



OPEN MEETING

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

Tuesday, March 6, 2018 - 9:30 A.M.

Laguna Woods Village Community Center Board Room 24351 El Toro Road

NOTICE AND AGENDA

- 1. Call Meeting to Order / Establish Quorum—Thomas Sirkel, President**
- 2. Pledge of Allegiance – Ray Gros**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes of Meeting**
 - (a) February 6, 2018 – Regular Open Session Meeting
- 6. Report of Chair**
- 7. Update from VMS – Director Kenney**
- 8. CEO Report**
 - (a) Introduction of the Director of Marketing and Communication-Eileen Paulin
- 9. Open Forum (Three Minutes per Speaker)** - *At this time the Speakers may address the Board of Directors regarding items not on the agenda and within the jurisdiction of the Board of Directors of the Golden Rain Foundation. There is a maximum time limit of three minutes per speaker and a speaker may only address the Board once during this period. The Board reserves the right to limit the total amount of time allotted for the Open Forum.*
- 10. Responses to Open Forum Speakers**
- 11. Consent Calendar** - *All matters listed under the Consent Calendar are considered routine and will be enacted by the Board by one motion in the form listed below. In the event that 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.*
 - (a) Entertain a Motion to Approve the Election Schedule for 2018

- (b) Entertain a Motion to Approve a Resolution to comply with Civil Code Section 4515

- (c) Laguna Hills Memorial Day Half-Marathon, 10K and 5K

12. Unfinished Business - None

13. New Business

- (a) Entertain a Motion to Approve a Resolution for Amendments to the Golf Cart Policies and Procedures **(MARCH Initial Notification-must postpone 30-Days to comply with Civil Code §4360)**
- (b) Entertain a Motion to Approve a Resolution for a Supplemental Appropriation for Fumigation of Termites at GRF Facilities
- (c) Entertain a Motion to Approve a Resolution for a Supplemental Appropriation and Contract Award for Refurbishment of the 19 Restaurant & Lounge
- (d) Entertain a Motion to Approve a Resolution for a Supplemental Appropriation and Contract Award of Pool 5 Maintenance
- (e) Entertain a Motion to Approve a Resolution Ratifying EV Charge Station Fees **(MARCH Initial Notification-must postpone 30-Days to comply with Civil Code §4360)**
- (f) Entertain a Motion to Approve a Resolution for Electronic Payment Policy **(MARCH Initial Notification-must postpone 30-Days to comply with Civil Code §4360)**
- (g) Director Access to Corporate Books, Records and Documents **(MARCH Initial Notification-must postpone 30-Days to comply with Civil Code §4360)**

14. Committee Reports

- (a) Report of the Finance Committee/Financial Reports – Director Phelps. Next meeting April 18, 2018, at 1:30 p.m. in the Board Room.
- (b) Report of the Community Activities Committee – Director Perak. Next meeting March 8, 2018, at 2:00 p.m. in the Board Room.
- (c) Report of the Maintenance & Construction Committee – Director Matson. Next meeting April 11, 2018, 9:30 a.m. in the Board Room.
 - Report of the Performing Arts Center (PAC) Renovation Ad Hoc Committee - Director Perak. Next meeting March 23, 2018, at 9:00 a.m. in the Board Room

- (d) Report of the Media & Communications Committee – Director Milliman. Next meeting March 19, 2018, at 1:30 p.m. in the Board Room. Thrive Meeting March 21, 2018, at 9:30 am in the Cypress Room
- (e) Report of the Mobility & Vehicles Committee – Director Troutman. Next meeting April 4, 2018, at 1:30 p.m. in the Board Room.
- (f) Report of the Security & Community Access Committee – Director Sabol Soule. Next meeting April 26, 2018, at 1:30 p.m. in the Board Room
 - Report of the Traffic Hearings – Director Gros. Next meeting March 21, 2018, 9:00 a.m. in the Board Room & 1:00 p.m. in the Cypress Room.
 - Report of the Disaster Preparedness Task Force- Director Troutman. Next meeting March 27, 2018, 9:30 a.m. in the Cypress Room.

15. Future Agenda Items - *All matters listed under Future Agenda Items are Resolutions on 30-day public review or items for a future Board Meeting. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*

- (a) Entertain a Motion to Approve New Pickleball and Paddle Tennis Courts (April)
- (b) Entertain a Motion to Approve Relocation of Summer Kids Swim Program **(FEBRUARY Initial Notification-must postpone to April to comply with Civil Code §4360)**
- (c) Entertain a Motion to Approve a Resolution for Care Services for Equestrian Center Boarders **(FEBRUARY Initial Notification-must postpone to April to comply with Civil Code §4360)**
- (d) Entertain a Motion to Approve Policies for Capital Improvement Projects (CIP) to be Reviewed by Corporate Members; and Procedures for Corporate Members Meetings (April)
- (e) Entertain a Motion to Approve a Resolution for Amendments to the Golf Cart Policies and Procedures **(MARCH Initial Notification-must postpone to May to comply with Civil Code §4360)**

16. Directors' Comments

17. Recess - *At this time, the Meeting will recess for lunch and reconvene to Executive Session to discuss the following matters per California Civil Code §4935.*

Closed Executive Session Agenda

Approval of Agenda

Approval of Minutes

(a) February 6, 2018 – Regular Executive Session

Discuss and Consider Member Disciplinary Matters

Discuss and Consider Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

Discuss Litigation Report Summary

18. Adjournment



Minutes of the Regular Meeting of the Golden Rain Foundation
Tuesday, February 6, 2018, 9:30 a.m.
24351 El Toro Road, Laguna Woods, California.

Directors Present: Thomas Sirkel, Beth Perak, Ray Gros, Joan Milliman,
Diane Phelps, Jim Matson, Richard Palmer, Annette Sabol Soule
and Judith Troutman

Directors Absent: JoAnn diLorenzo and Jim Juhan

Staff Present: Lori Moss, Bruce Hartley and Cheryl Silva

Others Present: United Mutual: Juanita Skillman, Cash Achrekar, Gary Morrison
Third Mutual: John Frankel
VMS: Dan Kenney and Mary Stone
Fifty Mutual: Ryna Rothberg

1. Call to Order

President Sirkel called the meeting to order at 9:31 a.m., and established a quorum.

2. Pledge of Allegiance to the Flag

Director Perak led the membership in the Pledge of Allegiance to the Flag.

3. Acknowledgement of Media

A representative of the Laguna Woods Globe and the Village Television Camera Crew, by way of remote cameras, were acknowledged as present.

4. Approval of Agenda

Director Gros made a motion to approve the Agenda. Director Palmer seconded the motion. Annette Sabol Soule asked to move agenda item 13c to closed session. By consensus, the Board agreed to hear agenda item 13c during open session and make a decision during discussion to move agenda item 13c to closed session, if needed.

The motion passed unanimously.

5. Approval of Minutes

Director Gros made a motion to approve the minutes from the January 2, 2018, Regular Open Session. The motion was seconded by Director Phelps and passed unanimously.

6. Report of the Chair

President Sirkel encouraged the residents to get involved and attend committee meetings.

7. Update from VMS

Director Shimon gave an update of the VMS meetings in the month of January. In January, the Board elected Marcy Sheinwold, Chair, Dan Kenney, 1st Vice Chair and Donna Dwaileebe 2nd Vice Chair. Once a month, one of the Department Directors gives a report to the VMS Board. Last month the Board heard from Brian Gruner, Recreation and Special Events Director. The Board is discussing the Code of Ethics. Director Shimon reported on the many activities schedule in February.

8. CEO Report

Lori Moss, Community Manager, gave a report on recreation and special events happening in February. The pool at Clubhouse 4 is being renovated, at Clubhouse 7 the bridge room and kitchen have been remodeled, and the four remaining gatehouses are being remodeled. The GRF Mobility & Vehicles Committee is purchasing a new 10-passenger bus to be used for plan-a-ride and will be testing new scheduling software for bus service. The GRF Maintenance & Construction Committee is working on a concept design for the pickleball courts.

9. Open Forum (Three Minutes per Speaker)

Members spoke on Restaurant 19, the Laguna Woods Foundation, Pickleball, the Bus Service and various community issues during open forum.

10. Response to Open Forum Speakers

Several Directors and the Community Manager responded to member comments.

11. Consent Calendar

- (a) Entertain a Motion to Approve Select Audit Task Force Appointments

Director Milliman made a motion to approve the Consent Calendar. Director Perak seconded the motion. The motion passed unanimously.

12. Unfinished Business

- (a) Entertain a Motion to Adopt a Resolution to Approve a Digital Pay Tier System with Whole-Home-DVR.

Director Milliman read the following resolution:

RESOLUTION 90-18-07
Digital Cable Services Fee Structure and Tier System

WHEREAS, the Golden Rain Foundation currently offers a Digital Pay Tier System that includes three rental choices for set top boxes;

WHEREAS, a new service is proposed to expand recording and viewing capabilities with Whole-Home-DVR equipment;

WHEREAS, this new service will include features such as an interactive guide, pausing, searching, rewinding and storing of content as well as a suite of Over-The-Top applications such as Hulu, Netflix or YouTube TV services; and

WHEREAS, this new rental choice will include TV Anywhere services that will allow content streaming to any device in the home such as a tablet or smartphone.

NOW THEREFORE BE IT RESOLVED, on February 6, 2018, the Board of Directors of this Corporation hereby adopts the proposed revisions to the Digital Pay Tier System as attached to the official minutes of this meeting.

Installation/Service:

Service Call (one-time fee):	\$30.00
Cable Line (one-time fee):	\$50.00
New Outlet (one-time fee):	\$100.00
Whole-Home-DVR (one-time fee):	\$100.00

Equipment (monthly fee):

Digital Set Top Box /TV	\$7.25
Digital Set Top Box/TV/HD	\$13.25
Digital Set Top Box/DVR/HD	\$19.25 (first box)
	\$13.25 (additional box)
Whole-Home-DVR	\$24.95 (first box)
	\$7.25 (additional box)

Programming (monthly fee):

Cinemax Pak	\$14.25
HBO Pak	\$17.25
Showtime Pak	\$14.25
Starz/Encore Pak	\$14.25
Foreign Language Channels	\$10.00 - \$15.00
Adult Playboy Channel	\$15.00
Adult Pay-Per-View, Per Event	\$9.00

RESOLVED FURTHER, Resolution 90-16-46 adopted October 4, 2016, is hereby superseded and canceled; and

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

JANUARY Initial Notification

30-days to comply with Civil Code §4360 has been satisfied.

Director Milliman made a motion to introduce a resolution to approve a Digital Pay Tier System with Whole-Home-DVR. Director Sabol Soule seconded the motion and the motion passed unanimously.

(b) Entertain a Motion to Adopt a Resolution Making Amendments to the Traffic Fines.

Director Milliman read the following resolution:

RESOLUTION 90-18-08
Schedule of Traffic Fines

WHEREAS, the Golden Rain Foundation through the Security Department enforces traffic rules and regulations within the boundaries of Laguna Woods Village, and the officers are empowered to issue notices of violations of those rules and regulations; and

WHEREAS, the Security and Community Access Committee has recommended amendments to the Schedule of Traffic Fines.

NOW THEREFORE BE IT RESOLVED, on February 6, 2018, the Board of Directors of this Corporation hereby adopts the proposed revisions to the Schedule of Traffic Fines as attached to the official minutes of this meeting;

RESOLVED FURTHER, Resolution 90-14-73 adopted December 2, 2014, is hereby superseded and canceled; and

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

JANUARY Initial Notification

30-days to comply with Civil Code §4360 has been satisfied.

Director Milliman made a motion to introduce a resolution making amendments to the Traffic Fines. Director Phelps seconded the motion and it passed unanimously.

Entertain a Motion to Adopt an Anti-Discrimination Policy.

Director Milliman read the following resolution:

RESOLUTION 90-18-09
Anti-Discrimination Policy

WHEREAS, Golden Rain Foundation (GRF) is a non-profit mutual benefit corporation, existing under and by virtue of the laws of the State of California, pursuant to the provisions set forth in its Articles of Incorporation and Bylaws;

WHEREAS, California Civil Code Section 4760(a)(2) provides in part that a member may modify his or her separate interest, at his or her expense, to facilitate access for persons who are blind, visually handicapped, deaf, or physically disabled, or to alter conditions which could be hazardous to these persons. These modifications may also include modifications of the route from the public way to the separate interest;

WHEREAS, federal law prohibits discrimination in housing based on race, color, religion, sex, national origin, familial status and disability;

WHEREAS, federal law also provides that discrimination includes a refusal to permit, at the expense of the handicapped person, reasonable modifications of existing premises occupied or to be occupied by such person if such modifications may be necessary to afford such person full enjoyment of the premises;

WHEREAS, California law prohibits the owner of any housing accommodation to discriminate against or harass any person because of the race, color, religion, sex, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, familial status, source of income, disability, or genetic information of that person;

WHEREAS, California law also prohibits (i) the owner of any housing accommodation to make or to cause to be made any written or oral inquiry concerning the race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, familial status, disability, or genetic information of any person seeking to purchase, rent, or lease any housing accommodation; (ii) any person to make, print, or publish, or cause to be made, printed, or published any notice, statement, or advertisement, with respect to the sale or rental of a housing accommodation that indicates any preference, limitation, or discrimination based on race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, familial status, source of income, disability, or genetic information or an intention to make that preference, limitation, or discrimination; and (iii) to otherwise make unavailable or deny a dwelling based on discrimination because of

race, color, religion, sex, gender identity, gender expression, sexual orientation, familial status, source of income, disability, genetic information, or national origin;

WHEREAS, the Bylaws provide that GRF has the express power and duty to manage, maintain, preserve and administer the business of the Development, and to promote the health, safety, and welfare of the residents within the Development;

WHEREAS, the Board has the power to adopt, amend, or repeal, in its discretion, rules and regulations not inconsistent with the provisions of the governing documents, respectively; and,

WHEREAS, GRF desires to strengthen, clarify and confirm its Anti-Discrimination Policy pursuant to applicable law.

NOW, THEREFORE BE IT RESOLVED, February 6, 2018, that the Board of Directors of this Corporation hereby adopts the Anti-Discrimination Policy; and

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

JANUARY INITIAL NOTIFICATION

30-days to comply with Civil Code §4360 has been satisfied.

Director Milliman made a motion to introduce a resolution to establish an Anti-Discrimination Policy. Director Perak seconded the motion and it passed unanimously.

13. New Business

(a) Introduce a Resolution to Approve Relocation of Summer Kids Swim Program.

Director Milliman read the following resolution:

RESOLUTION 90-18-xx
Relocation of Summer Kid's Swim

WHEREAS, Clubhouse 2 pool is the designated kids pool and offers extended kids swim hours in the summer;

WHEREAS, Clubhouse 2 pool is shared by kids, lap swimmers and recreational adult swimmers, creating a densely populated swimming environment which can be hazardous to all swimmers; and,

WHEREAS, Clubhouse 6 pool is a summer pool, operating from noon to 6 p.m. seven days per week allowing kids swim hours from noon to 4 p.m. seven days a week from Memorial Day weekend to the first Sunday in October; based on utilization reports, the pool is underutilized yielding very few swimmers.

NOW THEREFORE BE IT RESOLVED, February 6, 2018, that the Board of

Directors of this Corporation hereby introduces the relocation of the Summer Kid's Swim from

Clubhouse 2 to Clubhouse 6 during the summer pool hours of operation, May 26 to October 1; and,

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

FEBRUARY 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 30-days from the postponement to comply with Civil Code §4360

Director Milliman made a motion to introduce a resolution to relocate the summer kids swim program. Director Phelps seconded the motion and it passed unanimously.

(b) Introduce a Resolution for Care Services for Equestrian Center Boarders.

