



## **OPEN MEETING**

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

**Tuesday, September 3, 2019 - 9:30 A.M.  
Laguna Woods Village Community Center Board Room 24351 El Toro Road,  
Laguna Woods, California**

### **NOTICE AND AGENDA**

- 1. Call Meeting to Order / Establish Quorum – Beth Perak, President**
- 2. Pledge of Allegiance – Director Tibbetts**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes of Meeting**
  - a. August 5, 2019 – Special Open Meeting (2020 Budget Version 2)
  - b. August 6, 2019 – Regular Open Session Meeting
- 6. Report of Chair**
- 7. VMS Update Report – 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

**Recommendation from the Community Activities Committee:**

- b. Entertain a Motion to Accept a Donation of Clubhouse 6 Chairs to the Video Club

**Recommendation from Maintenance & Construction Committee:**

- c. Entertain a Motion to Award a Contract for Garden Center 1 Landscape Remodel
- d. Entertain a Motion to Award a Contract for the Golf Maintenance Building Improvements

**Recommendation from Finance Committee:**

- e. Entertain a Motion to Award a Contract to Age Well Senior Services for the Purchase of Fuel from GRF
- f. Entertain a Motion to Award a Contract to Premier Shine Services to Provide Evening Custodial Services at all Clubhouses throughout the Village
- g. Consistent with its statutory obligations a subcommittee of the Board consisting of the Treasurer and at least one other board member reviewed and approved Golden Rain Foundation financials for the month of July 2019 and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes.

**12. Unfinished Business**

- a. Entertain a Motion to Introduce a Resolution to Revise the GRF Recreation Department Policy on Clubs/Groups/Organizations **(August initial notification – 28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied)**
- b. Entertain a Motion to Introduce a Resolution to Authorize CBD Product Sales in the Golf Pro Shop **(August initial notification – 28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied)**

**13. New Business**

- a. Entertain a Motion to Introduce a Resolution for the Nuisance and Harassment Policy **(September initial notification – must be postponed 28-days for Member review and comment to comply with Civil Code §4360)**

- b. Entertain a Motion to Introduce a Resolution to Amend the Facility Use Policy to Comply with Civil Code §4515 **(September initial notification – must be postponed 28-days for Member review and comment to comply with Civil Code §4360)**
- c. Entertain a Motion to Approve a Resolution for an Unbudgeted Expense of \$5,800 to Hire a Land Surveyor to Determine the Aliso Creek Boundaries
- d. Entertain a Motion to Approve the Donation by the Baha’l Club of a Bench for Aliso Creek and Two Plumeria Trees at Clubhouse 6
- e. Entertain a Motion to Approve the 2020 GRF Business Plan and 2020 Reserves Funding Plan
- f. Entertain a Motion to Approve the 2020 GRF Capital Plan
- g. Entertain a Motion to Approve Early Expenditure of Funds for 2020 Capital Plan Items
- h. Entertain a Motion to Increase Student Parking Pass Fee for Non-Resident Students who take Saddleback College Emeritus Institute, Effective with Spring Semester 2020 Enrollment **(September initial notification – must be postponed 28-days for Member review and comment to comply with Civil Code §4360)**

**14. Committee Reports** – *Entire Committee reports can be found at the following link:*  
<http://www.lagunawoodsvillage.com/residents/golden-rain-foundation/documents>

- a. Report of the Finance Committee/Financial Reports – Director Phelps. The Committee met on August 21, 2019; next meeting October 23, 2019, at 1:30 p.m. in the Board Room.
  - Shared Cost Task Force – Directors Phelps and Soule
  - Investment Funds Task Force – Director Phelps
- b. Report of the Community Activities Committee – Director Soule. The Committee did not meet in August; next meeting September 12, 2019, at 1:30 p.m. in the Board Room.
- c. Report of the Landscape Committee – Director Moldow. The Committee met on August 14, 2019; next meeting November 13, 2019, at 1:30 p.m. in the Board Room.
- d. Report of the Maintenance & Construction Committee – Director Matson. The Committee met on August 14, 2019; next meeting October 9, 2019, at 9:30 a.m. in the Board Room.

- Report of the Performing Arts Center (PAC) Renovation Ad Hoc Committee – Director Milliman. The Committee met on August 15, 2019; next meeting TBA.
- Report of Village Energy Task Force – Director Moldow. The Task Force met on August 19, 2019; next meeting September 4, 2019, at 1:30 p.m. in the Board Room.
- e. Report of the Media & Communications Committee – Director Milliman. The Committee met on August 19, 2019; next meeting September 16, 2019, at 1:30 p.m. in the Board Room.
  - Report of the Thrive Task Force – Directors Milliman and Perak. The Task Force did not meet in August.
- f. Report of the Mobility & Vehicles Committee – Director Gros. The Committee met on August 7, 2019; next meeting October 2, 2019, at 1:30 p.m. in the Board Room.
  - Laguna Canyon Foundation – Director Gros.
- g. Report of the Security & Community Access Committee – Director Tibbetts. The Committee met on August 26, 2019; next meeting October 28, 2019, at 1:30 p.m. in the Board Room.
  - Report of the Traffic Hearings – Director Gros. The Traffic Hearings were held on August 21, 2019; next meeting September 18, 2019, 9:00 a.m. in the Board Room & 1:00 p.m. in the Sycamore Room.
- 15. **Future Agenda Items** - *All matters listed under Future Agenda Items are Resolutions on 28-day public review or items for a future Board Meeting. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*  
None
- 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) August 6, 2019 – 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 SPECIAL OPEN MEETING OF THE  
BOARD OF DIRECTORS OF GOLDEN RAIN FOUNDATION OF LAGUNA WOODS  
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION

**August 5, 2019**

The Special Open Meeting of the Golden Rain Foundation of Laguna Woods Board of Directors, a California non-profit mutual benefit corporation, was held on Monday, August 5, 2019, at 1:30 P.M., at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Beth Perak, Annette Sabol Soule, Joan Milliman, Diane Phelps, Richard Palmer, Bert Moldow, Pat English, Don Tibbetts, Judith Troutman

Directors Absent: Jim Matson, Ray Gros

Staff Present: Jeff Parker, Betty Parker, Chris Swanson, Siobhan Foster, Ernesto Munoz, Jose Campos

Others Present: Third: John Frankel

United: Cash Achrekar, Elsie Addington, Manuel Armendariz

Towers: Ryna Rothberg

VMS: Dick Rader, Lucy Shimon, Mary Stone

**CALL TO ORDER/STATE PURPOSE OF SPECIAL MEETING**

President Beth Perak served as Chair of the meeting and stated that it was a special meeting held pursuant to notice duly given and that a quorum was present. The meeting was called to order at 1:30 P.M.

**ACKNOWLEDGMENT OF MEDIA**

The Village Television Camera Crew, by way of remote cameras, was acknowledged.

**APPROVAL OF AGENDA**

Without objection, the Board approved the agenda as written.

**CHAIR REMARKS**

Director Perak welcomed everyone to the meeting and stated that she would be handing chair responsibility over to the GRF Treasurer, Diane Phelps, for agenda items 6-8.

**MEMBERS COMMENTS** *(Items not on the agenda)*

Brian Gilmore (333-A) commented on responsiveness of customer service and was asked to address his specific issues at the Landscape Committee meeting.

Ryna Rothberg (705) commented on the letters sent to the editor in the Globe publication regarding monthly assessments.

Cash Achrekar (201-E) commented on demonstrating golf clubs specific to senior needs.

## **REVIEW GRF 2020 BUSINESS PLAN, VERSION 2**

Jeff Parker, CEO, introduced the 2020 Business Plan, discussing how the proposed budgets support the mission statement and strategic planning goals. Betty Parker, CFO, presented the budget proposal by department including staffing, revenue assumptions, and planned expenditures. Also reviewed were the capital program proposals for the upcoming budget year.

## **BOARD MEMBER COMMENTS**

Director English requested more detail for the reserve cash flow statement.

Director Troutman requested clarification on Performing Arts Center funding.

Director Tibbetts would like to consider leasing fleet vehicles. Jeff Parker commented that staff will perform an evaluation to compare lease vs. buy alternatives after budget approval.

Director Soule thanked staff for transparency throughout the budgeting process.

Director Palmer requested information for existing and future use of EV charging stations.

Director Moldow commented on additional energy management systems that can be utilized at the community center for additional cost savings.

Director Milliman commented on the presentation and how easy it was to follow.

Director Perak thanked everyone for their hard work on the budgets and expressed appreciation for clarity of the presentations.

## **MEMBER COMMENTS**

Brian Gilmore (333-A) commented on vehicle financing and utilization information.

James Buckley (4008-2F) commented on various items in the budget proposals.

Sang Park (4008-2D) commented on staffing levels in the budget proposals.

Jenny Frimmer (881-A) commented on maintaining facilities without an assessment increase.

Manuel Armendariz (917-D) commented on several items in the budget proposals and requested further clarification of the allocation process.

Cash Achrekar (201-E) requested clarification on the trust facilities fees revenue projection.

Staff responded to questions and noted that the allocation process is on the upcoming GRF Finance Committee meeting agenda for further discussion.



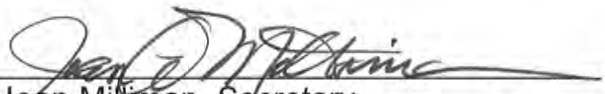
A motion was made by Director Soule and seconded by Director English to accept the 2020 Business Plan as presented. By a vote of 7-1 (Troutman against), the motion passed.

Director Phelps relinquished the chair position back to Director Perak.

Director Perak thanked staff and members of the community for attending the meeting.

#### **ADJOURNMENT**

There being no further business to come before the Board of Directors, the meeting adjourned at 3:18 PM.



Joan Milliman, Secretary  
Golden Rain Foundation Board of Directors

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## **OPEN SESSION**

### **Minutes of the Regular Meeting of the Golden Rain Foundation Tuesday, August 6, 2019, 9:30 a.m. 24351 El Toro Road, Laguna Woods, California**

Directors Present: Beth Perak, Annette Sabol Soule, Joan Milliman, Jim Matson, Diane Phelps, Richard Palmer, Ray Gros, Bert Moldow, Pat English, Don Tibbetts, and Judith Troutman

Directors Absent: None

Staff Present: Jeff Parker-CEO, Siobhan Foster-COO, Eileen Paulin, Ellyce Rothrock, Tim Moy, Chuck Holland, Chris Spahr, Ernesto Munoz, and Cheryl Silva

Others Present: United Mutual: Juanita Skillman, Elsie Addington  
Mutual 50: Ryna Rothberg  
VMS: Dick Rader, Mary Stone

#### **1. Call to Order**

President Perak called the meeting to order at 9:30 a.m.

#### **2. Pledge of Allegiance**

Director Soule led the meeting 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.

#### **4. Approval of Agenda**

Director Moldow made a motion to approve the agenda. The motion was seconded by Director Phelps and the motion passed unanimously.

#### **5. Approval of Minutes**

##### **5a. Regular Open Meeting on July 2, 2019**

Director Phelps made a motion to approve the minutes of July 2, 2019. The motion was seconded by Director Moldow and passed unanimously.

##### **5b. All Boards All Directors Special Meeting (2020 Budget) on July 8, 2019**

Director Milliman made a motion to approve the special meeting minutes of July 8, 2019. The motion was seconded by Director Matson and passed unanimously.

##### **5c. Special Open Meeting (2020 Budget)**

Director Milliman made a motion to approve the special meeting minutes of July 10, 2019. The motion was seconded by Director Soule and the motion passed unanimously.

#### **6. Report of the Chair**

President Perak thanked the Boards for working together for the common good of the Laguna Woods Village. She commented about the Shared Costs Task Force meeting held on July 17, 2019.

Directors Phelps and Soule gave an update from the Shared Costs Task Force. The next meeting will be held on Thursday, August 15, 2019.

#### **7. Disaster Preparation Awareness Report—Director Troutman**

Director Troutman gave an update from the Disaster Preparedness Task Force meeting in July. She commented on the importance of the Good Neighbor Captains in the event of an emergency. The next Good Neighbor Captain meeting will be held on October 16 at Clubhouse 7 from 1-3 p.m. The Disaster Preparedness Task Force meets on the last Tuesday of every other month.

#### **8. CEO Report**

CEO Parker gave a report on upcoming community events and updates on current projects:

- Budget Review Version 2 presentations will be televised this week. The Board accepted staff's recommendation for the GRF 2020 budget. The assessment will only increase by \$2.77.
- Shared Cost Sharing Task Force met on July 17, 2019, to start the dialog on shared costs. It is important to continue to look at ways to generate revenue to keep assessments down.
- Gates 10 & 14 opened two weeks early; gate 4 will open Monday, August 19.
- Electronic Vehicle Charging stations are being installed in the parking lot at the Community Center.
- New Village bus added to the fleet for 20 passengers.
- Use Dwelling Live to register visitors for gate access and guest passes.
- Bulky Items are picked-up monthly on the 3<sup>rd</sup> Saturday of each month. Residents can also call Resident Services in advance for Incidental bulky item pick-ups. Residents are limited to two in-home pick-ups per year.
- Landscape mulching will begin on August 10 8-2 pm Free mulch will be available to residents.

#### **9. Open Forum (Three Minutes per Speaker)**

Members spoke on the following topics:

- The benefits of the LWV Foundation. The LWV Foundation is not part of GRF; it is a separate non-profit organization for the benefit of the residents of the community.

- A Member commented about renting out the Performing Arts Center to outside individuals and groups.
- A Member commented about a stranger in her patio. He lives in the community with his parents without restrictions.
- A Member commented about inaccurate communication that causes rumors about the golf course.
- A Member commented about the drop-in lounge.
- A Member commented about the energy management system and the SCE demand charges.
- A Member commented about the operational budget and the trust.
- A Member commented about the need of handicapped toilets in the pool areas.
- A Member commented about charging guests to use the pool.

#### **10. Responses to Open Forum Speakers**

Several Directors responded to and provided input regarding member comments.

- Director Tibbetts responded about safety in the community.
- Director Gros responded about security department effort to keep non-residents out of the community.
- Director Palmer responded about the SCE demand charges.
- Director Moldow responded about the use of solar energy in the community and SCE demand charges.
- Director Milliman and Soule responded about outside groups that rent our facilities.
- Director Matson thanked Bill Walsh for his input.
- Director Soule responded about the television in the drop-in lounge.
- Director Phelps responded about the rumors about the golf courses.
- Director Phelps responded about the operational budget and the trust.
- Director Gros responded about the great job the Director of Security is doing to keep our community safe.
- Director Troutman responded about the accidents in the pools.
- Director English responded about the bank accounts.
- Director Perak responded about the services offered by Social Services.

Tim Moy, Director of Security, commented on safety in the community and reminded residents to keep their manors and property locked.

Jennifer Murphy, Sr. Recreation Supervisor, commented on the rental of the PAC.

#### **11. Consent Calendar**

- 11a. Ratify the Board's Decision to Approve Investment Management Services—SageView Advisory Group
- 11b. Consistent with its statutory obligations a subcommittee of the Board consisting of the Treasurer and at least one other board member reviewed and approved Golden Rain Foundation financials for the month of June 2019 and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes.

Director Phelps made a motion to approve the consent calendar. Director Gros seconded the motion and the motion passed unanimously.

## 12. Unfinished Business

- 12a. Entertain a Motion to Adopt a Resolution for a Collection Policy for Broadband Services

Director Milliman, Secretary of the Board, read changes to the following resolution:

### **RESOLUTION 90-19-33** **Collection Policy for Broadband Services**

**WHEREAS**, there has been presented to the Board a proposal whereby the Broadband Division of Village Management Services, Inc. ("VMS" or "Agent"), acting as managing agent on behalf of this Corporation, would automatically, when Members are delinquent in payment of their premium channel and or equipment rental charges, send notices (in compliance with FCC regulations) inclusive of a late fee and take action to suspend such Member's premium channel service; and

**WHEREAS**, it has further been proposed that such notices be sent as an administrative action and without separate Board review or approval as to each instance; and

**WHEREAS**, the Board of Directors of this Corporation has considered and discussed this procedure and has determined that it is in the best interests of this Corporation and its Members for its Agent to automatically send notices (which notices shall comply with all FCC regulations) inclusive of a \$10.00 late fee subsequent to each 30 days of delinquency, to suspend premium channel service to Members who have been delinquent for at least ninety-sixty (9060) days, without the need for any further Board approval.

**WHEREAS**, the Board of Directors of this Corporation has considered and discussed this procedure and has determined that it is in the best interests of

this Corporation and its Members for its Agent to charge Lessees an equipment rental deposit prior to issuance of equipment an amount consistent with the then current fee schedule.

**NOW, THEREFORE BE IT RESOLVED**, August 6, 2019, that the Agent, acting through its Broadband Division, effectuate a policy whereby for any Members ~~who are at least sixty to ninety (60-90)~~ days delinquent in payment of their premium channel charges, that notices sent out in compliance with FCC regulations would suspend premium channel service until such time as the Members have paid any outstanding delinquent amounts; and

**RESOLVED FURTHER**, that the Agent is hereby authorized and directed to take all such action, assess all such late fees and send all such notices as they deem necessary or advisable for the purpose of effectuating this Resolution; and

**RESOLVED FURTHER**, that any actions taken to date by the Agent pursuant to which they have previously delivered notices suspending premium channel service to Members who were delinquent in their premium channel charges, are hereby ratified and approved; and

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

28-day notification for Member review and comments to comply with \$4360 has been satisfied.

Director Milliman made a motion to adopt a resolution for a collection policy for Broadband Services. Director Phelps seconded the motion.

Discussion ensued among the Directors.

President Perak called for the vote and the motion passed unanimously.

**12b. Entertain a Motion to Approve Supplemental Funding for Tennis Center Building Renovation**

Director Milliman, Secretary of the Board, read the following resolution:

**RESOLUTION 90-19-34**  
**Supplement Funding for Tennis Center Building Renovation**

**WHEREAS**, the 2019 GRF Capital Plan appropriated funding in the amount of \$75,000 from the Facilities Fund to renovate the interior of the Tennis

Center Building;

**WHEREAS**, staff met with Tennis Club President and Tennis Club members to discuss a plan that included both building interior and exterior site landscape renovation options;

**WHEREAS**, subsequent to this meeting, Mr. Buckman provided staff with a conceptual sketch outlining the recommended site work which included extending the site concrete toward the North side of the building;

**WHEREAS**, on June 12, 2019, the GRF Maintenance & Construction Committee meeting, the Committee reviewed and voted to approve recommended the original and optional scope of work, as outlined in this report, for the Tennis Center Building Renovation project and approved supplemental funding of \$72,638 for a project total cost of \$147,638;

**WHEREAS**, the Tennis Center Building Renovation project has a \$75,000 allocation from the 2019 GRF Capital Plan. The current capital improvement allocation of \$75,000 will not sufficiently fund all proposed scopes of work for both the interior and exterior renovations and requires a supplemental appropriation of \$72,638, to fully fund the total project cost for this capital improvement project; and,

~~**WHEREAS**, at the July 23, 2019, GRF Community Activities Committee special meeting the Committee discussed the recommendation of the GRF Maintenance & Construction Committee and proposed \$10,000 supplemental appropriation instead of \$72,638 to complete the interior of the tennis center building for renovation.~~

**NOW THEREFORE BE IT RESOLVED**, on August 6, 2019, the Board of Directors of this Corporation hereby introduces approval of \$72,638 supplemental appropriation to complete the interior and exterior of the tennis center building for the renovation, for a project total cost of \$147,638;

**RESOLVED FURTHER**, that the officers and agents of this Corporation are hereby authorized on behalf of the Golden Rain Foundation Corporation to carry out this Resolution

28-day notification for Member review and comments to comply with §4360 has been satisfied.

Director Soule made a motion to approve \$10,000 supplemental appropriation to complete the interior of the tennis center building for renovation. Director Gros seconded the motion.

Discussion ensued among the Directors.  
Director Milliman called for Point of Order.



Ernesto Munoz, Director of Maintenance & Construction spoke about the tennis renovations needed for the facility.

Director Phelps made an amendment to change the resolution words in paragraph 4 from "vote to approve" to "recommended," remove paragraph six and change paragraph seven to read "approval of \$72,638 supplemental appropriation to complete the interior and exterior of the tennis center building for the renovation, for a project total cost of \$147,638." Director Tibbetts seconded the motion.

Several Members spoke in favor of the amendment.

President Perak called for the vote of the amendment and the motion passed by a vote of 6-4-1 (Directors Troutman, Gros, Palmer, and Moldow opposed; Director English abstained).

President Perak called for the vote of the original motion as amended and the motion passed by vote of 7-4-0 (Directors English, Troutman, Moldow, and Palmer opposed).

### **13. New Business**

#### **13a. Entertain a Motion to Introduce a Resolution to Revise the GRF Recreation Department Policy on Clubs/Groups/Organizations**

Director Milliman, Secretary of the Board, read the following resolution:

#### **RESOLUTION 90-19-xx** **GRF Recreation Department Policy Revision:** **Clubs/Groups/Organizations**

**WHEREAS** at the July Community Activities Committee (CAC) meeting, Staff recommended to approve staff recommendation to amend the GRF Recreation Department Policy as it pertains to clubs/groups/organizations;

**WHEREAS** Laguna Woods Village has 286 registered clubs within the community which are afforded a variety of privileges upon approval of the Recreation Department: priority rollover reservations, flyer postings at clubhouses, free Village website use (club page, event calendar, Village news), and free Globe submissions, Village Television air time, message board and club storage (excluding Clubhouse 2);

**WHEREAS** Club bookings make up the majority of reservations each year with 9,200 dates reserved vs. 4,485 dates reserved by private parties in 2019;

**WHEREAS** room availability is limited for private party reservations; members are turned away when inquiring about availability for memorials, birthdays and anniversaries;

**WHEREAS** at the May CAC meeting an Ad-Hoc review committee was formed to review and provide recommendations to the CAC at the July meeting;

**WHEREAS** proposed amendments to the current policy are: limit club status to 250 clubs/groups/organizations; initiate annual clubs/groups/organizations fee (\$50) to maintain club status; apply rollover processing fee (calculated by dates) to annual billing; limit rollover dates to 104 per club/group/organization (additional reservations are available through the standard lottery process); club activities, programs and events geared towards minors are prohibited;

**WHEREAS** limiting club status and applying rollover restrictions will free up approximately 477 rental slots for private party use and additionally, implementing a processing fee will offset incurred administrative costs;

**WHEREAS** anticipated annual revenue generated from proposed fees is \$20,750; and,

**NOW THEREFORE BE IT RESOLVED**, August 6, 2019, that the Board of Directors of this Corporation hereby introduces approval of staff recommendation to amend the GRF Recreation Department Policy as it pertains to clubs/groups/organizations;

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

August Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360

Director Milliman made a motion to accept for discussion a resolution to revise the GRF Recreation Department Policy on Clubs/Groups/Organizations and postpone the final vote for 28-days pursuant to Civil Code §4360. Director Phelps seconded the motion.

Discussion ensued among the Directors.

President Perak called for the vote and the motion passed by a vote of 9-2-0 (Directors Milliman and Moldow opposed).

- 13b.** Entertain a Motion to Introduce a Resolution to Authorize CBD Product Sales in the Golf Pro Shop

Director Milliman, Secretary of the Board, read the following resolution:

**RESOLUTION 90-19-xx**  
**CBD Product Sales in Golf Pro Shop**

**WHEREAS** at the July Community Activities Committee (CAC) meeting, Staff recommended authorization of the resumption of the sale of non-THC CBD based products at the 27-Hole Golf Pro Shop;

**WHEREAS** in 2018 golf staff was approached by a CBD (Cannabidiol) sales representative from Medterra to sell CBD cream, tinctures, and capsules at the Golf Pro Shop;

**WHEREAS** Staff researched and discussed with health professionals about its safety and product viability and it was determined that it was a safe product to sell from a respected manufacturer;

**WHEREAS** the product was well received and generated more than \$4,000 in merchandise sales;

**WHEREAS** the product was removed in November 2018 due to misconceptions the product contained THC which is contributed to the high feeling of cannabis, however CBD is a natural pain reliever with no psychoactive ingredients ;

**WHEREAS** many residents are under a pain management program through a medical professional and are on medicines that are harmful and/or addictive and the CBD option can offer relief for certain pains and aches without the harmful side effects;

**WHEREAS** the sale of CBD products is estimated to increase retail sales by over \$10,000 per year; and,

**NOW THEREFORE BE IT RESOLVED**, August 6, 2019, that the Board of Directors of this Corporation hereby introduces authorization the resumption of the sale of lotion or cream only, no oral ingestibles, non-THC CBD based products at the 27-Hole Golf Pro Shop;

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

**August Initial Notification**

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360

Director Milliman made a motion to accept for discussion a resolution to authorize CBD product sales in the Golf Pro Shop and postpone the final vote for 28-days pursuant to Civil Code §4360. Director Soule seconded the motion.

Discussion ensued among the Directors.

President Perak called for the vote and the motion passed unanimously.

**13c. Entertain a Motion to Approve the Donation of an Air Filtration System for Clubhouse 4 Ceramics Room**

Director Milliman, Secretary of the Board, read the following resolution:

**RESOLUTION 90-19-35**  
**Donation from Ceramic Slip-casting Club**  
**For Air Ventilation Unit**

**RESOLVED**, August 6, 2019, the Board of Directors of the Golden Rain Foundation hereby accepts the donation of \$2,528.50 from the Ceramic Slip-casting Club of Laguna Woods Village; and

**RESOLVED FURTHER**, the additional air ventilation unit will be added to enhance air quality and minimize dust in the Clubhouse 4 ceramics room as it is susceptible to dust due to mixing of glazes, storage of glaze material and dried out clay particles; and

**RESOLVED FURTHER**, the Golden Rain Foundation Board of Directors sincerely appreciates the generosity of the Ceramics Club of Laguna Woods Village, which reflects support of programs, services, and facilities that enrich the lives of older adults.

Director Milliman made a motion to approve the donation of an air filtration system for Clubhouse 4 Ceramics Room. Director Troutman seconded the motion.

Discussion ensued among the Directors.

President Perak called for the vote and the motion passed unanimously.

**13d. Entertain a Motion to Approve the Donation of Chairs for the Video Club**

Director Milliman, Secretary of the Board, read the following resolution:

**RESOLUTION 90-19-36**  
**Donation from Village Community Fund for**

### **Video Learning Facilities**

**RESOLVED**, August 6, 2019, the Board of Directors of the Golden Rain Foundation hereby accepts the donation up to of \$2,000 from the Village Community Fund, a Non Profit Public Benefit Corporation; and

**RESOLVED FURTHER**, the funds will be used to purchase office chairs, computer desks, equipment, and stacking chairs, to be located in the Clubhouse 2 Annex facilities used for video learning activities; and

**RESOLVED FURTHER**, the Golden Rain Foundation Board of Directors sincerely appreciates the generosity of all who contributed to the Village Community Fund fundraising campaign, which reflects support of programs, services, and facilities that enrich the lives of older adults.

Director Milliman made a motion to approve the donation of chairs for the Video Club. Director Soule seconded the motion.

Discussion ensued among the Directors.

John Parker presented a check to the Board from the The Village Community Fund a non-profit organization that was formed to help with the donation for the Community.

President Perak called for the vote and the motion passed unanimously.

**13e. Entertain a Motion to Award a Contract for the Gate 16 Golf Driving Range Design Consultant**

Director Phelps made a motion to award a contract to Community Works Design Group in the amount of \$94,127 to prepare construction documents and contractor bid packages for the Gate 16 Golf Driving Range Design Consultant. Director Milliman seconded the motion.

Discussion ensued among the Directors.

President Perak called for the vote and the motion passed unanimously.

### **14. Committee Reports**

**14a.** Report of the Business Planning Committee—Director Phelps. The Committee met on July 8, 2019.

**14b.** Report of the Finance Committee/Financial Reports – Director Phelps commented about the Budget 2020 meeting. She gave a presentation on the Treasurer's Report. The Committee met on June 19, 2019; next meeting August 21, 2019, at 1:30 p.m. in the Board Room.

- Shared Cost Task Force – Directors Phelps and Soule. The Task Force met on July 17, 2019; next meeting August 15, 2019, at 10:00 a.m. in the Board Room.
  - Investment Fund Task Force—next meeting September 5, 2019, at 2:00 p.m. in the Willow Room.
- 14c.** Report of the Community Activity Committee – Director Soule gave an update of upcoming events and new equipment scheduled for the clubhouses and pool areas. The Committee met on July 11, 2019, and July 23, 2019; next meeting September 12, 2019, at 1:30 p.m. in the Board Room.
- 14d.** Report of the Landscape Committee – Director Moldow commented the Committee will start meeting quarterly. The Committee is working with the various agencies to upgrade Aliso Creek area. The Committee did not meet in July 2019; next meeting August 14, 2019, at 1:30 p.m. in the Board Room.
- 14e.** Report of the Maintenance & Construction Committee – Director Matson gave an update about the gate renovation project and Clubhouse 4 maintenance. The Committee did not meet in July 2019; next meeting August 14, 2019, at 9:30 a.m. in the Board Room.
- Report of the Performing Arts Center (PAC) Renovation Ad Hoc Committee - Director Perak. The architects will be coming to the next meeting with their designs for the PAC building. Next meeting Thursday, August 15, 2019, at 2:00 p.m. in the Board Room.
  - Report of Village Energy Task Force – Director Matson commented that the new EV Charging Stations are being installed at the Community Center and should be completed the beginning of September. The Task Force met on July 3, 2019; next meeting August 19, 2019, at 10:00 a.m. in the Board Room.
- 14f.** Report of the Media & Communications Committee – Director Milliman gave an update on Broadband Services, the Centenarian Project, and website updates. The Committee met on July 15, 2019; next meeting August 19, 2019, at 1:30 p.m. in the Board Room.
- Thrive Report – Directors Milliman and Perak commented that the Centenarian Project was presented at the July 4 and Grandparents' Fun Day on August 3. The Task Force did not meet in July 2019; next meeting August 27, 2019.
- 14g.** Report of the Mobility & Vehicles Committee – Director Gros. The Committee did not meet in July 2019; next meeting August 7, 2019, at 1:30 p.m. in the Board Room.

- Laguna Canyon Foundation – Director Gros updated the Board on information on walks in the wilderness areas surrounding the Community.
- 14h.** Report of the Security & Community Access Committee – Director Tibbetts. The Committee did not meet in July 2019; next meeting August 26, 2019, at 1:30 p.m. in the Board Room.
- Report of the Traffic Hearings – Director Gros gave an update on the Traffic violations. The Traffic Hearings were held on July 17, 2019; next meeting August 21, 2019, 9:00 a.m. in the Board Room and 1:00 p.m. in the Sycamore Room.
  - Report of the Disaster Preparedness Task Force – Director Troutman. The Task Force met on July 30, 2019; next meeting September 24, 2019, 9:30 a.m. in the Board 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.*
- None
- 16. Directors' Comments**
- Director Soule reminded residents about the classes offered by Laguna Woods Foundations in conjunction with Saddleback Medical Center to help prevent falls.
  - Director Matson commented about the tennis renovations.
  - Director Troutman commented that the next Disaster Task Force will meet in September 24, 2019, at 9:30 a.m. in the Board Room.
  - Director English commented about the formation of the Task Force Committees according to the Bylaws.
  - President Perak thanked the Board for their participation.
- 17. Recess** - *At this time, the Meeting recessed for lunch and reconvened to Executive Session to discuss the following matters per California Civil Code §4935: Member Disciplinary Matters; Personnel Matters; Contractual Matters; and Litigation Matters.*

The meeting was recessed at 1:27 p.m.

**Summary of Previous Closed Session Meetings per Civil Code Section §4935.**

*During the July 2, 2019, Regular Executive Session, the Board:*

*Approved the Agenda*

*Approved the Minutes of:*

*(a) July 2, 2019– Regular Executive Session*

*Discussed and Consider Member Matters*

*Discussed Personnel Matters*

*Discussed and Considered Contractual Matters*

*Discussed and Considered Litigation Matters*

*Discussed Litigation Report Summary*

**18. Adjournment**

The meeting was adjourned at 5:10 p.m.

  
Joan Milliman, Secretary of the Board  
Golden Rain Foundation



# RESOLUTION ATTACHMENTS





**2020**

## **CUSTOMER INFORMATION**

Notification of Customer Rights  
Under the Cable Communications Policy Act of 1984

Television Equipment Compatibility Notice

Television Picture Quality Resolution Notification

Terms and Conditions of Service

Golden Rain Foundation  
Broadband Services  
24351 El Toro Road  
Laguna Woods, CA 92637

**(949) 837-2670**

Service Hours:  
Monday through Saturday  
8:00 AM to 5:00 PM



## NOTIFICATION OF CUSTOMER RIGHTS UNDER THE CABLE COMMUNICATIONS POLICY ACT OF 1984

Dear Cable and/or Internet Customer:

As a customer of Golden Rain Foundation Broadband Services ("GRF" or "we") subscribing to cable television services and/or other services provided over the cable system, you are entitled under the Cable Communications Policy Act of 1984 (the "Cable Act") to know the limitation imposed upon cable operators in the collection and disclosure of personally identifiable customer information, the type of personally identifiable information collected, how such information is used, under what conditions it is disclosed, the period during which it is maintained and the rights of customers concerning access to such information and its disclosure.

The law relates only to personally identifiable information. It also applies only to information that you have furnished to us, and certain information that is transmitted over our cable facilities. Some of our services may permit you to direct communications outside of our system and this law does not apply to these communications. For example, this law does not apply to anonymous aggregate customer information or information that you have directed to third parties over the facilities of on-line providers or over the Internet. Aggregate information is information the cable system collects or assembles which is devoid of all personally identifiable information relating to our customers (i.e., it is anonymous) such as data relating to the use of Internet access by groups or customers. GRF collects such information in order to provide and manage the quality of the services requested.

1. **Collection and Use** - To better provide you with reliable, high-caliber service, GRF keeps regular business records that may contain the following types of personally identifiable information: name, service address, billing address, home and/or other telephone number(s), service information, customer correspondence and communications records. We also maintain information concerning billing, payment, security deposits, maintenance and repairs, as well as other service-related information.

We collect, maintain and use this information, generally to conduct business activities related to providing you with cable television and other services, and to help us detect theft of service. Specifically, our detailed business records are used, and personal information contained in them disclosed, to help ensure you are being properly billed for the services you receive, to send you pertinent information regarding your cable services, to improve the quality of the services we provide to you, and for other service-related activities. More specifically, this information is used for financial, legal, tax and accounting purposes, to sell, install, maintain and disconnect services, to bill and collect charges for the services that you receive, to gauge customer satisfaction and improve programming and marketing plans, for customer mailings and to answer questions from you concerning your bill and services provided to you. We take all reasonable precautions to identify you or your authorized representative as the inquirer on your account and to otherwise prevent unauthorized access to your account information. We are prohibited from using the cable system to collect your personal information without your written consent for any other purposes.

2. **Disclosure** - GRF considers the personally identifiable information contained in our business records to be confidential and will not disclose it without your prior written or electronic consent except as provided in this notice. We may disclose this information, however, if the disclosure is necessary for rendering or conducting a legitimate business activity related to a cable service or other service GRF provides to you. For example, in

order to provide and manage our services, we may periodically disclose information to our employees, attorneys, outside auditors and accountants as required, program guide distributors, collection agencies, construction and installation contractors, customer and market research companies, software vendors, and affiliated providers of Internet access services or Internet content services.

GRF will not make personally identifiable information about your video programming service records available to government entities unless we are required to do so by court order. Under subsection (b) of Section 631 of the Cable Act, before the court will order us to disclose personally identifiable information about your video programming service records, the government entity seeking the information must offer clear and convincing evidence that the subject of the information is reasonably suspected of engaging in criminal activity and that the information sought would be material evidence in the case. If a government entity is seeking personally identifiable information about you under these circumstances, the court must afford you the opportunity to appear and contest the government entity's claim prior to issuing an order to GRF to produce the records.

Under the recently enacted USA PATRIOT Act, GRF may be required to make certain personally identifiable information about its high speed Internet and video customers (excluding video programming service records as discussed above and the contents of your Internet communications) available to government entities upon receipt of a valid subpoena and you are not entitled to receive advance notice of the disclosure. Disclosure of the contents of your Internet communications through installation or use of a pen register or a trap and trace device can only occur upon issuance by a court or an order pursuant to 18 U.S.C. §§ 3121, 3123.

In addition, under the USA PATRIOT Act, GRF may disclose voluntarily and without prior notice to the subscriber Internet information, including the contents of subscriber communications, to law enforcement if GRF reasonably believes that an emergency involving immediate danger of death or serious physical injury to any person requires disclosure of the information immediately.

3. **Retention** - GRF maintains the information in our regular business records as long as you are a customer and for a period of time thereafter if necessary for our business or legal purposes. Unless there is a legitimate request or order to inspect the information outstanding, we will destroy the information once it is no longer necessary for our legal or business purposes.
4. **Subscriber Rights** - GRF will make available for your examination any personally identifiable information about you collected and maintained in our business records within a reasonable period of time. You shall be responsible for the cost of copying any documents you request. We will make this information available during normal business hours at the GRF office listed on the front cover of this notice or on your billing statement, and will give you an opportunity to correct any error in the information we maintain. Section 631 of the Cable Act gives you specific rights if these provisions are violated. If you believe that a violation of these provisions of the Cable Act has caused you harm, you may bring a civil action for damages in a United States District Court.

