



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, May 1, 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 – Director Phelps**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes of Meeting**
 - (a) April 3, 2018 – Regular Open Session Meeting
- 6. Report of Chair**
- 7. Update from VMS – Director Shimon**
- 8. CEO Report**
- 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) Update GRF Committee Appointments
- (b) GRF Security and Community Access Committee Endorsement of Frank Tybor, Advisor

12. Unfinished Business

- (a) Entertain a Motion to Approve a Resolution for Amendments to the Golf Cart Policies and Procedures (**MARCH Initial Notification – 30- Day notification to comply with Civil Code §4360 has been satisfied**)
- (b) Entertain a Motion to Approve a Resolution Ratifying EV Charge Station Fees (**MARCH Initial Notification – 30- Day notification to comply with Civil Code §4360 has been satisfied**)
- (c) Entertain a Motion to Approve a Resolution for Electronic Payment Policy (**MARCH Initial Notification – 30- Day notification to comply with Civil Code §4360 has been satisfied**)

13. New Business

- (a) Tree Removal Request - Lawn Bowling Facility
- (b) Entertain a Motion to Approve a Resolution for Records Inventory and Management Consultant
- (c) Discuss and Consider a Contract Award – Renovations for Gatehouses 4, 10, 11 & 12
- (d) Discuss and Consider a Contract Award – Paddle Tennis & Pickle Ball Court Renovations

14. Committee Reports

- (a) Report of the Finance Committee/Financial Reports – Director Phelps. Next meeting June 18, 2018, at 9:30 a.m. in the Board Room.
- (b) Report of the Community Activities Committee – Director Perak. Next meeting May 10, 2018, at 2:00 p.m. in the Board Room.
- (c) Report of the Maintenance & Construction Committee – Director Matson. Next meeting June 13, 2018, at 9:30 a.m. in the Board Room.
 - Report of the Performing Arts Center (PAC) Renovation Ad Hoc Committee - Director Perak. Next meeting TBA

- (d) Report of the Media & Communications Committee – Director Milliman. Next meeting May 21, 2018, at 1:30 p.m. in the Board Room.
- (e) Report of the Mobility & Vehicles Committee – Director Troutman. Next meeting June 6, 2018, at 1:30 p.m. in the Board Room.
- (f) Report of the Security & Community Access Committee – Director Sabol Soule. Next meeting June 28, 2018, at 1:30 p.m. in the Board Room
 - Report of the Traffic Hearings – Director Gros. Next meeting May 16, 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 May 29, 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 the Design and Creation of a Decorative Art Wall at Clubhouse 4

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) April 3, 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

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Minutes of the Regular Meeting of the Golden Rain
Foundation Tuesday, April 3, 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, Judith Troutman and Jim Juhan (via telephone)

Directors Absent: None

Staff Present: Brad Hudson, Chris Spahr, Eileen Paulin, Cheryl Silva,
and Whitney Thornton

Others Present: United Mutual: Juanita Skillman
Third Mutual: John Frankel and Rosemarie diLorenzo
VMS: Dick Rader, Mary Stone, Lucy Shimon, and Lisa Bender
Mutual Fifty: Ryna Rothberg

1. Call to Order

President Sirkel called the meeting to order at 9:34 a.m., and acknowledged that a quorum was present.

2. Pledge of Allegiance to the Flag

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

3. Acknowledgment 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 Perak made a motion to approve the Agenda as presented. Director Sabol Soule seconded the motion and it passed by unanimous consent.

5. Approval of Minutes

Director Matson made a motion to approve the minutes of March 6, 2018. The motion was seconded by Director Sabol Soule and passed 9-0-1 (Director Juhan abstained).

6. Report of the Chair

President Sirkel announced well wishes to all meeting attendees; specifically to Director Juhan on his recovery.

7. Update from VMS

Director Bender gave an update of the VMS meetings in the month of March.

- Presentation on the Laguna Woods Village "2020 Vision"
- Accomplishments and goals reached as of 2018
- Increased technology
- Recreation and special events
- Update on recent staff changes

8. CEO Report

Brad Hudson, CEO, gave a report on upcoming community events and updates on current renovation and construction projects.

- Clubhouse 1 assessment
- New roof for Community Center
- Better equipment for Pool 4
- Energy and solar projects
- LED lighting
- Plan-a-Ride riders increasing
- DVR wait list
- New digital cameras
- Transition from analog to digital television

(a) The CEO introduced Siobhan Foster the new Chief Operating Officer (COO).

9. Open Forum (Three Minutes per Speaker)

Members spoke on Laguna Woods Village Foundation, food banks, online events schedule, bus schedules, handyman services, an article in the Village Breeze written by Diane Bell, methods of enforcing Bylaws Section 6.4.5 Automatic Vacancy in the GRF Bylaws, and reinstatement of the GRF Landscaping Committee during open forum. Members offered positive comments relating to customer service in the Resident Services department.

10. Response to Open Forum Speakers

Several Directors and the CEO responded to member comments.

Several Directors expressed support of the Board's interpretation of Bylaw Section 6.4.5 Automatic Vacancy on the Board.

11. Consent Calendar -- None

12. Unfinished Business

(a) Entertain a Motion to Approve Relocation of Summer Kids Swim Program

The Secretary of the Board read the following resolution:

**RESOLUTION 90-18-16
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, April 3, 2018, that the Board of Directors of this Corporation hereby adopts 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

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

Director Milliman made a motion to adopt the resolution for relocation of summer kid's swim from Clubhouse 2 to Clubhouse 6 during the summer pool hours of operation.

Discussion ensued among the Directors.

Director Sabol Soule made a motion to amend the hours in the resolution from noon until 4 p.m. to noon until 6 p.m. The motion failed for lack of a second.

President Sirkel asked for a vote on the motion and it passed by unanimous consent.

- (b) Entertain a Motion to Approve a Resolution for Care Services for Equestrian Center Boarders

The Secretary of the Board read the following resolution:

RESOLUTION 90-18-17
Care Services for Equestrian Center Boarders

WHEREAS, the GRF Equestrian Facility includes 27 stalls that have been made available for residents to board their personally-owned horses, with the residents being responsible for rental and feed costs; and

WHEREAS, Staff has been requested, if there is no one else available, to offer a horse-care program for residents' horses when the residents are sick or out-of-town for a short period of time; and,

WHEREAS, the new care program would be performed by VMS Staff, approximately 45 minutes per day, per horse for resident horse-owners who are sick or out-of-town; and,

WHEREAS, all services shall be performed by the Equestrian Supervisor or Stable Assistant between the hours of 7 a.m. and 4 p.m.

NOW THEREFORE BE IT RESOLVED, April 3, 2018, that the Board of Directors of this Corporation hereby adopts a new horse-care service program for resident horse owners who are sick or out-of-town for \$35 per day to cover costs, to be charged to the resident; 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
30-day notification to comply with Civil Code §4360 has been satisfied.

Director Milliman made a motion to adopt the resolution for care services for equestrian center boarders. Director Perak seconded the motion.

There being no debate, President Sirkel asked for a vote and the motion passed by unanimous consent.

13. New Business

- (a) Entertain a Motion to Introduce Redevelopment of Existing Paddle Tennis/ Pickleball Courts at Gate 12 (**April Initial Notification – must postpone 30-days to comply with Civil Code §4360**)

Brad Hudson, CEO, gave an update on the Paddle Tennis/Pickleball Courts at Gate 12.

Discussion ensued among the Directors.

President Sirkel commented that a special meeting will be scheduled to vote on this project.

- (b) Entertain a Motion to Approve the Designation of Western Bluebird Club (WB Club) of Laguna Woods Village to Maintain all Bluebird Boxes within GRF Common Area

The Secretary of the Board read the following resolution:

RESOLUTION 90-18-18
Bluebird Box Replacement

WHEREAS, approximately 1100 bird boxes were erected throughout Laguna Woods Village and many were left unattended and were inhabited by insects and various invasive species causing the nest boxes to be unwelcoming for Bluebirds;

WHEREAS, many of the boxes had 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 in the GRF common areas and replacing with suitable Bluebird houses.

NOW THEREFORE BE IT RESOLVED, April 3, 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; 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

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

Director Milliman made a motion to adopt a resolution to designate the Western Bluebird Club of Laguna Woods Village to be the sole club to maintain all Bluebird boxes within Golden Rain Foundation common area. Director Perak seconded the motion.

Discussion ensued among the Directors.

Director Troutman made an amendment to the motion to add in "GRF common area" in paragraph 3 of the resolution. Director Milliman seconded the motion. President Sirkel asked for a vote on the amended motion and it passed 9-0-1 (Director Juhan absent for the vote)

Director Milliman made a second amendment to the motion to add in "many were left unattended" in paragraph 1 of the resolution. Director Troutman seconded the

motion. President Sirkel asked for a vote on the amended resolution and the motion passed by unanimous consent.

Discussion ensued among the Directors.

President Sirkel called for a vote on the amended motion and the motion passed by a vote of 6-3-0 (Director Troutman, Director Palmer, and Director Sabol Soule opposed).

14. Committee Reports

(a) Report of the Finance Committee/Financial Reports

- Director Phelps reported on the Finance Committee and presented the Treasurer's Report. The next meeting will be held on April 18, 2018, at 1:30 p.m. in the Board Room.

(b) Report of the Community Activities Committee

- Director Perak highlighted the upcoming events, Thrive committee activities, club budget deadlines, tree walks program, and reported that the next Community Activities Committee meeting will be held on May 10, 2018, at 2:00 p.m. in the Board Room.

(c) Report of the Maintenance & Construction Committee

- Director Matson reported on the Maintenance & Construction Committee. The next meeting will be held on April 11, 2018, at 9:30 a.m. in the Board Room.
- Director Matson reported that Pickle Ball/Paddle Ball bids are due Friday, April 6, 2018.
- Director Troutman reported on forming a Village Energy Committee Next meeting May 2, 2018 at 1:30 in the Cypress Room. President Sirkel asked staff to include this committee on the next agenda.
- Director Perak reported on the Performing Arts Center (PAC) Renovation Ad Hoc Committee. The next meeting TBA.