Director Milliman read the following resolution:

RESOLUTION 90-18-xx
**Care Services for Equestrian Center
Boarders**

WHEREAS, the GRF Equestrian Facility includes 27 stalls that have been made available to boarders to keep their personally-owned horse, with boarders responsible for rental and feed costs;

WHEREAS, boarders requested staff to offer a horse-care program for their horses when they are sick or out of town for a short period of time if there is no one else available; and,

WHEREAS, a new care program would be performed by VMS Staff, approximately 45 minutes per day, per horse to boarders who are sick or out of town; and, all services are to be performed by the Equestrian Supervisor or Stable Assistant between 7 a.m. and 4 p.m.

NOW THEREFORE BE IT RESOLVED, February 6, 2018, that the Board of Directors of this Corporation hereby introduces a new horse-care service program

to boarders who are sick or out of town for \$35 per day to cover costs, to be charged to the boarder; and,

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

FEBRUARY 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 30-days from the postponement to comply with Civil Code §4360.

Director Milliman made a motion to introduce a resolution for care services for equestrian center boarders. Director Phelps seconded the motion and it passed unanimously.

(c) Entertain a Motion to Adopt a Resolution for Bluebird Box Replacement.

Director Milliman read the following resolution:

RESOLUTION 90-18-XX

Bluebird Box Replacement

WHEREAS, approximately 11,000 bird boxes were erected and left unattended and are inhabited by insects and various invasive species which cause the nest boxes to be unwelcoming for Bluebirds;

WHEREAS, many of the boxes have damaged the limbs of the trees as growth around the wire caused strangulation and if left unattended will restrict all growth above the constricted part; and,

WHEREAS, the Western Bluebird Club of Laguna Woods Village is currently in the process of removing deteriorated nest boxes and replacing with suitable Bluebird houses.

NOW THEREFORE BE IT RESOLVED, February 6, 2018, that the Board of Directors of this Corporation hereby designates the Western Bluebird Club of Laguna Woods Village to be the sole club to maintain all Bluebird boxes within Golden Rain Foundation common area, allow to give golf cart tours with Club member's personal carts, scheduling of tours between April 15 through June 15 to be arranged through the Recreation Department, and review by Village Risk Management Staff to confirm sufficient insurance coverage; 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 introduce a resolution for Bluebird Box replacements. Director Phelps seconded the motion and by a unanimous vote the motion failed.

Discussion ensued regarding the fact that this resolution is only for boxes on GRF property. Further that no fee would be charged, the WB Club would use no binoculars, and needs to provide insurance.

Director Perak made an amendment to return the resolution for the Bluebird Box Replacement to the next Community Activity Committee and bring the revised resolution back to the GRF Board for approval. The motion was seconded by Director Milliman.

An amended motion was offered by Director Troutman, and seconded by Director Sabol Soule, that the approval is contingent upon Village Risk Management Staff review and verification of sufficient insurance coverage.

The amended motion passed unanimously.

(d) Entertain a Motion to Adopt a Resolution to Approve Martin & Chapman as Inspectors of Election for 2018.

Director Milliman read the following resolution:

RESOLUTION 90-18-10
Approve Inspectors of Election Services

WHEREAS, Civil Code §5110 requires an association to select an independent third party as an inspectors of elections;

WHEREAS, an Inspector of Elections is used, among other tasks, to determine voting power, validate proxies, receive ballots, tabulate votes, and certify results; and,

WHEREAS, Martin and Chapman has serviced the Village for this service for five years.

NOW THEREFORE BE IT RESOLVED, February 6, 2018, that the Board of Directors of this Corporation hereby approves single-sourcing a contract to Martin and Chapman to perform Inspectors of Election services for the 2018 Annual Meeting of the Corporate Members;

RESOLVED FURTHER, that as-needed inspection services may be required at other special corporate member meetings held throughout the year; and

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

Director Milliman made a motion to adopt a resolution approving Martin & Chapman as Inspectors of Election for 2018. Director Gros seconded the motion.

Discussion ensued among the Directors.

The motion passed unanimously.

14. Committee Reports

(a) Report of the Finance Committee/Financial Reports

Director Phelps reported on the Finance Committee and presented the Treasurer's Report. Director Phelps reported that the Select Audit Task Force will meet on February 16, 2018, at 2:00 p.m. in the Board Room. The Committee will be discussing fees at the next meeting on February 21, 2018, at 1:30 p.m. in the Board Room.

(b) Report of the Community Activities Committee

Director Perak highlighted the upcoming events and reported that the next Community Activities Committee meeting will be held on March 8, 2018, at 2:00 p.m. in the Board Room.

(c) Report of the Maintenance & Construction Committee

Director Matson reported that the Maintenance & Construction Committee has 31 active projects and the lawn bowling project will be complete soon. The pickleball court design will be presented at the next meeting on February 14, 2018, at 9:30 a.m. in the Board Room.

- Director Perak reported on the Performing Arts Center (PAC) Renovation Ad Hoc Committee. The committee is close to unveiling the proposed remodel of the PAC.

(d) Report of the Media and Communications Committee

Director Milliman reported on the Media and Communications Committee and the Thrive Task Force. The next meeting will be held on February 15, 2018, at 1:30 p.m. in the Board Room.

(e) **Report of the Mobility & Vehicles Committee**

Director Troutman reported from the Mobility & Vehicles Committee and discussed the bus service. The next Mobility & Vehicles Committee will meet on Wednesday, February 7, 2018, at 1:30 p.m. in the Board Room.

(f) **Report of the Security & Community Access Committee**

Director Sabol Soule reported from the Security & Community Access Committee. The next Security & Community Access Committee meeting will be held on February 22, 2018, at 1:30 p.m. in the Board Room.

- Director Gros reported on the Traffic Hearings. Next meeting will be held February 21, 2018, at 9:00 a.m. in the Board Room and 1:00 p.m. in the Cypress Room.
- Report of the Disaster Preparedness Task Force- Director Troutman. Residents are encouraged to volunteer to be a Good Neighbor Building Captain. Next meeting February 27, 2018, at 9:30 a.m. in the Pine Room.

15. Future Agenda Items

- (a) Entertain a Motion to Approve a Resolution for Amendments to the Golf Cart Policies and Procedures (March)
- (b) Entertain a Motion to Approve Policies for Capital Improvement Projects (CIP) to be Reviewed by Corporate Members; and Procedures for Corporate Members Meetings (March)
- (c) Entertain a Motion to Approve New Pickleball and Paddle Tennis Courts; and Maintenance around Driving Range (April)
- (d) Entertain a Motion to Approve Relocation of Summer Kids Swim Program **(FEBRUARY Initial Notification-must postpone 30-Days to comply with Civil Code §4360)**
- (e) Entertain a Motion to Approve a Resolution for Care Services for Equestrian Center Boarders **(FEBRUARY Initial Notification-must postpone 30-Days to comply with Civil Code §4360)**

16. Director's Comments

- Several Directors thanked Lori Moss for her service to the community.
- Director Sabol Soule thanked the Directors for working together on the Bluebird Box Project.

17. **Recess** - *At this time the Meeting recessed for lunch to reconvene to Executive Session to discuss the following matters per California Civil Code §4935.*

The Board recessed to Closed Session at 12:13 p.m.

Closed Executive Session Agenda

Approval of Agenda

Approval of Minutes

(a) January 2, 2018 – Closed Executive Session

(b) January 4, 2018 – Special Closed Strategic Planning Meeting

(c) January 25, 2018 – Special Closed Meeting

Discuss and Consider Member Disciplinary Matters

Discuss and Consider Personnel Matters

Discuss the Corporate Members Meeting

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

Discuss Litigation Report Summary

Adjournment

Adjourn

The Board adjourned at 3:17 p.m.


Joan Milliman, Secretary of the Board
Golden Rain Foundation

Golden Rain Foundation

Anti-Discrimination Policy

Adopted February 6, 2018

Resolution 90-18-09

I. Purpose

The purpose of this document is to strengthen, clarify and confirm Golden Rain Foundation's (GRF) anti-discrimination policy pursuant to applicable law.

II. Definitions

For the purposes of this policy:

- a. Resident is defined as a Member or Lessee who has been approved by the Board of Directors for occupancy.
- b. Protected Class is defined to mean one's race, color, religion, sex, national origin or ancestry, gender, gender identity, gender expression, sexual orientation, familial status, marital status, disability or genetic information

III. Policy

- a. The officers, directors, committee members and/or any agent of GRF, including, but not limited to, management, shall not discriminate in employment, contracting, compensation, termination, upgrading, promotions, or enjoyment of services, amenities, privileges, housing and other conditions against any Resident, employee, contractor, subcontractor, or guest on the basis of his or her Protected Class.
- b. GRF is an equal opportunity corporation and will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of his or her Protected Class.
- c. GRF will be committed to providing an inclusive and welcoming environment for all Residents, guests, employees, contractors, subcontractors and vendors.

- d. If a Resident, guest, employee, contractor, subcontractor, or vendor feels that he or she has been discriminated against and/or harassed on the basis of his or her Protected Class, he or she should immediately report the matter to management. If that person is not available or the individual feels that it would be unproductive to inform that person, he or she should immediately contact the President or member of the Board of Directors. Once the matter has been reported, it will be promptly investigated and any necessary corrective action will be taken where appropriate.
- e. Residents with a “disability” as defined by applicable law may request, in writing, that GRF make reasonable accommodations to rules or policies or allow reasonable modifications to property in order to allow the Resident full access to his or her Separate Interest and or GRF Common Areas. Once the request is submitted, the Board will promptly review same and issue a response in a timely manner, under the circumstances.
- f. Should the Board approve a reasonable modification to a Resident’s Separate Interest and/or GRF Common Area, the Board may require the Resident to bear the cost of making the modification. The Board may also require the Resident to return the Separate Interest and/or the Common Area to its original condition once he or she vacates the Community or the disability ceases to exist.
- g. All complaints of unlawful discrimination and/or harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.

DIGITAL PAY TIER SYSTEM

Installation/Service Call (one-time fee):	\$30.00
Cable Line (one-time fee):	\$50.00
New Outlet (one-time fee):	\$100.00
Whole-Home-DVR (one-time fee):	\$100.00
Equipment (monthly fee):	
Digital Set Top Box /TV	\$7.25
Digital Set Top Box/TV/HD	\$13.25
Digital Set Top Box/DVR/HD	\$19.25 (first box)
	\$13.25 (additional box)
Whole-Home-DVR	\$24.95 (first box)
	\$7.25 (additional box)
Programming (monthly fee):	
Cinemax Pak	\$14.25
HBO Pak	\$17.25
Showtime Pak	\$14.25
Starz/Encore Pak	\$14.25
Foreign Language Channels	\$10.00 - \$15.00
Adult Playboy Channel	\$15.00
Adult Pay-Per-View, Per Event	\$9.00

Schedule of Traffic Fines

Below is breakdown of the proposed changes:

#	Type of Violation	Current				Proposed			
		1 st	2 nd	3 rd	4 th +	1 st	2 nd	3 rd	4 th
680	Reckless Driving	\$140	\$280			\$150	\$300	\$300	\$300
690	Headlight	\$10	\$20			\$25	\$25	\$25	\$25
691	Riding a bicycle on Sidewalk	No fine	\$25	\$50		\$25	\$25	\$50	\$50
0010	Abandoned vehicle	No fine	\$20	\$30	\$40	\$25	\$25	\$50	\$50
700	No Parking Zone	\$35	\$50	\$75	\$100	\$25	\$50	\$75	\$100
720	Limited Time Parking	No fine	\$20	\$30	\$40	\$25	\$25	\$50	\$75
721	RV over 6 hour limit	No fine	\$20	\$30	\$40	\$25	\$25	\$50	\$75
722	Advertising on vehicle	No fine	\$20	\$30	\$40	\$25	\$25	\$50	\$75
724	Parked on sidewalk or grass	No fine	\$20	\$30	\$40	\$25	\$25	\$50	\$75
726	Parked blocking access	No fine	\$20	\$30	\$40	\$25	\$25	\$50	\$75
727	No Valid Decal or Permit Displayed	No fine	\$20	\$30	\$40	\$25	\$25	\$50	\$50
730	Other Parking Violations	No fine	\$20	\$30	\$40	\$25	\$25	\$50	\$50
750	Pedestrian Violations	No fine	\$20	\$30	\$40	\$25	\$25	\$50	\$50
830	Wheel Block	\$40	\$60	\$80		\$25	\$50	\$75	\$100
840	Jack Support	\$40	\$60	\$80		\$25	\$50	\$75	\$100
850	Maintenance or Repair	\$50	\$100	\$150		\$25	\$50	\$75	\$100

STAFF REPORT

DATE: March 6, 2018
FOR: Board of Directors
SUBJECT: Approve Inspector of Election Services

RECOMMENDATION

Staff recommends that the Board approve the Election Schedule – GRF 2018 (Schedule), to be sent to Martin and Chapman, the approved Inspector of Elections for the 2018 Annual Meeting of the Corporate Members.

BACKGROUND

Martin and Chapman have been retained as the Inspector of Election for 2018. The Schedule (ATT-1) details with calculations, and the dates when Staff and the election consultant need to complete the Annual Elections in the fall.

DISCUSSION

The Schedule (ATT-2) has been reviewed by legal counsel in accordance to Corporation Bylaws.

FINANCIAL ANALYSIS

Election costs included in annual budget.

Prepared By: Cheryl Silva, Corporate Secretary

Reviewed By: Lori Moss, Community Manager

ATTACHMENT(S)

ATT1: Election Schedule Calculations-GRF 2018

ATT2: Election Schedule – GRF 2018

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Attachment 1

**ELECTION SCHEDULE
PER CORPORATION BYLAWS
GOLDEN RAIN FOUNDATION**

Appoint Inspectors of Election	February (Yearly)
Approve Election Dates	March (Yearly)
Record Date for Annual Meeting Notice	N/A
Annual Meeting Notice	No less than 10 and no more than 90 days before date of meeting (§7611(a))
Nominate Candidates	60 Days before Annual Meeting (8.3.2)
Self-Nominations Close (5:00 PM)	50 Days before Annual Meeting (8.3.5)
Candidate Statement Due (300 Words)	50 Days before Annual Meeting (8.3.6)
Ballot Information to Printer	N/A
Record Date for Voting	N/A
Copy of Mailing List	N/A
Distribute Ballot Package	10 Days before Annual Meeting (in Director boxes)
Meet the Candidates	October or November (before or day ballots are mailed)
Replay Meet the Candidates	TBD
Ballots Due Back	Day of Annual Meeting
Counting of Ballots by Inspectors of Election (open meeting)	Day of Annual Meeting (8.3.7)
Mail Notice of Organizational Meeting	4 days prior to Organizational Meeting
Annual Meeting Date	2nd Wednesday in November 10:00 AM (5.2) Board Room
Organizational Meeting	Following Annual Meeting

**Attachment 2
ELECTION SCHEDULE
2018**

<i>GOLDEN RAIN FOUNDATION</i>	
Appoint Inspectors of Election	2/6/2018
Annual Meeting Notice	8/16/2018
Nominate Candidates	9/14/2015
Nominations Close (including self-nominations) (5:00 PM)	9/25/2018
Candidate Statement Due (300 Words)	9/25/2018
Distribute Ballot Package	11/2/2018
Meet the Candidates	TBA
Replay Meet the Candidates	TBA
Ballots Due Back	11/14/2018
Counting of Ballots by Inspectors of Election	11/14/2018
Notice of Organizational Meeting and Agenda	11/9/2018
Annual Meeting Date	11/14/2018 10:00 A.M. BOARD ROOM
Organizational Meeting	11/14/2018

STAFF REPORT

DATE: March 6, 2018
FOR: Board of Directors
SUBJECT: Compliance with Civil Code Section 4515

RECOMMENDATION

Entertain a Motion to Approve a Resolution Complying with Civil Code Section 4515.

BACKGROUND

Civil Code Section 4515 went into effect as of January 1, 2018.