## **TELEVISION EQUIPMENT COMPATIBILITY NOTICE**

**Q: Do I need a cable converter and where can I get one?**

**A:** If you have a High Definition TV you may not need a converter; however some models of TVs— especially older TV sets that are not “cable ready” - may not be able to receive all of the channels offered by the cable system when connected directly to the cable system. If your TV is not able to receive all of the channels offered by the cable system when connected directly, you can obtain a set-top channel converter or other equipment from GRF to enable your TV to receive all cable channels. If you plan to purchase cable services that we scramble or encrypt, such as premium movies, digital services and/or pay-per-view, you should make sure that any set-top converter or navigation device you purchase from a retail outlet is capable of working with separate security cards that we must provide in order for your equipment to access such programming services. Upon request, we will provide you with the necessary information concerning the technical parameters that are needed for any set-top converter rented or acquired from retail outlets to operate with our cable system.

If you receive service through a set-top channel converter, you may not be able to use special features and/or functions on your TV. These may include features that allow you to: view a program on one channel while simultaneously recording a program on another channel; record two or more consecutive programs that appear on different channels; and, use advanced picture generation and display features such as “Picture-in-Picture” and channel review.

Certain TVs and or TiVo set top boxes you purchase may require the use of a CableCARD to pair to our services. For more information, you may contact us by calling Broadband Customer Service.

## **TELEVISION PICTURE QUALITY RESOLUTION NOTIFICATION**

**Q: What should I do if I have a poor quality picture on my TV?**

**A:** Upon experiencing problems with the quality of television signals that you receive, you should call the cable company at the telephone number listed on the front cover of this notice. A fully trained Customer Service Representative will attempt to resolve your problem over the telephone. If this cannot be done, an appointment will be established to have a skilled technician come to your home in order to resolve your reception problem. If, in your opinion, the service technician fails to correct the reception problem, you should call us again and we will review the actions taken. Should we continue to be unable to resolve the problem to your satisfaction, we will inform you of our determination, and the reasons we cannot solve the problem.

**Q: What if GRF cannot resolve my problem?**

**A:** GRF serves a franchised area. If you believe GRF has not properly resolved your issue, please contact the applicable franchise authority at: City of Laguna Woods, 24264 El Toro Rd., Laguna Woods, CA 92637; Phone: (949) 639-0500

## TERMS AND CONDITIONS OF SERVICE

Golden Rain Foundation (GRF), through its Broadband Services Division, shall provide services requested upon the following terms and conditions:

### **A. Obligations of GRF:**

1. Install in a workmanlike manner and in locations mutually acceptable to GRF and the Customer, equipment and materials necessary to furnish the services to the Customer.
2. Maintain and repair its equipment to minimize interruptions or degradation of services.
3. At the request of the Customer and upon payment of the appropriate fee, install, maintain, repair, and replace the internal wiring inside the Customer's premises. Otherwise, GRF shall have no responsibility for the maintenance of the internal wiring.

### **B. Obligations of the Customer:**

1. Pay all installation, service or other charges upon receipt of GRF's bill. Charges will be according to GRF rate schedule or tariff applicable at the time services are rendered. Some fees and charges are payable in advance. If Customer terminates services prior to the end of a prepaid period, GRF shall refund Customer the prorated unused portion of the fees and charges; provided, however, if such prorate unused portion is less than \$5.00, GRF shall make the refund only upon request of Customer.
2. Upon the Customer's failure to make timely payment on or before the bill's due date, GRF may terminate service, remove its equipment, and impose late fees. The late fees protect timely paying Customers who would otherwise be required to subsidize the additional costs caused by late-paying Customers. It is impossible for GRF to predict the precise costs that an individual Customer will cause GRF to incur because of such delinquencies; however, such costs may include the lost use of funds, collection efforts by collection agencies and personnel costs. Payment of a late fee constitutes an acknowledgement by the Customer that the fee is reasonable estimate of the average costs caused by late payers. A Customer may, of course, avoid any late fees by paying his or her bills before the specified date. The Customer also agrees that GRF shall have the right to charge interest on any uncollected account and agrees to pay all costs of collection including attorney's fees.
3. Provide GRF employees and representatives with a safe working environment.
4. Assume complete responsibility for improper use, damage, or loss of any converters, remote controls, DVRs, HDTV set-top boxes, modems or other equipment furnished by GRF.



5. Allow GRF reasonable access into the Customer's premise for the purpose of installing, demonstration, inspection, maintenance, repair, and removal of the equipment in the Customer's premise. If a Customer is not home at the time of the service call, the Customer authorizes any other resident or guest of the Customer at the residence to grant GRF access.
6. If the Customer is not the owner of the premises: (i) the Customer represents to GRF that all necessary permission and authority has been obtained from the owner to install GRF equipment at the premises including, without limitation, equipment that may be attached to the outside of the premises; and (ii) the Customer will indemnify GRF from any all claims of the owner of the premises in connection with the installation and provision of the services by GRF.
7. Comply with all present and future rules of service of GRF.

**C. Leakage:**

Pursuant of the rules of the Federal Communications Commission, GRF is responsible for any excessive signal leakage while providing service over the system. Should such excessive leakage originate from a Customer's internal wiring, GRF obligation shall be to make the required repairs to all wiring installed by GRF or its agents.

Leakage as a result of the Customers installed wiring or equipment will be the responsibility of the Customer to be repaired. GRF reserves the right to discontinue service until such leakage has been corrected.

**D. Equipment:**

GRF may lease to you certain equipment including, without limitation, converters, remote controls, set-top boxes, and DVRs for your use in connection with the Services. Internal Wiring shall not be considered equipment and shall become your property upon initiation of Service. All equipment leased to you by GRF or a GRF agent, is, and shall remain the sole property of GRF, and you agree that such leased equipment will not become a fixture of your or any premises. GRF shall have the unrestricted right, but not the obligation, to install, update, or upgrade the software in any equipment that GRF provides to you. GRF shall also have the unrestricted right, but not the obligation, and you hereby grant permission to GRF, to install, update, or upgrade the software in any non-GRF provided equipment that you are using to receive or use the Services. With respect to equipment leased to you by GRF or a GRF agent, you agree:

1. To use equipment only for the purpose of receiving Services ordered from GRF and for no other purpose.
2. To prevent any connections to the equipment which are not expressly authorized in writing by GRF.
3. To prevent tampering, altering or repair of the equipment by any person other than GRF's authorized personnel.
4. To assume complete responsibility for improper use, damage or loss of such equipment regardless of cause.

5. To promptly return the equipment to GRF in good condition and without any encumbrances, except ordinary wear and tear resulting from proper use, immediately upon discontinuance of service by GRF or you, or at GRF's request. The equipment is and shall remain the property of GRF at all times, even if you pay all or part of the Unreturned Equipment Charges described below. You may not sell, resell, or transfer the equipment to any third party at any time. If you do not promptly return the equipment to GRF in good condition immediately upon termination of this agreement or at GRF's request, without any encumbrances, or if the equipment is lost, stolen, substantially damaged, sold transferred, leased encumbered or assigned (collectively, "Unreturned Equipment"), the damages GRF will incur will be difficult to ascertain. Therefore, You agree to pay, and GRF may charge your account, a liquidated damages amount which may include a reasonable estimate of the replacement costs for such equipment and a reasonable estimate of any incidental costs that GRF incurs due to your failure to return equipment or if the equipment is substantially damaged or encumbered; provided, however, that such amount will not exceed the maximum amount permitted by law (the "Unreturned Equipment Charge"). Unreturned Equipment Charges for Converters are up to \$350 each. GRF will update Unreturned Equipment Charges from time-to-time. Unreturned Equipment charges are GRF's attempt to recoup certain costs that GRF incurs due to Unreturned Equipment. GRF's object is to recoup these costs without increasing rates and other charges to all GRF customers. This subsection 5 shall survive the termination or expiration of this Agreement.
6. Not to sell, advertise or offer to sell any GRF equipment or move it to another location. State laws may prohibit the sale of such equipment by Service subscribers and if you violate these laws, you may be subject to civil and/or criminal penalties. Unless GRF informs you otherwise, or unless it is required by law, other cable, internet or telecommunications providers may be unable to provide their services through GRF equipment.
7. YOU HAVE PERSONALLY INSPECTED THE EQUIPMENT TO BE INSTALLED IN YOUR HOME BY THE GRF REPRESENTATIVE AND AGREE THERE IS NO VISIBLE DAMAGE TO THE EQUIPMENT AND IT IS IN GOOD WORKING CONDITION.

**E. Limitation of Warranties and Liability:**

1. GRF makes no warranties, expressed or implied, as to the equipment furnished by Customer and assume no responsibility for its condition.
2. GRF shall not be liable for damages for failure to furnish or the degradation, or interruption of any services, for any lost data or content, identity theft, for any TV screen burn-in, pin misalignment, uneven TV screen wear, stuck pixels, phosphor burn, files or software damage, regardless of cause. Nor shall GRF be responsible for damages for failure to transmit or errors in the transmission of two-way interactive transactional data, regardless of cause.
3. GRF shall not be liable for damage to property or for injury to any person arising from the installation, maintenance, or removal of equipment, software, wiring or the provision of services. Nor shall GRF be liable for failure to provide service if the cause is due to the act of an unaffiliated third party.

The Customer hereby indemnifies and holds harmless GRF from any claims, actions, proceedings, damages, and liabilities, including attorney's fees, arising out of (I) such damage or injury resulting from any claim that your use of the service infringes on the patent, copyright, trademark or other intellectual property right of any third party, (II) any breach or alleged breach by you of this agreement; or injury to person or property resulting from your gross negligence.

4. Under no circumstances will GRF be liable for special or consequential damages. GRF maximum total liability to you arising under this agreement shall be limited to the amount actually paid by you for the prior month of service.

**F. Breach of Agreement:**

In the event a Customer fails to abide by the terms of this agreement or the rules of GRF, GRF shall have the right to terminate this agreement and enter the Customer's premise to remove its equipment. The failure of GRF to require Customer's strict performance of any term or condition of this agreement shall not be a waiver of GRF's right to require strict performance of any other term or condition herein.

**G. Entire Agreement:**

This agreement, any applicable tariffs and other agreements specifically referenced herein constitutes the entire agreement between GRF and the Customer for the services and equipment. The invalidity or unenforceability of any term of this agreement shall not affect the validity of enforceability of any other provision. No statement, representation or warranty made by any agent or representative of GRF regarding the service or equipment to be provided or the rates therefore shall be binding upon GRF unless expressly included herein.

**H. Theft of Service:**

Theft of cable and/or telecommunications service is a violation of Federal and California Law and is punishable by fines and/or imprisonment.

**I. Chargeable Service:**

Items requiring repair or replacement that are chargeable to the Customer:

Digital Installation (first device):	\$40.00
Digital Installation (each additional device):	\$20.00
Service Call:	\$30.00
TiVo Single Device Install:	\$50.00 (including CableCARD's)
TiVo Whole Home Installation:	\$100.00
New Outlet Installation:	\$50.00 and up
6 Ft HDMI Cable:	\$10.00
Component Cable:	\$10.00

Bills are due and payable upon presentation. Late payments will be subject to a finance charge of \$10.00 per month.

**J. Pay-TV Services:**

Set-top Box Rentals (includes over 295 digital channels):	
HD Set-top Box:	\$13.25 *
HD/DVR Set-top Box:	\$19.25 for the first box *
	\$13.25 for each additional HD/DVR box *
*HDTV's with HD compatible boxes receive additional HD channels	
Whole Home TiVo DVR Service *:	
6 Tuner TiVo Digital Set-top Box:	\$24.95 per month
TiVo Mini Box:	\$7.95 each
TiVo MoCA Bridge Adapter:	\$50.00 each
Polaris Remote:	\$12.00 each
TiVo Remote:	\$15.00 each
CableCARD's (2 way) (available for pickup):	\$95.00 each
CableCARD Programming Access Fee:	\$4.95 per month
HD Converter: (available for pickup)	\$7.95 per month
Cinemax (11 channels includes 5 HD Channels):	\$14.25 per month
HBO (15 channels includes 7 HD channels):	\$17.25 per month
Showtime (21 channels includes 9 HD channels):	\$14.25 per month
Starz/Encore (22 channels includes 9 HD channels):	\$14.25 per month
Adult Programming/Pay Per View:	\$9.00 per event
Adult Programming/Subscription:	\$15.00 per month
Foreign Language Channels/Subscription:	\$10.00 and up
Pay-TV services may be switched at a \$7.50 change over fee	

**K. Payment Method Options:**

Subscribers may pay their account via:

- Check made payable to: GRF Broadband Service
- Credit Card for one-time payment

Automatic Payment (Auto Pay) via:

- Credit Card with a valid email address for paperless billing
- ACH Payment from your checking account for paperless or no statement option.
- \*Automatic payment is required for TiVo DVR service subscribers.

**L. High Speed Internet:**

West Coast Internet, an Internet Service Provider (ISP), delivers High Speed Internet service through the GRF cable system. To obtain the various levels of service, rates and to request High Speed Internet services, please call West Coast Internet at: (949) 487-3302.

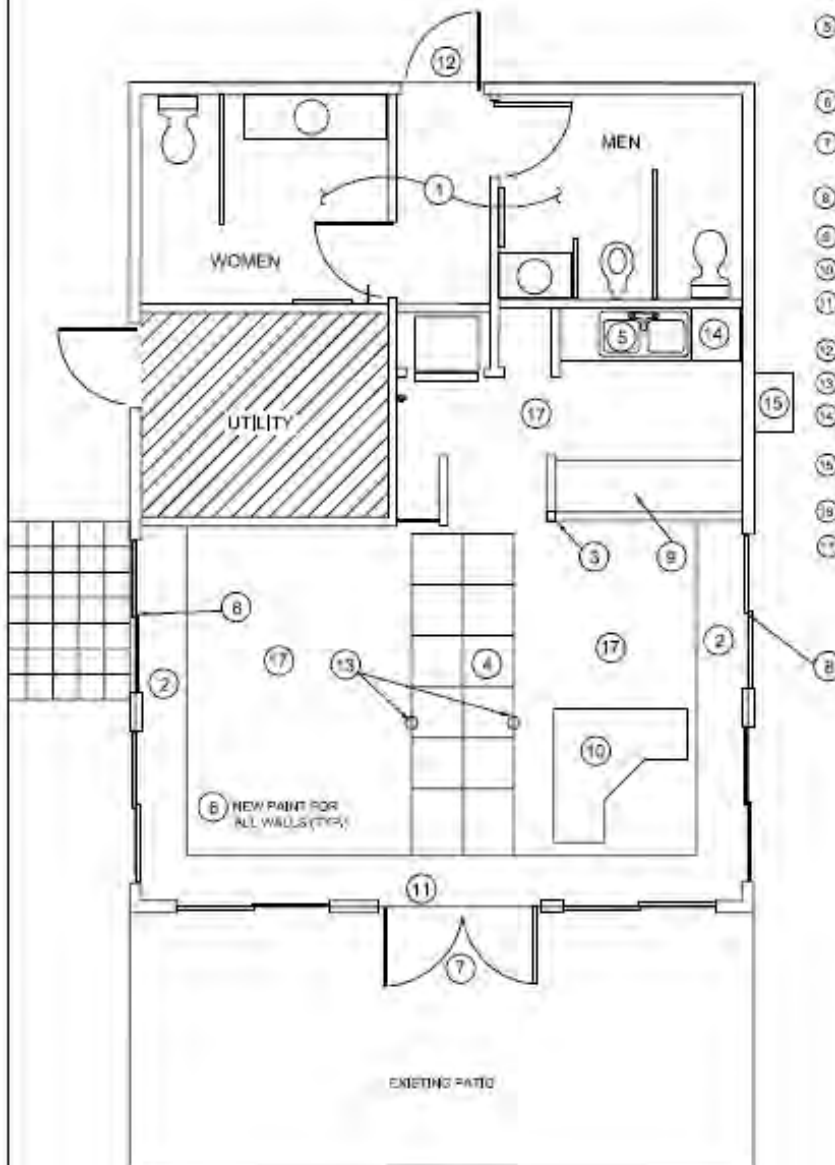
You may provide and install your own cable modem and or router or contact West Coast Internet to complete the installation at a cost. The monthly service fee is applied each month by credit card only. For Billing questions, please call (949) 487-3033. Existing customers may call (949) 487-3307 for technical support.

Please contact West Coast Internet for system requirements and additional details. High Speed Internet service is for entertainment purposes only.

## Attachment 1: Conceptual Interior Floor Plan

### CONSTRUCTION NOTES (INTERIOR)

- ① COMPLETE DEMO & RENOVATION OF BATHROOMS: NEW WALL TILES & FLOORING, NEW FIXTURES, PLUMBING, LIGHTING, OUTLET, SWITCHES, TOILET, SINKS, SINK VANDY, FAUCET, COUNTERTOP, FANS, PARTITIONS, PAINT, ELECTRICAL
- ② REMOVE EXISTING INTERIOR DOOR
- ③ PROTECT-IN-PLACE & CASE EXISTING STRUCTURAL COLUMN
- ④ REMOVE EXISTING BLUE INTERIOR SKYLIGHT, APPLY COMMERCIAL WINDOW TINT TO EXISTING ROOF SKYLIGHT
- ⑤ KITCHEN RENOVATION: REMOVE & REPLACE PLUMBING FIXTURES, NEW DISPOSAL, NEW SOLID SURFACE COUNTERTOP, ELECTRICAL, OUTLETS, SWITCHES, NEW CABINETS, NEW SINK, NEW FAUCET
- ⑥ NEW PAINT ON ALL INTERIOR WALLS
- ⑦ REMOVE & REPLACE WITH FRENCH DOORS (OPTIONAL)
- ⑧ REMOVE & REPLACE SLIDING DOORS
- ⑨ REMOVE COUNTERTOP
- ⑩ NEW MODULAR CORNER DESK
- ⑪ INSTALL COMMERCIAL TINT FOR EXISTING SKYLIGHT WINDOW ABOVE FRENCH DOOR
- ⑫ REMOVE & REPLACE EXISTING DOOR
- ⑬ REMOVE EXISTING FANS
- ⑭ MODIFY AREA FOR NEW MINI REFRIGERATOR LOCATION
- ⑮ RELOCATE ICE MACHINE AND INSTALL UNDER EXISTING WINDOW
- ⑯ REPLACE & INSTALL NEW LED LIGHTING
- ⑰ REMOVE AND REPLACE FLOOR TILE



LAGUNA WOODS VILLAGE - TENNIS BUILDING RENOVATIONS

SCALE: NTS

DRAWING NO.: 10-1

DATE: 05-15-19





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## ATTACHMENT 1

### Golden Rain Foundation Recreation Department Policy

#### Clubs/Groups/Organizations

##### A. General

1. Residents requesting to form a club/group/organization must first submit a request form to Recreation Staff stating the purpose and/or objective of the proposed club/group/organization and the full names, signature, address and telephone number of 20 Residents requesting membership in the new club/group/organization.
2. Club status is limited to 250 clubs/groups/organizations; additional inquiries will be placed on a waitlist until space becomes available.
3. Compliance with GRF rules, policies and procedures, including the guest policy, must be a condition for membership in the club/group/organization.
4. The club/group/organization must be organized for educational, social, cultural, recreational or other nonprofit purposes. Activities geared towards minors are prohibited. All GRF policies supersede any written rules or governing documents of clubs/groups/organizations not directly in compliance with GRF policy.
5. The club/group/organization may not represent any business or commercial interest or activity and sales of products and/or services are strictly prohibited unless permitted by Recreation as a fundraiser.
6. Caterers, entertainers, speakers and instructors are permitted as service providers to the group, and they may provide business cards and contact information. No monetary transactions may take place within GRF's facilities with three exceptions:
  - a. Entertainers, speakers and instructors are allowed to sell the printed and/or recorded materials of their own creation during the event (for example, authors may sell their own books and entertainers may sell their audio/video recordings).
  - b. An entrance fee may be charged to cover the costs associated with an event.
  - c. Fundraising activities (see Page 8, Fundraiser).
7. The club/group/organization must be substantially supported by revenue from its members and from up to two Recreation Department-authorized fundraisers per calendar year (see Page 8, Fundraiser).
8. The club/group/organization must have a minimum of two executive club officers.
  - a. Which do not occupy the same residence.

9. Executive club officers must be a Resident of Laguna Woods Village.
  - a. One officer must be a Resident owner/shareholder.
10. The club/group/organization must have a minimum membership of 90 percent Laguna Woods Village Residents.
  - a. Nonresidents may participate as “guests” and must be accompanied by a Resident.
  - b. Nonresident members may not invite their own “guests.”
11. [An annual fee \(refer to the GRF fee list\)](#), current membership roster and updated contact information must be submitted to the Recreation Department annually by March 31 [to maintain club status](#).
12. All forms of club/group/organization publicity or advertising, unless more restrictively stated, must say “For Laguna Woods Village Residents and their guests only.” Online publicity is permissible if the publicity is clear that the event is for Laguna Woods Village Residents and their guests only. Outside businesses, entertainers, caterers or speakers may not advertise Laguna Woods Village events.
13. Although GRF recognized clubs/groups/organizations are afforded promotional privileges by GRF, such organizations are entirely independent and therefore GRF assumes no liability for their acts.
14. The Recreation Department reserves the right to obtain financial information from any Laguna Woods Village club.

#### **B. Fundraisers**

1. Up to two GRF authorized fundraisers, per calendar year, are permitted for a club/group/organization.
2. Must be a GRF recognized club/group/organization hosting the event.
3. If fundraiser is for an outside organization the organization must be an IRS-recognized nonprofit organization such as 501(c) (3) qualified charitable nonprofit organization. A taxpayer ID number and letter of acknowledgement from the nonprofit organization is required.
4. Club/group/organization may sell products, hold silent auctions, fashion shows or events as approved by the Recreation Department.
5. Club/group/organization must complete a fundraiser agreement form 30 days prior to date of fundraiser event.

#### **C. Room reservations**

1. For general procedures, see Page 10, Room Reservations Recreation Department Policy.
2. Only executive club officers of a club/group/organization may check availability or make/change/cancel reservations on behalf of the club/group/organization.
3. A Laguna Woods Village club/group/organization may submit a request for a rollover reservation subject to:

- a. The rollover must have a minimum of four identical reservations during the calendar year; all dates in the series must be for the same day of the month/week (such as first Tuesday, every Tuesday, etc.), at the same time and duration, and in the same room; no modifications (date, time, duration, location, etc.) are permitted.

b. No more than 104 rollover dates per club/group/organization.

c. A rollover processing fee will be applied to annual billing; in accordance with the GRF Fee list.

- d. Cancellations are permitted but requestor must retain at least four reservations (if less than four, permanent reservation status will be forfeited for the next year).
- e. Any new rollover reservation request or change to an existing rollover reservation for the following year must be received by March 15.
- f. Rollover reservations are mailed out for review on August 1 and payment/signed rental agreement are due by September 15.
- g. No refunds, credits or transfers of fees will be honored after a payment and signed rental agreement is received by the Recreation Department.
- h. Requestor may not have more than one Saturday night per month in a main lounge; no more than two Saturday nights may be held down as rollover reservations in any main lounge.
- i. Rollover reservations are not permitted in the Village Greens Facility.
- j. Lottery requests for religious holiday events take priority over club/group/organization rollovers and lottery requests.

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## Recreation Committee Request Form

PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE RECREATION REQUESTS

Your request is important to us and will be handled accordingly. Per the policy of the Golden Rain Foundation (GRF), if your request falls outside the scope of the Recreation Department's authority, it will be forwarded to the Community Activities Committee (CAC) for review. If you are unsure whether your request falls into this category, please contact the on-site facility Supervisor or the Recreation Manager at **597-4482** in order to make that determination. CAC will then review the request and determine the proper course of action. If necessary, CAC will make a recommendation to the GRF Board of Directors for action. You will then be notified of the Committee or Board's decision. Please be patient as this process may take several months.

Print Requestor Name: Janet Troiano Date: 7/5/2019

Print Individual, Club or Organization Name: Ceramics and Sculptures

Manor: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: janetttroiano@yahoo.com

### Request (please check one):

☐ Change/Exception to Policy ☒ Donation ☐ Staff Time Request  
☐ Equipment Request ☐ Facility Request ☐ Other: \_\_\_\_\_

### Explanation:

Please explain the circumstances of your request. Include approximate cost, dates, times and locations when necessary. Please use reverse side or attach a separate sheet if necessary.

The Ceramic and Sculptures Club would like to donate a air filter unit to GRF specifically  
for the Ceramics room at Clubhouse 4. Attached find the description, model number and  
cost of the unit.

We request that GRF maintains the unit on a regular basis to provide cleaner air and less  
dust in the Ceramics room.

Requestor Signature: \_\_\_\_\_

### Signatures of All Other Individuals/Club Presidents Affected by this Request:

Signature	Manor #	For	Undecided	Against
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

### PLEASE FORWARD COMPLETED REQUEST FORM TO:

Laguna Woods Village Recreation Department  
P.O. Box 2220, Laguna Woods, CA 92637

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BAILEY POTTERY EQUIPMENT CORP.  
AND  
CERAMIC SUPPLY



Po Box 1577  
62-68 Tenbroeck Ave  
Kingston, NY 12402  
(845) 339-3721

Quote

Order Number: 0421923

Order Date: 4/9/2019

Salesperson: RM

Customer Number: 00-0016877

Sold To: Ship To:

Annie Zipkin  
23501 Via Mariposa  
Laguna Woods, CA 92637 USA

Annie Zipkin  
23501 Via Mariposa  
Laguna Woods, CA 92637 USA

Confirm To: (504) 250-5839  
anniezipkin@aol.com

Customer P.O. Ship VIA F.O.B. Terms

Origin

PPD

Item Number	Unit	Ordered	Back Order	Retail Price	Discounted Price	Amount	Drop Ship
-------------	------	---------	------------	--------------	------------------	--------	-----------

ALL PACKING MATERIALS UNTIL YOUR CLAIM IS SETTLED.  
THE TRUCK DRIVER DOES NOT ASSIST IN ANY WAY WITH  
UNLOADING AND PLACEMENT OF THE FREIGHT.  
RECIPIENT IS SOLELY RESPONSIBLE FOR OFF-LOADING,  
PLACEMENT, UNCRATING & INSTALLATION.  
RECIPIENT IS RESPONSIBLE FOR COORDINATING THE  
RECEIPT DATE WITH THE FREIGHT CARRIER.  
BAILEY POTTERY EQUIPMENT IS NOT RESPONSIBLE FOR  
FREIGHT CARRIERS WHO DO NOT ARRIVE AS PROMISED.

I ACCEPT RESPONSIBILITY FOR FOLLOWING THE  
RECEIVING INSTRUCTIONS OUTLINED ABOVE.

NAME \_\_\_\_\_ TITLE \_\_\_\_\_  
DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

CHECK  
Deposit Authorization or  
Check #

Net Order:	2,528.50
Less Discount:	0.00
Freight:	580.00
Sales Tax:	225.37
<b>Order Total</b>	<b>3,333.87</b>

BAILEY POTTERY EQUIPMENT CORP.  
AND  
CERAMIC SUPPLY



Po Box 1577  
62-68 Tenbroeck Ave  
Kingston, NY 12402  
(845) 339-3721

Quote

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Confirm To: (504) 250-5839  
anniezipkin@aol.com

Customer P.O.		Ship VIA		F.O.B.		Terms	
Origin				PPD			
Item Number	Unit	Ordered	Back Order	Retail Price	Discounted Price	Amount	Drop Ship

@@@@@ THANK YOU FOR YOUR ORDER @@@@

C-136-9	EACH	1.000	0.000	2,327.00	2,001.00	2,001.00	N
MODEL 1800 HEPA AIR CLEANER							
C-136-5	EACH	1.000	0.000	28.50	24.50	24.50	N
1800 REPLACEMENT PREFILTER							
C-136-11	EACH	1.000	0.000	112.00	112.00	112.00	N
REPLACEMENT BAG FILTER M-25H							
C-136-14	EACH	1.000	0.000	394.00	335.00	335.00	N
REPL. HEPA MAIN FILTER M-25H							
C-136-22	EACH	1.000	0.000	56.00	56.00	56.00	N
REMOTE CONTROL - AIR CLEANERS							

NO CLAIMS OF ANY KIND WILL BE RECOGNIZED UNLESS MADE WITHIN 10 DAYS AFTER  
RECEIPT OF GOODS.  
RETURNED MERCHANDISE WILL NOT BE ACCEPTED WITHOUT PRIOR WRITTEN  
AUTHORIZATION.

*LIFT GATE NEEDED	EACH	0.000	0.000	0.00	0.00	0.00	N
*DELIVERY HOURS M-F 9-5	EACH	0.000	0.000	0.00	0.00	0.00	N

\*PLEASE READ THE FOLLOWING IMPORTANT  
RECEIVING INFORMATION AND SIGN BELOW:  
ALL DAMAGES MUST BE NOTED ON CARRIERS' RECEIVING  
SLIP & INITIALED BY THE DRIVER BEFORE HE LEAVES.  
CLAIMS WILL NOT BE HONORED BY THE FREIGHT CARRIER  
OR BAILEY POTTERY UNLESS PROPER NOTATION IS MADE.  
NOTIFY BOTH THE FREIGHT TERMINAL & BAILEY POTTERY  
IMMEDIATELY IF THERE IS ANY DAMAGE TO YOUR  
SHIPMENT. TAKE PICTURES OF THE DAMAGE & RETAIN

Continued



## Attachment 1 – Fundraising Campaign Flyer



Video Club 30<sup>th</sup> Anniversary  
FUND RAISING CAMPAIGN  
with Village Community Fund  
*Donations Are Tax-Deductible*

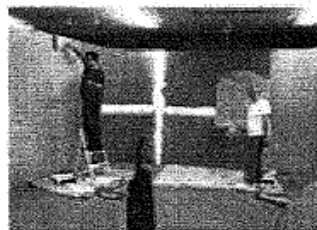
## CAMPAIGN ENDS JULY 31, 2019

Raised as of 7/17/19: \$1305  
(65.25% of our \$2000 goal)

### THE BACKGROUND?

At our 30<sup>th</sup> Anniversary Open House on January 17, 2019, we unveiled a major improvement to the Video Studio – a new Control Room/Classroom, paid for by VMS renovation funds and equipped through the Video Club's 2019 equipment funding from GRF.

This summer, we made more major Studio improvements, renovating both the general-purpose set and the green-screen set, using Video Club funds and lots of volunteer labor. (Volunteer Work Days to clean and organize the Studio are planned for July 22 and August 6.)



### WHAT REMAINS TO BE DONE?

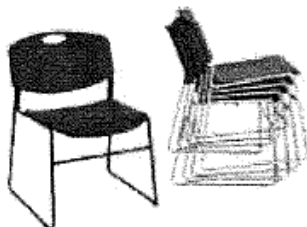


#### WE ALREADY HAVE THE MONEY TO BUY...

4 Office Chairs @ \$93.99 ea.  
(free shipping) + est. \$30.00 tax      \$405.96



3 Computer Desks @ \$121.10 ea.  
(free delivery) + est. \$9.00 tax      \$390.30



#### WE ALSO NEED...

18 Plastic Stacking Chairs @ \$65 ea.  
(incl. est. tax & shipping)      \$1170.00

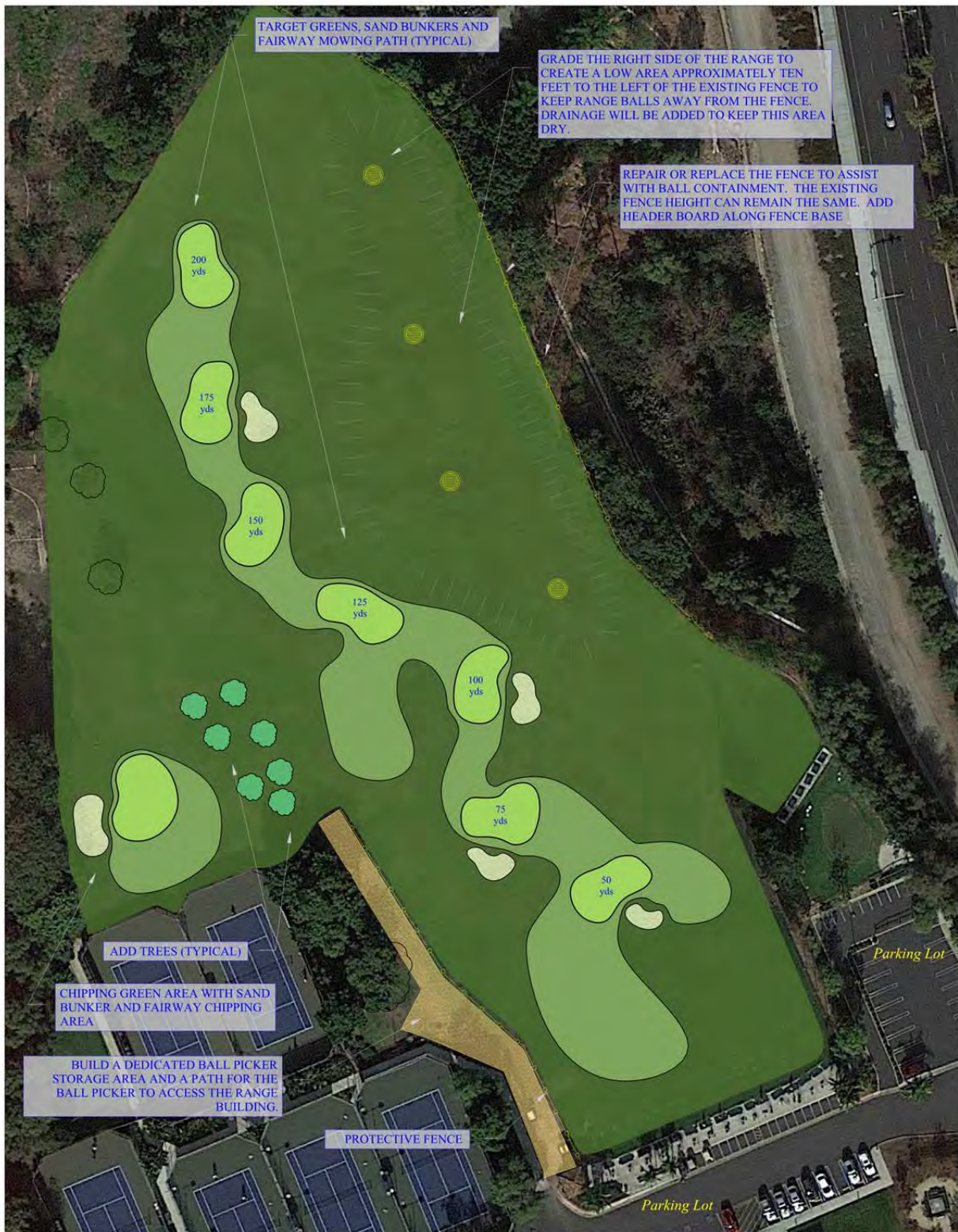
*Stacking chairs are needed for meetings, classes, and seating live audiences.  
So far, we have raised enough money to buy only 7 or 8 stacking chairs.*

Help us reach our goal. **DONATE BEFORE THE CAMPAIGN ENDS!**

*Donations made through the Village Community Fund are tax-deductible.*

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## ATTACHMENT 1 – CONCEPTUAL DRAWING



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## **ATTACHMENT 2 – SCOPE OF WORK**

### **Proposed Scope of Improvements**

The following information is an anticipated scope of construction improvements that will be addressed in the project:

1. Rebuild the entire practice range landing area as shown on the attached plan. The work will include regrading for aesthetics, drainage and golf ball containment. Work will include approximately seven (7) new target greens, sand bunkers for the target greens, a practice chipping green area and sand bunker, protective fencing, replacement fencing, new trees, demolished trees, new irrigation and new drainage.
2. The attached plan "Laguna Woods Village Golf Course/Practice Range Area: Alternative C" illustrates a general concept for the proposed improvements.

### **Scope of Services**

Provide Services for all phases of the work. Service will include preliminary design, construction documents, specifications, bidding, & construction observation and approval. Sub-consultant's that might be required for related work including Civil Engineering, Irrigation, Base Topographic Mapping, Landscape Architecture, and any others, are to be included.

