their guests at all times. Residents and guests must sign in upon arrival at the facility.

All residents must sign in upon entering the facility.

- 23. Mac Club membership is not required to take classes.
- 34. The Mac Learning Center is operated by Macintosh Club √volunteers and is open in accordance with posted hours that may change periodically.
- 45. Using equipment is generally free of charge. To offset printing supply costs, printing fees may apply. Donations may be requested for class attendance.
- 56. <u>Visitors may obtain assistance with Apple devices from on-duty supervisors</u> (<u>commensurate with their ability</u>). The on-duty volunteer may impose a time limit <u>is</u> to accommodate those waiting.

The Club funds and maintains a lending library that is available only to club members.

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

# OPERATING RULES Equestrian Center



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

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

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

## A. GENERAL General FACILITY RULES

- 1. All residents and guests must sign in upon arrival at the facility.
- 2. Business hours are Wednesday through Sunday from 9 a.m. to 3 p.m., except holidays.
  a. Outside of business hours, access is restricted to staff, boarders and their guests, and authorized volunteers. No one may enter be on the Equestrian Center property from 10 p.m. to 6:30 a.m. unless there is a horse emergency. In this instance, Security Services staff and the Equestrian Center supervisor must be notified.
- 1. In addition, the Equestrian Center supervisor must provide each guest with authorization to use the facility. All who enter the facility must sign in.
- 2.—Business hours are Wednesday through Sunday from 9 a.m. to 3 p.m., except holidays.
- 1. Business hours are Wednesday through Sunday from 9 a.m. to 3 p.m., except holidays.
- 3. Outside of business hours, access is restricted to staff, boarders and their guests, and authorized volunteers. No one may enter from 10 p.m. to 6:30 a.m. unless there is a horse emergency. In this instance, Security Services staff and the Equestrian Center supervisor must be notified.
- 4.1. Respect all staff, residents, boarders, guests and their property. Disrespect will not be tolerated.

- 5.—All facility guests are encouraged to attend staff- and volunteer-guided tours
  Wednesday through Sunday. Visit the Equestrian Center webpage for current tour
  times.
- 6.3. Visitors may visit the office from 10 a.m. to 1 p.m. to request to view the GRF courtyard and arenas. Staff will provide a quick tour if possible. For a more detailed view of the facility, visitors will be asked to return for a scheduled tour time.
- 7.4. No unsupervised visits are allowed at the Equestrian Center for safety reasons. No petting of horses or feeding of horses is allowed by visitors at any time unless staff or the owner of a horse permits.
- **8.5.** Everyone who rides/handles horses at the Equestrian Center is required to have an equestrian waiver on file, which will be verified/renewed annually.
  - 9. a. Residents must accompany and register their guests at the Equestrian Center and will be required to show their ID card. In addition, the Equestrian Center supervisor must provide each guest with authorization to use the facility.
  - 10. Guests must be at least 10 years of age in order to ride a horse.
  - 41. Minors 10 years of age and older must have a waiver and a medical release signed by a parent or guardian and are required to wear boots and helmets while riding.

    Minors must be under adult supervision at all times while on the property.
- Smoking is strictly prohibited anywhere on the property is strictly prohibited not permitted.
- 12.7. Gasoline storage is not permitted.
- 13.8. Touching or fFeeding of horses is strictly prohibited unless the owner gives explicit permission.
- <u>14.9.</u> Bare feet, flip flops, sandals and <u>other</u> inappropriate clothing are <u>prohibited not</u> <u>permitted</u>.
- 15.10. Leashed dogs are allowed on the trails. Only boarders may bring leashed dogs on the property. Dogs deemed a nuisance (excessive barking, aggressive behavior, etc.) by staff mustwillmust immediately be removed leave the property upon request by staffrom the propertyf. Registered service dogs trained to perform a task directly related to a person's disability are permitted.
- 16.11. Label all tack, equipment and supplies that will be stored on the property. The Golden Rain Foundation (GRF) is not responsible for the theft, loss, damage or disappearance of any tack or equipment or other property stored at the facility. Owners store all items at their own risk.
- 17.12. Immediately report all incidents to the Equestrian Center supervisor and/or the Equestrian Center assistant. If the Equestrian Center supervisor or assistant are unavailable, immediately notify Security Services personnel.
- 13. In case of an emergency that involves evacuation of the Equestrian Center, all horses will be moved to the OC Fair & Event Center per Orange County Fire Control, or any

- other location as designated by Orange County Fire Control. The Equestrian Center serves as an evacuation center for horses in danger due to fire (i.e., Trabuco, Silverado and Majeska canyons); Equestrian Center supervisor approval required.
- Respect all staff, residents, boarders, guests and their property. Disrespect will not be tolerated.

18.

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

#### **B.** Guests

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

## C. Safety

- 1. All lesson clients are required to wear a helmet, boots, long pants, riding boots or other staff approved footwear. Shorts and open-toed shoes are not permitted.
- 2. Only staff and staff-trained volunteers may handle and feed GRF horses.
- 3. The Equestrian Center supervisor or Recreation and Special Events Department staff have the authority to determine when a situation is unsafe.
- D. BOARDING PROGRAM RULES Boarding Program Rules
  - All boarders must follow all Equestrian Center operating rules and are responsible for ensuring their guests follow all rules.
  - Nonresident boarders may not invite guests to the facility without the presence of their sponsoring resident.
  - A. 2. Residents with a valid Laguna Woods Village ID card may lease a 12-by-12-foot box stall for their owned/leased horse and must be actively involved in the care of their horse.
    - a. Laguna Woods Village residents may sponsor a nonresident boarder to lease a 12-by-12-foot box stall for their owned/leased horse. Nonresident boarders must be actively involved in the care of their horse.
    - b. Residents are responsible for their sponsored nonresident boarders' billing, unpaid feed and/or any damage caused by the sponsored nonresident boarder or the boarder's horse, or violations of this policy.
  - B. All boarders must follow all Equestrian Center operating rules and are responsible for ensuring their guests follow all rules.

- a. Nonresident boarders may not invite guests to the facility without the presence of their sponsoring resident.
- 3. Boarding fees include the stall, one stall cleaning daily, two feedings daily, use of day turnouts on a rotation schedule, three bags of shavings per week and one tamping service per year, per stall. Stalls are chosen based on seniority and horse safety determined by the Equestrian supervisor.
- <u>c.</u> <u>a.</u> <u>Care services are available only as staff time allows; there may be a waitlist for additional care services.</u>
- 4. All boarders must sign a Horse horse Boarding boarding Agreement agreement, providing information about their horse, their choice of veterinarian and professional farrier, the desired feed for their horse, a list of contacts authorized to handle their horse and proof of liability insurance, with Golden Rain Foundation (GRF) and Village Management Services Inc Village Management Services (VMS). listed as additional insured. All paperwork must be complete and on file in the Equestrian Center office. Paperwork must be renewed annually or any time the owner exchanges their horse. Any horse exchanges must be approved by the Equestrian Center supervisor.
- D. a. Boarders are responsible for arranging veterinary and professional farrier services as needed and agree to be directly billed for all services. All veterinary and farrier work must be done in designated areas.
- 5. Each resident boarder is entitled to two stalls. If one stall is vacated for any reason (death, sale of horse, etc.) and there is a waiting list, the stall becomes available to the next person waitlisted. If there is no waitlist, the boarder may pay a dry-stall fee for up to 90 days, at which time the stall must be filled or relinquished.
- a. When there is a waitlist, resident boarders take priority over nonresident
   \_\_\_sponsored boarders.
- b. Nonresident boarders will be entitled to one stall only and will not be asked to
   vacate if there is a waitlist.
- c. If there is a waitlist and a stall becomes available, the first individual on the list will be contacted. If that individual accepts the stall but does not have a horse, a nonrefundable dry-stall fee will be charged, at which time the stall must be filled or relinquished. If a resident is not ready when contacted, they will be placed at the end of the waitlist.

When there is a waitlist, resident boarders take priority over nonresident sponsored boarders. 6. Only boarders may rent trailer space at the Equestrian Center.

- <u>a.</u> Trailering may be scheduled with the Equestrian Center office for local transport \_during business hours when available. Nonemergency transport must be scheduled at least 48 hours in advance.
- <u>b.</u> Emergency transport to the veterinarian will be provided when qualified staff are \_\_available from 7 a.m. to 7 p.m. The Equestrian Center supervisor will

d	eterminewhether a horse is safe for staff to transport. <del>No horses at risk of</del>
g	oing down in the trailer during transport will be hauled by Equestrian Center staff.
	c. Owners will load their own horses for transport or may ask for staff
	assistance onlyif owners are physically incapable of doing so. Horses
	showing dangerous <u>—</u> behaviors will not be transported by Equestrian Center or
	VMSVMS staff staff and will bereferred to a local professional hauling
	company. Staff has a right to refuse haulingfor any horse they believe will
	be dangerous to haul. Staff will provide to boarders a current listof local
	haulers and horse ambulances when they are not able to transport a horse
	Horse owners or those leasing a horse being transported by the Equestrian Center
	will be responsible for any damage to the trailer caused by their horse.

- 7. In the event of a medical emergency involving a boarded horse where staff has made all reasonable attempts to contact the boarder, the owner/lessee agrees that the Equestrian Center supervisor will use his/hertheir best professional judgment as to the veterinarian services required in administering care to the horse; owner/lessee agrees to be billed directly by the veterinarian for services rendered.
- a. After hours communications with staff hours must be for emergency, critical care <u>or training information only.</u>
- 8. No carts for driving horses are allowed onsite.

- 9. Only the Equestrian Center supervisor may provide facility keys to boarders and their agents.
- 10M.The Equestrian Center supervisor must be present when a new horse arrives and has the authority to refuse any horse for boarding that may be dangerous to the facility and other participants. Stallions are never allowed and very young horses must be assessed ahead of time by the Equestrian Center supervisor.
- E. a. All new horses are subject to a quarantine up to seven days. Horses without \_\_\_\_vaccines or\_from out of state may be subject to quarantine up to two weeks. Yearly \_\_\_\_vaccines are mandatory for all boarded horses. Horses must be dewormed twice yearly unless a veterinarian recommends otherwise.
  - a.b. Local horses with vaccines up to date will be in quarantine for three days.
  - b.c. California horses or local horses without current vaccines will be in quarantine for five days.
  - <u>←d.</u> Horses from out of state with current Coggins and health certificates with current vaccine records provided will be guarantined for seven days.
  - e. Horses from out of state without current vaccines from areas with reported communicable disease or from rescue/auction situations will be quarantined for two weeks.
- F. 11. Nonresident boarders are not entitled to remain if their sponsor is no longer a resident of Laguna Woods Village. Nonresident boarders must vacate the facility by the move date of their sponsor. If a new sponsor is to be added, they must apply to the

- supervisor for permission to continue tenancy. The supervisor will review on a caseby-case basis. Continued permission to remain on the facility is not guaranteed.
- G. Boarders are responsible for arranging veterinary and farrier services as needed and agree to be directly billed for all services. All veterinary and farrier work must be done in designated areas.
- H. In the event of a medical emergency involving a boarded horse where staff has made all reasonable attempts to contact the boarder, the owner/lessee agrees that the Equestrian Center supervisor will use his/her best professional judgment as to the veterinarian services required in administering care to the horse; owner/lessee agrees to be billed directly by the veterinarian for services rendered.
- J. 13. During hot weather, boarders may use battery-operated fans only in stall windows only. Fans cannot be permanently secured and must be used according to manufacturer directions, per the fire department Orange County Fire Authority.
- 14. Boarders are welcome to participate in staff-guided lessons and trails with their horse.

# E. 3. STABLE YARD RULES Stable Yard Rules

- 1. Horses must be tied at designated areas where they cannot injure another horse or damage someone's property. Horses must never be left unattended.
- 2. Never touch or feed a horse other than your own (including GRF horses) without the owner's permission.
- 3.2. All horses must be kept to a walk in the stable yard unless under direction of staff. The only exception is for injury assessment when the area is clear. In this instance, horses may -trot or canter on a lead line.
- 4.3. Loose horses are never allowed anywhere in the stable area.
- 4. When staff is mounting riders in the courtyard, other riders must wait out of the way or use mounting blocks in other areas.
  - 5. a. Riders may ride around the courtyards and must never walk under eaves of barn or through breezeways.
- 6.5. There is a 20-minute limit on the hot walker when others are waiting.
- 7.6. Riding double is prohibited at all times.
- 7. There is no feeding in the turnouts.
  - 8.
- 9.8. Horses must be washed in the wash rack. There is a 15-minute limit when others are waiting; always keep water conservation efforts in mind.

- the grooming stall, in the hot walker, in the arenas and in the turnouts. Bridles, buckets or other items must be cleaned in the utility sink—not the bathroom sinks.
- 10. Horses must be under control of their rider or handler at all times. The Equestrian Center supervisor or the Recreation and Special Events Department has the authority to determine when a situation is unsafe. Riders/handlers must keep a hold of led horses in hand at all times.
  - a. Boarded horses may not be walked two at a time by one person (double).
- <u>12.11.</u> Professional fFarriers must use one of three designated areas on the property and must clean up all clippings and nails.
- <u>13.12.</u> Exterior gates must be secured at all times by a padlock and chain.

#### F. ARENA RULES Arena Rules

- 1. Use is prioritized as follows:
  - <u>a1.)</u> <u>{L</u>essons
  - , 2b.) \_ridingRiding
  - ,3c.) <u>lunging</u>Lunging
  - and 4d.) loose Loose horses/turnout.
- 1.2. When both arenas are busy, the small arena must be shared by rotation every 15 minutes. Never leave horses unattended in either arena.
- 2.3. Lessons take priority in both arenas. Owners must ask for permission to enter/exit and/or to canter when lessons are taking place.
- 3.4. Loose horses may be turned out for up to 20 minutes if no one is using the arena. They must immediately be removed if someone wishes to ride or lunge their horse.
- 4.5. Only three horses can be turned out at a time.
- 5.6. Gates must always be secured with the chains when horses are loose/turned out.
- 6.7. Riders should be polite and considerate and try not to interfere with other riders by following these guidelines:
  - a. Pass on the inside when travelling in the same direction.
  - b. Pass left shoulder to left shoulder when travelling opposite.
- 7.8. Riders must follow staff instructions when a lesson is in progress.
- <u>8.9.</u> If problems occur, stop all horses immediately.
- 9.10. If riders are present and you wish to lunge a horse, ask for permission and stay in your own space.
- 10.11. No lunging is allowed in the dressage arena.
- 11.12. If lesson equipment is moved, it must be put back in place.
- 12.13. Appropriate gaits are walk, trot, and canter.

#### G. TRAIL RULES Trail Rules

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- Guided trails with staff are walking only. Riders should pay attention to their horse and the surrounding area, maintain appropriate spacing between horses, pass oncoming horses left shoulder to left shoulder and follow all staff instructions.
- 2. All horses should be kept to a walk when going up and down hills or through tunnels and also when other horses are in the area. Private horses may trot or canter only when the area is clear.
- 3. The bridle trail gate must be locked upon entry and exit. Riders must stay on the path and not on the grass. In addition, after 23 p.m. and when the Equestrian Center is closed, the rider is responsible for picking up the horse's droppings. Riders are always required to pick up droppings on the creek side.

# H. TURNOUT RULES Turnout Rules

- 1. Twenty turnouts are provided for the use of boarders. Boarders must follow the rotation schedule and turnout rules posted by staff.
- 2. There is no riding in the turnouts or in narrow aisles between turnouts unless the turnouts are empty.
- 3. Feeding is prohibited in turnouts except under special circumstances with staff approval.
- 4. Horses may share waterers in turnouts; boarders are responsible for cleaning all
   3. added water containers.

#### I. FEED RULES Feed Rules

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

6.—

J. TACK ROOMS RULES Tack Rooms Rules

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

# K. RIDING PROGRAM RULES Riding Program Rules

- 1. All residents and guests must follow GRF policies and the Equestrian Center operating rules at all times follow the directions of staff at all times.
- 2. The riding program is for boarders and their own horses as well as, residents and their guests who schedule lessons on a boarded or GRF horse GRF horse. Reservations are required and can be scheduled by calling the Equestrian Center office.
- 3. The schedule is determined by the Equestrian Center supervisor and is based on demand, staff availability, weather and protecting the welfare of the horses.
  - a. Lessons may be canceled due to inclement weather including heat over 83 degrees, excessive wind, thunder, lightning, rain, fire danger and air quality.
  - 3. b. All lessons and trail rides will be with staff instructor or guide.
- 4. Riders must meet weight and age requirements: 200 pounds maximum weight, and 10 years old minimum age.
- <u>5.</u> Riders must be free of injury or illness that might compromise their safety or the safety of staff assisting them.
- 6. Riders must also be able to mount and dismount using the mounting block with very minimal staff assistance only one staff person assisting. Referrals to therapy centers in the area for those with physical disabilities may be provided by the Equestrian Center Supervisor.
- 7. Staff will assess all riders to determine their ability to safely participate and may cancel or end a lesson/trail ride if the safety of the rider, horse or staff could be compromised.
  - a. Before riding on the trail, riders must demonstrate, to staff's satisfaction, their ability to handle the horse at a walk and trot while guiding the horse on a course.
  - 1. b. All lesson clients must be able to reach the stirrups, control the horse and follow instructions.

4.

- 5. Residents must accompany their guest(s) for the first visit to show their ID card and sign the waiver. Due to the nature of this activity, residents are not required to ride with their guests.
  - 6.1. Staff will assess all riders to determine their ability to safely participate and may cancel or end a lesson/trail ride if the safety of the rider, horse or staff could be compromised.
  - 7. All lesson clients are required to wear a helmet, boots, reach the stirrups, control the horse and follow instructions.
  - 8. Before riding on the trail, riders must demonstrate, to staff's satisfaction, their ability to handle the horse at a walk and trot while guiding the horse on a course.
  - 9. All lessons and trail rides will be with staff instructor or guide.
  - 10.-Riders must follow the directions of staff at all times.
  - 11. Riders must wear long pants and riding boots or other staff approved footwear. Shorts and open-toed shoes are prohibited.
  - 12. Only staff and staff-trained volunteers may handle and feed GRF horses.

# L. VOLUNTEER PROGRAM RULES Volunteer Program Rules

- 1. Volunteers must be at least 12 years of age.
- 2. Volunteers who handle horses must have attended several grooming and tacking classes, and be able to demonstrate proficiency in several basic skills as well as confidence in handling the horses.
- 3. Once approved by the Equestrian Center supervisor, new volunteers will be mentored by staff and by other trained volunteers.
- Volunteers may only handle the horses during business hours and under supervision
  by staff, and must remain in the GRF area under staff supervision unless otherwise
  directed by staff.
- 4. Note: The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. All GRF policies and procedures apply to the use of the amenities.

# OPERATING RULES Fitness Centers and Gymnasium



#### A. General

- 1. With the exception of Clubhouse 5, Fitness Centers are only open when fitness Fitness staff is on duty.
- 2.1.All rResidents and guests must present swipe their Laguna Woods Village resident ID cards and register upon entering the facilities and must have the appropriate Fitness Center Release, Waiver of Liability and Indemnity Agreement on file prior to using the equipment rooms. Guests must complete and sign a Fitness Center Release Waiver of Liability and Indemnity Agreement prior to using the equipment rooms.
- 3. All residents must participate in an orientation with Fitness Staff prior to using the facility for the first time. No outside personal trainers allowed. Physical therapist may aid client for a limited time after approval from fitness supervisor.
- 4.2. Appropriate attire and <u>closed-toe shoes</u> for engaging in fitness activities are required.
- 5. The Fitness Staff may restrict activity and/or use of the exercise equipment for any participant whose health or safety is in question or if participant is monopolizing equipment.
- 6.—Time limits on exercise equipment are set by f<u>F</u>itness c<u>C</u>enter staff.
- 7.3.Only registered service dogs trained to perform a task directly related to a person's disability are permitted; nonoall other pets/animals is permitted permitted.

# B. Guests Fitness Centers

- 1. Guests under 16 years of age are not permitted to use the fitness centers. The maximum number of guests per resident is two. Residents must accompany their guests at all times. Residents and guests must sign in upon arrival at the facility.
- 2. With the exception of Clubhouse 5, Ffitness Centers are only open when Ffitness staff is on duty.
- All residents must present and swipe their Laguna Woods Village ID cards upon entering the facilities and must have the appropriate Fitness Center Release, Waiver of Liability and Indemnity Agreement on file prior to using the equipment rooms.

Effective: December 2017 December, 2023

- 3. No oOutside personal trainers allowed are prohibited not permitted. Physical therapists may aid clients for a limited time upon fitness supervisor approval from the Fitness Supervisor.
- 4. The Fitness staff may restrict activity and/or use of the exercise equipment for any participant whose health or safety is in question or if the participant is monopolizing equipment.
- 5. Time limits on eExercise equipment time limits are set by Ffitness Ccenter staff.
- 1. Residents must accompany their guests to the Fitness Centers and sign them in and remain with the guests at all times.
- 2. Guests must complete and sign a Fitness Center Release Waiver of Liability and Indemnity Agreement prior to using the equipment rooms.
- 3. Guests under the age of 16 years of age\_ are not permitted to use the Fitness fitness Centers Centers. Maximum The maximum number of guests per resident is two. Residents and guests
- 4. Guests must be 12 years of age to participate in a Gymnasium activity and may not disrupt any of the activities in progress.

  Guests may be denied use of any exercise equipment if residents are waiting.

# C. Gymnasium

- 1. All residents and their guests must sign in each time they use the Gymnasium.
- 2. A resident may sponsor a maximum of two<u>two</u> guest<u>s</u>s at any one time and must at all times accompany the guest(s).
- Residents take priority over guests unless they are participating in a game with resident players. If a resident is waiting a guest must surrender a court after completing the game.
- 3. When residents are waiting to play doubles, anyone playing singles must surrender the court after finishing their game.
- Guests must be under -12 years of age of age to are not permitted to -participate in a Gymnasium activity and may not disrupt any of the activities in progress.
   MThe maximum number of guests per resident is two. Residents must accompany their guests at all times. All rResidents and guests must sign-in upon arrival at the facility.
- 4.2.All pParticipants must follow proper rules of etiquette for each sport or class, and exhibit demonstrate good sportsmanship.
- 5.3. Using any type of powder and/or liquid on the Gymnasium floor or on the bottom of shoes worn in the facility is prohibited not permitted.
- <u>4. All programs in the Gymnasium programs</u> must end <u>at ten 10</u> minutes <u>prior</u> to the hour to accommodate set-up of athletic equipment, chairs, etc., for the next program.
- 6.5. Each rResidents and guests must clean up the area after use and return all equipment to its the proper place.

- 7.6. Saddleback College Emeritus students must follow college registration process and rules when attending college classes.
- Open gym time is on a first\_come, first\_served basis. Scheduled activities have take priority.
- 8. Play may be restricted due to scheduled maintenance. Club events and tournaments take priority at the facility and must be approved by the Recreation Department. Please reference Recreation Department policy for tournament guidelines.

#### D. Indoor Pickleball

- 1. When the-courts are full, the-sign-up sheets (Brad's Boxes) will be used to establish who gets the next available court. A player finishing a game may not sign up for another game until the first game is totally donecompleted and the player has vacated the court.
- 2. When there are more than 12 players waiting, shorten games to 7 seven points and limit a game to 10 minutes.
- Doubles takes priority over singles. If a resident is waiting to play doubles, anyone playing singles must surrender a court after completing their game.
- Please reference Recreation Department policy for tournament guidelines. During Recreation scheduled Pickleball hours, the Club tournaments and events must be approved by the Recreation Department and may take priority at the facilitymay plan activities and lessons/clinics/workshops and post those reserved hours at least a week in advance in the gym.
- When the outdoor courts are unplayable due to inclement weather, open play takes priority over Recreation contracted instructors. Only during pickleball times.
- 3. Last players must take down nets, and stanchions, and put them away.

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

# GARDEN CENTERS OPERATING RULES Garden Centers



#### A. Introduction/Purpose

- 1. The Garden Centers are recreational facilities managed by the Laguna Woods Village
  Recreation Department and its staff. The Garden Centers are a functioning farm that
  provides a relaxing enjoyable environment for the residents to tend, grow and harvest their
  own fruits, vegetables, flowers and non-flowering ornamental plants.
- 2. The rules and regulations have been designed to:
  - a. Ensure the gardens are safe
  - b. Ensure that community gardens are a pleasant place to visit and admire
  - c. Establish fairness and equality among gardeners
  - d. Prevent damage to the land and groundwater

# **BA**. General Operating Information

- 4. Golden Rain Foundation (GRF) establishes the hours of operation, assign personnel and otherwise oversee the operation of the Garden Centers. In an ongoing effort to improve, the operating rules are subject to change at any time. Any updates will be posted on the bulletin boards and distributed via e-mail and/or website. All rules applying to all GRF Amenities are applicable to the Garden Centers.
- 2. You may contact the Garden Center at (949) 268 2387 or Garden Center Manager Tom McCray at 949-597-4350.
- 3. Staff is responsible for enforcing the Operating Rules to serve the best interest of all residents who use, or wish to use, the Garden Center facilities. Staff oversees the Garden Centers; staff hours are posted at the Garden Center office and on the Laguna Woods Village website. Garden center staff are authorized to enforce these rules.
- 1. Operating Hourshours: Sunrise to Sunset.
  - a. The Ggarden Ecenters may only be accessed only by those authorized Ooccupants or Llessees who are actively leasing a garden, tree, shade and/or Vegepod plot.
  - b. Laguna Woods Village residents who don't lease a garden center plot may arrange to tour the garden centers by making an appointment with staff or one the center volunteers. -Someone is typically available every day between 8 from 8 a.m. and to 4 p.m. Contact the garden center staff at 949-268-2387 or via email at gardencenters@vmsinc.org to make arrangements.
- 2. Guests must be accompanied by an authorized resident or staff member at all times.
  - 4. Odors: this includes second-hand smoke (cigarettes, cigars, marijuana and vaping), etc. and is a violation of the GRF Nuisance Policy.

#### €B. Safety

- 1. In severe emergencies call 911; then call Security Services at 949-580-1400.
- 2. Emergency telephones that connect directly with the Security Office Services are available located at both Garden Ccenters.

- a. At Garden Center One 1, the emergency telephone is located at the Moulton side front gate.
- b. At Garden Center Two2, there is one emergency phone is located outside of the office; and another ois on the east side of the storage building (tool shed and restroom) near the Maintenance Center.
- C. Who May Rent a Garden and/or Tree Plot
  - 1. Any authorized Occupant or Lessee, as defined by United Laguna Woods Mutual and Third Laguna Hills Mutual, resident may request a Garden garden Center Center Use use Permitpermit. One permit is issued per manor. Use These Permits permits are only accepted only on official forms provided by GRF. All persons using a plot must be listed with the following contact information: resident ID number, manor number, address, home phone number, cell number, and e-mail if applicable. Use Permits will be renewed annually in compliance with current adopted GRF policies.
  - 1.2. All fees are according to the GRF Schedule schedule of Fees fees and must be paid Uupon receipt of the Garden garden Center center invoice.