(d) Report of the Media and Communications Committee

- Director Milliman reported on the Media and Communications Committee and the Thrive Task Force. The next Media and Communications meeting will be held on April 16, 2018, at 1:30 p.m. in the Board Room. The next Thrive Task Force will meet on April 18, 2018, at 9:30 a.m. in the Cypress Room. Director Milliman reported that Docent Tours will be coordinated by the Marketing Department
- Director Perak announced the Thrive Show airs at 9:30 a.m. on Village Television on Thursdays

(e) Report of the Mobility & Vehicles Committee

- Director Troutman reported from the Mobility & Vehicles Committee. The next Mobility & Vehicles Committee will meet on Wednesday, April 4, 2018, at 1:30 p.m. in the Board Room. A transportation and information meeting will be held on April 18, 2018 at The Towers at 1:00 p.m.

(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 April 26, 2018, at 1:30 p.m. in the Board Room.
- Director Gros reported on the Traffic Hearings. Next meeting will be held April 18, 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. Former medical professionals encouraged to register for database. Next meeting April 24, 2018, at 9:30 a.m. in the Cypress Room.

15. Future Agenda Items

- (a) Entertain a Motion to Approve a Resolution for Amendments to the Golf Cart Policies and Procedures **(MARCH Initial Notification-must postpone to May (30-Days) to comply with Civil Code §4360)**
- (b) Entertain a Motion to Approve a Resolution Ratifying EV Charge Station Fees **(MARCH Initial Notification-must postpone to May (30-Days) to comply with Civil Code §4360)**
- (c) Entertain a Motion to Approve a Resolution for Electronic Payment Policy **(MARCH Initial Notification-must postpone to May (30-Days) to comply with Civil Code §4360)**
- (d) Entertain a Motion to Approve the Design and Creation of a Decorative Art Wall at Clubhouse 4
- (e) Entertain a Motion to Approve Policies for Capital Improvement Projects (CIP) to be Reviewed by Corporate Members; and Procedures for Corporate Members Meetings

16. Director's Comments

- Director Troutman wished all attendees a Happy Passover and Happy Easter
- Director Phelps stated that Churches pay the business rate for Broadband
- Director Gros invited residents to support Laguna Canyon Foundation

- Director Milliman announced that the proposed decorative art mural project will not move forward at this time

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 12:22 p.m.

Closed Executive Session Agenda

Approval of Agenda

Approval of Minutes

(a) March 6, 2018 – Closed Executive Session

(b) March 22, 2018 – Special 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

Adjournment

Adjourn

The meeting was adjourned at 2:48 p.m.


Joan Milliman, Secretary of the Board
Golden Rain Foundation



STAFF REPORT

DATE: May 1, 2018
FOR: GRF Board of Directors
SUBJECT: GRF Committee Appointments

RECOMMENDATION

Approve a Resolution of the Committee Appointments for GRF Board Committees.

BACKGROUND

Revisions to the GRF Committees occurred due to recent changes on the GRF, United and Third Boards.

DISCUSSION

The GRF Board Committee Assignments (Attachments 1) has been updated.

FINANCIAL ANALYSIS

None.

Prepared By: Cheryl Silva, Corporate Secretary

Reviewed By: Siobhan Foster, COO

ATTACHMENT(S)

Attachment 1: GRF Appointment Resolution

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RESOLUTION 90-17-XX
GRF Committee Appointments

RESOLVED May 1, 2018, that the following persons are hereby appointed and ratified to serve on the Committees of this Corporation:

Business Planning

Diane Phelps, (GRF)
Tom Sirkel, (GRF)
Rosemarie diLorenzo, (Third)
Steve Parsons, (Third)
Gary Morrison, (United)
Juanita Skillman, (United)
Nancy Hou, (Mutual 50)

Community Activities

Beth Perak, Chair (GRF)
Joan Milliman, Vice Chair (GRF)
JoAnn DiLorenzo, (GRF)
Jules Zalon, (Third)
Steve Parsons (Third)
Bill Walsh, Alternate (Third)
Janey Dorrell, (United)
Juanita Skillman, (United)
Ryna Rothberg, (Mutual 50)
Non-Voting Advisers: Leon St. Hilaire, Gail Gomez

Finance

Diane Phelps, Chair (GRF)
Annette Sabol Soule, Vice Chair (GRF)
Thomas Sirkel, (GRF)
Rosemarie diLorenzo, (Third)
Steve Parsons, (Third)
Bill Walsh, Alternate (Third)
Gary Morrison, (United)
Juanita Skillman, (United)
Al Amado, (Mutual 50)
Non-Voting Advisers: Alan Dickinson, Greg Corigliano, Diane Casey

Maintenance & Construction

Jim Matson, Chair (GRF)
Richard Palmer, Vice Chair (GRF)
Beth Perak, (GRF)
John Frankel, (Third)
Bunny Carpenter, (Third)
Bill Walsh, Alternate (Third)
Gary Morrison, (United)
Don Tibbetts, (United)
Ryna Rothberg, (Mutual 50)
Non-Voting Advisers: John Luebbe, Ruth Matson

Energy and Technology Committee

Jim Juhan (GRF)

Bert Moldow (GRF)

Juanita Skillman (United)

Carl Randazzo (United)

Bill Wash, Chair (Third)

Burt Baum (Third)

John Frankel (Third)

Advisor: Steve Leonard

Media and Communications

Joan Milliman, Chair (GRF)

Beth Perak, Vice Chair (GRF)

Diane Phelps, (GRF)

Burt Baum, (Third)

Roy Bruninghaus, (Third)

Maggie Blackwell, (United)

Steve Leonard, (United)

Non-Voting Advisers: Steve Carman, John Perak, Lucy Parker

Mobility & Vehicles

Judith Troutman, Chair (GRF)

Ray Gros (GRF)

Bert Moldow, Alternate (GRF)

Roy Bruninghaus, (Third)

John Frankel, (Third)

Cash Achrekar, (United)

Reza Bastani, (United)

June Greenwald, (Mutual 50)

Non-Voting Advisers: Gloria Moldow, vacant (1)

PAC Renovation Ad Hoc Committee

Beth Perak, Chair (GRF)

Joan Milliman, Vice Chair (GRF)

Richard Palmer, (GRF)

John Frankel, (Third)

Bill Walsh, (Third)

Don Tibbetts, (United)

Juanita Skillman, (United)

Irving Waaland, (Mutual 50)

Non-Voting Advisers: Sheila Bilaka, John Perak

Security and Community Access

Annette Sabol Soule, Chair (GRF)

Ray Gros, Vice Chair (GRF)

Jim Juhan, (GRF)

Roy Bruninghaus, (Third)

John Frankel, (Third)

James Tung (Third)

Pat English, (United)

Don Tibbetts, (United)

Non-Voting Advisers: Larry Cunningham, Frank Tybor

Disaster Preparedness Task Force

Cash Achrekar (United)

Gary Morrison (United)

Laguna Woods Village Traffic Hearings

Ray Gros, (GRF)

Jules Zalon, (Third)

John Frankel, Alternate (Third)

Cash Achrekar, (United)

Board Members by Rotation (Mutual 50)

RESOLVED FURTHER, that Resolution 90-17-42 adopted December 5, 2017, is hereby superseded and cancelled; and

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

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ENDORSEMENT

New SCAC Advisor

The Security and Community Access Committee recommended Frank Tybor of 5529-N, with his extensive security systems, design and engineering background, to be an advisor to the committee.

By consensus the committee agreed to submit this recommendation to the Board in May.

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STAFF REPORT

DATE: May 1, 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 May 1, 2018 that the following amendments are adopted 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

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

STAFF REPORT

DATE: May 1, 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.

EV Charge Station Fees

May 1, 2018

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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 May 1, 2018 that GRF adopts 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

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

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STAFF REPORT

DATE: May 1, 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 May 1, 2018 that GRF adopts 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

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

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STAFF REPORT

DATE: May 01, 2018
FOR: GRF Board of Directors
SUBJECT: Request for the Removal of Four Trees at the Lawn Bowling Facility

RECOMMENDATION

Approve the request for the removal of one Aleppo pine and three Canary Island pines located to the rear (west) of the office at the Clubhouse 2 Lawn Bowling Facility.

BACKGROUND

The Lawn Bowling Club, represented by Mr. Robert Gervase, is requesting the removal of one Aleppo pine, *Pinus halepensis* and three Canary Island pine, *Pinus canariensis*, trees located on the slope to the rear (west) of the Lawn Bowling office. The reasons cited on the Landscape Request Form for the removals are: structural damage, sewer damage, overgrown, litter/debris and roots growing under the slab. (ATT-1)

DISCUSSION

During the recent re-construction of the lawn bowling greens, the contractor removed the bowling surface nearest the office building. Once the demolition was complete, the project manager observed very heavy root infestation. Staff was called out to inspect the roots growing in the court area. It was apparent that the roots were from some or all of the pine trees growing behind the office building immediately adjacent to the greens. All the roots were cut at the edge of the greens and removed during the construction process. If the roots regrow under the new surfacing, they could cause damage to the integrity of the compaction and surface.

One of the most challenging problems that the Lawn Bowling Club faces on a daily basis is the very heavy pine needle and tree debris accumulation on the playing surface. The warranty on the new facility restricts the size and weight of any maintenance equipment that may be placed on the surface; so larger more efficient equipment is not a viable option. This results in daily cleaning of the surface by maintenance staff or others with backpack or mobile leaf blowers; a process that may take several hours. The debris from the four trees also creates maintenance and repair issues for the Clubhouse 2 pool, which is immediately adjacent to the Lawn Bowling Facility.

All four trees were last inspected and pruned in September 2015. They are scheduled for pruning again in September 2018.