1. Base Topographic Mapping - Provide the necessary ground control and fly new aerial photography suitable to produce 1"=40' scale topographic mapping with 1' contours. All golf course features (greens, tees, sand bunkers, cart paths, trees, fairway limits, protective netting, etc.) and clubhouse limits (clubhouse, parking lot, entry drive, and maintenance yard) shall be clearly identified on different layers in AutoCAD. The mapping limits will extend 50' beyond the limit of base photograph shown on the attached plan. Final products will be a color digital orthophoto at .25' GSD and digital data suitable for AutoCAD.
2. Preliminary Design – This phase will include the preliminary design development of all plans and specifications for the improvements. Develop and submit an accurate cost estimate and construction schedule for the project based on the preliminary design for review and approval. Identify, manage and carry out all governing agency submittals for any approvals and permits that might be required for the project.
3. Construction Documents – This phase will include the development of all final plans and specifications required for an accurate bidding and construction of the work based on the approved preliminary plans and construction cost estimate.
  - a. Utility Research – Civil engineer will contact the local utility agencies to obtain copies of the existing and proposed utility plans and atlas information for the entire course. This will include all public utilities of record within the area.
  - b. Grading Plan - Prepare a Demolition Plan, Grading Plan, and NPDES permitting for the limits of work identified on the attached exhibit. Plans will be prepared in conformance with the City of Laguna Woods requirements.
  - c. Erosion Control Plan – Prepare an Erosion Control Plan to provide measures to mitigate sediment and erosion.
  - d. Drainage Design - Prepare a Drainage Plan based on an evaluation of the existing and proposed drainage based for the improvements.
  - e. Irrigation Design

- i. Prepare a GPS as-built of the existing irrigation (heads, mainline laterals, lateral isolation valves, controllers, laterals, etc.) of the Practice Range Area.
    - ii. Site visit to determine water and power availability locations
    - iii. Prepare Construction Documents, Details and Specifications.
  - f. SWPPP Preparation- The following represents those scope items required to complete and file a Construction General Permit on the California State Water Resources Control Board website (SMARTS)>
    - i. SWPPP Preparation – Prepare a SWPPP for submittal to the State Water Resource Control Board. The document will include selection of Best Management Practices (BMO's) appropriate for the golf course renovation.
    - ii. Notice of Intent (NOI) Filing – Assist the Owner with the registration and filing process on the State Water Resource Control Board (SMARTS website).
    - iii. Notice of Termination (NOT) Filing – At project completion, assist the Owner with the preparation of a NOT for the project. Upload the completed NOT to the SMARTS website.
  - g. Meetings –
    - i. Civil Engineer – Five (5) meetings will be required for coordination with the Owner and Project Team.
    - ii. Golf Course Designer– Five (5) meetings will be required for coordination with the Owner and Project Team.
    - iii. Irrigation Designer– Two (2) meetings will be required for coordination with the Owner and Project Team.
  - h. Cost Estimate – Prepare a comprehensive cost estimate of the proposed improvements for the construction of the practice range. The estimate shall include all portions of the project.
- 4. Contractor Selection Process – Provide an approved list of suitable bidders for the full scope of work.
  - a. Provide plans, bid quantities/sheets, specifications, details and other items for a competitive bid process.
  - b. Attend one (1) pre-bid meeting with the golf course contractors.
  - c. Respond to contractor request for information (RFI).
  - d. Assist the Owner in evaluating the bids and selecting the golf course contractor.
- 5. Construction Observation – Preview all areas of work on a timely basis with the contractor and Owner's representative and review and approve completed work.
  - a. Golf Course Designer – Assume eight (8) site visits to review grading and drainage.
  - b. Irrigation Designer –
    - i. Review Contractor submittals for adherence to specifications.
    - ii. Provide onsite staking of sprinkler locations in advance of installation.
    - iii. Provide Contractor with as-staked plan incorporating any field modifications required.
    - iv. Make a minimum of two (2) site visits during construction to inspect materials and provide construction observation and report on Contractor progress.



6. Post Construction

- a. Map the completed project using GPS equipment including:
  - i. Features (Greens, Tees, Bunkers, Hardscape, Buildings), Turf Limits
  - ii. Irrigation equipment installed (Sprinklers, Valves, Controls)
- b. Prepare a Record Drawing of the complete project incorporating the GPS data with the Contractors field notes. Deliverables to include 100-scale prints of Mechanical, Electrical, and Communications Plans plus a set of 8-1/2" x 11" prints of each controller zone. All prints to be delivered electronically in pdf format.
- c. Update Irrigation Program including the following:
  - i. Enter complete data for all new sprinklers including model, nozzle, pressure and arc.
  - ii. Assign sprinklers to programs at the direction of the Golf Course Superintendent
  - iii. Modify program Hydraulic Tree as needed and assign sprinklers to the correct branches. Each lateral valve shall be a separate branch
  - iv. Test program to ensure that it operates correctly.

**Submittal Requirements**

1. Provide a list of sub-consultants that are to be used.
2. Provide a list of at least five (5) golf course design projects related for capital improvements (improvements/renovations) over the past three (3) years.
3. List members of staff and their experience that will be used on this project.
4. List a timeline to complete design and submittal package for construction bid.

**Fee Schedule**

Please breakdown your fee proposal as follows: (Fee should include all required sub-consultant fees).

1. Base Topographic Mapping
2. Preliminary Design
3. Construction Documents
4. Contractor Selection Process
5. Construction Observation.
6. Post Construction
7. Anticipated Reimbursable Costs
8. Anticipated Plan Check/Permit & Regional Approval
9. Fees/Rates/Costs for Additionally requested services, site visits or meetings.

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**RESOLUTION 90-19-xx**  
**GRF Committee Appointments**

**RESOLVED** September 03, 2019, that the following persons are hereby appointed and ratified to serve on the Committees of this Corporation:

**Business Planning Committee**

Diane Phelps, Chair (GRF)  
Beth Perak, (GRF)  
Rosemarie diLorenzo, (Third)  
Jon Pearlstone, (Third)  
Steve Parsons, Alternate (Third)  
Gary Morrison, (United)  
Juanita Skillman, (United)  
Al Amado, (Mutual 50)

**Community Activities Committee**

Annette Sabol Soule, Chair (GRF)  
Joan Milliman, (GRF)  
Diane Phelps, (GRF)  
Bunny Carpenter (Third)  
Cush Bhada, (Third)  
Annie McCary, Alternate (Third)  
Jon Pearlstone, Alternate (Third)  
Sue Margolis, (United)  
Andre Torng, (United)  
Juanita Skillman, Alternate (United)  
Ryna Rothberg, (Mutual 50)  
Non-Voting Advisers: Leon St. Hilaire, Shaun Tumpane

**Finance Committee**

Diane Phelps, Chair (GRF)  
Pat English, (GRF)  
Beth Perak, (GRF)  
Rosemarie diLorenzo, (Third)  
Jon Pearlstone, (Third)  
Steve Parsons, Alternate (Third)  
Gary Morrison, (United)  
Juanita Skillman, (United)  
Carl Randazzo, Alternate (United)  
Al Amado, (Mutual 50)  
Non-Voting Advisers: Greg Corigliano, Shaun Tumpane

### **Landscape Committee**

Bert Moldow, Chair (GRF)  
Judith Troutman, (GRF)  
Jim Maston, (GRF)  
Lynn Jarrett, (Third)  
Reza Karimi, Third)  
Jon Pearlstone, Alternate (Third)  
Manuel Armendariz, (United)  
Maggie Blackwell, (United)  
Anthony Liberatore, Alternate, (United)  
Vacant (Mutual 50)

### **Maintenance & Construction Committee**

Jim Matson, Chair (GRF)  
Richard Palmer, (GRF)  
Don Tibbetts, (GRF)  
John Frankel, (Third)  
Bunny Carpenter, (Third)  
Cush Bhada, Alternate (Third)  
Steve Parsons, Alternate (Third)  
Carl Randazzo, (United)  
Gary Morrison, (United)  
Sue Margolis, Alternate (United)  
Ryna Rothberg, (Mutual 50)  
Non-Voting Advisers: John Luebbe, Ruth Matson

### **PAC Renovation Ad Hoc Committee**

Beth Perak, Chair (GRF)  
Joan Milliman, (GRF)  
Richard Palmer, (GRF)  
Cush Bhada, (Third)  
Jon Pearlstone, (Third)  
John Frankel, Alternate (Third)  
Sue Margolis, (United)  
Carl Randazzo, (United)  
Juanita Skillman, Alternate (United)  
Irving Waaland, (Mutual 50)  
Non-Voting Advisers: Sheila Bialka

### **Media and Communications**

Joan Milliman, Chair (GRF)  
Annette Sabol Soule, (GRF)  
Pat English, (GRF)  
Roy Bruninghaus, (Third)  
Annie McCary (Third)  
Lynn Jarrett, Alternate (Third)  
Bunny Carpenter, Alternate (Third)  
Maggie Blackwell, (United)  
Elsie Addington, (United)  
Juanita Skillman, Alternate (United)  
Ryna Rothberg, (Mutual 50)  
Non-Voting Advisers: Lucy Parker, Sheila Bialka, Steve Carman

**Mobility & Vehicles Committee**

Ray Gros, Chair (GRF)  
Don Tibbetts, (GRF)  
Judith Troutman (GRF)  
~~Jim Matson, (GRF)~~  
John Frankel, (Third)  
Jon Pearlstone, (Third)  
Lynn Jarrett, Alternate (Third)  
Cush Bhada, Alternate (Third)  
Elsie Addington, (United)  
Andre Torng, (United)  
Juanita Skillman, Alternate (United)  
John Dalis, (Mutual 50)  
Non-Voting Adviser: Vashti Williams

**Security and Community Access**

Don Tibbetts, Chair (GRF)  
Ray Gros (GRF)  
Pat English, (GRF)  
Steve Parsons, (Third)  
Annie McCary, (Third)  
Roy Bruninghaus, Alternate (Third)  
Reza Karimi, Alternate (Third)  
Reza Bastani, (United)  
Anthony Liberatore, (United)  
Carl Randazzo, Alternate (United)  
Non-Voting Advisers: Larry Cunningham, Frank Tybor

**Disaster Preparedness Task Force**

Judith Troutman, Chair (GRF)  
Annette Sabol Soule, (GRF)  
Bert Moldow, (GRF)  
John Frankel, (Third)  
Annie McCary, (Third)  
Roy Bruninghaus, Alternate (Third)  
Steve Parsons, Alternate (Third)  
Cash Achrekar, (United)  
Gary Morrison, (United)  
Board Members by Rotation (Mutual 50)

**Laguna Woods Village Traffic Hearings**

Ray Gros, Chair (GRF)  
John Frankel (Third)  
Annie McCary (Third)  
Reza Karimi, Alternate (Third)  
Andre Torng (United)  
Cash Achrekar, Alternate (United)  
Board Members by Rotation (Mutual 50)

**Village Energy Task Force**

Steve Leonard, Chair

Carl Randazzo, Vice Chair (United)

~~Jim Matson~~ (GRF)

Burt Moldow (GRF)

Richard Palmer (GRF)

John Frankel (Third)

Cush Bhada, (Third)

Sue Margolis (United)

Board Members by Rotation (Mutual 50)

Voting Adviser: Sue Stephens, Bill Walsh

**RESOLVED FURTHER**, that Resolution 90-19-28 adopted June 4, 2019, 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.

## **STAFF REPORT**

---

**DATE:** September 3, 2019  
**FOR:** Board of Directors  
**SUBJECT:** Video Learning Center Banquet Chair Transfer Request

---

### **RECOMMENDATION**

Approve the Recreation and Special Events Department recommendation to transfer 75 used banquet chairs from Clubhouse 6 to the Video Learning Center at Clubhouse 2 when the new clubhouse banquet chairs arrive in September 2019.

### **BACKGROUND**

The Video Learning Center is located at Clubhouse 2 and includes a video lab and video studio. The Video Learning Center is operated by volunteers and Video Club members Tuesday through Friday from 1 to 4 p.m. assisting residents in converting old media to modern digital formats.

### **DISCUSSION**

The Video Lab currently has 11 aged banquet chairs which are used regularly within the room. Recreation and Special Events staff supplies an additional 24 black mesh chairs during the Video Club general meetings for a fee of approximately \$22 (GRF 2019 Billing Rate) per occurrence.

All clubhouses are scheduled to receive new banquet chairs at the end of September 2019. As a result, the Video Club submitted a request to the Recreation and Special Events Department to utilize 75 used banquet chairs from Clubhouse 6 in the Video Learning Center when the new chairs arrive later this month. The GRF Obsolete Equipment Policy, Resolution 90-16-41 (Attachment 1) requires Board authorization to retain and transfer 75 used banquet chairs from Clubhouse 6 to the Clubhouse 2 Video Learning Center.

The Recreation and Special Events Department recommends the transfer of 75 used banquet chairs from Clubhouse 6 to the Video Learning Center at Clubhouse 2 because the chairs will provide a uniform look, provide adequate number of chairs, and reduce the clubs overall expenses by not paying for temporary chairs for their general meetings.

### **FINANCIAL ANALYSIS**

None.

**Prepared By:** Jennifer Murphy, Recreation Manager

**Reviewed By:** Brian Gruner, Recreation and Special Events Director  
Siobhan Foster, Chief Operating Officer

### **ATTACHMENT(S)**

ATT1: Obsolete Equipment Policy, Resolution 90-16-41

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Attachment 1

**RESOLUTION 90-16-41**

**OBSOLETE EQUIPMENT POLICY**

**WHEREAS**, in the normal course of business the Golden Rain Foundation (GRF) replaces items of equipment that have reached the end of their economic lives, have become expensive or impossible to maintain or have otherwise become obsolete; and

**WHEREAS**, GRF determines through its capital planning process or via supplemental appropriation which items of capital equipment are to be replaced; and

**WHEREAS**, unless otherwise expressly authorized by the Board of Directors of this Corporation, all items shall be disposed of; and

**WHEREAS**, GRF desires to optimize the proceeds from the disposal of such equipment;

**NOW THEREFORE BE IT RESOLVED**, September 6, 2016 that all GRF equipment to be disposed of will be sold using a variety of selling methods, with a minimum 30-day notice prior to sale, including off-site auctioneer, on-site auctioneer, on-site sales, sealed bid process, and online classified advertisements to provide the maximum net proceeds as determined by the Purchasing & Supply Manager; and

**RESOLVED FURTHER**, that parts can be removed from certain obsolete vehicles and equipment if those parts are difficult to procure or the value of keeping the parts is more than the estimated sale of the obsolete equipment; and

**RESOLVED FURTHER**, that all items will be publicized at no additional cost to the community in available media, such as on TV6, in the community newspaper, and on the community website, and

**RESOLVED FURTHER**, that the Purchasing & Supply Manager will inform equipment dealers and others who may be interested in purchasing any of the obsolete equipment; and

**RESOLVED FURTHER**, that any notice will include a place and times for inspection of the equipment and a date or deadline for bidding; and

**RESOLVED FURTHER**, that a minimum acceptable bid amount will be set on all equipment to be disposed of that has an estimated value of \$1,000 or more, as determined by the manager of the user department in conjunction with the Purchasing & Supply Manager; and

**RESOLVED FURTHER**, vehicles to be disposed of shall be noticed to the residents for a sealed bid auction with a minimum reserve; if the minimum reserve is not met at the sealed bid auction the vehicle will be sent to public auction; and

**RESOLVED FURTHER**, that when using the sealed bid process, all bids will be opened by the Purchasing & Supply Manager, and the highest bid will be accepted; and

**RESOLVED FURTHER**, that all such sales will be for cash and will be consummated, including removal of the obsolete equipment from GRF premises, within two weeks of acceptance of bid, and

**RESOLVED FURTHER**, that any equipment that is deemed to pose a significant threat to the safety of a purchaser or user, or would cost more money to sell than the estimated value of the item, or remains unsold after all reasonable efforts are made, will be disposed of in the proper waste receptacle and in compliance with applicable laws and ordinances after notification to the GRF Treasurer; and

**RESOLVED FURTHER**, that any individual participating in the decision to dispose of an obsolete item shall be precluded from purchasing that item; and

**RESOLVED FURTHER**, that Resolution 90-15-41 adopted August 4, 2015 is hereby superseded and cancelled; and

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



## **STAFF REPORT**

---

**DATE:** August 14, 2019  
**FOR:** Maintenance and Construction Committee  
**SUBJECT:** Contract Award for Garden Center 1 Landscape Remodel

---

### **RECOMMENDATION**

Award a contract to Newland Landscape, Inc. in the amount of \$38,712, to construct improvements to the landscaping at the common area inside Garden Center 1.

### **BACKGROUND**

Garden Center 1 is located on Moulton Parkway and has 132 tree plots, 240 garden plots, and three equipment sheds. It is a recreational facility and a functioning farm for the residents to tend, grow, and harvest fruits and vegetables.

### **DISCUSSION**

The Board allocated capital improvement funding for landscape improvements to Garden Center 1. M&C staff worked with the Recreation and Special Events Director to create a scope of work to improve efficiencies and enhance the Garden Center. The work will include: resurfacing of the existing area with decomposed granite; widening of the west concrete walkway; reconstruction of the existing block wall, and installation of decorative cobblestones. Also included in this scope of work is the construction of a new planter section to increase the privacy of the common area and make it suitable for gatherings and events. A solar powered irrigation pump with a battery backup will also be installed to support the drip lines in the new planter area.

On March 25, 2019, a request for contractor proposals was advertised and two bids were subsequently received. Newland Landscaping, Inc. provided the lowest bid at \$38,712 and is being recommended by staff to perform this work.

### **FINANCIAL ANALYSIS**

This project is fully funded from the Garden Center 1 & 2 Renovation Capital Reserves fund in the amount of \$38,712.

**Prepared By:** Cyrus Nasser, Assistant Project Manager

**Reviewed By:** Guy West, Projects Division Manager  
Ernesto Munoz, P.E., Maintenance and Construction Director

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## **ENDORSEMENTS (to Board)**

### **Discuss & Consider a Contract Award for Garden Center 1 Landscape Remodel**

Garden Center 1 is located on Moulton Parkway and has 132 tree plots, 240 garden plots, and three equipment sheds. It is a recreational facility and a functioning farm for the residents to tend, grow, and harvest fruits and vegetables. The Board allocated capital improvement funding for landscape improvements to Garden Center 1 which will include: resurfacing of the existing area with decomposed granite; widening of the west concrete walkway; reconstruction of the existing block wall, and installation of decorative cobblestones. Also included in this scope of work is the construction of a new planter section to increase the privacy of the common area and make it suitable for gatherings and events. A solar powered irrigation pump with a battery backup will also be installed to support the drip lines in the new planter area.

A motion was made and unanimously approved to recommend the Board award a contract to Newland Landscape, Inc. in the amount of \$38,712, funded from the Facilities Fund, to construct improvements to the landscaping at the common area inside Garden Center 1.

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## **STAFF REPORT**

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**DATE:** August 14, 2019  
**FOR:** Maintenance and Construction Committee  
**SUBJECT:** Contract Award for the Golf Maintenance Building Improvements

---

### **RECOMMENDATION**

Award a contract to South Coast Restoration in the amount of \$39,600 for interior improvements at the Golf Maintenance Building.

### **BACKGROUND**

The metal building located at the Golf Maintenance Facility includes seven individual bays, where various types of vehicles are stored, and equipment maintenance is conducted. Included inside the metal building is a 30' x 20' area which supports 18 Golf Maintenance employees with two small supervisor office spaces, one small locker room with an attached single-occupancy restroom, and a common area used as both a breakroom and staff work area (Attachment 1).

The facility was built in the 1960's and has not been renovated in over 50 years. The facility requires some much needed updates. At the September 4, 2018, GRF Board meeting, \$150,000 was allocated for interior improvements. These improvements include; floor tile replacement, ceiling material replacement, new interior paint, locker room renovations, restroom/shower interior renovations, breakroom renovations, and a new AC Unit.

### **DISCUSSION**

M&C Department staff met with the Golf Maintenance Manager to review the facility and the scope of work for the renovation. Staff identified areas which required repairs and upgrades. During the initial inspection of the facility, staff identified moisture intrusion issues related to site drainage deficiencies adjacent to the building. A civil engineer was retained to provide a drainage plan to eliminate any further moisture damage to the facility. The plan called for a new drainage swale in the landscaped area around the building and the installation of gutters to capture and divert rain water. The gutters have been installed on the building and the installation of the new drainage swale along the west side of the building is underway. The costs associated with the drainage work totaled \$27,400 and included:

1. Engineering in the amount of \$7,627
2. Roof Gutters in the amount of \$3,898
3. Drainage & Moisture Intrusion Remediation \$15,875

After the scope of work was developed for the interior improvements, staff advertised for construction bids. Two bids were received and staff is recommending a contract be awarded to South Coast Restoration for the interior improvements with the lowest bid in the amount of \$39,600.

## **FINANCIAL ANALYSIS**

The 2019 Capital Reserve Expenditure Plan included an appropriation in the amount of \$150,000, to fully fund all necessary improvements for this project.

**Prepared By:** David Pham, Assistant Project Manager

**Reviewed By:** Guy West, Projects Division Manager  
Ernesto Munoz, P.E., Maintenance and Construction Director

## **ATTACHMENT(S)**

Attachment 1 – Photos

### **Discuss & Consider a Contract Award for the Golf Maintenance Building**

The metal building located at the Golf Maintenance Facility includes seven individual bays, where various types of vehicles are stored, and equipment maintenance is conducted. Included inside the metal building is a 30' x 20' area which supports 18 Golf Maintenance employees with two small supervisor office spaces, one small locker room with an attached single-occupancy restroom, and a common area used as both a breakroom and staff work area.

The facility was built in the 1960's and has not been renovated in over 50 years. The facility requires some much needed updates. The Board allocated capital improvement funding for interior improvements which include: floor tile replacement, ceiling material replacement, new interior paint, locker room renovations, restroom/shower interior renovations, breakroom renovations, and a new A/C Unit.

A motion was made and unanimously approved to recommend the Board award a contract to South Coast Restoration in the amount of \$39,600 funded from the Facilities Fund, for interior improvements at the Golf Maintenance Building.

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### ATTACHMENT 1 – PHOTOS



Locker Room



Golf Maintenance Building



Locker Room Ceiling



Restroom and Flooring



Breakroom

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## **STAFF REPORT**

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**DATE:** September 3, 2019  
**FOR:** Board of Directors  
**SUBJECT:** Contract for Fuel Purchase by Age Well Senior Services

---

### **RECOMMENDATION**

Award a contract to Age Well Senior Services for the purchase of fuel from the Golden Rain Foundation (GRF) at the fuel pumps located at the Service Center.

### **BACKGROUND**

Over the past several months, Staff has been working with Age Well Senior Services to explore collaboration opportunities to enhance transportation services for Laguna Woods Village residents. This new strategic partnership effort with Age Well seeks to benefit Laguna Woods Village by providing a higher level of transportation services while reducing the operating costs of the Village's bus system. Age Well provides similar services to the residents and Staff is currently reviewing operational opportunities surrounding this proposed partnership. Additionally there are potential revenue generating opportunities with this partnership such as offering fuel purchasing and overnight parking for their fleet of vehicles.

### **DISCUSSION**

One potential partnership is allowing Age Well to purchase fuel from the GRF pumps located at the Service Center. Age Well is seeking a fueling option for its fleet of 26 vehicles operating in this region. Age Well does not have its own fueling station and purchases fuel at retail cost.

Upon receipt of Age Well's request to purchase fuel, Staff calculated the actual operating cost to supply fuel and analyzed possible tax implications that might adversely impact the Village. Discussions with the Finance Department and KPMG determined there would be no tax impact to GRF for non-exempt function revenues if amounts are offset by non-exempt function expenses (costs of fuel and administration). Additionally, Staff reviewed the Fuel Management System to ensure the Fuel Management System would be able to track the fuel purchases made by Age Well.

The term of the proposed contract would be for one year and be open for renewals upon agreement by both parties. Staff would invoice Age Well on a monthly basis for actual fuel dispensed at our cost plus an administrative fee of \$900 to cover the cost of invoicing and fueling station maintenance. Fueling services for Age Well will only be available during the hours of 6:00 a.m. to 9:00 p.m., when the Service Center gates are open.

### **FINANCIAL ANALYSIS**

The actual additional cost to GRF for this service is \$900 per month as detailed in Attachment 1. This cost covers all administrative and invoicing costs along with anticipated new maintenance costs that would be billed to Age Well on a monthly basis. The fuel cost charged to Age Well would be taken directly from the most recent invoice received from the GRF fuel provider. It is estimated that Age Well will use about 40,000 gallons of fuel each year.

**Prepared By:** Chris Laugenour, Sr. Transportation & Maintenance Manager

**Reviewed By:** Siobhan Foster, Chief Operating Officer  
Betty Parker, Chief Financial Officer

### **ATTACHMENT(S)**

ATT-1: Administrative Cost Breakdown  
ATT-2: Resolution



Golden Rain Foundation  
Mobility and Vehicles Committee  
August 7, 2019

**ENDORSEMENT (to board)**

**Entertain a Motion to Award a Contract to Age Well Senior Services for Purchase of Fuel from GRF**

At the August 7, 2019, GRF Mobility and Vehicle Committee meeting, a motion was made and carried unanimously to recommend the board approve the agreement with Age Well Senior Services to purchase fuel from the Golden Rain Foundation (GRF) at the fuel pumps located at the Service Center.

Golden Rain Foundation  
Finance Committee  
August 21, 2019

**ENDORSEMENT (to board)**

**Entertain a Motion to Award a Contract to Age Well Senior Services for Purchase of Fuel from GRF**

At the GRF Finance Committee meeting on August 21, 2019, the committee reviewed a staff report for the Sale of GRF Fuel to Age Well Senior Services. A motion was made and carried unanimously to recommend the Board accept staff recommendation and enter into a contract with Age Well Senior Services to allow fuel to be purchased.

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**Golden Rain Foundation/VMS**  
**Administrative Cost for proposed Fuel Provider services to Age Well**

	Unit of measure (Hours)	Hourly Rate	Monthly cost	Annual Cost	WC	Explanation of Costs
Contract Management	2	\$64.10	\$ 128.20	\$ 1,538.40	970 Transportation	Fuel Contract Administration
Fuel Administration	2	\$44.60	\$ 89.20	\$ 1,070.40	960 Fleet Maint	Additional Fuel Deliveries/Scheduling
Invoice Process	2	\$55.34	\$ 110.68	\$ 1,328.16	300 Financial Services	Develop and Process Monthly invoices
Accounting	1	\$55.34	\$ 55.34	\$ 664.08	300 Financial Services	Accounts Payable
Additional Main. Charges	0		\$ 500.00	\$ 6,000.00		Anticipated Maintenance costs with 40% in fuel
Total		Total	\$ 883.42	\$ 10,601.04		

Monthly Billing Rate **\$ 900.00**

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## **RESOLUTION 90-19-XX**

### **Contract Award to Provide Fuel Services**

**WHEREAS**, the General Services Department is responsible for vehicle maintenance and fueling of all Golden Rain Foundation vehicles;

**WHEREAS**, the Golden Rain Foundation operates its own fueling station at the Service Center;

**WHEREAS**, the Golden Rain Foundation and Age Well Senior Services is working in collaboration to improve transportation services to all Village residents;

**WHEREAS**, on August 7, 2019, the Mobility and Vehicles Committee recommended approval of a contract with Age Well Senior Services for the purchase of fuel from the Golden Rain Foundation (GRF) at the fuel pumps located at the Service Center;

**WHEREAS**, on August 21, 2019 the Finance Committee recommended approval of the contract with Age Well Senior Services for the purchase of fuel at the Service Center;

**NOW THEREFORE BE IT RESOLVED**, September 3, 2019, the Board of Directors of this Corporation hereby authorizes a contract with Age Well Services to provide the purchase of fuel from the Golden Rain Foundation at the fuel pumps located at the Service Center for a period of one year; and

**RESOLVED FURTHER**, that the officers and against of this Corporation are hereby authorized on behalf of the Golden Rain Foundation Corporation to carry out this Resolution.

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## **STAFF REPORT**

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**DATE:** September 3, 2019  
**FOR:** Board of Directors  
**SUBJECT:** Contract for Custodial Services

---

### **RECOMMENDATION**

That the Board of Directors award a contract to Premier Shine Services in the amount of \$199,727.52 to provide evening custodial service at all Clubhouses throughout the Village for the term of one year.

### **BACKGROUND**

The General Services Department is responsible for the provision of custodial services at all Golden Rain Foundation (GRF) facilities and buildings. This service includes general cleaning and upkeep of Clubhouses, offices, sports facilities, aquatic areas, and gatehouses. Historically General Services has utilized a combination of in-house staff and private custodial companies to provide this service. Currently there is a custodial staff of 20 full-time employees to provide custodial services at GRF facilities with the exception of the Community Center and Village Greens Building and restaurant area, which are serviced by an outside contractor.

### **DISCUSSION**

As part of the continuous effort to enhance operational efficiencies and reduce costs, Staff initiated a Request for Proposal (RFP) process to determine the feasibility of contracting out the night shift portion of the custodial program. The night shift is currently comprised of five full-time positions who work from 2 p.m. to 10:30 p.m. with the primary focus on cleaning all classrooms at Clubhouse 4 and restrooms at all clubhouses.

On June 12, 2019, the RFP was sent to eight custodial companies. Following a mandatory pre-submission walk-through of all facilities, Village Management Services received two proposals on July 12, 2019. The two proposals are outlined in the attached spreadsheet (Attachment 1). Upon review of both proposals, it was determined that Premier Shine Services offers the most cost effective and comprehensive services. Premier Shine proposed the lowest cost and currently provides custodial service at both the Community Center and Village Greens. Based on the factors outlined above, satisfactory services provided by Premier Shine Services to date, and familiarity with the Village and our custodial standards, the General Services Department recommends award of the contract for evening custodial services to the firm.

### **FINANCIAL ANALYSIS**

Currently, GRF budgets approximately \$250,000 per year to staff the evening custodial shift. The annual cost of the Premier Shine proposal is \$199,727.52 and results in a savings of approximately \$50,272. The approval of the proposed contract would result in transferring

existing evening crew personnel to current daytime vacancies once the requisite notice of thirty days is given to employees, ensuring that no employee is displaced. This complies with Article V. Section K. Working Rules of the union contract which requires notification of individual shift variations. Additionally, this savings, will allow the General Services Department to reduce the total number of budgeted custodial positions by three.

**Prepared By:** Chris Laugenour, Sr. Transportation & Maintenance Manager

**Reviewed By:** Siobhan Foster, Chief Operating Officer  
Betty Parker, Chief Financial Officer  
Carrie Weldon, Human Resources Director

**ATTACHMENT(S)**

ATT-1: Custodial Services Bid Spreadsheet

ATT-2: Resolution



Golden Rain Foundation  
Finance Committee  
August 21, 2019

**ENDORSEMENT (to board)**

**Entertain a Motion to Award a Contract to Premier Shine Services to Provide Evening Custodial Services at all Clubhouses the Village.**

At the GRF Finance meeting on August, 21, 2019, in closed session, the Committee reviewed a staff report for awarding a contract for Custodial Services. A motion was made and carried unanimously to recommend the Board accept staff's recommendation and award a contract to Premier Shine Services to provide evening custodial service at all GRF Clubhouses throughout the Village for the term of one year.

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VILLAGE MANAGEMENT SERVICES, INC.

7/16/2019, 3:18 PM

BID SPREADSHEET

GOLDEN RAIN FOUNDATION

PROJECT Janitorial Services for All Clubhouses

TRADE Custodial Services

		Vendor: <u>Premiere Shine Services</u> Contact: <u>Joseph Molina</u> Phone: <u>(949) 916-3502</u>			Vendor: <u>Pegasus Building Services</u> Contact: <u>Greg Bosserman</u> Phone: <u>(323) 507-7721</u>				
ITEM	UOM	UNITS	AMOUNT	TOTAL	UNITS	AMOUNT	TOTAL	VARIANCE AMOUNT	%
1 Clubhouses 1,2,3,4,5,6 & 7		12	\$16,643.96	\$199,727.52	12	\$22,622.00	\$271,464.00	\$71,736	36%
2 Clubhouses 1,2,4,5,& 7 Lockers and Showers		12	\$11,262.64	\$135,151.68	12	\$4,305.00	\$51,660.00	-\$83,492	-62%
3									
4									
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15									
16									
SUBTOTAL				\$334,879.20			\$323,124.00	-\$11,755	-4%
Overhead	%		\$334,879.20	\$0.00		\$323,124.00	\$0.00	\$0	#DIV/0!
Profit	%		\$334,879.20	\$0.00		\$323,124.00	\$0.00	\$0	#DIV/0!
BASE TOTAL				\$334,879.20			\$323,124.00	-\$11,755	-4%
GRAND TOTAL				\$334,879.20			\$323,124.00	-\$11,755	-4%

No.	Contractor	Contact Person	Phone No.		SENT RFP	AT MTG	Bid Recvd
1	Premiere Shine	Joseph Molina	(949) 926-3502		✓	✓	✓
2	Prosmart	Adan Gracias Silva	(714) 471-9772		✓	✓	
3	CMI	Leonard Langberg	(562) 926-6021		✓		
4	Smart Janitorial	Mauricio Mejia	(714) 260-3610		✓		
5	Flagship Inc	Tina Dolan	(408) 280-6157		✓		
6	Pegasus Building Services	Greg Bosserman	(323) 507-7721		✓	✓	✓
7	Janical	Sonia Duenas	(949) 929-1139		✓		
3	KAL Resources Inc.	Keith Lundmark	(949) 238-6422		✓		✓

Attachment 1

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**RESOLUTION 90-19-XX**

**Contract Award for Contract Custodial Services**

**WHEREAS**, the General Services Department is responsible for the provision of custodial services at all Golden Rain Foundation facilities;

**WHEREAS**, the General Services Department strives to enhance operational efficiencies while reducing costs;

**WHEREAS**, on August 21, 2019 the Finance Committee recommended approval of the contract with Premier Shine to provide evening custodial services at Clubhouses throughout the Village;

**NOW THEREFORE BE IT RESOLVED**, September 3, 2019, the Board of Directors of this Corporation hereby authorizes a contract in the amount of \$199,727.52 to Premier Shine Services to provide evening custodial services at Clubhouses throughout the Village for a period of one year; and

**RESOLVED FURTHER**, that the officers and against of this Corporation are hereby authorized on behalf of the Golden Rain Foundation Corporation to carry out this Resolution.

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## **STAFF REPORT**

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**DATE:** July 11, 2019  
**FOR:** Community Activities Committee  
**SUBJECT:** GRF Recreation Department Policy: Clubs/Groups/Organizations Revision

---

### **RECOMMENDATION**

Approve staff recommendation to amend the GRF Recreation Department Policy as it pertains to clubs/groups/organizations.

### **BACKGROUND**

Laguna Woods Village has 286 registered clubs within the community. Village clubs are afforded a variety of privileges upon approval of the Recreation Department: priority rollover reservations, flyer postings at clubhouses, free Village website use (club page, event calendar, Village news), and free Globe submissions, Village Television air time, message board and club storage (excluding Clubhouse 2).

Room availability is limited for private party reservations; members are turned away when inquiring about availability for memorials, birthdays and anniversaries. Club bookings make up the majority of reservations each year with 9,200 dates reserved vs. 4,485 dates reserved by private parties in 2019.

At the May CAC meeting an Ad-Hoc review committee was formed to review and provide recommendations to the CAC at the July meeting.

### **DISCUSSION**

The proposed amendment is to fairly and reasonably provide facility rentals to all members of the community. Limiting club status and applying rollover restrictions will free up approximately 477 rental slots for private party use. In addition, implementing a processing fee will offset incurred administrative costs.

Proposed amendments to the current policy are:

1. Limit club status to 250 clubs/groups/organizations.
2. Initiate annual clubs/groups/organizations fee (\$50) to maintain club status.
3. Apply rollover processing fee (calculated by dates) to annual billing.
4. Limit rollover dates to 104 per club/group/organization. Additional reservations are available through the standard lottery process.
5. Club activities, programs and events geared towards minors are prohibited.

## **FINANCIAL ANALYSIS**

Anticipated annual revenue generated from proposed fees is \$20,750.

Annual Clubs/Groups/Organizations Fee - \$50	286 Clubs	\$14,300
Annual Rollover Processing Fee		
4* to 28 Dates - \$25 Fee	93 Clubs	2,325
29 to 53 Dates - \$50 Fee	47 Clubs	2,350
54 to 78 Dates - \$75 Fee	9 Clubs	675
79 to 104 Dates - \$100 Fee	11 Clubs	1,100
<b>Total Estimated Revenue</b>		<b>\$20,750</b>

\*Four is the minimum reservation dates required to qualify for a roll over

**Prepared By:** Jennifer Murphy, Recreation Manager

**Reviewed By:** Brian Gruner, Recreation and Special Events Director  
Siobhan Foster, Chief Operating Officer  
Betty Parker, Chief Financial Officer

## **ATTACHMENT(S)**

ATT1: GRF Recreation Department Policy: Clubs/Groups/Organizations

Golden Rain Foundation  
Community Activities Committee Meeting  
July 11, 2019

ENDORSEMENT (to GRF)

**GRF Recreation Department Policy Revision: Clubs/Groups/Organizations**

The Committee discussed the staff recommendation to amend the GRF Recreation Department Policy as it pertains to clubs/groups/organizations.

A motion was made to approve staff recommendation to amend the GRF Recreation Department Policy as it pertains to clubs/groups/organizations.

Motion to approve staff recommendation to amend the GRF Recreation Department Policy as it pertains to clubs/groups/organizations carried unanimously.