# D. Signing Required Release and Waiver of Liability Agreement

- All gardeners and partners are required to sign a Hold hold Harmless harmless, Release release and Waiver waiver of Liability liability Agreementagreement. This signed agreement will be maintained on file. This agreement limits GRF's liability and waives any claim a gardener may have, including injury or damage absent gross negligence or willful misconduct. Forms are available online, at the Garden garden Center center office or the Recreation Office office. The waiver agreement form will periodically be updated periodically and require a new signature.
- 2. Guests must be accompanied by an authorized resident at all times.

# **<u>EE</u>**. Temporary Working of Your Plot by a Designated Person

- 1. No one may work a garden for another gardener unless they are a resident of Laguna Woods Village and listed on the Use Permit as a partner with the appropriate contact information. If an individual is found to be working a plot without being listed on the Use Permit, the Use Permit holder will be subject to disciplinary action which could result in loss of gardening privileges. If a garden plot holder is unable to work their plot for a period of time, the registered partner may work the plot in their absence. If a partner is also not available, please contact the Gggarden Cceenter office for guidance.— A temporary partner may be assigned; but will need to have a partner waiver on file for that plot. Guests may assist in the maintenance of the plot as long ascontingent upon a plot holder or their partner are being present the entire time the guest is they are working on the garden.
- 2. Circumstances including but not limited to medical issues and extended leave of absence may prevent a gardener from obtaining a resident partner; such cases will be reviewed on a case by case basis by Recreation staff.

# F. In Case of Emergency

- 1. Emergency telephones that connect directly with the Security Office are available at both Garden Centers.
  - a. At Garden Center One, the emergency telephone is located at the Moulton side front gate.
  - b. At Garden Center Two, there is one emergency phone outside of the office and another on the east side of the storage building (tool shed and restroom) near the Maintenance Center.

# 2. In severe emergencies please call 911.

# <u>GF</u>. Gardener Responsibilities

- <u>1.</u> Gardeners/partners are responsible for keeping their plots weed and debris free <u>at all</u> <u>times</u>. Gardeners are responsible for keeping plots free of excessive weeds and debris <u>under control as much as possible</u>. Long periods of neglect will be addressed by GRF staff and could result in the loss of a garden plot.
- 2. Gardeners/partners must do their own gardening. Gardeners are expected to manage the garden in their plot on their own. GRF Sstaff are not generally available to assist in the day to dayday-to-day activities expected of a garden plot.
- 3. Gardeners are not allowed to sublease or otherwise turn their plot over to someone who is not legally documented on the Use use Permit permit as a partner.
- 4. The Use Permit holder must grow/harvest/maintain (keeping weed free) his/her plot all 12 months.
- 54. Work must commence within 30 days of permit issuance.
- 65. Gardeners are obligated to plant fruits, vegetables and/or flowers.
- 76. Seasonal gardeners, e.g.e.g., "snowbirds", or summer "desert escapees," are required to share their plot(s) with a partner who may maintain the plot in the opposing seasons.
- 8. Mulch outside of plots is prohibited\_.
- <u>97</u>. Gravel and decomposed granite are not permitted for use in garden or tree plots. Gravel is only permitted for use in theon Garden Center Two-2 walkways.
- <u>108</u>. <u>The dD</u>isposal of trash and debris is the responsibility of each gardener. Large green waste and general trash dumpsters are located strategically throughout the facilities. Do not place debris in walk areas or leave debris in wheelbarrows.—Green waste items need tomust be placed in the green waste trash bins.
- 11. Alg. Keep w\(\text{W}\) I walkways must be kept-clear and empty and return wheelbarrows must be emptied and returned to their proper storage areas. Gardeners using who use GRF-furnished tools furnished by GRF-are responsible for the proper care, cleaning, and return, and storage of these said tools to the tool sheds from which they were obtained.
- 1210. Gardeners are permitted to plant within their assigned garden space only. Planting in any common area, such as in the parking lot, within medians, and around structures or in walkways, is not allowed permitted unless approved by Recreation recreation staff.
- 11. A licensed contractor must be hired for any improvements over \$500; these contractors must have current copies of their license, and liability insurance and sign the GRF Contractor/Hhandyman Rrelease Aagreement, all of which must be presented to Garden Contractor to commencement of work.
- 12. A handyman may be hired for any improvements under \$500 and must provide proof of insurance and sign the GRF contractor/handyman release agreement, GRF Contractor/Handyman Release Agreement both of which must be presented to gGarden Genter staff prior to commencement of work.
- 13. All items stored within the garden plot must be **essential** to gardening. Pesticides of any kind may not be stored at the Garden Center. Items such as wooden stakes, tomato cages, etc. must be kept in a neat and orderly manner. Materials may not be stored against either the perimeter fencing of the plot or Garden Center.
- 14. Gardeners are required to adhere and comply with all Garden Center Operating Rules, Recreation Department Policy, GRF Governing Documents, and all applicable laws. Failure to do so may result in disciplinary action and/or loss of use permit.

# **HG**. Pets/Animals at the Garden Centers

- 1. Pets are not allowed at theeither Garden garden Centers centers, but . must be on a leash at all times and remain inside the plot while the owner is gardening. Staff reserves the right to deny access to pets that are deemed aggressive or unruly.
- 2. Do not feed wildlife in the Garden garden Centerscenters.

## **H**. Annual Fees

- As part of the initial plot rental process, residents will be given receive a statement from the Financial Services Department with the amount due for their plot(s). All checks will be made payable to GRF. The rental fees along with all applicable documentation must be submitted to the Recreation recreation Officeoffice. GRF may revoke the Use use Permit permit of any gardener who is 30 days delinquent in payment of his/her plot rental.
- 2. Plot rentals are for one calendar year and renewed <u>billed</u> annually.
- 2. The resident may begin working the plot upon receipt of plot rental fees and must commence within 30 days of paying the plot rental fees.
- J. Assignment of Garden Plots/Spaces
  - 4.—1. Garden Ecenter staff will keep an active waiting list based on a first-come, first-served basis.—When a plot is released, the first resident on the waiting list will be offered that plot.—The plot will be transferred "as is" unless a dangerous structure needs to be removed or no working water source.—Garden plots are leased on an available basis and only one is allowed per manor.
  - a. If needed, staff will prepare plot offered to a lessee, so that it is weed free, rototilled (if free of gravel), all prior existing non-gardening miscellaneous items removed, as well as any deteriorating structures, and has access to a functioning water source.
  - 2. Plots vary in location, actual size and previous improvements. Any fencing around a plot must be maintained by the current <a href="Use-use-Permit-permit">Use-use-Permit-permit</a> holder.-<a href="Polynomial">–</a>
  - 3. There is a limit of one garden plot and/or one tree plot per manor. Anyone with more than one garden plot and/or more than one tree plot prior to May 3, 2016, will be allowed to keep a maximum of two garden plots not to exceed approximately 400 square feet and/or two tree plots.
    - a. If the primary permit holder releases the plot, the registered partner may only become the permit holder for one plot.
  - 3. <u>4.</u> When a Use Permit holder decides to relinquish his/her plot, he/she may designate the registered partner as the new Use Permit holder in writing to Garden Center administrative staff.
  - a. If the new designated Use Permit holder has another plot, he/she must relinquish a matching number of plot(s) which will become available to new garden plot applicants.
  - 4. Use Permits permits shall be personal to the gardener and shall not be assignable to any other person and shall not pass on to any successors or assignees unless the plot is shared by another resident who is a registered partner in accordance with Section G.2. of these Operating Rules. If during the lease agreement a resident moves or becomes deceased dies, the resident sharing the plot may have an opportunity to become the uUse Permit permit Holderholder.
    - <u>a.</u> If the plot is offered to a partner, it will be in the order in which the names of the partners appear on the current <u>Use use Permitpermit</u>.

- a.b. If the new designated Uuse Ppermit holder has another plot, they must relinquish a matching number of plots, which will be made available to those on the waiting list.
- 5. When a garden plot becomes <u>available vacant</u>, all permanent structural improvements made to the plot become the property of GRF. Other gardeners are not allowed to remove items from the plot.

# **KJ**. Watering/Irrigation

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

- All watering at the Garden garden Centers centers is subject to the El Toro Water District rules
- <u>1.</u>—and any other governing agency or municipality.
- 2. All hoses must be equipped with a positive self-closing shut-off hose nozzle. <u>Turn off \(\pi\)</u>the water faucet <u>must be also be turned off</u> once watering is complete.
- 3.—Staff shall be notified when faucets or valves are found to be leaking. Water shut-
- <u>3.</u>—off valves must be accessible from outside the plot. All fences must have an opening at the faucet for easy access by <u>Garden garden Center center</u> staff.
- 4. Irrigation work that will require shutting off water to a garden area must be done by a Garden garden Center center staff member. or a GRF approved technician.
  - 4. <u>a. Common area water sources may not be blocked by personal garden fences or</u> other obstructions.
- 5.—If an alternative irrigation system is in place such as an automatic irrigation or drip irrigation system, **timers are required** and must be set at the lowest possible setting for appropriate watering of garden plot.
  - a. Batteries must be checked on a weekly basis to ensure they are working properly.
  - 5. All gardeners are responsible for prudent, non-wasteful watering practices, and for preventing water runoff from damaging adjacent plots.
- 6. No irrigation systems other than drip or soaker systems are permitted in a plot.
- 7. Gardeners must keep the amount of time the water is turned on to as short a time period as possible. Electronic solar and battery-operated water timers are allowed.

# **LK**. General Gardening Information

- 1. Garden plots must be planted and maintained year-round.
- 2. Plot holders who do not actively garden during short long periods (less more than one month) must plant a cover crop or cover the plot with plastic to limit theinvasive weed growth of invasive maintain the plot free of weeds. The registered partner may maintain the plot in the plot holder's absence.
- 3. GRF/Recreation reserves the right to prohibit or limit any plantings that are not in the best interest of the Community or the Garden Centers.
- 43. All plants with invasive roots (e.g., banana trees, mint, canna lilies, bird of paradise, sugar cane and ginger) or plants that are larger than the plot size is are prohibited nor permitted and must be removed or grown in a container that can contain the roots.
  - a. For example banana trees, mint, canna lilies, bird of paradise, sugar cane and ginger
  - b. Trees may not be planted in garden plots including pots/planters.except in pots to contain the roots.

54. Significant shading of a neighbor's garden plot with any plant or material is prohibited not permitted. Tall plants/creeping vines must be planted along a south/south east facing fence or planted in the center of the garden plot. These planting must not exceed 10 feet in height nor interfere with a neighbor's plot Gardeners are required to monitor the growth of the plants and limit the height of structures in their garden as not to adversely affect the sunlight in neighboring gardens.

# ML.Garden/Vegetable Plot Specifics

- 1. Staff must approve any fence or other structure prior to it being built per GRF guidelines.

  Proper materials and structural integrity will be required as part of the plan. When planning any enclosure keep in mind that when releasing the unit the structure stays with the unit and no financial arrangement can be made with a prospective new renter. The plot and all improvements become GRF property upon release of the plot; no financial arrangement can be made with a prospective new renter.— and follow GRF— guidelines.
- 2. Each gardener is responsible for walkways within and around their plots.—Walkways must be clear of obstacles and weeds. No intrusion of growing material into the walkways.
- 3. No trees may be planted in **any** garden plots except in pots that fully contain the roots.
- 4. Plot holders may grow vegetables, fruits, herbs, flowers and edible weeds in their plot.
- 5. Plot holders may grow plants considered invasive, such as bamboo, mint and Asian Yams, as long as it is in an above ground mobile container, planter, etc. Invasive plants, such as bamboo, mint and Asian Yams and trees already existing in the garden plot must be removed by the gardener or transferred to a pot that can contain the roots.
- 6. Edible weeds must be harvested and not allowed to go to seed.
- 67. Plot holders must utilize use at least 75% of the plot for planting. Plots are not to be used to store materials/tools not associated with gardening or be used as an entertaining area.
- 78. The pPlot soil must be maintained in an aerated state and no modification or amendment to the soil may be added that which will impede the future use of the plot, including but not limited to gravel and vermiculitedecomposed granite (DG).
- 8. Plot holders may grow plants considered invasive, such as bamboo, mint and Asian Yams, as long as it is in an above ground mobile container, planter, etc. Invasive plants, such as bamboo, mint and Asian Yams and trees already existing in the garden plot must be removed by the gardener or transferred to a pot that can contain the roots.
- 9. The following Rice and sugar cane are water-intensive crops and are prohibited: rice and sugar cane.
- 10. Crops should be rotated.
- 140. Crops must be harvested and not left on the ground to rot and go to waste.
- 12. Plot holders should grow a variety of plants and should never grow less than two types of plants at any one time.
- 131. All plants, planters, planter boxes and trellises must be placed inside the plot perimeter. Plants may not over hang into the walk-way. The Garden Center center staff has the right to trim the excess plants over hanging into the walkway without prior notification.
- NM. Shade House Spaces
  - 1. Each bench space is approximately 16 square feet and will be assigned on a one\_per\_manor basis.
  - 2. The shade house will be kept locked at all times when it is not in use by those with Use use Permits Permits. Keys will be issued to all shade house permit holders. Keys must be

- returned to the Recreation recreation Office office when the uUse Permit permit is terminated.
- 3. All materials stored under the benches, such as pots, potting mixtures, etc., must be kept in an eat and orderly, condition and must be maintained above the ground in order to reduce the opportunity for rodent nest sites. Storage Materials storage of materials not nonessential to shade house gardening activities is prohibited.
- 4. Each shade house gardener is responsible for elimination of all debris and weeds in their half of the walkways around their bench space.

#### ON. Fruit Tree Areas

- All new trees planted in tree plots in both Garden garden Centers centers shall be dwarf and semi-dwarf fruit trees only and must obtain written approval in advance by the Recreation Department. Trees that are not fruit trees currently planted in both Garden garden Centers centers may be grandfathered in at Garden garden Center center staff discretion. Untended or unapproved trees may be removed by Garden garden Center center staff after notification to tree plot Use use Permit permit holders.
- 2. In both Garden-garden Centerscenters, existing trees maximum height is 15 feet and must have a minimum of three trees per 10'x10' area but not exceed five trees must be maintained in a fashionas suitable for the plot space and the neighboring gardens plots. New trees that are planted should be that canonly grow to a reasonable size that will fit in the plot and not intrude adjacent gardens.
- 2.3. Tree plots must <u>utilize use</u> shared water spigots. Please <del>remove your personal hose after each use. roll up your hose and place it in your plot after each use. Timers are not allowed.</del>
- 3.4. Gardeners are reminded of the steep sloping grades that exist in the tree area; and lessees are tomust maintain safe walks, steps and slope\_retaining walls at all times.
- 4. Gardeners are expected to prune and care for their trees so they do not spread disease.

  Trees are not to grow over other plots or block walkways, and may not rise more than 15 feet in pruned condition.
- 5. Tree plots must be kept free of weeds, fallen fruit, leaves, and flowers. maintained year-around and should must be clear of excessive weeds, fallen leaves and unharvested fruits.
- a. No vegetation plants are allowed in tree plots.
- 6. Structural fences are prohibited around tree plots. Temporary fencing may be installed with staff approval. Temporary fencing is only permitted for 30 days during harvest time to protect the produce from falling or being taken before ripeness. Failure to remove the fence at staff's request shall result in the removal of the fence at the expense of the Use Permit Holder at the current chargeable service rate. Due to the nature of the trees in the plots, fences that can be removed are necessary so trees in order to can be pruned as needed.

  a. If the tree plot produces fruit year round, permanent fence approval will need to be
  - b.a. Temporary fencing guidelines are as follows:
    - i. 14-gauge wire fence or flexible plastic mesh with 34" to 1" to 1"

obtained from the Garden Center Administrative office.

- ii. Up to 2-1/2½" Metal T or U Posts not to exceed six feet in height
- iii. III. Galvanized steel fence T-Post clips
- iv. IV. Wooden boundary footings are permitted
  - V. Concrete or other hard curing materials are prohibited.

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—\_Temporary fence sample pictures below:



# **PO**.Garden Product Policy

- Any organic substance for use in the gardens should be approved by the U.S. Department of Agriculture's (USDA) National Organic Program or by the Organics Materials Review Institute (OMRI). To see ifdetermine whether a substance is allowed in a community garden, check the USDA National Organic Program National List, Subpart G, 205.601 and 205.602 or the OMRI Web web site, www.omri.org.
- Organic Gardeninggardening: The form of agriculture that relies on techniques such as crop
  rotation, green manure, compost and biological pest control. Organic Gardening gardening
  uses fertilizers and pesticides but excludes the use of manufactured (synthetic) fertilizers,
  pesticides (including herbicides, insecticides and fungicides), plant growth regulators,
  sludge and nano materials.

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

PEST AND DISEASE	Recommended	Not Recommended
CONTROL	<ul> <li>- bacillus Bacillus thuringiensis(Bt)</li> <li>- soap Soap spray</li> <li>- Horticulture pepper/onion spray - sulfur</li> <li>- wood Wood ashes</li> <li>- sour Sour milk solution</li> <li>- lace Lace wings</li> <li>- Ddormant oils</li> </ul>	- Roundup is forbidden - rotenoneRotenone - pyrethratePyrethrate, pyrethroids - nicotine Nicotine sulfate

		Attachment
FERTILIZERS	- microMicro-cop or equivalent - diatomaceous Diatomaceous earth (DE)  - baking Baking soda - boraxBorax, boric acid - sluggo - lady Lady bugs  - tangle Tangle foot - marigoldsMarigolds - beneficial Beneficial nematodes - netting - Pyrethrum*  * Pyrethrin: Itiis a naturally occurring insect-killing chemical taken-derived from chrysanthemum flowers. In the flowers, these bug-killers exist as a mixture of six separate chemicals that together are called pyrethrum or pyrethrins. Pyrethrins (without piperonyl butoxide or other enhancers) are permitted for use on organically grown crops.	- malathionMalathion - diazinonDiazinon - sevinSevin - organophosphatesOr ganophosphatesFinale - Dursban - organOrgan chlorides - chlorpyrifosChlorpyrif os
	Recommended	Not Recommended
	- cotton cotton sSeed - kelpKelp - compostCompost - manureManure - bloodBlood, bone, horn, and hoof meals - liquid Liquid fish or seaweed - fertilizers Fertilizers classed as "organic"	- ammonium Ammonium sulfate - ammonium Ammonium nitrate - muriate Muriate of potash - superphosphates Aup erphosphates - highly Highly soluble chemical fertilizer - Ozmicote - Non-organic Miracle Grow

- <u>QP</u>.Authority, Enforcement of Rules and Revoke of Use Permit(s)
  - VMS staff is authorized to send out compliance letters for Operating Rules violations.
     Violations of the Garden Center Operating Rules, vandalism, theft, harassment or nuisance could result in filing a compliance report and/or subject to fines, suspension of GRF facilities and loss of Garden Center Use Permit\_make periodic checks of all garden/tree plots to ensure they are being cared formaintained and abiding byadhering to the operating rules. Staff will communicate concerns via email or phones to ask that these issues be addressed at once.
  - 2. Garden Center staff will make periodic checks of all garden plots/spaces to ensure they are being properly cared for and operating rules are adhered. If a safety issue exists, staff will take corrective action to ensure the safety of the Garden Centers. Any costs incurred will be at the gardener's expense.
  - 3.2. If a gardener is found to be in violation of the Operating operating Rules rules, the gardener shall be notified by Recreation Department staff in writing of alleged violations and required to comply within a reasonable time from the date of the notice. Failure to comply within the allowable time may result in a hearing for disciplinary action by GRF. -Violation protocol is as follows:

Notice 1: Verbal outreach to resolve the violation; <u>if no response <del>from lessee after seven</del></u> -days<del>;</del>

——Notice 2: Letter outlining the violation and required deadline €completion; if no response after 14 days;

Notice 3: Notification of GRF hearing Compliance Departmentivision notified of violation.

- 4.3. Upon termination or revocation of a Use use Permitpermit, a gardener shall not be entitled to any refund or apportionment of any fee paid to GRF for any material planted, growing or otherwise located within the Garden-garden Centers centers or for any improvements made on the premises by the gardener, and at the option of GRF, all or part of such material and improvements shall become the property of GRF. Gardeners are responsible for leaving plots weed and debris free and ready for the next gardener. If not, GRF may charge for clean-up when a garden is left in such a condition as to require clean up.
- 5.4. Violations that warrant disciplinary action through Security Services or the OC Sheriff IOLATIONS WARRANTING DISCIPLINARY ACTION THROUGH SECURITY OR /OC SHERIFF (if warranted):
  - •a. Theft of tools and equipment
  - b. Theft of produce and plants
  - •c. Vandalism of tools, equipment
  - <u>d. The use of f</u>Eoul language and offensive behavior, including but not limited to threats, intimidation, violence, racial/ethnic slurs and sexual harassment (GRF <u>Antianti</u>-<u>Harassment harassment Policypolicy</u>)
  - <u>e.</u> Odors: this includes, including second-hand smoke (cigarettes, cigars, marijuan<u>a,a and</u> vaping), etc.), and isare a violation of the GRF Antianti-Harassment harassment Nuisance Policypolicy:
  - •f. Violation of GRF policies

- •g. Receiving more than three combined written warnings without correction of the issue(s)
- •h. Failure to pay registration fee by the deadline

<u>Note:</u> The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community at any time. The Recreation Department also reserves the right to enter any plot at any time. <u>All GRF policies and procedures apply to the use of the amenities.</u>

# 违反下列规定者得取消会员花圃權力资格

- 1. 禁止盗窃工具或设备
- 2. 禁止盗窃他人植物或农产品
- 3. 禁止破坏工具或设备。
- 4.禁止讲脏话或采取攻击行为,包括威胁,恐吓,暴力,种族歧视,性骚扰,及其他不法行為。
- 5. 禁止在菜圃园区內使用酒精饮料和非法毒品
- 6. 在计划年度内收到三份以上的书面警告得取消会员花圃權力资格
- 7.在截止日期前尚未缴纳注册费者可能會被取消資格

#### 위반-시정-조치-즉시-징계-조치

- 1. 공구 및 장비 절도
- 2. 농산물 및 식물 절도
- 3. 도구, 장비의 파손.
- 4. 위협, 혐박, 폭력, 인종 / 민족적 비방 및 성희롱을 포함하되 이에 국한되지 않는 부정한 언어와 공격적
- \_행동의사용.
- 5. 정원의 어떤 지역에서는 알코올성 음료와 불법 약물의 사용
- 6. 프로그램 연도 내에 3가지 이상의 서면 경고를 받는다.
- 7. 마감일까지 등록비 납부 실패

# OPERATING RULES Golf Facilities

—A. Introduction

#### A. General

The mallowed—Guests under the age of 11 are not permitted to use the facility.jp/theirAsk pro shop staff to make arrangements if necessaryA resident may bring one guest prior to 10am and up to three guests after 10am 7 day a week.1. Dress Code

- a. Country club golf attire shall be worn at all times, including to include a collared shirt, slacks or golf shorts and shoes with soft spikes.
- b. <u>Ladies</u>Women may wear other acceptable country club apparel that may or may not have a <u>collar.</u>
- c. Shorts that are shorter than six inches above the knee are not permitted.
- d. Jeans are not permitted.
- e. Shoes must be worn at all times.
- f. The dress code will be enforced.
- 2. In €Case of eEmergency
  - a. Call 911; then call the Ppgolf Sshop at the phone number on the score card (949-597-4336).
  - b. The pAll player assistants who patrol the course are each equipped with a handheld radio that has direct contact with the Ppgolf Sshop.
- 3. Course Conditions/Golf Cart Restrictions
  - a. Call 949-597-4373 any time after 6:30 a.m. daily.
- 4. Miscellaneous
  - a. Pedestrians, cyclists (including e-bikes), rollerskaters roller-skaters and rollerbladers roller-bladers- are not permitted on the Ggolf Ccourse. Non-golfers are permitted tomay use the perimeter path paralleling El Toro Road and Moulton Parkway only from cClubhouse four4 to cClubhouse two 2.
  - b. No pPets are prohibited not permitted allowed on the Ggolf Ccourse, in the Village Greens building or on its patios and terraces. Only registered service dogs trained to perform a task directly related to a person's disability are permitted.
  - c. The six golf cart parking spaces downstairs under the Village Greens patio of the Village
    Greens are to be used only forby players making the turn. Parking for Do not park here to recording your scores or paying green fees is prohibited not permitted.
- 1. The golf facilities are for the use and enjoyment of residents and their guests. The golf course operations/maintenance, and all related facilities are under the supervision of the Recreation Department.
- 2. The golf facilities include:

27 Hole Golf Course Private and Group Lessons

Pro Shop Driving Range

Club Storage Electric Rental Golf Carts

Individual Practice Areas Pull Cart Rentals

Golf Club Rentals Nine Hole Par Three Golf Course

Thron Golf Professionals	Villago Groops Mooting Pooms
Three doll i foressionals	village orcens meeting rooms
Six Practice Putting Greens	
Six i ractice i atting dicens	

#### B. Guests

- 1. The maximum number of guests allowed per resident is one prior to 10 a.m. and up to three guests after 10 a.m., seven days a week. Guest names must be provided when a resident makes a tee-time reservation. All guests must be accompanied by, and play with, a resident.
  - a. Guests under the age of 11 are permitted with an accredited junior PGA card signed by a PGA professional.
  - b. Each player must have his/her/their own clubs.
  - c. Ask golf shop staff to make gate clearance arrangements for your guest(s) if necessary.

#### C. The 27-Hole Golf Course

- 1. The 27\_Hhole gGolf cCourse (consisting of three separate separate nine hole nine hole courses) is located adjacent to Clubhouse Two 2 on Moulton Parkway and is accessed through the Village Greens at Gate 12. The course is open every day of the year. The course opens for play daily at 7:00 AMa.m. -During Daylight daylight Saving time, s the Golf golf Course course closing hours are extended from a 5:00 PMp.m. closing to a 6:00 PMp.m. closing from 5 p.m..
  - a. Reservations are necessary required for the 27-hole golf course (please see "I. Reserved Tee <u>Times" for information).</u>
  - <u>b.</u> The café <u>19 Restaurant & Lounge</u> hours are <u>9</u>7:30 AM until 8:00 PM). Please check with the café for the most current hours. The irrigation system, which uses reclaimed water, operates nightly daily beginning at 7 :00 PMp.m.; therefore, all golfers **must** be off of the course by that time. The Golf golf Ccourse is irrigated with reclaimed water.
  - c. -A nine9nine--hole round of golf may be played as follows:
    - a.l. Course one after 12:00 Nnoon
    - b.II. Course two prior to 8:24 AMa.m.
  - c.III. Course three from 7:00 AMa.m. until to 8:28 AMa.m.; and 10:44 AMa.m. until closing

# D. The 19 Restaurant & Lounge

1. Hours are Open from 9 a.m. to 8 p.m. Check with the caféestablishment for the most current hours.

# **<u>CE</u>**. Driving Range

- 1. The Driving Range is located across from Gate 12, on Moulton Parkway, and is o pen daily at 7 :00 AMa.m. (8:30 AMa.m. on Thursdays) and closes at from 4:00 PM3:30 p.m. (hours are extended to 5:30 PMp.m. during Daylight daylight Savingssaving time). -A practice pitching green and bunker area is are also available. Tokens are available at the Driving Range; Prepaid Keys can be purchased at the 27 Hole Pro Shop. Range balls may be purchased throughvia your established golf account using your resident ID linked to the online reservation system account.
- 2. Non residents must be accompanied by a resident golfer and must be 11 years of age or older. Players under the age of 11 are permitted with an accredited Junior PGA Card signed by a PGA Professional. MMaximum number of guests per resident is one during prime time and three during non-prime time. The mallowed

# EF. Pro-Golf Shop

1. The Pro Shop is located in the Village Greens at the 27 Hole Golf Course. It is o Open daily from 7 :00 AMa.m. to until 5:00 PMp.m. (and until 6:00 PMp.m. during Daylight daylight Savings

Effective: December 2017 December 2023

<u>time</u>). This shop maintains a variety of golf clothing, supplies and equipment. The golf staff will personally assist you in filling your special orders.