Tree #1 is an Aleppo pine that is approximately 48 feet in height with a trunk diameter of 25 inches, growing 22 feet from the building. At the time of the previous inspection and trimming, the tree was determined to be in poor condition as it had been topped in the past and is

showing signs of stress. It is to be inspected again at the next scheduled trimming for potential removal.

Tree #2 is a Canary Island pine in fair condition that is approximately 55 feet in height with a trunk diameter of 30 inches, growing 15 feet from the building. This tree is multi-trunked, which is unusual for this species. Due to the poor attachment of the trunks there is an elevated risk that one could eventually split off the main trunk due to weight stress and cause damage to the nearby office.

Tree #3 is a Canary Island pine in fair condition that is approximately 60 feet in height with a trunk diameter of 23 inches, growing 22 feet from the building.

Tree #4 is a Canary Island pine in fair condition that is approximately 60 feet in height with a trunk diameter of 26 inches, growing 17 feet from the building.

As noted in the aerial view provided by the Arbor Pro tree inventory software, eight pine trees previously were removed from the slopes surrounding the facility. (ATT-2)

There is no observable damage to the building attributable to the roots of the trees, but there were roots observed to be growing under the structure, which may result in future damage.

There was a fifth Canary Island pine tree growing in close proximity to the trees being requested for removal. The roots of the tree had grown into the sewer lateral for the office building and had caused back-ups on multiple occasions over the past few years. The roots of the tree were observed to be causing damage to nearby drainage structures and possibly the building. The tree was removed in March 2018.

FINANCIAL ANALYSIS

The cost to remove the four trees is estimated to be approximately \$8,000 due to the size of the trees and inaccessibility of the location. The estimated value of all four trees is approximately \$20,000 based on the Arbor Pro tree inventory.

Prepared By: Bob Merget, Tree Supervisor

Reviewed By: Larry Hernandez, Landscape Manager

Bruce Hartley, General Services Director

Siobhan Foster, Chief Operating Officer

ATTACHMENT(S)

ATT-1: Landscape Request Form

ATT-2: Power Point

RECEIVED
Laguna Woods Village
MAR 26 2018
LANDSCAPE DIVISION

Attention: Bruce

MUTUAL LANDSCAPE REQUEST FORM

PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE MAINTENANCE REQUESTS

RECEIVED
MAR 26 2018

BY: CH

Your request is important to us and will be handled accordingly. Per the policy of your Mutual, if your request falls outside the scope of the managing agent's authority, it will be forwarded to the Landscape Committee for their review. If you are unsure whether your request falls into this category, first please contact your area's landscape supervisor through Property Services at 597-4600 in order to make that determination. If this is the case, then first you will receive a written confirmation acknowledging receipt of your request with an explanation of the review process. Once reviewed by the Committee, a recommendation will be made to the Board of Directors for action. You will then be notified of the Board's decision. Please be patient as this process can take from a few weeks to a month or longer.

Date: 3/23/18

Address: Lawn Bowling Club

Requestor Signature:

Robert A. Gervase

Print Name

Robert A. Gervase

(owner signature is required on the line above if the requestor is a lessee or occupant)

Manor #

460T

Request (please check):

REFER TO GUIDELINES ON REVERSE SIDE

☒ Tree Removal

☐ Plant Replacement

☐ Off-Schedule Trimming

949-461-1353

☐ Landscape Design Change (e.g., Alteration of Turf and/or Flower Bed, Paved Planter Conversion, Stepping Stones, Mortarless Block Garden Walls, etc.): **Please note that all requests for design changes must include a design plan with a description (including a list of plant selections and/or materials, if applicable).**

☐ Other (explain):

Reason (please check):

REFER TO GUIDELINES ON REVERSE SIDE

☒ Structural Damage

☒ Sewer Damage

☒ Overgrown

☐ Poor Condition

☒ Litter/Debris

☐ Personal Preference

☐ View Obstruction

☐ Other (explain):

Description & Location:

The roots extend from the rear of the clubhouse to the bowling green. Pine needles cover the green after a windy day. Both Bathrooms are periodically backed up because of blockage by roots.

Signatures of All Neighbors Affected by this Request (owner signature is required below for lessees and occupants of neighboring residences):

Signature	Manor #	For	Undecided	Against
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(Please attach a separate sheet if more signatures are necessary.)

PLEASE FORWARD COMPLETED REQUEST FORM TO:

Laguna Woods Village Landscape Division
P. O. Box 2220, Laguna Hills, CA 92654-2220

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TREE REMOVAL REQUEST LAWN BOWLING FACILITY

Golden Rain Foundation Board Meeting
May 1, 2018

Agenda Item #13a
Page 5 of 14

'Arbor Pro' Aerial View



Justification for Tree Removals

- One Aleppo Pine & Three Canary Island Pines
 - ▣ Reasons Cited by Lawn Bowling Club:
 - Alleged Structural Damage to Building and Greens
 - Sewer Damage
 - Overgrown
 - Heavy Litter/Debris on bowling surface
 - Roots Growing Under Building Foundation and into Lawn Bowling Facility

Aleppo Pine and Canary Island Pines



Aleppo Pine and Canary Island Pines

Tree #1

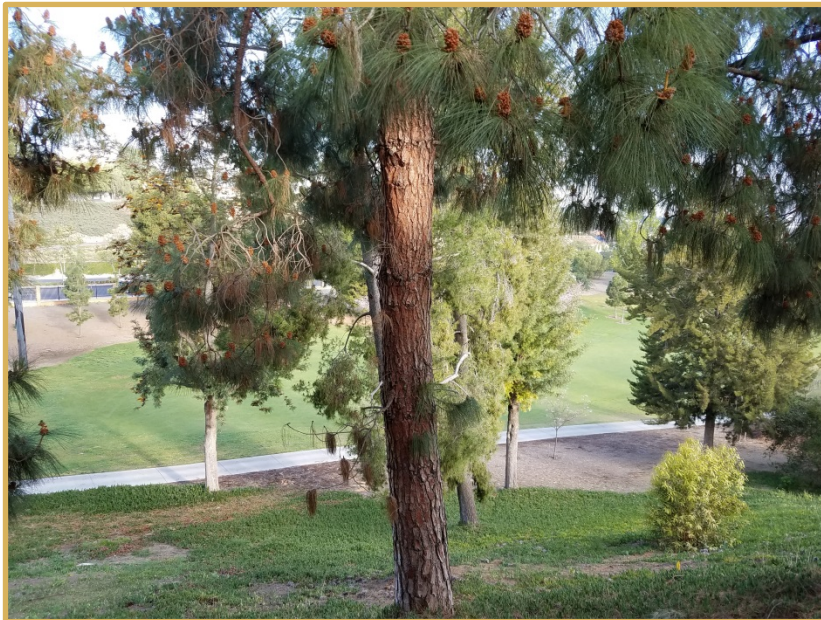


Tree #2



Aleppo Pine and Canary Island Pines

Tree #3



Tree #4



Litter and Debris



Root Intrusion



Previous Trees Removed



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Golden Rain Foundation
Finance Committee Meeting
April 18, 2018

Records Inventory and Management

ENDORSEMENT

Siobhan Foster, Chief Operating Officer, presented a staff report for retaining a records management consultant.

A motion was made and carried unanimously to recommend the Board approve supplemental funding as outlined in the report of \$50,000, to be funded from the Contingency Fund.

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STAFF REPORT

DATE: April 18, 2018
FOR: Finance Committee
SUBJECT: Records Inventory and Management Project

RECOMMENDATION

Authorize supplemental appropriation in the amount of \$50,000 from the Contingency Fund for the Records Inventory and Management Project.

BACKGROUND

California Corporations Code §8320 stipulates the records each corporation is required to keep, including adequate and correct books and records of account; minutes of the proceedings of its members, board and committees of the board; and a record of its members giving their names and addresses and the class of membership held by each.

Additionally, pursuant to the Davis-Stirling Act, while records are the property of the association, members and board members of common interest developments have the right to inspect and copy the association's books and records subject to time limitations. California Civil Code §5200 to §5240 and California Corporations Code §8311, §8313, §8333, and §8334 outline the requirements.

A current Records Retention Policy is also a recordkeeping best management practice. Typically, the policy, which is developed in concert with legal counsel, outlines which records must be kept permanently, for seven years to ensure statutes of limitations have passed, and one year. The policy may also contain secure destruction procedures and how to address records on litigation hold.

Further, Goal No. 7 of the Laguna Wood Village 2020 Vision is to have "all relevant information at the decision point at the right time."

DISCUSSION

To ensure compliance with State law, fulfillment of Goal No. 7 of the Laguna Wood Village 2020 Vision, and address decentralized and ineffective recordkeeping that predates Village Management Services (VMS), Staff has consulted with records management experts to identify and begin implement an enhanced recordkeeping strategy. This effort is being led by the new Records Management Analyst, as approved by the VMS Board on January 29, 2018, under the oversight of the Corporate Secretary.

The Records Inventory and Management strategy (Attachment A) is multifaceted and includes steps to:

1. Identify business functions and individuals responsible for each step in records process;
2. Inventory of all records—physical and electronic;
3. Meet with previously identified Records Coordinators for a more thorough understanding of their records and processes;
4. Review/revise current Records Retention Schedule;
5. Develop Information Governance Policies and Procedures;
6. Work with Information Technology Department and Records Management Analyst to develop and implement taxonomy that aligns electronic records with physical records;
7. Develop records, taxonomy and retention training to be rolled out throughout organization; and
8. Conduct training on records and retention, grouped by business function and level of responsibility.

While step 6 of the Records Inventory and Management strategy is a necessary component for successful project completion, the scale of the effort and pricing will be determined by what is discovered in steps 1 through 5. Additional funding may be required for step 6.

Due the complexity and magnitude of strategy, the implementation of the records management strategy requires the retention of a records management consultant. To that end, proposals are currently being solicited from firms with expertise in corporate records management and authorization for the necessary supplemental appropriation of \$50,000 is being recommended from the Contingency Fund.

The intent is to have the records management consultant begin work in early-May 2018.