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**RESOLUTION 90-19-XX**

**GRF Recreation Department Policy Revision:  
Clubs/Groups/Organizations**

**WHEREAS** at the July Community Activities Committee (CAC) meeting, Staff recommended to approve staff recommendation to amend the GRF Recreation Department Policy as it pertains to clubs/groups/organizations;

**WHEREAS** Laguna Woods Village has 286 registered clubs within the community which are afforded a variety of privileges upon approval of the Recreation Department: priority rollover reservations, flyer postings at clubhouses, free Village website use (club page, event calendar, Village news), and free Globe submissions, Village Television air time, message board and club storage (excluding Clubhouse 2);

**WHEREAS** Club bookings make up the majority of reservations each year with 9,200 dates reserved vs. 4,485 dates reserved by private parties in 2019;

**WHEREAS** room availability is limited for private party reservations; members are turned away when inquiring about availability for memorials, birthdays and anniversaries;

**WHEREAS** at the May CAC meeting an Ad-Hoc review committee was formed to review and provide recommendations to the CAC at the July meeting;

**WHEREAS** proposed amendments to the current policy are: limit club status to 250 clubs/groups/organizations; initiate annual clubs/groups/organizations fee (\$50) to maintain club status; apply rollover processing fee (calculated by dates) to annual billing; limit rollover dates to 104 per club/group/organization (additional reservations are available through the standard lottery process); club activities, programs and events geared towards minors are prohibited;

**WHEREAS** limiting club status and applying rollover restrictions will free up approximately 477 rental slots for private party use and additionally, implementing a processing fee will offset incurred administrative costs;

**WHEREAS** anticipated annual revenue generated from proposed fees is \$20,750; and,

**NOW THEREFORE BE IT RESOLVED**, September 3, 2019, that the Board of Directors of this Corporation hereby adopts approval of staff recommendation to amend the GRF Recreation Department Policy as it pertains to clubs/groups/organizations;

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

August Initial Notification

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

## ATTACHMENT 1

### Golden Rain Foundation Recreation Department Policy

#### Clubs/Groups/Organizations

##### A. General

1. Residents requesting to form a club/group/organization must first submit a request form to Recreation Staff stating the purpose and/or objective of the proposed club/group/organization and the full names, signature, address and telephone number of 20 Residents requesting membership in the new club/group/organization.
2. Club status is limited to 250 clubs/groups/organizations; additional inquiries will be placed on a waitlist until space becomes available.
3. Compliance with GRF rules, policies and procedures, including the guest policy, must be a condition for membership in the club/group/organization.
4. The club/group/organization must be organized for educational, social, cultural, recreational or other nonprofit purposes. Activities geared towards minors are prohibited. All GRF policies supersede any written rules or governing documents of clubs/groups/organizations not directly in compliance with GRF policy.
5. The club/group/organization may not represent any business or commercial interest or activity and sales of products and/or services are strictly prohibited unless permitted by Recreation as a fundraiser.
6. Caterers, entertainers, speakers and instructors are permitted as service providers to the group, and they may provide business cards and contact information. No monetary transactions may take place within GRF's facilities with three exceptions:
  - a. Entertainers, speakers and instructors are allowed to sell the printed and/or recorded materials of their own creation during the event (for example, authors may sell their own books and entertainers may sell their audio/video recordings).
  - b. An entrance fee may be charged to cover the costs associated with an event.
  - c. Fundraising activities (see Page 8, Fundraiser).
7. The club/group/organization must be substantially supported by revenue from its members and from up to two Recreation Department-authorized fundraisers per calendar year (see Page 8, Fundraiser).
8. The club/group/organization must have a minimum of two executive club officers.
  - a. Which do not occupy the same residence.

9. Executive club officers must be a Resident of Laguna Woods Village.
  - a. One officer must be a Resident owner/shareholder.
10. The club/group/organization must have a minimum membership of 90 percent Laguna Woods Village Residents.
  - a. Nonresidents may participate as “guests” and must be accompanied by a Resident.
  - b. Nonresident members may not invite their own “guests.”
11. [An annual fee \(refer to the GRF fee list\)](#), current membership roster and updated contact information must be submitted to the Recreation Department annually by March 31 [to maintain club status](#).
12. All forms of club/group/organization publicity or advertising, unless more restrictively stated, must say “For Laguna Woods Village Residents and their guests only.” Online publicity is permissible if the publicity is clear that the event is for Laguna Woods Village Residents and their guests only. Outside businesses, entertainers, caterers or speakers may not advertise Laguna Woods Village events.
13. Although GRF recognized clubs/groups/organizations are afforded promotional privileges by GRF, such organizations are entirely independent and therefore GRF assumes no liability for their acts.
14. The Recreation Department reserves the right to obtain financial information from any Laguna Woods Village club.

#### **B. Fundraisers**

1. Up to two GRF authorized fundraisers, per calendar year, are permitted for a club/group/organization.
2. Must be a GRF recognized club/group/organization hosting the event.
3. If fundraiser is for an outside organization the organization must be an IRS-recognized nonprofit organization such as 501(c) (3) qualified charitable nonprofit organization. A taxpayer ID number and letter of acknowledgement from the nonprofit organization is required.
4. Club/group/organization may sell products, hold silent auctions, fashion shows or events as approved by the Recreation Department.
5. Club/group/organization must complete a fundraiser agreement form 30 days prior to date of fundraiser event.

#### **C. Room reservations**

1. For general procedures, see Page 10, Room Reservations Recreation Department Policy.
2. Only executive club officers of a club/group/organization may check availability or make/change/cancel reservations on behalf of the club/group/organization.
3. A Laguna Woods Village club/group/organization may submit a request for a rollover reservation subject to:

- a. The rollover must have a minimum of four identical reservations during the calendar year; all dates in the series must be for the same day of the month/week (such as first Tuesday, every Tuesday, etc.), at the same time and duration, and in the same room; no modifications (date, time, duration, location, etc.) are permitted.

b. No more than 104 rollover dates per club/group/organization.

c. A rollover processing fee will be applied to annual billing; in accordance with the GRF Fee list.

- d. Cancellations are permitted but requestor must retain at least four reservations (if less than four, permanent reservation status will be forfeited for the next year).
- e. Any new rollover reservation request or change to an existing rollover reservation for the following year must be received by March 15.
- f. Rollover reservations are mailed out for review on August 1 and payment/signed rental agreement are due by September 15.
- g. No refunds, credits or transfers of fees will be honored after a payment and signed rental agreement is received by the Recreation Department.
- h. Requestor may not have more than one Saturday night per month in a main lounge; no more than two Saturday nights may be held down as rollover reservations in any main lounge.
- i. Rollover reservations are not permitted in the Village Greens Facility.
- j. Lottery requests for religious holiday events take priority over club/group/organization rollovers and lottery requests.

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## **STAFF REPORT**

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**DATE:** July 11, 2019  
**FOR:** Community Activities Committee  
**SUBJECT:** CBD Product Sales in the Golf Pro Shop

---

### **RECOMMENDATION**

Authorize the resumption of the sale of non-THC CBD based products at the 27 Hole Golf Pro Shop.

### **BACKGROUND**

In 2018 golf staff was approached by a CBD (Cannabidiol) sales representative from Medterra to sell CBD cream, tinctures, and capsules at the Golf Pro Shop. Staff researched and discussed with health professionals about its safety and product viability. It was determined that it was a safe product to sell from a respected manufacturer. The product was well received and generated more than \$4,000 in merchandise sales.

The product was removed in November 2018 due to misconceptions the product contained THC which is contributed to the high feeling of cannabis.

### **DISCUSSION**

CBD is a natural pain reliever with no psychoactive ingredients. Many residents are under a pain management program through a medical professional and are on medicines that are harmful and/or addictive. The CBD option can offer relief for certain pains and aches without the harmful side effects.

The sale of CBD products has been well received and provides a positive benefit to the community. In addition, it's an additional source of income to the golf retail operation.

### **FINANCIAL ANALYSIS**

The sale of CBD products is estimated to increase retail sales by over \$10,000 per year.

**Prepared By:** Tom McCray, Golf Operations Manager

**Reviewed By:** Brian Gruner, Recreation and Special Events Director

**ATTACHMENT(S)**  
None

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Golden Rain Foundation  
Community Activities Committee Meeting  
July 11, 2019

ENDORSEMENT (to GRF)

**CBD Product Sales in the Golf Pro Shop**

The Committee discussed the staff recommendation to authorize the resumption of the sale of non-THC CBD based products at the 27 Hole Golf Pro Shop.

A motion was made to authorize the resumption of the sale of lotion or cream only, no oral ingestible, non-THC CBD based products at the 27 Hole Golf Pro Shop.

Motion to authorize the resumption of the sale of lotion or cream only, no oral ingestible, non-THC CBD based products at the 27 Hole Golf Pro Shop carried 5-1.

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**RESOLUTION 90-19-XX**  
**CBD Product Sales in Golf Pro Shop**

**WHEREAS** at the July Community Activities Committee (CAC) meeting, Staff recommended authorization of the resumption of the sale of non-THC CBD based products at the 27 Hole Golf Pro Shop.;

**WHEREAS** in 2018 golf staff was approached by a CBD (Cannabidiol) sales representative from Medterra to sell CBD cream, tinctures, and capsules at the Golf Pro Shop;

**WHEREAS** Staff researched and discussed with health professionals about its safety and product viability and it was determined that it was a safe product to sell from a respected manufacturer;

**WHEREAS** the product was well received and generated more than \$4,000 in merchandise sales;

**WHEREAS** the product was removed in November 2018 due to misconceptions the product contained THC which is contributed to the high feeling of cannabis, however CBD is a natural pain reliever with no psychoactive ingredients ;

**WHEREAS** many residents are under a pain management program through a medical professional and are on medicines that are harmful and/or addictive and the CBD option can offer relief for certain pains and aches without the harmful side effects;

**WHEREAS** the sale of CBD products is estimated to increase retail sales by over \$10,000 per year; and,

**NOW THEREFORE BE IT RESOLVED**, September 3, 2019, that the Board of Directors of this Corporation hereby adopts authorization the resumption of the sale of lotion or cream only, no oral ingestible, non-THC CBD based products at the 27 Hole Golf Pro Shop;

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

August Initial Notification

28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied.

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## **STAFF REPORT**

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**DATE:** September 3, 2019  
**FOR:** GRF Board  
**SUBJECT:** Harassment and Nuisance Policy

---

### **RECOMMENDATION**

Staff recommends the Board adopt a Harassment and Nuisance Policy.

### **BACKGROUND**

The member-discipline process is coordinated by the Compliance Division. Upon notice of an alleged violation, Staff investigates and should Staff identify objective evidence of a violation by a Member or their guests, Staff will send a courtesy notice to the offending party describing the allegation(s) and the disciplinary action that may ensue if not corrected. Staff monitors the situation and if compliance is not achieved, Staff will send a final notice requesting compliance. Additionally, the matter is scheduled for a disciplinary hearing with the Board of Directors to determine if member-discipline is merited. If the alleged violation has been resolved, no further action is required.

If a disciplinary hearing is necessary, Staff will notice the Member for a hearing before the Board of Directors in Executive Session. If the Board finds the Member to be in violation of the governing documents, the Board may impose a fine based on the Monetary Fee Schedule, suspend Member privileges, and/or consider legal action.

Violations include but are not limited to: abandoned/inoperable vehicles, nuisance, Equestrian Center, Garden Center, Golf Course, Recreational Vehicle, and Recreation and Special Events Department Policies, etc.

At present, language for nuisance violations is included with the Recreation and Special Events Department Policies.

### **DISCUSSION**

The purpose of the Harassment and Nuisance Policy (Attachment 1) is to set forth guidelines to address alleged violations of harassment and/or nuisance that occurs in all GRF facilities.

### **FINANCIAL ANALYSIS**

None.

**Prepared By:** Blessilda Wright, Compliance Supervisor

**Reviewed By:** Francis Rangel, Operations Manager  
Tim Moy, Chief of Security  
Siobhan Foster, Chief Operating Officer

**ATTACHMENT(S)**

Attachment 1: Harassment & Nuisance Policy

Attachment 2: Harassment & Nuisance Resolution

## **ENDORSEMENT (to GRF Board)**

### **Discuss & Consider the Nuisance and Harassment Policy**

The purpose of the Harassment and Nuisance Policy is to set forth guidelines to address alleged violations of harassment and/or nuisance that occurs in all GRF facilities.

Director Parsons made a motion to adopt a Nuisance and Harassment Policy. Director Achrekar seconded the motion.

By unanimous vote, the motion passed.

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## **Harassment and Nuisance Policy**

### **Resolution 90-19-XX; Adopted October 1, 2019**

#### **I. Purpose**

This policy sets forth guidelines regarding harassment and nuisance complaints and to sanction behavior making residents, Village Management Service ("VMS") staff or vendor personnel reasonably feel harassed, threatened or otherwise unsafe, as well as behavior disturbing the quiet enjoyment of residents using common facilities within Laguna Woods Village.

#### **II. Definitions**

- a. Community – Laguna Woods Village including, but not limited to, the Community Center, Gate Houses and Clubhouses.
- b. Resident - an approved occupant of a residence in Laguna Woods Village.
- c. Staff - Employees of Village Management Services, Inc. authorized to act on behalf of United Laguna Woods Mutual, Third Laguna Hills Mutual and GRF.
- d. Vendors - persons working for a service provider serving VMS, GRF or any of the housing Mutuals.
- e. All other terms use the definitions as found in the Bylaws and GRF governing documents.

#### **III. Conditions**

**Nuisance:** No resident or guest of a resident shall unreasonably disturb or annoy other residents and their guests using common recreational or other facilities within the Community and create a circumstance which discourages, prevents or otherwise inhibits the peaceable use of such facility by residents and their guests. A nuisance can take many forms, and no single list can describe all possible nuisances.

Below are some examples of activities that fall into a nuisance category:

1. **Noise:** things that interfere with quiet enjoyment such as, residents playing their stereo or cellphones too loud, barking dogs, etc.
2. **Odors:** this includes second-hand smoke (cigarettes, cigars and marijuana), etc.
3. **Visual:** storing inoperable vehicles in parking spaces.
4. **Health/Safety:** Residents who fail to pick up dog feces from common area, display aggressive behavior toward other Residents and/or Staff.
5. **Violation of Laws:** a violation of federal or state laws or local ordinances. An example would be driving under the influence, vandalism or a resident who physically assaults another.

**Harassment:**

Residents and their guests may not harass other residents or guests, Staff or Vendors. "Harassment" means unreasonable behavior which the normal person would find unacceptable, disturbing, harmful and serious. No single list of all forms of harassing behavior is possible, but such prohibited behavior includes:

Physical intimidation

Undesired physical contact

Threatening bodily harm or to harm one's property

Shouting

Stalking, following someone around to intimidate or "make a point"

Disrupting organized activities in progress

Entering the second floor of the Community Center without escort or pass.

Interfering, instructing or otherwise disrupting the work of Vendors or Staff

Unreasonable, hostile and excessive telephone calls to a resident, staff or vendor

Other behavior which the ordinary person would find unreasonable and harmful.

Harassing behavior may arise from a course of repeated conduct of incidents which, by themselves, might not seem unreasonable, or may arise from even a single severe unreasonable action.

**IV. Enforcement**

GRF is authorized to take disciplinary action against a Member(s) if they or their co-occupant, tenant, guest, or invitee violate these rules.

The Board has the discretion to determine which actions are violations of these rules and which actions do not require further action by GRF.

These rules do not apply to activities within the areas governed by the Housing Mutuals and GRF will not pursue such issues within those areas.

The Board may after a hearing impose monetary fines, suspend Member(s) privileges, and/or initiate legal action. The Member(s) are entirely responsible for ensuring that the Governing Documents are followed by anyone they allow into the Community. This includes any Co-occupant, Lessee, Guest, or other invitee.

A complaint may be registered by calling the Security Department at 949-580-1400 or the Compliance Division by calling 949-268-CALL or sending e-mail to [compliance@vmsinc.org](mailto:compliance@vmsinc.org).

Investigating Nuisance: to determine if a nuisance is taking place, Staff evaluates the behavior and determines if the behavior is deemed reasonable or unreasonable to an average reasonable person. Staff will inform the reporting parties to call the Security Department for documentation.

-end-



### **Resolution 90-19-XX**

#### **Harassment and Nuisance Policy**

**WHEREAS**, the Security & Community Access Committee has recognized the need to adopt a Harassment and Nuisance Policy to set forth guidelines for harassment and nuisance complaints;

**NOW THEREFORE BE IT RESOLVED**, October 1, 2019, that the Board of Directors of this Corporation hereby adopts the Harassment and Nuisance Policy, as attached to the official minutes of this meeting; and

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

#### **SEPTEMBER Initial Notification**

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

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## **STAFF REPORT**

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**DATE:** September 3, 2019  
**FOR:** Board of Directors  
**SUBJECT:** Golden Rain Foundation Facility Use Policy – Public Interest Events (Civil Code §4515)

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### **RECOMMENDATION**

Entertain a motion to approve the attached resolution revising the Golden Rain Foundation Facility Use Policy – Public Interest Events to ensure continued compliance with California Civil Code §4515.

### **BACKGROUND**

Civil Code §4515, Assembly for Political Purposes, which went into effect on January 1, 2018, expresses the legislative intent to ensure that members and residents of common interest developments have the ability to exercise their rights under law to peacefully assemble and freely communicate with one another and with others with respect to common interest development living or for social, political or educational purposes. Civil Code §4515 precludes the governing documents of common interest developments from prohibiting members or residents from those activities prescribed in §4515 (b)(1)-(5).

On March 6, 2018, the board approved Resolution 90-18-11 and the Facility Use Policy/Resolution (Civil Code Section 4515) that pertains to the usage of community clubhouses or other facilities or areas that may be established by GRF outside of clubhouses for the purpose of assembling to discuss common interest development living, association elections, pending legislation, election to public office or the initiative, referendum or recall processes, or to invite public officials, candidates for public office or representatives of homeowner organizations to speak on matters of public interest. The policy facilitates the peaceful assembly of Laguna Woods Village residents to freely communicate with respect to issues of public interest in the community.

### **DISCUSSION**

Following the approval of Resolution 90-18-11, the Recreation and Special Events Department identified the need for revisions to the Facility Use Policy/Resolution (Civil Code Section 4515). The proposed revisions to the policy, retitled the Golden Rain Foundation Facility Use Policy – Public Interest Events (Civil Code §4515), include the addition of specifics as to what qualifies for this statute, consistency among submission dates and clarification of policy provisions, including language that would allow a sitting elected official with a community-based educational purpose to seek a waiver allowing the submission of the Facility Liability Waiver and Facility Use Request Form more than four days in advance of the date of use of the

facilities from the Village Management Services Chief Executive Officer or designee. Nonsubstantive formatting changes are also reflected in the document to achieve consistency with the Laguna Woods Village style sheet.

### **FINANCIAL ANALYSIS**

There is no fiscal impact associated with the proposed policy revisions.

**Prepared By:** Siobhan Foster, COO

**Reviewed By:** Brian Gruner, Recreation and Special Events Director

### **ATTACHMENT(S)**

ATT 1: Civil Code §4515

ATT 2: Redlined Proposed Golden Rain Foundation Facility Use Policy – Public Interest Events (Civil Code §4515)

ATT 3: Resolution 90-19-XX

## DAVIS-STIRLING ACT

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### **Civil Code §4515. Assembly for Political Purposes; Flyers.**

(a) It is the intent of the Legislature to ensure that members and residents of common interest developments have the ability to exercise their rights under law to peacefully assemble and freely communicate with one another and with others with respect to common interest development living or for social, political, or educational purposes.

(b) The governing documents, including bylaws and operating rules, shall not prohibit a member or resident of a common interest development from doing any of the following:

(1) Peacefully assembling or meeting with members, residents, and their invitees or guests during reasonable hours and in a reasonable manner for purposes relating to common interest development living, association elections, legislation, election to public office, or the initiative, referendum, or recall processes.

(2) Inviting public officials, candidates for public office, or representatives of homeowner organizations to meet with members, residents, and their invitees or guests and speak on matters of public interest.

(3) Using the common area, including the community or recreation hall or clubhouse, or, with the consent of the member, the area of a separate interest, for an assembly or meeting described in paragraph (1) or (2) when that facility or separate interest is not otherwise in use.

(4) Canvassing and petitioning the members, the association board, and residents for the activities described in paragraphs (1) and (2) at reasonable hours and in a reasonable manner.

(5) Distributing or circulating, without prior permission, information about common interest development living, association elections, legislation, election to public office, or the initiative, referendum, or recall processes, or other issues of concern to members and residents at reasonable hours and in a reasonable manner.

(c) A member or resident of a common interest development shall not be required to pay a fee, make a deposit, obtain liability insurance, or pay the premium or deductible on the association's insurance policy, in order to use a common area for the activities described in paragraphs (1), (2), and (3) of subdivision (b).

(d) A member or resident of a common interest development who is prevented by the association or its agents from engaging in any of the activities described in this section may bring a civil or small claims court action to enjoin the enforcement of a governing document, including a bylaw and operating rule,

that violates this section. The court may assess a civil penalty of not more than five hundred dollars (\$500) for each violation.

*(Added by Stats. 2017, Ch. 236, Sec. 1. (SB 407) Effective January 1, 2018.)*



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**GOLDEN RAIN FOUNDATION FACILITY USE POLICY -  
Public Interest Events  
(Civil Code § 4515)**

In order ~~that for~~ residents of Laguna Woods Village ("Community") ~~to~~ have the ability to peacefully assemble and freely communicate with respect to issues of public interest in the ~~Community~~community, the following policy is adopted with regard to ~~usage of Community~~usage of community Clubhouses-clubhouses or other facilities or areas, which may be established by GRF outside of ~~Clubhouses-clubhouses~~ ("~~Facilities~~facilities") for the purpose of assembling to discuss common interest development living, association elections, pending legislation, election to public office or the initiative, referendum or recall processes, or to invite public officials, candidates for public office, ~~or~~ representatives of homeowner organizations to speak on matters of public interest (collectively, "~~Public-public Interest-interest Issuesissues~~Public-public Interest-interest Issuesissues"):

1. A resident shall not be required to pay a fee, make a deposit, obtain liability insurance, ~~or~~ pay the premium or deductible on the ~~Association's-association's~~ insurance policy, in order to use GRF ~~Facilities-facilities~~ for meetings or presentations on ~~Public-public Interest-interest Issuesissues~~.
2. A resident seeking use of ~~Facilities-facilities~~ for meetings or presentations on ~~Public-public Interest-interest Issuesissues~~ must ~~complete a Facility-facility Liability-liability Waiver-waiver and Facility-facility Use-use Request-request Form-form~~, submitted no more than ~~ten (10)~~ business days and not less than four ~~(4)~~ business days in advance of the date of use of the ~~Facilities-facilities~~.
3. The resident submitting the ~~Facility-facility Use-use Request-request Form-form~~ must be present during the entire event.
4. A ~~Gate-gate Clearance-clearance Form-form~~ must be completed and submitted at least four ~~(4)~~ business days in advance of the event.
5. No entrance fee may be charged to attendees for the event. A service fee may be charged by GRF to cover necessary support services for the event, including but not limited to reservation administration, security, ~~and~~ gate clearance for non-resident visitors. ~~Association-The association~~ reserves the right to limit outside attendee vehicles if parking availability is insufficient for the event.
6. Food and beverages of any kind may not be served or consumed at any time during the event.
7. The event may be immediately terminated upon discovery of food and beverages being consumed during the event, if the responsible resident is not in attendance, if the attendance exceeds the ~~Fire-fire Marshal-marshal~~ limits for the room, ~~or~~ if the event becomes unruly or otherwise a public safety concern in the sole and absolute discretion of ~~Association-association~~.
8. Smoking is not allowed in ~~or~~ ~~Facilities-facilities~~.
9. The ~~Facilities-facilities~~ may not be used for commercial purposes, financial gain or fundraising.

10. The resident submitting the ~~Facility-facility Use-use Request-request Form-form~~ is responsible for cleaning the ~~Facilities-facilities~~ thereafter. -(Please see ~~Clean-cleanuUp Requirementsrequirements~~.)
11. Occupancy for an event will be limited to not exceed that set by the Orange County Fire Authority for a given room.
12. Use of ~~Facilities-facilities~~ is non-exclusive and does not include use of GRF furniture or equipment.
13. Facilities will be available for meetings or assemblies on ~~Public-public Interest-interest Issues-issues~~ from 8 a.m. to 8 p.m. daily, except during:
  - a. Regularly scheduled or emergency maintenance or repairs; ~~or~~
  - b. When ~~Facilities-facilities~~ have otherwise been reserved in advance.
14. Use of ~~Facilities-facilities~~ is for two ~~(2)~~ hours, including setup and cleanup. -At the end of the clean-up period, the ~~Facility-facility User-user~~ is responsible for inspecting the premises with a staff member and signing off on the ~~Facility-facility Check-check Out-out Formform~~.
15. The resident submitting the ~~Facility-facility Use-use Request-request Form-form~~ is responsible for any damage to ~~Association-association Property-property~~ or cleanup expense.
16. To accommodate calendar and travel limitations, a sitting elected official with a community-based educational purpose may seek a waiver allowing the submission of the ~~Facility-facility Liability-liability Waiver-waiver~~ and ~~Facility-facility Use-use Request-request Form-form~~ more than four ~~(4)~~ business days in advance of the dates of use of the ~~Facilities-facilities~~ from the Village Management Services Chief Executive Officer or designee.

## FACILITY USE REQUEST FORM

### (Civil Code Section 4515)

Reservation forms can be faxed to (949) 268-2323, e-mailed to [Reservations@vmsinc.org](mailto:Reservations@vmsinc.org) or mailed to Golden Rain Foundation, Attention: Reservations, 24351 El Toro Road, Laguna Woods, CA 92637.

RESIDENT INFORMATION	
Name:	
Address:	
Phone Number:	
Property Owner:	(Yes / No)
EVENT INFORMATION*	
Date Requested:	
Number of Guests:	
Facility Requested:	
Event time: (arrival time to departure time, including setup and take down):	
Purpose of Event: (e.g. association elections, legislation, election to public office, other matter of public interest):	

\*If clean-up is not performed in accordance with the checklist, the responsible resident shall be responsible for cleanup costs of clean-up.

## FACILITY USE LIABILITY WAIVER AND AGREEMENT

I, \_\_\_\_\_ (~~Resident~~resident), agree to the following:

Resident hereby waives, releases and discharges GRF (~~Association~~association) and VMS and their respective directors, officers, employees, attorneys and agents (collectively "~~GRF Releasees~~releasees") for any damage to or loss of any property or injury to or death of any person or persons, resulting from or arising in connection with the use of the ~~Association's~~ association's ~~Facilities~~ facilities by ~~Resident~~ resident and ~~Resident's~~ resident's family and guests.

Resident agrees to indemnify, defend and hold GRF ~~Releasees~~ releasees harmless from and against any and all claims, demands or liability for any damage, loss, injury, or death, and any and all costs and expenses incurred by GRF ~~Releasees~~ releasees in connection with the use of ~~Association's~~ association's ~~Facilities~~ facilities by ~~Resident~~ resident and ~~Resident's~~ resident's family, guests, and invitees (~~included~~ including but not limited to reasonable attorneys' fees and court costs). Resident agrees to pay ~~Association~~ association in full and promptly upon demand for any and all loss of and damage to ~~Association's~~ association property caused by, or arising ~~out of~~ from the use of ~~the Association's~~ the association's ~~Facilities~~ facilities by ~~Resident~~ resident and ~~Resident's~~ resident's family, guests or invitees.

If ~~Resident~~ resident is found not to have attended and supervised the event, or if facility furniture is not positioned in the exact locations in which it was when the facility was inspected by ~~Resident~~ resident, ~~Resident~~ resident and responsible owner may be subject to fines, responsible for costs to return facility furniture to original location, and suspension of reservations privileges ~~suspended~~ for one year. If damage is caused to the reserved facility or its appliances or furniture, the cost to repair the damage will be charged to ~~Resident~~ resident or responsible owner. Resident and responsible owner will be responsible to reimburse ~~Association~~ the association for any costs related to cleaning, repairing or ~~to repair damage or to~~ conducting facility restoration.

Reservations will not be accepted more than ~~ten~~ (10) business days or less than four (4) business days in advance of the event date, and unconfirmed reservations may be removed from the reservations calendar at the discretion of the ~~Association~~ association.

Resident acknowledges that the ~~Association~~ association is not granting ~~Resident~~ resident exclusive use of the recreation facilities (i.e., other residents may use the recreation facilities during the ~~Resident's~~ resident's event). Resident agrees to exercise control over ~~Resident's~~ resident's event and guests such that other residents using the facilities are not inconvenienced or disrupted.

Resident agrees that the recreation facilities will not be used for commercial or fundraising purposes without the prior written consent of the ~~Association's~~ association's ~~Board~~ board of ~~Directors~~ directors. Resident agrees that the recreation facilities will be utilized for ~~Resident's~~ resident's benefit, or for the benefit of a guest or invitee of ~~Resident~~ resident pursuant to Civil Code Section 4515(b)(1)-(2), as it may be amended, and that ~~Resident~~ resident will be present at all times during the event. Violation of this and/or any of the Rules rules and Regulations regulations of GRF may result in fines and suspension of reservation privileges ~~will be suspended~~ for one year.

## FACILITY USE LIABILITY WAIVER AND AGREEMENT (CONTINUED)

If necessary, the ~~Association-association~~ reserves the right to hold a hearing and thereafter assess an ~~Owner-owner~~ for damage to the common area or non-compliance of the ~~Rules-rules & and Regulations-regulations~~. Resident also agrees to pay all of ~~Association's-the association's~~ attorney fees in the event of a dispute over this ~~Facility-facility Use-use Agreement-agreement~~.

Excessive noise may result in the immediate loss of facilities use. ~~-~~Amplified music is prohibited. Resident agrees that no food or alcohol shall be served at the event. Decorations are prohibited.

Residents who have made reservations for an event hereby acknowledge and agree to abide by the rules as shown in this ~~Agreement-agreement~~, as well as the ~~Facility-facility Use-use Policy-policy~~.

~~Association-The association~~ reserves the right to terminate any event under the following circumstances:

1. The conduct of the ~~Resident-resident~~, ~~Resident's-resident's~~ guests or invitees attending the event presents a threat to the health and safety of the individuals, or could damage the facility or surrounding properties.
2. Association ~~Rules-rules~~ and ~~Regulations-regulations~~ are violated.
3. The ~~Resident-resident~~ is not present at the event.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident signature

## CLEAN-UP REQUIREMENTS

These conditions shall be met where the use of any room is in conjunction with a Facility Use Request Form:

- Room floors to be cleaned/swept after use. Carpeted floors must be vacuumed.
- No food, drinks, ice or supplies may be left behind
- All restrooms used in conjunction with the event must be left in the same condition in which they were found. No debris or event trash shall be left in the bathrooms.
- Tables and chairs must be wiped down.
- All decorations must be removed from doors, windows, etc. All non-adhesive tape used to hang decorations must be removed and under no circumstances are decorations to be attached to the interior or exterior walls.
- All trash, décor, signs, balloons and balloon remnants must be cleaned off the association's common areas: patios, planters, lawns, parking areas, etc.
- All event trash shall be removed from the and properly disposed of offsite.

**I have read and agree to abide by all Facility Use Request Policies, in addition to these Clean-up Requirements.**

**Name:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**RESOLUTION 90-19-XX**

Golden Rain Foundation Facility Use Policy – Public Interest Events  
(Civil Code §4515)

**WHEREAS**, California Civil Code §4515, Assembly for Political Purposes, went into effect on January 1, 2018;

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

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

**WHEREAS**, on March 6, 2018, the board approved Resolution 90-18-11 and the Facility Use Policy/Resolution (Civil Code Section 4515) to comply with the requirements of Civil Code Section §4515;

**WHEREAS**, the Recreation and Special Events Department identified the need for revisions to the Facility Use Policy/Resolution (Civil Code Section 4515);

**WHEREAS**, the revisions are reflected in the Golden Rain Foundation Facility Use Policy – Public Interest Events (Civil Code §4515);

**NOW THEREFORE IT BE RESOLVED**, September 3, 2019, that the Golden Rain Foundation board of directors hereby adopts the revisions to the Golden Rain Foundation Facility Use Policy – Public Interest Events (Civil Code §4515); and

**RESOLVED FURTHER**, that Resolution 90-18-11 approved March 6, 2018, is 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.

**SEPTEMBER Initial Notification**

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

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## **STAFF REPORT**

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**DATE:** September 3, 2019  
**FOR:** Board of Directors  
**SUBJECT:** Survey of Aliso Creek Boundaries

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### **RECOMMENDATION**

Approve an unbudgeted expense of \$5,800 for professional services.

### **BACKGROUND**

The Aliso Creek area is the responsibility of the Golden Rain Foundation. It is bounded by United Laguna Woods Mutual on all sides. The legal boundaries were established with the original tract maps and recorded with the Orange County Surveyor's Office. The actual physical boundaries have never been determined or delineated in the field.

At the August 14, 2019, GRF Landscape Committee meeting, the committee recommended the Board approve the \$5,800 unbudgeted expense to engage the services of a professional surveyor to map and mark the boundary limits.

### **DISCUSSION**

In the Landscape Maintenance Department, the cost for the maintenance of the area for the two separate Mutuels was historically divided based upon allocations. These allocations were originally based upon the square feet as determined by the irrigation charts. As the Mutuels transition to a direct hours recording system, the physical boundaries of the two Mutuels is far more important than it has been in the past.

Although the boundary maps exist, due to the physical limitations present in the field, including trees, shrubs and topography, it is nearly impossible for the laymen to determine the actual boundaries (Attachment 1). Staff recommends engaging the services of a professional surveyor to map and mark the boundary limits. The boundaries will be marked by driving a steel rod into the ground at angle points and sight lines, and covering the exposed steel rod with white PVC pipe for visibility. Steel rods are used in case the marker gets covered by either vegetation or soil so a metal detector can be used to reestablish the marker.

Once the boundaries are marked, staff will be able to develop accurate budgets and accounting methods for the area. As this work will take some time to complete, Staff recommends any changes to budgets and accounting be made effective for the 2021 Budget.

Based upon the preliminary data, there are approximately 254 trees and 91,580 square feet of slope that has been potentially mislabeled, accounting for approximately \$15,570 in annual staff costs that may need to be reallocated.

### **FINANCIAL ANALYSIS**

The proposal for surveying services is for \$11,600, Staff recommends the cost be split between GRF and United. An unbudgeted expense of \$5,800 would be charged to the Operating Fund.

**Prepared By:** Kurt Wiemann, Senior Field Services Manager

**Reviewed By:** Eve Morton, Landscape Coordinator

### **ATTACHMENT(S)**

Attachment 1: Aerial Boundary Maps

Attachment 2: Proposed Resolution 90-19-XX



Golden Rain Foundation  
Landscape Committee  
August 14, 2019

### **ENDORSEMENT (to board)**

#### **Entertain a Motion to Approve a Resolution for an Unbudgeted Expense of \$5,800 to Hire a Land Surveyor to Determine the Aliso Creek Boundaries.**

At the GRF Landscape Committee meeting on August 14, 2019, Director Armendariz made a motion to recommend to the Board to approve an unbudgeted expense of \$5,800 to hire a land surveyor to determine the Aliso Creek boundaries. Director Jarrett seconded.

Mr. Wiemann explained that The Aliso Creek area is the responsibility of the Golden Rain Foundation. It is bounded by United Laguna Woods Mutual on all sides. The legal boundaries were established with the original tract maps and recorded with the Orange County Surveyor's Office. The actual physical boundaries have never been determined or delineated in the field.

In the Landscape Maintenance Department, the cost for the maintenance of the area for the two separate Mutuels was historically divided based upon allocations. These allocations were originally based upon the square feet as determined by the irrigation charts. As the Mutuels transition to a direct hours recording system, the physical boundaries of the two Mutuels is far more important than it has been in the past.

The committee was in unanimous support.