DISCUSSION

Civil Code Section 4515 expresses the legislative intent that members and residents of common interest developments have the ability to exercise their rights under law to peacefully assemble and freely communicate with respect to common interest development living or for social, political or educational purposes. Civil Code Section 4515 precludes the governing documents of common interest developments from prohibiting members or residents from those activities prescribed in Section 4515 (b)(1)-(5).

Approval of the attached Resolution sets forth, to the extent the provision of any prior resolution violates Civil Code Section 4515, that Section 4515 supersedes the provision and the provision shall not be enforced;

FINANCIAL ANALYSIS

None

Prepared By: Lori Moss, Community Manager

Reviewed By: Betty Parker, Financial Services Director

ATTACHMENT(S)

ATT1: Resolution

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RESOLUTION 90-18-xx

WHEREAS, California Civil Code Section 4515 went into effect as of January 1, 2018; and

WHEREAS, Civil Code Section 4515 expresses the legislative intent that members and residents of common interest developments have the ability to exercise their rights under law to peacefully assemble and freely communicate with respect to common interest development living or for social, political or educational purposes; and

WHEREAS, Civil Code Section 4515 precludes the governing documents of common interest developments from prohibiting members or residents from those activities prescribed in Section 4515 (b)(1)-(5);

NOW THEREFORE, BE IT RESOLVED, March 6, 2018, that to the extent the provision of any prior resolution violates Civil Code Section 4515, that Section 4515 supersedes the provision and the provision shall not be enforced;

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

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STAFF REPORT

DATE: March 6, 2018
FOR: Board of Directors
SUBJECT: Laguna Hills Memorial Day Half-Marathon, 10K and 5K

RECOMMENDATION

Staff recommends that GRF host the Laguna Hills Memorial Day Half Marathon, 10K and 5K event.

BACKGROUND

For the past 19 years, Laguna Woods Village has hosted a portion of the City of Laguna Hills Memorial Day Half Marathon, 10K and 5K event. The race is a collaboration between the hospital, the City of Laguna Hills, and the Golden Rain Foundation and Laguna Woods Village, who created the 5k event in 1994. The event is scheduled for May 28, 2018, and is expected to draw nearly 8,000 runners and spectators.

DISCUSSION

The City of Laguna Hills has once again requested that the Golden Rain Foundation allow a portion of the course to traverse the Village (Attachment 1).

If approved by GRF and United Laguna Woods Mutual, the course would begin on Calle de La Louisa, and enter the Village by way of Gate 2, traverse around Via Estrada, to Calle Aragon, to Avenida Sevilla, to Avenida Majorca and back to Via Estrada and back out Gate 2 (Attachment 2).

Gates 2 and 4 would be closed from 5:45-8:30 a.m. The following Cul-de-sacs would be closed from 6:30 a.m.-8:30 a.m.: 9, 10, 21, 22, 23, 24, 40, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60 and 61.

Signs would be placed along the course a week in advance of the event, advising residents that no driving would be allowed during the race and no parking would be allowed on the race course between 5:30 and 8:30 a.m. on race day. In addition, Staff would include the notice in the "What's Up in the Village" weekly blast on May 18 and 25; in the Globe; and send robo phone calls to those households affected by the race closures.

Please see the request letter from the City of Laguna Hills (Attachment 1) for more information on the race.

FINANCIAL ANALYSIS

None.

Prepared By: Heather Rasmussen, Senior Public Affairs Specialist

Reviewed By: Lori Moss, Community Manager

ATTACHMENT(S)

Attachment 1: Request Letter from the City of Laguna Hills

Attachment 2: Laguna Hills Half Marathon, 10K and 5K Course Map

Attachment 1: Request Letter from the City of Laguna Hills



Heather Rasmussen
Senior Public Affairs Specialist
Professional Community Management – Laguna Woods Village
24351 El Toro Road
Laguna Woods, CA. 92637

Dear Ms. Rasmussen:

For the past 19 years, both avid runners and community members have enjoyed the City of Laguna Hills Memorial Day Half Marathon, 10K and 5K, Honoring the USMC Dark Horse Battalion event over the Memorial Day weekend. The community event has been successful for many reasons, primarily due to the collaboration between the hospital, the City of Laguna Hills, and the Golden Rain Foundation and Laguna Woods Village, who created the 5k event in 1994. The event is scheduled for Monday May 28, 2018, and is once again expected to draw nearly 8,000 runners and spectators.

The City of Laguna Hills is again working with Renegade Racing as the event management company. It is our hope that as in years past, the Golden Rain Foundation and Laguna Woods Village will allow the participants to run or walk through its beautiful community. The proposed course for the 5k is the same that was used for last year's event, and the half marathon and 10K will once again follow the 5k route for the first three miles of the race. The goal again is to minimize the impact on your residents by having participants enter and exit through Gate 2, which will allow complete access to Gate 3 for the duration of the event. Staff from Renegade Racing and community volunteers will be available to ensure that the road closures run smoothly.

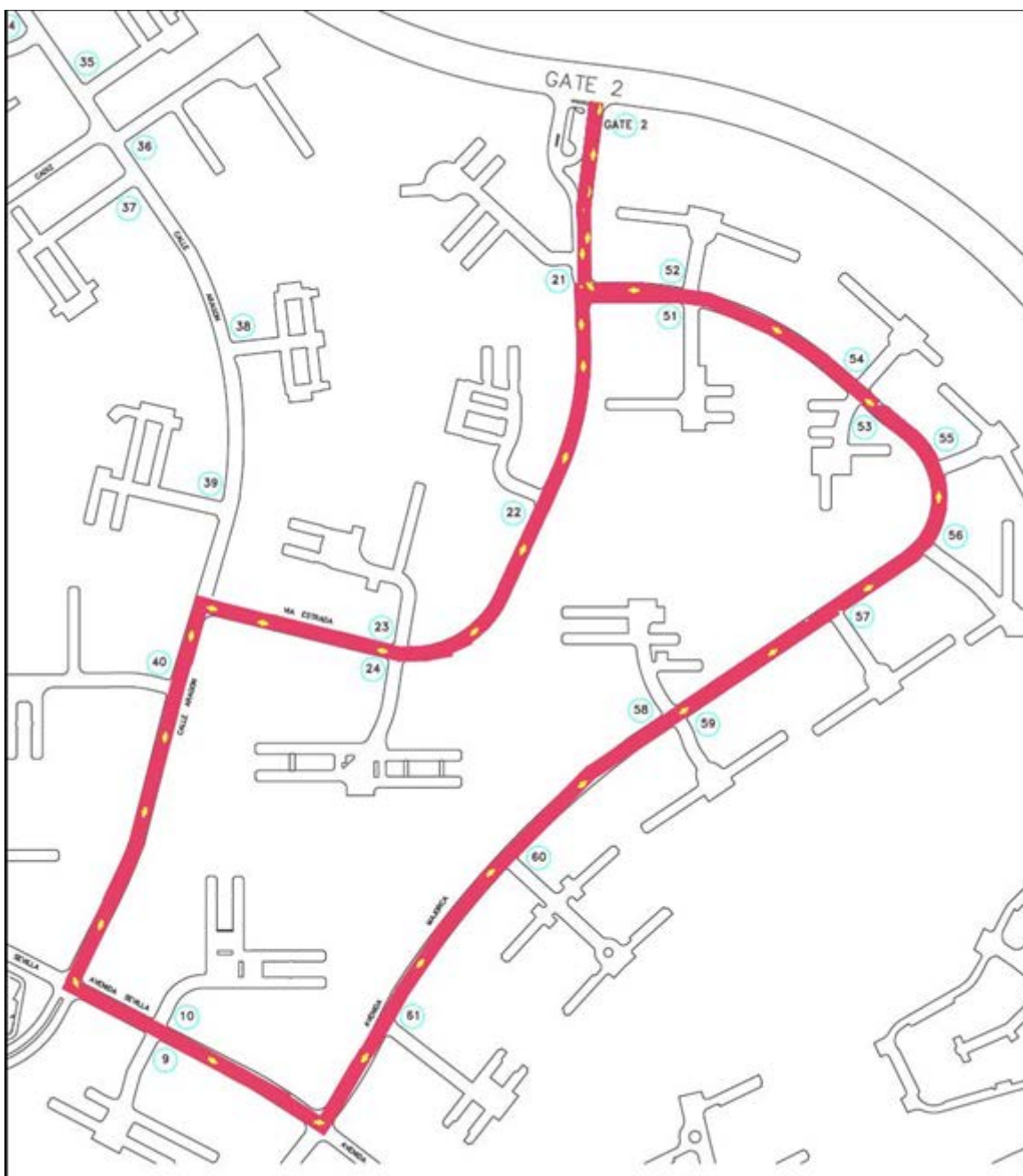
The generosity of the Golden Rain Foundation and Laguna Woods Village has contributed to the event's success for eighteen years. Many of the participants consider the loop through the village to be the highlight of the course. A booth will be provided to Laguna Woods Village in the event expo, and you will be permitted to place an insert in the goodie bags that will be distributed to expo participants and runners. We look forward to celebrating the 20 year anniversary of the event, and to working with the Golden Rain Foundation and Laguna Woods Village staff.

Thank you for your consideration of the request. If you have any questions or concerns, please feel free to contact me at (949) 707-2686.

Sincerely,

Dan Meehan
City of Laguna Hills

Attachment 2: Laguna Hills Half Marathon, 10K and 5K Course Map (Laguna Woods Village)



STAFF REPORT

DATE: March 6, 2018
FOR: Board of Directors
SUBJECT: Golf Cart Policies and Procedures

RECOMMENDATION

Entertain a motion to approve amendments to the Golf Cart Policies and Procedures.

BACKGROUND

On December 19, 2017, Third Laguna Hills Mutual (TLHM) approved revisions to the Golf Cart Policies and Procedures (Resolution 03-17-151). The revisions set fines for those who use TLHM common area electricity to charge vehicles without paying the required annual Electric Golf Cart Fee; and to establish policy regarding unattended golf cart extension cords and battery charges.

United Laguna Woods Mutual (ULWM) approved similar revisions to the Golf Cart Policies and Procedures (Resolution 01-17-136).

On February 22, 2018, the Security and Community Access Committee (SCAC) reviewed and discussed the Golf Cart Policies and Procedures. By unanimous vote, the Committee recommended that the Board approve revisions to Laguna Woods Village Vehicle, Traffic, and Parking Rules, Section X, Golf Carts and Golf Cars.

DISCUSSION

The purpose of the amendments to the policy (Attachment 1) are to set standardized golf cart policies and procedures for GRF in combination with TLHM and ULWM. The Committee specified the following revision in the policy:

Any golf cart connected to a common area outlet without authorization will be disconnected and receive a Notice of Violation (NOV), and will be charged the annual charging cost as determined by TLHM/ULWM Golf Cart Policy as a fee and be required to obtain a current common area electricity decal; in addition to the other enforcement actions allowed in these rules. Non-residents and guests are prohibited from connecting to common area outlets.

Currently, United has a fee of \$120 and Third has a fee of \$150 for common area electricity use, for staff processing and enforcement it would be beneficial to standardize the fee and a recommendation for that standardization will be made to the Mutuels.

FINANCIAL ANALYSIS

None

Prepared By: Debbie Ballesteros, Administrative Coordinator
Francis Rangel, Operations Manager

Reviewed By: Christine Sphar, Resident Services Director
Tim Moy, Chief of Security
Lori Moss, Community Manager

ATTACHMENT(S)
Attachment 1: Resolution

Attachment 1

RESOLUTION 90-18-XX

GOLF CART POLICIES AND PROCEDURES

WHEREAS, the Golden Rain Foundation of Laguna Woods Village (GRF) desires to set standardized golf cart policies and procedures related to Community safety and access control, including decals, RFIDs and fees;

WHEREAS, electric golf carts plugged into common area electricity must pay the current annual golf cart charging fee as determined by Mutual policy;

WHEREAS, the golf cart decals and RFID remain the property of GRF; and,

WHEREAS, GRF has concerns about properly maintained golf carts, unattended extension cords and golf cart chargers that are not positioned at least six inches above the floor.

NOW THEREFORE BE IT RESOLVED, on March 6, 2018 that the following amendments are introduced to the Laguna Woods Village Vehicle, Traffic, and Parking Rules, Section X, Golf Carts and Golf Cars:

GOLF CART REGISTRATION

Residents are required to register all golf carts;

Registration includes the application of a permanent seven-digit serial number on a reflective tamper resistant white background with black numbers. This GRF decal will be placed by Staff on the front windshield, driver side, lower corner and shall be visible at all times.

GOLF CART PLUG IN VEHICLES IN COMMON AREA

Resident Golf Carts that are allowed to connect to Mutual common area electricity will be issued a reflective tamper-resistant Mutual decal for registration purposes, yellow for United Laguna Woods Mutual (ULWM) and green for Third Laguna Hills Mutual (TLHM).

The ability to charge using common area electricity is included in the annual Electric Golf Cart fee for carts registered to any manor that does not have a private garage/carport. In order to have access to common area electricity, golf carts will be issued a ULWM or TLHM Decal that Staff will place on exterior rear fender on the lower corner furthest from the driver.

All Golf Cart charging equipment must be certified and maintained to UL standards. Golf Cart charging may not be utilized within storage cabinets.

The Mutual decal may be revoked upon expiration, withdrawal, or termination from the program; or non-compliance with these rules.

Any golf cart connected to a common area outlet without authorization will be disconnected and receive a Notice of Violation (NOV), and will be charged the annual charging cost as determined by TLHM/ULWM Golf Cart Policy as a fee and be required to obtain a current Mutual decal; in addition to the other enforcement actions allowed in these rules. Non-residents and guests are prohibited from connecting to common area outlets.

UNATTENDED GOLF CART EXTENSION CORDS, BATTERY CHARGERS

Unattended extension cords may not be used in GRF, ULWM, or TLHM for any purpose. All golf cart battery chargers must be elevated a minimum of six inches from the floor. Residents found with unattended extension cords and/or golf cart chargers that are not a minimum of six inches above the floor will be subject to fines.

FEES AND FINES

Refer to the applicable Fee Schedules for GRF, United, and Third.

RESOLVED FURTHER, residents found with unattended extension cords and/or golf cart chargers that are not a minimum of six inches above the floor will be subject to fines;

RESOLVED FURTHER, if a golf cart ownership change occurs, the current owner must notify and register the change with VMS Administration;

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

MARCH 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 30-days from the postponement to comply with Civil Code §4360.



Golden Rain Foundation
Finance Committee Meeting
February 21, 2018

Fumigation for Termites at GRF Facilities

ENDORSEMENT

The Committee reviewed a staff report and endorsement from Maintenance and Construction Committee regarding Fumigation for Termites at GRF Facilities.

A motion was made and carried unanimously to recommend the Board approve Fumigation of GRF Facilities as outlined in the report, with a supplemental appropriation of \$33,000 to be funded from the Contingency Fund and completed by December 31, 2018.

ENDORSEMENT (to Finance and GRF)

Supplemental Appropriation for the Fumigation of Termites at GRF Facilities

In December 2017, staff, along with the GRF contracted vendor, Newport Exterminating, conducted visual interior and exterior inspections of the structures at Clubhouses 1, 2, 3, 5, 6, and Gatehouse 8. Clubhouse 7 had been previously inspected and found clear of termites. Clubhouse 4 was fumigated for termites in August 2017.

No evidence of termite infestations was found at Clubhouses 1, 5 and 6.

Evidence of termite infestations and recommendations were received from Newport Exterminating for various areas at Clubhouse 2, the Lawn Bowling Clubhouse and Storage Room, the PAC (Clubhouse 3) and Gatehouse 8.

Both a full structure treatment and localized treatments are required to eradicate the termite infestation at these facilities. The work will be coordinated with the Recreation Department to facilitate any closures during fumigation.