#### **FG.** Golf Carts

- 1. The limit of persons permitted per golf cart, private or rented, is two There is a limit of two persons per golf cart whether private or rented.
- 2. Drivers must be at least 18 years of age.
- 3. Golf carts and electric and hand—pull carts—are available for rent at the starter window. Both electric and hand pull carts are available.
- <u>4.</u> -Privately owned power carts require an annual <u>trail</u> use permit <u>or daily use permit</u>, <u>which is(trail fee decal)</u> that may be obtained available at the <u>Pro progolf Shop shop</u> for an annual fee. There is a cost of a daily permit for a privately owned power cart.
- 5. There is a limit of two persons per cart in a private or rental cart. Drivers must be at least 18 years of age. There is a three cart maximum per golf group. Carts must stay on the paved cart paths, including the use of the 90-degree rule, at all times when exiting the path to play a shot and then-returning to the path for access to the next shot or the next tee.
  - a. The Laguna Woods Village Ggolf Pprofessionals may assist in understanding how to best utilizse this system.
- 26. If you have an electric cart and charge it in your carport you may be subject to an annual electric use decal fee. Such a decal must be obtained from Community Access in the Community Center. Please call 597-4358 for details. This type of decal must be obtained from Contact Resident Services (residentservices@vmsinc.org; 949-597-4600) in the Community Center for information regarding charging your personal electric cart.
- 37. Individual owners must The mmaintenanceain of privately\_-owned golf carts is totally the responsibility of the individual owner. The cart storage garage is not equipped to work on privately owned carts. The cart wash station is available for a minimal fee and the air hose may be used free of charge. No emergency gasoline is available. Emergency electrical re charge is available under certain circumstances—please check with staff.
- G. Club Storage
  - 1. Club storage provides a location to store clubs when they are not in use. The storage area is organized as a "self serve" area and cleaning facilities are also available. There is an annual fee charged for use of this facility. Residents store their golf clubs in this facility at their own risk.
- HH. Nine 9Nine-Hole Par-Three 3 Course
  - 1. The Nine <u>9</u> Hole Par Three <u>3</u> Golf Course is accessed through Gates Seven<u>7</u>, Nine <u>9</u> or 10 and is bordered by Paseo del Lago. No ppower golf carts are allowed on this courseprohibited not permitted; No reservations are needed. Ppull carts are available for rent.
  - 2. The hours are Course is open from 7:0030 AMa.m. until to 6:00 PMp.m. during Daylight daylight Savingssaving time (, with and a 5:00 PMp.m. closing for the remainder of the year).
  - 3. No reservations are neededReservations are not taken for this course. 2. There are two putting greens, chipping gree, practice bunker and hitting cage at the Par Three Golf Course,; one putting green is located near hole number nine and one putting green is located adjacent to Paseo del Lago West.

Effective: December 2017 December 2023

#### II. Reserved Tee Times (only for 27-hole course only)

- 1. Schedule 1. Rreserved tee times for the 27 hole course are scheduled one week in advance . A lottery drawing is conducted each morning, Thursday through Monday, 6:30 AM sharp, in a designated location, currently the Village Greens Club Rooms Two and Three. Numbers are issued at 6:30 AM. Numbers will be distributed at random and starting times will be assigned in numerical order for that day of the following week. There is only one number issued to each group. Once the lottery has concluded, the unscheduled times may be reserved in person at the Pro Shop or via telephone after 10:00 AM (except Tuesday and Wednesday which are available the day of play at 7:00 AM by phone). A stand by list is maintained by the Starter for same day play. This is called "going on the rail". The Starter will fill in from this list for "no shows", as slots become available.using the online reservation system.
- 2. Times are open for online booking seven days in advance at 6 -a.m.
- 3. Residents may visit the golfprogolf shop to register for the reservation system. A valid resident ID and a form of payment to be charged monthly is required.
- 4. Golfers are allowed only one tee time per day only, and only for between two to four players.
- 5. The resident booking thea reservation must include all residents playing in the group. All players named in the group must be the players that who arrive on the day of play.
  - a. All cancelations or substitutions must take placeoccur prior to arriving for play.
- 6. Single players may call the golf progolf shop on the day they wish to play; the single player and will be paired with a group of less than four players.
- 7. Groups wishing to add a fifth player (fivesome) must call the golf progolf shop on the day of play and must be approved by the starter. A dDenied requests may be due to past slow play and other factors.
- 8. In the event a resident is misusing the online reservation system, the following disciplinary process will ensue:
  - a. Verbal warning;
  - b. Written and final notice;
  - c. The infraction will be referred Referral to the Security and Compliance Department to initiate the disciplinary process.

#### JJ. Club Days

- Tuesday is women's Women's club Club day; and Wednesday is men's Men's club Club day.
   Open play is available on Tuesdays and Wednesdays when with approval by the Golf golf Operations Operations Manager manager or Golf golf Professional approves it.
- 2. As a courtesy to other golfers wishing to make a reservation, please notify the Pro Shop in person or by telephone as soon as you know you will not be using your reserved time and wish to cancel. Substitutions or name changes are permissible.
- K. Course Conditions
- 1. For golf course conditions and golf cart restrictions, you may call 597–4373 any time after 6:30 AM daily. During the winter season, November 1 until May 1. Once the lottery drawing is made, it is in effect even if the course is closed later in the day. There are no rain checks given.
- L.Guest Information
- When a resident makes a tee time reservation the resident must identify the names of the guests (if any). On weekends and holidays there is a maximum of one guest per round of golf prior to noon during standard time or 1:00 PM during daylight savings time. Otherwise there is a limit of

must be 11 years of age or older. Players under the age of 11 are permitted with an accredited
Junior PGA Card signed by a PGA Professional. Each player must have his/her own clubs. As safet
is a prime concern, there is a limit of two persons per golf cart. If you require gate clearance for
your guest(s) please ask the Pro Shop to make the arrangements for you. throughto
— M. Dress Code
— 1. The golf course does not permit halter tops, tank tops or short shorts. Shorts that are no
shorter than six inches above the knee are permitted. Jeans are prohibited. Shoes must be worn
at all times. The dress code will be enforced. The golf facilities are non-metal spike facilities.
<del></del>
<u>K</u> Fees

three guests per resident. All guests must be accompanied by, and play with, a resident. Guests

Fees are in accordance with the GRF Ppricing Ppolicy and Ffee Sschedule.
 Schedule of Golf Fees

Adopted by Resolution 90 17 XX

Effective January 1, 2022

1.—Refer to the GRF Pricing Policy and Fee Schedule.

#### OL. Lessons

1. Call 949-597-4336 to schedule Pprivate and group lessons are scheduled with Golf golf Pprofessionals. Resident and non-resident fees apply according to GRF Pricing Policy and Fee Schedule by calling 949-597-4336. Lessons with the Golf Operations Manager are \$50 for 30 minutes and the Head and Assistant Golf Professional are 40 for 30 minutes. Group and clinic based lessons can be arranged with the instructor of your choice.

PM. Course Guidelines/Etiquette

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

- 3. When parking carts to play a shot, particularly at the tees and greens, stay on the cart paths completely with all four wheels. Park on the paved paths and walk to your ball as often as possible. When parking your cart to pay your green fees or to record your score, do not park in the six slots downstairs under the patio of the Village Greens. These spaces are reserved for players making the turn. Power carts are not permitted within 30\_yards of the greens, in the fairway, or in the rough, whether or not the area is marked, and never between a green side bunker and the green. Observe cart signs and proceed to the indicated path.
- 4. For the preservation of the fairways please observe the 90 degree rule. This means driving the golf cart along the cart path or the rough to a point opposite your ball, then driving into the fairway, playing your shot, then driving out to the rough or cart path and repeating this procedure until reaching the green.

#### 54. Course repair:

- <u>a.</u> When raking bunkers, Lleave the rake in the bunker. Repair all divots and ball marks on the greens, yours and any others you may find, by replacing or sanding. Fill all divots with sand from sand bottles. with the handle sticking out of the lip of the bunker.
  - b. Repair all ball marks on the greens, whether yours or any others.
- c. Fill all fairway divots with fairway sand provided on rental carts. Please; obtain sand from the golf progolf shop if playing with your personal cart.
- 65. The fFlag color indicates the <u>cup</u> location of the <u>cup</u> on the green: <u>-red is front, checkered white</u> is middle and blue <u>checkered</u> is back.
- 76. <u>Yardages are to the center of the green: There are a number of yardage markers. Please check</u> with staff. <u>blue is 200 yards</u>, white is 150 yards and red is 100 yards.
- <u>87</u>. Official gGolf course etiquette is covered in Section One of the USGA Rules of Golf.

#### NQ. Ready Golf

- 1. Play ready golf at all times from the tee through the green, not just on the tee. -The player who is ready should hit whether he is "away" or not, as long as with he doesn't no interference with another golfer. -After everyone in the group has finished putting, walk off the green briskly, thus clearing the way for the next group to hit up. -Mark your scorecards at the next tee, not while parked near the green you just played. -The group behind you cannot hit until all are you are out of the way.
- 2. Consider club selection as approaching the ball between the tee and the green, not while standing over the ball. As you approach your ball, between the tee and green, be thinking about your club selection. Don't wait until you are standing over your ball.
- 3. After you make your first putt, F-finish putting out after the first putt unless you would be standing in the putting line of another player.
- 4. Three minutes is the maximum time to search for a lost ball is fivethree minutes (USGA 2019 rules change).—Hit a "provisional ball" any time there is a possibility that you may have gone out of bounds or you think your ball may be difficult to find. This will speed up play.—See new course rules sheet for the procedure on playing a hole if ball is lost or discovered out of bounds.

  Provisional balls are not required.
- 5. <u>Keep pace of play with the group in front and behind; it is the a player's responsibility You should keep up with the group ahead of you. Play at your own speed but if you see that you are not keeping up with the group in front of you, and the group behind you is kept waiting, it is your own responsibility to ask them the group behind if they wish to "play through.": Remember you</u>

- can allow aA group is allowed to "play through" anywhere, tee through the green, not just the tee.
- 6. The sStarting times are set at every eight minutes beginning at 7:00 AMa.m. -According to the USGA rating system, 18 holes on the golf course should take no more than four hours and 15 minutes to play, which is approximately 14.25 minutes per hole. Please try to keep up!
- <u>87.</u> Players shall play holes in successive order and may not change from one course to another. Play must be in regular sequence as assigned by the <u>s</u>Starter.
- 8. Players may play only one ball unless the rules require to play another. Practicing on the course is not permitted.
- 89. The Player pPlayer Assistants assistants are responsible for monitoring the pace of play and enforcing regulations. They, and a are authorized to issue warnings, write citations, or remove players from the course for violations or improper conduct. -Ceitations will be forwarded to grf Security and Compliance for possible disciplinary action.

#### **RO.**Local Rules

1. Please refer to the golf course scorecard for the current local rules Local Rules Sheet.

#### <u>SP</u>. Important Telephone Numbers

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

#### . In Case of Emergency

- 1. If you have an emergency while on the golf course, the following communication tools are available to you:
  - a. Please use your cell phone to call 911. Then call the Pro Shop at the number on the score card 597 4336.
- c. The Player Assistants who patrol the course are each equipped with a hand held radio that has direct contact with the Pro Shop.
- —U. Miscellaneous
- 1. The USGA Rules of Golf and Handicap Committees have determined that rounds played using electronic distance measuring equipment are deemed to have been played in accordance with the principles of the USGA Rules of Golf.
- 2. Please remember golf course etiquette. If in doubt, any of the staff or the Golf Professional will be happy to answer your questions. Etiquette is also covered in Section One of the USGA Rules of Golf.
- 3. Pedestrians, cyclists, rollerskaters and rollerbladers are not permitted on the Golf Course. Non-golfers are permitted to use the perimeter path paralleling El Toro Road and Moulton Parkway.

4. No pets are allowed on the Golf Course. No pets, except service animals, are allowed in the Village Greens golf building or its patios and terraces.

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

## OPERATING RULES Lawn Bowling



- A.—All residents and guests must sign in prior to using the facility.
- A. Guests under 18 years of age are not allowed on the greens. Resident bowlers must accompany their guests at all times. MThe General
  - 1. Residents and guests must sign in upon arrival at the facility.
    - 2. New bowlers are recommended to pass a test given by a GRF volunteer before being permitted to bowl. Those not proficient will be asked to attend a session of lawn bowling classes.
  - B. 3. mallowed twoR Guests under 18 years of age are not allowed on the greens. The Laguna Woods Lawn Bowling Board, with the Recreation

    Department's approval, reserves the right to deny any guest the right to bowl and/or participate in the club's activities.
  - C. ChildrenGuests under 18 years of age are not allowed on the greens.
  - D. OWear only nly shoes with smooth, flat, rubber soles (no heels) may be worn on the greens.
  - E. 4. No one is allowed on playing surface except for when unless bowling.
  - F. 5. Damage to greens through improper delivery of bowls is prohibited not permitted.
  - G. 6. Bowl Use bowl rakes must be used carefully to avoid damage to the greens.
  - H. <u>7.</u> For information concerning closure of the greens due to inclement weather or to obtain the club schedule, c<u>C</u>all 949-951-3027 (<u>Lawn lawn Bowling Greens greens</u> at <u>C</u>
  - Clubhouse 2) for information concerning closure of the greens due to inclement weather or to obtain the club schedule.
  - I. <u>Scheduled maintenance restrict play</u> Play may be restricted due to scheduled club events and tournaments and scheduled maintenance, or as directed by staff.
  - J. New bowlers must <u>are recommended to pass a test given by a member of the Lawn Bowling Club Instruction Committee before being permitted to bowl.</u>

    Those who are not proficient will be asked to attend a session of lawn bowling classes.
  - 8. Each rResidents and guests must bowler will clean up the area after use and return all equipment to its proper place.
  - 9. Scheduled maintenance may restrict play. Club tournaments and events must be approved by the Recreation Department and may take priority at the

facility. Please reference the Recreation Department policy for tournament guidelines.

#### K. B. Guests

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

### OPERATING RULES <u>LIBRARYLibrary</u>



#### A. General

- 1. New users <u>must register with library supervisor using their resident ID card. A and all users must renew annually.</u>
- A. 2. Residents may check out All-library materials favailable for check out may be checked out by residents for a period of two weeks, with the d. Materials due date is to be stamped on the loan card. Materials not returned by the due date are overdue.
- 4. 3. Residents are assessed fines on all overdue materials that are checked out to them. This includes books, books on tapes, music cassettes, CDs, DVDs, videos, and magazines.
  - 2. a. Current fines are assessed by the Library Club.
  - 4. <u>b.</u> Disciplinary action may be recommended when fines reach \$5. For videos the maximum is \$10.
  - 3. <u>c.</u> Lost books or books not returned are treated as unpaid fines.\_-Fines are assessed until the book, or applicable item, is returned or paid for.
  - 4. <u>d.</u> The library director <u>or supervisor</u> may consider extenuating circumstances.

## OPERATING RULES Lockers and Storage



- A. In accordance with the GRF Pricing Pricing Policy policy and Fee fee
  Scheduleschedule, tthere are annual fees for the following lockers carry annual fees: Billiard Room, Clubhouse 2, Clubhouse 4 Jewelry Room, Clubhouse 4 outdoor, Table Tennis, and Village Greens bag storage. These lockers are rented to residents/clubs for their use only.
- B. Lockers without a fee are for one day use only; lockers must be emptied out and the lock removed each day.
- C. Storage is available only to those Recreation Department-approved clubs that meet at a specific facility. Storage fees are in accordance with the GRF pricing policy and fee schedule Pricing Policy and Fee Schedule and are paid annually.
  - 1. Storage areas are defined as follows:
    - a. Small (12"" x 24"" x 20"" and up)
    - b. Medium (30"" x 24"" x 30"" and up)
    - c. Large (5'2 x 5'2 & and up)
- D. No perishables or hazardous materials are to be stored.
- B.E. Stored items must be contained within the approved storage area.
- C.F. GRF hHolds no liability as to the contents held in these lockers and storage areas.

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

### OPERATING RULES Paddle Tennis and Pickleball



#### A. General

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

Court priority:	
Pickleball:	
Monday, Wednesday and Friday mornings	
Second and fourth Saturdays	
(Prime-time is 7 a.m. to noon on pickleball priority da	ays and 4 to
10 p.m., Monday-Friday.)	
Paddle ∓tennis:	
Tuesday and Thursday mornings	
First and third Saturdays	
*If a court is unoccupied, either sport can play until priority sport pla	ayers .
arrive.	

- 8. Each resident and guest must clean up the area after use and return all equipment to its proper place.
- Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no other pet/animal is permitted. No pets are permitted on the courts.
- 10. Recreation Department-contracted instructors may schedule lessons during non-prime--time hours only and retains priority on the courtif Brad's Boxes goes into effect.

- 11. Scheduled use is determined by the Recreation Department and is subject to change. Play may be restricted due to scheduled maintenance. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.
- Use of the practice wall is limited to 15 minutes when others are waiting to use the wall. If Brad's Boxes goes into effect, the practice wall must be vacated immediately.
- 12. In case of injury or illness, call 911 and notify Security Services staff immediately at 949-580-1400.

В.

#### Guests

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

#### C. Pickleball

1. Use the sign-in sheets available at the courts to secure play time on a given day.

<del>A. 2</del>

B. Guests must be at least six years of age to enter the facility and must be accompanied by a resident at all times.

Guests may only occupy one court with their resident sponsor. (Staff does not recommend this club proposed rule.) (Staff does not recommend this verbiage stated in A.6.)

When the flag is up and players are waiting, the sign up sheets (Brad's Boxes) are in effect. Players may play one game only (maximum 15 minutes). They must vacate the court at the end of each game and may only sign up again when present at the sign up sheets. When the courts are full and the flag is up, the sign-up sheets (Brad's Boxes) will be used to establish who gets the next available court. A player finishing a game may not sign up for another game until the first game is completed and the player has vacated the court.

3. Use of the practice wall is limited to 15 minutes when others are waiting to use the wall. If Brad's Boxes goes into effect, the practice wall must be vacated immediately.

- Club activities at the courts will be posted in advance and have priority over open play, lessons and clinics.
- C. Recreation contracted instructors may schedule lessons. During prime time hours, residents take priority over lessons when the courts are full.
- D. When arriving to play, hang your paddle in the first slot, others waiting will follow. The first four paddles will be the next foursome to play.
- E. Proper tennis attire and footwear are required. Shoes that mark the court or injure the surface are prohibited.
- F.—Skateboards, roller skates, and bicycles are prohibited on the courts.
- G. No pets are allowed on the courts.
- H.-Unless someone is waiting to play, players may play as long as desired.
  - I.—If someone is waiting to play players may only play two sets.
  - J. Walking into a court before play has stopped is prohibited.
  - K. Court 4 is reserved for teaching on the days and at the times posted at the courts and may be used for paddle tennis and pickleball at all other times.

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

## OPERATING RULES Performing Arts Center



#### A. Safety

- 1. In case of injury or illness, call 911 and notify Security Services staff immediately at 949-580-1400. The A first-aid kit is located in the office and AED is located in the lobby.
- A.B. Performing Arts Center (PAC)General Auditorium Event Posters
  - The PAC is open from 7<u>8</u>:00 AM<u>9 a.m.</u> until<u>to</u> 10<u>:00 PMp.m., Monday through Sunday except when posted otherwise.</u>
  - Poster policy herePosters for resident events (non-club/no ticket fee) in the
    auditorium may only be posted for those events in the Performing Arts Center
    and may be displayed a maximum of three months prior to the date of the
    event.
    - a. Lobby posters must be no larger than 33" byx 40" inches.
    - b. All posters must be stamped in advance by the Recreation Department.
    - c. Displaying posters is subject to space availability.
  - Club event posters must adhere to Golden Rain FoundationRF (GRF) <u>Pposter Ppolicy.</u>

#### B.C. Box Office/Ticketing

- 1.—Box oOffice hours are 9\_:00 AMa.m. untilto 4:305 PMp.m. Monday through Saturday, 10\_:00 AMa.m. untilto 2\_:00 PMp.m. on Sunday, and one hour prior to ticketed events in the theater.
- 2.1. Tickets are sold to Laguna Woods <u>Village rResidents</u> only. Residents must be prepared to show their Laguna Woods <u>Village ID</u> card when purchasing tickets.
- 3.2. Tickets purchased by credit cards, may be purchased only with a credit card in the resident's name that who is purchasing the tickets.
- 4.3. Tickets are available sold no more than 90 days prior to the scheduled event per GRF policy.
- 5.—There is a limit of four free tickets or <u>10ten</u> paid tickets per manor for Recreation Department\_-coordinated events/programs.

4.

- 6. a. The limit of paid tickets per manor for resident sponsored events is at the-discretion of the facility supervisor.
- <u>5.</u> No refunds are available on the day of the event for Recreation Department events. Refunds for resident/club sponsored events must be provided by the sponsor.

Effective: <u>December 2017 2023</u>

- 7. a. Refunds and/or exchanges of tickets must be done by the resident who purchased the tickets.
- <u>8.6.</u>Consignment tickets for theatre events must be withdrawn before tickets go on sale and are limited to 10 percent of the total number of tickets.
  - a. Consignment tickets may not be sold in the lobby; sales are limited to the reserved facility during a scheduled meeting for that group producing/sponsoring the event.
  - b. Consignment tickets may only be sold to Laguna Woods Village residents.
  - 9.—Refunds and/or exchanges of tickets must be done by the resident who purchased the tickets.
- 10.7. The <u>bBox oOffice</u> will <u>do areprint</u> ticket reprint of lost or misplaced tickets; for the resident listed as the purchaser. In the event that two tickets are presented for seating at the same show, only the original ticket will be honored for seating at that event. The ticket marked "reprint" will not be accepted.

#### C.D. Theater

- Scheduling
  - a. Scheduling and reservations are made through the Performing Arts Center Supervisor only.
  - a.b.Technicians must be scheduled a minimum of four weeks in advance of auditorium events.
- 2. Theater etiquette
  - a. During public performances, flash photography or video recording is prohibited not permitted.
  - <u>b.</u> Cell phones should be turned off (or muted) during performances. <del>b.</del>c.All aisles must be kept clear at all times.
- 3. Staffing
  - a. Clubhouse staff/technicians must be scheduled in the theater by the resident renter anytime it is occupied.
  - b. Clubhouse technicians must operate all systems and equipment in the theater.
- D. Clubhouse Technicians
  - 1.—Clubhouse <u>t</u>Technicians are scheduled through the Ssenior <u>t</u>Technician.
  - 2. The <u>s</u>Senior <u>t</u>Technician will determine the time and number of staff required to facilitate the event.
  - 3. Clubhouse <u>t</u>Technicians must be scheduled a minimum of four weeks in advance of the event.
  - 4. Clubhouse tTechnicians may only be scheduled for Recreation facilities.
  - 5. Cancellation of tTechnician will result in an additional fee if cancelled within two weeks of the event.