Golden Rain Foundation  
Finance Committee  
August 21, 2019

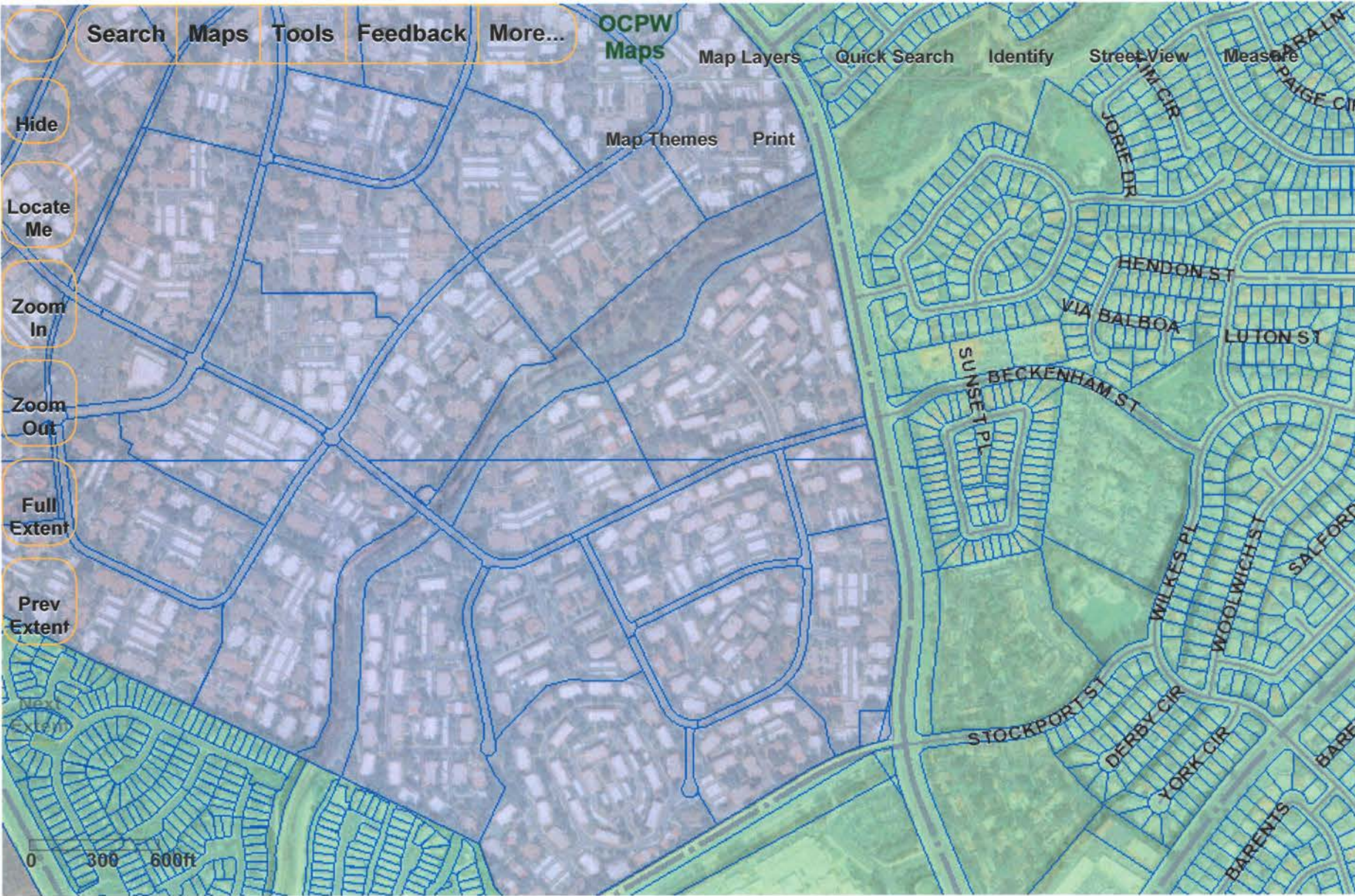
### **ENDORSEMENT (to board)**

#### **Entertain a Motion to Approve a Resolution for an Unbudgeted Expense of \$5,800 to Hire a Land Surveyor to Determine the Aliso Creek Boundaries.**

At the GRF Finance Committee meeting on August 21, 2019, the committee reviewed a staff report on the Survey of the Boundaries of the Aliso Creek Area. Kurt Weimann, Sr. Field Services Manager, provided responses to the committee's questions. A motion was made and by a vote of 5-1 (Pearlstone against), to recommend that the board accept staff's recommendation and approve an unbudgeted operating expense of \$5,800 to utilize the services of a professional surveyor to map and mark the boundary limits around the Aliso Creek area.

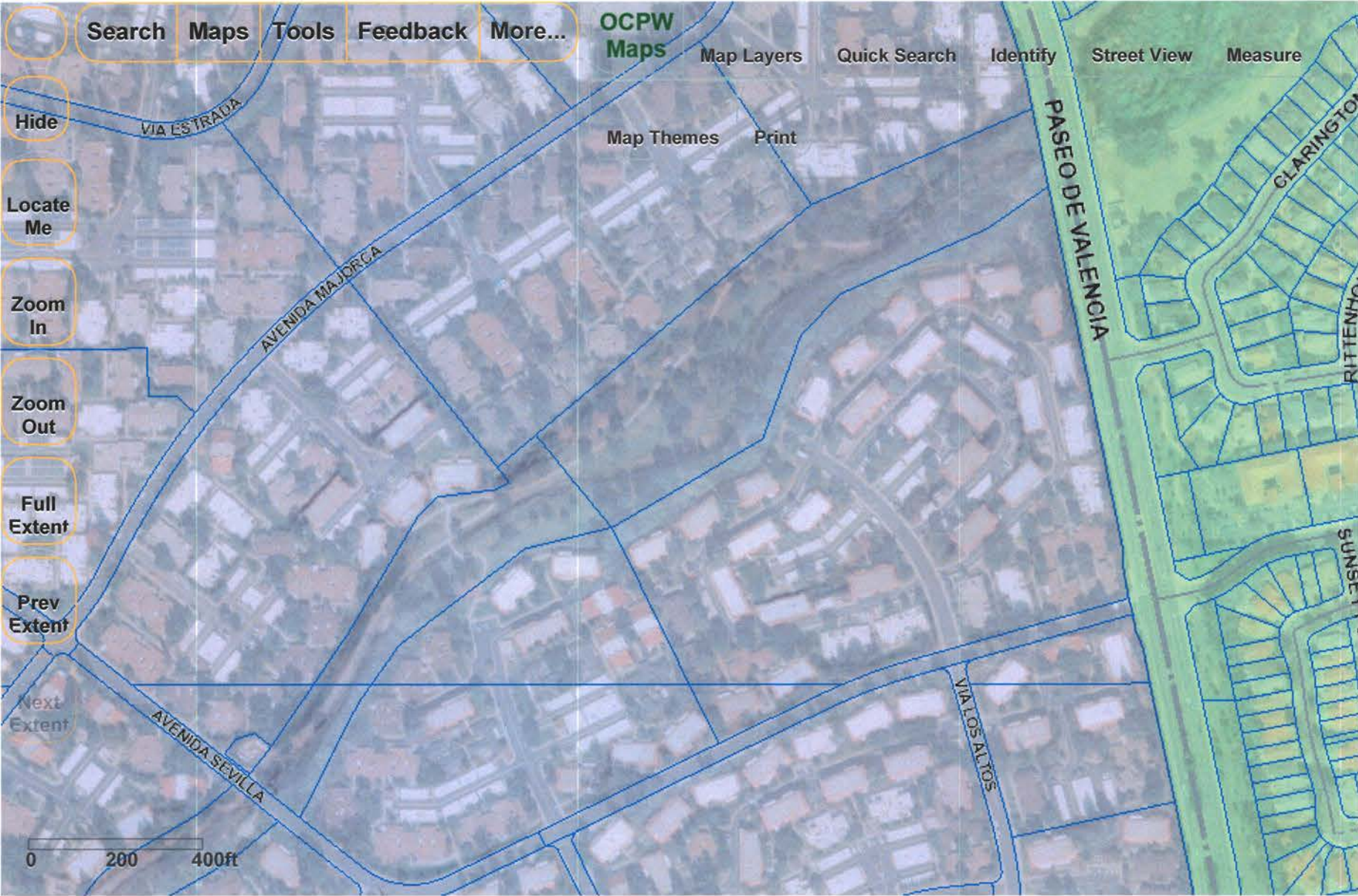
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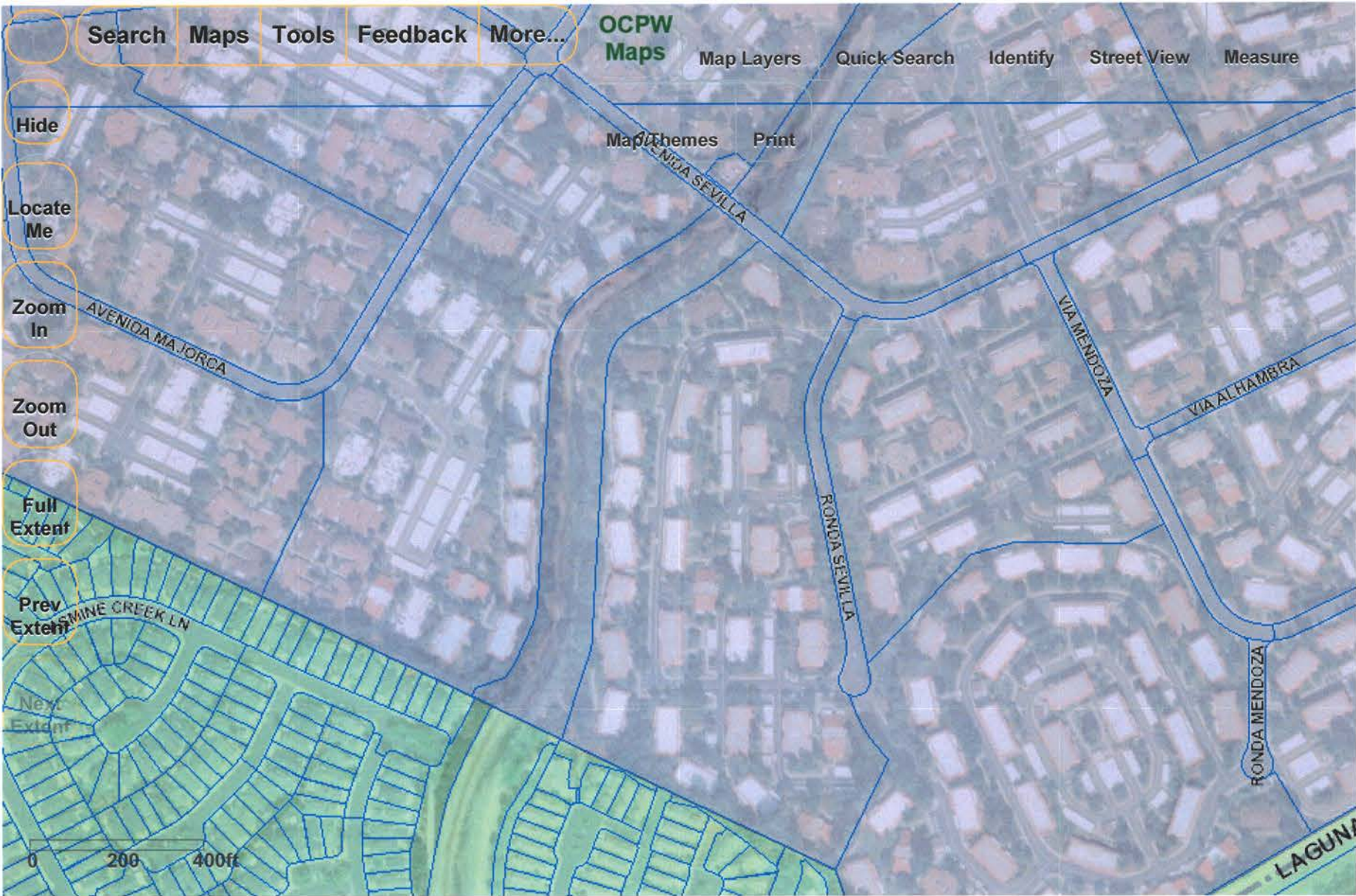
BOTH PARCELS





NORTH PARCEL





SOUTH PARCEL

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**RESOLUTION 90-19-XX**  
**Land Survey of Aliso Creek Boundaries**

**WHEREAS**, the Aliso Creek area landscape maintenance is the financial responsibility of the Golden Rain Foundation;

**WHEREAS**, the Aliso Creek area is bounded on both sides by United Laguna Woods Mutual;

**WHEREAS**, the Aliso Creek area is a legally recorded parcel registered with the Orange County Assessor;

**WHEREAS**, the physical boundaries are not marked or known, making it impossible to accurately ascertain the property lines and determine the correct allocation of costs between the two Mutuals; and,

**WHEREAS**, Staff has engaged the service of a Professional Land Surveyor to survey and mark the limits of the Aliso Creek parcel to enable Staff to accurately allocate costs for maintenance of area.

**NOW THEREFORE BE IT RESOLVED**, September 3, 2019, the Board of Directors does hereby authorize an unbudgeted expense of \$5,800 in the Operating Fund for the cost of the surveying services;

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

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## **STAFF REPORT**

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**DATE:** September 3, 2019  
**FOR:** Board of Directors  
**SUBJECT:** Request to Donate a Park Bench

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### **RECOMMENDATION**

Entertain a motion to approve the request from the Baha'i Community of Laguna Woods to donate and install a park bench in the Aliso Creek area and donate and plant two Plumeria trees at Clubhouse 6.

### **BACKGROUND**

In 2017, the Baha'i Community donated two Pistache trees that were planted in the Aliso Creek area (Attachment 1). The trees were paid for by the Baha'i Community and planted by Staff. There are 40 members in the Baha'i Community of Laguna Woods.

### **DISCUSSION**

The Baha'i Community desires to donate a park bench adjacent to the trees previously donated and planted in the Aliso Creek area (Attachment 2). The bench would be paid for by the Foundation and installed by Staff. The Baha'i Community plans to install a plaque on the bench that states "Trees and Bench Donated by the Baha'i of Laguna Woods."

The Baha'i Community also desires to donate two Plumeria trees at Clubhouse Six. These trees would be planted by staff. The Baha'i Community plans to attach plaques to each of the trees; "Make peace with all the world. Love everybody; serve everybody" and "Ye are all waves of one sea and leaves of one tree." The plaques would conform to Resolution 90-06-97, which requires plaques to be 3" x 5" with white lettering on black background.

### **FINANCIAL ANALYSIS**

The cost of the bench will be borne by the Baha'i Community of Laguna Woods. The cost for installation of the bench is estimated to be \$226. The cost to plant the two trees is estimated to be \$150. There are funds available in the 2019 Budget to accomplish these tasks.

**Prepared By:** Kurt Wiemann, Senior Operations Manager

**Reviewed By:** Eve Morton, Landscape Coordinator

### **ATTACHMENT(S)**

- ATT 1: Photos of Pistache Trees in Aliso Creek
- ATT 2: Proposed location of Park Bench
- ATT 3: Proposed Location of Trees at Clubhouse Six

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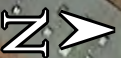








Proposed Bench location





ATTACHMENT 3

proposed location  
of Plumeria trees

Clubhouse 6 - Laguna Woods

Algarrobo





**RESOLUTION 90-19-XX**

**Donation of Park Bench and Two Trees**

**RESOLVED**, September 3, 2019, the Board of Directors of the Golden Rain Foundation hereby accepts the donation of a park bench to be placed in the Aliso Park area and two Plumeria trees to be planted at Clubhouse Six from the Baha'i Community; and

**RESOLVED FURTHER**, the Golden Rain Foundation Board of Directors sincerely appreciates the generosity of the Baha'i Community, which reflects the spirit of Laguna Woods Village.

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

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## STAFF REPORT

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**DATE:** September 3, 2019  
**FOR:** Board of Directors  
**SUBJECT:** 2020 Business Plan – Version 3

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### **RECOMMENDATION**

Staff recommends the board approve the 2020 Business Plan Resolution (Attachment 1) and the 2020 Reserve Funding Plan Resolution (Attachment 2) at the board meeting on September 3, 2019.

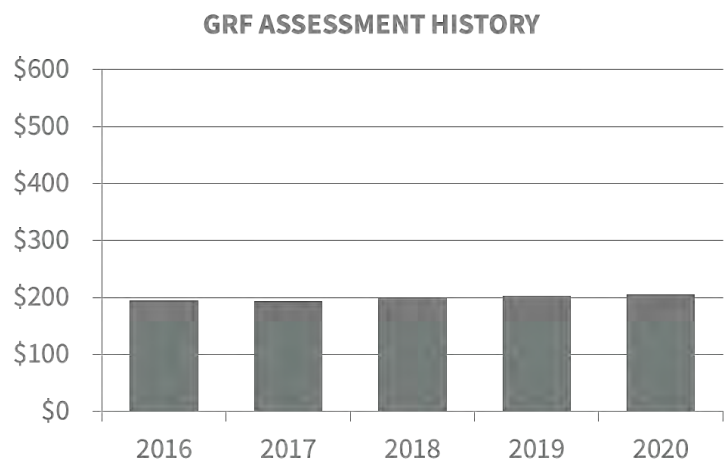
### **BACKGROUND**

The proposed business plan for GRF was reviewed several times during June, July and August at special meetings of the Business Planning Committee and Board. Comments and directives have been incorporated into this version of the budget presented for adoption.

### **DISCUSSION**

The proposed budget for the 2020 plan year (Attachment 3) shows that the sum of \$36,893,048 will be required by the corporation to meet its annual expenses of operation, from which will be deducted \$9,139,420 in various sources of non-assessment revenue. Additionally, \$3,667,968 is planned for reserve contributions. This version of the business plan estimates that the net sum of \$31,421,596 will be required to be paid by the corporation members in accordance with the terms of that certain Trust Agreement dated March 2, 1964, as amended, and the bylaws of the Corporation.

Year	Assessment
2016	\$194.30
2017	\$193.61
2018	\$198.57
2019	\$202.83
2020	\$205.60



### **FINANCIAL ANALYSIS**

The financial impact of this proposed business plan would be a GRF assessment of \$205.60 per manor per month, an increase of \$2.77 or 1.4% when compared to current year.

**Prepared By:** Jose Campos, Financial Services Manager  
Betty Parker, Chief Financial Officer

**Reviewed By:** Jeff Parker, Chief Executive Officer

### **ATTACHMENT(S)**

**ATT1: 2020 Resolution – GRF Business Plan**

**ATT2: 2020 Resolution – Reserves Funding Plan**

**ATT3: 2020 GRF Business Plan**

**ATT4: 2020 GRF Business Plan by Department**

**ATT5: 2020 Budget Comparison Report**

**ATT6: 2020 Reserves Plan**

**2020 BUSINESS PLAN RESOLUTION****RESOLUTION 90-19-XX**

**RESOLVED**, September 3, 2019, that the Business Plan of this Corporation for the year 2020 is hereby adopted and approved; and

**RESOLVED FURTHER**, that pursuant to said Business Plan, the Board of Directors of this Corporation hereby estimates that the sum of \$36,893,048 will be required by the Corporation to meet its annual expenses of operation, from which will be deducted \$9,139,420 in various sources of non-assessment revenue. Additionally, \$3,667,968 is planned for reserve contributions. The Board of Directors hereby estimates that the net sum of \$31,421,596 will be required to be paid by the Corporation members in accordance with the terms of that certain Trust Agreement dated March 2, 1964, as amended, and the bylaws of the Corporation; and

**RESOLVED FURTHER**, that this Corporation shall charge each member the sum of \$205.60 per month per membership of said Corporation, for its share of the aforesaid net expenses and reserve contributions for the year 2020; and

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

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**2020 RESERVES FUNDING PLAN RESOLUTION****RESOLUTION 90-19-XX**

**WHEREAS**, Civil Code § 5570 requires specific reserve funding disclosure statements for associations; and

**WHEREAS**, planned assessments or other contributions to replacement reserves must be projected to ensure balances will be sufficient at the end of each year to meet the association's obligations for repair and/or replacement of major components during the next 30 years;

**NOW THEREFORE BE IT RESOLVED**, September 3, 2019, that the Board has developed and hereby adopts the Replacement Reserves 30-Year Funding Plan (attached) with the objective of maintaining replacement reserve balances at or above a threshold of \$7,200,000 while meeting its obligations to repair and/or replace major components; and

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

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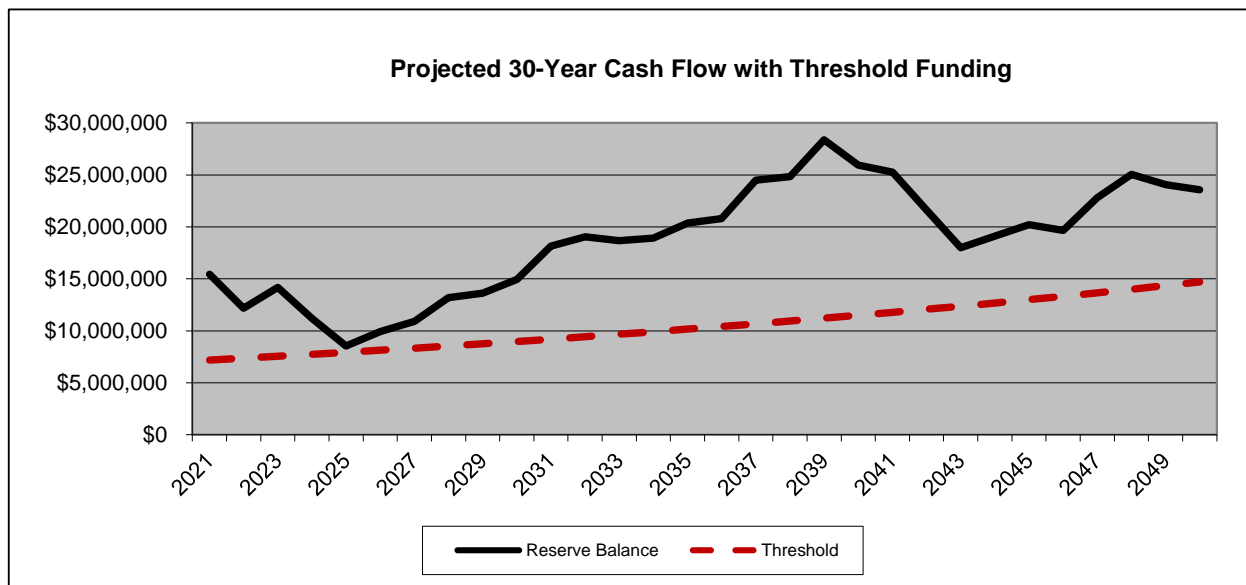


**GOLDEN RAIN FOUNDATION & TRUST**  
**2020 RESERVES PLAN**  
**Reserves 30-Year Funding Plan**

**Threshold (Min Balance):** **\$7,200,000**  
 Indexed for inflation

Year	Assessment		Interest Earnings	Facilities Fee	Planned Expenditures <sup>1</sup>	Reserve Balance
	Per Manor Per Month	Total Contributions				
2019	\$ 17.00	\$ 2,598,144	\$ 520,199	\$ 3,713,700	\$ (10,611,458)	\$ 19,178,335
2020	\$ 19.00	\$ 2,903,808	\$ 427,263	\$ 3,713,700	\$ (10,793,159)	\$ 15,429,947
2021	\$ 21.00	\$ 3,209,472	\$ 340,827	\$ 4,320,000	\$ (11,123,177)	\$ 12,177,069
2022	\$ 23.00	\$ 3,515,136	\$ 325,360	\$ 4,320,000	\$ (6,160,445)	\$ 14,177,120
2023	\$ 26.00	\$ 3,973,632	\$ 313,179	\$ 4,320,000	\$ (11,593,589)	\$ 11,190,342
2024	\$ 29.00	\$ 4,432,128	\$ 243,726	\$ 4,320,000	\$ (11,634,740)	\$ 8,551,456
2025	\$ 29.00	\$ 4,432,128	\$ 227,970	\$ 4,320,000	\$ (7,617,432)	\$ 9,914,122
2026	\$ 28.00	\$ 4,279,296	\$ 257,204	\$ 4,320,000	\$ (7,851,240)	\$ 10,919,382
2027	\$ 27.00	\$ 4,126,464	\$ 297,519	\$ 4,320,000	\$ (6,483,686)	\$ 13,179,679
2028	\$ 26.00	\$ 3,973,632	\$ 330,810	\$ 4,320,000	\$ (8,188,155)	\$ 13,615,966
2029	\$ 25.00	\$ 3,820,800	\$ 352,677	\$ 4,320,000	\$ (7,158,545)	\$ 14,950,898
2030	\$ 24.00	\$ 3,667,968	\$ 408,725	\$ 4,320,000	\$ (5,191,767)	\$ 18,155,824
2031	\$ 23.00	\$ 3,515,136	\$ 459,177	\$ 4,320,000	\$ (7,412,634)	\$ 19,037,503
2032	\$ 22.00	\$ 3,362,304	\$ 465,645	\$ 4,320,000	\$ (8,505,749)	\$ 18,679,703
2033	\$ 21.00	\$ 3,209,472	\$ 464,036	\$ 4,320,000	\$ (7,765,980)	\$ 18,907,231
2034	\$ 20.00	\$ 3,056,640	\$ 484,808	\$ 4,320,000	\$ (6,406,423)	\$ 20,362,256
2035	\$ 19.00	\$ 2,903,808	\$ 508,292	\$ 4,320,000	\$ (7,284,940)	\$ 20,809,416
2036	\$ 19.00	\$ 2,903,808	\$ 559,178	\$ 4,320,000	\$ (4,108,369)	\$ 24,484,033
2037	\$ 19.00	\$ 2,903,808	\$ 608,924	\$ 4,320,000	\$ (7,477,993)	\$ 24,838,772
2038	\$ 19.00	\$ 2,903,808	\$ 656,942	\$ 4,320,000	\$ (4,345,989)	\$ 28,373,533
2039	\$ 19.00	\$ 2,903,808	\$ 670,640	\$ 4,320,000	\$ (10,319,687)	\$ 25,948,294
2040	\$ 19.00	\$ 2,903,808	\$ 632,157	\$ 4,320,000	\$ (8,547,843)	\$ 25,256,416
2041	\$ 19.00	\$ 2,903,808	\$ 578,849	\$ 4,320,000	\$ (11,428,715)	\$ 21,630,358
2042	\$ 19.00	\$ 2,903,808	\$ 489,057	\$ 4,320,000	\$ (11,359,961)	\$ 17,983,262
2043	\$ 19.00	\$ 2,903,808	\$ 457,719	\$ 4,320,000	\$ (6,572,822)	\$ 19,091,967
2044	\$ 19.00	\$ 2,903,808	\$ 485,157	\$ 4,320,000	\$ (6,595,157)	\$ 20,205,775
2045	\$ 19.00	\$ 2,903,808	\$ 492,166	\$ 4,320,000	\$ (8,262,102)	\$ 19,659,647
2046	\$ 19.00	\$ 2,903,808	\$ 524,148	\$ 4,320,000	\$ (4,611,250)	\$ 22,796,353
2047	\$ 19.00	\$ 2,903,808	\$ 590,633	\$ 4,320,000	\$ (5,565,839)	\$ 25,044,955
2048	\$ 19.00	\$ 2,903,808	\$ 606,322	\$ 4,320,000	\$ (8,807,937)	\$ 24,067,148
2049	\$ 19.00	\$ 2,903,808	\$ 588,030	\$ 4,320,000	\$ (8,315,679)	\$ 23,563,307

<sup>1</sup> Planned Expenditures include Capital Plan, supplemental appropriations, and carryover items from prior years.



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# GOLDEN RAIN FOUNDATION & TRUST

## 2020 BUSINESS PLAN

DESCRIPTION	2016 ACTUALS	2017 ACTUALS	2018 ACTUALS	2019 PLAN	2020 PLAN	Per Manor Per Month		
						2019 ASSESSMENT	2020	Increase/ (Decrease)
<b>Revenues:</b>								
1 Golf Greens Fees	\$1,141,850	\$1,127,813	\$1,467,191	\$1,617,712	\$1,515,000	\$10.58	\$9.91	\$0.67
2 Golf Operations	299,660	294,894	289,809	303,630	249,450	1.99	1.63	0.36
3 Merchandise Sales	253,293	291,898	312,636	286,526	299,630	1.87	1.96	(0.09)
4 Clubhouse Rentals and Event Fees	561,814	603,271	646,842	1,007,336	675,001	6.59	4.42	2.17
5 Rentals	111,398	88,602	102,979	97,000	108,720	0.63	0.71	(0.08)
6 Broadband Services	4,349,389	4,381,905	4,907,714	4,790,000	5,118,670	31.35	33.50	(2.15)
7 Miscellaneous	862,831	907,421	1,119,142	1,189,884	1,172,949	7.79	7.67	0.12
<b>Total Revenue</b>	<b>\$7,580,235</b>	<b>\$7,695,804</b>	<b>\$8,846,313</b>	<b>\$9,292,088</b>	<b>\$9,139,420</b>	<b>\$60.80</b>	<b>\$59.80</b>	<b>\$1.00</b>
<b>Expenses:</b>								
8 Employee Compensation	\$17,014,180	\$16,709,828	\$17,759,474	\$17,797,907	\$18,619,606	\$116.45	\$121.83	\$5.38
9 Exp. Related to Compensation	4,866,803	4,789,743	5,425,352	5,762,291	5,459,002	37.70	35.72	(1.98)
10 Materials and Supplies	1,717,132	1,894,963	1,543,267	1,845,524	1,909,681	12.08	12.50	0.42
11 Cost of Merchandise Sold	195,709	202,658	211,310	193,396	191,310	1.27	1.25	(0.02)
12 Community Events	336,348	425,255	430,812	422,945	457,006	2.77	2.99	0.22
13 Electricity	937,395	973,888	868,997	867,238	904,700	5.67	5.92	0.25
14 Sewer	85,212	84,469	81,822	85,025	77,015	0.56	0.50	(0.06)
15 Water	654,765	711,535	694,692	667,328	699,158	4.37	4.57	0.20
16 Trash	174,117	174,076	188,688	192,991	196,178	1.26	1.28	0.02
17 Natural Gas	179,211	219,145	217,034	188,680	212,140	1.23	1.39	0.16
18 Telephone	217,701	251,088	247,588	246,000	263,008	1.61	1.72	0.11
19 Fuel & Oil for Vehicles	443,229	436,786	510,572	440,000	521,600	2.88	3.41	0.53
20 Legal Fees	769,563	339,953	506,476	377,500	347,530	2.47	2.27	(0.20)
21 Professional Fees	896,639	566,021	633,835	706,367	723,744	4.62	4.74	0.12
22 Rentals	186,739	269,499	223,201	226,240	221,669	1.48	1.45	(0.03)
23 Outside Services	936,055	1,507,664	1,733,410	1,691,781	2,239,080	11.43	14.65	3.22
24 Repairs and Maintenance	681,134	691,047	803,550	931,109	820,524	6.09	5.37	(0.72)
25 Other Operating Expense	475,981	642,983	686,780	811,316	819,165	4.94	5.36	0.42
26 (Gain)/Loss on Sale Warehouse	(13,171)	(987)	133,344	(67,500)	(67,500)	(0.44)	(0.44)	0.00
27 Interest	47,229	13,732	0	0	0	0.00	0.00	0.00
28 Income Taxes	34,218	(22,686)	(25,511)	25,000	25,000	0.16	0.16	0.00
29 Property and Sales Tax	94,649	115,858	100,000	91,988	104,710	0.60	0.69	0.09
30 Insurance	1,193,427	1,237,090	1,265,678	1,324,865	1,435,946	8.67	9.40	0.73
31 Cable TV Programming	4,453,654	4,774,945	5,084,489	4,922,500	3,858,648	32.21	25.25	(6.96)
32 Uncollectible Accounts	16,397	20,933	17,360	25,250	15,250	0.17	0.10	(0.07)
33 Cost Allocation to Mutuals	(2,152,267)	(2,153,622)	(2,472,224)	(2,389,524)	(3,161,122)	(15.62)	(20.68)	(5.06)
<b>Total Expenses</b>	<b>\$34,442,048</b>	<b>\$34,875,865</b>	<b>\$36,869,996</b>	<b>\$37,386,217</b>	<b>\$36,893,048</b>	<b>\$244.63</b>	<b>\$241.40</b>	<b>(\$3.23)</b>
34 <b>(Surplus)/Deficit Recovery</b>	0	0	0	0	0	0.00	0.00	0.00
35 <b>Net Operating</b>	<b>\$26,861,813</b>	<b>\$27,180,061</b>	<b>\$28,023,683</b>	<b>\$28,094,356</b>	<b>\$27,753,628</b>	<b>\$183.83</b>	<b>\$181.60</b>	<b>(\$2.23)</b>
<b>Fund Contributions:</b>								
36 Reserve Funds	\$3,056,640	\$3,515,136	\$2,903,808	\$2,598,144	\$2,903,808	\$17.00	\$19.00	\$2.00
37 Contingency Fund	152,832	152,832	152,832	305,664	764,160	2.00	\$5.00	3.00
38 <b>Total Fund Contributions</b>	<b>\$3,209,472</b>	<b>\$3,667,968</b>	<b>\$3,056,640</b>	<b>\$2,903,808</b>	<b>\$3,667,968</b>	<b>\$19.00</b>	<b>\$24.00</b>	<b>\$5.00</b>
<b>39 TOTAL BASIC ASSESSMENTS</b>	<b>\$30,071,285</b>	<b>\$30,848,029</b>	<b>\$31,080,323</b>	<b>\$30,998,164</b>	<b>\$31,421,596</b>	<b>\$202.83</b>	<b>\$205.60</b>	<b>\$2.77</b>

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# GOLDEN RAIN FOUNDATION & TRUST

## 2020 BUSINESS PLAN - BY DEPARTMENT

DESCRIPTION	2016 ACTUALS	2017 ACTUALS	2018 ACTUALS	2019 PLAN	2020 PLAN	Per Manor Per Month		
						2019 ASSESSMENT	2020	Increase/ (Decrease)
<b>Department</b>								
1 Non Work Center	\$102,480	\$41,728	\$20,642	\$0	\$0	\$0.00	\$0.00	0.00
2 Office of the CEO	952,917	797,604	780,111	877,368	831,473	5.74	5.44	(0.30)
3 Resident Services	350,504	606,693	418,754	525,651	137,920	3.44	0.90	(2.54)
4 General Services	5,375,275	5,461,712	5,846,001	5,324,939	5,154,807	34.84	33.73	(1.11)
5 Landscape Services	927,243	714,659	1,434,946	1,251,279	1,090,408	8.19	7.13	(1.06)
6 Broadband Services	2,734,873	2,691,972	2,619,989	2,953,088	1,673,242	19.32	10.95	(8.37)
7 Information Services	1,037,294	968,952	984,666	1,107,658	970,217	7.25	6.35	(0.90)
8 Financial Services	2,369,808	2,902,510	2,778,886	2,908,802	3,177,928	19.03	20.79	1.76
9 Security Services	5,024,980	5,018,163	5,470,496	5,698,883	6,241,401	37.29	40.85	3.56
10 Recreation Services	6,131,803	6,424,814	6,133,945	5,388,536	6,312,194	35.26	41.30	6.04
11 Human Resource Services	485,165	319,982	388,271	275,948	326,668	1.81	2.14	0.33
12 Maintenance & Construction	1,369,471	1,231,272	1,146,976	1,782,204	1,837,370	11.66	12.02	0.36
<b>Total Expenses</b>	<b>\$26,861,813</b>	<b>\$27,180,061</b>	<b>\$28,023,683</b>	<b>\$28,094,356</b>	<b>\$27,753,628</b>	<b>\$183.83</b>	<b>\$181.60</b>	<b>(\$2.23)</b>
13 <b>(Surplus)/Deficit Recovery</b>	\$0	\$0	\$0	\$0	\$0	\$0.00	\$0.00	\$0.00
14 <b>Net Operating</b>	<b>\$26,861,813</b>	<b>\$27,180,061</b>	<b>\$28,023,683</b>	<b>\$28,094,356</b>	<b>\$27,753,628</b>	<b>\$183.83</b>	<b>\$181.60</b>	<b>(\$2.23)</b>
<b>Fund Contributions:</b>								
15 Reserve Funds	\$3,056,640	\$3,515,136	\$2,903,808	\$2,598,144	\$2,903,808	\$17.00	\$19.00	\$2.00
16 Contingency Fund	152,832	152,832	152,832	305,664	764,160	2.00	5.00	3.00
17 <b>Total Fund Contributions</b>	<b>\$3,209,472</b>	<b>\$3,667,968</b>	<b>\$3,056,640</b>	<b>\$2,903,808</b>	<b>\$3,667,968</b>	<b>\$19.00</b>	<b>\$24.00</b>	<b>\$5.00</b>
18 <b>TOTAL BASIC ASSESSMENTS</b>	<b>\$30,071,285</b>	<b>\$30,848,029</b>	<b>\$31,080,323</b>	<b>\$30,998,164</b>	<b>\$31,421,596</b>	<b>\$202.83</b>	<b>\$205.60</b>	<b>\$2.77</b>

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**Golden Rain Foundation of Laguna Woods  
Budget Comparison Report by Account  
12/31/2020  
GOLDEN RAIN FOUNDATION**