A motion was made and unanimously approved to recommend that the Board authorize a supplemental appropriation in the amount of \$33,000 to be funded from the Contingency Fund to complete work by the Mutual's contractor, Newport Exterminating during the 2018 Fumigation Program.

STAFF REPORT

DATE: March 6, 2018
FOR: Maintenance and Construction Committee
SUBJECT: Fumigation for Termites at GRF Facilities

RECOMMENDATION

Approve a Supplemental Appropriation in the amount of \$33,000 funded from the Contingency Fund for termite fumigation at GRF Facilities by the Mutual's contractor, Newport Exterminating during the 2018 Fumigation Program.

BACKGROUND

In December 2017, staff, along with the GRF contracted vendor, Newport Exterminating, conducted visual interior and exterior inspections of the structures at Clubhouses 1, 2, 3, 5 and 6. As requested by the Security Department, a separate inspection was also completed at Gatehouse 8. Clubhouse 7 had been previously inspected and found clear of termites. Clubhouse 4 was fumigated for termites in August 2017.

DISCUSSION

No evidence of termite infestations was found at Clubhouses 1, 5 and 6.

Reports of findings and recommendations were received from Newport Exterminating for the facilities found to have termites. The reports indicate that Clubhouse 2 has drywood termites and subterranean termites at various locations (Attachment 1). The Lawn Bowling Clubhouse and Storage Room was also found to contain drywood termites (Attachment 2). The PAC (Clubhouse 3) and Gatehouse 8 were also found to have dry wood termites (Attachments 3 and 4 respectively).

Both a full structure treatment and localized treatments are required to eradicate the termite infestation at these facilities. The work will be coordinated with the Recreation Department to facilitate any closures during fumigation.

Currently GRF facilities are not on a regular inspection schedule for termite infestation. Staff will recommend funding appropriations during the budget process to ensure all GRF facilities are inspected and treated on a regular schedule.

FINANCIAL ANALYSIS

This unbudgeted service would require a supplemental appropriation in the amount of \$33,000 to be funded from the Contingency Fund to complete work in 2018.

Prepared By: Dennis Moore, Operations Inspector II

Reviewed By: Patrick Cleary, Maintenance Operations Manager
Ernesto Munoz, P.E., Maintenance and Construction Director
Betty Parker, Financial Services Director

ATTACHMENT(S):

Attachment 1 – Resolution

Resolution 90-18-XX
Fumigation for Termites at GRF Facilities

WHEREAS, in December 2017, staff, along with the GRF contracted vendor, Newport Exterminating, conducted visual interior and exterior inspections of the structures at Clubhouses 1, 2, 3, 5, 6, and Gatehouse 8;

WHEREAS, Clubhouse 7 had been previously inspected and found clear of termites. Clubhouse 4 was fumigated for termites in August 2017;

WHEREAS, no evidence of termite infestations was found at Clubhouses 1, 5 and 6. However, evidence of termite infestations and recommendations were received from Newport Exterminating for various areas at Clubhouse 2, the Lawn Bowling Clubhouse and Storage Room, the PAC (Clubhouse 3) and Gatehouse 8;

WHEREAS, both a full structure treatment and localized treatments are required to eradicate the termite infestation at these facilities;

WHEREAS, the work will be coordinated with the Recreation Department to facilitate any closures during fumigation; and,

WHEREAS, this unbudgeted service would require a supplemental appropriation in the amount of \$33,000 to be funded from the Contingency Fund to complete the treatments in 2018.

NOW THEREFORE BE IT RESOLVED, on March 6, 2018, the Board of Directors of this Corporation hereby authorizes a Supplemental Appropriation in the amount of \$33,000, to be funded from the Contingency Fund, for termite fumigation at GRF Facilities by the Mutual's contractor, Newport Exterminating during the 2018 Fumigation Program; 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
Finance Committee Meeting – Closed Session
February 21, 2018

Refurbishment of the 19 Restaurant and Lounge

ENDORSEMENT

The Committee reviewed a staff report and endorsement from Maintenance and Construction Committee regarding refurbishment of the 19 Restaurant and Lounge.

A motion was made, carried and by a vote of 5-0-3 (Phelps, diLorenzo and Parsons abstained) to recommend the Board approve Refurbishment of the 19 Restaurant and Lounge as outlined in the report, with a supplemental appropriation of \$30,377 to be funded from the Facilities Fund.

ENDORSEMENT (to Finance and GRF)

Contract Award and Supplemental Appropriation for the Refurbishment of the 19 Restaurant and Lounge

In July 2017, the Maintenance and Construction Committee approved a Supplemental Appropriation in the amount of \$75,000 from the Facilities Fund to remodel the 19 Restaurant and Lounge. In addition, the 2017 Capital Plan included \$25,000 for the replacement of the carpet at Restaurant 19.

Staff advertised the project for bids to three contractors. One bid was received from B. Foster Construction, Inc. in the amount of \$91,053 for refurbishing the indoor and outdoor dining and bar areas at the 19 Restaurant and Lounge. The refurbishments include: relocation of the TV from the café to above the fireplace in the bar, including necessary electrical connections; replacement of damaged or stained ceiling tiles in the interior dining area; replacement of lighting; removal of two chandeliers; removal and replacement of some tile; priming and painting of walls and columns; cleaning of all tile and grout to original color and sealing; two new cabinets, including a new electrical receptacle; relocation of kitchen window and new cabinet in the patio alcove adjacent to the kitchen; and removal and replacement of the carpet in the café, bar, and stairs leading to the lower level.

Expenditures for the interior design and procurement of the dining and patio furnishings have been made in the amount of \$39,324 which leaves a remaining balance of \$60,676. The total refurbishment cost of \$91,053 requires a Supplemental Appropriation in the amount of \$30,377.

A motion was made to recommend that the Board authorize a Supplemental Appropriation in the amount of \$30,377, to be funded from the Facilities Fund, and award a contract to B. Foster Construction, Inc. in the amount of \$91,053 including a 10% contingency, to provide labor and materials for the refurbishment of the 19 Restaurant and Lounge.

By a vote of 4/2/0 (Directors Moldow and Leonard opposed) the motion carried.

STAFF REPORT

DATE: March 6, 2018
FOR: Board of Directors
SUBJECT: Contract Award for Refurbishment of the 19 Restaurant and Lounge

RECOMMENDATION

Approve a Supplemental Appropriation in the amount of \$30,377, to be funded from the Facilities Fund, and award a contract to B. Foster Construction, Inc. in the amount of \$91,053 including a 10% contingency, to provide labor and materials for the refurbishment of the 19 Restaurant and Lounge.

BACKGROUND

In July 2017, the Board approved a Supplemental Appropriation in the amount of \$75,000 from the Facilities Fund to remodel the 19 Restaurant and Lounge. In addition, the 2017 Capital Plan included \$25,000 for the replacement of the carpet at Restaurant 19.

Expenditures for the interior design and procurement of the dining and patio furnishings have been made in the amount of \$39,324 which leaves a remaining balance of \$60,676. The total refurbishment cost of \$91,053 requires a Supplemental Appropriation in the amount of \$30,377.

DISCUSSION

Staff advertised the project for bids to three contractors. One bid was received from B. Foster Construction, Inc. in the amount of \$91,053 for refurbishing the indoor and outdoor dining and bar areas at the 19 Restaurant (Attachment 1). The refurbishments include: relocation of the TV from the café to above the fireplace in the bar, including necessary electrical connections; replacement of damaged or stained ceiling tiles in the interior dining area; replacement of lighting; removal of two chandeliers; removal and replacement of some tile; priming and painting of walls and columns; cleaning of all tile and grout to original color and sealing; two new cabinets, including a new electrical receptacle; relocation of kitchen window and new cabinet in the patio alcove adjacent to the kitchen; and removal and replacement of the carpet in the café, bar, and stairs leading to the lower level.

Staff is recommending a contract be awarded to B. Foster Construction in the amount of \$91,053. In addition, staff is recommending a supplemental appropriation in the amount of \$30,377 to fully fund the contract required to complete the refurbishment.

FINANCIAL ANALYSIS

Funding for this project consists of a 2017 Capital Plan appropriation in the amount of \$25,000 and a 2017 Supplemental Appropriation in the amount of \$75,000, both funded from the Facilities Fund. A Supplemental Appropriation in the amount of \$30,377 will be required to fully fund this project as designed.

Prepared By: Mike Loving, Project Manager

Reviewed By: Guy West, Projects Division Manager
Ernesto Munoz, P.E., Maintenance and Construction Director
Betty Parker, Financial Services Director

ATTACHMENT(S)

Attachment 1 – Bid Spreadsheet

Attachment 2 -- Resolution

Attachment 1 – Bid Spreadsheet

12/19/2017, 1:01 PM

VILLAGE MANAGEMENT SERVICES, INC.
 BID SPREADSHEET

MUTUAL GOLDEN RAINM FOUNDATION
 PROJECT: VILLAGE GREENS RESTAURANT & LOUNGE REFURBISHMENT
 TRADES:

		Vendor: B. Foster Construction, Inc. Contact: Brian Foster Phone: (760) 518-8389		Vendor: CPR Construction Contact: Darrell Conger Phone: (949) 456-9284		Vendor: Angus Smith Construction Contact: Angus Smith Phone: (714) 538-1191		VARIANCE				
ITEM	UOM	UNITS	AMOUNT	TOTAL	UNITS	AMOUNT	TOTAL	UNITS	AMOUNT	TOTAL	AMOUNT	%
1 Electrical (TV over Fireplace)		1	\$2,500.00	\$2,500.00				1				
2 Café Ceiling Tile Replacement		1	\$500.00	\$500.00								
3 Electrical (Lighting and New Outlet)		1	\$21,000.00	\$21,000.00								
4 Chandeliers Demolition		1	\$500.00	\$500.00								
5 Backsplash Above Existing Cabinets		1	\$500.00	\$500.00								
6 Paint		1	\$9,850.00	\$9,850.00								
7 Tile and grout Cleaning		1	\$7,200.00	\$7,200.00								
8 Interior Cabinets		1	\$20,775.00	\$20,775.00								
9 Exterior Cabinets		1	\$3,100.00	\$3,100.00								
10 Flooring (Carpet)		1	\$8,575.00	\$8,575.00								
5 Final Clean-Up		1	\$750.00	\$750.00								
6 Sub-Total			\$75,250.00	\$75,250.00								
8 General Conditions (Indicate percentage)	%	5%	\$3,762.50	\$3,762.50								
9 Profit / Overhead (Indicate Percentage)	%	5%	\$3,762.50	\$3,762.50								
TOTAL				\$82,775.00			\$0.00			\$0.00		
BASE TOTAL				\$82,775.00			\$0.00			\$0.00		
Contingency	%	10%	\$8,277.50	\$8,277.50			\$0.00			\$0.00		
GRAND TOTAL				\$91,052.50			\$0.00			\$0.00		

No.	Contractor	Contact Person	Phone No.	RCVD RFP	Attended Bid Meeting	Pre-Provided Bid
1	B. Foster Construction, Inc.	Brian Foster	(760) 518-8389	✓	✓	✓
2	CPR Construction	Darrell Conger	(949) 456-9284	✓	✓	
3	Angus Smith Construction	Angus Smith	(714) 538-1191	✓		
4						
5						

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Resolution 90-18-XX
Refurbishment of the 19 Restaurant and Lounge

WHEREAS, in July 2017, the Board approved a Supplemental Appropriation in the amount of \$75,000 from the Facilities Fund to remodel the 19 Restaurant and Lounge. In addition, the 2017 Capital Plan included \$25,000 for the replacement of the carpet at Restaurant 19;

WHEREAS, a bid was sent out to three contractors and one was received from B. Foster Construction, Inc. in the amount of \$91,053 for refurbishing the indoor and outdoor dining and bar areas at the 19 Restaurant; and,

WHEREAS, expenditures for the interior design and procurement of the dining and patio furnishings have been made in the amount of \$39,324 which leaves a remaining balance of \$60,676. The total refurbishment cost of \$91,053 requires a Supplemental Appropriation in the amount of \$30,377.

NOW THEREFORE BE IT RESOLVED, on March 6, 2018, the Board of Directors of this Corporation hereby authorizes a Supplemental Appropriation in the amount of \$30,377, to be funded from the Facilities Fund, and awards a contract to B. Foster Construction, Inc. in the amount of \$91,053 including a 10 percent contingency, to provide labor and materials to fully fund the contract required to complete the refurbishment at the 19 Restaurant and Lounge; 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
Finance Committee Meeting – Closed Session
February 21, 2018

Pool 5 Maintenance

ENDORSEMENT

The Committee reviewed a staff report and endorsement from Maintenance and Construction Committee regarding Pool 5 Maintenance.

A motion was made and carried unanimously to recommend the Board approve Pool 5 Maintenance as outlined in the report, with a supplemental appropriation of \$46,000 to be funded from the Facilities Fund.

Contract Award and Supplemental Appropriation for Pool 5 Maintenance

In September, 2016, the GRF Board appropriated \$26,000 in the 2017 Capital Plan (JP17230) for repair of waterline tile at Pool 5. As a result of observations during the job walk for these repairs, it was determined that the pool plaster is now exhibiting significant deterioration, presenting at some locations a potential hazard to swimmers. Staff expanded the scope of work for this project to address the plaster deficiencies at the same time the tile repairs are made.

On December 1, 2017 bid solicitations were delivered to contractors for the expanded scope of work. The scope included the original waterline tile replacement, replacement of the pool plaster and some assorted small repairs and upgrades. The replacement of these items will eliminate continued repairs and will significantly improve the functionality and appearance of this pool.

Of the four contractors that were solicited, only two returned bids. The bids ranged from \$71,336 to \$84,408. These prices include a 10 percent contingency.

A motion was made and unanimously carried to recommend that the Board authorize a Supplemental Appropriation in the amount of \$46,000 to be funded from the Facilities Fund and award a contract to Alan Smith Pools to replace swimming pool tile, plaster and identified equipment at the Clubhouse 5 Swimming Pool in the amount of \$72,000.

STAFF REPORT

DATE: March 6, 2018
FOR: Board of Directors
SUBJECT: Pool 5 Maintenance

RECOMMENDATION

Approve a Supplemental Appropriation in the amount of \$46,000, to be funded from the Facilities Fund, and award a contract to Alan Smith Pools in the amount of \$71,367 including a 10% contingency, to provide labor and materials for the refurbishment of Pool 5.

BACKGROUND

In September, 2016, the GRF Board appropriated \$26,000 in the 2017 Capital Plan (JP17230) for repair of waterline tile at Pool 5. As a result of observations during the job walk for these repairs, it was determined that the pool plaster is now exhibiting significant deterioration, presenting at some locations a potential hazard to swimmers. Staff expanded the scope of work for this project to address the plaster deficiencies at the same time the tile repairs are made.

DISCUSSION

On December 1, 2017 bid solicitations were delivered to contractors for the expanded scope of work. The scope included the original waterline tile replacement, replacement of the pool plaster and some assorted small repairs and upgrades. Of the four contractors that were solicited, only two returned bids. The bids ranged from \$71,337 to \$84,408 (Attachment 1). These prices include a 10% contingency. Staff recommends allocating an additional \$46,000 to total a \$72,000 funding appropriation to cover the cost of the additional work needed as shown in the bid from Alan Smith Pools. Staff proposes to perform this work during the 2018 pool shutdown which is expected to begin April 9, 2018.

FINANCIAL ANALYSIS

Funding for this project includes the existing \$26,000 from the 2017 Capital Plan and a Supplemental Appropriation of \$46,000 to perform needed maintenance at Pool 5, for a total of \$72,000, funded from the Facilities Fund.