# OPERATING RULES Pools, Hot Pools and Locker Rooms



#### A. General Information

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. Swimming pools are open only when a staff lifeguard is on duty.
- \_\_\_\_\_2. All residents and guests must sign in upon entering the pool deckand residents must be prepared to show their Laguna Woods Village ID Card to the Lifeguard. Residents must accompany their guests to the pool and sign them in with the Lifeguard. The mallowed The lifeguard on duty regulates the number of guests entering the pool. at all times R
- \_\_\_\_3. Any non-resident entering the pool deck, the pool, and/or hot pool must pay the current guest fee per the approved GRF Pricing Policy and Fees List.
- 4<u>3</u>. Appropriate swimming attire <u>and accessories are is</u> required. <del>Lifeguards will use discretion for safety purposes.</del>
- \_\_\_\_\_\_54. Alcoholic beverages are prohibited at the pool facilities. Eating and drinking while in the pool is not permitted.
  - 5. Glass containers are not permitted.
  - - 77. Only sSmoking is prohibited on the pool decks, sun decks, and in the locker rooms. Service dogs trained to perform a task directly related to a person's disability are-permitted; no other pet/animal is permitted.
    - 88. Only service animals are permitted on the pool deck. No rRunning is prohibited not permitted.
    - 9. Running is not permitted on or around the pool deck. <u>G permitted at the facilityare prohibited</u>
    - 10<u>9</u>. Glass containers such as drinking glasses, lotion or shampoo bottles, etc. are prohibited on any pool deck, sun deck, or in any locker room.
    - 119. Floatation devices are prohibited not permitted except for use by adults only and are limited to devices unless specifically designed for exercise or therapeutic use. Fins and snorkels may be used only by adults. 10.
    - 10. Organized pool games may be played only if they do not interfere with other pool uses such as lane swimming and will be halted at the request of the lifeguard lap swimming.
    - 11. Lockers may be used on a daily basis only. Residents <u>fand</u> guests must supply their own locks in order to secure their belongings. Locks <u>and personal items</u> must be

- removed when the resident <u>and</u> guest leaves the facility. <del>Shower stalls are also limited to daily use and personal items must be removed after each use.</del>
- <u>1</u>2. The length of time a resident or guest may shower using the locker room shower facilities is limited to 10 minutes per person per day. Showers are limited to 10 minutes per person per day.
- <u>13.</u>-No chairs or other <u>GRF Golden Rain Foundation (GRF)</u> property may be moved into the locker room or shower stalls.
- 14. Showers are recommended prior to entering any of the pools or hot pools. <u>Please sShower before entering the pool or hot pool.</u>
- 15. According to the State of California Health and Safety Code Manual, any resident individuals Persons with bandages, an open sores, or cuts or rashes are not permitted in the pool and hot pool, may be excluded from all pools activity. It is recommended that all rRAny residents and/or guests with a bandage or visible open cut or sore or cut do not enter the waterany Village pools or hot pools.
- 16. Lap swimmers swimming the length of the pool have the right of way <u>.???</u> with the exception of Pools 4 and and Pool 6.
- 17. Locker rooms open by 6:45 AM and close 15 minutes prior to the pool openinging and close 15 minutes after pool closing. after the pool closes.
- 18. When there is All thunder and/or lightning the pools/hotall pools will be cleared of all swimmers during inclement weather at the lifeguard's discretion conditions with thunder and lightning. -Swimmers will not be allowed back into the may not reenter the pools/hot poolswater until at least 30 minutes following the last sighting of lightning or sound of thunder.
- 19. The sSwimming pool hours of operation vary according to the time of year, during holidays and scheduled or emergency and when maintenance. is required. Generally the pools change to summer hours in mid April and extended summer hours conclude on or about October 1. Current hours are posted at the pools and website and recreation publications. There may also be limited holiday hours. Please cCheck the hours of operation located at the clubhouses, Rthe recreation office and the pools.
- 20. Pool and hot pool temperatures are maintained kept as closely as possible to the following temperatures:
  - a. Pools One 1, Five 5 and Six 6, and large pools, : between Between 82 and 84 degrees.
  - b. Pool Two2, and large pool, b: Between 80 and 82 degrees.
  - c. Pool Four 4, and large pool, b: Between 84 and 86 degrees.
  - d. All hot pools, b: Between 102 and 104 degrees.
- 21. Each pool is renovated and <u>or</u> preventative maintenance is performed annually. -The process takes approximately six-<u>to eight</u> weeks per pool beginning <u>approximatelyin</u>
  November <u>1</u>-and <u>continuing until mid Aprilconcluding by Memorial Day weekend</u>. Pool <u>Six-6</u> is closed <u>from approximately-October 1 until the <u>Friday beginningSaturday of</u>
  Memorial Day weekend-<u>each year</u>. -If a pool is undergoing major renovations, the six\_-<u>to eight-</u>week schedule may <u>require adjustment</u> <u>be prolonged</u> <u>-as deemed necessary</u>.</u>

- 22. <u>Loud Amplified</u> music on the pool deck is prohibited. <u>It is suggested that people use</u> headphones. Amplified music is permitted only during classes and must be approved by the Recreation Department.
- 23. \_\_\_\_\_The guard shack phone is for business use only; use by anyone other than an \_\_\_\_employee is prohibited.
- 23. 24. Lifeguards do not take responsibility for anyone's personal belongings nor can they store them in the guard shack; Lifeguards are not responsible for lost or stolen items; if anyone finds a lost item or wishes to report a stolen item, contact Security. Lifeguards are not responsible for lost or stolen items; contact security personnel at 949-597-4435 if anyone finds ato report -lost or stolen items or wished to report a stolen item, contact Security at 949-597-4435.
- 25. Saddleback College Emeritus students participating in a college aquatic classes may not arrive at the pool more than 15 minutes prior to the start of the class and must leave the facility within 15 minutes of the end of the class. If the non-resident student wishes to remain at the pool, a resident would have to sign them in as a guest and pay the current guest fee. may utilize the pool deck and locker rooms 15 minutes prior to the start of class and may enter the pool no more than 5 five minutes prior. Students must leave the facility within 15 minutes of the end of the class.
- 26. The swimming pool is only open to registered students during scheduled Aquatic Fitness classes. The deck and hot pool remain open. Scheduled use is determined by the Recreation Department and is subject to change. Use may be restricted due to scheduled maintenance, classes and events. may r-

#### B. Guests

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

#### B.C. Hot Pool

- 1. The recommended time limit in a hot pool is <u>five 5five</u> minutes. After an extended period, <u>of time</u> the <u>Lifeguard lifeguard</u> may <u>recommend that the person sit outrequest</u> that <u>the person</u>users exit.
- 2. Strenuous exercise in the hot pools is prohibited.
- 3. Children under 16 years of age are not permitted in the hot pools.

#### C.D. Guests and Children's Swim

- 21. Lifeguards have the authority to prohibit a child from entering the pool.
- 32. Guests 15 years of age or younger are considered to be-children. Children are permitted to swim daily at a designated pool (Pool 2). During Friday Starting Saturday of Memorial Day weekend and continuing through Labor Day October 1, the eChildren's Swim time is five hours, from 11:00 AMnoon until 4:00 PMp.m. at Pool 6. The remainder of the year it is two hours (from 12:00 PM noon until 2:00 PM)p.m. at Pool 2.

- 3. Children must vacate the pool area within 15 minutes of the end of the Children's Swim Program.
- 4. Children unable to swim must wear a Coast Guard-c-Certified flotation device, including those built into swimsuits.
- 5. Residents or <u>their</u> adult guest(s)s must accompany and remain at in the pool with all children, no exceptions. their children who are novice swimmers.
- 4. The number of guests entering the pool is regulated by the Lifeguard on duty with a limit of five guests per resident at any one time.
- 5. Children are only permitted to wear or use coast guard approved floatation devices (including those built into swimsuits).
- 66. Toys are provided by the Recreation Department during the summer Children's Swim program. During the winter Children's Swim program, only Recreation Department\_p provided dive toys are permitted.
- 7. Children may not use kickboards; run on the pool deck; dive for objects; make excessive noise; play rough, including pushing and splashing; ride on another person's back or shoulders; jump or dive into the shallow end of the pool; slide down or hang on railings and ladders; play on stairs; climb out of pool without using ladder or stairs; perform back dives; go onto diving board if someone else is already there, etc.
  - 7. An adult must accompany a child who does not know how to swim into the water and stay with that child as long as the child remains in the water.

#### D.E. Lap Lane Swim Usage

- 1. No sSwimming across lap lanes is not permitted unless entering or exiting the pool from the side.
- 2. Lap lanes are for lap swimming or aquatic exercise only (unless otherwise designated).
- 2.3. If all lanes are taken, swimmers must share the lane, (up to two swimmers per lane).
- 3.4. Hanging on the lane dividers is prohibited not permitted.
- 4.5. No diving or jumping from or into the 4 feetfour foot deep "shallow end section"; diving or jumping into the pool is allowed only in the area 5 feet or five foot or deeper area.
- <u>5.6.</u>No diving into crowded lanes.
- 7. Adults may use eEquipment such as pull buoys, masks, fins, snorkels, and paddles may be used by adults.
  - 6. Youth swimmers ages 11–15 may use the lap lanes with provision of card from the Recreation Department for identification.

#### <u>E.F.</u> Lap Swim Schedule

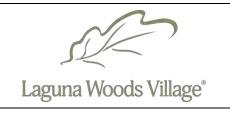
- 1. Pool The number of lane lines inat Pools 2 and 5 will be determined by the current pool schedule. Please rRefer to the current pool schedule for lane line schedule details about the lane line schedule. 2 has 4 lane lines from 7:00 AM until 11:00 AM and 2 lane lines from 11:00
- AM until 7:00 PM. On Wednesdays, due to maintenance, lane lines are not set up until 9:00 AM

2. Pool 5 has 4 lane lines from 6:00 AM until 10:30 AM and 2 lane lines from
<del>10:30</del>
AM until 9:00 PM. On Thursday there are 4 lane lines from 9:00 AM until 10:30 AM. On
Monday, Wednesday, and Friday there are no lane lines from 12:00 PM until 1:00 PM.
F.G. Lap Lane Etiquette
—1. Swim to the right of the lane at all times.
2. When passing another swimmer, pass to the that person's left, down the middle of the
lane at full speed. Once you have finished passing, <del>swim <u>return</u> to the right of the lane</del>
<del>again</del> .
3. When being passed, slow down until the overtaking swimmer has completely passed
<del>you</del> .
4. If someone is at your heels when you reach the wall, pause to let that person pass.
5. When swimming into the wall, keep to the right (not the middle or left) so that if a
person <del>is</del> passing <del>you</del> at the end of a lane <del>they will have</del> <u>has</u> space to turn.
6. When standing at the wall of a lane, stand to the left (when facing the wall) whenever
possible allow space for the incoming swimmers.
7. If you want tTo stretch out or do other water exercises in the water, please move to
the proper swim lane reserved for recreation/social swimming.
78. Inform the lifeguard/clubhouse front desk staff if a problem should arise, inform the
lifeguard and/or front desk staff.
. If you want to stretch out or do other exercises in the water, please move to the proper
swim lane reserved for recreation/social swimming.GH. Online Advance
Reservations – Pool 2
1. Lane lines may be reserved in advance with via the online
——reservations system. The reserving party may determine the number of ———
———swimmers in the reserved lane.
——2. ——Advance bookings are limited to residents only.
———a. ———Swimmers are allowed two advance bookings per week.
bSwimmers- <del>who are</del> -unable to keep their reservation time must
<u>cancel</u> ——their booking.
c. Swimmers with advance reservations must claim their assigned lane within 10
minutes of their start time or the reservation will be deemed canceled and the lane
will then be available for open lap swim.
—c. —Swimmers who are found in violation will be subject to the following —
disciplinary actions:
lVerbal warning <del>:</del>
and Compliance toinitiate the disciplinary
process.
G. HI. Swim Lessons

- 1. Residents are notified through via the newspaperGlobe, flyers, and postings at the poolspool signage regarding the swim class schedule for the upcoming season.

  Generally, swim lessons are available for a four to eight week period between June 1 and August 30 each yearduring the summer. Each resident is charged for a series of ½ one-half-hour group lessons.
- 2. Non-Lap swimmers Someone doing water aerobics, water running, socializing not lap swimming in lap swim lanes is a breach of etiquette during lap swim hours unless the non-lap swimmer has permission from pool management. Each resident is charged for a series of ½ hour group lessons according to the GRF Pricing Policies and Fees List.
- 3.2. Lessons are available to residents only.
- 4.3. Residents must pre-register and pay for swim lessons, pay for the swim lesson and sign a waiver prior to entering the pool. and must pay at the time of registration.

### OPERATING RULES Shuffleboard



- A.—All residents and guests must sign in prior to using the facility.
- A. All guests must be accompanied by a resident and be a minimum of <u>Guests under</u> 10 years of age are not permitted to use the facility. MThe General
  - 1. Residents and guests must sign in upon arrival at the facility.
    - 2. Food and drinks are not permitted during court play.
  - B. mallowed twoR Guests under 10 years of age are not permitted to use the facility.
  - C. <u>Scheduled maintenance may restrict</u> Guests <u>p</u>and residents who are not members of the Shuffleboard Club may be restricted from playing if the courts are being utilized by scheduled team and/or tournament play by the Shuffleboard Club members.
  - D. 3. All players must wear Nnon-marking rubber\_-soled shoes are required for all players. Leather\_-soled shoes, high-heeled shoes\_, and open-toed sandals with open toes are prohibited not permitted for safety reasons.
  - E. 4. Prior to play the courts must be dDry-dust mopped and apply dressing prior to court play. the dressing applied. Playing on a dry, non-unprepared court is not permitted as it damages the playing surface.
  - F. 5. Walking on the courts with or without dressing is prohibited not permitted for safety reasons and to prevent court surface damage to the surface of the courts.
  - G. Prior to play the courts must be dry-dust mopped and the dressing applied.

    Playing on a dry, non-prepared court is not permitted as it damages the playing surface.
  - H. Food and drink are prohibited during the court play on the courts.
  - I. 6. Clubhouse 1 <u>Ss</u>taff can provide information about <u>the dressing</u> application <u>of the dressing</u> and/or answer any questions regarding shuffleboard activities.
  - 7. The courts are locked at all times. Clubhouse 1 staff can provide access if the resident leaves his/her Laguna Woods Village <u>resident</u> ID <u>card</u> with staff.
  - 8. Scheduled maintenance may restrict play. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.
- B. Guests

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

### OPERATING RULES Table Tennis



- A.—All residents must sign in with name and manor number. All guests must sign in next to their resident sponsor.
- A. Guests must be a minimumunder of six 6six years of age are not permitted to use the facility. MTheGeneral
  - 1. Residents and guests must sign in upon arrival at the facility.
  - B.—2. mallowed threeR Guests under 6 years of age are not permitted to use the facility.
  - C. Appropriate athletic attire and non-marking shoes or equivalent are required.
  - D. 3. Observe Ggood sportsmanship and courtesy are to be observed at all times. USTTA rules and regulations apply.
  - E.—<u>4.</u> The assigned Tournament Director will determine the tournament format.
  - F. During open times, matches may be played three out of five games to 11 points, or two out of three games to 21 points. All games should be completed on the table where started.
  - 6. 5. Warm-up time is limited to three minutes.
  - H. 6. After a match is completed, Aall players must give uprelinquish tables to waiting players on a first\_-come, first\_-served basis after a match is completed.
  - +. 7. Persons rallying and not playing a match are limited to 20 minutes when others are waiting to play.
  - J. <u>8. Scheduled maintenance may restrict Club p organized leagues and trophy tournaments take precedence.</u>
  - K.—Use of the ball machine is limited to club members only. Play is limited to 10 minutes when others are waiting to use it. After using the ball machine, balls must be picked up and returned. Balls may not be used for regular play.
  - <u>Do not remove b</u>Balls and/or equipment may not be removed from the room.
     <u>All rResidents and guests are expected to clean up their area when play has concluded by returning all balls on the floor to the ball basket, returning club-owned paddles to the rack, and removing personal items from the court.
    </u>
  - 10. Before operating the robot, familiarize yourself with the operational procedure. If necessary, consult a Table Tennis Celub board member for assistance. This will avoid unnecessary repairs and downtime due to human errors. Thank you for your co-operation.

- a. Play on the robots is limited to 15 minutes when other are waiting.
- M. b. Robot balls may not be used for regular play.
- 11. Scheduled maintenance may restrict play. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.

#### B. Guests

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

#### **TENNIS**

### OPERATING RULES Tennis



#### A. General Rules:

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. The tennis facility Complex is open every day from 7 a.m. to 10 p.m.
- 1.—Prime-time for tennis play is 7 to 10:30 a.m.

3.

- 2.4. Lighted courts are available on courts 1/, 2/, 5/, 6/ and 7. bring quarters for coin operation.
- 3. All residents and guests must sign in upon entering the facility.
- 4.—Proper tennis attire (shirts required) for players and "non-marking shoes" for on-court play.
- 5. "Prime-time" for tennis play is during the hours of 7 a.m. to noon every day. Proper tennis attire (shirts required) for players and "non-marking shoes" for on-court play.
- 6. Club tournaments, leagues, and other events must be scheduled and posted one week in advance.
- 7. Scheduled club/group/organization tournaments and activities at the tennis facility take priority and must be scheduled and posted one week in advance:
- a. Prime time events and tournaments must be reviewed and approved by the Recreation and Special Events Department
- b. At least 50% of the event players are Laguna Woods residents
- c. No other events are already scheduled at the same time/day

  The event reservation notice will be posted on the appropriate courts 6. Scheduled use is determined by the Recreation Department and is subject to change. Play may be restricted due to scheduled maintenance. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.

<del>d.</del>—7.

- 8. Guests must have resident present and may use one court only; One guest per resident in prime-time and up to three guests for other times; no guests under the age of 6 are permitted. No pets Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no other pet/animal is permitted.
- 9.—8. other than service animals are allowed at the tennis facility.
- 10. No unauthorized music is to be played on any device at the tennis facility.
- 11. 9. Entry gates require Laguna Woods Village resident ID card (swipe or tap) for access; Ddo not prop open the gates open.!

- <u>10. Only teaching pP</u>rofessionals approved by GRF <u>only</u> can host lessons Monday through Saturday, noon to close and Sunday all day on courts 3 and 4.
- 11. In case of injury or illness, call 911 and notify Security Services personnel immediately at 949-580-1400. The A first-aid kit is located in the tennis clubhouse and an AED is located outside the two front doors of the tennis clubhouse.

#### B. Guests

- 1. Guests under 6 years of age are not permitted to use the facility. MThe maximum number of guests allowed is one guest per resident during prime- time and up to three guests during non-prime time. Residents must accompany their guests at all times and may only use one court.
- B.C. All Court Rules: (See see tables on p-Page 3-3 for a court rules summary of court rules)
  - 1. Play time limits/reservation availability/walk-on usage varies by court number and time of day.
  - 2. All MA minimum of two players must be present to claim an open court.
  - 3. Courts 1 through 7 have a "whiteboard" for sign-ups and must be used properly for all walk-on usage.
    - All players must post their start and stop time on the board and may not be changed it (not to exceed the set court time limits during prime time hours : see chart on page 33).
    - b. Do not change start/end times on the whiteboard (once recorded) after claiming a walkon or reserved court.
  - 4. Reservations may be made up to three days in advance with the online reservation system for Courts 8 through 10 all day and courts 6 and 7 during the evening.
    - a. Players with reservations may start early if their reserved court is available.
    - b. Players with advance reservations must claim their assigned court within 10 minutes of their start time or the reservation will be deemed canceled and the court will then be available for walk-on play until the next reservation time.
  - 5. When time expires play may continue until a new group arrives and there are no other courts of equivalent time limit available, i.e. one or 1.5 hour one or 1.5 hour courts.
  - 6. Arriving players must take any open court, and not ask others playing beyond their time limit to move, unless the available courts are for lesser time limits, i.e. only one hour courts available.
  - 7. Doubles play does not have priority over singles play at any time.
  - 8. During "prime-time <u>play</u>," an individual may practice by themselves solo until a group arrives to play, but an individual player may not hold a court if all players are not present and ready to start play.
  - 9. During non-prime\_time, an individual may occupy any walk-on court to practice by themselves solo.
  - 10. Back-to-back reservations by the same group are not allowed and players should cancel online reservations that will not be used as soon as possible. Likewise, the same group may not change their times and sign up back-to-back on walk-on courts.
- C. Court 1: Walk-on Challenge Court (sign-up board on Clubhouse wall near the court)
  - 1. Used for two doubles teams to play <u>one set</u> in prime-time (maximum time is one hour).
  - 2. Winners stay for another round and play the next waiting team. If they win again both teams leave.

<del>Updated</del> Effective <del>09/06/2022</del> December 2023

- 3. The next two teams take the court and the losers may sign up on the challenge board again.
- 4. If no one is playing on the court, up to four people may play but they could be challenged by another twosome that comes and signs up on the board. On-court "score tubes" must be used.
- 5. After noon (non-prime-time) court 1 reverts to a walk-on court for singles or doubles play with on court time limited to 1.5 hours when others are waiting.
- D. Courts <u>12-through</u> 4: -Walk-on one-hour (sign-up board near the clubhouse main entrance)
  - 1. During prime\_time, play is for singles or doubles and on court time is limited to one hour when others are waiting.
    - After noon (non-prime time) playon court time is limited to 1.5 hours when others are waiting.
    - 2. If no players are waiting, play may continue, but the group playing the entire group must vacate the court to sign may not sign up on the white board for additional time. in again for additional time on the white board to show the new start time.
    - If players are waiting and courts are full, the group must vacate the court immediately after one hour.
    - 3.4. After noon 10:30 (non-prime-time) play is limited to 1.5 hours when others are waiting.
- E. Court 5: -Walk-on 1.5 hour (sign-up board near entrance to Court 5)
  - 1. Play is for singles or doubles and on-court time is limited to 1.5 hours when others are waiting.
- F. Courts 6-<u>through</u> 7: WalkDay walk-on; Day & nNight rReserved 1.5 hour (sign-up board near entrance to Court 5)
  - 1. Play is for singles or doubles and on-court time is limited to 1.5 hours when others are waiting.
  - 2. These courts may be reserved with the online reservation system for lighted night play with set reservation times of: (4:30-to 6 p.m.), (6-to 7:30 p.m.) or (7:30-to 9 p.m.)
- G. Courts 8-<u>through</u> 10: -Reserved Courts -\_ 1.5 hour (sign-in board near entrance to Court 5)
  - 1. May be reserved with the online reservation system for singles/doubles play in prime-time with set reservation times of: (7:30-to 9 a.m.), (9-to 10:30 a.m.), or (10:30 a.m., to noon).
  - 2. May be reserved with the online reservation system after prime-time for singles/doubles play (Court 8), ball machine (Courts 9 <u>& and</u> 10) or backboard (Court 9) play with set reservation times of:

Winter Hourshours: (nNoon-to 1:30 p.m.), (1:30 to -3 p.m.) or (3 to -4:30 p.m.) Summer Hourshours: (nNoon to -1:30 p.m.), (1:30 to -3 p.m.), (3 to -4:30 p.m.), (4:30 to -6 p.m.), (6 to -7:30 p.m.)

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

#### **Tennis Court Rules for Prime-Time Hours**

7 a.m. to noon 10:30 a.m.

Court 1 – Challenge Court for doubles teams to play <u>one set</u> (maximum one hour); winners stay for next round; if that team wins again both teams leave; if no one is playing on the court, up to four may start play but may be challenged after one set.

Highlights of <u>c</u> €ourt <del>P</del> play <del>P</del> priorities	PRIME-TIME 7 a.m. to noon			
for	COURTS			
all c€ourts <del>2-10</del>	1 <u>-</u> -4	5	6 <u>-</u> /7	8 <u>-/9/</u> 10
Set reservation times available	NO	NO	NO	YES*
On-court time limit	<mark>1 hour</mark>	1.5 hours	1.5 hours	1.5 hours
Walk-on if no show/no reservation	N/A	N/A	N/A	YES
Individual player uses by themselves	YES#	YES#	YES#	NO
Doubles have priority over singles	NO	NO	NO	NO

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

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

### Tennis Court Rules for Nonp-Prime-Time Hours

10:30 a.m. to close

Noon to Class					
Highlights of <del>C</del> court <del>P</del> play <del>P</del> priorities  forfor all cCourts 1-10	NON-PRIME TIME (After noon)				
	COURTS				
	1 <u>-</u> -4	5	6 <u>-</u> /7	8 <del>_/9/</del> 10	
Set reservation times available	NO	NO	YES*	YES+	
On-court time limit	1 <u>.5<del>.5</del> hours</u> s	1.5 hours	1.5 hours	1.5 hours	
Walk-on if no show/no reservation	N/A	N/A	YES	YES	
Individual player uses by themselves	YES	YES	YES	YES	
Doubles have priority over singles	NO	NO	NO	NO	

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

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

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

Instruction provided by VMS-GRF approved teaching professional have court priority on courts Courts 3 and 4 all day on Sunday and after noon other days. The teaching professionals will post the lessons times 24 hours in

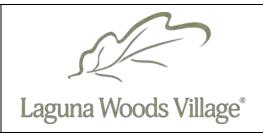
<sup>\*</sup> Set reservations times are <del>(</del>7:30<u>to</u>-9<u>a.m.</u>-), <del>(</del>9<u>to</u>-10:<del>3</del>30 <u>a.m.-), or <del>(</del>10:330 <u>a.m. to</u>-noon).</del></u>

<sup>#</sup> During prime time, an individual may practice by themselves but can be bumped by a group that arrives to playsolo until a group arrives to play.

<sup>\*</sup> Set reservations times are {4:30 to -6 p.m.}, {6 to -7:30 p.m.}, or {7:30 to -9 p.m.}

<sup>+</sup> Set reservation times for play (Court 8), ball machine (Courts 9 & and 10) or backboard (Court 9) are (noon to -1:30 pp.m.), ...

# OPERATING RULES Video Learning Center and Studio



- A. All residents and their guests must sign in upon entering the Video Learning Center.
- A. Residents must accompany their guests at all times. General
  - 1. Residents and guests must sign in upon arrival at the facility.
  - 2. The Video Learning Center is staffed operated by Vvolunteer Ssupervisors.
  - 3. Resident use of equipment is at the discretion of the <u>∀v</u>olunteer <u>Ss</u>upervisor on duty. Equipment and user safety are the most important considerations.
  - 4. Video Club projects <u>may</u> take priority in the Video and Sound Studio. Other users are at the discretion of the <u>Vv</u>olunteer <u>Ss</u>tudio <u>Ss</u>upervisor.

#### B. Guests

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

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### OPERATING RULES Archery



#### A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- All range masters are required to leave their Laguna Woods Village resident ID card at the fitness center to gain entry to the range. Fitness center staff will furnish the key to unlock the range. Only Recreation Department-certified range masters are authorized to check out the key to the archery range.
- 3. Only the range master is allowed access to club cabinets, equipment and targets.
- 4. Nonmembers may shoot a maximum of six arrows per end when using their own arrows. Guests may shoot a maximum of six arrows per end when using their own arrows.
- 5. No food or drinks are allowed in the range.
- 6. Residents and guests must clean up the area after use and return all equipment to the proper place.
- 7. Report any maintenance issues to the fitness center. Unauthorized modifications to the range or its amenities are strictly prohibited and may result in loss of range access.
- 8. Scheduled use is determined by the Recreation Department and is subject to change. Play may be restricted due to scheduled maintenance. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.
- 9. In case of injury or illness, call 911 and notify Security Services personnel immediately at 949-580-1400.

#### B. Guests

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

#### C. Safety

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

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

### OPERATING RULES Bar Services



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

### OPERATING RULES Billiards Room



#### A. General

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

#### B. Guests

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

# OPERATING RULES Bocce



### A. General

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

#### B. Guests

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

# OPERATING RULES Bridge Room



# A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. Residents and guests must clean up the area after use and return all equipment to the proper place.
- 3. The bridge room is for playing duplicate and progressive bridge during regular clubhouse hours.
- 4. The Bridge Club running the organized bridge game/tournament establishes fees to play.
- 5. Gross guest fees shall be collected on behalf of and paid daily to GRF in accordance with the GRF Pricing Policies and Fees list.
- 6. Assigned game directors run the games and are paid by the club.
- 7. Play may be restricted due to scheduled maintenance. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.

#### B. Guests

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

# OPERATING RULES Card/Game Rooms and Drop-In Lounge



#### A. General

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

# B. Drop-In Lounge

- 1. Puzzle use is limited to assigned puzzle tables.
- 2. When using personal reusable/travel coffee containers, limit coffee consumption to one cup.
- 3. The drop-in lounge patio is open Monday through Sunday from 8 a.m. to 6 p.m.

# OPERATING RULES Clubhouse 4 Art Studio



### A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. No turpentine, solvents or linseed oil, or brush cleaners or rags containing these byproducts or any type of chemical considered hazardous, may be left in the art studio. It is the resident's/guest's responsibility to remove these items from the facility and properly dispose of them.
- 3. See the volunteer supervisor for information pertaining to the mat cutter, library case, available paper, picture hanging, art classes, etc.
- 4. Residents/guests must always cover tables with a full-sized table cover or newspaper.
- 5. Only registered students may work in the art studio during posted Saddleback Emeritus class times.
- 6. The storage closet is for all to use; the supply cabinet is for club member use only.
- 7. Do not leave personal items/materials on tables and counters or in nonassigned studio storage spaces.
- 8. Remove all canvases and work on paper from the drying area when they are dry. Art pieces may not remain in the drying area for more than a month unless they are being worked on currently.
- 9. Before leaving the studio, clean up all spilled or splashed paints, glue, mediums and dry media dust from the table tops, chairs, floor and sinks. Use damp towels and soap if needed. Return studio easels to their designated hanging racks and studio tools to the supply cabinet.
- 10. Work quietly in the studio. Respectfully moderate voices and sound. Silence mobile phones and use them outside if necessary.
- 11. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter their ability to use equipment safely.
- 12. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
- 13. In case of injury or illness, call 911 and notify Security personnel immediately at 949-580-1400. The first-aid kit and AED are located at the Clubhouse 4 front office.