FINANCIAL ANALYSIS

A supplemental appropriation in the amount of \$50,000 from the Contingency Fund is required to fund the retention of a records management consultant and the implementation of the Records Inventory and Management strategy.

Prepared By: Siobhan Foster, COO

Reviewed By: Cheryl Silva, Corporate Secretary

Michelle McCollum, Records Management Analyst

Jose Campos, Financial Services Manager

ATTACHMENT(S)

Attachment A: Records Inventory and Management Strategy

RECORDS MANAGEMENT PROJECT GOALS – LAGUNA WOODS VILLAGE (VILLAGE MANAGEMENT SERVICES)

1. Identify Business Functions and individuals responsible for each step in the Records process
 - a. Introduce project to staff; Executives, Management and Staff
 - b. Work with all mentioned to identify a Records Coordinator for each department/function (aka responsible party/departmental contact)
2. Inventory of all records – Physical and electronic
 - a. All records are on-site and no off-site facility is utilized
 - b. Physical records are housed in a file room in the Community Center, a room in Club House 4, and numerous offices/file cabinets
 - c. Work with I.T. to determine how/where electronic records are stored
 - d. Determine those that are considered Confidential, Vital and/or historical
3. Meet with previously identified Records Coordinators for a more thorough understanding of their records and processes
4. Review/Revise current Records Retention Schedule
 - a. Include mapping of applicable State and Federal laws and regulations
 - b. Compare pros and cons of storing permanent records in physical form or allowing the electronic record to be the official record – therefore eliminating the need for permanent storage of boxes/records in paper form.
5. Develop Information Governance Policies and Procedures
 - a. Oversight and management to ensure evolving needs are met and compliance is upheld
 - b. Roles and Responsibilities
 - c. Create rules for inactive records, disposition, retention, etc....
6. Work with I.T. and Records Analyst to develop and implement a taxonomy that aligns the electronic records with the physical records
7. Develop a Records, Taxonomy, and Retention training presentation to be rolled out across the organization
8. Conduct training on Records and Retention, grouped by business function and level of responsibility
 - a. Participate in mini working sessions to familiarize responsible parties with the Taxonomy/Retention/Disposition process

Legend:

Handled by Records Management Analyst – In-House

Base requirements for Project Completion – Consultant and Records Management Analyst working in tandem

Necessary component for successful project completion; magnitude and pricing to be determined

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RESOLUTION 90-18-XX

Records Inventory and Management

WHEREAS, the Golden Rain Foundation has over five decades of retaining corporate records; and

WHEREAS, professional services with expertise in records management have been identified as an effective strategy to ensure compliance with State law, fulfillment of Goal No. 7 of the Laguna Woods Village 2020 Vision, and address decentralized and ineffective record keeping that predates Village Management Services (VMS);

NOW THEREFORE BE IT RESOLVED, on May 1, 2018 that the Board of Directors of this Corporation hereby authorizes a supplemental appropriation of \$50,000 to be funded from the Contingency Fund to retain a records management consultant.

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
April 18, 2018

Supplemental Funding for Renovations at Gatehouses 4, 10, 11 & 12

ENDORSEMENT

The Committee reviewed a staff report and endorsement from Maintenance and Construction Committee regarding Supplemental Funding for Gatehouse Renovations.

A motion was made and carried unanimously to recommend the Board approve additional funding for gatehouse renovations as outlined in the report, with a supplemental appropriation of \$42,500 to be funded from the Contingency Fund.

ENDORSEMENT (to Finance and GRF)

Discuss & Consider a Contract Award for Renovations at Gatehouses 4, 10, 11 & 12

This capital project was intended to prepare the construction documents for the future renovation of three gatehouses located at Gates 10, 11, and 12. Staff was subsequently directed to advertise for contractor bids to provide an all-inclusive (turnkey) renovation for each of the selected gatehouses, as well as one additional gatehouse located at Gate 4.

The design work for the project was to consider code upgrades, ADA upgrades, ergonomic improvements, improved traffic flow, gate access and aesthetics.

A motion was made and unanimously carried to recommend that the Board approve a Supplemental Appropriation in the amount of \$42,500, to be funded from the Facilities Fund, and award a contract to B. Foster Construction, Inc. in the amount of \$102,500 including a 10% contingency, for the renovation of four gatehouses at Gates 4, 10, 11 and 12 and reconstruction of the steps at Gate 10.

STAFF REPORT

DATE: April 11, 2018
FOR: Maintenance and Construction Committee
SUBJECT: Contract Award for Renovations at Gatehouses 4, 10, 11 & 12

RECOMMENDATION

Award a contract to Brian Foster Construction in the amount of \$102,500 for the renovation of four gatehouses at Gates 4, 10, 11, and 12; reconstruction of the steps at Gate 10, and approve a supplemental appropriation in the amount of \$42,500 from the Facilities Fund.

BACKGROUND

Significant improvements were funded, and are underway to enhance the security, functionality and aesthetics for Gates 1, 2, 3, 4, 7, 8, 9 and 14 this fiscal year. Additionally, the GRF Board appropriated funding in the 2018 Capital Plan to design the renovation of Gate houses 10, 11, and 12. The design work for the project was to consider code upgrades, ADA upgrades, ergonomic improvements, improved traffic flow, gate access and aesthetics.

DISCUSSION

Initially, this capital project was intended to prepare the construction documents for the future renovation of three gatehouses located at Gates 10, 11, and 12. Staff was subsequently directed to advertise for contractor bids to provide an all-inclusive (turnkey) renovation for each of the selected gatehouses, as well as one additional gatehouse located at Gate 4.

The Village has undertaken the reconstruction and renovation of all of its gatehouses to bring a fresh-face to the community entrances and improve access security. The program to date included the construction of new gatehouses at Gates 1, 5, 6, and 7, and the renovation of Gates 8 and 9. The project under consideration is the second phase of the process to maintain and modernize all the gatehouses in the Community.

A pre-bid meeting was held on January 23, 2018, with six contractors attending the meeting. However, only three of the six bidders submitted a bid proposal (Attachment 1). Staff analyzed the bids and is recommending B. Foster Construction be awarded a contract to renovate the gatehouses at Gates 4, 10, 11, and 12.

Pictures of various areas of the gatehouses affected by dry rot, and the overall condition of the gatehouses are depicted in Attachments 2 through 5.

FINANCIAL ANALYSIS

As part of the 2018 Capital Plan, the GRF Board approved funding for Gatehouse 10, 11, and 12 Design in the amount of \$60,000 from the Facility Fund. A supplemental appropriation in the amount of \$42,500 is required to fully fund the expanded scope of work and additional deficiencies encountered during the walkthrough process.

Prepared By: Steven Warmbier, Project Manager

Reviewed By: Guy West, Projects Division Manager
Ernesto Munoz, P.E., Maintenance & Construction Director
Jose Campos, Financial Services Manager

ATTACHMENT(S)

Attachment 1: Gatehouse Renovation Bid Spreadsheet
Attachment 2: Gatehouse Photo
Attachment 3: Gatehouse Photo
Attachment 4: Gatehouse Photo
Attachment 5: Gatehouse Photo

ATTACHMENT 1
 GATEHOUSE RENOVATION BID SPREADSHEET

3/30/2018, 11:26 AM

VILLAGE MANAGEMENT SERVICES, INC.
 BID SPREADSHEET

Golden Rain Foundation
 Renovation of Gatehouses 4, 10, 11, & 12
 General Contractors