Prepared By: Mark Stal, Maintenance Services Manager

Reviewed By: Ernesto Munoz, P.E., Maintenance and Construction Director
Betty Parker, Financial Services Director

ATTACHMENT(S)

Attachment 1 – Bid Analysis Spread
Attachment 2 -- Resolution

Attachment 1 - Bid Spreadsheet

GOLDEN RAIN FOUNDATION
 PROJECT: SWIMMING POOL RE-SURFACE & REPAIR @ CH5
 C53 SWIMMING POOL CONTRACTORS

ITEM	UOM	Vendor:		UNITS	TOTAL		UNITS	AMOUNT		TOTAL	VARIANCE AMOUNT	%
		Contact:	Phone:		AMOUNT			AMOUNT				
1	CH5 - Demolition	LS		1	\$1,545.00					\$9,679.00		
2	CH5 - Tile	LS		1	\$24,373.00					\$29,099.00		
3	CH5 - Plaster	LS		1	\$32,021.00					\$30,654.00		
4	CH5 - coping repair	LS		1	\$500.00					\$0.00		
5	CH5 - deck-o-seal	LS		1	\$1,890.00					\$2,440.00		
6	CH5 - Pool LED Lights	LS		1	\$4,550.00					\$4,863.00		
BASE TOTAL												
				10%	\$64,879.00			\$76,735.00		\$76,735.00	\$11,856	18%
Contingency							10%	\$76,735.00		\$7,673.50	\$1,186	18%
GRAND TOTAL										\$84,408.50	\$13,042	18%

No.	Contractor	Contact Person	Phone No.	SENT RFP	AT MTG	Bid Recvd
1	Alan Smith Pools	Kevin Kostka	(714) 448-2410	✓	✓	✓
2	Gardner Outdoor & Pool Remodel	Dave Dietrich	(714) 801-6732	✓	✓	✓
3	Condor Pools	Earl Weiss	(816) 455-0050	✓		
4	Jeff Kerber Pools	Jeff Kerber	jeff.kerber@gmail.com	✓		

Resolution 90-18-XX
Pool 5 Maintenance

WHEREAS, the GRF Board appropriated \$26,000 in the 2017 Capital Plan for repair of the waterline tile at Pool 5;

WHEREAS, during the job walk for the Pool 5 maintenance repairs, it was determined that the pool plaster is exhibiting significant deterioration, presenting at some locations a potential hazard to swimmers;

WHEREAS, the scope of work was expanded for this project to address the plaster deficiencies at the same time the tile repairs are made;

WHEREAS, allocating an additional \$46,000 in a supplemental funding is necessary to cover the cost of the additional work; and,

WHEREAS, the bid received from Alan Smith pools was the lesser of the two bids received at \$71,337 which includes a 10 percent contingency.

NOW THEREFORE BE IT RESOLVED, on March 6, 2018, the Board of Directors of this Corporation hereby authorizes a supplemental appropriation in the amount of \$46,000, to be funded from the Facilities Fund, and awards a contract to Alan Smith Pools in the not to exceed amount of \$71,367, to provide labor and materials for the refurbishment of Pool 5; and

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

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STAFF REPORT

DATE: March 6, 2018
FOR: Board of Directors
SUBJECT: EV Charge Station Fees

RECOMMENDATION

Entertain a Motion to Approve ratifying the fee schedule for the electric vehicle (EV) charging station located at the Community Center parking lot.

BACKGROUND

In 2017, a dual-port EV charging station was installed at the north-west corner of the Community Center parking lot, adjacent to the trash enclosure (ATT1). Power to the charging station is drawn from an electrical panel located in the Community Center fitness center storage closet and all charges for the metered account are paid by the Golden Rain Foundation (GRF). The station is operated under contract with ChargePoint and registration on the www.chargepoint.com website is required to use the charge station (ATT2).

On February 21, 2018, the GRF Finance Committee recommended a formalized fee policy to reflect the current service levels provided at the Community Center EV charging station.

DISCUSSION

The charging rates for electric vehicles are currently set as follows:

<u>User Type</u>	<u>Fee Amount</u>
GRF Fleet Vehicles	Free
Residents	\$0.17 per kWh
VMS Employees	\$0.17 per kWh
General Public	\$0.30 per kWh

The \$0.17 per kWh charging rate for residents and staff represents the breakeven point based on average SCE energy rates and ChargePoint transaction fees. The \$0.30 per kWh charging rate for the general public represents the equivalent rate to fuel a gasoline powered car.

For Laguna Woods Village Residents and VMS Inc. employees to receive the discounted charging rate of \$0.17 per kWh they must apply at Chargepoint.com to create an account.

FINANCIAL ANALYSIS

Fees are designed to offset costs of electricity usage at the EV charge station. GRF will periodically review electricity bills to determine appropriate adjustments in the charge rates.

Prepared By: Betty Parker, Financial Services Director

Reviewed By: Lori Moss, Community Manager

ATTACHMENT(S)

ATT1 – Photos of EV Charge Station

ATT2 – Resolution

Attachment 1

Photos of the Community Center Charging Station



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RESOLUTION 90-18-XX
EV Charge Station Fees

WHEREAS, the Golden Rain Foundation of Laguna Woods Village (GRF) desires to adopt renewable energy initiatives in the Community;

WHEREAS, a dual-port EV charging station was installed at the north-west corner of the Community Center parking lot, adjacent to the trash enclosure (ATT1) and is powered by a meter billed to the Golden Rain Foundation; and,

WHEREAS, the charge station is operated under contract with ChargePoint and registration on the www.chargepoint.com website is required to use the charge station.

NOW THEREFORE BE IT RESOLVED, on March 6, 2018 that GRF introduces a fee schedule for the EV charging station located at the Community Center parking lot, designed to provide free charging to GRF fleet vehicles, to cover average cost of charging for Laguna Woods Village residents and VMS Inc. employees, and to set a rate comparable to fuel costs for all other users;

RESOLVED FURTHER, the Board ratifies the current fee schedule:

<u>User Type</u>	<u>Fee Amount</u>
GRF Fleet Vehicles	Free
Residents	\$0.17 per kWh
VMS Employees	\$0.17 per kWh
General Public	\$0.30 per kWh

RESOLVED FURTHER, the Board will periodically review electricity bills to determine appropriate adjustments in the charge rates and amounts will be published on the GRF Fee Schedule; and,

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

MARCH 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 30-days from the postponement to comply with Civil Code §4360.

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Golden Rain Foundation
Finance Committee Meeting
February 21, 2018

Electronic Payments

ENDORSEMENT

Betty Parker, Financial Services Director, presented a staff report on Electronic Payment Services.

A motion was made and carried unanimously to recommend the Board approve the acceptance of electronic payments for assessments, fines, fees, and chargeable services with the payor being charged a convenience fee equal to an amount necessary to offset processing fees from the merchant provide, currently contracted 2.95 percent per credit card transaction and \$1.95 per eCheck/ACH transaction with additional language to be included into the policy to handle future increases in contract pricing for fees.

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STAFF REPORT

DATE: March 6, 2018
FOR: Board of Directors
SUBJECT: Electronic Payments Policy

RECOMMENDATION

Entertain a Motion to Approve a Resolution to establish Board policy for acceptance of electronic payments for assessments, fines, fees, and chargeable services with the payor being charged a convenience fee equal to an amount necessary to offset all processing fees contracted with the merchant provider.

BACKGROUND

GRF has adopted several electronic payment methods over the years. Credit card payments are accepted at several point-of-sale locations, such as those used at the Village Greens (Resolution 90-11-102), Broadband Services (Resolution 90-12-130), and the Performing Arts Center (90-14-01), with the associated merchant processing fees absorbed into operations at these revenue-generating operations.

GRF offers an electronic payment method for monthly assessments called EZPay and 70 percent of Laguna Woods Village members take advantage of this free auto-debit service to automatically deduct assessments from their bank account. Some residents also use their own online banking to generate electronic payments and “push” them to GRF electronic banking services.

To date, credit card and ACH payments have not been authorized for assessments or chargeable services due to the need for a resident portal (online payments) and a merchant provider that interacts with the new financial software system, Dynamics AX.

DISCUSSION

GRF has initiated a service agreement with RevoPay to process electronic payments via the Community’s resident portal and in person at the Community Center, which will be activated once the technology infrastructure is in place. Staff recommends implementing this payment method with RevoPay merchant processing costs passed through to the user as a convenience fee. The fees are starting at 2.95 percent per credit card transaction and \$1.95 per eCheck/ACH transaction and will be updated as needed based on contractual agreements and passed on to the payor without further resolution updates.

FINANCIAL ANALYSIS

The addition of more payment options is likely to improve the timeliness of payments.

Prepared By: Betty Parker, Financial Services Director

Reviewed By: Lori Moss, Community Manager

ATTACHMENT(S)

ATT1 – Resolution

RESOLUTION 90-18-XX
ELECTRONIC PAYMENT POLICY

WHEREAS, Golden Rain Foundation of Laguna Woods Village (GRF) has adopted several electronic payment methods over the years;

WHEREAS, credit card payments are accepted at several point-of-sale locations, such as those used at the Village Greens (Resolution 90-11-102), Broadband Services (Resolution 90-12-130), and the Performing Arts Center (90-14-01), with the associated merchant processing fees absorbed into operations at these revenue-generating operations;

WHEREAS, GRF offers an electronic payment method for monthly assessments called EZPay and 70 percent of Laguna Woods Village members take advantage of this free auto-debit service to automatically deduct assessments from their bank account;

WHEREAS, GRF desires to increase electronic payment options for assessments and introduce options for chargeable services; and,

WHEREAS, GRF has initiated a service agreement with RevoPay to process electronic payments via the Community's resident portal and in person at the Community Center, which will be activated once the technology infrastructure is in place.

NOW THEREFORE BE IT RESOLVED, on March 6, 2018 that GRF introduces the acceptance of electronic payments for assessments, fines, fees, and chargeable services with the payor being charged a convenience fee equal to an amount necessary to offset all processing fees contracted with the merchant provider;

RESOLVED FURTHER, fees will start at 2.95 percent per credit card transaction and \$1.95 per eCheck/ACH transaction and will be updated as needed based on contractual agreements and passed on to the payor without further resolution updates; and,

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

MARCH 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 30-days from the postponement to comply with Civil Code §4360.

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STAFF REPORT

DATE: March 6, 2018
FOR: Board of Directors
SUBJECT: Director Access to Corporate Books and Records

RECOMMENDATION

Entertain a Motion to Approve a Resolution establishing a Policy for Director Access to Corporate Books and Records.

BACKGROUND

The Policy (ATT 1) is intended to provide clear guidelines and procedures for access to certain GRF records. United Board adopted a similar policy in February.

DISCUSSION

Current Directors serving on the Board have the “absolute right” to inspect and copy all books, records and documents of every kind and to inspect the physical properties of GRF, provided same is done at a reasonable time (*Corporations Code* § 8334).

However, the manner and extent of the director’s inspection and copying rights have been qualified based on balancing the interests of GRF and its Members, including privacy and other Constitutional rights, as well as those rights of the director to inspect corporate documents on just and proper conditions (*Corporations Code* §§ 8334 and 8336).

The Policy specifies that a written request is necessary in order to balance and coordinate management workload.

Physical inspection and copying of records is permitted per *Corporations Code* § 8334. The books, documents, records and other information the law has determined are not subject to inspection, copying or review is listed in the Policy (See Article II) and includes such items as ballots and personnel information.

Attachment 3 is a Director Request for Access to Corporate Books, Records and Documents application.

FINANCIAL ANALYSIS

None

Prepared By: Lori Moss, Community Manager
Reviewed By: Betty Parker, Financial Services Director

ATTACHMENT(S)

ATT 1: Policy
ATT 2: Resolution
ATT 3: Application

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GOLDEN RAIN FOUNDATION OF LAGUNA WOODS

POLICY GOVERNING DIRECTOR ACCESS TO CORPORATE BOOKS, RECORDS AND DOCUMENTS

The following policy has been duly adopted by the Golden Rain Foundation of Laguna Woods (“GRF”) Board of Directors and is in effect as of March 6, 2018. GRF desires to provide directors clear guidelines for requesting and handling corporate records and information, including the obligation to keep privileged and sensitive documents confidential, unless disclosure is approved by the Board, compelled by law, or pursuant to the advice of legal counsel.

The following policies are intended to provide clear guidance and procedures for the access of GRF records. Current directors serving on the Board have the absolute right at any reasonable time to inspect and copy all books, records and documents of GRF of every kind and to inspect the physical properties of GRF. (*Corporations Code* § 8334.) However, a director’s general right of inspection may be preempted by the right of privacy guaranteed under the California Constitution and may be subordinate to statutes specifically protecting confidential, private, or privileged records. (*Chantiles v. Lake Forest II Homeowners Association*, 37 Cal.App.4th 914, 925 (1995). California courts have also acknowledged a constitutional right to privacy held by members of HOA’s in their voting decisions. *Id.* at 926. By its express language, director’s absolute right of access is qualified, in that it must be exercised at a reasonable time. (*Corporations Code* § 8334.)

These policies and procedures are intended to be in full compliance with the *Corporations Code* § 8334 and serve to balance the qualified rights of directors with protected privacy interests, and at the same time limit GRF’s liability arising from the review, copying and dissemination of sensitive corporate records.

I. Director Access to Books, Documents, Records or Other Information Available to Directors Pursuant to their Inspection Rights

A. Qualifications of the Director’s Absolute Right of Inspection Consistent with the Strictures of *Corporations Code* § 8334

A director’s absolute right to access corporate records is tempered in that it must be at a reasonable time, and has been preempted by constitutional protections and case law extending statutory protections respecting confidential and privileged information, as well as HOA members’ right to keep ballot decisions private. The following

enumerates the law respecting director access to corporate records, serving as both a tool and a guideline for directors to follow when exercising the right to inspect corporate documents.

B. Written Request to Inspect Books, Documents, Records or Other Information

Corporate records are maintained at the Community Center and director requests to review and copy them will necessarily be administered by management. This process will be facilitated by the director's written request to inspect and/or copy corporate documents. To properly balance and allocate management time for this task, appointments will be set approximately five business days following receipt of written requests. Appointment will be held during normal business hours, Monday through Friday, from 9 am to 5 pm. The director's access will be qualified as described above, and set out in Article II below.

C. Acknowledging the Director's Duties to the Corporation and its Members

Corporations Code § 8334 acknowledges the director's need for information in making decisions on behalf of the corporation. Implicit in this grant of access, is the acknowledgement that the documents reviewed will not be used for unrelated purposes. Additionally, directors owe GRF certain fiduciary duties, including, but not limited to, the duty of confidentiality, the duty of loyalty and the duty of due care. Directors must act in good faith, in the best interests of GRF, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. (*Corporations Code* § 7231.) Directors will be asked to acknowledge their duties to the Corporation and its members, in writing, agreeing not to disclose the documents or information contained therein to third parties, to agree to honor the attorney-client privilege and the right of privacy guaranteed to the Corporation's members and to management. Directors shall also agree to defend, indemnify and hold harmless, GRF, its Board, management and agents from claims and harm arising from the review and copying of corporate records.

II. Qualifying the Absolute Right to Inspect and Copy Corporate Documents

A. Privacy: Books, Records, Documents and Other Information Not Subject to Inspection

There is a legally recognized privacy interest in precluding the dissemination or misuse of sensitive and confidential information ("informational privacy"). Informational privacy is the core value furthered by the California Constitution. (Cal. Const. Art. I, § 1.) A particular class of information is private when well-established social norms recognize the need to maximize individual control over its dissemination and use to prevent unjustified embarrassment or indignity.

Therefore, any and all books, records, documents or other information containing information that, if disclosed, would infringe, or has the potential to infringe, on a Member's privacy rights, shall not be subject to inspection or copying by a director, including, without limitation:

(1) Ballots or any other documents with information revealing the identity of a voter and how they cast their vote; and

(2) Personnel information, including employment records (e.g. performance evaluations, payroll records, etc.). However, personnel information is subject to review by the Board of Directors in connection with proper GRF business, but such records shall be handled by the Board and with due care.