**Attachment 5**

	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Budget</u>	<u>2020 Budget</u>	<u>Increase/ (Decrease)</u>	<u>VAR %</u>
<b>Non-Assessment Revenues:</b>							
<b>Trust Facilities Fees</b>							
41006500 - Trust Facilities Fees	\$2,230,000	\$2,535,000	\$3,607,500	\$4,141,356	\$3,713,700	\$427,656	10%
<b>Total Trust Facilities Fees</b>	<b>2,230,000</b>	<b>2,535,000</b>	<b>3,607,500</b>	<b>4,141,356</b>	<b>3,713,700</b>	<b>427,656</b>	<b>10%</b>
<b>Golf Green Fees</b>							
42001000 - Golf Green Fees - Residents	944,501	920,154	1,225,612	1,364,600	1,269,000	95,600	7%
42001500 - Golf Green Fees - Guests	197,349	207,659	241,579	253,112	246,000	7,112	3%
<b>Total Golf Green Fees</b>	<b>1,141,850</b>	<b>1,127,813</b>	<b>1,467,191</b>	<b>1,617,712</b>	<b>1,515,000</b>	<b>102,712</b>	<b>6%</b>
<b>Golf Operations</b>							
42002000 - Golf Driving Range Fees	102,713	97,822	110,420	107,000	70,000	37,000	35%
42003000 - Golf Cart Use Fees	169,422	168,764	162,484	169,165	162,000	7,165	4%
42004000 - Golf Lesson Fees	27,525	25,835	15,985	25,000	15,000	10,000	40%
42005000 - Golf Club Storage Fees	0	2,395	920	2,400	2,400	0	0%
42005500 - Golf Club Rental Fees	0	78	0	65	50	15	23%
<b>Total Golf Operations</b>	<b>299,660</b>	<b>294,894</b>	<b>289,809</b>	<b>303,630</b>	<b>249,450</b>	<b>54,180</b>	<b>18%</b>
<b>Merchandise Sales</b>							
41501000 - Merchandise Sales - Pro Shop	144,288	191,429	201,529	175,000	195,000	(20,000)	(11%)
41502500 - Merchandise Sales - Fitness	231	1,526	1,135	1,526	1,330	196	13%
41503500 - Merchandise Sales - Broadband	24,481	16,710	30,055	25,000	31,300	(6,300)	(25%)
41504500 - Merchandise Sales - Nursery	1,607	0	3,789	0	0	0	0%
41505000 - Bar Sales	82,685	82,233	76,127	85,000	72,000	13,000	15%
<b>Total Merchandise Sales</b>	<b>253,293</b>	<b>291,898</b>	<b>312,636</b>	<b>286,526</b>	<b>299,630</b>	<b>(13,104)</b>	<b>(5%)</b>
<b>Clubhouse Rentals and Event Fees</b>							
42501000 - Clubhouse Room Rentals - Residents	291,906	249,898	323,965	538,240	326,755	211,485	39%
42501500 - Clubhouse Room Rentals - Exception Rate	4,282	55,141	63,419	88,075	66,356	21,719	25%
42502000 - Clubhouse Event Fees - Residents	263,114	291,027	252,622	371,362	276,690	94,672	25%
42502500 - Clubhouse Event Fees - Non Residents	0	0	988	0	0	0	0%
42503000 - Village Greens Room Rentals - Residents	1,642	5,899	5,068	6,719	4,200	2,519	37%
42503500 - Village Greens Room Rentals - Non Residents	870	1,307	780	2,940	1,000	1,940	66%
<b>Total Clubhouse Rentals and Event Fees</b>	<b>561,814</b>	<b>603,271</b>	<b>646,842</b>	<b>1,007,336</b>	<b>675,001</b>	<b>332,335</b>	<b>33%</b>
<b>Rentals</b>							
43001000 - Garden Plot Rental	43,098	36,945	44,299	52,000	50,000	2,000	4%
43001500 - Shade House Rental Space	0	338	360	0	400	(400)	0%
45506500 - Rental Fee	21,500	2,000	0	0	0	0	0%
48001500 - Lease Revenue	46,800	49,320	58,320	45,000	58,320	(13,320)	(30%)
<b>Total Rentals</b>	<b>111,398</b>	<b>88,602</b>	<b>102,979</b>	<b>97,000</b>	<b>108,720</b>	<b>(11,720)</b>	<b>(12%)</b>
<b>Fees and Charges for Services to Residents</b>							
46502000 - Resident Maintenance Fee	0	8,240	0	0	0	0	0%
<b>Total Fees and Charges for Services to Residents</b>	<b>0</b>	<b>8,240</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Broadband Services</b>							
45001000 - Ad Insertion	773,714	666,983	985,218	650,000	985,000	(335,000)	(52%)
45001500 - Premium Channel	562,551	408,621	390,250	500,000	400,000	100,000	20%
45002000 - Cable Service Call	72,676	60,930	95,835	150,000	99,670	50,330	34%
45002500 - Cable Commission	38,891	69,660	92,981	50,000	57,000	(7,000)	(14%)
45003000 - High Speed Internet	1,351,327	1,460,957	1,541,444	1,600,000	1,600,000	0	0%
45003500 - Equipment Rental	1,421,000	1,608,265	1,694,604	1,721,000	1,868,000	(147,000)	(9%)
45004000 - Video Production	63,799	51,289	46,795	55,000	50,000	5,000	9%
45004500 - Video Re-Production	2,977	2,497	2,443	2,500	2,000	500	20%
45005000 - Message Board	20,000	18,000	22,325	19,000	19,000	0	0%
45005500 - Advertising	42,455	34,704	35,819	42,500	38,000	4,500	11%
<b>Total Broadband Services</b>	<b>4,349,389</b>	<b>4,381,905</b>	<b>4,907,714</b>	<b>4,790,000</b>	<b>5,118,670</b>	<b>(328,670)</b>	<b>(7%)</b>
<b>Interest Income</b>							
49001000 - Interest Income - Treasury Notes	2,856	3,230	87,110	35,581	72,162	(36,581)	(103%)
49001100 - Interest Income - Other Nondiscretionary	0	0	1,216	1,534	1,008	527	34%
49001500 - Interest Income - Treasury Notes - Discretionary	231,435	247,126	297,958	105,680	246,936	(141,255)	(134%)
49002000 - Interest Income - Money Market	589	2,511	7,861	733	6,515	(5,782)	(789%)
49002500 - Interest Income - Gnm Securities - Discretionary	147,819	115,494	124,335	35,776	103,044	(67,268)	(188%)
49003000 - TFFF Interest From Financing	5,353	6,424	8,416	6,758	6,975	(217)	(3%)
<b>Total Interest Income</b>	<b>388,052</b>	<b>374,786</b>	<b>526,896</b>	<b>186,062</b>	<b>436,639</b>	<b>(250,577)</b>	<b>(135%)</b>
<b>Miscellaneous</b>							
43501000 - Horse Boarding Fee	73,007	66,700	63,493	90,000	64,584	25,416	28%
43501500 - Horse Feed Fee	28,547	29,716	28,764	35,200	28,700	6,500	18%
43502000 - Horse Trailer Parking Fee	1,106	720	480	480	480	0	0%
43502500 - Horse Lesson Fee - Resident	27,079	25,199	23,498	30,500	25,260	5,240	17%
44001000 - Fitness Fee - Guests	1,056	1,614	1,168	800	0	800	100%
44001500 - Pool Fee - Guests	13,534	3,978	2,399	6,000	0	6,000	100%
44002000 - Bridge Room Fee - Guests	66,680	64,851	62,193	66,680	62,193	4,487	7%
44002500 - Parking Fees - Non Residents	38,740	48,070	43,355	60,000	120,000	(60,000)	(100%)
44003000 - Class Fees	82,889	122,948	153,662	126,990	142,920	(15,930)	(13%)
44003500 - Locker Rental Fee	4,252	4,784	5,276	5,034	5,552	(518)	(10%)
44004500 - Clubhouse Labor Fee	41,976	41,624	39,740	40,993	38,800	2,193	5%

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	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Budget</u>	<u>2020 Budget</u>	<u>Increase/ (Decrease)</u>	<u>VAR %</u>
44005500 - Clubhouse Catering Fee	14,977	25,980	19,038	26,880	20,855	6,025	22%
44006000 - Tickets Sales - Residents	11,919	805	50	1,050	805	245	23%
44006500 - Sponsorship Income	45,469	34,027	40,585	21,650	34,000	(12,350)	(57%)
45507500 - Key Replacement Fee	(23)	0	0	0	0	0	0%
46001000 - RV Storage Fee	62,245	60,308	110,559	100,000	100,000	0	0%
46001500 - RV Lot Card Fee	0	(292)	0	0	0	0	0%
46002000 - Traffic Violation	58,789	56,828	89,606	57,000	60,000	(3,000)	(5%)
46002500 - Smoke Detector Installation & Repair	13	0	0	0	0	0	0%
46003500 - Security Standby Fee	3,631	200	4,500	200	4,500	(4,300)	(2150%)
46004000 - Estate Sale Fee	5,970	4,680	3,290	4,100	4,000	100	2%
46004500 - Resident Violations	4,220	3,468	3,388	0	0	0	0%
44501000 - Additional Occupant Fee	126,462	132,675	221,697	250,000	225,000	25,000	10%
44502000 - Variance Processing Fee	0	0	(36)	0	0	0	0%
44503500 - Resale Processing Fee	11,340	9,576	18,144	15,000	15,000	0	0%
44504000 - Resident Id Card Fee	25,700	22,920	20,570	28,000	25,000	3,000	11%
44504500 - Notary Fee	(29)	20	10	50	0	50	100%
44506000 - Photo Copy Fee	74,534	75,844	74,286	78,000	80,000	(2,000)	(3%)
44506500 - Auto Decal Fee	4,263	39,403	45,567	110,000	80,000	30,000	27%
44507000 - Golf Cart Electric Fee	124	(310)	0	0	0	0	0%
44507500 - Carport Space Rental Fee	0	0	0	4,800	0	4,800	100%
47001000 - Cash Discounts - Accounts Payable	629	432	19	0	0	0	0%
47001500 - Late Fee Revenue	6,198	8,398	8,966	25,000	29,050	(4,050)	(16%)
47002000 - Collection Administrative Fee	0	0	7,000	0	0	0	0%
48001000 - Legal Fee	135	30	0	0	0	0	0%
46005500 - Disaster Task Force	3,849	4,527	5,568	4,000	3,000	1,000	25%
49009000 - Miscellaneous Revenue	28,551	9,912	22,308	1,477	3,250	(1,773)	(120%)
<b>Total Miscellaneous</b>	<b>867,830</b>	<b>899,635</b>	<b>1,119,143</b>	<b>1,189,884</b>	<b>1,172,949</b>	<b>16,935</b>	<b>1%</b>
<b>Total Non-Assessment Revenue</b>	<b>10,203,287</b>	<b>10,606,044</b>	<b>12,980,709</b>	<b>13,619,506</b>	<b>13,289,759</b>	<b>329,747</b>	<b>2%</b>
<b>Expenses:</b>							
<b>Employee Compensation</b>							
51011000 - Salaries & Wages - Regular	11,082,836	11,830,970	11,756,692	12,487,916	13,245,311	757,395	6%
51021000 - Union Wages - Regular	3,429,434	3,234,350	3,393,625	3,549,284	3,410,137	(139,147)	(4%)
51041000 - Wages - Overtime	270,266	336,619	248,272	63,955	200,767	136,812	214%
51051000 - Union Wages - Overtime	81,523	85,899	63,835	58,804	56,537	(2,267)	(4%)
51061000 - Holiday & Vacation	1,267,378	583,261	1,496,487	1,133,606	1,163,987	30,381	3%
51071000 - Sick	282,326	335,113	402,238	462,393	474,784	12,391	3%
51081000 - Sick - Part Time	0	0	0	2,439	32,652	30,213	1239%
51091000 - Missed Meal Penalty	15,578	31,166	68,254	9,647	23,678	14,030	145%
51101000 - Temporary Help	391,403	416,015	111,705	24,601	11,754	(12,847)	(52%)
51981000 - Compensation Accrual	193,436	(35,670)	272,742	5,262	0	(5,262)	(100%)
<b>Total Employee Compensation</b>	<b>17,014,180</b>	<b>16,817,722</b>	<b>17,813,850</b>	<b>17,797,907</b>	<b>18,619,606</b>	<b>821,699</b>	<b>5%</b>
<b>Compensation Related</b>							
52411000 - F.I.C.A.	1,209,006	1,234,186	1,277,987	1,337,562	1,387,709	50,146	4%
52421000 - F.U.I.	102,654	107,112	24,526	33,814	20,849	(12,965)	(38%)
52431000 - S.U.I.	149,660	140,498	216,584	140,575	133,967	(6,608)	(5%)
52441000 - Union Medical	1,047,899	1,119,796	1,187,726	1,243,793	1,092,021	(151,772)	(12%)
52451000 - Workers' Compensation Insurance	891,673	741,513	1,167,493	1,095,771	847,839	(247,932)	(23%)
52461000 - Non Union Medical & Life Insurance	972,600	937,196	1,065,155	1,261,089	1,316,652	55,564	4%
52461500 - VUL Premium	0	0	20,372	0	0	0	0%
52461550 - VUL Interest	0	0	(643)	0	0	0	0%
52471000 - Union Retirement Plan	220,096	202,582	210,850	203,265	190,962	(12,303)	(6%)
52481000 - Non-Union Retirement Plan	173,704	304,234	258,491	444,331	469,004	24,673	6%
52491000 - Resident Staff Benefits	96,918	772	0	0	0	0	0%
52981000 - Compensation Related Accrual	2,593	3,072	18,681	2,091	0	(2,091)	(100%)
<b>Total Compensation Related</b>	<b>4,866,803</b>	<b>4,790,960</b>	<b>5,447,221</b>	<b>5,762,290</b>	<b>5,459,002</b>	<b>(303,288)</b>	<b>(5%)</b>
<b>Materials and Supplies</b>							
53001000 - Materials & Supplies	1,405,420	1,347,798	1,100,835	1,355,573	1,508,161	152,588	11%
53002000 - Expense To Fixed Assets	(113,895)	0	0	0	0	0	0%
53002500 - Printed Membership Materials	0	551	1,239	0	0	0	0%
53003000 - Materials Direct	217,248	277,229	(2,404)	0	0	0	0%
53003500 - Materials Direct - Grf	171,652	282,802	438,366	450,766	363,077	(87,689)	(19%)
53004000 - Freight	36,711	33,336	37,545	39,185	38,443	(742)	(2%)
<b>Total Materials and Supplies</b>	<b>1,717,137</b>	<b>1,941,717</b>	<b>1,575,580</b>	<b>1,845,524</b>	<b>1,909,681</b>	<b>64,157</b>	<b>3%</b>
<b>Cost of Goods Sold</b>							
53101000 - Cost Of Sales - Warehouse	51,151	2,467	9,373	16,396	10,310	(6,086)	(37%)
53101500 - Cost Of Sales - Pro Shop	120,401	153,385	171,689	140,000	146,000	6,000	4%
53102000 - Cost Of Sales - Alcohol	19,253	25,080	19,508	22,000	20,000	(2,000)	(9%)
53103500 - Earthquake Materials	4,056	16,477	10,712	15,000	15,000	0	0%
<b>Total Cost of Goods Sold</b>	<b>194,861</b>	<b>202,658</b>	<b>211,310</b>	<b>193,396</b>	<b>191,310</b>	<b>(2,086)</b>	<b>(1%)</b>
<b>Community Events</b>							
53201000 - Community Events	336,348	425,255	430,812	422,945	457,006	34,061	8%
<b>Total Community Events</b>	<b>336,348</b>	<b>425,255</b>	<b>430,812</b>	<b>422,945</b>	<b>457,006</b>	<b>34,061</b>	<b>8%</b>
<b>Utilities and Telephone</b>							
53301000 - Electricity	937,395	973,888	868,997	867,238	904,700	37,462	4%



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53301500 - Sewer	85,212	84,469	81,822	85,025	77,015	(8,010)	(9%)
53302000 - Water	654,765	711,535	694,692	667,328	699,158	31,830	5%
53302500 - Trash	174,117	176,089	188,688	192,991	196,178	3,187	2%
53303500 - Gas	179,211	219,145	217,034	188,680	212,140	23,460	12%
53304000 - Telephone	217,701	251,088	247,588	246,000	263,008	17,008	7%
<b>Total Utilities and Telephone</b>	<b>2,248,400</b>	<b>2,416,214</b>	<b>2,298,821</b>	<b>2,247,262</b>	<b>2,352,199</b>	<b>104,937</b>	<b>5%</b>
<b>Fuel and Oil</b>							
53304500 - Fuel & Oil For Vehicles	443,229	436,786	510,572	440,000	521,600	81,600	19%
<b>Total Fuel and Oil</b>	<b>443,229</b>	<b>436,786</b>	<b>510,572</b>	<b>440,000</b>	<b>521,600</b>	<b>81,600</b>	<b>19%</b>
<b>Legal Fees</b>							
53401500 - Legal Fees	769,563	440,123	856,126	377,500	347,530	(29,970)	(8%)
<b>Total Legal Fees</b>	<b>769,563</b>	<b>440,123</b>	<b>856,126</b>	<b>377,500</b>	<b>347,530</b>	<b>(29,970)</b>	<b>(8%)</b>
<b>Professional Fees</b>							
53402000 - Audit & Tax Preparation Fees	121,476	124,382	126,167	130,000	132,000	2,000	2%
53402500 - Payroll System Fees	120,124	119,761	150,359	147,000	150,000	3,000	2%
53403500 - Consulting Fees	652,039	316,877	370,334	424,367	435,744	11,377	3%
53404500 - Fees	3,000	5,000	5,400	5,000	6,000	1,000	20%
<b>Total Professional Fees</b>	<b>896,639</b>	<b>566,021</b>	<b>652,260</b>	<b>706,367</b>	<b>723,744</b>	<b>17,377</b>	<b>2%</b>
<b>Equipment Rental</b>							
53501000 - Space, Rent/Lease	788	0	239	800	0	(800)	(100%)
53501500 - Equipment Rental/Lease Fees	185,952	273,641	223,162	225,440	221,669	(3,770)	(2%)
<b>Total Equipment Rental</b>	<b>186,739</b>	<b>273,641</b>	<b>223,401</b>	<b>226,240</b>	<b>221,669</b>	<b>(4,570)</b>	<b>(2%)</b>
<b>Outside Services</b>							
53601000 - Bank Fees	236	38,160	32,245	87,000	44,500	(42,500)	(49%)
53601500 - Credit Card Transaction Fees	99,677	113,616	144,695	121,695	170,132	48,437	40%
53602000 - Merchant Account Fees	14,530	15,980	19,125	15,748	18,073	2,325	15%
53602500 - Licensing Fees	3,665	11,000	3,500	5,900	22,400	16,500	280%
53603000 - Permit Fees	3,643	14,960	15,755	7,000	7,000	0	0%
53603500 - Inspection Fees	279	0	0	280	0	(280)	(100%)
54603500 - Outside Services Direct	64,746	(16,891)	95,705	0	50,000	50,000	0%
53704000 - Outside Services	780,486	1,412,050	1,518,693	1,454,158	1,874,130	419,972	29%
<b>Total Outside Services</b>	<b>967,263</b>	<b>1,588,877</b>	<b>1,829,718</b>	<b>1,691,781</b>	<b>2,186,235</b>	<b>494,454</b>	<b>29%</b>
<b>Repairs and Maintenance</b>							
53701000 - Equipment Repair & Maint	422,148	311,338	457,099	553,112	454,356	(98,756)	(18%)
53702000 - Street Repair & Maint	608	0	0	1,000	1,000	0	0%
53702500 - Building Repair & Maint	258,087	368,752	336,958	361,945	350,448	(11,497)	(3%)
53703000 - Elevator /Lift Maintenance	11,532	10,739	7,324	10,742	11,098	356	3%
53703500 - Water Softener	3,540	3,260	2,174	4,310	3,622	(688)	(16%)
<b>Total Repairs and Maintenance</b>	<b>695,915</b>	<b>694,089</b>	<b>803,555</b>	<b>931,109</b>	<b>820,524</b>	<b>(110,585)</b>	<b>(12%)</b>
<b>Other Operating Expense</b>							
53604000 - Pest Control Fees	3,138	28,345	34,599	55,687	52,842	(2,845)	(5%)
53801000 - Mileage & Meal Allowance	12,702	8,745	8,273	16,140	14,152	(1,988)	(12%)
53801500 - Travel & Lodging	7,482	4,633	4,959	14,914	13,289	(1,626)	(11%)
53802000 - Uniforms	116,129	146,058	124,532	127,207	126,606	(601)	0%
53802500 - Dues & Memberships	11,401	5,912	11,228	15,404	13,805	(1,600)	(10%)
53803000 - Subscriptions & Books	7,618	8,235	7,549	9,408	14,209	4,801	51%
53803500 - Training & Education	46,863	59,690	58,431	92,267	105,914	13,647	15%
53804000 - Staff Support	41,384	45,350	40,987	61,858	96,010	34,152	55%
53901000 - Benefit Administrative Fees	3,906	2,298	33	4,000	4,000	0	0%
53901500 - Volunteer Support	15,565	14,612	4,364	16,149	16,129	(20)	0%
53902000 - Physical Examinations	34,985	58,852	43,252	41,120	41,120	0	0%
53902500 - Recruiting Fees	38,424	74,032	133,326	115,000	150,000	35,000	30%
53903000 - Safety	47,927	123,119	115,838	111,632	110,636	(996)	(1%)
54001000 - Board Relations	6,446	3,654	7,049	29,667	18,980	(10,687)	(36%)
54001500 - Public Relations	17,071	26,846	55,077	28,500	2,500	(26,000)	(91%)
54002000 - Postage	20,780	18,484	17,539	32,889	21,495	(11,394)	(35%)
54002500 - Filing Fees / Permits	40,727	36,145	48,093	35,974	66,821	30,848	86%
54502500 - Cable Promotions	3,934	3,859	4,208	3,500	3,500	0	0%
<b>Total Other Operating Expense</b>	<b>476,481</b>	<b>668,871</b>	<b>719,334</b>	<b>811,316</b>	<b>872,007</b>	<b>60,691</b>	<b>7%</b>
<b>Interest Expense</b>							
54201500 - Mortgage Interest Expense	47,229	13,732	0	0	0	0	0%
<b>Total Interest Expense</b>	<b>47,229</b>	<b>13,732</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Income Taxes</b>							
54301000 - State & Federal Income Taxes	34,218	(22,686)	(25,511)	25,000	25,000	0	0%
<b>Total Income Taxes</b>	<b>34,218</b>	<b>(22,686)</b>	<b>(25,511)</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>	<b>0%</b>
<b>Property and Sales Tax</b>							
54301500 - State & Local Taxes	91,498	112,707	96,849	89,850	102,200	12,350	14%
54302000 - Property Taxes	3,151	3,151	3,151	2,138	2,510	372	17%
<b>Total Property and Sales Tax</b>	<b>94,649</b>	<b>115,858</b>	<b>100,000</b>	<b>91,988</b>	<b>104,710</b>	<b>12,722</b>	<b>14%</b>
<b>Insurance</b>							

**Golden Rain Foundation of Laguna Woods**  
**Budget Comparison Report by Account**  
**12/31/2020**  
GOLDEN RAIN FOUNDATION

**Attachment 5**

	<u>2016 Actuals</u>	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Budget</u>	<u>2020 Budget</u>	<u>Increase/ (Decrease)</u>	<u>VAR %</u>
54401000 - Hazard & Liability Insurance	974,155	1,044,271	1,127,724	1,167,946	1,254,252	86,306	7%
54401500 - D&O Liability	173,648	105,688	57,433	59,159	59,523	364	1%
54402000 - Property Insurance	76,395	67,029	72,443	71,160	95,574	24,413	34%
54402500 - Auto Liability Insurance	(12,076)	8,886	4,566	13,000	13,000	0	0%
54403000 - General Liability Insurance	(46,918)	3,240	3,511	3,600	3,600	0	0%
54403500 - Property Damage	1,320	0	0	10,000	10,000	0	0%
54404000 - Insurance Deductible	26,903	7,977	0	0	0	0	0%
<b>Total Insurance</b>	<b>1,193,427</b>	<b>1,237,090</b>	<b>1,265,678</b>	<b>1,324,866</b>	<b>1,435,949</b>	<b>111,083</b>	<b>8%</b>
<b>Cable Programming/Copyright/Franchise</b>							
54501000 - Cable - Programming Fees	4,168,907	4,450,577	4,736,006	4,600,000	3,500,000	(1,100,000)	(24%)
54501500 - Cable - Copyright Fees	40,629	45,863	66,222	55,000	67,000	12,000	22%
54502000 - Cable - City of Laguna Woods Franchise Fees	244,044	277,979	282,261	267,500	291,648	24,148	9%
54503000 - Production Fees	75	526	0	0	0	0	0%
<b>Total Cable Programming/Copyright/Franchise</b>	<b>4,453,654</b>	<b>4,774,945</b>	<b>5,084,489</b>	<b>4,922,500</b>	<b>3,858,648</b>	<b>(1,063,852)</b>	<b>(22%)</b>
<b>Investment Expense</b>							
54201000 - Investment Expense	47,014	47,375	47,516	41,287	41,287	0	0%
<b>Total Investment Expense</b>	<b>47,014</b>	<b>47,375</b>	<b>47,516</b>	<b>41,287</b>	<b>41,287</b>	<b>0</b>	<b>0%</b>
<b>Net Allocation to Mutuals</b>							
48501000 - Allocated To Grf Departments	(6,001,902)	(7,971,524)	(6,687,103)	(6,164,916)	(7,053,047)	(888,131)	(14%)
48502500 - Mutual General Operating	(28,969)	(123,357)	(123,357)	0	0	0	0%
54602500 - Allocated Expenses	3,878,605	5,942,298	4,340,029	3,775,392	3,891,925	116,534	3%
<b>Total Net Allocation To Mutuals</b>	<b>(2,152,267)</b>	<b>(2,152,582)</b>	<b>(2,470,431)</b>	<b>(2,389,525)</b>	<b>(3,161,122)</b>	<b>(771,597)</b>	<b>(32%)</b>
<b>Uncollectible Accounts</b>							
54602000 - Bad Debt Expense	16,397	20,933	17,360	25,250	15,250	(10,000)	(40%)
<b>Total Uncollectible Accounts</b>	<b>16,397</b>	<b>20,933</b>	<b>17,360</b>	<b>25,250</b>	<b>15,250</b>	<b>(10,000)</b>	<b>(40%)</b>
<b>(Gain)/Loss on Sale or Trade</b>							
54101000 - (Gain)/Loss - Warehouse Sales	(13,171)	(1,098)	133,344	(67,500)	(67,500)	0	0%
54101500 - (Gain)/Loss On Investments	(4,508)	30	17,492	0	0	0	0%
<b>Total (Gain)/Loss on Sale or Trade</b>	<b>(17,679)</b>	<b>(1,069)</b>	<b>150,835</b>	<b>(67,500)</b>	<b>(67,500)</b>	<b>0</b>	<b>0%</b>
<b>Total Expenses</b>	<b>34,530,199</b>	<b>35,296,531</b>	<b>37,542,495</b>	<b>37,427,503</b>	<b>36,934,335</b>	<b>(493,168)</b>	<b>(1%)</b>
<b>Excess of Revenues Over Expenses</b>	<b>(\$24,326,912)</b>	<b>(\$24,690,487)</b>	<b>(\$24,561,787)</b>	<b>(\$23,807,997)</b>	<b>(\$23,644,576)</b>	<b>(\$163,421)</b>	<b>(1%)</b>

**GOLDEN RAIN FOUNDATION & TRUST**  
**2020 RESERVES PLAN**  
**Projected Fund Balances**

<i>Fund</i>	<i>Year</i>	<i>Beginning Balance</i>	<i>Interest</i>	<i>Contributions</i>	<i>Assessment PMPM</i>	<i>Expenditures*</i>	<i>ENDING BALANCE</i>
<b>EQUIPMENT FUND</b>	2019	\$ 5,419,706	\$ 109,117	\$ 2,598,144	\$ 17.00	\$ (4,708,228)	\$ 3,418,739
	<b>2020</b>	<b>\$ 3,418,739</b>	<b>\$ 66,082</b>	<b>\$ 2,903,808</b>	<b>\$ 19.00</b>	<b>\$ (4,454,759)</b>	<b>\$ 1,933,870</b>
	2021	\$ 1,933,870	\$ 36,999	\$ 3,209,472	\$ 21.00	\$ (4,117,302)	\$ 1,063,039
	2022	\$ 1,063,039	\$ 14,496	\$ 3,515,136	\$ 23.00	\$ (4,481,546)	\$ 111,125
	2023	\$ 111,125	\$ 19,045	\$ 3,973,632	\$ 26.00	\$ (2,672,304)	\$ 1,431,498
<b>FACILITIES &amp; TRUST FUNDS</b>	2019	\$ 17,538,044	\$ 411,082	\$ 3,713,700	\$ 0.00	\$ (5,903,230)	\$ 15,759,596
	<b>2020</b>	<b>\$ 15,759,596</b>	<b>\$ 361,181</b>	<b>\$ 3,713,700</b>	<b>\$ 0.00</b>	<b>\$ (6,338,400)</b>	<b>\$ 13,496,077</b>
	2021	\$ 13,496,077	\$ 303,829	\$ 4,320,000	\$ 0.00	\$ (7,005,875)	\$ 11,114,031
	2022	\$ 11,114,031	\$ 310,865	\$ 4,320,000	\$ 0.00	\$ (1,678,899)	\$ 14,065,997
	2023	\$ 14,065,997	\$ 294,134	\$ 4,320,000	\$ 0.00	\$ (8,921,285)	\$ 9,758,846
<b>CONTINGENCY FUND</b>	2019	\$ 429,001	\$ 8,296	\$ 305,664	\$ 2.00	\$ (500,000)	\$ 242,961
	<b>2020</b>	<b>\$ 242,961</b>	<b>\$ 9,376</b>	<b>\$ 764,160</b>	<b>\$ 5.00</b>	<b>\$ (500,000)</b>	<b>\$ 516,497</b>
	2021	\$ 516,497	\$ 14,142	\$ 611,328	\$ 4.00	\$ (513,000)	\$ 628,967
	2022	\$ 628,967	\$ 16,791	\$ 611,328	\$ 4.00	\$ (526,000)	\$ 731,086
	2023	\$ 731,086	\$ 19,181	\$ 611,328	\$ 4.00	\$ (539,000)	\$ 822,595
<b>TOTAL</b>	2019	\$ 23,386,751	\$ 528,495	\$ 6,617,508	\$ 19.00	\$ (11,111,458)	\$ 19,421,296
	<b>2020</b>	<b>\$ 19,421,296</b>	<b>\$ 436,639</b>	<b>\$ 7,381,668</b>	<b>\$ 24.00</b>	<b>\$ (11,293,159)</b>	<b>\$ 15,946,444</b>
	2021	\$ 15,946,444	\$ 354,970	\$ 8,140,800	\$ 25.00	\$ (11,636,177)	\$ 12,806,037
	2022	\$ 12,806,037	\$ 342,152	\$ 8,446,464	\$ 27.00	\$ (6,686,445)	\$ 14,908,208
	2023	\$ 14,908,208	\$ 332,360	\$ 8,904,960	\$ 30.00	\$ (12,132,589)	\$ 12,012,939

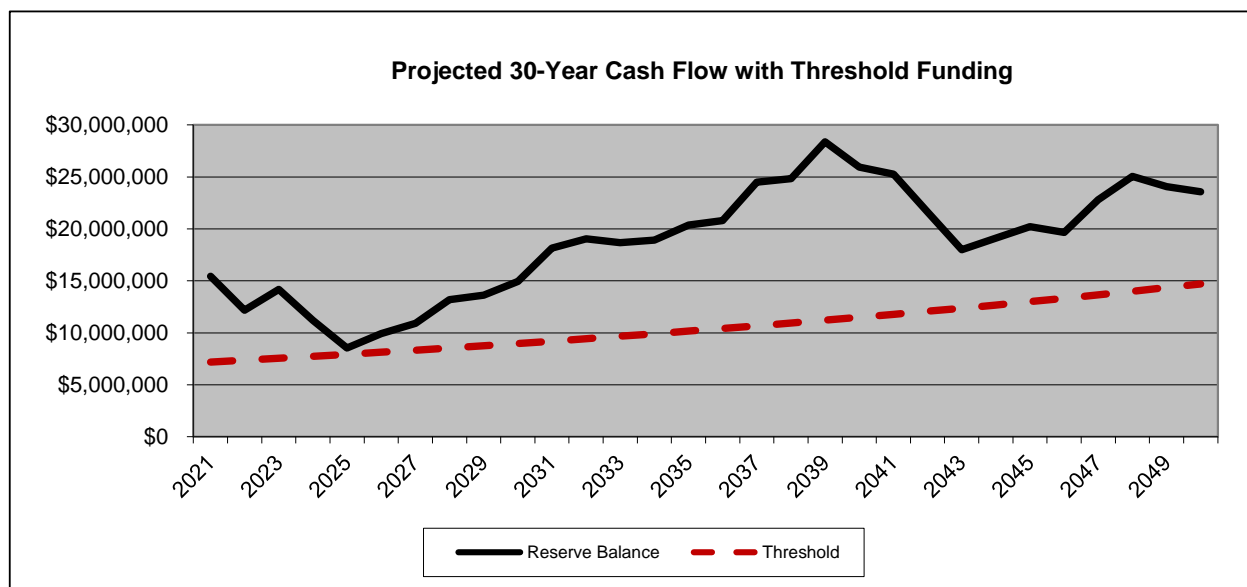
\* Planned Expenditures include Capital Plan items, supplemental appropriations, and carryover items from prior years.

**GOLDEN RAIN FOUNDATION & TRUST**  
**2020 RESERVES PLAN**  
**Reserves 30-Year Funding Plan**

**Threshold (Min Balance):** **\$7,200,000**  
 Indexed for inflation

Year	Assessment		Interest Earnings	Facilities Fee	Planned Expenditures <sup>1</sup>	Reserve Balance
	Per Manor Per Month	Total Contributions				
2019	\$ 17.00	\$ 2,598,144	\$ 520,199	\$ 3,713,700	\$ (10,611,458)	\$ 19,178,335
2020	\$ 19.00	\$ 2,903,808	\$ 427,263	\$ 3,713,700	\$ (10,793,159)	\$ 15,429,947
2021	\$ 21.00	\$ 3,209,472	\$ 340,827	\$ 4,320,000	\$ (11,123,177)	\$ 12,177,069
2022	\$ 23.00	\$ 3,515,136	\$ 325,360	\$ 4,320,000	\$ (6,160,445)	\$ 14,177,120
2023	\$ 26.00	\$ 3,973,632	\$ 313,179	\$ 4,320,000	\$ (11,593,589)	\$ 11,190,342
2024	\$ 29.00	\$ 4,432,128	\$ 243,726	\$ 4,320,000	\$ (11,634,740)	\$ 8,551,456
2025	\$ 29.00	\$ 4,432,128	\$ 227,970	\$ 4,320,000	\$ (7,617,432)	\$ 9,914,122
2026	\$ 28.00	\$ 4,279,296	\$ 257,204	\$ 4,320,000	\$ (7,851,240)	\$ 10,919,382
2027	\$ 27.00	\$ 4,126,464	\$ 297,519	\$ 4,320,000	\$ (6,483,686)	\$ 13,179,679
2028	\$ 26.00	\$ 3,973,632	\$ 330,810	\$ 4,320,000	\$ (8,188,155)	\$ 13,615,966
2029	\$ 25.00	\$ 3,820,800	\$ 352,677	\$ 4,320,000	\$ (7,158,545)	\$ 14,950,898
2030	\$ 24.00	\$ 3,667,968	\$ 408,725	\$ 4,320,000	\$ (5,191,767)	\$ 18,155,824
2031	\$ 23.00	\$ 3,515,136	\$ 459,177	\$ 4,320,000	\$ (7,412,634)	\$ 19,037,503
2032	\$ 22.00	\$ 3,362,304	\$ 465,645	\$ 4,320,000	\$ (8,505,749)	\$ 18,679,703
2033	\$ 21.00	\$ 3,209,472	\$ 464,036	\$ 4,320,000	\$ (7,765,980)	\$ 18,907,231
2034	\$ 20.00	\$ 3,056,640	\$ 484,808	\$ 4,320,000	\$ (6,406,423)	\$ 20,362,256
2035	\$ 19.00	\$ 2,903,808	\$ 508,292	\$ 4,320,000	\$ (7,284,940)	\$ 20,809,416
2036	\$ 19.00	\$ 2,903,808	\$ 559,178	\$ 4,320,000	\$ (4,108,369)	\$ 24,484,033
2037	\$ 19.00	\$ 2,903,808	\$ 608,924	\$ 4,320,000	\$ (7,477,993)	\$ 24,838,772
2038	\$ 19.00	\$ 2,903,808	\$ 656,942	\$ 4,320,000	\$ (4,345,989)	\$ 28,373,533
2039	\$ 19.00	\$ 2,903,808	\$ 670,640	\$ 4,320,000	\$ (10,319,687)	\$ 25,948,294
2040	\$ 19.00	\$ 2,903,808	\$ 632,157	\$ 4,320,000	\$ (8,547,843)	\$ 25,256,416
2041	\$ 19.00	\$ 2,903,808	\$ 578,849	\$ 4,320,000	\$ (11,428,715)	\$ 21,630,358
2042	\$ 19.00	\$ 2,903,808	\$ 489,057	\$ 4,320,000	\$ (11,359,961)	\$ 17,983,262
2043	\$ 19.00	\$ 2,903,808	\$ 457,719	\$ 4,320,000	\$ (6,572,822)	\$ 19,091,967
2044	\$ 19.00	\$ 2,903,808	\$ 485,157	\$ 4,320,000	\$ (6,595,157)	\$ 20,205,775
2045	\$ 19.00	\$ 2,903,808	\$ 492,166	\$ 4,320,000	\$ (8,262,102)	\$ 19,659,647
2046	\$ 19.00	\$ 2,903,808	\$ 524,148	\$ 4,320,000	\$ (4,611,250)	\$ 22,796,353
2047	\$ 19.00	\$ 2,903,808	\$ 590,633	\$ 4,320,000	\$ (5,565,839)	\$ 25,044,955
2048	\$ 19.00	\$ 2,903,808	\$ 606,322	\$ 4,320,000	\$ (8,807,937)	\$ 24,067,148
2049	\$ 19.00	\$ 2,903,808	\$ 588,030	\$ 4,320,000	\$ (8,315,679)	\$ 23,563,307

<sup>1</sup> Planned Expenditures include Capital Plan, supplemental appropriations, and carryover items from prior years.