### B. Guests

1. Guests are permitted on Sundays only.

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

### C. Emeritus Students

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

# OPERATING RULES Clubhouse 4 Ceramics Studio



#### A. General

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

### B. Guests

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

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

# C. Clay

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

### D. Water Conservation

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

# E. Greenware and Drying Room

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

# F. Kiln-Ready Room/Green Wall

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

# G. Kiln Ready Room/White Wall

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

3. Only technicians may move carts in the kiln ready room.

# H. Glazing

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

## I. Firing

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

### J. Studio Cleanup

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

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

### L. Emeritus Students

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

# OPERATING RULES Clubhouse 4



# A. General

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

- V. The volunteer supervisor must return the studio key to the Clubhouse 4 office upon leaving the facility.
- 9. No craftwork may be done outside of the applicable workshops or their specially designated work space. Examples are:
  - a. Raku firing and glaze spraying: Specialized ceramic processes that require outside ventilation.
  - b. Stone cutting/sculpting/sanding: Must be done in designated areas on the patio at the outside grinding area behind the kiln room.
  - c. Metal work: Cutting, sanding and grinding are permitted only in the jewelry room, the machine shop and the designated woodshop area.
  - d. Spray and brush painting wood and metal projects: Work must be done in the paint room in the rear of the woodshop.
- Leave safety guards in place on all machines at all times. Residents/guests must inspect all equipment prior to use to ensure the item's proper function and safety features.
- 11. Clean all shop equipment and return it to its usual location. Work areas must be left clean and neat prior to leaving the facility. Removal of shop tools from the room is prohibited.
- 12. Use newspaper or canvas to cover work tables to protect the surfaces.
- 13. Harmful or toxic chemicals are prohibited. All chemicals stored/used in the studios/workshops must have a material safety data sheet (supplied by the vendor to the clubhouse staff before it is used or stored at the facility).
- 14. Only personnel authorized by the Recreation Department may fire the kilns in the kiln room.
- 15. Proceed to the parking lot in case of evacuation. Evacuation maps are posted next to exit doors in each room.
- 16. Work quietly in each studio/workroom. Respectfully moderate voices and sound. Silence mobile phones and use them outside if necessary.
- 17. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 18. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
- 19. In case of injury or illness, call 911 and notify Security personnel immediately at 949-580-1400. The first-aid kit and AED are located at the Clubhouse 4 front office.
- 20. Refer to the studio/workshop procedures for equipment use and/or material handling.
- B. Lounge
  - 1. The lounge is a drop-in, first-come, first-served facility. No reservations are permitted.
  - 2. Do not remove lounge furniture.
  - 3. Leave the lounge neat and clean.

- 4. The refrigerator is for all to use and will be cleaned out regularly; store personal items at your own risk.
- 5. Money lost in the vending machines must be reimbursed from the vendor. The phone number is posted on the vending machine.

# OPERATING RULES Clubhouse 4 Glass Shop



# A. General

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

- 2. If no volunteer supervisor is present, approach the lapidary volunteer supervisor to ask if they are comfortable with a glass person using a table to cut material or do stain glass work. No equipment (grinder, saws and flat lab, etc.) is permitted for use without a volunteer supervisor present.
- 3. The volunteer supervisor must verify the completion of user training before any resident/guest may operate any equipment in the glass shop.
- 4. Uncertified residents may sign up for certification classes/instructions as needed; contact the glass shop head volunteer supervisor.
- 5. Cutting tempered glass in the glass shop is not permitted.
- 6. Maximum cutting size for glass sheets is 24" x 24".
- 7. Clean equipment, work benches and chairs after use. Use the vacuum located in the shop to ensure all glass particles are removed.
- 8. Work quietly in the studio. Respectfully moderate voices and sound. Silence mobile phones and use them outside if necessary.
- 9. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 10. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
- 11. In case of injury or illness, call 911 and notify Security personnel immediately at 949-580-1400. The first-aid kit and AED are located at the Clubhouse 4 front office.

#### B. Safety

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

# C. Cutting Glass

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

- 2. Vacuum the cutting board after each use.
- D. Ring Saws
  - 1. Proper training on these delicate saws is required.

### E. Kilns

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

### F. Molds

- 1. Resident molds cannot be used during Saddleback Emeritus classes.
- G. Covington 24" flat lap
  - 1. Inform supervisor on duty to use the machine.
- H. Emeritus Students
  - 1. Students may not enter the room without a volunteer supervisor present.
  - 2. Nonresident students may enter the studio 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
  - 3. Students may enter the studio only during actual class times of the specific class(es) in which they are enrolled.
  - 4. Serial production is not permitted (no more than three pieces of the same kind).

# OPERATING RULES Clubhouse 4 Jewelry and Enameling



### A. General

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

# B. Safety

# 1. Cigarette lighters and matches are forbidden.

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

- 1. Eye protection, leather apron and fireproof gloves are required.
- 2. Have a step-by-step plan in place.
- 3. Know where the fire extinguisher is located.
- 4. Keep bystanders away from casting area.
- 5. Announce the start of the metal casting to the volunteer supervisor.
- 6. Turn exhaust on.

### D. Emeritus Students

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

# OPERATING RULES Clubhouse 4 Lapidary Workshop



### A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. Never leave any equipment unattended while in operation.
- 3. Do not add oil to saws; see volunteer supervisor.
- 4. Time limits for slab saw use are as follows:
  - a. Saws one, three and four: one hour.
  - b. Saws two and five: two hours.
  - c. Limit of two saws per person.
  - d. Saws must be cleaned after each use.
- 5. If any equipment does not appear to be operating correctly, shut it off immediately and inform the volunteer supervisor. Do not use force on any of the equipment.
- 6. After each use or end of class, all the grinding wheels and sanders must be cleaned and wiped down to avoid water stains/rust.
- 7. Clean area thoroughly of debris and rock chips after each visit.
- 8. Work quietly in the studio. Moderate voices and sound respectfully. Silence cell phones and use them outside if necessary.
- 9. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 10. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely, and may request adherence to proper equipment use.
- 11. In case of injury or illness, call 911 and notify Security immediately at 949-580-1400. The first-aid kit and AED are located at the Clubhouse 4 front office.
- 12. Please refer to the studio/workshop procedures for heat lamps, dop wax, grinding wheels, slab saws, water trim/tile saws, polishing/sanding wheels, tumbler grinding/polishing and/or material handling.

## B. Safety

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

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

### D. Emeritus Students

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

# OPERATING RULES Clubhouse 4 Photography Studio and Lab



### A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- A volunteer supervisor must be present to use the Photography Lab. Residents using the Photography Lab must adjust their work schedule so they can finish according to the availability of volunteer supervisors.
- 3. Residents are eligible to use the darkroom located in the Photography Lab with approval of the volunteer supervisor. Nonresidents may use the Photography Lab only during Emeritus class time and under their instructor's supervision.
- 4. All chemicals must have a material safety data sheet supplied by the vendor and submitted to clubhouse staff before it is used at the facility.
  - a. Any type of chemical considered hazardous, may not be left in the Photography Studio classroom. It is the resident/guest responsibility to remove these items from the facility and properly dispose of them.
  - b. Chemical storage is not permitted. Chemicals used in the dark room need to be taken home at the end of the day.
- 5. The Photography Studio classroom is a multiuse room to be scheduled for use with Recreation Department approval.
- 6. Work quietly in the studio. Moderate voices and sound respectfully. Silence cell phones and use them outside if necessary.
- 7. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 8. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or in an unsafe manner and may request adherence to proper equipment use.
- 9. In case of injury or illness, call 911 and notify Security Services personnel immediately at 949-580-1400. The first-aid kit and AED are located at the Clubhouse 4 front office.

### B. Guests

- 1. Guests are permitted to attend Camera Club lectures.
- 2. Guests are not permitted to use the dark room.
- 3. Guests must be accompanied by the resident at all times and must sign a waiver prior to using the Photography Studio.
- 4. Residents and guests must sign in on the provided use sheet upon arrival at the Photography Studio.

# C. Emeritus Students

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

# **OPERATING RULES Clubhouse 4 Sewing Rooms**



#### A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. Food and/or drinks are prohibited on the sewing and cutting tables.
- 3. Razor blades or other sharp instruments are prohibited on the cutting tables; use a cutting board.
- 4. The use of the sewing machines is on a first-come, first-served basis; no reservations are permitted.
- 5. No parts of a sewing machine can be removed by a resident/guest without the approval of the volunteer supervisor. Only feet that are made for the present sewing machine model may be used.
- 6. Machines not working properly must be shut down and labeled with signage. A work order form containing as many details as possible will be submitted. Repair may only be conducted by staff.
- 7. The sewing room (quilters room) nearest to the parking lot can be used as an overflow room if all machines in the other room are occupied. Residents must inquire with the volunteer supervisor on duty for use of this room.
  - a. There are two exceptions:
    - 1. Students enrolled in an Emeritus sewing class with an instructor present.
    - 2. Members of the Crazy Quilters Club with a volunteer supervisor present.
- 8. Storage space is limited in the sewing rooms. Overflow must be removed.
- 9. Changing rooms must be kept neat and clean. Items that are stored without contact information and a date may be removed.
- 10. Work quietly in the studio. Moderate voices and sound respectfully. Silence cell phones and use them outside.
- 11. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 12. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
- 13.In case of injury or illness, call 911 and notify Security Services personnel immediately at 949-580-1400. The first-aid kit and AED are located at the Clubhouse 4 front office.

#### B. Guests

1. Guests are permitted on Sundays only.

- 2. Guests under 10 years of age are not permitted to use the facility. The maximum number of guests allowed per resident is two. Residents must accompany their guests at all times. Guests must sign a waiver prior to use and may share a sewing machine with the resident.
- 3. Nonresident guests cannot purchase any supplies offered by the Sewing Club.

# C. Emeritus Students

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

# **OPERATING RULES Clubhouse 4 Slipcasting**



### A. General

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

#### B. Guests

- 1. The studio is for Slipcasters only.
- 2. The studio encourages socializing and sharing knowledge among studio users.
- 3. Friends or relatives are welcome in the studio briefly to view a member's workplace or samples they have created.
- 4. Residents may visit the studio to explore the possibility of joining or working in the studio themselves. This includes sitting with another resident and discussing the work being produced.

5. Anyone spending more than a few minutes in the studio must sign the "Hold Harmless Release and Waiver of Liability Agreement" form, register on the studio sign in sheet and show their resident ID card to the volunteer supervisor, if requested.

### C. Molds

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

### D. Slip

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

### E. Firing

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

### H. Emeritus Students

- 1. Students must not enter the room without a volunteer supervisor present.
- 2. Nonresident students may enter the studio 15 minutes before the beginning of posted class time and must leave promptly by the end of class.

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

# OPERATING RULES Clubhouse 4 Woodshop



### A. General

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

### B. Safety

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

## C. Bench Organization

- 1. Keep your project materials carefully organized on your bench with tools located near the center.
- 2. Do not pile tools on top of each other.
- 3. Never allow edged or pointed tools to extend out over the edge of the bench.
- 4. Close your vise when not in use and ensure the handle is turned downward.
- 5. Keep drawers and cabinet doors closed.
- 6. Do not leave material on the floor.
- 7. Sign tools out for use and return them to the volunteer supervisor when finished.

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

# D. Carrying Tools

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

# E. Clamping Stock

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

# F. Cleanliness

- 1. Keep your hands clean and free of oil and grease.
- 2. Keep the machine clean.
- 3. Remove all tools, lumber and unnecessary materials.
- 4. Do not leave objects on any machine. Objects left on machinery can vibrate into revolving cutters and be thrown from the machine with great force.
- 5. Never clean a machine while it is running.
- 6. Use the provided hand brush and dustbins.

# G. Shop Use Safety Regulations

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

#### 2. Fire Protection

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

# 3. Floor Safety

- a. The floor should be kept clear of scrap blocks and excessive litter. Keep projects, saw horses and other equipment and materials out of traffic lanes.
- b. Immediately wipe up any liquids spilled on the floor.

# 4. Material and Project Storage

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

### 5. Odors

- a. Be alert for any odors that might indicate overheating of the machine or stock.
- b. Dull blades will burn wood and create a distinct smoky odor. Stop cutting and inform the volunteer supervisor.

# 6. Power Equipment Safety

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

# 7. Safety Guards

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

### 8. Tool Selection and Use

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

# 9. Water/Solvents

a. Never work in or around water/liquids with power tools. Water increases the chance of severe electrical shock; solvents increase the chance of fire.

### 10. Wood

- a. Wood defects can pose a danger and damage tools. Check stock carefully for knots, splits and other defects. Old wood must be free of nails, staples, fasteners, etc. Due to toxicity, no treated wood will be approved for cutting in the woodshop.
- b. Use of power saws on tree limbs or stumps without the proper jig and approval of a volunteer supervisor is prohibited.

### 11. General Power Equipment Safety Guidelines

- a. Cutting metals of any sort can only be done in the metal shop.
- b. Never operate a machine when tired or ill.
- c. Consult with the volunteer supervisor on duty if you have any doubts about the use of a machine or your ability to use it.
- d. Avoid using machines for trivial operations, especially on small pieces of stock.

- e. A fee may be charged if a machine is damaged due to neglecting proper operating procedure.
- f. Ensure any project helper is well informed on what is expected.
- g. Make all necessary adjustments before turning on the machine.
- h. Never remove or adjust a safety guard.
- i. The SawStop table saw is equipped with a safety brake that may be tripped if used incorrectly; a fee will be charged for each tripped brake.
- j. Use only approved push sticks, push blocks, feather boards and other safety devices. Know the operations that require the use of a special jig or fixture.
- k. Keep the machine tables and working surfaces clear of tools, stock and project materials. Keep the floor free of scraps and excessive litter.
- l. Avoid distractions while operating a machine. Do not distract other residents/guests using machines.
- m. Allow the machine to reach full operating speed before starting to feed the work.
- n. Never leave a running machine unattended.
- o. Feed wood carefully and only as fast as the machine will easily cut.
- p. Maintain the margin of safety specified for the machine. Keep more than the required minimum distance between your hands and the cutting tool while in operation.
- q. Shut off the power and inform the volunteer supervisor on duty if a machine is dull, out of adjustment or not working properly.
- r. Shut off power when you have completed an operation on a machine; wait until the machine stops before leaving it or setting up another cut.
- s. Stay clear of machines operated by others. See that others are out of the way when you are operating a machine.
- t. Avoid crowding around or waiting in line to use a machine; request that the current operator inform you at your work bench when they finish.

# **OPERATING RULES Clubhouse 2 Open Space**



### A. General

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

# **OPERATING RULES Computer Learning Centers**



### A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. Work quietly in the computer learning centers. Respectfully moderate voices and sound. Silence mobile phones and use them outside if necessary.
- 3. Abusive conduct, including viewing graphic or violent content, is not permitted.
- 4. Residents and guests must clean up the area after use and return all equipment to the proper place.

### B. PC Workshop

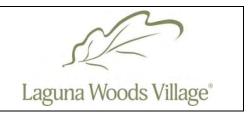
- The maximum number of guests per resident is two. Residents must accompany their guests at all times. Residents and guests must sign in upon arrival at the facility.
- 2. The PC Workshop is open to all residents and their guests during posted hours.
- 3. The PC Club Workshop is managed by volunteers.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

# C. PC Learning Center

- The maximum number of guests per resident is two. Residents must accompany their guests at all times. Residents and guests must sign in upon arrival at the facility.
- 2. The PC Learning Center provides a variety of computer classes.
- 3. PC Club-organized classes are open to all community members; however, club members receive a discount. Club-organized class subjects and schedules are selected by the volunteer PC Club education chairperson. A registration fee applies for each club-organized class.
- 4. Classes are designed and paced to meet the needs of the majority of students.
- 5. Expected classroom conduct is similar to that in an educational environment.
- 6. All instructors are PC Club member volunteers. All classes have an instructor and an instructor assistant who helps students keep pace with the class.
- 7. Advanced classes may require basic skills as a prerequisite.
- 8. Special interest group (SIG) sessions are open to all residents free of charge. SIGs are typically held weekly on a variety of computer-related subjects.

- 9. The PC Club funds and maintains a lending library that is available to club members only.
- D. Mac Learning Center
  - 1. The facility, including teacher-led classes, is open to all residents.
  - 2. The maximum number of guests per resident is three. Residents must accompany their guests at all times. Residents and guests must sign in upon arrival at the facility.
  - 3. Mac Club membership is not required to take classes.
  - 4. The Mac Learning Center is operated by Macintosh Club volunteers and is open in accordance with posted hours that may change periodically.
  - 5. Using equipment is generally free of charge. To offset printing supply costs, printing fees may apply. Donations may be requested for class attendance.
  - 6. Visitors may obtain assistance with Apple devices from on-duty supervisors (commensurate with their ability). The on-duty volunteer may impose a time limit to accommodate those waiting.

# OPERATING RULES Equestrian Center



#### A. General

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

Effective December 2023

13. In case of an emergency that involves evacuation of the Equestrian Center, all horses will be moved to the OC Fair & Event Center per Orange County Fire Control, or any other location as designated by Orange County Fire Control. The Equestrian Center serves as an evacuation center for horses in danger due to fire (i.e., Trabuco, Silverado and Majeska canyons); Equestrian Center supervisor approval required.

#### B. Guests

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

# C. Safety

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

# D. Boarding Program Rules

- 1. Nonresident boarders may not invite guests to the facility without the presence of their sponsoring resident.
- Residents with a valid Laguna Woods Village ID card may lease a 12-by-12-foot box stall for their owned/leased horse and must be actively involved in the care of their horse.
  - a. Laguna Woods Village residents may sponsor a nonresident boarder to lease a 12-by-12-foot box stall for their owned/leased horse. Nonresident boarders must be actively involved in the care of their horse.
  - b. Residents are responsible for their sponsored nonresident boarders' billing, unpaid feed and/or any damage caused by the sponsored nonresident boarder or the boarder's horse, or violations of this policy.
- 3. Boarding fees include the stall, one stall cleaning daily, two feedings daily, use of day turnouts on a rotation schedule, three bags of shavings per week and one tamping service per year, per stall. Stalls are chosen based on seniority and horse safety determined by the Equestrian supervisor.
  - a. Care services are available only as staff time allows; there may be a waitlist for additional care services.
- 4. All boarders must sign a horse boarding agreement, providing information about their horse, their choice of veterinarian and professional farrier, the desired feed for their

horse, a list of contacts authorized to handle their horse and proof of liability insurance, with GRF and Village Management Services (VMS) listed as additional insured. All paperwork must be complete and on file in the Equestrian Center office. Paperwork must be renewed annually or any time the owner exchanges their horse. Any horse exchanges must be approved by the Equestrian Center supervisor.

- a. Boarders are responsible for arranging veterinary and professional farrier services as needed and agree to be directly billed for all services. All veterinary and farrier work must be done in designated areas.
- 5. Each resident boarder is entitled to two stalls. If one stall is vacated for any reason (death, sale of horse, etc.) and there is a waitlist, the stall becomes available to the next person waitlisted. If there is no waitlist, the boarder may pay a dry-stall fee for up to 90 days, at which time the stall must be filled or relinquished.
  - a. When there is a waitlist, resident boarders take priority over nonresident sponsored boarders.
  - b. Nonresident boarders will be entitled to one stall only and will not be asked to vacate if there is a waitlist.
  - c. If there is a waitlist and a stall becomes available, the first individual on the list will be contacted. If that individual accepts the stall but does not have a horse, a nonrefundable dry-stall fee will be charged, at which time the stall must be filled or relinquished. If a resident is not ready when contacted, they will be placed at the end of the waitlist.
- 6. Only boarders may rent trailer space at the Equestrian Center.
  - a. Trailering may be scheduled with the Equestrian Center office for local transport during business hours when available. Nonemergency transport must be scheduled at least 48 hours in advance.
  - b. Emergency transport to the veterinarian will be provided when qualified staff are available from 7 a.m. to 7 p.m. The Equestrian Center supervisor will determine whether a horse is safe for staff to transport.
  - c. Owners will load their own horses for transport or may ask for staff assistance only if owners are physically incapable of doing so. Horses showing dangerous behaviors will not be transported by Equestrian Center or VMS staff and will be referred to a local professional hauling company. Staff has a right to refuse hauling for any horse they believe will be dangerous to haul. Staff will provide a current list of local haulers and horse ambulances when they are not able to transport a horse. Horse owners or those leasing a horse being transported by the Equestrian Center will be responsible for any damage to the trailer caused by their horse.
- 7. In the event of a medical emergency involving a boarded horse where staff has made all reasonable attempts to contact the boarder, the owner/lessee agrees that the Equestrian Center supervisor will use their best professional judgment as to the

veterinarian services required; owner/lessee agrees to be billed directly by the veterinarian for services rendered.

- a. After hours communications with staff hours must be for emergency, critical care or training information only.
- 8. No carts for driving horses are allowed onsite.
- 9. Only the Equestrian Center supervisor may provide facility keys to boarders and their agents.
- 10. The Equestrian Center supervisor must be present when a new horse arrives and has the authority to refuse any horse for boarding that may be dangerous to the facility and other participants. Stallions are never allowed and very young horses must be assessed ahead of time by the Equestrian Center supervisor.
  - a. All new horses are subject to a quarantine up to seven days. Horses without vaccines or from out of state may be subject to quarantine up to two weeks. Yearly vaccines are mandatory for all boarded horses. Horses must be dewormed twice yearly unless a veterinarian recommends otherwise.
  - b. Local horses with vaccines up to date will be in guarantine for three days.
  - c. California horses or local horses without current vaccines will be in quarantine for five days.
  - d. Horses from out of state with current Coggins and health certificates with current vaccine records provided will be quarantined for seven days.
  - e. Horses from out of state without current vaccines from areas with reported communicable disease or from rescue/auction situations will be quarantined for two weeks.
- 11. Nonresident boarders are not entitled to remain if their sponsor is no longer a resident of Laguna Woods Village. Nonresident boarders must vacate the facility by the move date of their sponsor. If a new sponsor is to be added, they must apply to the supervisor for permission to continue tenancy. The supervisor will review on a caseby-case basis. Continued permission to remain on the facility is not guaranteed.
- 12. A washer and dryer are available for cleaning blankets, pads and towels. Boarders must provide their own HE-approved soap and remain on the property until washing and drying cycles are complete. Remove items immediately so others may use the washer and dryer.
- 13. During hot weather, boarders may use battery-operated fans in stall windows only. Fans cannot be permanently secured and must be used according to manufacturer directions, per Orange County Fire Authority.
- 14. Boarders are welcome to participate in staff-guided lessons and trails with their horse.
- E. Stable Yard Rules
  - 1. Horses must be tied at designated areas where they cannot injure another horse or damage someone's property. Horses must never be left unattended.

- 2. All horses must be kept to a walk in the stable yard unless under direction of staff. The only exception is for injury assessment when the area is clear. In this instance, horses may trot or canter on a lead line.
- 3. Loose horses are never allowed anywhere in the stable area.
- 4. When staff is mounting riders in the courtyard, other riders must wait out of the way or use mounting blocks in other areas.
  - a. Riders may ride around the courtyards and must never walk under eaves of barn or through breezeways.
- 5. There is a 20-minute limit on the hot walker when others are waiting.
- 6. Riding double is prohibited at all times.
- 7. There is no feeding in the turnouts.
- 8. Horses must be washed in the wash rack. There is a 15-minute limit when others are waiting; always keep water conservation efforts in mind.
- 9. Everyone must clean up after their horse in the wash rack, at the rail, in the grooming stall, in the hot walker, in the arenas and in the turnouts. Bridles, buckets or other items must be cleaned in the utility sink—not the bathroom sinks.
- 10. Riders/handlers must keep a hold of led horses in hand at all times.
  - a. Boarded horses may not be walked two at a time by one person (double).
- 11. Professional farriers must use one of three designated areas on the property and must clean up all clippings and nails.
- 12. Exterior gates must be secured at all times by a padlock and chain.

#### F. Arena Rules

- 1. Use is prioritized as follows:
  - a. Lessons
  - b. Riding
  - c. Lunging
  - d. Loose horses/turnout
- 2. When both arenas are busy, the small arena must be shared by rotation every 15 minutes. Never leave horses unattended in either arena.
- 3. Lessons take priority in both arenas. Owners must ask for permission to enter/exit and/or to canter when lessons are taking place.
- 4. Loose horses may be turned out for up to 20 minutes if no one is using the arena. They must immediately be removed if someone wishes to ride or lunge their horse.
- 5. Only three horses can be turned out at a time.
- 6. Gates must always be secured with the chains when horses are loose/turned out.
- 7. Rider guidelines:
  - a. Pass on the inside when travelling in the same direction.
  - b. Pass left shoulder to left shoulder when travelling opposite.
- 8. Riders must follow staff instructions when a lesson is in progress.
- 9. If problems occur, stop all horses immediately.

- 10. If riders are present and you wish to lunge a horse, ask for permission and stay in your own space.
- 11. No lunging is allowed in the dressage arena.
- 12. If lesson equipment is moved, it must be put back in place.
- 13. Appropriate gaits are walk, trot, and canter.

#### G. Trail Rules

- 1. Guided trails with staff are walking only. Riders should pay attention to their horse and the surrounding area, maintain appropriate spacing between horses, pass oncoming horses left shoulder to left shoulder and follow all staff instructions.
- 2. All horses should be kept to a walk when going up and down hills or through tunnels and also when other horses are in the area. Private horses may trot or canter only when the area is clear.
- 3. The bridle trail gate must be locked upon entry and exit. Riders must stay on the path and not on the grass. In addition, after 3 p.m. and when the Equestrian Center is closed, the rider is responsible for picking up the horse's droppings. Riders are always required to pick up droppings on the creek side.

#### H. Turnout Rules

- 1. Twenty turnouts are provided for the use of boarders. Boarders must follow the rotation schedule and turnout rules posted by staff.
- 2. There is no riding in the turnouts or in narrow aisles between turnouts unless the turnouts are empty.
- 3. Feeding is prohibited in turnouts except under special circumstances with staff approval.
- 4. Horses may share waterers in turnouts; boarders are responsible for cleaning all added water containers.

#### Feed Rules

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

6. Supplemental feed must be kept in designated areas and/or in rodent-proof, approved containers to help mitigate rodent infestation.

#### J. Tack Rooms Rules

- 1. Boarders are allotted space in one of six common tack rooms and must contain their tack and supplies to their own space.
- 2. Boarders must keep the tack room and their area clean.
- 3. Horses are not allowed in the tack rooms.
- 4. Lock the tack room when you leave and after you have confirmed that other occupants are not in the immediate area. Do not leave keys in the tack room; secure the door in the open position when you are inside.