B. Conflict of Interest: Books, Records, Documents and Other Information Not Subject to Inspection

Directors owe GRF a duty of undivided loyalty, and may not make decisions for GRF that benefit their own interests at the expense of GRF or its Members. (*Raven's Cove Townhomes, Inc. v. Knuppe Development Co.*, 114 Cal. App. 3d 783 (1981).) The duty of loyalty involves not only the duty to avoid conflicts of interest, but requires full disclosure of any interests potentially adverse to GRF. A director has the duty to serve the interests of all Members. To that end, where an actual or potential conflict of interest exists, the director shall not be entitled to inspect or copy the following books, records, documents or other information relating to, arising out of, or in connection with:

(1) Litigation or other formal action (criminal, civil, administrative, etc.) against GRF in which the director (including his/her family members, guests, tenants, agents, or invitees) is involved as an opponent. This information is protected by, among other privileges, the attorney-client and work product privileges;

(2) The personal or financial interests of the director, including his/her family members, guests, tenants, agents, or invitees;

(3) The director's stated or implied (through the director's conduct) intent to disclose (without authorization of the Board) or to otherwise violate his/her fiduciary duties; and

(4) Neighbor to neighbor disputes, including, but not limited to, sensitive records pertaining to a director's neighbor, when such director is involved in a neighbor to neighbor dispute (e.g., architectural applications, disciplinary hearing notices, violation notices, nuisance claims, or other letters to or from the neighboring Member).

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RESOLUTION 90-18-XX

Director Access to Corporate Books, Records and Documents

WHEREAS, Golden Rain Foundation of Laguna Woods (“GRF”) is a non-profit mutual benefit corporation, existing under and by virtue of the laws of the State of California, organized for the purpose of developing and maintaining facilities and services, and operating the community facilities pursuant to the provisions set forth in its Articles of Incorporation and Bylaws;

WHEREAS, pursuant to Corporations Code Section 8334, every director shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the corporation of which such person is a director;

WHEREAS, a director’s general right of inspection may be preempted by the right of privacy guaranteed under the California Constitution, may be subordinate to statutes specifically protecting confidential, private, or privileged records, and California courts have also acknowledged a constitutional right to privacy held by members of HOA’s in their voting decisions;

WHEREAS, a director’s duty of loyalty involves not only the duty to avoid conflicts of interest, but requires full disclosure of any interests potentially adverse to GRF; and,

WHEREAS, GRF desires to adopt clear guidelines and procedures for director access to GRF records, and directors’ handling of those records, while protecting GRF from liability claims arising from the review, copying and dissemination of corporate records.

NOW, THEREFORE BE IT RESOLVED, March 6, 2018, that the Board of Directors of this Corporation hereby introduces a Policy Governing Director Access to Corporate Books, Records and Documents; and

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

MARCH 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 30-days from the postponement to comply with Civil Code §4360.

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Director Request for Access to Corporate Books, Records And Documents

I request the following:

_____ Review/inspect corporate books, records and documents

_____ Copy corporate books, records and documents

Records/documents from date(s): (from) _____, 20____ (to) _____, 20____

The records/documents that I request are:

Director Name: _____

Address: _____

Mailing Address (If address is different): _____

Telephone Number: _____

I understand that the Corporation may request clarification of my request. Such clarification may require dialogue between the Staff me, which may impact the date on which my request becomes active. I understand that it is up to me to arrange for a copy service if I want copies.

I acknowledge and agree the corporate books, records and documents, and any information from them, may not be sold, used for a commercial purpose, or used for any other purpose not reasonably related to my interests as a Director of the Corporation. I agree to keep the corporate books, records and documents, and any information from them confidential and agree to return the corporate books, records and documents to the Staff at the end of my term as a director.

Signature: _____

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Financial Report

As of January 31, 2018

INCOME STATEMENT

ACTUAL
(in Thousands)

TOTAL REVENUE

\$3,653

TOTAL EXPENSE

(\$3,156)

Revenue over Expense

\$497

Financial Report

As of January 31, 2018

FUNDS INCOME STATEMENT	OPERATING	FUNDS	TOTAL (in Thousands)
Assessment Revenue	\$2,274	\$255	\$2,529
Non-assessment Revenue	\$936	\$188	\$1,124
Total Revenue	\$3,210	\$443	\$3,653
Total Expense	\$3,156	\$0	\$3,156
Net Revenue/(Expense)	\$54	\$443	\$497
w/o Depreciation	\$452		

Financial Report

As of January 31, 2018

Through January, GRF was better than budget by \$439K primarily due to:

- **Materials & Supplies** – favorable variance due to timing of budget distribution, purchases will occur later in the year.
- **Utilities** – timing of vendor invoices; some electricity and trash expenses will be reflected next period.
- **Outside Services** – timing of vendor invoice for contracted aquatics service; expenses for January will be reflected next period.

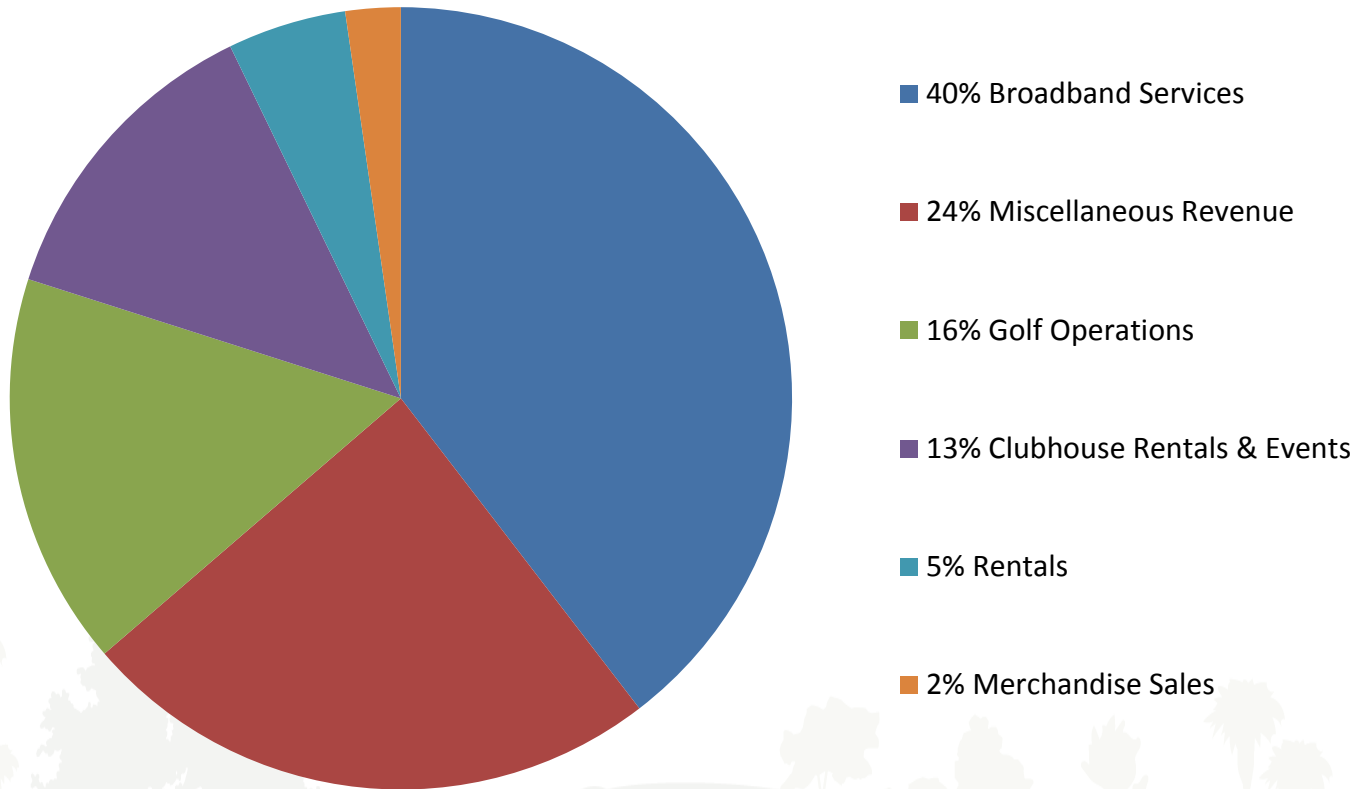
Some offsetting unfavorable variances included:

- **Employee Compensation** – Timing of state unemployment insurance payments as well as increased SUI tax rate.

Financial Report

As of January 31, 2018

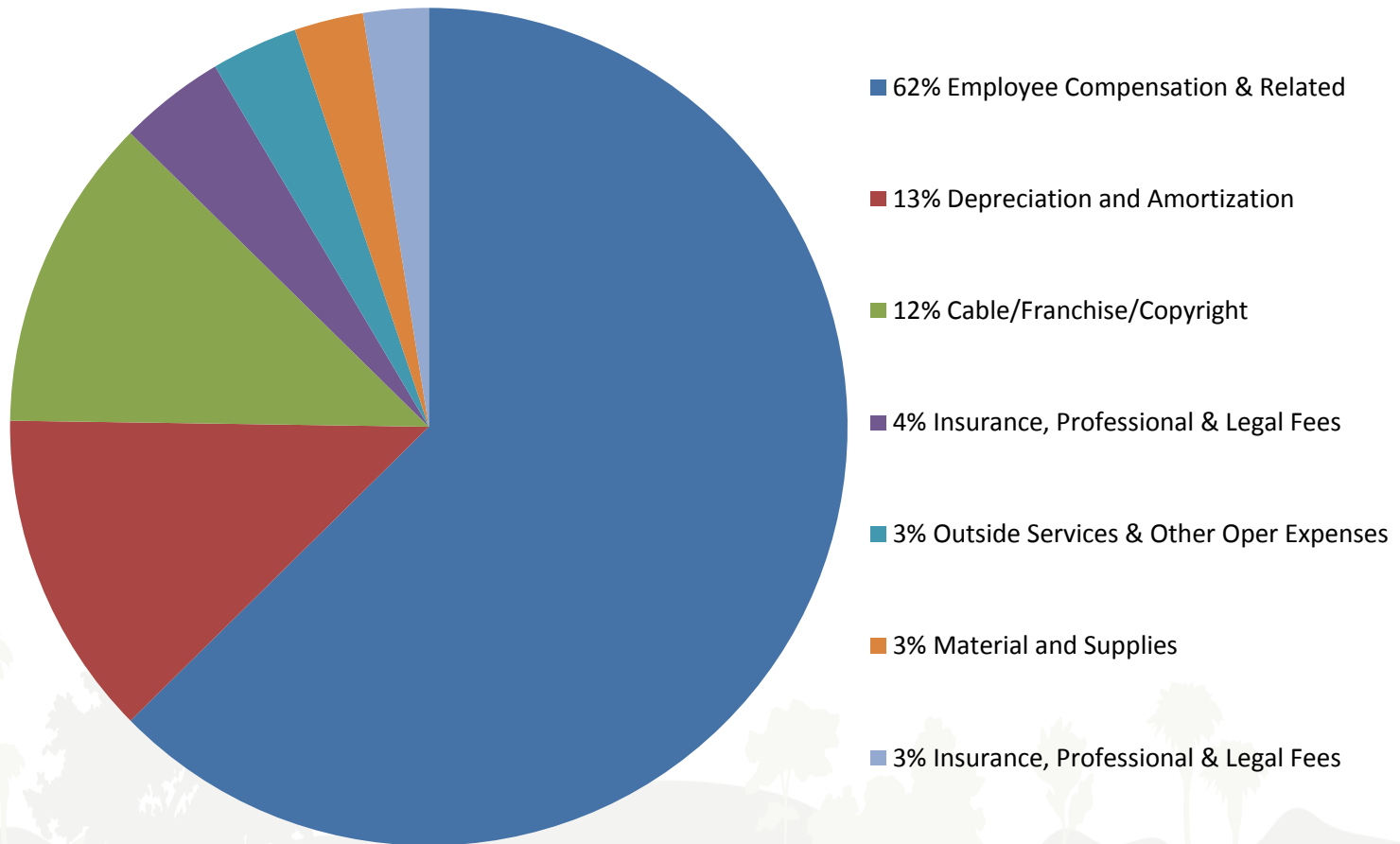
Total Non Assessment Revenues \$936,200



Financial Report

As of January 31, 2018

Total Expenses \$3,156,416



Agenda Item # 14a

Page 5 of 9

Slide 5

Financial Report

As of January 31, 2018

FUND BALANCES (in Thousands)

	ENDING BALANCES	WORK IN PROGRESS	REMAINING APPROPRIATIONS	UNENCUMBERED BALANCES
Equipment	\$8,750	\$2,086	\$5,341	\$1,323
Facilities	16,534	2,818	7,571	6,145
Contingency	781	35	69	677
Trust Facilities Fee	10,616	0	0	10,616
TOTAL	\$36,681	\$4,939	\$12,981	\$18,761



REPORT OF THE REGULAR OPEN MEETING
OF THE GOLDEN RAIN FOUNDATION FINANCE COMMITTEE

Wednesday, February 21, 2018 – 1:30 p.m.
Laguna Woods Village Community Center Board Room, 24351 El Toro Road

MEMBERS PRESENT: Diane Phelps - Chair, Annette Soule, Beth Perak (for Sirkel at 2:49 p.m.) Juanita Skillman, Gary Morrison, Rosemarie diLorenzo, Steve Parsons, Alfred Amado;
Advisors – Alan Dickinson, Greg Corigliano

MEMBERS ABSENT: Tom Sirkel

STAFF PRESENT: Betty Parker, Solange Backes, Christopher Swanson

OTHERS: VMS: Dick Radar

Call to Order

Director Phelps chaired the meeting and called it to order at 1:34 p.m.

Acknowledgment of Media

None.

Approval of Meeting Agenda

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

Presentation of Investment Portfolio by BlackRock/Merrill Lynch

Taryn Moll, account executive from Merrill Lynch, provided an overview of the services provided, account performance, and fees.

Ed Buonopane, investment manager from BlackRock, discussed economic factors and the performance of investment selections within each corporation's policy.

Director Skillman requested BlackRock change the name on the portfolio packet from United Laguna Hills Mutual to United Laguna Woods Mutual.

Questions were addressed from the committee and audience members.

5 Minute Recess

The committee took a 5 minute recess at 2:21 p.m.

Approval of the Regular Meeting Report of December 20, 2017

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

Chair Remarks

Chair Phelps commented on the Select Audit Task Force (SATF) kickoff meeting and upcoming audit schedule. As chair of the SATF, she asked that any question regarding the audit be directed to Board Treasurers who will then forward to their respective SATF member and the Chair. Director diLorenzo expressed the need for efficient communication of any Mutual representative that presents challenges or difficulty.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

None.

Review Preliminary Financial Statements dated January 31, 2018

The Committee reviewed and commented on the financial statements dated January 31, 2018.

Credit Card Payment Policy

Betty Parker, Financial Services Director, presented a staff report on Electronic Payment Services, to establish a policy of accepting credit card and ACH payments for assessments and chargeable services.

A motion was made and carried unanimously to recommend the Board approve the acceptance of electronic payments for assessments, fines, fees, and chargeable services with the payor being charged a convenience fee equal to an amount necessary to offset all processing fees contracted with the merchant provider.

The committee requested that this agenda item be presented at the Mutual Finance Committee meetings to discuss the impact on payment plan options.

Fumigation for Termites at GRF Facilities

The Committee reviewed a staff report and endorsement from Maintenance and Construction Committee regarding Fumigation for Termites at GRF Facilities.

A motion was made and carried unanimously to recommend the Board approve Fumigation of GRF Facilities as outlined in the report, with a supplemental appropriation of \$33,000 to be funded from the Contingency Fund and completed by December 31, 2018.

Update on Pickleball Courts

Director Phelps summarized a project update on Paddle Tennis and Pickleball Courts.