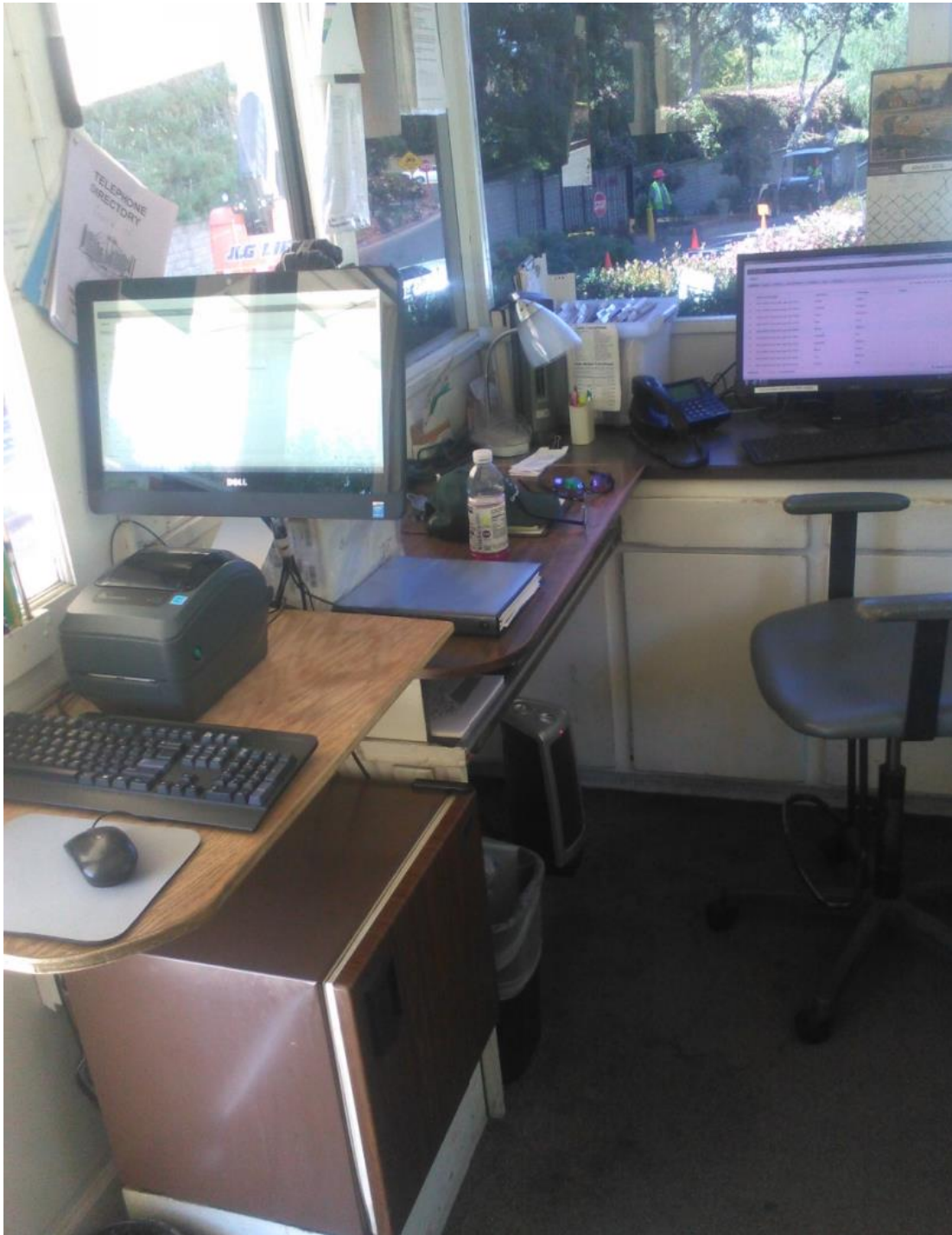
ITEM	UOM	Vendor: B. FOSTER CONSTR. Contact: BRIAN FOSTER Phone: (780) 518-8389	Vendor: MUTZCO CONSTR. Contact: STEVEN MUTZ Phone: (949) 370-6574	Vendor: LAUBACH CONSTR. Contact: JOHN LAUBACH Phone: (949) 466-5105	VARIANCE AMOUNT	%	VARIANCE AMOUNT	%
1 Gatehouse 4	LS	1 \$11,000.00	1 \$34,312.00	1 \$30,675.00	\$23,312	212%	\$19,675	179%
2 Gatehouse 10	LS	1 \$26,000.00	1 \$36,187.00	1 \$86,300.00	\$9,187	35%	\$32,300	124%
3 Gatehouse 11	LS	1 \$26,000.00	1 \$33,662.00	1 \$68,100.00	\$7,662	29%	\$32,100	123%
4 Gatehouse 12	LS	1 \$14,000.00	1 \$31,130.00	1 \$39,200.00	\$17,130	122%	\$25,200	180%
5								
SUBTOTAL		\$77,000.00	\$134,291.00	\$186,275.00	\$57,291	74%	\$109,275	142%
Overhead	%	10%	\$13,429.10	\$37,255.00	\$5,729	74%	\$29,555	384%
Profit	%	4.5%	\$3,850.00	\$7,085.00	\$3,235	84%	\$18,503	481%
BASE TOTAL		\$88,550.00	\$154,805.10	\$245,883.00	\$66,255	75%	\$157,333	178%
OPTION TO REPLACE STEPS & RAILINGS		\$4,500.00	\$9,116.00	\$8,900.00				
Contingency	%	10%	\$9,305.00	\$16,362.11			\$25,478.30	
GRAND TOTAL		\$102,355.00	\$180,313.21	\$280,261.30				

No.	Contractor	Contact Person	Phone No.	SENT RFP	AT MTG	Bid Recvd
1	OPR Construction	Daniel Conger	(714)558-6859	✓	✓	
2	B. Foster Construction, Inc.	Brian Foster	(760)518-8389	✓	✓	✓
3	South Coast Restoration	Charles Monroe	(714)357-1584	✓	✓	
4	MUTZCO Construction	Steven Mutz	(949)370-6574	✓	✓	✓
5	Laubach Construction, Inc.	John Laubach	(949)466-5105	✓	✓	
6						
7						

**ATTACHMENT 2
GATEHOUSE PHOTO**



**ATTACHMENT 3
GATEHOUSE PHOTO**



**ATTACHMENT 4
GATEHOUSE PHOTO**



**ATTACHMENT 5
GATEHOUSE PHOTO**



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Resolution 90-18-XX

Supplemental Appropriation for the Renovations at Gatehouses 4, 10, 11 & 12

WHEREAS, the GRF Board appropriated funding in the 2018 Capital Plan, in the amount of \$60,000, from the Facilities Fund to design the renovation of Gate houses 10, 11, and 12; which considered code upgrades, ADA upgrades, ergonomic improvements, improved traffic flow, gate access and aesthetics;

WHEREAS, this capital project was intended to prepare the construction documents for the future renovation of three gatehouses located at Gates 10, 11, and 12. Staff was subsequently directed to advertise for contractor bids to provide an all-inclusive (turnkey) renovation for each of the selected gatehouses, as well as one additional gatehouse located at Gate 4; and

NOW THEREFORE IT BE RESOLVED, on May 1, 2018, the GRF Board of Directors authorize B. Foster Construction, Inc. be awarded a contract in the amount of \$102,500 including a 10% contingency for the renovation of four gatehouses at Gates 4, 10, 11 and 12 and reconstruction of the steps at Gate 10;

RESOLVED FURTHER, on April 18, 2018, the GRF Board of Directors authorize a supplemental appropriation in the amount of \$42,500 from the Facilities Fund, which is required to fully fund the expanded scope of work and additional deficiencies encountered; and

RESOLVED FURTHER, that the officers and agents of the Mutual are hereby authorized on behalf of the Mutual to carry out this Resolution effective immediately.

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ENDORSEMENT (to GRF on 4/19/18)

Discuss & Consider a Contract Award for the Paddle Tennis and Pickleball Court Renovations

At the February 14, 2018, M & C Committee meeting, the Committee reviewed the concept drawing for renovation of the Gate 12 Paddle Tennis & Pickleball courts, which increases the number of combination courts from four to seven, within the same footprint of the original courts.

The Committee directed staff to solicit bids for a design/build contract to renovate the courts, as well as alternative bids to provide adequate electric service to the courts; full court lighting; partial court lighting; and a shade structure.

A motion was made to recommend that the Board award a contract to Mutzco Construction in the amount of \$359,610 for the design and construction of seven Paddle Tennis & Pickleball courts including four lighted courts at Gate 12.

By a vote of 5/0/1 (Director Randazzo abstained), the motion carried.

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STAFF REPORT

DATE: April 11, 2018
FOR: Maintenance and Construction Committee
SUBJECT: Contract Award for Paddle Tennis & Pickleball Court Renovations

RECOMMENDATION

Award a contract to Mutzco Construction in the amount of \$359,610 for the design and construction of seven Paddle Tennis & Pickleball courts including four lighted courts at Gate 12.

BACKGROUND

At the February 14, 2018, M & C Committee meeting, the Committee reviewed the concept drawing for renovation of the Gate 12 Paddle Tennis & Pickleball courts, which increases the number of combination courts from four to seven, within the same footprint of the original courts.

The Committee directed staff to solicit bids for a design/build contract to renovate the courts, as well as alternative bids to provide adequate electric service to the courts; full court lighting; partial court lighting; and a shade structure.

DISCUSSION

The project was advertised for bid proposals and staff held a pre-bid meeting on March 16, 2018, with seven contractors in attendance (three general contractors and four sport court specialty contractors).

On April 6, 2018, six bid proposals were received and analyzed. Subsequently, staff requested bid clarifications and created a contractor short list based on relevant experience, thoroughness, and pricing (Attachment 1). Staff is recommending Mutzco Construction receive the contract award to design and renovate the existing courts and install seven Paddle Tennis & Pickleball courts over the existing courts including a new post-tensioned slab, interior fencing and gates, court netting, court surface coating, court striping, electrical power supply, and court lighting at four of the seven courts.

Mutzco Construction is a reputable building contractor firm which has satisfactorily performed work in Laguna Woods Village since 2015. Mutzco will be subcontracting the court work to Ferandell Tennis Courts, which has constructed tennis and pickleball courts throughout Southern California for private users, HOAs, and Municipalities. Some of their clients include California State University San Diego, University of California San Diego, Manhattan Country Club, Sony Corporate, and San Diego County (Attachments 2 & 3).

FINANCIAL ANALYSIS

On September 2, 2014, the GRF Board approved funding for the Paddle Tennis and Pickleball Courts project, with an appropriation in the amount of \$600,000, from the Facilities Fund. The proposed renovations will be funded from the existing appropriation. To date, \$499,310 remains available for the renovation.

Prepared By: Steven Warmbier, Project Manager

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

ATTACHMENTS

Attachment 1 – Bid spreadsheet
Attachment 2 – Tennis Facility San Diego – Ferandell Project Photo
Attachment 3 – Court Lighting Photo

ATTACHMENT 1 - BID SPREADSHEET

VILLAGE MANAGEMENT SERVICES, INC. BID SPREADSHEET

GOLDEN RAIN FOUNDATION
 PICKLEBALL/PADDLE TENNIS FACILITY
 SHORTLISTED GENERAL CONTRACTORS

ITEM	UOM	Vendor: MUTZCO		Vendor: ZAINO TENNIS COURTS		VARIANCE
		UNITS	AMOUNT	UNITS	AMOUNT	
1 Turn-Key Pickleball all Courts per RFP	LS	1	\$231,194.00	1	\$271,672.00	18%
2 Power - Village Greens to Courts	LS	1	\$32,027.00	1	\$50,189.00	57%
3 Lighting for 4 Courts complete	LS	1	\$63,698.00	1	\$88,483.00	39%
4						
5						
6						
BASE TOTAL			\$326,919.00		\$410,344.00	26%
Contingency	%	10%	\$326,919.00	10%	\$410,344.00	26%
BASE GRAND TOTAL			\$359,610.90		\$451,378.40	26%