#### K. Riding Program Rules

- 1. All residents and guests must follow the directions of staff at all times.
- 2. The riding program is for boarders, residents and their guests who schedule lessons on a boarded or GRF horse. Reservations are required and can be scheduled by calling the Equestrian Center office.
- 3. The schedule is determined by the Equestrian Center supervisor and is based on demand, staff availability, weather and protecting the welfare of the horses.
  - a. Lessons may be canceled due to inclement weather including heat over 83 degrees, excessive wind, thunder, lightning, rain, fire danger and air quality.
  - b. All lessons and trail rides will be with staff instructor or guide.
- 4. Riders must meet weight and age requirements: 200 pounds maximum weight and 10 years old minimum age.
- 5. Riders must be free of injury or illness that might compromise their safety or the safety of staff assisting them.
- 6. Riders must also be able to mount and dismount using the mounting block with only one staff person assisting. Referrals to therapy centers in the area for those with physical disabilities may be provided by the Equestrian Center Supervisor.
- 7. Staff will assess all riders to determine their ability to safely participate and may cancel or end a lesson/trail ride if the safety of the rider, horse or staff could be compromised.
  - a. Before riding on the trail, riders must demonstrate, to staff's satisfaction, their ability to handle the horse at a walk and trot while guiding the horse on a course.
  - b. All lesson clients must be able to reach the stirrups, control the horse and follow instructions.

#### L. Volunteer Program Rules

- 1. Volunteers must be at least 12 years of age.
- 2. Volunteers who handle horses must have attended several grooming and tacking classes and be able to demonstrate proficiency in several basic skills as well as confidence in handling the horses.

- 3. Once approved by the Equestrian Center supervisor, new volunteers will be mentored by staff and other trained volunteers.
  - Volunteers may only handle the horses during business hours and must remain in the GRF area under staff supervision unless otherwise directed by staff.

### OPERATING RULES Fitness Centers and Gymnasium



#### A. General

- 1. Residents must swipe their Laguna Woods Village resident ID cards and have the appropriate Fitness Center Release, Waiver of Liability and Indemnity Agreement on file prior to using the equipment rooms. Guests must complete and sign a Fitness Center Release Waiver of Liability and Indemnity Agreement prior to using the equipment rooms.
- 2. Appropriate attire and closed-toe shoes are required.
- 3. Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no other pets/animals are permitted.

#### B. Fitness Centers

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

#### C. Gymnasium

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

- 6. Saddleback College Emeritus students must follow college registration process and rules when attending college classes.
- 7. Open gym time is on a first-come, first-served basis. Scheduled activities take priority.
- 8. Play may be restricted due to scheduled maintenance. Club events and tournaments take priority at the facility and must be approved by the Recreation Department. Please reference Recreation Department policy for tournament guidelines.

#### D. Indoor Pickleball

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

### OPERATING RULES Garden Centers



#### A. General

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

#### B. Safety

- 1. In severe emergencies call 911; then call Security Services at 949-580-1400.
- 2. Emergency telephones that connect directly with Security Services are located at both garden centers.
  - a. At Garden Center 1, the emergency telephone is located at the Moulton side front gate.
  - b. At Garden Center 2, one emergency phone is located outside of the office; another is on the east side of the storage building (tool shed and restroom) near the Maintenance Center.

#### C. Who May Rent a Garden and/or Tree Plot

- 1. Any resident may request a garden center use permit. One permit is issued per manor. These permits are accepted only on official forms provided by GRF. All persons using a plot must be listed with the following contact information: resident ID number, manor number, address, home phone number, cell number and email if applicable.
- 2. All fees are according to the GRF schedule of fees and must be paid upon receipt of the garden center invoice.
- D. Signing Required Release and Waiver of Liability Agreement
  - All gardeners and partners are required to sign a hold harmless, release and waiver of liability agreement. Forms are available online, at the garden center office or the recreation office. The waiver agreement form will be updated periodically and require a new signature.
- E. Temporary Working of Your Plot by a Designated Person
  - 1. If a garden plot holder is unable to work their plot for a period of time, the registered partner may work the plot in their absence. If a partner is also not available, contact the garden center office for guidance. A temporary partner may be assigned but will need to have a partner waiver on file for that plot. Guests may assist in the maintenance of the plot contingent upon a plot holder or their partner being present the entire time the guest is working on the garden.
- F. Gardener Responsibilities
  - Gardeners are responsible for keeping plots free of excessive weeds and debris. Long periods of neglect will be addressed by GRF staff and could result in the loss of a garden plot.

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

#### H. Annual Fees

- 1. As part of the initial plot rental process, residents will receive a statement from the Financial Services Department with the amount due for their plot(s). All checks will be made payable to GRF. The rental fees along with all applicable documentation must be submitted to the recreation office. GRF may revoke the use permit of any gardener who is 30 days delinquent in payment of his/her plot rental.
- 2. Plot rentals are for one calendar year and billed annually.
- I. Assignment of Garden Plots/Spaces
  - 1. Garden center staff will keep an active waiting list based on a first-come, first-served basis. When a plot is released, the first resident on the waiting list will be offered that plot. The plot will be transferred "as is" unless a dangerous structure needs to be removed or no working water source.
  - 2. Plots vary in location, actual size and previous improvements. Any fencing around a plot must be maintained by the current use permit holder.

- 3. There is a limit of one garden plot and/or one tree plot per manor. Anyone with more than one garden plot and/or more than one tree plot prior to May 3, 2016, will be allowed to keep a maximum of two garden plots not to exceed approximately 400 square feet and/or two tree plots.
  - a. If the primary permit holder releases the plot, the registered partner may only become the permit holder for one plot.
- 4. Use permits shall be personal to the gardener and shall not be assignable to any other person and shall not pass on to any successors or assignees unless the plot is shared by another resident who is a registered partner. If during the lease agreement a resident moves or dies, the resident sharing the plot may have an opportunity to become the use permit holder.
  - a. If the plot is offered to a partner, it will be in the order in which the names of the partners appear on the current use permit.
  - b. If the new designated use permit holder has another plot, they must relinquish a matching number of plots, which will be made available to those on the waiting list.
- 5. When a garden plot becomes available, all permanent structural improvements made to the plot become the property of GRF. Other gardeners are not allowed to remove items from the plot.

#### J. Watering/Irrigation

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

- 1. All watering at the garden centers is subject to the El Toro Water District rules and any other governing agency or municipality.
- 2. All hoses must be equipped with a positive self-closing shut-off hose nozzle. Turn off the water faucet once watering is complete.
- 3. Staff shall be notified when faucets or valves are found to be leaking. Water shut-off valves must be accessible from outside the plot. All fences must have an opening at the faucet for easy access by garden center staff.
- 4. Irrigation work that will require shutting off water to a garden area must be done by a garden center staff member.
  - a. Common area water sources may not be blocked by personal garden fences or other obstructions.
- 5. All gardeners are responsible for prudent, nonwasteful watering practices and preventing water runoff from damaging adjacent plots.
- 6. No irrigation systems other than drip or soaker systems are permitted in a plot.

#### K. General Gardening Information

- 1. Garden plots must be maintained year-round.
- 2. Plot holders who do not actively garden during long periods (more than one month) must plant a cover crop or cover the plot with plastic to limit invasive weed growth. The registered partner may maintain the plot in the plot holder's absence.
- 3. All plants with invasive roots (e.g., banana trees, mint, canna lilies, bird of paradise, sugar cane and ginger) are nor permitted and must be removed or grown in a container that can contain the roots.
- 4. Significant shading of a neighbor's garden plot with any plant or material is not permitted. Gardeners are required to monitor the growth of the plants and limit the height of structures in their garden as not to adversely affect the sunlight in neighboring gardens.

#### L. Garden/Vegetable Plot Specifics

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

#### M. Shade House Spaces

- 1. Each bench space is approximately 16 square feet and will be assigned on a one-per-manor basis.
- 2. The shade house will be kept locked at all times when it is not in use by those with use permits. Keys will be issued to all shade house permit holders. Keys must be returned to the recreation office when the use permit is terminated.
- 3. All materials stored under the benches, such as pots, potting mixtures, etc., must be kept neat and orderly, and must be maintained above the ground to reduce the opportunity for rodent nest sites. Materials storage nonessential to shade house gardening activities is prohibited.
- 4. Each shade house gardener is responsible for elimination of all debris and weeds in their half of the walkways around their bench space.

#### N. Fruit Tree Areas

- All new trees planted in tree plots in both garden centers shall be dwarf and semidwarf fruit
  trees only and must obtain written approval in advance by the Recreation Department.
  Trees that are not fruit trees currently planted in both garden centers may be
  grandfathered in at garden center staff discretion. Untended or unapproved trees may be
  removed by garden center staff after notification to tree plot use permit holders.
- 2. In both garden centers, existing trees must be maintained as suitable for the plot space and the neighboring garden plots. New trees that are planted should only grow to a reasonable size that will fit in the plot and not intrude adjacent gardens.

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



Temporary fence sample pictures below:

#### O. Garden Product Policy

- Any organic substance for use in the gardens should be approved by the U.S. Department of Agriculture's (USDA) National Organic Program or by the Organics Materials Review Institute (OMRI). To determine whether a substance is allowed in a community garden, check the USDA National Organic Program National List, Subpart G, 205.601 and 205.602 or the OMRI website, www.omri.org.
- Organic gardening: The form of agriculture that relies on techniques such as crop rotation, green manure, compost and biological pest control. Organic gardening uses fertilizers and pesticides but excludes the use of manufactured (synthetic) fertilizers, pesticides (including herbicides, insecticides and fungicides), plant growth regulators, sludge and nano materials.

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

	Recommended	Not Recommended			
	- Bacillus thuringiensis(Bt)				
	- Soap spray				
	- Horticulture pepper/onion spray - sulfur				
	- Wood ashes				
	- Sour milk solution				
	- Lace wings				
	- Dormant oils	- Roundup is			
	- Microcop or equivalent	forbidden			
	- Diatomaceous earth (DE)	- Rotenone			
PEST AND DISEAS	SE	- Pyrethrate,			
CONTROL	- Baking soda	pyrethroids			
	- Borax, boric acid - sluggo	- Nicotine sulfate			
	- Lady bugs	- Malathion			
		- Diazinon			
	- Tangle foot	- Sevin			
	- Marigolds				
	- Beneficial nematodes - netting	- Organophosphates - Finale			
	- Pyrethrum*	- Dursban			
	* Pyrethrin <b>is a naturally occurring</b> insect-killing	- Organ chlorides			
	chemical derived from chrysanthemum flowers. In the	- Chlorpyrifos			
	flowers, these bug-killers exist as a mixture of six				
	separate chemicals that together are called pyrethrum				
	or <b>pyrethrins.</b> Pyrethrins (without piperonyl butoxide				
	or other enhancers) are permitted for use on organically	,			
	grown crops.				
FERTILIZERS					
	Recommended	Not Recommended			
		- Ammonium sulfate			
	- Cotton seed	- Ammonium nitrate			
	- Kelp	- Muriate of potash			
	- Compost	- Auperphosphates			
	- Manure	- Highly soluble			
	- Blood, bone, horn and hoof meals	chemical fertilizer			
	- Liquid fish or seaweed	- Ozmicote			
	- Fertilizers classed as organic	- Nonorganic			
		MiracleGro			

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

Notice 3: Compliance Division notified of violation.

- 3. Upon termination or revocation of a use permit, a gardener shall not be entitled to any refund or apportionment of any fee paid to GRF for any material planted, growing or otherwise located within the garden centers or for any improvements made on the premises by the gardener, and at the option of GRF, all or part of such material and improvements shall become the property of GRF. Gardeners are responsible for leaving plots weed and debris free and ready for the next gardener. If not, GRF may charge for cleanup when a garden is left in such a condition as to require clean up.
- 4. Violations that warrant disciplinary action through Security Services or the OC Sheriff (if warranted):
  - a. Theft of tools and equipment
  - b. Theft of produce and plants
  - c. Vandalism of tools, equipment
  - d. Foul language and offensive behavior, including but not limited to threats, intimidation, violence, racial/ethnic slurs and sexual harassment (GRF anti-harassment policy)
  - e. Odors, including second-hand smoke (cigarettes, cigars, marijuana, vaping, etc.), are a violation of the GRF anti-harassment nuisance policy
  - f. Violation of GRF policies
  - g. Receiving more than three combined written warnings without correction of the issue(s)
  - h. Failure to pay registration fee by the deadline

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

## OPERATING RULES Golf Facilities

#### A. General

#### 1. Dress Code

- a. Country club golf attire shall be worn at all times, including a collared shirt, slacks or golf shorts and shoes with soft spikes.
- b. Women may wear other acceptable country club apparel that may or may not have a collar.
- c. Shorts shorter than six inches above the knee are not permitted.
- d. Jeans are not permitted.
- e. Shoes must be worn at all times.
- f. The dress code will be enforced.
- 2. In Case of Emergency
  - a. Call 911; then call the golf shop at the phone number on the score card (949-597-4336).
  - b. All player assistants who patrol the course are equipped with a handheld radio that has direct contact with the golf shop.
- 3. Course Conditions/Golf Cart Restrictions
  - a. Call 949-597-4373 any time after 6:30 a.m. daily.
- 4. Miscellaneous
  - a. Pedestrians, cyclists (including e-bikes), roller-skaters and rollerbladers are not permitted on the golf course. Nongolfers may use the perimeter path paralleling El Toro Road and Moulton Parkway only from Clubhouse 4 to Clubhouse 2.
  - b. Pets are not permitted on the golf course, in the Village Greens building or on its patios and terraces. Only registered service dogs trained to perform a task directly related to a person's disability are permitted.
  - c. The six golf cart parking spaces downstairs under the Village Greens patio are to be used only by players making the turn. Parking for recording scores or paying green fees is not permitted.

#### B. Guests

- 1. The maximum number of guests allowed per resident is one prior to 10 a.m. and up to three guests after 10 a.m., seven days a week. Guest names must be provided when a resident makes a tee-time reservation. All guests must be accompanied by, and play with, a resident.
  - a. Guests under the age of 11 are permitted with an accredited junior PGA card signed by a PGA professional.
  - b. Each player must have his/her/their own clubs.
  - c. Ask golf shop staff to make gate clearance arrangements for your guest(s) if necessary.

#### C. 27-Hole Golf Course

1. The 27-hole golf course (consisting of three separate nine-hole courses) is located adjacent to Clubhouse 2 on Moulton Parkway and is accessed through the Village Greens at Gate 12. The course opens for play daily at 7 a.m. During daylight saving time, golf course closing hours are extended to 6 p.m. from 5 p.m.

- a. Reservations are required for the 27-hole golf course (please see "I. Reserved Tee Times" for information).
- b. The irrigation system, which uses reclaimed water, operates daily beginning at 7 p.m.; therefore, all golfers **must** be off of the course by that time.
- c. A nine-hole round of golf may be played as follows:
  - I. Course one after noon
  - II. Course two prior to 8:24 a.m.
  - III. Course three from 7 a.m. to 8:28 a.m.; 10:44 a.m. until closing
- D. 19 Restaurant & Lounge
  - 1. Open from 9 a.m. to 8 p.m. Check with the establishment for the most current hours.
- E. Driving Range
  - 1. Open daily at 7 a.m. (8:30 a.m. on Thursdays) from 3:30 p.m. (hours are extended to 5 p.m. during daylight saving time). A practice pitching green and bunker area are also available. Range balls may be purchased via your established golf account using your resident ID linked to the online reservation system account.
  - 2. Maximum number of guests per resident is one during prime time and three during non-prime time.
- F. Golf Shop
  - 1. Open daily from 7 a.m. to 5 p.m. (and until 6 p.m. during daylight saving time).
- G. Golf Carts
  - 1. The limit of persons permitted per golf cart, private or rented, is two.
  - 2. Drivers must be at least 18 years of age.
  - 3. Golf carts and electric and hand-pull carts are available for rent at the starter window.
  - 4. Privately owned power carts require an annual trail use permit or daily use permit, which is available at the golf shop for a fee.
  - 5. Carts must stay on paved cart paths, including the use of the 90-degree rule, at all times when exiting the path to play a shot and returning to the path for access to the next shot or the next tee
    - a. Laguna Woods Village golf professionals may assist in understanding how to best use this system.
  - 6. Contact Resident Services (<u>residentservices@vmsinc.org</u>; 949-597-4600) in the Community Center for information regarding charging your personal electric cart.
  - 7. Individual owners must maintain privately owned golf carts. The cart wash station is available for a minimal fee. No emergency gasoline is available.
- H. Nine-Hole Par-3 Course
  - 1. Power golf carts are not permitted; pull carts are available for rent.
  - 2. Course is open from 7:30 a.m. to 6 p.m. during daylight saving time (5 p.m. closing for the remainder of the year).
  - 3. Reservations are not taken for this course.
- I. Reserved Tee Times (for 27-hole course only)
  - 1. Schedule reserved tee times one week in advance using the online reservation system.
  - 2. Times are open for online booking seven days in advance at 6 a.m.
  - 3. Residents may visit the golf shop to register for the reservation system. A valid resident ID and a form of payment to be charged monthly is required.

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- 4. Golfers are allowed one tee time per day only, for two to four players.
- 5. The resident booking a reservation must include all residents playing in the group. All players named in the group must be the players who arrive on the day of play.
  - a. All cancelations or substitutions must occur prior to arriving for play.
- 6. Single players may call the golf shop on the day they wish to play and will be paired with a group of less than four players.
- 7. Groups wishing to add a fifth player (fivesome) must call the golf shop on the day of play and be approved by the starter. Denied requests may be due to past slow play and other factors.
- 8. In the event a resident is misusing the online reservation system, the following disciplinary process will ensue:
  - a. Verbal warning;
  - b. Written notice;
  - c. Referral to Security and Compliance to initiate the disciplinary process.

#### J. Club Days

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

#### K. Fees

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

#### L. Lessons

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

#### M. Course Guidelines/Etiquette

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

#### N. Ready Golf

1. Play ready golf at all times from the tee through the green, not just on the tee. The player who is ready should hit whether "away" or not, with no interference with another golfer. After everyone in the group has finished putting, walk off the green briskly, thus clearing the way for the next

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

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

### OPERATING RULES Lawn Bowling



#### A. General

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

#### B. Guests

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

### OPERATING RULES Library



#### A. General

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

### **OPERATING RULES Lockers and Storage**

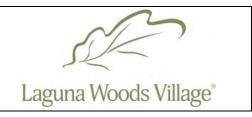


- A. In accordance with the GRF pricing policy and fee schedule, the following lockers carry annual fees: Billiard Room, Clubhouse 2, Clubhouse 4 Jewelry Room, Clubhouse 4 outdoor, Table Tennis and Village Greens bag storage. These lockers are rented to residents/clubs for their use only.
- B. Lockers without a fee are for one day use only; lockers must be emptied out and the lock removed each day.
- C. Storage is available only to those Recreation Department-approved clubs that meet at a specific facility. Storage fees are in accordance with the GRF pricing policy and fee schedule and are paid annually.
  - 1. Storage areas are defined as follows:
    - a. Small (12" x 24" x 20" and up)
    - b. Medium (30" x 24" x 30" and up)
    - c. Large (5' x 5' and up)
- D. No perishables or hazardous materials are to be stored.
- E. Stored items must be contained within the approved storage area.
- F. GRF holds no liability as to the contents held in these lockers and storage areas.

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

Effective: December, 2023

### OPERATING RULES Paddle Tennis and Pickleball



#### A. General

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

#### Pickleball:

Monday, Wednesday and Friday mornings Second and fourth Saturdays (Prime time is 7 a.m. to noon on pickleball priority days and 4 to 10 p.m., Monday-Friday.)

#### Paddle tennis:

Tuesday and Thursday mornings First and third Saturdays

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

- 8. Each resident and guest must clean up the area after use and return all equipment to its proper place.
- 9. Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no other pet/animal is permitted.
- 10. Recreation Department-contracted instructors may schedule lessons during nonprime-time hours only and retain priority on the court.
- 11. Scheduled use is determined by the Recreation Department and is subject to change. Play may be restricted due to scheduled maintenance. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.
- 12. In case of injury or illness, call 911 and notify Security Services staff immediately at 949-580-1400.
- B. Guests

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

#### C. Pickleball

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

### OPERATING RULES Performing Arts Center



#### A. Safety

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

#### B. Auditorium Event Posters

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

#### C. Box Office/Ticketing

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

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

#### D. Theater

- 1. Scheduling
  - a. Scheduling and reservations are made through the Performing Arts Center Supervisor only.
  - b. Technicians must be scheduled a minimum of four weeks in advance of auditorium events.
- 2. Theater etiquette
  - a. During public performances, flash photography or video recording is not permitted.
  - b. Cell phones should be turned off (or muted) during performances.
  - c. All aisles must be kept clear at all times.
- 3. Staffing
  - a. Clubhouse staff/technicians must be scheduled in the theater by the resident renter anytime it is occupied.
  - b. Clubhouse technicians must operate all systems and equipment in the theater.

# OPERATING RULES Pools, Hot Pools and Locker Rooms



#### A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. Swimming pools are open only when a staff lifeguard is on duty.
- 3. Appropriate swimming attire and accessories are required.
- 4. Eating and drinking while in the pool is not permitted.
- 5. Glass containers are not permitted.
- 6. Smoking and alcoholic beverages are not permitted.
- 7. Only service dogs trained to perform a task directly related to a person's disability are permitted; no other pet/animal is permitted.
- 8. Running is not permitted.
- 9. Floatation devices are not permitted unless specifically designed for exercise or therapeutic use. Fins and snorkels may be used by adults.
- 10. Organized pool games may be played only if they do not interfere with other pool uses such as lap swimming.
- 11. Lockers may be used on a daily basis only. Residents and guests must supply their own locks in order to secure their belongings. Locks and personal items must be removed when the resident and guest leave the facility.
- 12. Showers are limited to 10 minutes per person per day.
- 13. No chairs or other GRF property may be moved into the locker room or shower stalls.
- 14. Shower before entering the pool or hot pool.
- 15. Persons with bandages, open sores, cuts or rashes are not permitted in the pool and hot pool.
- 16. Lap swimmers swimming the length of the pool have the right of way with the exception of Pools 4 and 6.
- 17. Locker rooms open 15 minutes prior to the pool opening and close 15 minutes after pool closing.
- 18. All pools will be cleared of swimmers during inclement weather at the lifeguard's discretion. Swimmers may not reenter the water until at least 30 minutes following the last sighting of lightning or sound of thunder.
- 19. Swimming pool hours of operation vary according to the time of year, holidays and scheduled or emergency maintenance. Check hours of operation at the clubhouses, the recreation office and the pools.
- 20. Pool and hot pool temperatures are kept as closely as possible to the following temperatures:
  - a. Pools 1, 5 and 6: Between 82 and 84 degrees

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

#### B. Guests

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

#### C. Hot Pool

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

#### D. Children's Swim

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

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

#### E. Lap Swim Usage

- 1. Swimming across lap lanes is not permitted unless entering or exiting the pool from the side.
- 2. Lap lanes are for lap swimming or aquatic exercise only (unless otherwise designated).
- 3. If all lanes are taken, swimmers must share the lane (up to two swimmers per lane).
- 4. Hanging on the lane dividers is not permitted.
- 5. No diving or jumping into the shallow end; diving or jumping into the pool is allowed only in the five-foot or deeper area.
- 6. No diving into crowded lanes.
- 7. Adults may use equipment such as pull buoys, masks, fins, snorkels and paddles.

#### F. Lap Swim Schedule

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

#### G. Lap Lane Etiquette

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

#### H. Online Advance Reservations - Pool 2

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

- II. Written notice
- III. Infraction is referred to Security and Compliance to initiate the disciplinary process.

#### I. Swim Lessons

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

### OPERATING RULES Shuffleboard



#### A. General

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

#### B. Guests

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

### OPERATING RULES Table Tennis



#### A. General

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

#### B. Guests

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

### OPERATING RULES Tennis



#### A. General

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

#### B. Guests

- Guests under 6 years of age are not permitted to use the facility. The maximum number of
  guests allowed is one guest per resident during prime time and up to three guests during
  nonprime time. Residents must accompany their guests at all times and may only use one
  court.
- C. All Court Rules (see tables on page 3 for a court rules summary)
  - 1. Play time limits/reservation availability/walk-on usage varies by court number and time of day.
  - 2. A minimum of two players must be present to claim an open court.
  - 3. Courts 1 through 7 have a "whiteboard" for sign-ups and must be used for all walk-on usage.
    - a. All players must post their start and stop time on the board and may not change it (not to exceed the set court time limits; see chart on page 3).
  - 4. Reservations may be made up to three days in advance with the online reservation system for Courts 8 through 10 all day and courts 6 and 7 during the evening.
    - a. Players with reservations may start early if their reserved court is available.

- b. Players with advance reservations must claim their assigned court within 10 minutes of their start time or the reservation will be deemed canceled and the court will then be available for walk-on play until the next reservation time.
- 5. When time expires play may continue until a new group arrives and there are no other courts of equivalent time limit available, i.e. one- or 1.5-hour courts.
- 6. Arriving players must take any open court and not ask others playing beyond their time limit to move, unless the available courts are for lesser time limits.
- 7. Doubles play does not have priority over singles play at any time.
- 8. During prime-time play, an individual may practice solo until a group arrives to play.
- 9. During nonprime time, an individual may occupy any walk-on court to practice solo.
- 10. Back-to-back reservations by the same group are not allowed and players should cancel online reservations that will not be used as soon as possible. Likewise, the same group may not change their times and sign up back-to-back on walk-on courts.
- D. Courts 1 through 4: Walk-on one hour (sign-up board near the clubhouse main entrance)
  - 1. During prime time, play is for singles or doubles and is limited to one hour when others are waiting.
  - 2. If no players are waiting, play may continue, but the group playing may not sign up on the white board for additional time.
  - If players are waiting and courts are full, the group must vacate the court immediately after one hour.
  - 4. After 10:30 (nonprime time) play is limited to 1.5 hours when others are waiting.
- E. Court 5: Walk-on 1.5 hour (sign-up board near entrance to Court 5)
  - 1. Play is for singles or doubles and on-court time is limited to 1.5 hours when others are waiting.
- F. Courts 6 through 7: Day walk-on; night reserved 1.5 hour (sign-up board near entrance to Court 5)
  - 1. Play is for singles or doubles and on-court time is limited to 1.5 hours when others are waiting.
  - 2. These courts may be reserved with the online reservation system for lighted night play with set reservation times of 4:30 to 6 p.m., 6 to 7:30 p.m. or 7:30 to 9 p.m.
- G. Courts 8 through 10: Reserved courts 1.5 hour (sign-in board near entrance to Court 5)
  - 1. May be reserved with the online reservation system for singles/doubles play in prime time with set reservation times of 7:30 to 9 a.m., 9 to 10:30 a.m. or 10:30 a.m. to noon.
  - 2. May be reserved with the online reservation system after prime-time for singles/doubles play (Court 8), ball machine (Courts 9 and 10) or backboard (Court 9) play with set reservation times of:

Winter hours: Noon to 1:30 p.m., 1:30 to 3 p.m. or 3 to 4:30 p.m. Summer hours: Noon to 1:30 p.m., 1:30 to 3 p.m., 3 to 4:30 p.m., 4:30 to 6 p.m., 6 to 7:30 p.m.

#### **Tennis Court Rules for Prime-Time Hours**

7 to 10:30 a.m.