**GOLDEN RAIN FOUNDATION & TRUST**  
**2020 RESERVES PLAN**  
**Equipment Planned Expenditures**

	Broadband				Golf			Other		Total	
	Aquatics	Services	Clubhouses	Computers	Fitness	Facilities	Landscape	Equipment	Security		Vehicles
2020	\$ 0	\$ 420,000	\$ 152,900	\$ 166,000	\$ 0	\$ 128,000	\$ 347,000	\$ 60,000	\$ 195,000	\$ 2,109,000	\$ 3,577,900
2021	\$ 6,500	\$ 588,000	\$ 298,000	\$ 928,000	\$ 27,000	\$ 177,000	\$ 237,200	\$ 105,000	\$ 5,000	\$ 1,444,000	\$ 3,815,700
2022	\$ 0	\$ 614,500	\$ 15,000	\$ 720,000	\$ 49,100	\$ 1,179,000	\$ 220,000	\$ 135,000	\$ 0	\$ 1,333,000	\$ 4,265,600
2023	\$ 0	\$ 667,500	\$ 60,000	\$ 60,000	\$ 44,000	\$ 55,000	\$ 260,000	\$ 100,000	\$ 10,000	\$ 1,225,000	\$ 2,481,500
2024	\$ 18,000	\$ 872,500	\$ 7,000	\$ 1,008,000	\$ 27,000	\$ 73,000	\$ 390,000	\$ 115,000	\$ 0	\$ 1,230,000	\$ 3,740,500
2025	\$ 0	\$ 679,500	\$ 31,000	\$ 100,000	\$ 27,000	\$ 45,000	\$ 182,000	\$ 168,000	\$ 10,000	\$ 1,538,000	\$ 2,780,500
2026	\$ 18,000	\$ 567,500	\$ 76,000	\$ 459,000	\$ 134,100	\$ 130,500	\$ 0	\$ 100,000	\$ 10,000	\$ 0	\$ 1,495,100
2027	\$ 0	\$ 739,500	\$ 40,000	\$ 500,000	\$ 77,000	\$ 25,000	\$ 15,000	\$ 125,000	\$ 0	\$ 96,000	\$ 1,617,500
2028	\$ 36,500	\$ 607,500	\$ 292,000	\$ 150,000	\$ 27,000	\$ 166,000	\$ 95,000	\$ 120,100	\$ 0	\$ 0	\$ 1,494,100
2029	\$ 11,000	\$ 422,500	\$ 16,000	\$ 378,000	\$ 27,000	\$ 300,000	\$ 110,000	\$ 100,000	\$ 10,000	\$ 1,787,550	\$ 3,162,050
2030	\$ 0	\$ 317,500	\$ 455,000	\$ 20,000	\$ 66,100	\$ 375,000	\$ 311,200	\$ 100,000	\$ 10,000	\$ 854,000	\$ 2,508,800
2031	\$ 18,000	\$ 442,500	\$ 38,000	\$ 580,000	\$ 27,000	\$ 0	\$ 0	\$ 105,000	\$ 0	\$ 1,444,000	\$ 2,654,500
2032	\$ 0	\$ 351,500	\$ 28,000	\$ 1,500,000	\$ 27,000	\$ 97,000	\$ 0	\$ 235,000	\$ 10,000	\$ 1,333,000	\$ 3,581,500
2033	\$ 48,000	\$ 417,500	\$ 134,000	\$ 930,000	\$ 27,000	\$ 155,000	\$ 60,000	\$ 101,100	\$ 0	\$ 1,225,000	\$ 3,097,600
2034	\$ 130,000	\$ 547,500	\$ 25,000	\$ 117,000	\$ 49,100	\$ 53,000	\$ 105,000	\$ 110,000	\$ 0	\$ 1,326,000	\$ 2,462,600
2035	\$ 6,500	\$ 527,500	\$ 271,800	\$ 0	\$ 27,000	\$ 13,000	\$ 182,000	\$ 168,000	\$ 20,000	\$ 2,722,000	\$ 3,937,800
2036	\$ 18,000	\$ 340,500	\$ 91,000	\$ 620,000	\$ 112,000	\$ 0	\$ 20,000	\$ 100,000	\$ 0	\$ 0	\$ 1,301,500
2037	\$ 0	\$ 514,500	\$ 45,000	\$ 920,000	\$ 94,000	\$ 220,000	\$ 0	\$ 122,000	\$ 0	\$ 0	\$ 1,915,500
2038	\$ 12,000	\$ 417,500	\$ 327,000	\$ 20,000	\$ 199,100	\$ 160,500	\$ 95,000	\$ 120,100	\$ 10,000	\$ 0	\$ 1,361,200
2039	\$ 0	\$ 434,500	\$ 6,000	\$ 68,000	\$ 27,000	\$ 835,000	\$ 327,200	\$ 265,000	\$ 0	\$ 1,787,550	\$ 3,750,250
2040	\$ 36,000	\$ 342,500	\$ 400,000	\$ 1,000,000	\$ 27,000	\$ 153,000	\$ 474,000	\$ 100,000	\$ 10,000	\$ 854,000	\$ 3,396,500
2041	\$ 11,000	\$ 317,500	\$ 74,000	\$ 570,000	\$ 27,000	\$ 165,000	\$ 215,000	\$ 105,000	\$ 10,000	\$ 1,540,000	\$ 3,034,500
2042	\$ 6,500	\$ 354,500	\$ 45,000	\$ 609,000	\$ 49,100	\$ 887,000	\$ 200,000	\$ 140,000	\$ 0	\$ 1,333,000	\$ 3,624,100
2043	\$ 18,000	\$ 442,500	\$ 25,000	\$ 50,000	\$ 27,000	\$ 45,000	\$ 280,000	\$ 100,000	\$ 0	\$ 1,225,000	\$ 2,212,500
2044	\$ 0	\$ 522,500	\$ 15,000	\$ 158,000	\$ 44,000	\$ 36,000	\$ 90,000	\$ 100,000	\$ 10,000	\$ 1,230,000	\$ 2,205,500
2045	\$ 0	\$ 492,500	\$ 138,000	\$ 370,000	\$ 27,000	\$ 35,000	\$ 182,000	\$ 168,000	\$ 10,000	\$ 1,538,000	\$ 2,960,500
2046	\$ 0	\$ 354,500	\$ 61,000	\$ 490,000	\$ 134,100	\$ 77,000	\$ 0	\$ 100,000	\$ 0	\$ 0	\$ 1,216,600
2047	\$ 18,000	\$ 691,500	\$ 38,000	\$ 560,000	\$ 77,000	\$ 25,000	\$ 0	\$ 210,000	\$ 10,000	\$ 0	\$ 1,629,500
2048	\$ 60,000	\$ 317,500	\$ 169,000	\$ 1,830,000	\$ 27,000	\$ 396,000	\$ 147,200	\$ 100,000	\$ 0	\$ 96,000	\$ 3,142,700
2049	\$ 136,500	\$ 462,500	\$ 15,000	\$ 100,000	\$ 27,000	\$ 170,000	\$ 90,000	\$ 100,000	\$ 0	\$ 1,787,550	\$ 2,888,550
Total	\$ 608,500	\$ 14,788,000	\$ 3,388,700	\$ 14,981,000	\$ 1,560,700	\$ 6,176,000	\$ 4,634,800	\$ 3,777,300	\$ 340,000	\$ 31,057,650	\$ 81,312,650

Agenda Item #13e  
 Figures represent 2020 dollars and do not include inflation or carryover items, which are considered on the 30-year Funding Plan.

**GOLDEN RAIN FOUNDATION & TRUST**  
**2020 RESERVES PLAN**  
**Facilities Planned Expenditures**

	Aquatics	Clubhouses	Fitness	Golf Facilities	Other GRF Facilities	Paving	Security	Total
2020	\$ 30,000	\$ 153,200	\$ 0	\$ 0	\$ 940,000	\$ 1,011,700	\$ 240,000	\$ 2,374,900
2021	\$ 0	\$ 2,875,000	\$ 65,000	\$ 30,000	\$ 925,000	\$ 650,000	\$ 390,000	\$ 4,935,000
2022	\$ 0	\$ 125,000	\$ 0	\$ 200,000	\$ 558,000	\$ 650,000	\$ 65,000	\$ 1,598,000
2023	\$ 310,000	\$ 5,145,000	\$ 0	\$ 0	\$ 2,179,300	\$ 650,000	\$ 0	\$ 8,284,300
2024	\$ 20,000	\$ 5,180,000	\$ 0	\$ 600,000	\$ 350,000	\$ 650,000	\$ 0	\$ 6,800,000
2025	\$ 55,000	\$ 2,462,200	\$ 0	\$ 20,000	\$ 340,000	\$ 650,000	\$ 425,000	\$ 3,952,200
2026	\$ 0	\$ 4,210,000	\$ 0	\$ 115,000	\$ 300,000	\$ 650,000	\$ 0	\$ 5,275,000
2027	\$ 80,000	\$ 2,016,000	\$ 120,000	\$ 0	\$ 971,000	\$ 650,000	\$ 0	\$ 3,837,000
2028	\$ 55,000	\$ 28,300	\$ 5,000	\$ 138,000	\$ 4,350,000	\$ 650,000	\$ 0	\$ 5,226,300
2029	\$ 30,000	\$ 1,140,000	\$ 0	\$ 0	\$ 750,000	\$ 650,000	\$ 0	\$ 2,570,000
2030	\$ 0	\$ 495,000	\$ 0	\$ 52,000	\$ 350,000	\$ 650,000	\$ 0	\$ 1,547,000
2031	\$ 0	\$ 2,070,000	\$ 0	\$ 0	\$ 275,000	\$ 650,000	\$ 0	\$ 2,995,000
2032	\$ 0	\$ 50,000	\$ 45,000	\$ 50,000	\$ 1,948,000	\$ 650,000	\$ 0	\$ 2,743,000
2033	\$ 0	\$ 712,000	\$ 0	\$ 0	\$ 749,000	\$ 650,000	\$ 425,000	\$ 2,536,000
2034	\$ 75,000	\$ 495,000	\$ 6,400	\$ 0	\$ 780,000	\$ 650,000	\$ 65,000	\$ 2,071,400
2035	\$ 0	\$ 69,200	\$ 45,000	\$ 0	\$ 328,000	\$ 650,000	\$ 0	\$ 1,092,200
2036	\$ 80,000	\$ 416,000	\$ 0	\$ 20,000	\$ 300,000	\$ 650,000	\$ 0	\$ 1,466,000
2037	\$ 55,000	\$ 1,456,000	\$ 0	\$ 0	\$ 838,000	\$ 650,000	\$ 0	\$ 2,999,000
2038	\$ 30,000	\$ 101,000	\$ 5,000	\$ 138,000	\$ 501,300	\$ 650,000	\$ 0	\$ 1,425,300
2039	\$ 0	\$ 1,140,000	\$ 0	\$ 600,000	\$ 315,000	\$ 650,000	\$ 0	\$ 2,705,000
2040	\$ 0	\$ 95,000	\$ 0	\$ 0	\$ 1,075,000	\$ 650,000	\$ 0	\$ 1,820,000
2041	\$ 0	\$ 2,005,000	\$ 0	\$ 115,000	\$ 575,000	\$ 650,000	\$ 425,000	\$ 3,770,000
2042	\$ 0	\$ 50,000	\$ 120,000	\$ 0	\$ 2,154,500	\$ 650,000	\$ 0	\$ 2,974,500
2043	\$ 55,000	\$ 289,300	\$ 0	\$ 0	\$ 455,000	\$ 650,000	\$ 63,000	\$ 1,512,300
2044	\$ 20,000	\$ 0	\$ 20,000	\$ 0	\$ 750,800	\$ 650,000	\$ 0	\$ 1,440,800
2045	\$ 80,000	\$ 516,000	\$ 0	\$ 0	\$ 250,000	\$ 650,000	\$ 0	\$ 1,496,000
2046	\$ 55,000	\$ 115,000	\$ 0	\$ 0	\$ 350,000	\$ 650,000	\$ 40,000	\$ 1,210,000
2047	\$ 30,000	\$ 31,000	\$ 25,000	\$ 20,000	\$ 472,000	\$ 650,000	\$ 0	\$ 1,228,000
2048	\$ 0	\$ 714,000	\$ 5,000	\$ 138,000	\$ 262,000	\$ 150,000	\$ 0	\$ 1,269,000
2049	\$ 0	\$ 0	\$ 0	\$ 0	\$ 750,000	\$ 0	\$ 425,000	\$ 1,175,000
Total	\$ 1,060,000	\$ 34,154,200	\$ 461,400	\$ 2,236,000	\$ 25,141,900	\$ 18,711,700	\$ 2,563,000	\$ 84,328,200

*Figures represent 2020 dollars and do not include inflation or carryover items, which are considered on the 30-year Funding Plan.*

**GOLDEN RAIN FOUNDATION & TRUST  
2020 RESERVES PLAN  
Reserve Component Summary Schedule**

<i>Reserve Component</i>	<i>Quantity</i>	<i>Unit</i>	<i>Unit Cost</i>	<i>Estimated Life</i>	<i>Remaining Life</i>	<i>TOTAL COST</i>	<i>FULLY FUNDED BALANCE *</i>
<b>Equipment</b>							
<b>Equipment</b>						<b>\$ 35,596,327</b>	<b>\$ 26,819,618</b>
Furniture & Equipment	3,427	EA	\$1 to \$737K	2 to 20	0 to 19	\$ 17,132,336	\$ 13,639,309
Computer Hardware	1,095	EA	\$20 to \$483K	3 to 10	0 to 6	\$ 4,966,473	\$ 3,963,771
Computer Software	157	EA	\$95 to \$1,081K	1 to 10	0 to 9	\$ 2,522,230	\$ 1,785,385
Vehicles	451	EA	\$246 to \$240K	1 to 15	0 to 15	\$ 10,975,287	\$ 7,431,153
<b>Facilities</b>							
<b>Broadband Services</b>						<b>\$ 19,060,000</b>	<b>\$ 10,855,373</b>
Head-End Facility	1	EA	\$ 1,260,000	30	13	\$ 1,260,000	\$ 756,840
Cable TV System	1	EA	\$ 17,800,000	30	14	\$ 17,800,000	\$ 10,098,533
<b>Clubhouses</b>						<b>\$ 58,620,000</b>	<b>\$ 23,824,810</b>
Clubhouse 1 Facility	1	EA	\$ 13,670,000	40	25	\$ 13,670,000	\$ 5,474,835
Clubhouse 2 Facility	1	EA	\$ 5,050,000	40	37	\$ 5,050,000	\$ 507,525
Village Greens Building	1	EA	\$ 6,000,000	40	31	\$ 6,000,000	\$ 1,503,000
Clubhouse 3 Facility	1	EA	\$ 9,600,000	40	21	\$ 9,600,000	\$ 4,804,800
Clubhouse 4 Facility	1	EA	\$ 10,700,000	40	21	\$ 10,700,000	\$ 5,355,350
Clubhouse 5 Facility	1	EA	\$ 7,100,000	40	22	\$ 7,100,000	\$ 3,376,050
Clubhouse 6 Facility	1	EA	\$ 1,600,000	40	20	\$ 1,600,000	\$ 840,800
Clubhouse 7 Facility	1	EA	\$ 4,900,000	40	25	\$ 4,900,000	\$ 1,962,450
<b>Equestrian</b>						<b>\$ 2,000,000</b>	<b>\$ 1,734,000</b>
Equestrian Facility	1	EA	\$ 2,000,000	60	9	\$ 2,000,000	\$ 1,734,000
<b>Aquatics</b>						<b>\$ 2,350,000</b>	<b>\$ 1,527,333</b>
Refurbish Pools	5	EA	\$ 400,000	40	14	\$ 2,000,000	\$ 1,371,000
Replaster Pools	5	EA	\$ 70,000	9	6	\$ 350,000	\$ 156,333
<b>Other</b>						<b>\$ 35,377,000</b>	<b>\$ 22,482,572</b>
Community Center Facility	1	EA	\$ 21,500,000	40	22	\$ 21,500,000	\$ 10,223,250
Historical Society Facility	1	EA	\$ 800,000	40	15	\$ 800,000	\$ 520,400
Library Facility	1	EA	\$ 1,590,000	40	4	\$ 1,590,000	\$ 1,471,545
Perimeter Walls	7,000	LF	\$ 200	60	14	\$ 1,400,000	\$ 1,097,133
Security/Landscape Facility	1	EA	\$ 1,881,000	40	1	\$ 1,881,000	\$ 1,881,941
Tennis Facility	1	EA	\$ 253,000	40	21	\$ 253,000	\$ 126,627
Vehicle Maintenance Facility	1	EA	\$ 2,343,000	40	5	\$ 2,343,000	\$ 2,109,872
Warehouse Facility	1	EA	\$ 5,610,000	40	5	\$ 5,610,000	\$ 5,051,805
<b>GRAND TOTAL</b>						<b>\$ 153,003,327</b>	<b>\$ 87,243,707</b>

\* Fully Funded Balance incorporates a Replacement Factor, when less than full replacement is expected over the course of an asset life.

**Summary**

Projected Starting Reserve Balance:	\$ 19,178,335
Fully Funded Balance:	\$ 87,243,707
Percent Funded:	22%
Projected Reserves Deficiency:	\$ (68,065,372)
Deficiency Per Unit:	\$ (5,344)

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## **STAFF REPORT**

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**DATE:** September 3, 2019  
**FOR:** Board of Directors  
**SUBJECT:** 2020 Capital Plan Proposals

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### **RECOMMENDATION**

Staff recommends the Board approve by resolution the 2020 Capital Reserve Expenditures Plan at the board meeting on September 3, 2019.

### **BACKGROUND**

The Capital Reserve Expenditures Plan (Capital Plan) of this Corporation reflects the funding necessary to maintain, repair, replace or restore major common-area components with funding provided from various reserve funds.

- The Equipment Reserve Fund is used for the purchase of new and replacement equipment, including but not limited to vehicles, machinery, office equipment, and furniture. This fund receives monies through assessments, interest earnings, and a transfer of operating surplus if directed by the Board.
- The Facilities Reserve Fund is used for the acquisition, addition, replacement or improvement of Foundation and Trust facilities and their components. This fund receives monies through assessments, interest earnings, and a transfer of operating surplus if directed by the Board.
- The Capital Plan is also funded from the Trust Facilities Fee Fund, an amount charged at the time of title transfer, generating revenue to maintain and improve the recreational and other amenities available to all residents of Laguna Woods Village. These monies are transferred by the Board, as needed, to fund projects included in this Plan.

Annually the Capital Reserve Expenditures Plan is divided into the categories commensurate with the locations of the projects. Typical categories include Aquatics, Broadband, Clubhouses, Community Center, Computers, Golf Facilities, Miscellaneous Projects/Equipment, Other GRF Facilities, Paving, and Vehicles. Other categories are utilized on an as-needed basis. This report provides a description of each project proposed in 2020.

Additionally, a Five-Year Capital Improvement Plan (CIP) with a summary of all the larger capital improvement projects and recommendations for funding for those projects is presented. The Five-Year CIP is reflected in Table 1 below. Funding for the CIP will occur each year as part of the business planning process.

Table 1

	Proposed 2020	Estimated 2021	Estimated 2022	Estimated 2023	Estimated 2024
CIP Total	\$5,952,800	\$8,750,700	\$5,863,600	\$10,765,800	\$10,540,500

## **DISCUSSION**

The proposed reserve expenditures for 2020 totals \$5,952,800 as summarized below. This report provides a brief description of each project proposed for funding in the upcoming budget year, divided into the categories commensurate with the location of the projects and presented in descending cost order.

Description	Equipment	Facilities	Total
<b>Vehicles</b>			<b>\$2,109,000</b>
Replacement:			
Tub Grinder	\$650,000		\$650,000
Pickups (9)	\$374,000		\$374,000
Telehandler Lifts (2)	\$210,000		\$210,000
Backhoe	\$120,000		\$120,000
Utility Vehicles (8)	\$120,000		\$120,000
Stake Bed Truck	\$110,000		\$110,000
Brush Grinder/Chipper	\$94,000		\$94,000
Security Vehicles (2)	\$64,000		\$64,000
Van	\$35,000		\$35,000
Steam Roller	\$10,000		\$10,000
Subtotal			\$1,787,000
Added:			
Add: Electric/Hybrid Vehicles (4)	\$150,000		\$150,000
Add: Telescopic Boom Lift	\$110,000		\$110,000
Add: Security Vehicle	\$32,000		\$32,000
Add: Van	\$30,000		\$30,000
Subtotal			\$322,000

Vehicle Maintenance is responsible for maintenance and repair of the entire Laguna Woods Village vehicle and mobile equipment fleet. Staff strives to extend serviceable life where possible by providing preventive maintenance on equipment. However, as equipment ages, repairs can become more frequent and costly. To minimize expense and downtime, replacement of certain equipment is necessary.

REPLACEMENTS: Staff evaluated the fleet and recommends funding of \$1,787,000 for the vehicle replacements noted above. The equipment is used by various departments to transport crews and equipment to job sites and to perform work.

ADDITIONS: Funding of \$322,000 is proposed for new vehicles to support General Services, Maintenance and Construction, Recreation, and Security.

Because the funding is appropriated well in advance of the actual purchase, General Services Fleet Maintenance personnel will reevaluate utilization and repair costs prior to purchase to ensure that the appropriate individual vehicle is selected for replacement.

Description	Equipment	Facilities	Total
<b>Paving</b>			<b>\$1,011,700</b>
Asphalt Paving and Sealcoat Programs		\$811,700	\$811,700
Parkway Concrete Repairs		\$200,000	\$200,000

GRF streets and parking lots provide residents vehicular access to their manors and facilities within the Community. The anticipated serviceable life of the new pavement is estimated to be 25 years, determined by Staff. The proposed Asphalt Paving and Sealcoat budget is \$811,700 and will provide for approximately 295,000 square feet (SF) of asphalt paving. Sealcoat work for GRF pavement is completed on a five-year cycle. The proposed Sealcoat Program budget will provide for approximately 1.1 million SF of sealcoat.

In coordination with the paving, Staff has identified concrete areas that require repair or replacement. With proposed funding of \$200,000, the Parkway Concrete Repairs Program is designed to repair all the damaged GRF curb/gutter, driveway aprons, and sidewalks adjacent to the planned paving overlay areas prior to asphalt paving work and add requisite Americans with Disabilities (ADA) ramps, as needed. The estimated quantity of concrete repair is approximately 2,550 linear feet (LF) comprised of curb, gutter, corner spandrel areas, and/or driveway apron.

Description	Equipment	Facilities	Total
<b>Lighting</b>			<b>\$500,000</b>
Maintenance Parking Lot Lighting		\$250,000	\$250,000
LED Walkway Lighting - CH 1,2,3,4 & 5		\$200,000	\$200,000
Tennis Court LED Lighting		\$50,000	\$50,000

Funding of \$500,000 is recommended for a variety of lighting projects, including replacement of temporary rental lighting in the Maintenance Parking Lot, replacement of existing Walkway Lighting around Clubhouses and improved efficiency of Tennis Court lighting.

Description	Equipment	Facilities	Total
<b>Security</b>			<b>\$435,000</b>
Shepherd's Crook - Gate 3		\$240,000	\$240,000
Transfer Switches for CH 4 & CH 6	\$100,000		\$100,000
Clubhouse Camera Installation	\$75,000		\$75,000
Portable Radios	\$10,000		\$10,000
Speed Monitoring Devices (2)	\$10,000		\$10,000

Funding of \$240,000 is recommended for the replacement of approximately 1,885 LF of new Shepherd's Crook to replace existing barbed wire fencing along Gate 3 entrance gate. The City of Laguna Woods discontinued the use of barbed wire in perimeter barriers in 2017.

Funding of \$100,000 is recommended for the installation of Transfer Switches located at Clubhouses 4 and 6, in anticipation of 2021 installation of Emergency Generators at those clubhouses as part of a comprehensive Disaster Preparedness Plan.

Funding of \$75,000 is recommended for the addition of Surveillance Cameras at various facilities including clubhouses, tennis center, pickleball, lawn bowling, archery, mini-gym, fitness storage rooms and building entries. Cameras would yield an improved service level by providing a safer clubhouse environment.

Funding of \$10,000 is recommended for replacement and upgrade of existing ten to 15-year old radio equipment. New two-way Portable Radios that are both digital/analog will provide increased efficiencies to the community. Enhanced dispatch capabilities will provide dispatchers a visual map display showing each officer's identify and location, which will assist in dispatching the closest unit to an incident. Additionally, the digital component of the radio will provide better clarity in receiving and transmitting information.

Funding of \$10,000 is recommended for the replacement of two Speed Monitoring Devices. The Security Division is down to one remaining device. These solar-powered units combine a police traffic radar unit with a 12" LED display panel that shows approaching drivers what their current speed is. They serve as a deterrent to speeding vehicles, reduce traffic collisions and promote safe driving.

Description	Equipment	Facilities	Total
<b>Broadband Services</b>			<b>\$420,000</b>
Set Top Boxes	\$300,000		\$300,000
Head End UPS and Power Conditioner	\$120,000		\$120,000

Funding is proposed annually for the purchase of set top boxes to support cable television services. To date, approximately 9,800 set top boxes have been installed, which generated approximately \$1,694,000 in rental revenue in 2018. Staff estimates additional subscribers because of the removal of analog services. Proposed funding of \$300,000 is designated for the purchase of approximately 1,000 Set Top Boxes in anticipation of the demand for digital services and replacement of failed set top boxes.

Funding of \$120,000 is recommended to replace the Head End UPS and Power Conditioner. The current headend cable plant is approximately 20 years old. The current system has been at the end of its useful life for many years. With the recent advancement in battery technology, it is recommended that the existing system be replaced with a modernized system that will help reduce power consumption, increase battery backup time and drive down overall operating cost.

Description	Equipment	Facilities	Total
<b>Landscape</b>			<b>\$347,000</b>
Centralized Irrigation System	\$100,000		\$100,000
48" Lazer Lawn Mowers (5)	\$65,000		\$65,000
Mini Skid-Steer Loaders (2)	\$40,000		\$40,000
Utility Tractor w/ Loader (2)	\$36,000		\$36,000
Mowers w/ Catch Basket (2)	\$35,000		\$35,000
Mini Skid-Steer Trencher	\$26,000		\$26,000
Root Cutter	\$16,000		\$16,000
60" Lazer Lawn Mower	\$14,000		\$14,000
Hydraulic Sprayer	\$10,000		\$10,000
Gas Power Sprayer	\$5,000		\$5,000

The current Centralized Irrigation System was installed in 2001. The current system cannot be utilized to track problems in the field, requiring staff to physically visit every system to verify functionality. The Landscape Services Department is recommending replacement of the system over the course of five years, at \$100,000 funding in 2020 and the balance over the next four years beginning in 2021.

Funding of \$247,000 is included to replace a variety of mowers and miscellaneous landscaping equipment that requires rebuilding or replacement due to age.

Description	Equipment	Facilities	Total
<b>Other GRF Equipment &amp; Facilities</b>			<b>\$180,000</b>
Charging Stations		\$75,000	\$75,000
Equestrian Turf Renovation		\$50,000	\$50,000
Gymnasium Wall Padding		\$45,000	\$45,000
Lawn Bowling Patio Furniture	\$10,000		\$10,000

Funding of \$75,000 is recommended for five dual-pump Charging Stations at the Service Center. As GRF transitions toward the use of alternative fuel vehicles, a number of vehicles located in the Service Center require Electric Vehicle (EV) Charging Stations.

Funding of \$50,000 is recommended for renovation of Equestrian Turf. The age and condition of the existing turf has resulted in uneven and unsightly turf, which diminishes the appeal and safety of the facility regularly utilized for special events.

Funding of \$45,000 is recommended to replace and add safety padding in the Clubhouse 1 gymnasium to enhance conditions for activities such as pickleball, badminton and volleyball.

Funding of \$10,000 is recommended for replacement of existing tables, chairs and trash cans around the lawn bowling greens for a more uniform appearance.

Description	Equipment	Facilities	Total
<b>Miscellaneous Projects/Equipment</b>			<b>\$175,000</b>
Miscellaneous Projects		\$125,000	\$125,000
Miscellaneous Equipment	\$50,000		\$50,000

Funding of \$125,000 is recommended for Miscellaneous Projects. By including contingency funding in the Capital Plan, unforeseen projects are completed in an economical and timely fashion without going through the formal Board review process required for supplemental appropriations. Projects under \$25,000 will be completed at the discretion of the CEO and projects over \$25,000 must follow normal Board approval process for supplemental appropriations.

Funding of \$50,000 is recommended for Miscellaneous Equipment. Similar to projects, contingency funds for equipment will support operational needs when unforeseen requirements result in equipment purchases to meet or improve service levels. Equipment purchases under \$25,000 will be completed at the discretion of the CEO and projects over \$25,000 must follow normal Board approval process for supplemental appropriations.

Description	Equipment	Facilities	Total
<b>Computers</b>			<b>\$166,000</b>
MS Office Productivity Suite	\$150,000		\$150,000
Dayforce - Benefits Open Enrollment Module Implement	\$9,000		\$9,000
Dayforce - Onboarding Module Implementation	\$7,000		\$7,000

Funding of \$150,000 is included for the upgrade of the Microsoft Office Productivity Suite. This will replace the MS Office 2010 licensing and will bring the suite of products in a more current state in order to have access to some of the newer features and security offered in the 2019 version. Microsoft support for Office 2010 is approaching End of Life in 2020.

Two Dayforce modules were purchased but not yet implemented as part of the HRIS system. Funding for Benefits Open Enrollment Module Implementation of \$9,000 will allow employees to have access to their current benefits and make appropriate year end changes without holding extensive employee meetings and printing unnecessary paper forms. Funding the Onboarding Module Implementation of \$7,000 will decrease administrative time during the recruitment and hiring process, foster a culture of engagement, and increase accuracy in transition from candidate to new hire.

Description	Equipment	Facilities	Total
<b>Community Center</b>			<b>\$145,000</b>
Community Center Stucco Flashing Replacement		\$120,000	\$120,000
Community Center Parking Study		\$25,000	\$25,000

The Laguna Woods Village Community Center is a 60,000 square foot commercial building constructed in 2001 and occupied by Laguna Woods Village board members, residents and Village Management Services staff. Funding of \$120,000 is recommended for replacement of

the Stucco Flashing necessitated by continual rain leaks, which can be contributed to faulty flashing or a failing stucco system. The Maintenance Department has been treating moisture intrusion from rain for the past two years. Funding of \$25,000 is recommended to retain a consultant for a parking study to assist in future decisions related to the utilization of the Community Center.

Description	Equipment	Facilities	Total
<b>Clubhouse 4</b>			<b>\$141,000</b>
CH 4 Chairs Bench Top	\$35,600		\$35,600
CH 4 Lapidary Exhaust Vent		\$30,000	\$30,000
CH 4 Work Shop Chairs	\$26,800		\$26,800
CH 4 Metal Roof Cover		\$25,000	\$25,000
CH 7 Commercial Dishwasher		\$13,200	\$13,200
CH 7 Sound System	\$10,400		\$10,400

Clubhouse 4 is the arts and crafts center of the Village, with many specialty offerings including Saddleback College Emeritus classes.

Funding of \$35,600 is proposed for workshop bench height chairs, necessitated by the age of the current chairs.

Funding of \$30,000 is recommended for the addition of a Lapidary Exhaust Vent. There is no existing exhaust system in place.

Funding of \$26,800 is proposed for replacement of aging chairs at various workshops.

Funding of \$25,000 is recommended for roofing the Outside Raku firing area which currently is exposed to the elements. The funding will also cover removal of the dust collection equipment previously used for the old grinding room.

Funding of \$13,200 is included for replacement of old flooring in the sewing room. Replacement is necessitated by the water main break in 2017 and will include sealing of the concrete floor underneath to prevent continued bumps and residue coming to the surface.

Funding for \$10,400 is recommended for the replacement of 16 sewing machines with newer features that facilitate all sewing and quilting needs.

Description	Equipment	Facilities	Total
<b>Golf Facilities</b>			<b>\$128,000</b>
Mower - Riding Tee	\$40,000		\$40,000
Greens Aerator	\$30,000		\$30,000
Tow-Behind Spreader	\$18,000		\$18,000
Turbine Blower	\$15,000		\$15,000
Collection Mower	\$15,000		\$15,000
Golf Turf Equipment Lift	\$10,000		\$10,000

The 27-Hole Golf Course is one of the most widely used amenities at Laguna Woods Village, with approximately 130,000 rounds of golf played each year. To maintain the aesthetic appeal and functionality of the golf courses and driving range, the Golf Maintenance crew relies on specialized equipment to address specific maintenance needs. Funding of \$118,000 is proposed for the replacement of mowers, aerators, spreader and blower which have exceeded their useful life.

Funding of \$10,000 is recommended for the addition of a Golf Equipment Lift. This machine allows the golf maintenance mechanic to work standing up, instead of sitting, stooping and laying on cold concrete, thus resulting in more expedient repairs.

Description	Equipment	Facilities	Total
<b>Clubhouse 7</b>			<b>\$78,100</b>
CH 7 Coat/Storage Remodel		\$25,000	\$25,000
CH 7 Lobby Furniture	\$15,000		\$15,000
CH 7 Commercial Appliances	\$15,000		\$15,000
CH 7 Patio Furniture	\$10,000		\$10,000
CH 7 Commercial Dishwasher	\$7,000		\$7,000
CH 7 Sound System	\$6,100		\$6,100

A large number of clubs are in need of storage for their equipment and supplies. Funding of \$25,000 is recommended to remodel the coat room to repurpose as a Storage Room to accommodate more cabinets similar to Clubhouse 2.

Clubhouse 7 includes a high traffic lobby area. The existing furniture is old and dated, and not appropriate for the size and usage of the facility. Funding of \$15,000 is recommended for Lobby Furniture replacement.

Clubhouse 7 commercial appliances including dishwasher have reached the end of their serviceable lives. Funding of \$15,000 is proposed for replacement of commercial appliances and funding of \$7,000 is recommended for replacement of commercial dishwasher.

Funding of \$10,000 is recommended for the replacement of existing Clubhouse 7 Patio Furniture, including tables and chairs. The current furniture was purchased over 13 years ago.

Funding of \$6,100 is proposed for replacement of the original Sound System in both the Ballroom and the Bridge Room to enhance the enjoyment and capabilities of the facility.



Description	Equipment	Facilities	Total
<b>Clubhouse 6</b>			<b>\$37,000</b>
CH 6 Video Projector Installation		\$30,000	\$30,000
CH 6 Commercial Dishwasher	\$7,000		\$7,000

Funding of \$30,000 is proposed for a built-in Video Projector at Clubhouse 6. This facility has experienced an increase in events requiring video projection. Currently staff will setup the portable projector in the middle of the room, which requires elimination of tables and power cords running across the floor.

Clubhouse 6 commercial dishwasher has reached the end of its serviceable life. Funding of \$7,000 is recommended for replacement.

Description	Equipment	Facilities	Total
<b>Aquatics</b>			<b>\$30,000</b>
CH 1 Pool & Spa Plastering		\$30,000	\$30,000

Re-plastering of Clubhouse 1 Pool and Spa is recommended with funding of \$30,000.

Description	Equipment	Facilities	Total
<b>Clubhouse 2</b>			<b>\$30,000</b>
CH 2 Lawn Bowling Roof	\$30,000		\$30,000

Funding of \$30,000 is recommended for the replacement of the Clubhouse 2 Lawn Bowling building. The Lawn Bowling Club hosts events and tournaments all throughout the year, with nearly 4,400 people attending functions in 2018. The current roof will be 20 years old in 2020; industry standard for useful life of this type of roof is 16-20 years.

Description	Equipment	Facilities	Total
<b>Clubhouse 5</b>			<b>\$20,000</b>
CH 5 Patio Furniture/Benches	\$20,000		\$20,000

The current patio furniture, benches, patio table, and chairs at Clubhouse 5 were purchased over 20 years ago and are in need of replacement. Funding of \$20,000 is recommended.