NLS Lighting
 Ferandell Tennis Courts
 & Light Fixtures

Visionaire Lighting

No	Contractor	Contact Person	Phone No.	SENT RFP	AT MTG	Bid Recvd
1	Sport Court LA	Paul Geyer	(618)519-0700	✓	✓	✓
2	Ferandell	Paul Ferandell	(800)900-1344	✓	✓	
3	Zaino Tennis Courts, Inc.	Brian Hoggard	(949)597-4620	✓	✓	✓
4	B. Foster Construction, Inc.	Brian Foster	(760)518-8389	✓	✓	✓
5	Mutzco Construction	Steve Mutz	(949)370-6574	✓	✓	✓
6	Laubach Construction, Inc.	John Laubach	(949)466-5105	✓		
7	Generation Construction	Gregg Kaiser	(951)316-1849	✓		
8	CPR Construction	Darrell Conger	(714)558-6859	✓		
9	Brownco Construction Company, Inc.	Randy Miner	(949)279-1978	✓	✓	
10	Trueline	Ed Kruse	(851) 817-0772	✓	✓	✓

ATTACHMENT 2 - Tennis Facility San Diego – Ferandell Project Photo



ATTACHMENT 3 - Court Lighting Photo



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Financial Report

As of March 31, 2018

INCOME STATEMENT

ACTUAL
(in Thousands)

TOTAL REVENUE

\$10,552

TOTAL EXPENSE

(\$10,051)

Revenue over Expense

\$501

Financial Report

As of March 31, 2018

FUNDS INCOME STATEMENT	OPERATING	FUNDS	TOTAL (in Thousands)
Assessment Revenue	\$6,823	\$764	\$7,587
Non-assessment Revenue	\$2,168	\$797	\$2,965
Total Revenue	\$8,991	\$1,561	\$10,552
Total Expense	\$10,039	\$12	\$10,051
Net Revenue/(Expense)	(\$1,048)	\$1,549	\$501
w/o Depreciation	\$168		

Financial Report

As of March 31, 2018

Through March, GRF was worse than
budget by **\$124K** primarily due to:

- **Trust Facilities Fees** – unfavorable variance due to transitional period of fee changes, increasing from \$2,500 to \$5,000 for new escrows opening after January 1. Receipts in Q1 will primarily reflect prior year escrows closing at the lower fee amount; also reflects lower resale inventory.

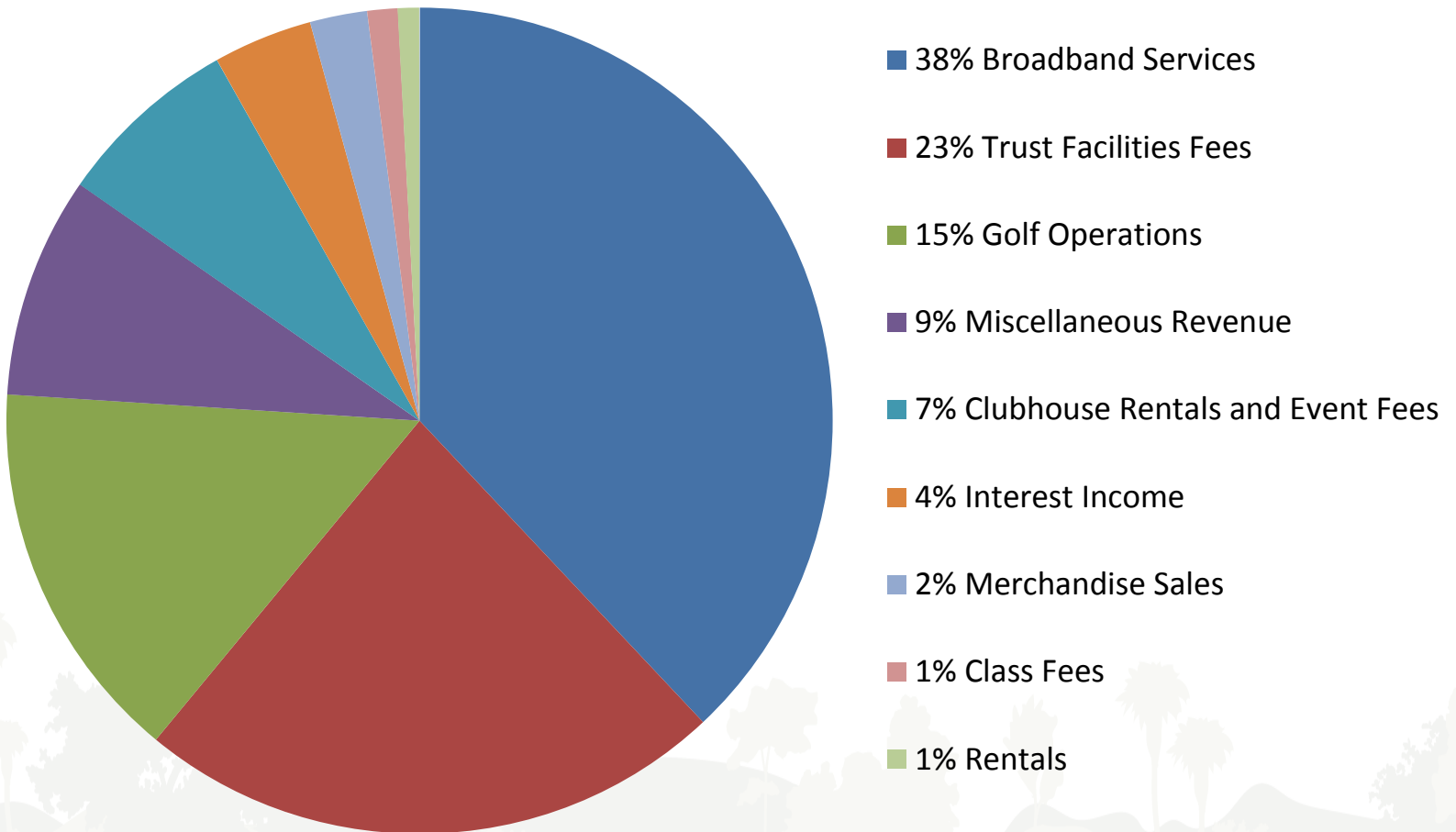
Some offsetting favorable variances included:

- **Interest Income** – favorable variance due to higher rates of return on higher investment balances.
- **Employee Compensation** – favorable variance due to lower retirement and medical expense.
- **Professional Fees** – favorable variance due to timing of budget distribution of consulting fees and audit & tax fees.

Financial Report

As of March 31, 2018

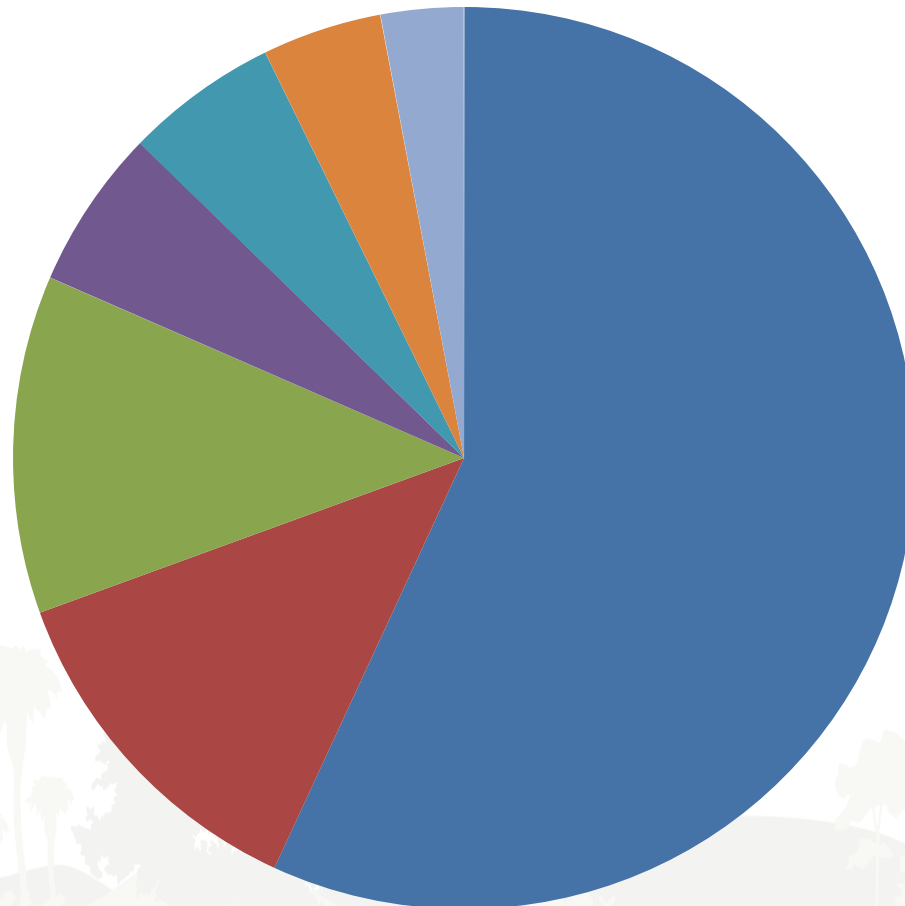
Total Non Assessment Revenues \$2,965,202



Financial Report

As of March 31, 2018

Total Expenses \$10,051,360



- 57% Employee Compensation & Related
- 13% Cable/Franchise/Copyright
- 12% Depreciation & Amortization
- 6% Insurance, Professional & Legal Fees
- 5% Outside Svcs & Other Oper Expenses
- 4% Material and Supplies
- 3% Miscellaneous

Financial Report

As of March 31, 2018

FUND BALANCES (in Thousands)

	BEGINNING BALANCES	WORK IN PROGRESS	ADJUSTED BALANCES
Equipment	\$6,707	\$2,114	\$4,593
Facilities	14,391	2,616	11,775
Contingency	808	35	773
Trust Facilities Fee	6,152	0	6,152
TOTAL	\$28,058	\$4,765	\$23,293

Financial Report

As of March 31, 2018

RESERVE FUND ENCUMBRANCES (in Thousands)

	TOTAL APPROPRIATIONS	ITD	REMAINING ENCUMBRANCE
Equipment	\$7,777	\$2,955	\$4,783
Facilities	12,040	3,055	8,744
Contingency	159	35	74
Trust Facilities Fee	0	0	0
TOTAL	\$19,976	\$6,045	\$13,601

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

Wednesday, April 18, 2018 – 1:30 p.m.