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

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

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

### **Tennis Court Rules for Nonprime-Time Hours**

10:30 a.m. to close

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

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

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

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

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

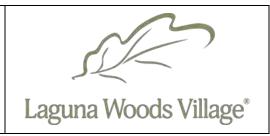
<sup>\*</sup> Set reservations times are 7:30 to 9 a.m., 9 to 10:30 a.m. or 10:30 a.m. to noon.

<sup>#</sup> During prime time, an individual may practice solo until a group arrives to play.

<sup>\*</sup> Set reservations times are 4:30 to 6 p.m., 6 to 7:30 p.m. or 7:30 to 9 p.m.

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

## OPERATING RULES Video Learning Center and Studio



#### A. General

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

#### B. Guests

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



#### **RESOLUTION 90-23-XX**

### Recreation and Special Events Department Operating Rules

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

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

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

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

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

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

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

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

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

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# **ENDORSEMENT** (to Board)

# **Discuss and Consider: Additional Occupancy Fee**

During the period of 1993 – 2003 the additional occupancy fee was a flat amount of \$42 per month per additional occupants in excess of two. In 2004 the fee increased to \$47 per Resolution 90-03-78 and continued to be recalculated each year to equal 25 percent of the annual GRF Assessment. The fee then increased or decreased slightly over the years in correlation with the assessment. In 2018, the fee was changed to a flat fee of \$90 per month per Resolution 90-17-28 followed by an increase in 2019 to \$100 per month per Resolution 90-19-57. The fee has remained at \$100 per month from 2019 until present.

On August 11, 2023, the Compliance Ad Hoc Committee reviewed the Member Disciplinary Process.

Mr. Steve Hormuth, Financial Services Director, gave an overview of the Additional Occupancy Fee. The Committee Members made comments and asked questions.

Director Skillman made a motion to approve staff's recommendation and forward the matter for the full board's consideration. Director Ginnochio seconded the motion.

By way of consensus, the motion passed.

Golden Rain Foundation Laguna Woods Mutual Finance Committee October 18, 2023

# **ENDORSEMENT** (to board)

# **Additional Occupancy Fee**

Steve Hormuth presented a staff report requesting approval to change the GRF Additional Occupant Fee to equal 50% of the GRF per manor per month basic assessment resulting in a monthly fee of \$114.00 (rounded to the nearest dollar).

A motion was made and moved by Director Andy Ginocchio to approve staff's recommendation. Director Mickie Choi Hoe seconded. Discussion ensued.

The motion passed unanimously and will be presented at the next Board meeting.



#### STAFF REPORT

DATE: October 5, 2023

FOR: GRF Compliance Ad Hoc Committee
SUBJECT: Fee Update – Additional Occupancy Fee

#### **RECOMMENDATION**

Staff recommends the board approve changing the monthly GRF Additional Occupant Fee amount to equal 50% of the GRF per manor per month Total Basic Assessment per each additional occupant over two, to be effective January 1, 2024 and for each year thereafter.

#### **BACKGROUND**

During the period of 1993 – 2003 the additional occupancy fee was a flat amount of \$42 per month per additional occupants in excess of two. In 2004 the fee increased to \$47 per Resolution 90-03-78 and continued to be recalculated each year to equal 25 percent of the annual GRF Assessment. The fee then increased or decreased slightly over the years in correlation with the assessment. In 2018, the fee was changed to a flat fee of \$90 per month per Resolution 90-17-28 followed by an increase in 2019 to \$100 per month per Resolution 90-19-57. The fee has remained at \$100 per month from 2019 until present.

#### DISCUSSION

The GRF assessment for net operating costs and reserve contributions is divided equally by the number of units in the Community. Each unit is responsible for a pro rata share of the assessment, whether occupancy is one or two individuals. However, when more than two individuals reside in a unit, GRF charges an additional occupant fee. The purpose of this fee is to recover costs related to incremental usage when more than two people reside in a manor, as it pertains to GRF amenities and facilities.

For the eight-month period ending August 2023, an average of 140 additional occupants are paying this monthly fee.

On September 5, 2023 the GRF Board approved the 2024 Annual Business Plan via Resolution 90-23-47 detailing a Total Basic Assessment of \$228.22 per month (ATT1).

#### **FINANCIAL ANALYSIS**

An Additional Occupancy Fee equal to 50% of the Total Basic Assessment results in a monthly fee of \$114.00 (\$228.22 x 50%), rounded to the nearest dollar. With an increase of \$14 (\$114 - \$100) per month for each occupant in excess of two, an average annual increase of approximately 3.4% from 2019 – 2024, GRF would generate total annual revenue in 2024 of approximately \$191,500 (\$114 x 12 months x 140 additional occupants) to offset costs incurred by the extra occupants. The additional \$14 monthly change generates a projected increase of \$23,500 over the current \$100 per month fee.

Golden Rain Foundation of Laguna Woods GRF Compliance Ad Hoc Committee Fee Update – Additional Occupancy Fee October 5, 2023 Page 2

**Prepared By:** Steve Hormuth, Director of Financial Services

**Reviewed By:** Jose Campos, Assistant Director of Financial Services

Eric Nunez, Director of Security

Francis Gomez, Compliance Manager

Pamela Bashline, Community Services Manager

ATTACHMENT(S)

ATT1: GRF 2024 Business Plan ATT2: Resolution 90-23-XX

# **Committee / Board Routing:**

October 18, 2023 – GRF Finance Committee Meeting November 7, 2023 – GRF Board Meeting (For 28 Review) December 5, 2023 – GRF Board Meeting (For fee approval)



# 2024 BUSINESS PLAN - BY ACCOUNT

		2000	0004	2222	2000	0004		SSESSMEN	
	DESCRIPTION	2020 ACTUAL*	2021 ACTUAL*	2022 ACTUAL	2023 PLAN	2024 PLAN	2023	lanor Per N 2024	Change
-	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	PLAN	PLAN	2023	2024	Change
	Revenues:								
1	Golf Greens Fees	\$1,241,594	\$1,656,161	\$1,777,020	\$1,744,500	\$1,814,600	\$11.41	\$11.87	(\$0.46)
2	Golf Operations	273,504	318,827	363,750	379,300	377,400	2.48	2.47	0.01
3	Merchandise Sales	269,630	522,651	618,929	609,006	643,147	3.98	4.21	(0.23)
4	Clubhouse Rentals and Event Fees	123,440	113,331	565,790	653,971	695,493	4.28	4.55	(0.27)
5	Rentals	142,958	140,779	144,674	197,500	198,064	1.29	1.30	(0.01)
6	Broadband Services	5,186,355	5,038,208	5,277,634	5,554,800	6,423,300	36.35	42.03	(5.68)
7	Miscellaneous	655,785	659,087	1,021,743	1,217,629	1,171,790	7.97	7.67	0.30
	Total Revenue	\$7,893,266	\$8,449,044	\$9,769,540	\$10,356,706	\$11,323,794	\$67.76	\$74.10	(\$6.34)
	Expenses:								
8	Employee Compensation	\$16,656,527	\$17,060,816	\$18,221,733	\$20,123,612	\$20,108,764	\$131.67	\$131.58	(\$0.09)
9	Exp. Related to Compensation	4,913,404	5,058,750	5,405,108	6,331,723	5,965,952	41.43	39.05	(2.38)
10	Materials and Supplies	1,564,387	1,570,108	2,189,516	1,801,729	2,048,209	11.79	13.40	1.61
11	Cost of Merchandise Sold	192,232	431,568	477,382	440,638	467,066	2.88	3.06	0.18
12	Community Events	125,189	45,229	408,472	410,910	432,956	2.69	2.83	0.14
13	Electricity	705,598	881,645	1,161,822	918,102	1,015,216	6.01	6.64	0.63
14	Sewer	67,047	75,868	94,167	126,163	125,568	0.82	0.82	0.00
15	Water	645,378	762,448	783,105	723,350	709,660	4.73	4.64	(0.09)
16	Trash	191,847	128,609	86,161	148,815	139,544	0.97	0.91	(0.06)
17	Natural Gas	164,840	237,215	397,074	334,415	405,425	2.19	2.65	0.46
18	Telephone	316,676	308,599	281,881	342,957	303,338	2.24	1.98	(0.26)
19	Fuel & Oil for Vehicles	370,940	489,252	723,392	628,490	627,894	4.11	4.11	0.00
20	Legal Fees	336,669	737,723	92,364	245,850	248,350	1.61	1.62	0.01
21	Professional Fees	571,281	416,867	629,637	829,009	759,457	5.42	4.97	(0.45)
22	Rentals	200,704	258,816	272,854	289,655	328,042	1.90	2.15	0.25
23	Outside Services	2,252,750	2,829,913	2,886,946	2,900,604	3,216,787	18.98	21.05	2.07
24	Repairs and Maintenance	954,116	886,507	1,192,186	999,673	1,045,997	6.54	6.84	0.30
25	Other Operating Expense	443,005	647,885	734,620	938,280	1,036,567	6.14	6.78	0.64
26	Income, Property, and Sales Tax	718,919	(505,305)	35,300	35,991	37,892	0.24	0.25	0.01
27	Insurance	2,008,550	2,658,323	2,783,674	2,987,766	3,277,996	19.55	21.45	1.90
28	Cable TV Programming	3,792,055	3,966,508	4,196,413	4,415,500	5,143,360	28.89	33.65	4.76
29	Uncollectible Accounts	1,416	12,184	4,144	12,100	13,000	0.08	0.09	0.01
30	(Gain)/Loss on Sale or Trade	(56,922)	(180,899)	17,743	0	(810)	0.00	(0.01)	(0.01)
31	Cost Allocations	(2,900,667)	(2,775,314)	(2,988,482)	(2,875,047)	(3,087,099)	(18.81)	(20.19)	(1.38)
	Total Expense	\$34,235,941	\$36,003,315	\$40,087,212	\$43,110,285	\$44,369,131	\$282.07	\$290.32	\$8.25
32	(Surplus)/Deficit Recovery	\$0	\$0	\$0	(\$1,528,320)	(\$764,160)	(\$10.00)	(\$5.00)	\$5.00
	Net Operating	\$26,342,675	\$27,554,271	\$30,317,672	\$31,225,259	\$32,281,177	\$204.31	\$211.22	\$6.91
	Fund Contributions:	<b>#0.000.000</b>	<b>#0.000.000</b>	<b>#0.500.444</b>	<b>#0.500.444</b>	<b>60 500 444</b>	¢47.00	<b>#47.00</b>	<b>#</b> 0.00
33	Reserve Funds	\$2,903,808	\$2,903,808	\$2,598,144	\$2,598,144	\$2,598,144	\$17.00	\$17.00	\$0.00
34	Contingency Fund	764,160	0	764,160	0	0	0.00	0.00	0.00
	Total Fund Contribution	\$3,667,968	\$2,903,808	\$3,362,304	\$2,598,144	\$2,598,144	\$17.00	\$17.00	\$0.00
		_							
	TOTAL BASIC ASSESSMENT	\$30,010,643	\$30,458,079	\$33,679,976	\$33,823,403	\$34,879,321	\$221.31	\$228.22	\$6.91

<sup>\*2020</sup> and 2021 actuals were affected by COVID-19 Pandemic.



# 2024 BUSINESS PLAN - BY ACCOUNT

							AS	SSESSMEN	IT
		2020	2021	2022	2023	2024		lanor Per N	
	DESCRIPTION	ACTUAL*	ACTUAL*	ACTUAL	PLAN	PLAN	2023	2024	Change
	Revenues:								
1	Golf Greens Fees	\$1,241,594	\$1,656,161	\$1,777,020	\$1,744,500	\$1,814,600	\$11.41	\$11.87	(\$0.46)
2		273,504	318,827	363,750	379,300	377,400	2.48	2.47	0.01
3	•	269,630	522,651	618,929	609,006	643,147	3.98	4.21	(0.23)
4	Clubhouse Rentals and Event Fees	123,440	113,331	565,790	653,971	695,493	4.28	4.21	(0.23)
5		142,958	140,779	144,674	197,500	*	1.29	1.30	(0.27)
6	Broadband Services	,	,	,	,	198,064	36.35	42.03	, ,
7		5,186,355	5,038,208	5,277,634	5,554,800	6,423,300			(5.68)
1	Miscellaneous Total Revenue	655,785	659,087 <b>\$8,449,044</b>	1,021,743	1,217,629	1,171,790	7.97 <b>\$67.76</b>	7.67 <b>\$74.10</b>	0.30 (\$6.34)
	Total Revenue	\$7,893,266	\$6, <del>449</del> ,044	\$9,769,540	\$10,356,706	\$11,323,794	<b>Ф</b> 07.7 <b>0</b>	<b>₹74.10</b>	(\$6.34)
	Expenses:								
8	Employee Compensation	\$16,656,527	\$17,060,816	\$18,221,733	\$20,123,612	\$20,108,764	\$131.67	\$131.58	(\$0.09)
9	Exp. Related to Compensation	4,913,404	5,058,750	5,405,108	6,331,723	5,965,952	41.43	39.05	(2.38)
10	Materials and Supplies	1,564,387	1,570,108	2,189,516	1,801,729	2,048,209	11.79	13.40	1.61
11	Cost of Merchandise Sold	192,232	431,568	477,382	440,638	467,066	2.88	3.06	0.18
12		125,189	45,229	408,472	410,910	432,956	2.69	2.83	0.14
13		705,598	881,645	1,161,822	918,102	1,015,216	6.01	6.64	0.63
14	Sewer	67,047	75,868	94,167	126,163	125,568	0.82	0.82	0.00
15	Water	645,378	762,448	783,105	723,350	709,660	4.73	4.64	(0.09)
16	Trash	191,847	128,609	86,161	148,815	139,544	0.97	0.91	(0.06)
17	Natural Gas	164,840	237,215	397,074	334,415	405,425	2.19	2.65	0.46
18		316,676	308,599	281,881	342,957	303,338	2.24	1.98	(0.26)
19	Fuel & Oil for Vehicles	370,940	489,252	723,392	628,490	627,894	4.11	4.11	0.00
20		336,669	737,723	92,364	245,850	248,350	1.61	1.62	0.01
21	Professional Fees	571,281	416,867	629,637	829,009	759,457	5.42	4.97	(0.45)
22	Rentals	200,704	258,816	272,854	289,655	328,042	1.90	2.15	0.25
23	Outside Services	2,252,750	2,829,913	2,886,946	2,900,604	3,216,787	18.98	21.05	2.07
24	Repairs and Maintenance	954,116	886,507	1,192,186	999,673	1,045,997	6.54	6.84	0.30
25	Other Operating Expense	443,005	647,885	734,620	938,280	1,036,567	6.14	6.78	0.64
26	Income, Property, and Sales Tax	718,919	(505,305)	35,300	35,991	37,892	0.24	0.25	0.01
27	Insurance	2,008,550	2,658,323	2,783,674	2,987,766	3,277,996	19.55	21.45	1.90
28	Cable TV Programming	3,792,055	3,966,508	4,196,413	4,415,500	5,143,360	28.89	33.65	4.76
29	Uncollectible Accounts	1,416	12,184	4,144	12,100	13,000	0.08	0.09	0.01
30	(Gain)/Loss on Sale or Trade	(56,922)	(180,899)	17,743	0	(810)	0.00	(0.01)	(0.01)
31	Cost Allocations	(2,900,667)	(2,775,314)	(2,988,482)	(2,875,047)	(3,087,099)	(18.81)	(20.19)	(1.38)
٠.	Total Expense	\$34,235,941	\$36,003,315	\$40,087,212	\$43,110,285	\$44,369,131	\$282.07	\$290.32	\$8.25
32	(,,	\$0	\$0	\$0	(\$1,528,320)	(\$764,160)	(\$10.00)	(\$5.00)	\$5.00
	Net Operating	\$26,342,675	\$27,554,271	\$30,317,672	\$31,225,259	\$32,281,177	\$204.31	\$211.22	\$6.91
	Fund Contributions:								
33	Reserve Funds	\$2,903,808	\$2,903,808	\$2,598,144	\$2,598,144	\$2,598,144	\$17.00	\$17.00	\$0.00
34	Contingency Fund	764,160	0	764,160	0	0	0.00	0.00	0.00
	Total Fund Contribution	\$3,667,968	\$2,903,808	\$3,362,304	\$2,598,144	\$2,598,144	\$17.00	\$17.00	\$0.00
	TOTAL BASIS ASSESSMENT	#20 040 040	#20 4F2 07C	#22.672.072	£00,000,400	#24 072 004	6004.04	£000.00	60.04
	TOTAL BASIC ASSESSMENT	\$30,010,643	\$30,458,079	\$33,679,976	\$33,823,403	\$34,879,321	\$221.31	\$228.22	\$6.91

<sup>\*2020</sup> and 2021 actuals were affected by COVID-19 Pandemic.

Version Final



### **RESOLUTION 90-23-XX**

#### **GRF ADDITIONAL OCCUPANCY FEE**

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

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

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

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

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

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

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

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

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

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



#### **RESOLUTION 90-23-XX**

#### **GRF Committee Appointments**

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

### **Community Activities Committee**

Yvonne Horton, Chair (GRF)

Joan Milliman, Alternate (GRF)

Juanita Skillman, Alternate (GRF)

Cush Bhada, Alternate (Third)

Cush Bhada (GRF)

Mark Laws (Third)

Andy Ginocchio (Third)

Maggie Blackwell (United)

Sue Quam (United)

Ellen Leonard (United)

Peter Sanborn, (Mutual 50)

Sue Stephens, Alternate (Mutual 50)

Advisors: Roland Boudreau, Ajit Gidwani

#### **Finance Committee**

James, Hopkins, Chair (GRF)

Ryan Rothberg, Chair (GRF)

Martin Roza, Alternate (GRF)

Juanita Skillman, Alternate (GRF)

William Cowen (GRF)

Andy Ginocchio (Third)

Moon G Yun (Third)

Mark Laws, Alternate (Third)

Brad Rinehart, Alternate (Third)

Thomas Tuning (United)

Mickie Choi Hoe (United)

Sue Stephens, (Mutual 50)

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

James Hopkins, Chair (GRF)

Bunny Carpenter (GRF)

Martin Roza (GRF)

Sue Quam (United)

Tom Tuning (United)

Mark Laws (Third)

S.K. Park (Third)

Advisors: Sue Margolis, Debbie Dotson

### **Landscape Committee**

Cush Bhada, Chair (GRF)

Juanita Skillman, Chair (GRF)

Yvonne Horton, Alternate (GRF)

Sue Quam (United)

Anthony Liberatore (United)

Nathaniel Ira Lewis (Third)

S.K. Park (Third)

Andy Ginocchio, Alternate (Third)

Glenn Miller (Mutual 50)

Sue Stephens, Alternate (Mutual 50)

Advisor: Catherine Brians, Donna Rane-Szostak

# **Maintenance & Construction Committee**

Reza Karimi, Chair (GRF)

Yvonne Horton, Chair (GRF)

Gan Mukhopadhyay, Co-Chair (GRF)

Egon Garthoffner, Alternate (GRF)

Ralph Engdahl (Third)

S.K. Park (Third)

Brad Rinehart, Alternate (Third)

James Cook, Alternate (Third)

Alison Bok (United)

Pearl Lee (United)

Mickie Choi Hoe, Alternate

Sue Stephens (Mutual 50)

Peter Sanborn, Alternate (Mutual 50)

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

# **Clubhouse Renovation Ad Hoc Committee**

Egon Garthoffner, Chair (GRF)

Gan Mukhopadhyay, Co-Chair (GRF)

Reza Karimi (GRF)

Andy Ginocchio (Third)

Moon Yun, Alternate (Third)

Ralph Engdahl (Third)

Alison Bok (United)

Anthony Liberatore (United)

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

# **Media and Communications**

Joan Milliman, Chair (GRF)

Juanita Skillman (GRF)

Cush Bhada, Alternate (GRF)

Jim Cook (Third)

Cris Prince (Third)

Moon Yun, Alternate (Third)

Maggie Blackwell (United)

Georgiana Willis (United)

Peter Sanborn (Mutual 50)

Sue Stephens (Mutual 50)

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

Catherine Brians

### **Website Ad Hoc Committee**

Joan Milliman, Chair (GRF)

**Bunny Carpenter (GRF)** 

Juanita Skillman (GRF)

Anthony Liberatore (United)

Mickie Choi Hoe (United)

Mark Laws (Third)

Advisors: Lucy Parker, Diane Phelps

# **Broadband Ad Hoc Committee**

Martin Roza, Chair (GRF)

Jim Hopkins (GRF)

Reza Karimi (GRF)

Bunny Carpenter, Alternate (GRF)

Cris Prince (Third)

Jim Cook (Third)

Alison Bok, non-voting (United)

Sue Quam (United)

Tom Tuning (United)

Peter Sanborn (Mutual 50)

Sue Stephens (Mutual 50)

Advisor: John Cornell, Debbie Dotson

#### **Mobility & Vehicles Committee**

Egon Garthoffner (GRF)

Juanita Skillman, Chair (GRF)

### Cush Bhada, Alternate (GRF)

James Cook, Alternate (Third)

#### Cush Bhada (Third)

Moon Yun (Third)

Alison Bok (United)

Nancy Carlson (United)

Sue Stephens, (Mutual 50)

Peter Sanborn, Alternate (Mutual 50)

Advisor: Vashi Williams

### **Security and Community Access**

Juanita Skillman, Chair (GRF)

Martin Roza (GRF)

Cush Bhada (GRF)

Egon Garthoffner, Alternate (GRF)

S.K. Park (Third)

Nancy Carlson (United)

Maggie Blackwell (United)

Sue Stephens (Mutual 50)

Peter Sanborn, Alternate (Mutual 50)

#### OTHER COMMITTEES:

# **Disaster Preparedness Task Force**

Eric Nunez, Chair

Juanita Skillman (GRF)

Gan Mukhapadhyay (GRF)

S.K. Park (Third)

Moon Yun (Third)

Anthony Liberatore (United)

Georgiana Willis (United)

Rick Kopps, Alternate Resident (Mutual 50)

Sue Stephens (Mutual 50)

Advisors: Tom Soule, Bruce Bonbright

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

Juanita Skillman, (GRF)

Cush Bhada (GRF)

S.K. Park (Third)

Mark Laws, Alternate (Third)

Anthony Liberatore (United)

Maggie Blackwell (United)

Vidya Kale, Alternate (United)

Sue Stephens (Mutual 50)

### Glenn Miller (Mutual 50)

### **Purchasing Ad Hoc Committee**

Bunny Carpenter, Chair (GRF)

Jim Hopkins (GRF)

Andy Ginocchio (Third)

Ralph Engdahl, Alternate (Third)

Thomas Tuning (United)

Alison Bok (United)

Advisor: Carl Randazzo

#### **Select Audit Task Force**

James Hopkins (GRF)

Ryna Rothberg, Chair (GRF)

Diane Phelps (VMS)

Cynthia Rupert (United)

Peggy Moore (Third)

Andy Ginocchio (Third)

# **Executive Hearings Committee**

Bunny Carpenter, Chair (GRF)

Yvonne Horton (GRF)

Juanita Skillman, Alternate (GRF)

Joan Milliman (GRF)

# Finance Advisory Group

Jim Hopkins, Chair (GRF)

Tom Tuning (United)

Andy Ginocchio (Third)

Sue Stephens (Mutual Fifty)

# Space Planning Ad Hoc Committee

Bunny Carpenter, Alternate (GRF)

Reza Karimi (GRF)

James Hopkins, Chair (GRF)

Yvonne Horton, Alternate (GRF)

Cush Bhada (GRF)

Alison Bok (United)

Tom Tuning (United)

Nancy Carlson (United)

Cush Bhada (Third)

Andy Ginocchio (Third)

S.K. Park (Third)

Sue Stevens (Mutual Fifty)

Peter Sanborn (Mutual Fifty) Glenn Miller (Mutual Fifty)

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

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

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

Golden Rain Foundation Laguna Woods Mutual Finance Committee November 15, 2023

# **ENDORSEMENT** (to board)

#### **Room Rental Fees**

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

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

Hearing no objections, the motion pass unanimously.



# Recreation Room Rental Fees

December 5, 2023





# GRF Fee Analysis: Purpose

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

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

# Recreation Room Rental Fees: Current State

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

3



# **Recreation Room Rental Fees**

- Recommendations
  - 1) Fees adjust up / down with changes in expense  $\,$

8

2) Fee standardization based on square footage



# **Recommendation 1**

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

5



# Recommendation 1: Fees Adjust w/ Expenses

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

- Compensation and Related (i.e. Benefits and Taxes)
- Materials and Supplies
- Utilities
- Recreation Overhead
- Building Maintenance
- Janitorial
- Excluded expenses:
  - Pool Related (Equipment and Supplies)
  - Overhead Allocations (i.e. Office of CEO, Landscape, Finance, IT, etc.)



# Recommendation 1: Fees Adjust w/ Expenses

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

Laguna Woods Village

# Recommendation 2

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

 $<sup>^{\</sup>star}\,Amounts\,above\,agree\,to\,\text{``Adjusted Expenses''}\,within\,staff\,report\,Attachment\,\mathbf{1}, Agenda\,Item\,\mathbf{\#6}, Page\,3\,of\,3$ 



# Recommendation 2: Rate Per Square Foot

Three step process to arrive at equitable room rental rate:

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

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

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

9



# Recommendation 2: Rate Per Square Foot

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

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



# Recommendation

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

Reservable Room	Current Rate	RECOMMENDED w/+20%	Square Feet	RECOMMENDED w/ +20% & EQUITABLE RATE
CH1 Main Lounge	\$8.00	\$9.60	5,556	\$11.83 *
CH 2 Sequoia	\$10.00	\$12.00	6,636	\$14.13 *
CH 5 Main Lounge (Stage)	\$13.00	\$15.60	7,688	\$16.38 *
CH 5 Main Lounge (Back)	\$9.00	\$10.80	2,977	\$6.34 *
CH 6 Main Lounge	\$5.00	\$6.00	1,920	\$4.09 *
CH 7 Main Lounge	\$7.00	\$8.40	4,517	\$9.62 *
* Combined rate uses \$0.1775 + 20	% = \$0.2130 p	per sq ft	29,294	

Laguna Woods Village

# Thank You



#### **STAFF REPORT**

DATE: December 5, 2023 FOR: Board of Directors

**SUBJECT:** Recreation Room Rental Fee Change – Expense Comparison

#### RECOMMENDATION

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

# **BACKGROUND**

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

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

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

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

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

Golden Rain Foundation of Laguna Woods
Board of Directors
Recreation Room Rental Fee Change – Expense Comparison
December 5, 2023
Page 2

# **DISCUSSION**

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

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

### FINANCIAL ANALYSIS

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

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

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

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

**Prepared By:** Steve Hormuth, Director of Financial Services

**Reviewed By:** Jose Campos, Assistant Director of Financial Services

**ATTACHMENTS:** 

ATT1 – 2019 vs 2024 Room Rental Expense Comparison

ATT 2 – Resolution 90-23-XX: See 12b. Page 17 of 20

# 2019 vs 2024 Room Rental Expense Comparison

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



#### **STAFF REPORT**

DATE: December 5, 2023 FOR: Board of Directors

**SUBJECT: Recreation Room Rental Fee Change - Equitable** 

#### RECOMMENDATION

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

#### **BACKGROUND**

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

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

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

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

Golden Rain Foundation of Laguna Woods Board of Directors **Recreation Room Rental Fee Update Equitable** December 5, 2023 Page 2

# **DISCUSSION**

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

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

### **FINANCIAL ANALYSIS**

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

**Prepared By:** Steve Hormuth, Director of Financial Services

**Reviewed By:** Jose Campos, Assistant Director of Financial Services

# **ATTACHMENTS:**

ATT1 – Proposed Room Rental Rates

ATT 2 – Resolution 90-23-XX



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

<sup>\*\*</sup> Daily Rate

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



#### **RESOLUTION 90-23-XX**

# Room Reservation Rate Pricing Policy

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

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

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

## Resident Room Reservation Fee

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

Reservable Room	Square Footage	Previous Rate Per Hour	New Rate Per Hour
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CH1 - Conference Room	208	<del>\$1.00</del>	\$0.44
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CH6 - Main Lounge	1,920	<del>\$5.00</del>	\$4.09
CH 7 - Main Lounge	4,517	<del>\$7.00</del>	\$9.62



# Reservation Exception Rates

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

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

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

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

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



# FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION

Wednesday, October 18, 2023 – 1:30 p.m. Hybrid Meeting

DIRECTORS PRESENT: James Hopkins - Chair, Bunny Carpenter (Substitute), Andy

Ginocchio, Mickie Choi Hoe, Thomas Tuning, Sue Stephens

**DIRECTORS ABSENT:** Juanita Skillman, Martin Roza, Mark Laws, Brad Rinehart

(excused), Margaret Bennett

ADVISORS PRESENT: None.