By consensus, the Committee agreed that original funding of \$600,000 approved September 2, 2014 and supplemental funding of \$250,000 approved December 5, 2017 will be sufficient to cover the proposed project costs and potential contingencies.

Future Agenda Items

Updated Fee Schedule

Committee Member Comments

None.

Date of Next Meeting

Wednesday, April 18, 2018 at 1:30 p.m.

Adjournment

The meeting recessed to closed session at 3:24 p.m.



Diane Phelps, Chair

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OPEN MEETING

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

**Wednesday, February 14, 2018 – 9:30 A.M.
Laguna Woods Village Community Center, Board Room
24351 El Toro Road**

MEMBERS PRESENT: Jim Matson - Chair, Beth Perak, Richard Palmer, Bert Moldow, John Frankel, Don Tibbetts, Steve Leonard, Ryna Rothberg

ADVISORS PRESENT: John Luebbe

MEMBERS ABSENT: None

STAFF PRESENT: Ernesto Munoz - Staff Officer, Guy West, Laurie Chavarria

1. Call to Order

Chair Matson called the meeting to order at 1:02 p.m.

2. Acknowledgment of Media

Chair Matson noted no members of the media were present.

3. Approval of the Agenda

Item 16 will be moved up to Item 9 so it can be discussed first. The agenda was approved as amended.

4. Approval of Meeting Report for November 15, 2017

The meeting report was approved as written.

5. Chair's Remarks

Chair Matson remarked about the progress and the budgets of the GRF projects that will be worked on this year.

6. Member Comments (Items Not on the Agenda)

There were no member comments.

7. Department Head Update

Ernesto Munoz had no update.

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.

8. Project Log

Item #2 CH 4 HVAC System: Director Palmer asked about the woodshop HVAC.

Item #9 Head-end Building HVAC: Director Moldow asked about the location of this building.

Item #10 Service Center Radiant Heaters: Director Moldow asked about the location of the radiant heaters.

Item #18 Pool 4 Maintenance: Director Leonard asked for an update on the construction.

Ernesto Munoz briefly responded to all questions and comments.

Reports:

9. Paddle Tennis & Pickleball Courts at Gate 12

Ernesto Munoz briefly discussed the various directions given to staff related to the budget, court location, size of the pickleball/paddle tennis courts and provided an update on the proposed court design at Gate 12.

Discussion ensued regarding the usability of the existing site at Gate 12, lighting, budget, running conduit only for future electric/lighting needs, soils testing, engineering costs, design/build contractors, project timeline, lighting for nighttime play and court covers.

- Joan Brown (5587-A) commented on electrical issues, court safety, lighting and approval of the new design concept.

- Gary Morrison (107-R) commented on the low usage of the courts during summer afternoons.
- Juanita Skillman (2154-N) commented on contingency costs in the contract.
- Tom Sirkel (3132-C) commented on electrical issues, project delays and suggested that staff's recommendation be approved as specified.
- Diane Phelps (5587-A) commented on court lighting, court covers and the existing doorway for court access.
- Joe Fitzekam (405-D) commented on the size of the courts, lighting, court covers and the location at Gate 12.
- Joann Cernokus (674-Q) commented on the need to play at night after work.
- Jeff Shetler (2074-G) commented on the projects budget, length of project and impacts to the golf facility.

Ernesto Munoz briefly responded to all questions and comments.

A motion was made and unanimously carried to direct staff to advertise for engineering and construction bids to build a post tension concrete slab over the existing concrete slab and reconfigure the existing four (4) courts to accommodate seven (7) combined pickleball and paddle tennis courts at Gate 12. In addition, costs will be requested to install a conduit system and correct the existing electrical issues, with alternate options to provide a phased approach to add lighting for half the courts as well as the installation of a cover.

10. Interim Passive Park Development at Clubhouse 2 Annex

Ernesto Munoz provided an update and brief history on the Interim Passive Park Development at Clubhouse 2 Annex.

Discussion ensued regarding dry rot repairs, cost of remediation, renovation versus tear down, the video club and fumigation needs.

11. Lawn Bowling

Ernesto Munoz provided an update on the Lawn Bowling project and provided a PowerPoint presentation demonstrating the scope of the project with pictures before, during and after construction.

By consensus, staff was directed to replay the presentation on Village TV.

12. Clubhouse 1 Renovation Assessment

Ernesto Munoz provided an update on renovation assessment of Clubhouse 1.

A scope of work was developed and a request for proposal was issued in January to retain the services of a consultant to assess the condition of the existing buildings at Clubhouse 1 and determine the necessary upgrades required for a future renovation of the buildings. The consultant will investigate code upgrades such as life safety measures (fires sprinklers/alarms), hazardous materials removal, seismic conditions, structural design, mechanical, electrical, and plumbing elements (MEP) and any other hidden items that would impact the cost of a renovation. In addition, the consultant will implement destructive inspections in the building to view and test interior building components. The consultant will prepare a construction estimate to retrofit, upgrade, or replace building elements identified in the survey and provide a report of its findings.

Once staff has received and evaluated the consultant's proposals, they will prepare a recommendation report to be presented to the M&C Committee tentatively scheduled for August.

Discussion ensued regarding life safety measures, sprinkler systems, and engineering costs.

Director Leonard suggested that the VMS Insurance & Risk Analyst contact the insurance company to see if there would be cost reductions to the policy if fire suppression systems are installed.

13. Performing Arts Center Renovation

Ernesto Munoz provided an update and brief history on the Performing Arts Center Renovation project.

In January 2018 staff met with the architect's representatives to review the status of the design development phase of the work. Preliminary plans were discussed and returned to the architect for corrections. Once the corrections are made, the design development plans will be presented to the PAC Renovation Ad-hoc Committee for their review in March 2018

Discussion ensued regarding design requests and the billiards room.

14. RFP for Energy Consultant

Ernesto Munoz presented a recommendation for GRF to release an RFP to engage an Energy Consultant in order to advance GRF's and the Community's future energy initiatives.

Because an energy strategy would involve the entire community, all corporations would be required to enter into individual agreements with the selected consultant in order to allocate contractual obligations accordingly, as the services to be provided by the consultant may be either for the entire community or exclusively for GRF or the individual Mutuels.

Discussion ensued regarding ways to save energy, the differing needs between GRF and the housing Mutuels, energy aggregation, consultant selection committee, SCE's tiered structure, infrastructure upgrades, and the cost of common area electricity

A motion made and carried unanimously to retain a consultant on an on-call basis for a not to exceed \$50,000 contract. The costs associated with any work performed by the consultant would be included with each individual project cost, and would not have an impact on any existing budgets.

Tom Sirkel (3132-C) suggested that Jim Matson & Jim Juhan to be representatives for GRF, when choosing a consultant.

15. Clubhouse 7 Bridge Room Renovation

Ernesto Munoz provided an update on the Clubhouse 7 Bridge Room Renovation project and provided a PowerPoint presentation demonstrating the scope of the project with pictures before, during and after construction.

16. Fumigation for Termites at GRF Facilities

Ernesto Munoz summarized the report on the termite inspections that took place at GRF Facilities.

In December 2017, staff, along with the GRF contracted vendor, Newport Exterminating, conducted visual interior and exterior inspections of the structures at Clubhouses 1, 2, 3, 5, 6, and Gatehouse 8. Clubhouse 7 had been previously inspected and found clear of termites. Clubhouse 4 was fumigated for termites in August 2017.

No evidence of termite infestations was found at Clubhouses 1, 5 and 6.

Evidence of termite infestations and recommendations were received from Newport Exterminating for various areas at Clubhouse 2, the Lawn Bowling Clubhouse and Storage Room, the PAC (Clubhouse 3) and Gatehouse 8.

Both a full structure treatment and localized treatments are required to eradicate the termite infestation at these facilities. The work will be coordinated with the Recreation Department to facilitate any closures during fumigation.

A motion was made and unanimously approved to authorize a supplemental appropriation in the amount of \$33,000 to be funded from the Contingency Fund to

complete work by the Mutual's contractor, Newport Exterminating during the 2018 Fumigation Program.

Items for Future Agendas:

- EV Charging Stations

Concluding Business:

Committee Member Comments

- Director Perak commented about the expansion of the kitchen at the 19 restaurant.

Date of Next Meeting: April 11, 2018

Adjournment:

The meeting adjourned at 12:06pm.

DRAFT

Jim Matson, Chair



OPEN MEETING

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

Thursday, February 15, 2018 – 1:30 p.m.
Laguna Woods Village Community Center, Board Room
24351 El Toro Road, Laguna Woods, CA 92637

REPORT

MEMBERS PRESENT: Chair Joan Milliman, Directors Diane Phelps, Annette Sabol Soule, Steven Leonard, Maggie Blackwell, Susan Caine, Burt Baum and Adviser Lucy Parker

MEMBERS ABSENT: Directors Beth Perak, Ryna Rothbergh and Advisers John Perak and Steve Carman

OTHERS PRESENT: Juanita Skillman- United Mutual, Dick Rader- VMS and Roy Bruninghaus-Third Mutual

STAFF PRESENT: Eileen Paulin, Chuck Holland, Heather Rasmussen, Paul Ortiz and Becky Jackson. Late arrival of Lisa Hart.

1. Call to Order
Chair Joan Milliman called the meeting to order at 1:37 p.m.
2. Acknowledgment of Press
Chair Milliman acknowledged Paul Ortiz from Village Television.
3. Approval of Agenda
Agenda was approved unanimously with noted corrections from Chuck Holland.
4. Approval of Meeting Report from January 15, 2018
Report from January was approved unanimously.
5. Chair's Remarks
Chair Milliman welcomed the committee and asked Heather Rasmussen to introduce the new Marketing and Communications Manager, Eileen Paulin.

Ms. Paulin reported she looks forward to working with the community.

In the absence of new Village Television host, Lisa Hart, Chair Milliman agreed to introduce her later in the meeting.

b. Thrive Expansion Possibilities

Ms. Rasmussen reported a positive response with inviting club presidents to be a part of the project and invited the committee to join the next meeting.

Ms. Rasmussen reported on the 20.9 percent increase in users with communications, press releases and newsletters. She reported on the success of public speaking engagements, New Resident Orientations and explained the recent decrease in activity of social media being due to the holidays.

Ms. Rasmussen reported all clubs have been trained to update their own individual sites on www.lagunawoodsvillage.com. Any future clubs will be trained by Becky Jackson. There will be notices sent that www.lagunawoodsvillage.org will be shut down.

Director Diane Phelps asked about the interest from Philadelphia.

Ms. Rasmussen explained to the committee, that the map included in the analytics, indicates where web visitors are located.

10. Debut of "The Scoop" Page on www.lagunawoodsvillage.com

Ms. Rasmussen presented the webpage to the committee.

Director Baum wanted clarification on what constituted a rumor.

Director Maggie Blackwell found it to be an efficient way of getting accurate information to the community.

Director Steven Leonard talked about the site "Next Door" and how residents were getting and giving inaccurate information.

Ms. Paulin explained Snopes.com as an example of a resource to go to, to get correct information about rumors and schemes online, and suggested that The Scoop could be the same for the Village. She suggested that as directors and committee members encounter rumors, residents should be directed to The Scoop.

Ms. Rasmussen explained The Scoop as a site that can be updated 24/7 from any device by staff.

ITEMS FOR DISCUSSION AND CONSIDERATION:

11. Review Broadband, Village Television and Media 55 Logos

Lisa Hart arrived and was introduced by Paul Ortiz to the committee.

Ms. Hart addressed the committee and stated she looks forward to working in the community.

Mr. Holland presented the logo options on the board.

Director Caine would like to use the leaf logo.

6. Member Comments
None

REPORTS:

7. Broadband Update
- a. ProForma Operating Statement
Chuck Holland gave a report on the ProForma Operating Statement, which includes financials of all services provided.
 - b. Subscriber Counts
Mr. Holland gave an overview of 2017 subscriber counts, the increasing trend and including financials.
 - c. Analog Conversion Schedule
Mr. Holland reported on the success of the first conversion, February 5, 2018. Initially there were 50 to 60 complaints due to there being no KTLA, but lately there are none.
8. Contract Renewals
- Mr. Holland gave a report on contract renewals including the bulk deals with the NCTC negotiations that cover 50 percent of the channels. Staff has been finding that some residents will need a DTA or other device for digital channels to map to their correct channel number. Director Holland looking for cost effective viable solution to remedy this problem.
- Director Steven Leonard asked about the Fox channels and when they were up for renewal.
- Mr. Holland reported the renewals will not take place for another 18 months and will look into renewal fees.
- Director Susan Cane would like to get a survey on which channels residents are watching.
- Director Burt Baum commented that it would be too expensive.
- Dick Rader suggested just dropping certain channels and see what the fallout would be.
- Jeanie Braden (199-B) would like to petition for Verizon services.
9. Marketing and Communications Report
- a. Breeze Update
Ms. Rasmussen gave report on the Breeze, which included schedules for board submissions.

Mr. Holland suggested the images be emailed to committee members for further review and asked the board members make sure Becky Jackson has all email addresses.

Chair Milliman encouraged members to respond to the emailed samples when they arrive.

ITEMS FOR FUTURE AGENDAS:

None

CONCLUDING BUSINESS:

12. Committee Member Comments

Adviser Lucy Parker stated she would like to see more logo options and loves The Scoop.

Director Phelps likes the logos presented.

13. Next meeting – March 14, 2018, at 1:30 p.m. in the Board Room.

14. Adjournment at 3:01 p.m.


Joan Milliman, Chair
Media and Communications Committee

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

Wednesday, February 7, 2018 – 1:30 p.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Judith Troutman – Chair, Anette Sabol Soule (substituting for JoAnn diLorenzo), Ray Gros, Steve Parsons (substituting for John Frankel), Roy Bruninghaus, Reza Bastani, Cash Achrekar, John Dalis

ADVISORS: None

MEMBERS ABSENT: JoAnn diLorenzo, John Frankel, Gloria Moldow (Advisor)

OTHERS PRESENT: Richard Palmer, Juanita Skillman, Andre Torng

STAFF PRESENT: Brad Hudson, Bruce Hartley, Andrew Harrell, David Collins, Kayla Aninzo

1. Call to Order

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

2. Acknowledgment of Media

No press was present.

3. Approval of the Agenda

By consensus, the agenda was approved.

4. Approval of Meeting Report for December 4, 2017

Director Achrekar asked to amend the report by adding that Suellen Zima (823-D) commented on the long wait time between buses.

The Regular Meeting Report of December 4, 2017, was approved as amended with four abstentions. Chair Troutman, Director Soule, Director Parsons, and Director Bruninghaus abstained, as they were not present at the previous meeting.

5. Chair's Remarks

Chair Troutman deferred her comments until later in the meeting.

6. Member Comments (Items Not on the Agenda)

- Andre Torng (389-Q) inquired about hand sanitizer on buses.

7. Response to Member Comments

Chair Troutman commented that hand sanitizer on buses is an item on the agenda.

8. Department Head Update

Bruce Hartley, General Services Director, provided the Committee with the 2018 Business Plan for Transportation Services. The budget for 2018 is \$2,249,487, which includes staffing and operational funding for the Easy Rider, Plan-A-Ride, Excursions, Destination Shopping, Docent Tours, event shuttles, and all other transportation services. The budget shows a decrease of approximately \$50,000 compared to last year, which is the result of the reductions in bus operational expense and bus driver hours.

Chair Troutman asked where the savings would come from.

Bruce Hartley commented that Plan-A-Ride services were extended to weekends and holidays beginning January 2018. The lunch relief program was recently implemented and is still being refined to alleviate the need for part-time drivers during the day. Majority of the savings will be in driver hours and fuel.

Director Achrekar asked about employee compensation and funding for new buses.

Mr. Hartley responded that part-time hours and overtime hours for full-time drivers have been reduced. The funding for GRF buses are in the capital budget.