Laguna Woods Village Community Center Board Room, 24351 El Toro Road

MEMBERS PRESENT: Diane Phelps - Chair, Annette Soule Co-Chair, Richard Palmer (for Tom Sirkel) Rosemarie diLorenzo, Bill Walsh (for Steven Parsons) Juanita Skillman, Gary Morrison, Alfred Amado
Advisors – Alan Dickinson

MEMBERS ABSENT: Tom Sirkel, Steven Parsons, Advisor: Greg Corigliano

STAFF PRESENT: Solange Backes, Jose Campos, Christopher Swanson

OTHERS: GRF: Bert Moldow, Jim Matson

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 with the following additions:

- Supplemental Funding for Community Energy Consultant

Approval of the Regular Meeting Report of February 21, 2018

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

Chair Remarks

Chair Phelps commented on 2019 budget meeting in May, the March sales report and introduced Diane Casey to the Finance Committee.

Member Comments (Items Not on the Agenda)

Director Moldow commented on GRF Energy Projects, GRF Energy Project Funding and proposed Southern California Edison rate schedules changes. Mary Wall (239-D) commented on the annual coupon books. Staff will review the matter.

Department Head Update

None.

Review Preliminary Financial Statements dated March 31, 2018

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

GRF Fee Schedule Update

Christopher Swanson, Financial Analyst, provided an update on the GRF Fee schedule. No action was taken.

Supplemental Funding for Renovations at Gatehouses 4, 10, 11 & 12.

The Committee reviewed a staff report and endorsement from Maintenance and Construction Committee regarding Supplemental Funding for Gatehouse Renovations.

A motion was made and carried unanimously to recommend the Board approve additional Funding for Gatehouse Renovations as outlined in the report, with a supplemental appropriation of \$42,500 to be funded from the Facilities Fund.

Supplemental Funding for Community Energy Consultant

The Committee discussed various topics regarding the retention of a Community Energy Consultant. A motion was made and carried unanimously to recommend the Board approve a supplemental appropriation not to exceed \$50,000 to be funded from the Contingency Fund.

Committee Member Comments

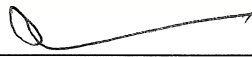
Advisor Dickinson commented on the 2017 Audited Financials.

Date of Next Meeting

Wednesday, June 20, 2018 at 1:30 p.m.

Adjournment

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



Diane Phelps, Chair



OPEN MEETING

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

**Tuesday, May 1, 2018 – 9:30 AM
Laguna Woods Village Community Center 24351 El Toro Road
Board Room**

NOTICE OF MEETING AND AGENDA

The following committee report was not available before the agenda packet posting deadline:

14b. The Community Activities Committee did not meet in April.

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OPEN MEETING

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

**Wednesday, April 11, 2018 – 9:30 A.M.
Laguna Woods Village Community Center, Board Room
24351 El Toro Road**

MEMBERS PRESENT: Jim Matson - Chair, Beth Perak, Bert Moldow, Jules Zalon, John Frankel, Don Tibbetts, Carl Randazzo

ADVISORS PRESENT: John Luebbe

MEMBERS ABSENT: Ryna Rothberg, Richard Palmer

STAFF PRESENT: Ernesto Munoz - Staff Officer, Bruce Hartley, Brad Hudson, Siobhan Foster, Laurie Chavarria

1. Call to Order

Chair Matson called the meeting to order at 9:35 a.m.

2. Acknowledgement of Media

Chair Matson noted no members of the media were present.

3. Approval of the Agenda

The Project Log was pulled from the Consent Calendar for discussion. The agenda was approved as amended.

4. Approval of Meeting Report for February 14, 2018

The meeting report for February 14, 2018 was approved as written.

5. Chair's Remarks

Chair Matson remarked that there was a short agenda today with important topics to discuss.

6. Member Comments (Items Not on the Agenda)

- Annette Soule (3428-C) commented on the EMS system at the Community Center and asked how it will work with the new generators.

Ernesto Munoz and Director Moldow briefly responded to all comments and questions.

7. Department Head Update

Ernesto Munoz introduced Bruce Hartley who provided an update on Aliso Creek. Mr. Hartley spoke about a pond survey for certain habitats, annual landscaping work, cutting down the cattails, biological evaluation of the creek and vegetation, budgets, Arbor Day Celebration, authorized maintenance due to nesting seasons, regulatory agencies, and vector control.

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 #6 CH1 Boiler – Jim Matson commented on the “useful” life aspect for equipment or component replacements.

Item #11 & 12 CH4 Maintenance and Upper Deck Repairs – Director Moldow asked about coordination between the repairs and the exterior paint project.

Item #15 Fumigation for Termites – Director Moldow commented that the termite damage should have been found during the renovation at Clubhouse 2.

Item #16 Energy Consultant Services – Director Soule commented that a budget has not been appropriated for the energy consultant yet. The project log will be revised to reflect this.

Item #18 CH2 Annex Interim Passive Park – Director Moldow commented on the amount of dry rot found in the Annex and asked if the building was structurally sound for continued use.

Item #19 Pickleball & Paddle Tennis Courts – Joan Brown (5587-A) commented on the budget shown in the project log and asked if supplemental funding was included.

Item #20 PAC Renovation Design Development – Director English commented on priorities for GRF. She suggested that the Clubhouse 1 assessment and the relocation of the Billiards Room be completed prior to the renovation of the Performing Arts Center.

Item #27 CH 1 Renovation Assessment – Directors Frankel, Moldow and Randazzo commented on the cost and scope of work for the consultant.

Item #34 – Joan Brown (5587-A) asked about paving work by the El Toro Water District.

Ernesto Munoz and Director Perak briefly responded to all questions and comments.

Reports:

9. Update – Performing Arts Center Renovation Project

Ernesto Munoz provided a brief update on the PAC Renovation Project and answered questions from the Committee.

- Dick Rader (270-D) commented on the project cost and asked if the housing Mutuals were in agreement.

Discussion ensued regarding priorities, construction drawings and a revised design with lower project costs from SVA Architects.

10. HVAC and Roof Improvements at the Historical Society Facility (PowerPoint)

Ernesto Munoz provided a PowerPoint presentation to show the improvements that have been made at the Historical Society Facility, now known as the History Center.

11. Clubhouse LED Lighting and Flooring Improvements (PowerPoint)

Ernesto Munoz provided a PowerPoint presentation to show the improvements that have been made with LED Lighting at Clubhouse parking lots and new flooring in the Clubhouse Yoga room.

Items for Future Agendas:

- EV Charging Stations
- Contract Award for Interim Passive Park Development
- Contract Award for Energy Consultant
- Contract Award for CH 1 Renovation
- Expand the North wall of the Kitchen at 19 Restaurant

Concluding Business:

Committee Member Comments

There were no Committee Member Comments.

Date of Next Meeting: June 13, 2018

Adjournment:

The meeting adjourned at 10:48 am.

DRAFT

Jim Matson, Chair



OPEN MEETING

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

Monday, April 16, 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, Beth Perak, Janey Dorrell, Roy Bruninghaus, Burt Baum, Ryna Rothberg, Juanita Skillman and Advisers Lucy Parker and Steve Carman

MEMBERS ABSENT: Director Maggie Blackwell and Adviser John Perak

OTHERS PRESENT: None

STAFF PRESENT: Eileen Paulin, Chuck Holland, Heather Rasmussen, Paul Ortiz and Becky Jackson.

1. **Call to Order**
Chair Joan Milliman called the meeting to order at 1:32 p.m.
2. **Acknowledgment of Press**
Chair Milliman acknowledged Paul Ortiz from Village Television.
3. **Approval of Agenda**
Agenda was approved unanimously.
4. **Approval of Meeting Report from March 14, 2018**
Report from March was approved unanimously.
5. **Chair's Remarks**
Chair Milliman stated she was glad everyone was present as there was much business to discuss and new things are coming up.
6. **Member Comments**
Scott McAdam commented he was concerned about losing channels after the analog deletion.

Chuck Holland will have cable technicians circle back to troubleshoot.

Katherine Freshley commented she was happy with the analog deletion and no action is needed to pick digital channels up.

7. Director and Staff Forum

There have been some calls on the ad insertion program that the commercials have been too loud. He reported that he is working to determine the reason and a solution.

Mr. Holland discussed the TiVo roll out with ten residents in the pilot program. There are currently 106 residents on the waiting list, which will roll out by the end of the week.

REPORTS:

8. Broadband Update

a. ProForma Operating Statement

Mr. Holland gave an overview of the expenses and budget and reported the finances look good and are on budget. He discussed expected increases in programming fees from the networks that could result in an impact of being \$20,000 over budget. There are contingency funds to cover any overage. Some existing programming costs have already increased by 10%, which is being mitigated through NCTC, which combines channels in a bulk rate.

Director Burt Baum asked if we are already in line with NCTC, and what else can we do for other networks.

Mr. Holland reported that we had been negotiating independently with CBS and the increase of 75 percent over the next three years. He also reported that phase two of the analog channel removals was completed this month. With the next set of channels to be removed in July and the remainder of analog removed by year end 2018. The overall conversion has been uneventful.

Director Baum asked when the Fox contract would expire.

Mr. Holland told the committee the Fox contract expires in two years. Mr. Holland told the committee the bottom line does not include assessment revenue and the rental program that offsets the costs.

b. Subscriber Counts

Mr. Holland reported the community is trending up in internet users, and staff is working with contractors to keep up with the demands.

c. Analog Conversion Schedule

Mr. Holland reported starting July 9, 2018, some of the channels will only be available with digital service which includes Hallmark, TNT, Oprah Winfrey Network, Lifetime, FX, Turner Classic Movies and TBS Superstation.

d. Lutheran Church Internet Update

Mr. Holland reported on the cost of allowing the Lutheran Church to utilize our internet services. After an analysis, he recommended that VMS refer alternative solutions to the church.

Ms. Freshley stated she did not recommend moving forward with allowing the Lutheran Church to use our internet connection and did not want to set a precedent for other requests.