STAFF PRESENT: Steve Hormuth, Jose Campos, Alison Giglio, Erika Hernandez

OTHERS PRESENT: GRF – Reza Karimi, Egon Garthoffner

Third - S.K. Park

#### Call to Order

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

#### Acknowledgement of Media

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

#### Approval of Meeting Agenda

A motion was made to approve the agenda as presented; the agenda was amended to add the following item:

Add Agenda Item # 9.5 – Proposed Defunding at Year End

A motion was made to approve the amended agenda; hearing no objection, the amended agenda was approved by consent.

#### Approval of the Regular Meeting Report of August 16, 2023

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

#### **Chair Remarks**

Director Hopkins provided an update of the current GRF Investment Portfolio.

#### Member Comments (Items Not on the Agenda)

A member representing the Camera Club requested the use of equipment on an earlier date and would like to know if their request had been approved by staff. Steve Hormuth responded and shared that he will direct the question to the Recreation and Special Events Director.

#### **Department Head Update**

Steve Hormuth, Director of Financial Services, provided updates regarding the Annual Budget Report and Annual Policy distribution and mentioned that the GRF Finance Advisory Group has begun to meet to discuss and review fee recommendations as shared by staff.

#### Review Preliminary Financial Statements dated September 30, 2023

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

#### **Additional Occupancy Fee**

Steve Hormuth presented a staff report requesting approval to change the GRF Additional Occupant Fee to equal 50% of the GRF per manor per month basic assessment resulting in a monthly fee of \$114.00 (rounded to the nearest dollar). A motion was made and moved by Director Andy Ginocchio to approve staff's recommendation. Director Mickie Choi Hoe seconded. Discussion ensued. The motion passed unanimously and will be presented at the next Board meeting.

#### **Proposed Defunding at Year End**

Jose Campos, Assistant Director of Financial Services, presented a staff report recommending to defund capital projects as follows: one reserve expenditure from the Equipment fund, one from the Facilities Fund, and reducing funding on one from the Equipment Fund by December 31, 2023. The capitals items will be closed out at year end. A motion was made and moved by Director Thomas Tuning to accept staff's recommendation as presented. Director Micki Choi Hoe seconded. Discussion ensued. Hearing no objects, the motion passed unanimously and will be presented at the next Board meeting.

#### **Endorsement from Standing Committees**

Community Activities Committee – Donation of Fans for Equestrian Center. Alison Giglio, Recreation and Special Events Director, presented a staff report to approve acceptance of a donation made by The Saddle Club consisting of 18 NewAir outdoor high-velocity fans and approval of an unbudgeted operating expense in the amount of \$6,715 for the installation of the fans. A motion was made and moved by Director Bunny Carpenter to accept the donation and approve the unbudgeted operating expense as presented by staff. Director Thomas Tuning seconded. Discussion ensued. The motion passed by a 5-1 vote (Director Sue Stephens opposed) and will be presented at the next Board meeting.

#### **Future Agenda Items**

Recreation Room Rental Fees RV Fees Traffic Fees

#### **Committee Member Comments**

None.

#### **Date of Next Meeting**

Wednesday, December 20, 2023 at 1:30 p.m.

#### **Recess to Closed Session**

The meeting recessed to closed session at 2:56 p.m.

James Hopkins, Chair



#### Treasurer's Report for December 5, 2023 Board Meeting

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

Through the reporting period of October 31, 2023, GRF had net revenue of \$3,878K, with total revenue of \$42,169K and total expense of \$38,291K. GRF was better than budget by \$2,024K with total expenses coming in lower than budget by \$1,939K primarily due to open positions throughout the organization. In addition, total revenues were \$85K better than budget due to higher investment income than expected.

Slide 2 – The next chart displays the Operating Fund, which excludes the non-operating revenues, expenses and depreciation. This report shows a favorable variance of \$1,492K through the reporting period, with expenses better than budget by \$1,723K, offset by revenue worse than budget by (\$231K).

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 \$19,096K as of October 31, 2023 compared to the value at inception of \$19,031K. Year to date, the market value increased by

\$887K, or 4.9%, and increased by \$65K, or 0.3% since inception in 2019. In October, the market value increased by \$82K from prior month.

**Slide 4** – Of the \$19,096K portfolio value mentioned in slide 3, \$18,942K is held with our reserves portfolio value. In addition to Discretionary Investments, the Reserves Fund assets also includes Non-Discretionary Investments of \$10,548K. Payables and other total (\$276K), resulting in a Net Reserves Balance of \$32,933K.

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

**Favorable**. Overall, we had favorable variances in:

- Employee Compensation and related of \$1,501K primarily due to various vacancies in General Services for janitorial positions, bus drivers, and pavers. In addition, Security Services has open positions for security patrol officers and gate ambassador, and there are various open positions throughout the organization. Recruitment is in progress for all open positions.
- Materials & Supplies of \$257K primarily due to over accrued expenses for 2022 for inventory items at the warehouse and fleet maintenance materials that were expected to be replaced such as tires and valves have not yet required replacement. Slight offset in aquatics work center for pool chemical supplies that were unbudgeted in 2023 in error.

• Other Operating Expenses of \$238K due to savings in training and education, recruiting fees, uniforms, and safety as various open positions throughout the company affected these items. In addition, variance was furthered due to timing of staff and volunteer support, and filing fees/permits which was budgeted evenly throughout the year, but a large amount is incurred during the fourth quarter.

**Unfavorable**. Some offsetting unfavorable variances included:

- Outside Services of (\$331K) due primarily to credit card fees in the golf facilities and the performing arts center as fees were anticipated to be passed on to customers at the time budget was created. However, these transactions are not conducted via Active Net, which was the only platform approved earlier this year to pass on credit card fees at the point of sale. In addition, the aquatics budget was based on the reduction of one lifeguard at the lap pool which ultimately was not approved.
- Utilities and Telephone of (\$172K) Unfavorable variance primarily due to rising electricity rates and high natural gas costs amongst all departments during the first quarter of the year. Water expenses were lower due to 136% more rainfall than recent years and trash expenses were 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 \$8,384K of non-assessment operating revenue, as shown on this pie chart. By category, we can see that our largest revenue is Broadband Services (i.e. internet, set top boxes, ad insertion, and premium channels), followed by Golf Revenue, Clubhouse Rentals &

Event Fees, and Merchandise Sales. Other revenue, which includes Class Fees, Additional Occupant Fees, equestrian center fees, and RV Storage Fees among others, amount to 14%. These revenues offset costs and help keep assessments down.

**Slide 7** – The chart shows, as usual, our largest Operating expense is compensation, followed by cable and programming expenses. Of the \$34.2M, excluding depreciation, these two categories account for 71% of the total Operating expense. Insurance, Professional and Legal, Utilities & Fuel, Outside Services, etc. make up the remaining 29%. If you consider that cable and programming are offset by broadband revenue, compensation accounts for 67% of the net expense, while insurance, utilities, and outside services account for 33% of the net operating expense.

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

- Starting with the 1st column on the left, reserve funds have a combined ending balance of: \$40.5M; restricted fund balances have an ending balance of \$4.0M. Included in this total are contributions received this year through assessments, trust facilities fees, and investment earnings.
- The 2nd column shows the work in progress of \$7.6M 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 \$32.9M for reserve and \$3.5M for restricted.

Slide 9 – We have a slide here to show resale History from 2021-2023. Community-wide sales total 645 through October 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 \$19.7M appropriated by the Board for various projects and equipment purchases, the remaining encumbrances against our reserve funds is \$10.6M, primarily for purchase or replacement of equipment throughout the facilities. Restricted funds had total appropriations of \$98K and no remaining encumbrances.

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

#### OPEN MEETING

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

Thursday, November 9, 2023 – 1:30 p.m. Board Room/Virtual Meeting

**MEMBERS PRESENT:** Yvonne Horton, Chair, Maggie Blackwell, Cush Bhada,

Mark Laws, Mickie Choi Hoe, Andy Ginocchio, Dennis

Boudreau, Ajit Gidwani

MEMBERS ABSENT: Peter Sanborn

**OTHERS PRESENT:** Bunny Carpenter, Elsie Addington, Juanita Skillman,

Joan Milliman, S. K. Park, Georgiana Willis

**STAFF PRESENT:** Alison Giglio, Jennifer Murphy, Tom McCray, Samantha

Kurland, Jackie Chioni, Guy West, Manuel Gomez

#### Call to Order

Chair Horton called the meeting to order at 1:31 p.m.

#### Acknowledgement of Media

There was no press present.

#### Approval of Agenda

Chair Horton made a motion to approve the agenda with the addition of Clubhouse 1 Renovation Phasing Options under Reports. Director Bhada seconded.

Motion passed unanimously.

#### **Approval of Committee Report for October 12, 2023**

Director Bhada made a motion to approve the report. Director Laws seconded.

Motion passed unanimously.

#### Chair's Remarks

Chair Horton did not have remarks for this meeting.

#### Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: Clubhouse 1 hosted the annual Halloween Golf Cart Parade which was a success with approximately 26 spirited carts participating; the Drop-in Lounge is serving around 750 cups of coffee per week; OC Vector Control has been contacted to address the Clubhouse 1 mosquito concerns through treatment and mitigation efforts and will be closely monitored as Orange County has an increase of mosquitos versus previous years; staff has requested all doors to be properly sealed if necessary to prevent mosquitos from entering inside, but mosquito repellant is still recommended; the annual pool maintenance rotation has begun with the Pool 4 closure and is expected to reopen on December 13; Pool 1 will close next followed by Pool 5 and lastly Pool 2; all pool maintenance is expected to be completed by Memorial Day weekend; Clubhouse 4 hosted the Arts and Crafts Bonanza last weekend showcasing beautiful and unique creations with an estimated 1,590 people in attendance throughout the weekend; Clubhouse 5 hosted Oktoberfest on Monday, October 23 with 170 in attendance; the Village Bazaar was hosted on Saturday, October 28 with 60 vendors and approximately 600 in attendance; additional lighting was installed on the Pool 5 deck as an additional safety measure for our patrons and lifeguards; two employees have been hired at the Fitness Center to replace those who have left; the Equestrian Center hosted the Harvest Hoedown on October 14 with approximately 260 in attendance; the Library greeted 2,660 visitors with volunteers working 801 hours; 35 new residents have signed up for Library catalogue access in October; a 20% increase in DVD checkouts was noted; of the daily visitors, 30% check out catalogued items and 70% visit the Library to use honor system paperbacks, do puzzles and use the reading area; under direction of CAC and GRF, Recreation staff has been evaluating cost recovery for fee-based and free events and activities since the second quarter of this year and will continue until year end with a final review to include recommended improvements to be more efficient with budgeted resources.

Ms. Giglio reported that the GRF Board approved the following: the donation of fans from the Saddle Club which will be installed after the first of the new year; the donation of driving range nets to Laguna Hills High School; Golf Pro Shop promotional sales via email; Recreation and Special Events Operating Rules which are on 28-day hold. GRF Board voted against the recommendation to remove the Clubhouse 1 Drop-In Lounge tv and staff was directed to create a set schedule of non-competitive and non-controversial programming.

Ms. Murphy reported the following: the Equestrian Center will be hosting a clinic on November 11 and 12, 9 a.m. to 2 p.m.; the Veterans Day program will be hosted at Clubhouse 2, 11 a.m. to noon; the Performing Arts Center will host the free Monday movie, *Living*, on November 20 at 2 p.m.; Clubhouse 1 will host the Holiday Tree Lighting on Saturday, December 2, 6 to 7:30 p.m.; the annual Thanksgiving buffet will be hosted at both Clubhouse 2 and Clubhouse 5; the annual Christmas buffet will be hosted at Clubhouse 5 on December 25 at 1 p.m. and tickets will go on sale Thursday, November 30

at the Clubhouse 5 office; Clubhouse 5 will host a New Year's Eve dinner/dance at 6:30 p.m. with tickets going on sale December 6; the Performing Arts Center will host a New Year's Eve show at 7:30 p.m. with tickets on sale now; ABBAFAB will be featured at the Performing Arts Center concert on February 17.

Mr. McCray reported the following: the driving range is reopened; Golf demo days will begin again per GRF board approval; a black Friday sale will be hosted the day after Thanksgiving; the golf course is in very good shape due to cooler weather; professional tree trimming is being planned for 2024 in the Garden Center and volunteers are assisting with this project; Garden Center compliance issues are consistently being addressed.

#### **Member Comments (Items Not on the Agenda)**

Members were called to speak on the following: Pool 1 incident regarding resident verbalizing rude comments to a young lifeguard and requested Breeze articles to inform community of proper behavior expected.

Ms. Giglio stated staff will conduct a community outreach.

#### **CONSENT**

Director Blackwell made a motion to approve the consent calendar. No second.

Discussion ensued.

Motion passed 5-1. Director Laws opposed.

#### **REPORTS**

**Pool 5 Extended Hours Update** – Ms. Giglio reported Pool 5 utilization based upon sign-in sheets showing usage comparable to 6 a.m. versus 6 p.m.

Member emails were read regarding the following: in favor of Pool 5 extended hours; Pool 5 lap swim.

Discussion ensued.

Clubhouse 1 Renovation Phasing Options – Mr. West presented the phasing options.

Discussion ensued.

Staff was directed to place copies of the presentation in the Community Activities Committee member boxes for further review.

#### ITEMS FOR DISCUSSION AND CONSIDERATION

**Resident Request for Golf Card Parking Spaces at the 19 Restaurant** – Ms. Giglio stated the staff report.

Discussion ensued.

Members were called to speak on the following: ADA parking identification is the issue to be addressed; community message to state multiple golf carts may fit in one regular car space.

Director Laws made a motion to not add golf cart parking at the 19 Restaurant. Director Ginocchio seconded.

Motion passed 4-1-1. Director Blackwell opposed and Director Bhada recused.

Resident Request for Basketball Hoop Addition at Clubhouse 1 – Ms. Giglio stated the staff report.

Director Blackwell made a motion to deny the request of addition of a basketball hoop at Clubhouse 1. Director Laws seconded.

Discussion ensued.

Motion passed 5-1. Director Bhada recused.

#### 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 Choi Hoe announced the Korean American Association is hosting a free Arirang festival on November 16 at the Performing Arts Center at 3 p.m.

#### **Date of Next Meeting**

Report of GRF Community Activities Committee Regular Meeting November 9, 2023 Page 5

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, December 14, 2023.

#### Adjournment

There being no further business, the Chair adjourned the meeting at 2:50 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, October 11, 2023 – 9:30 a.m. 24351 El Toro Road, Laguna Woods, CA 92637 Board Room and Virtual with Zoom

#### **REPORT**

MEMBERS PRESENT: Reza Karimi - Chair, Gan Mukhopadhyay - Co-Chair, Jim

Cook, Ralph Engdahl, Sue Stephens

OTHERS PRESENT: GRF: Egon Garthoffner, Bunny Carpenter

**UNITED:** Alison Bok

Advisors: Carl Randazzo, Bill Walsh

STAFF PRESENT: Guy West – Staff Officer & Projects Division Manager, Bart

Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Heather Ziemba – Projects Administrative Coordinator,

Sandra Spencer – Administrative Assistant

#### 1. Call to Order

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

#### 2. Acknowledgement of Media

Chair Karimi noted that no media was present.

#### 3. Approval of the Agenda

The committee agreed to pull Items 8, 9, and 10 from the consent calendar to be discussed during Item 7. The agenda was approved with these changes.

#### 4. Approval of Meeting Report from August 9, 2023

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

#### 5. Chair's Remarks

Chair Karimi extended a welcome to all newly elected members to each of the Boards and expressed appreciation for the work staff and the committee have completed.

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#### 6. Member Comments

No member comments.

#### 7. Department Head Update

Mr. West opened the discussion of Items 8, 9, and 10.

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.

All items were pulled for discussion.

#### 8. Project Log

Mr. West answered questions regarding the Clubhouse 1 projects, the golf driving range, and Building E.

#### 9. ChargePoint Summary

Mr. Mejia answered questions regarding the charging rates and cost of electricity.

#### 10. Clubhouse Preventative Maintenance Inspection Report

Mr. Barnette answered questions regarding the level of detail included in the report. The committee directed staff to include more information about the status of work orders in the report.

Items for Discussion and Consideration:

#### 11. Shepherd's Crook

Mr. West provided an update via PowerPoint to show photos of the work completed.

#### 12. Repair Shop Electrical

Mr. West provided an update via PowerPoint to give an overview of the project as well as photos of the current work site and plan drawings.

#### 13. Welding Shop

Mr. West provided an update via PowerPoint to give an overview of the project as well as photos of the current work site and plan drawings. Mr. West responded to questions

Golden Rain Foundation Maintenance & Construction Committee Report of the Regular Open Session October 11, 2023 Page 3 of 3

from the committee regarding power demand to the welding shop and fire safety.

#### 14. Equestrian Center Arena Lighting

Mr. West gave a verbal update. Staff will consult with an engineer to have a design created for this project.

#### 15. Golf Driving Range

Mr. West provided an update via PowerPoint to show the progress of the ongoing turf growth on the golf driving range.

<u>Future Agenda Items</u>: 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
- Separate Metering for Community Center Vehicle Charging Stations

#### **Concluding Business:**

#### 16. Committee Member Comments

No committee member comments were made.

- 17. Date of Next Meeting: Wednesday, December 13, 2023 at 9:30 a.m.
- Recess The meeting was recessed at 11:01 a.m.

Reza Karim Chair

Reza Karimi, Chair Gan Mukhopadhyay, Co-Chair Guy West, Staff Officer Telephone: 949-597-4625



#### **OPEN MEETING**

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

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

#### **REPORT**

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

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

Others Present: GRF - Bunny Carpenter, Egon Garthoffner, Martin Roza

Third – S.K. Park VMS – Debbie Allen

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

#### 1. Call to Order

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

#### 2. Acknowledgement of Media

None present.

#### 3. Approval of Agenda

Approved by unanimous consent.

#### 4. Approval of Report for July 17, 2023

Approved by unanimous consent.

#### 5. Chair's Remarks

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

#### 6. Member Comments

There were no member comments.

#### **Items for Discussion**

#### 7. Media and Communications Report – Ellyce Rothrock

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

#### 8. Website Ad Hoc Committee Report – Ellyce Rothrock

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

#### 9. Broadband Ad Hoc Committee Report – Paul Ortiz

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

#### 10. Broadband Services Report - Paul Ortiz

Mr. Ortiz highlighted from the subscriber counts report:

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

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

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

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

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

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

#### **Items for Future Agendas**

TBD

#### Concluding Business

#### **Committee Member Comments**

Advisor Brians commended Village Television's longevity.

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

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

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

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

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

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

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

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

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

#### Adjournment

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

p.p. Joan Milliman / SLM Joan Milliman, Chair

Media and Communications Committee



#### **OPEN MEETING**

## 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.

Report of the Regular Open Session GRF Mobility and Vehicles Committee Meeting November 6, 2023 Page **2** of **3** 

#### 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 grogram.
- 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.

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#### **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.

**DRAFT** 

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



#### 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. 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 topics from our Last Disaster Preparedness meeting, September 26, 2023 The Fire suppression blankets are recommended to have on hand.

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

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

#### 8. SECURITY STATISTICS

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

Chair- Juanita Skillman stated that each mutual needs to check their rules and regulations for everyone to be on the same page

- 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

#### 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.

DRA	<b>\FT</b>	



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

Tuesday, September 26, 2023 at 9:30 AM

#### HYBRID MEETING

MEMBERS PRESENT: Eric R. Nuñez (Chair), Juanita Skillman, Anthony Liberatore

**MEMBERS PRESENT ONLINE:** Sue Stephens, S.K. Park, Rick Kopps (Towers Resident)

**MEMBERS ABSENT**: Elsie Addington, Moon Yun, Cash Achrekar, Gan Mukhopadhyay,

OTHERS PRESENT: Grace Stencel, Sandy Benson, Edward Green, Annie McCarry, Doug Gibson

STAFF PRESENT: Carmen Aguilar, Tom Siviglia

THE MEETING WAS CALLED TO ORDER: 9:37 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 rest of the board as well as the audience for being present at todays meeting. Chair shared The Great Shake Out happening on Oct 19, 2023 at 10:19 AM. He did notify the audience Security Department currently has 6-10 earthquake kits for purchase. When an earthquake strikes Our Security, Department goes around performing a Windshield Survey-looking for critically infrastructure damage to buildings, and fallen trees etc. All the emergencies are then reported to the appropriate department. Communicating up to the chain of commands.

#### **MEMBER COMMENTS:** Members made comments

- Club House 3 Disaster Preparedness training
- Disaster Drills
- Good Neighbor Captain/ Club House Coordinator meetings
- Clarification on genetic term "Radio" should be changed to "Motorola Radio" to prevent confusion with amateur radio.

#### OFFICE MANAGER/ADVISOR:

**RECRUITMENT / RETENTION / TRAINING:** Director Skillman mention Residents should practice shelter in place in case of a disaster. Also, a reminder email should be sent out for Radio Drills 24hrs before. It was mentioned to have a meet and greet with the Good Neighbor Captains and the Club House Coordinators before Oct 19, 2023. This help to organize the Good Neighbor Captains accordingly to their geographic area. Director Skillman all mentioned, there is a FEMA bill in congress currently being reviewed for private communities like Laguna Woods Village to obtain Disaster Funds. Currently Laguna Woods Village is not eligible for FEMA assistance.

**GRF BOARD:** Director Skillman noted at the GRF meetings Shelter in Place is being pushed in place.

**UNITED BOARD:** Director Liberatore- Mentioned uniforms to better identify the first responders within the community. Uniforms would be a good idea.

THIRD BOARD: Nothing to Report

**TOWERS:** Rick Kopps- The Towers will be holding their monthly meeting today 9/26/23. Their topics will be earthquake awareness and having supplies to last for at least a week in case of an emergency.

**PET EVACUATION SUBMIT COMMITTEE:** Gate 11 will be hosting their monthly town hall meeting today 9/26/23 at CH2. Sandy Benson will be attending the meeting and handing out Lile of Life form for crucial information.

#### DISCUSSIONS AND CONSIDERATIONS

**Fire Blankets:** Director Skillman-Prepare Hero is the company that makes fire suppression blankets. The cost approximately is \$30.00 per blanket there is a sliding scale when more are purchased. The most common fires occur in kitchen and this blanket is light weight and easy to use. This blanket is approximately 39X39 most of them are made from woven fiberglass material.

Antenna Status: Tom Siviglia here was a study completed by Carpentry and Eltrical and it was determined that the number of hours and staff exceed what they can do in house. Moving forward we will be out sourcing this project and obtaining quotes from different vendors at a reasonable cost.

#### ITEMS FOR FUTURE AGENDAS

Tentatively and schedule permitting having OCFD personnel join our next DPTF meeting.

**MEMBER COMMENTS:** Multiple members made comments. Director Sue Stephens thanked the Chair for the introduction he made.

**NEXT MEETING:** November 28 at 9:30 a.m.

ADJOURNMENT: 11:51 a.m.

SUBMITTED BY:

hair Nuñe



# SPECIAL OPEN MEETING OF THE PURCHASING TASK FORCE WITH INVITATION TO ALL BOARDS ALL DIRECTORS REPORT OF THE OPEN SESSION

Monday, October 23, 2023 – 9:30 a.m. Laguna Woods Village Community Center Board Room

**DIRECTORS PRESENT:** Bunny Carpenter – Chair, Jim Hopkins, Thomas Tuning,

Andy Ginnochio, Donna Rane-Szostak

**DIRECTORS ABSENT:** None.

STAFF PRESENT: Steve Hormuth, Jose Campos, Dan Hoxie, Erika Hernandez
OTHERS PRESENT: GRF – Debbie Dotson, Reza Karimi, Joan Milliman, Yvonne

Horton, Gan Mukhopadhyay, Egon Garthoffner

United – Mickie Choi Hoe, Maggie Blackwell, Anthony

Liberatore, Nancy Carlson, Georgiana Willis Third – Mark Laws, Cris Prince, S.K. Park

VMS – Diane Phelps

#### Call to Order

President Bunny Carpenter chaired the meeting and called it to order at 9:35 a.m.

#### **Acknowledgement of the Media**

The meeting is made available on Granicus and via Zoom for members of the community to participate virtually.

#### Approval of Agenda

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

#### Approval of the Meetings Report for October 4, 2023

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

#### **Chair Remarks**

President Carpenter shared that the Purchasing Task Force held multiple meetings to review and discussed the Purchasing Policy and stated that the purpose of the meeting

is to present and discuss the 2023 revision of the policy.

#### **Member Comments (Items not on the Agenda)**

None.

Report of the Purchasing Task Force **Open Meeting** October 23, 2023 Page 2 of 2

#### **Discuss Revised Purchasing Policy**

The Task Force presented a revised Purchasing Policy to all Directors in attendance for review and discussion. Multiple comments and questions were made by Directors which were noted by staff. No action was taken at this time.

#### **Task Force Member Comments**

None.

#### Recessed

The meeting Recessed at 10:55 a.m. At this time Directors gathered in their group to discuss the Purchasing Policy and entertained a motion to accept it. Director Carpenter resumed the meeting at 11:09 a.m. to acknowledge GRF and United had accepted the revisions to the Purchasing Policy.

#### Adjournment

The meeting adjourned at 11:15 a.m.

Bunny Carpenter

Bunny Carpenter, Chair



# 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.

Milliman (Nov 13, 2023 10:50 PST)

Joan Milliman, Secretary