Consent:

None

Reports:

9. Transportation & Maintenance Manager Reports

Drew Harrell, Transportation and Maintenance Services Manager, presented the monthly Transportation reports.

Transportation staff is working closely with the IT Department to develop customized scheduling software. Two nine-passenger, low floor buses have been purchased with the approved 2018 budget. One bus will be in service within the next few weeks; the

second will be delivered in early summer. GRF owns six of the sixteen buses currently in operation; the remainder of the buses are under grant restriction, with ownership transferred to GRF upon reaching 7 years or 200,000 miles of operation.

The Easy Rider is a fixed-route type of service that operates Monday through Friday from 9 a.m. to 5 p.m. Plan-A-Ride is a demand response type of service that is offered as an alternative to the Easy Rider. Plan-A-Ride operates daily from 8 a.m. to 10:30 p.m., with the exception of Christmas and New Year's Day. There are 97 new residents using the Plan-A-Ride service since the start of the year.

Director Gros commented about having to call the day before for same day reservations.

Drew Harrell commented that same day reservations are welcomed, but not guaranteed. Transportation Resource Guides provide alternative options to Village Transportation services should a resident need immediate services that may not be accommodated by Plan-A-Ride.

Bruce Hartley commented that we do not provide emergency medical transportation.

Chair Troutman commented that the information in the Bus Information Meeting handout from the last Bus Information Meeting contradicts the material in the agenda package, with an apparent conflict in service hours.

Drew Harrell commented that the information in the Bus Information Meeting handout has been corrected for the next meeting and is now current, with Plan-A-Ride operating daily from 8 a.m. to 10:30 p.m.

10. Ridership Report

Drew Harrell presented the ridership report. Residents are required to scan their resident ID card with an RFID chip attached. Tracking software records each trip and generates ridership data. With this data, staff was able to generate the average cost per trip. The cost per trip in 2017 decreased as a result of increased efficiencies in service.

Several directors commented on the ridership report.

Bruce Hartley commented that the data from each year is not directly comparable. The implementation of the Easy Rider Program significantly reduced the number of transfers, reducing the number of times a card is scanned. This would reflect a decrease in ridership. Staff is trying to develop a method to accurately collect data.

Mr. Harrell commented that 83% of riders are residents. Staff is making an effort to make sure residents are aware of transportation services provided.

Chair Troutman asked about identification for multiple caregivers.

Mr. Harrell commented that Resident Services can provide proper documentation for residents with multiple caregivers.

Items for Discussion and Consideration:

11. Hand Sanitizer on Buses

Bruce Hartley commented that staff has received requests from bus riders to add hand sanitizers to the Village buses. The comparison of costs was provided in liquid (gel or foam) vs. wipes, in an amount not to exceed \$6,000 for 2018.

Several directors commented on hand sanitizers on buses.

Director Soule brought up the concern of the high percentage of alcohol in hand sanitizers.

Mr. Hartley commented that the hand sanitizers would be the same as the ones currently used in facilities throughout the Village.

Director Soule made a motion to purchase hand sanitizers as recommended by staff. Director Achrekar seconded the motion. The motion passed unanimously.

Items for Future Agendas:

Chair Troutman asked staff to add Draft Resolution of the Committee Charter and Bus Cameras to April's agenda.

The Committee will forward their revisions of the Charter to staff. Submissions are due by mid-March.

Concluding Business:

12. Committee Member Comments

Director Achrekar asked what staff is doing to reduce the wait time between buses.

Bruce Hartley commented that it is difficult to shorten the wait time with an eight route system; a bus will come back within an hour or less. Plan-A-Ride is encouraged when fixed routes do not meet resident needs.

Director Soule advised residents to come early to prevent missing the bus and thinks that the Village provides a great service.

Director Bastani asked if Transportation could be reached online.

Drew Harrell commented that reservations could be made by email, but finds that residents prefer calling.

Chair Troutman commented that the Plan-A-Ride is a great service but the drivers have difficulty finding her unit. Security will be advised about the glitch in the system for units that are not physically located in the address assigned by our system.

Bruce Hartley commented that the Village is not available on Google Maps.

Drew Harrell commented that schedulers have the ability to add comments to reservations that explain where residents are located. This information is visible to the driver. Residents will need to give that information to the transportation office when they call for a ride.

Brad Hudson, CEO, entered the meeting at 2:22 p.m.

Director Parsons asked what needs to be done to get the Village on Google Maps.

Brad Hudson commented that the mapping of the Village was supposed to take place when Laguna Woods was selected as a candidate to test autonomous vehicles. Efforts need to be reinvigorated.

Director Parsons moved to recommend to GRF to pursue looking into mapping of the Community. The motion was seconded by Director Achrekar. The motion passed unanimously.

Director Dalis objected to bus route changes and was speaking for residents in the Towers.

Drew Harrell commented that staff is aware of the situation posed to the Towers. Staff is working to better accommodate these residents.

Chair Troutman thanked the Committee and audience for their attendance.

13. Date of Next Meeting – Wednesday, April 4, 2018

14. Adjournment

The meeting was adjourned at 2:31 p.m.


Judith Troutman, Chair
GRF Mobility & Vehicles Committee

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

The Regular Meeting of the Security and Community Access Committee was held on Thursday, February 22, 2018 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

MEMBERS PRESENT: Annette Soule-Chair, Ray Gros, Joan Milliman, Don Tibbets, Janey Dorrell, Roy Bruninghaus, and John Frankel

MEMBERS ABSENT: Jim Juhan and Pat English

ADVISORS PRESENT: Larry Cunningham

ADVISORS ABSENT: None

OTHERS PRESENT: Juanita Skillman, Diane Phelps, Richard Palmer, Marcy Sheinwold, Dick Radar, and James Tung

STAFF PRESENT: Tim Moy, Debbie Ballesteros, Brad Hudson and Barbara Bridges

CALL TO ORDER

Annette Soule, Chair, called the meeting to order at 1:41 p.m. and stated that it was a regular meeting held pursuant to notice duly given.

ACKNOWLEDGEMENT OF PRESS

The Media was not present.

APPROVAL OF AGENDA

Director Bruninghaus made a motion to amend the agenda by adding "Decal Sticker Theft" and "Penalty Fee for Non-Return of ID Cards and Decal" under Items for Discussion and Consideration. Chair Soule added "Community Generator," "Gate Four Redesign" and "Pedestrian Signage for Golf Course" to Items for Future Agendas.

By way of consensus, the Committee approved the amended agenda.

APPROVAL OF MEETING REPORT

By way of consensus, the Committee approved the December 21, 2017 meeting report as presented.

CHAIRMAN'S REMARKS

Chair Soule stated that on February 9, 2018, she attended a seminar hosted by United Way about the cost of homeless affecting Orange County. She stated that this is a nationwide issue that has been affecting many communities and will brief the Security

Department on what she learned. She commented that residents should not feed, give money, or take in homeless individuals as this will encourage them to continue staying in this area. The full report is online at unitedwayoc.org/resources, if anyone is interested. Chair Soule also mentioned that she would like to start holding closed sessions with the Security Department to discuss certain topics.

MEMBER COMMENTS ON NON-AGENDA ITEMS

None

REPORTS

Disaster Preparedness Task Force Report

Tim Moy, Chief of Security, stated that the Disaster Preparedness Task Force meets on the last Tuesday of every month at 9:30 a.m. in the Cypress Room of the Community Center. Everyone is welcome to attend.

Chief Moy updated the Committee about the POD Distribution which will provide medication to the residents in case of a disaster. The setup for distribution will be similar to the RFID rollout that was conducted a couple of years ago.

Chief Moy informed the Committee on the Good Neighbor Building Captain (GNBC) trainings that are available several times a year. The last training was on February 7, 2018 and had approximately 30-40 in attendance; ten participants signed up to become a GNBC. If anyone is interested in joining the Disaster Preparedness Task Force, they can attend the monthly meetings or one of the GNBC trainings.

RV Update

Chief Moy stated that about this time last year, the waiting list for RV lots A and B were approximately 70 people. Looking at the rules and enforcing them, the waiting list is now two people. New residents moving into the Village will have a space immediately.

Chief Moy also informed the Committee that Lot A will be repaved in the near future and will be working with the RV Wheelers Club when the time comes.

Noteworthy Incidents

Chief Moy commented on the officer involved shooting that occurred on February 6, 2018. Chief Moy stated that there was a report of an individual that was waiving a deadly weapon. The Orange County Sheriff's Department (OCSD) was called and took over the situation. Chief Moy stated that it was isolated incident and he hopes that it does not happen again for very long time. He explained that when there is an officer involved shooting, the District Attorney's office will conduct the investigation for purposes of transparency and accountability on the deputy sheriffs. In the future, the Security Department will work with the OCSD to coordinate where they can park their vehicles to minimize traffic congestion in the Village.

Chief Moy also informed the Committee that there were a few trespassing incidents with homeless individuals who were found in the Village. He stated that if residents see something, to say something. The Security Department has protocols when they encounter homeless people. They ask if they were called in or how they entered the property. If they were not called in, they are admonished and advised that they will be arrested if they are found in the property again.

Security Statistics

Chief Moy reported on the statistics for the Security Department that includes foot patrols, notice of violations, crimes, traffic collisions, RV lots, Social Services and the Compliance Department. Reports are attached to the official minutes of this meeting.

Chief Moy stated that he is working with the Social Services Division to track suicides in the Community. He wants to see if they can reach out to the residents and help those that are going through a tough time. He also reminded the Committee that welfare checks can be made by the Security Department.

Chief Moy explained there is an increase in the number of violations compared to last year. However, that is due to the Compliance Division being under staffed. Currently, the Compliance Division is fully staffed.

Chief Moy commented on the recent increase in petty thefts. He explained that people are coming in with bolt cutters and breaking into locked cabinets. He urged residents to not leave valuables in their carport storage. They should remember the motto "Hide it, Lock it, or Lose it."

As to the Compliance Division, Chief Moy informed the Committee that 80-85% of residents comply with the first disciplinary letter. There is now a partnership with other departments which has helped streamline the communication and resolve issues in a more efficient matter.

Chief Moy informed the Committee that Betty Curley, Social Services Manager, is retiring at the end of March 2018 and a replacement Manager has been hired. A new Social Worker, Sarah Martin, has also been hired. He reminded the Committee that the Social Services Division does a great job in providing assistance and resources to those in need.

ITEMS FOR DISCUSSION AND CONSIDERATION

Golf Cart Policies and Procedures

Chief Moy presented the Golf Cart Policies and Procedures report. The Committee commented and asked questions.

Director Milliman made a motion to recommend the Board approve the Golf Cart Policies and Procedures with changes to include fees for residents who are found in violation of the policy. Director Dorrell seconded the motion.

By unanimous vote, the Motion carried.

Variance Request

Chief Moy presented a request from a United Laguna Woods Mutual Members requesting for an additional golf cart decal. The Member is able to park their vehicle and golf cart without taking up an additional parking space. The Members are also planning to move to a two bedroom unit within the next year.

Director Milliman made a motion to approve the variance request with the stipulation to follow up in a year to make sure the members have moved into a two bedroom unit. Director Tibbetts seconded the motion.

By unanimous vote, the Motion carried.

Long-Term Vehicle Parking

Chief Moy informed the Committee that one of the issues of clearing out the RV lots of commercial and secondary passenger vehicles is now long term parking for part time residents and storage of commercial vehicles. Some of the residents are still working and looking for storage for their commercial vehicles. Since they are no longer permitted to park in the RV lots, they are looking for another solution. The Committee commented and asked questions.

The Committee directed Staff to research this issue and bring back results.

Security Relocation

Chief Moy updated the Committee on the Security Department relocation to the third floor of the Community Center. He explained that a space planner is working on the logistics. However, the Resident Services, Manor Alteration, and Central Services Departments have first priority.

Generators

Chief Moy informed the Committee that part of the evaluation of the Community Center includes emergency preparedness. The Emergency Operations Center (EOC) is currently located on the second floor, which is the only floor in the building that is partially covered by a generator. The plan is to move the EOC to the Board Room and a generator is needed to power up the whole building, especially since the Security Department is coming over.

Chief Moy informed the Committee that the conversations have begun with management about obtaining generators for each of the Clubhouses, Gate Houses, and the Community Center.

Sticker Theft “8”

Director Bruninghaus informed the Committee that some people are stealing the “8” from the new decals. Chair Soule recommended residents to cut the decal into pieces with an exacto knife in order to prevent theft of the whole decal. Chief Moy explained

that he spoke to Resident Services who stated there has been theft, but not at a high rise. Nevertheless, Chief Moy will work with Resident Services to have them remove decals from past years and to advise the residents to cut the decal into pieces. He will also ask the Resident Services Department to research for a tamper resistant decal for 2019.

Penalty for non-return of ID card and decals

Director Bruninghaus explained that the current penalty for non-return of ID cards and decals are \$125 for decal and \$25 for ID card.

The Committee also discussed creating a Lessee deposit fee which would cover the cost if the Lessee(s) fail to return the decal(s) and ID card(s).

Director Milliman made a motion to increase the penalty for non-return ID card to \$125. Director Bruninghaus seconded the motion.

By a vote of 5-0-1 (Director Dorrell abstained) the motion carried.

Director Milliman made a motion to have a Lessee Deposit fee of \$250 to cover the cost of the non-return of the ID card and decal. After discussion, Director Milliman withdrew the motion.

Director Milliman made a motion that the Lessee Deposit Fee will be \$125 per decal(s) and \$125 per ID card(s). The deposit will be refunded once the decal(s) and ID card(s) are returned. Director Bruninghaus seconded the motion.

By unanimous vote, the Motion carried.

The Committee directed Staff to present a staff report for the SCAC meeting to make ID cards and decals the same fee of \$125 and also for the Lessee Deposit Fee.

ITEMS FOR FUTURE AGENDAS

- Gate 4 Redesign – will go to the M&C Committee for discussion
- Pedestrian Signage for Golf Course – will go to the Community Activities Committee for discussion

CONCLUDING BUSINESS

Committee Member Comments

Director Tibbets requested more clarification regarding the generators. Chief Moy responded and stated that Ernesto Munoz, Maintenance Director, is researching the item further.

Director Dorrell stated that she read somewhere that Home Depot rents out generators.

Chair Soule stated that this Committee is helping her continue to grow and come up with good questions and complimented Chief Moy.

DATE OF THE NEXT MEETING

The next meeting is scheduled for Thursday, April 26, 2018, at 1:30 p.m. in the Laguna Woods Village Community Center, Board Room.

ADJOURNMENT

There being no further business to come before the Committee, Chair Soule adjourned the meeting at 4:00 p.m.

DRAFT

Annette Soule, Chair

REPORT OF THE LAGUNA WOODS VILLAGE
TRAFFIC HEARINGS COMMITTEE

February 21, 2018

The Regular Meeting of the Laguna Woods Village Traffic Hearings Committee was held on Wednesday, February 21, 2018 at 9:10 AM, 24351 El Toro Road, Laguna Woods, California.

MEMBERS PRESENT: Ray Gross-Chair, John Frankel, Cash Achrekar, Inesa Nord-Leth(Afternoon Session)

MEMBERS ABSENT: None

STAFF PRESENT: Paul Nguyen, Eulalio Diaz, Donovan Nguyen

Call to Order

Ray Gross, Chair, called the meeting to order at 9:10 AM.

Traffic Hearings

The Committee held 38 traffic hearings and found 32 individuals guilty and 6 individuals not guilty. Detailed information is attached to the official report of this meeting.

Date of Next Meeting

The next meeting is scheduled for Wednesday, March 21, 2018, at 9:00 AM, in the Laguna Woods Village Community Center, Board Room.

Adjournment

With no further business before the Committee, the meeting was adjourned at 3:30 PM.

DRAFT

Ray Gross, Chair

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