Director Beth Perak agreed.

Director Baum made a motion to execute Mr. Holland's suggestion. Director Perak seconded it.

Committee agreed unanimously.

9. Contract Renewals

Mr. Holland reported on the programming costs of the 2019 budget and will keep the committee informed.

10. Marketing and Communications Report

a. Marketing and Communications Activities Report

Heather Rasmussen reported on the engagement of Facebook and reviewed the analytics. She stated there was a downward trend due to the problems Facebook was incurring in the media, but that recently engagement has been slowly moving back up.

b. Village Breeze Update

Eileen Paulin reported there will be a new schedule for the Breeze deadlines to accommodate Third Mutual. When the schedule is finalized there will be a conference call with the writers of each mutual to update staff with items that will be published.

Director Baum asked to see a statement about the Breeze.

Chair Milliman asked to see a statement on all publications.

Ms. Paulin will look into the records for the statement, if any.

c. Thrive Project Updates

Director Perak reported Thrive has its own page on the website and described the delegation of responsibilities and subcommittees. The Thrive wall was mentioned and Director Perak updated the committee that this project was currently put on hold for further review. Thrive logo was presented and a button will be presented at a later time.

Ms. Freshley stated she does not understand the objective and goals of Thrive and does not see the outcome making sense and asked what the charter was.

Ms. Paulin explained it is an initiative, not a club, based on the concept of Humans of New York and finding happiness on whatever is going on in an individual's life. Thrive is to promote fun and healthy living.

Director Perak reported the mission statement is "To capture and share moments of life in the Village" and the vision is "Inspiring quality of living in every chapter of our lives."

Ms. Freshley asked about the costs associated with Thrive.

Director Perak responded saying the project has been going on for four years and the majority of the program was staffed with volunteers with the exception of staff time from Ms. Rasmussen.

Ms. Paulin suggested having Brandtailers work on PSA's.

Adviser Lucy Parker suggested having the Video Club work on the PSA's, to not incur costs. There was concern that the club video might not be of high enough quality.

Ms. Rasmussen reported on Thrive's Instagram account and would like to invigorate the program by showcasing the videos, photography and hashtag engagement. She suggested this would be productive in reaching out to the younger population as a marketing tool to adults who are looking for a retirement community for their parents.

d. Staffing Updates

Ms. Paulin reported that Ms. Rasmussen has resigned, and that she will continue to work with VMS as an independent contractor and is currently looking for a replacement.

11. Tours and Orientation

a. Docent Tour

Ms. Paulin reported the tours have been reduced due to the lack of participants. A six-week trial of holding one docent tour a month will take

place. She reported the department is currently working on a program or brochure for the tour to maintain consistency and ensure tours stop at the Towers.

Director Ryna Rothberg would like to see the Docent Tour schedule.

Becky Jackson was tasked to follow up with Director Rothberg.

b. New Resident Orientation

No update given.

12 Communication Plan

Ms. Paulin reported that all written communications i.e., flyers, literature, website news and brochures, will be reviewed by the Marketing and Communications Department before they are released.

Ms. Paulin reported on some of the ideas that have been presented with name changes to The Scoop.

Chair Milliman mentioned the "Anatomy of a Rumor" presentation that is being hosted by Friends of the Village in June and reiterated that The Scoop was to offset the rumors without engaging directly.

Ms. Paulin reported she is inserting a flyer in the financial report that will be mailed to residents to help with communicating to those who do not use internet or email. In the flyer there is a description of the publications and resources that are available in the Community Center Computer rooms for classes and education.

ITEMS FOR DISCUSSION AND CONSIDERATION:

13. Broadband, Village Television and Media 55 Logos

Ms. Paulin presented logos to the committee and requested a vote to approve.

Director Juanita Skillman made a motion to approve and Director Perak seconded.

Logos were approved unanimously.

Chair Milliman suggested a resolution be written for the next GRF Board meeting.

Ms. Jackson will write a resolution for the next GRF Board meeting.

ITEMS FOR FUTURE AGENDAS:

14. Placing a Digital Display at Clubhouses

CONCLUDING BUSINESS:

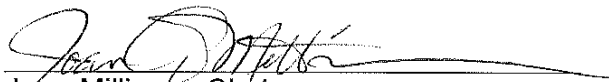
15. Committee Member Comments

Adviser Parker stated she was pleased with the progress of the committee.

All present thanked Ms. Rasmussen for her hard work and dedication to VMS, Inc.

16. Next meeting – May 21, 2018, at 1:30 p.m. in the Board Room.

17. Adjournment at 3:44 p.m.

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

Joan Milliman, Chair

Media and Communications Committee

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

Wednesday, April 4, 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, Ray Gros, John Frankel, Roy Bruninghaus, Juanita Skillman (substituting for Reza Bastani), Cash Achrekar, John Dalis

ADVISORS: Gloria Moldow

MEMBERS ABSENT: Reza Bastani

OTHERS PRESENT: Katheryn Freshley, Diane Phelps, Bert Moldow, Joan Milliman

STAFF PRESENT: 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 February 7, 2018

Chair Troutman revised the wording under the Department Head Update on page 2 of 6 of the report to replace "The budget shows a decrease of approximately \$50,000 compared to last year, which is the result of the reduction in bus operational expense and bus driver hours," with, "The 2018 Transportation budget reflects a \$50,000 reduction in operating expenses as compared to the 2017 budget. There was an increase of \$85,590 in charges to the budget from other departments, primarily Vehicle Maintenance, for the maintenance and operation of the buses that resulted in a net reduction of \$35,431."

The Regular Meeting Report of February 7, 2018, was approved by consensus as amended.

5. Chair's Remarks

Chair Troutman had no remarks.

6. Member Comments (Items Not on the Agenda)

- Suellen Zima (823-D) asked about future transportation plans.
- Mary Wall (239-D) commented on bus routes and the purchase of new vehicles.
- Kathryn Freshley (5490-N) commented that the agenda package was not available on the Village website.
- Richard Fumanti (277-A) commented that he was looking forward to the online capabilities of Plan-A-Ride and asked about pedestrian access to Gate 1 during construction.

7. Response to Member Comments

Staff and several directors responded to member comments. Chair Troutman encouraged residents to take a chance on same day Plan-A-Ride reservations.

Bruce Hartley, General Services Director, commented that an alternative route for the Towers and Neighborhood 1 will be presented at the next meeting. Any transportation changes will come to the Committee prior to GRF Board approval. The new ARBOC Spirit of Independence bus was generally well received. Bus information meetings are intended for new residents and riders and are provided to residents at no additional cost. Residents can still call for Plan-A-Ride reservations, but will have the option of doing so online in the future. Staff will see to it that future agenda packages are made available online. There will be pedestrian access to Gate 1 during construction.

Chair Troutman announced that the Committee currently has one and may have two advisor vacancies. Director Dalis suggested that the Committee reconsider reducing the size of buses.

Staff Officer Hartley commented that all buses are ADA compliant and have the ability to accommodate wheelchairs, walkers, and power carts. Staff finds that smaller buses improve transportation efficiencies and allow for easy access into cul-de-sacs. There is currently no manufacturer that produces ADA compliant electric vehicles.

Suellen Zima (823-D) asked about the configurations of the new bus.

The bus floor plan was presented to the Committee and members in the audience. The windows, main door, and roof hatch serve as emergency exits. Staff stated that all GRF buses have fire suppression systems for the engine compartment.

8. Department Head Update

Bruce Hartley, General Services Director, highlighted the improvements in Transportation under the management of Drew Harrell. Staffing now forms a more cohesive group. The renovation and reorganization of office space has created a positive work environment and provides a solid foundation for the customer service that staff delivers to residents. A proposed vehicle replacement budget will be submitted to the GRF Board for consideration in June. A preliminary Transportation budget can be presented to the Committee.

Consent:

None

Reports:

9. Transportation & Maintenance Manager Reports

Drew Harrell, Transportation and Maintenance Services Manager, presented the reports. On April 1, 2018, Transportation began testing scheduling software, 'Ride Now', created for the unique needs of Laguna Woods Village Transportation. Transportation introduced a new 2017 ARBOC Spirit of Independence bus to the fleet. The bus does not require a commercial license to operate. Hand sanitizers were installed in all buses. The square luggage rack system in the new bus is being reconfigured to meet Transportation needs. Plan-A-Ride has had a consistent flow of riders since the beginning of January this year. The lunch relief program has been met with mixed reviews and potential improvements are being evaluated.

Several directors commented on this item. Chair Troutman commented that younger residents are moving into the community and will make a difference in ridership. Advisor Moldow commented that buses should have route identifiers displayed on the inside.

Suellen Zima (823-D) asked about reoccurring reservations and commented that Transportation vehicles are difficult to see at night.

Mr. Harrell responded that the new software can accommodate reoccurrences. The software is still in the testing phase, which could take up to one month. Staff meets with the software developers daily to address issues that come up during the testing phase.

Items for Discussion and Consideration:

None

Items for Future Agendas:

10. M&V Committee Charter (June)

11. Demonstration of New Scheduling System (June)

12. Alternative Transportation Options for Neighborhood 1 and the Towers (June)

Concluding Business:

13. Committee Member Comments

Director Achrekar asked if rider information is recorded and suggested promotional programs to increase ridership.

Staff Officer Hartley commented that rider information is not recorded. Promotional programs can be carried out by advisors and Bus Buddies.

14. Date of Next Meeting – Wednesday, June 6, 2018

15. Adjournment

The meeting was adjourned at 2:41 p.m.



Judith Troutman, Chair
GRF Mobility & Vehicles Committee



OPEN MEETING

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

**Tuesday, May 1, 2018 – 9:30 AM
Laguna Woods Village Community Center 24351 El Toro Road
Board Room**

NOTICE OF MEETING AND AGENDA

The following committee report was not available before the agenda packet posting deadline:

14f. The Security and Community Access Committee meeting was held on April 26, 2018 which was after the agenda packet posting deadline.

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