**Prepared By:** Jeff Parker, Chief Executive Officer

**Reviewed By:** Betty Parker, Chief Financial Officer  
 Siobhan Foster, Chief Operating Officer

**Attachment(s):**

ATT1: Resolution - 2020 Capital Plan  
 ATT2: GRF Five-Year Capital Improvement Plan

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## **2020 CAPITAL PLAN RESOLUTION**

### **RESOLUTION 90-19-XX**

**RESOLVED**, September 3, 2019, that the Capital Reserve Expenditures Plan of this Corporation for the year 2020 is hereby adopted and approved; and

**RESOLVED FURTHER**, that pursuant to said Business Plan, the sum of \$5,952,800 is hereby authorized to be expended in 2020 for the purposes provided therein, of which \$3,577,900 is designated from the Equipment Fund and \$2,374,900 from the Facilities Fund; and

**RESOLVED FURTHER**, that the Board of Directors of this Corporation hereby authorizes the transfer of \$6,000,000 from monies set aside in the Trust Facilities Fee Fund to offset planned expenditures from reserves, as projected in the 30-year funding plan; and

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

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**2020 CAPITAL PLAN ITEMS**

	EQUIPMENT	FACILITIES	TOTAL
<b>Vehicles</b>			<b>\$ 2,109,000</b>
Tub Grinder	650,000		650,000
Pickup Trucks (9)	374,000		374,000
Telehandler Lifts (2)	210,000		210,000
Backhoe	120,000		120,000
Utility Vehicles (8)	120,000		120,000
Stake Bed Truck	110,000		110,000
Brush Grinder/Chipper	94,000		94,000
Security Vehicles (2)	64,000		64,000
Van	35,000		35,000
Steam Roller	10,000		10,000
Add: Electric/Hybrid Vehicles (4)	150,000		150,000
Add: Telescopic Boom Lift	110,000		110,000
Add: Security Vehicle	32,000		32,000
Add: Van	30,000		30,000
<b>Paving</b>			<b>1,011,700</b>
Asphalt Paving and Sealcoat Programs		811,700	811,700
Parkway Concrete Repairs		200,000	200,000
<b>Lighting</b>			<b>500,000</b>
Maintenance Parking Lot Lighting		250,000	250,000
LED Walkway Lighting - CH 1,2,3,4 & 5		200,000	200,000
Tennis Court LED Lighting		50,000	50,000
<b>Security</b>			<b>435,000</b>
Shepherd's Crook - Gate 3	-	240,000	240,000
Transfer Switches for CH 4 & CH 6	100,000		100,000
Clubhouse Camera Installation	75,000		75,000
Portable Radios	10,000		10,000
Speed Monitoring Devices (2)	10,000		10,000
<b>Broadband Services</b>			<b>420,000</b>
Set Top Boxes	300,000		300,000
Head End UPS and Power Conditioner	120,000		120,000
<b>Landscape</b>			<b>347,000</b>
Centralized Irrigation System	100,000		100,000
48" Lazer Lawn Mowers (5)	65,000		65,000
Mini Skid-Steer Loaders (2)	40,000		40,000
Utility Tractor w/ Loader (2)	36,000		36,000
Mowers w/ Catch Basket (2)	35,000		35,000
Mini Skid-Steer Trencher	26,000		26,000
Root Cutter	16,000		16,000
60" Lazer Lawn Mower	14,000		14,000
Hydraulic Sprayer	10,000		10,000
Gas Power Sprayer	5,000		5,000
<b>Other GRF Equipment &amp; Facilities</b>			<b>180,000</b>
Charging Stations		75,000	75,000
Equestrian Turf Renovation		50,000	50,000
Gymnasium Wall Padding		45,000	45,000
Lawn Bowling Patio Furniture	10,000		10,000

**2020 CAPITAL PLAN ITEMS**

	EQUIPMENT	FACILITIES	TOTAL
<b>Miscellaneous Projects/Equipment</b>			<b>175,000</b>
Miscellaneous Projects		125,000	125,000
Miscellaneous Equipment	50,000		50,000
<b>Computers</b>			<b>166,000</b>
MS Office Productivity Suite	150,000		150,000
Dayforce - Open Enrollment Module	9,000		9,000
Dayforce - Onboarding Module	7,000		7,000
<b>Community Center</b>			<b>145,000</b>
Community Center Stucco Flashing		120,000	120,000
Community Center Parking Study		25,000	25,000
<b>Clubhouse 4</b>			<b>141,000</b>
CH 4 Bench Top Chairs	35,600		35,600
CH 4 Lapidary Exhaust Vent		30,000	30,000
CH 4 Workshop Chairs	26,800		26,800
CH 4 Metal Roof Cover		25,000	25,000
CH 4 Sewing Room Flooring		13,200	13,200
CH 4 Sewing Machines (16)	10,400		10,400
<b>Golf Facilities</b>			<b>128,000</b>
Mower - Riding Tee	40,000		40,000
Greens Aerator	30,000		30,000
Tow-Behind Spreader	18,000		18,000
Turbine Blower	15,000		15,000
Collection Mower	15,000		15,000
Turf Equipment Lift	10,000		10,000
<b>Clubhouse 7</b>			<b>78,100</b>
CH 7 Coat/Storage Remodel		25,000	25,000
CH 7 Lobby Furniture	15,000		15,000
CH 7 Commercial Appliances	15,000		15,000
CH 7 Patio Furniture	10,000		10,000
CH 7 Commercial Dishwasher	7,000		7,000
CH 7 Sound Systems	6,100		6,100
<b>Clubhouse 6</b>			<b>37,000</b>
CH 6 Video Projector Installation		30,000	30,000
CH 6 Commercial Dishwasher	7,000		7,000
<b>Aquatics</b>			<b>30,000</b>
CH 1 Pool & Spa Plastering		30,000	30,000
<b>Clubhouse 2</b>			<b>30,000</b>
CH 2 Lawn Bowling Roof		30,000	30,000
<b>Clubhouse 5</b>			<b>20,000</b>
CH 5 Patio Furniture/Benches	20,000		20,000
<b>TOTAL</b>	<b>\$3,577,900</b>	<b>\$2,374,900</b>	<b>\$5,952,800</b>

Category/Fund/Description	2020	2021	2022	2023	2024	Total
<b>Aquatics</b>						
<b>Equipment Fund</b>						
CH 2 Pool 2 Blanket	\$ -	\$ 6,500	\$ -	\$ -	\$ -	\$ 6,500
CH 5 Pool Heaters	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ 18,000
<b>Facility Fund</b>						
CH 1 Pool & Spa Plastering	\$ 30,000	\$ -	\$ -	\$ 100,000	\$ -	\$ 130,000
CH 2 Pool Deck	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000
Pool Solar Heaters	\$ -	\$ -	\$ -	\$ 210,000	\$ -	\$ 210,000
<b>Aquatics Total</b>	<b>\$ 30,000</b>	<b>\$ 6,500</b>	<b>\$ -</b>	<b>\$ 310,000</b>	<b>\$ 38,000</b>	<b>\$ 384,500</b>
<b>Broadband Services</b>						
<b>Equipment Fund</b>						
Board Room Cameras & Equipment	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
Broadband Fiber Network Calibration	\$ -	\$ -	\$ -	\$ -	\$ 105,000	\$ 105,000
Broadband Flooring and Work Stations	\$ -	\$ 23,000	\$ -	\$ -	\$ -	\$ 23,000
Broadband Headend UPS & Power Conditioner	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
Broadband Infrastructure	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,000,000
Broadband Set Top Boxes	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,500,000
Broadband Signal Receivers and Transcoders	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000
Broadband UPS Battery for Power Supplies	\$ -	\$ -	\$ 22,000	\$ -	\$ -	\$ 22,000
Encoder/Ad Insertion Equipment	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
ENG Camera	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Remote Broadcast Cameras at CHs	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
Village Television Studio Equipment	\$ -	\$ -	\$ 17,500	\$ 17,500	\$ 17,500	\$ 52,500
<b>Broadband Services Total</b>	<b>\$ 420,000</b>	<b>\$ 588,000</b>	<b>\$ 614,500</b>	<b>\$ 667,500</b>	<b>\$ 872,500</b>	<b>\$ 3,162,500</b>
<b>Clubhouses</b>						
<b>Equipment Fund</b>						
Built In Projector For The Main Lounge	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
CH 1 Commercial Appliances	\$ -	\$ 64,000	\$ -	\$ -	\$ -	\$ 64,000
CH 1 Commercial Dishwasher and booster	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
CH 1 Convection Oven	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
CH 1 Drop in Lounge (Equipment)	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
CH 1 Fountain Equipment	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000
CH 1 Main Lounge Sound System	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
CH 1 Pool & Locker Rm Shower Heaters	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
CH 2 Commercial Appliances	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
CH 4 16 sewing machines	\$ 10,400	\$ -	\$ -	\$ -	\$ -	\$ 10,400
CH 4 Chairs bench top	\$ 35,600	\$ -	\$ -	\$ -	\$ -	\$ 35,600
CH 4 Stackable Work Shop Chairs	\$ 26,800	\$ -	\$ -	\$ -	\$ -	\$ 26,800
CH 4 Wood Lathe	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ 8,000

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	CH 5 Commercial Pool Equipment/pumps	\$	-	\$	-	\$	25,000	\$	-	\$	25,000	\$	-	\$	25,000
*	CH 5 outside patio furniture / benches	\$	20,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	20,000
	CH 5 Portable Stages	\$	-	\$	5,000	\$	-	\$	-	\$	-	\$	-	\$	5,000
	CH 5 Projector & screen	\$	-	\$	-	\$	15,000	\$	-	\$	-	\$	-	\$	15,000
	CH 5 Sound Board	\$	-	\$	-	\$	-	\$	-	\$	-	\$	7,000	\$	7,000
	CH 5 Stage Lighting - Dimmer Rack	\$	-	\$	10,000	\$	-	\$	-	\$	-	\$	-	\$	10,000
*	CH 6 Commercial Dishwasher	\$	7,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	7,000
*	CH 6 Sound System	\$	-	\$	-	\$	-	\$	10,000	\$	-	\$	-	\$	10,000
*	CH 7 Lobby Furniture	\$	15,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	15,000
*	CH 7 Commercial Appliances	\$	15,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	15,000
*	CH 7 Commercial Dishwasher	\$	7,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	7,000
*	CH 7 Patio Furniture	\$	10,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	10,000
*	CH7 Sound System	\$	6,100	\$	-	\$	-	\$	-	\$	-	\$	-	\$	6,100
	Clubhouse Camera Installation 1,2,5,6, 7 and Additiona Facilities	\$	75,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	75,000
	<b>Facility Fund</b>														
	CH 1 Assessment / Renovation	\$	-	\$	500,000	\$	-	\$	5,000,000	\$	5,000,000	\$	5,000,000	\$	10,500,000
	CH 1 Fountain Replaster & Tile	\$	-	\$	-	\$	-	\$	15,000	\$	-	\$	-	\$	15,000
*	CH 2 Annex Building Assessment / Renovation	\$	-	\$	-	\$	-	\$	50,000	\$	100,000	\$	100,000	\$	150,000
	CH 2 Lawn Bowling Re-roof	\$	30,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	30,000
	CH 4 Assessment / Renovation	\$	-	\$	-	\$	-	\$	-	\$	-	\$	80,000	\$	80,000
	CH 4 Expanded Community Gathering Area	\$	-	\$	100,000	\$	-	\$	-	\$	-	\$	-	\$	100,000
	CH 4 Lapidary Exhaust Vent	\$	30,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	30,000
	CH 4 Lounge renovation	\$	-	\$	-	\$	75,000	\$	-	\$	-	\$	-	\$	75,000
**	CH 4 Metal roof cover	\$	25,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	25,000
*	CH 4 Sewing Room Flooring	\$	13,200	\$	-	\$	-	\$	-	\$	-	\$	-	\$	13,200
	CH 6 Assessment / Renovation	\$	-	\$	-	\$	50,000	\$	-	\$	-	\$	-	\$	50,000
	CH 6 Video Projector & Installation	\$	30,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	30,000
	CH 7 Assessment / Renovation	\$	-	\$	-	\$	-	\$	80,000	\$	-	\$	-	\$	80,000
*	CH 7 Coat/Storage remodel	\$	25,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	25,000
	CH 7 HVAC System	\$	-	\$	175,000	\$	-	\$	-	\$	-	\$	-	\$	175,000
	CH 7 Tennis Center Interior Renovation	\$	-	\$	50,000	\$	-	\$	-	\$	-	\$	-	\$	50,000
*	LED Walkway Lighting at CH 1,2,3,4 & 5	\$	200,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	200,000
	Main Lounge Chandeliers	\$	-	\$	50,000	\$	-	\$	-	\$	-	\$	-	\$	50,000
	PAC Renovation	\$	-	\$	2,000,000	\$	-	\$	-	\$	-	\$	-	\$	2,000,000
	<b>Clubhouses Total</b>	\$	581,100	\$	3,173,000	\$	140,000	\$	5,205,000	\$	5,187,000	\$	5,187,000	\$	14,286,100
	<b>Computers</b>														
	<b>Equipment Fund</b>														
	CAD Format Plotter	\$	-	\$	8,000	\$	-	\$	-	\$	-	\$	8,000	\$	16,000
	Community WiFi Hotspots - RUCKS	\$	-	\$	-	\$	-	\$	60,000	\$	-	\$	-	\$	60,000
	Day Force - Benefits Open Enrollment Module Implementation	\$	9,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	9,000



Day Force - Onboarding Module Implementation	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000
Financial Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
Fleet Management Software	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000
Microsoft Office Productivity Suite	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Network Server Hardware and Software	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Network Switching, Routing, and Security Hardware	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000
Phone System	\$ -	\$ 370,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 370,000
Vehicle Computers	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
<b>Computers Total</b>	<b>\$ 166,000</b>	<b>\$ 928,000</b>	<b>\$ 720,000</b>	<b>\$ 60,000</b>	<b>\$ 1,008,000</b>	<b>\$ 2,882,000</b>			
<b>Fitness</b>									
<b>Equipment Fund</b>									
CH 1 Elliptical Trainers	\$ -	\$ -	\$ 22,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,100
CH 1 Recumbent Cross Trainer	\$ -	\$ -	\$ -	\$ 17,000	\$ -	\$ -	\$ -	\$ -	\$ 17,000
CH 1 Treadmills	\$ -	\$ 27,000	\$ 27,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 108,000
<b>Facility Fund</b>									
CH 1 Fitness Center HVAC	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
CH 1 Fitness Flooring	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000
<b>Fitness Total</b>	<b>\$ -</b>	<b>\$ 92,000</b>	<b>\$ 49,100</b>	<b>\$ 44,000</b>	<b>\$ 27,000</b>	<b>\$ 212,100</b>			
<b>Golf Facilities</b>									
<b>Equipment Fund</b>									
Bowling Greens Roller	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000
Buffalo Turbine Blower	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Chemical Sprayer	\$ -	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 55,000
Collection Mower	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Core Processor	\$ -	\$ -	\$ 32,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,000
Golf Patio Furniture	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Golf Turf Equipment Lift	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Greens Aerator	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Irrigation Component; 250 Saddles	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Irrigation System Components; Heads	\$ -	\$ -	\$ 115,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,000
Mower - Riding Greens	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Mower - Riding Tee	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Mowers - Fairway	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Par Three Course Irrigation Renovation	\$ -	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000
Pond Aerator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Rough Mower, GM 3100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000
Rough Mower; ReelMaster7000, #2	\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,000
Tow Behind Top Dresser	\$ -	\$ -	\$ 27,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,000
Tow-Behind Spreader	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000
VG - Lounge Furniture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000

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VG - Water and Ice Machine	\$	-	\$	-	\$	-	\$	-	\$	-	\$	8,000	\$	8,000
<b>Facility Fund</b>														
Golf Course Starter Shacks	\$	-	\$	-	\$	200,000	\$	-	\$	-	\$	-	\$	200,000
VG - HVAC System	\$	-	\$	30,000	\$	-	\$	-	\$	-	\$	-	\$	30,000
VG - Renovation	\$	-	\$	-	\$	-	\$	-	\$	-	\$	600,000	\$	600,000
<b>Golf Facilities Total</b>	\$	128,000	\$	207,000	\$	1,379,000	\$	55,000	\$	673,000	\$	2,442,000		
<b>Landscape</b>														
<b>Equipment Fund</b>														
48" Laser Lawn Mowers w/Mulch Kits (5)	\$	65,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	65,000
60" Lazer Mower w/Mulch Kit	\$	14,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	14,000
Centralized Irrigation System	\$	100,000	\$	200,000	\$	200,000	\$	200,000	\$	300,000	\$	1,000,000		
Gas Power Sprayer Honda	\$	5,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	5,000
Hydraulic Sprayer John Bean	\$	10,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	10,000
Laser Lawn Mowers (10)	\$	-	\$	-	\$	-	\$	-	\$	90,000	\$	90,000		
Laser Lawn Mowers (5)	\$	-	\$	-	\$	-	\$	60,000	\$	-	\$	-	\$	60,000
Mini Skid Steer Trencher 07	\$	-	\$	-	\$	20,000	\$	-	\$	-	\$	-	\$	20,000
Mini Skid Steer Trencher Dingo 2000	\$	26,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	26,000
Mini Skid-Steer Loader (2) P2788 P2789 rblt 2013	\$	-	\$	37,200	\$	-	\$	-	\$	-	\$	-	\$	37,200
Mini Skid-Steer Loaders (2) Dingo 323	\$	40,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	40,000
Navigator Mowers - Walkers (2)	\$	35,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	35,000
Root Cutter Dosco	\$	16,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	16,000
Utility Tractor w/Loader Kubota BX1880T54	\$	36,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	36,000
<b>Landscape Total</b>	\$	347,000	\$	237,200	\$	220,000	\$	260,000	\$	390,000	\$	1,454,200		
<b>Other Equipment</b>														
<b>Equipment Fund</b>														
Arena Groomer/Planer	\$	-	\$	5,000	\$	-	\$	-	\$	-	\$	-	\$	5,000
Hot Walker/Horse Conditioner	\$	-	\$	-	\$	-	\$	-	\$	15,000	\$	15,000		
Lawn Bowling Patio Furniture	\$	10,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	10,000
Lawn Bowling Shade Covers	\$	-	\$	-	\$	30,000	\$	-	\$	-	\$	-	\$	30,000
Miscellaneous Equipment	\$	50,000	\$	100,000	\$	100,000	\$	100,000	\$	100,000	\$	450,000		
Sun Shades	\$	-	\$	-	\$	5,000	\$	-	\$	-	\$	-	\$	5,000
<b>Other Equipment Total</b>	\$	60,000	\$	105,000	\$	135,000	\$	100,000	\$	115,000	\$	515,000		
<b>Other GRF Facilities</b>														
<b>Facility Fund</b>														
Automatic Lighting Controls	\$	-	\$	-	\$	-	\$	-	\$	100,000	\$	100,000		
Broadband HVAC System	\$	-	\$	-	\$	200,000	\$	-	\$	-	\$	-	\$	200,000
Building E Renovation	\$	-	\$	187,000	\$	-	\$	-	\$	-	\$	-	\$	187,000
CH 1 Gymnasium Safety Wall Padding	\$	45,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	45,000
Charging Stations - Service Center	\$	75,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	75,000
Community Center 2nd Floor Carpeting	\$	-	\$	190,000	\$	-	\$	-	\$	-	\$	-	\$	190,000

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	Community Center Building/Site Renovation	\$ -	\$ -	\$ -	\$ -	\$ 1,660,000	\$ -	\$ 1,660,000	
	Community Center Parking Study	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	
*	Community Center Stucco Flashing Replacement	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000	
	Equipment Covered Shelter-Landscape	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000	
	Garden Center 2 Renovation	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	
	Historical Society Bldg/Site Renovate	\$ -	\$ -	\$ -	\$ 80,700	\$ -	\$ -	\$ 80,700	
	Library Bldg/Site Renovation	\$ -	\$ -	\$ -	\$ 170,600	\$ -	\$ -	\$ 170,600	
	Maintenance Parking Lot Safety Lights	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	
**	Miscellaneous Projects	\$ 125,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,125,000	
*	Renovation of Equestrian Turf	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	
	Replacement & Painting of Wooden Aspects of Building	\$ -	\$ -	\$ -	\$ 18,000	\$ -	\$ -	\$ 18,000	
	Replacement of Large Arena Footing	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	
	Siding/Enclosure of Hay Barn	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ 8,000	
	Tennis Court LED Technology Re-Lighting	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	
	Tennis court resurfacing	\$ -	\$ -	\$ 28,000	\$ -	\$ -	\$ -	\$ 28,000	
	Trail System Renovation	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000	
	Vehicle Maintenance HVAC	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000	
	Wooden Fencing & Mounting Block Replacement	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	
	<b>Other GRF Facilities Total</b>	<b>\$ 740,000</b>	<b>\$ 925,000</b>	<b>\$ 558,000</b>	<b>\$ 2,179,300</b>	<b>\$ 350,000</b>	<b>\$ 4,752,300</b>		
	<b>Paving</b>								
	<b>Facility Fund</b>								
*	Asphalt Paving and Sealcoat Programs	\$ 811,700	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,811,700		
*	Parkway Concrete Repairs	\$ 200,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 800,000		
	<b>Paving Total</b>	<b>\$ 1,011,700</b>	<b>\$ 650,000</b>	<b>\$ 650,000</b>	<b>\$ 650,000</b>	<b>\$ 650,000</b>	<b>\$ 3,611,700</b>		
	<b>Security</b>								
	<b>Equipment Fund</b>								
	Emergency Generator Transfer Switch-CH 4	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 112,000		
	Emergency Generator Transfer Switch-CH 6	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 52,000		
*	Portable Radios	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	\$ 20,000		
*	Speedinders	\$ 10,000	\$ 5,000	\$ -	\$ -	\$ -	\$ 15,000		
	<b>Facility Fund</b>								
	Community Center Emergency Generator	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000		
	Security Bldg HVAC System	\$ -	\$ -	\$ 65,000	\$ -	\$ -	\$ 65,000		
	Security Bldg Roof Replacement	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000		
*	Shepherds Crook	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ 240,000		
	<b>Security Total</b>	<b>\$ 360,000</b>	<b>\$ 395,000</b>	<b>\$ 65,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ 894,000</b>		
	<b>Vehicles</b>								
	<b>Equipment Fund</b>								
*	Backhoe (golf course)	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000		
*	Brush Grinder/Chipper	\$ 94,000	\$ -	\$ -	\$ -	\$ -	\$ 94,000		

	Electric/Hybrid Vehicles (4)	\$	150,000	\$	-	\$	-	\$	-	\$	-	\$	150,000
	F-350 Trucks (4)	\$	200,000	\$	-	\$	-	\$	-	\$	-	\$	200,000
*	Mule Utility Vehicles (8)	\$	120,000	\$	-	\$	-	\$	-	\$	-	\$	120,000
	Phase 3 Vehicle Replacements	\$	-	\$	1,444,000	\$	-	\$	-	\$	-	\$	1,444,000
	Phase 4 Vehicle Replacements	\$	-	\$	-	\$	1,333,000	\$	-	\$	-	\$	1,333,000
	Phase 5 Vehicle Replacements	\$	-	\$	-	\$	-	\$	1,225,000	\$	-	\$	1,225,000
	Phase 6 Vehicle Replacements	\$	-	\$	-	\$	-	\$	-	\$	1,230,000	\$	1,230,000
*	Security Vehicles (3)	\$	96,000	\$	-	\$	-	\$	-	\$	-	\$	96,000
*	Stake Bed F-350 (2)	\$	110,000	\$	-	\$	-	\$	-	\$	-	\$	110,000
**	Standard Pick up Truck (6)	\$	174,000	\$	-	\$	-	\$	-	\$	-	\$	174,000
	Stream Roller	\$	10,000	\$	-	\$	-	\$	-	\$	-	\$	10,000
*	Telehandler Lift (2)	\$	210,000	\$	-	\$	-	\$	-	\$	-	\$	210,000
	Telescopic Boom Lift	\$	110,000	\$	-	\$	-	\$	-	\$	-	\$	110,000
	Transit Connect (2)	\$	65,000	\$	-	\$	-	\$	-	\$	-	\$	65,000
*	Tub Grinder	\$	650,000	\$	-	\$	-	\$	-	\$	-	\$	650,000
	<b>Vehicles Total</b>	\$	<b>2,109,000</b>	\$	<b>1,444,000</b>	\$	<b>1,333,000</b>	\$	<b>1,225,000</b>	\$	<b>1,230,000</b>	\$	<b>7,341,000</b>
	<b>Grand Total</b>	\$	<b>5,952,800</b>	\$	<b>8,750,700</b>	\$	<b>5,863,600</b>	\$	<b>10,765,800</b>	\$	<b>10,540,500</b>	\$	<b>41,937,400</b>

\* Replacement

\*\* Replacement and Addition

## **STAFF REPORT**

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**DATE:** September 3, 2019  
**FOR:** Board of Directors  
**SUBJECT:** Early Expenditure of Funds for 2020 Capital Plan Items

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### **RECOMMENDATION**

Staff recommends that the Board approve an early expenditure of appropriated funds for certain 2020 Capital Plan items, authorizing Staff to proceed with purchases totaling \$1,170,000 from the Equipment Fund.

### **BACKGROUND**

On September 3, 2019, the Board adopted the 2020 Capital Plan (Plan) via resolution, appropriating a total of \$3,577,900 from the Equipment Fund and \$2,374,900 from the Facilities Fund for equipment and projects being funded through the reserves plan (see Attachment 1). These funds are not available for expenditure prior to January 1, 2020 without Board approval.

### **DISCUSSION**

Several projects have been identified as a priority in the current year and require an early release of funding to proceed with the specification/bid process.

- **Replace Tub Grinder – \$650,000**

A tub grinder is needed to meet the regulations of the South Coast Air Quality Management District (AQMD). The current tub grinder does not meet all applicable rules for the operation of a mobile source of air pollution and an expedited procurement process is warranted.

- **Replace Pickups (4) – \$200,000**

Staff has identified four diesel vehicles that will not meet the California Air Resources Board (CARB) emissions standards beginning January 1, 2020. Lead time on vehicle procurement requires availability of these funds in 2019.

- **Replace Telehandler Lifts (2) – \$210,000**

The 2020 Plan includes funding to replace two telehandler lifts currently in use, which frequently break down. When out of commission, the turn-around time to get repairs completed is lengthy, on an average of 3-5 weeks, due to difficulty in obtaining the necessary replacement parts.

- **Add Telescopic Boom Lift – \$110,000**

Four aerial lifts of various sizes are shared by seven different work centers in the Maintenance and Construction Department, causing a deferral in maintenance services in the community. The 2020 Plan includes the addition of one telescopic boom lift. Aerial lifts are used in lieu of ladders, scaffolding, and rolling stages as it increases efficiency and productivity, as well as providing our staff with a safe method of performing their

tasks such as the paint program and service requests. The need for this equipment is immediate.

**FINANCIAL ANALYSIS**

There is no financial impact as these funds are planned reserve expenditures.

**Prepared By:** Betty Parker, CFO

**Reviewed By:** Siobhan Foster, COO  
Jeff Parker, CEO

**ATTACHMENT(s):**  
ATT1 – 2020 Capital Plan  
ATT2 – Resolution



## 2020 CAPITAL PLAN ITEMS

	EQUIPMENT	FACILITIES	TOTAL
<b>Vehicles</b>			<b>\$ 2,109,000</b>
Tub Grinder	650,000		650,000
Pickup Trucks (9)	374,000		374,000
Telehandler Lifts (2)	210,000		210,000
Backhoe	120,000		120,000
Utility Vehicles (8)	120,000		120,000
Stake Bed Truck	110,000		110,000
Brush Grinder/Chipper	94,000		94,000
Security Vehicles (2)	64,000		64,000
Van	35,000		35,000
Steam Roller	10,000		10,000
Add: Electric/Hybrid Vehicles (4)	150,000		150,000
Add: Telescopic Boom Lift	110,000		110,000
Add: Security Vehicle	32,000		32,000
Add: Van	30,000		30,000
<b>Paving</b>			<b>1,011,700</b>
Asphalt Paving and Sealcoat Programs		811,700	811,700
Parkway Concrete Repairs		200,000	200,000
<b>Lighting</b>			<b>500,000</b>
Maintenance Parking Lot Lighting		250,000	250,000
LED Walkway Lighting - CH 1,2,3,4 & 5		200,000	200,000
Tennis Court LED Lighting		50,000	50,000
<b>Security</b>			<b>435,000</b>
Shepherd's Crook - Gate 3	-	240,000	240,000
Transfer Switches for CH 4 & CH 6	100,000		100,000
Clubhouse Camera Installation	75,000		75,000
Portable Radios	10,000		10,000
Speed Monitoring Devices (2)	10,000		10,000
<b>Broadband Services</b>			<b>420,000</b>
Set Top Boxes	300,000		300,000
Head End UPS and Power Conditioner	120,000		120,000
<b>Landscape</b>			<b>347,000</b>
Centralized Irrigation System	100,000		100,000
48" Lazer Lawn Mowers (5)	65,000		65,000
Mini Skid-Steer Loaders (2)	40,000		40,000
Utility Tractor w/ Loader (2)	36,000		36,000
Mowers w/ Catch Basket (2)	35,000		35,000
Mini Skid-Steer Trencher	26,000		26,000
Root Cutter	16,000		16,000
60" Lazer Lawn Mower	14,000		14,000
Hydraulic Sprayer	10,000		10,000
Gas Power Sprayer	5,000		5,000
<b>Other GRF Equipment &amp; Facilities</b>			<b>180,000</b>
Charging Stations		75,000	75,000
Equestrian Turf Renovation		50,000	50,000
Gymnasium Wall Padding		45,000	45,000
Lawn Bowling Patio Furniture	10,000		10,000



## 2020 CAPITAL PLAN ITEMS

	EQUIPMENT	FACILITIES	TOTAL
<b>Miscellaneous Projects/Equipment</b>			<b>175,000</b>
Miscellaneous Projects		125,000	125,000
Miscellaneous Equipment	50,000		50,000
<b>Computers</b>			<b>166,000</b>
MS Office Productivity Suite	150,000		150,000
Dayforce - Open Enrollment Module	9,000		9,000
Dayforce - Onboarding Module	7,000		7,000
<b>Community Center</b>			<b>145,000</b>
Community Center Stucco Flashing		120,000	120,000
Community Center Parking Study		25,000	25,000
<b>Clubhouse 4</b>			<b>141,000</b>
CH 4 Bench Top Chairs	35,600		35,600
CH 4 Lapidary Exhaust Vent		30,000	30,000
CH 4 Workshop Chairs	26,800		26,800
CH 4 Metal Roof Cover		25,000	25,000
CH 4 Sewing Room Flooring		13,200	13,200
CH 4 Sewing Machines (16)	10,400		10,400
<b>Golf Facilities</b>			<b>128,000</b>
Mower - Riding Tee	40,000		40,000
Greens Aerator	30,000		30,000
Tow-Behind Spreader	18,000		18,000
Turbine Blower	15,000		15,000
Collection Mower	15,000		15,000
Turf Equipment Lift	10,000		10,000
<b>Clubhouse 7</b>			<b>78,100</b>
CH 7 Coat/Storage Remodel		25,000	25,000
CH 7 Lobby Furniture	15,000		15,000
CH 7 Commercial Appliances	15,000		15,000
CH 7 Patio Furniture	10,000		10,000
CH 7 Commercial Dishwasher	7,000		7,000
CH 7 Sound Systems	6,100		6,100
<b>Clubhouse 6</b>			<b>37,000</b>
CH 6 Video Projector Installation		30,000	30,000
CH 6 Commercial Dishwasher	7,000		7,000
<b>Aquatics</b>			<b>30,000</b>
CH 1 Pool & Spa Plastering		30,000	30,000
<b>Clubhouse 2</b>			<b>30,000</b>
CH 2 Lawn Bowling Roof		30,000	30,000
<b>Clubhouse 5</b>			<b>20,000</b>
CH 5 Patio Furniture/Benches	20,000		20,000
<b>TOTAL</b>	<b>\$3,577,900</b>	<b>\$2,374,900</b>	<b>\$5,952,800</b>





**RESOLUTION 90-19-XX**

**2020 CAPITAL PLAN – EARLY RELEASE OF FUNDS**

**WHEREAS**, Resolution 90-19-XX adopted and approved the Capital Reserve Expenditures Plan of this Corporation for the year 2020; and

**WHEREAS**, funding for certain items should be accelerated into the current year to facilitate ordering lead times and efficient operations.

**NOW THEREFORE BE IT RESOLVED**, September 3, 2019, the Board of Directors of this Corporation hereby authorizes an early expenditure of \$1,170,000 from the approved 2020 Capital Reserve Expenditure Plan for the replacement purchase of one Tub Grinder, four Pickup Trucks, two Telehandler Lifts and the addition of one Aerial Lift, to be funded from the Equipment Fund;

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

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## **STAFF REPORT**

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**DATE:** September 3, 2019  
**FOR:** Board of Directors  
**SUBJECT:** Saddleback Emeritus Institute Parking Fee

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### **RECOMMENDATION**

Approve increasing the Saddleback Emeritus Institute parking fee to \$50 (spring/fall semester) and \$30 (summer semester) for non-resident students entering the community with a vehicle effective for the 2020 Spring Semester.

### **BACKGROUND**

May 4, 2010 Golden Rain Foundation (GRF) approved a parking fee for all non-resident students beginning fall of 2010; \$20 (spring/fall semester) and \$10 (summer semester) via resolution 90-10-31 (Attachment 1). Non-resident students who walk, cycle or use public transportation to enter the community are issued a pass free of charge.

Saddleback currently charges \$40 per student per semester or \$80 for an annual parking pass. In addition, there is a \$46 per unit enrollment fee and a health fee of \$20 per semester; equating to a minimum of \$196 for a single three unit class.

### **DISCUSSION**

The GRF Student Parking Pass Fee was setup to offset a portion of the operational, facility and administrative costs associated that result from incremental utilization of the facilities. Currently, Resident Services administers parking passes from 9 a.m. to 2 p.m. for two weeks each semester to collect the parking fee; GRF provides and incurs the staffing costs.

### **FINANCIAL ANALYSIS**

The new estimated annual revenue with the proposed increase (\$50 spring/fall, \$30 summer) is \$80,000, approximately \$37,000 more than prior year.

**Prepared By:** Jennifer Murphy, Recreation Manager

**Reviewed By:** Brian Gruner, Recreation and Special Events Director  
Betty Parker, Chief Financial Officer  
Siobhan Foster, Chief Operating Officer

### **ATTACHMENT(S)**

Attachment 1: Resolution 90-10-31  
Attachment 2: Parking Pass Revenue  
Attachment 3: Revised Resolution

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Golden Rain Foundation  
Community Activities Committee  
May 9, 2019

### **ENDORSEMENT (to board)**

#### **Entertain a Motion to Increase Student Parking Pass Fee for Non- Resident Students who take Saddleback College Emeritus Institute Classes, Effective with Spring Semester 2020 Enrollment**

At the GRF Community Activates Committee on May 9, 2019 staff recommended increasing the Saddleback Emeritus Institute parking fee to \$50 (spring/fall semester) and \$30 (summer semester) for non-resident students entering the community with a vehicle effective for the 2020 Spring Semester.

A motion was made to speak to Saddleback Emeritus Institute prior to making any fee increases. Discussion ensued. The motion failed 3-5-0.

A motion was made to approve staff recommendation to increase the Saddleback Emeritus Institute parking fee to \$50 (spring/fall semester) and \$30 (summer semester) for non-resident students entering the community with a vehicle effective for the 2020 Spring Semester. Discussion ensued. The motion carried 5-3-0.

Golden Rain Foundation  
Finance Committee  
August 21, 2019

### **ENDORSEMENT (to board)**

#### **Entertain a Motion to Increase Student Parking Pass Fee for Non- Resident Students who take Saddleback College Emeritus Institute Classes, Effective with Spring Semester 2020 Enrollment**

At the GRF Finance Committee meeting on August 21, 2019, the committee reviewed a staff report recommending an increase in parking fees associated with the Saddleback Emeritus Institute. Brian Gruner, Recreation and Special Events Director, provided responses to the committee's questions.

A motion was made and carried unanimously to recommend the board accept staff's recommendation and increase parking fees for the fall and spring semesters from \$30 to \$50, and the Summer Semester from \$10 to \$30 effective for the 2020 Spring Semester.

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**RESOLUTION 90-10-31**

**WHEREAS**, the Saddleback College Emeritus Institute provides educational services to residents and non-residents of Laguna Woods Village; and

**WHEREAS**, a concern was raised that non-residents use the equipment and facilities during class time at no charge, while the residents pay monthly assessments to upkeep GRF property;

**NOW THEREFORE BE IT RESOLVED**, May 4, 2010, that the Board of Directors of this Corporation hereby implements a Student Parking Pass Fee of \$20 per semester (\$10 for summer semester) for non-resident students who take Saddleback College Emeritus Institute courses in Laguna Woods Village, effective with the Fall Semester 2010 enrollment; and

**RESOLVED FURTHER**, that such fees shall be used to defray the operational and administrative costs, and shall be collected during the time of student gate pass distribution; and

**RESOLVED FURTHER**, that Resolution 90-09-94 adopted December 1, 2009 is hereby superseded and cancelled; and

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

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## Attachment 2: Historical Annual Revenue

Year	Fee	Total Revenue
2013	Spring/Fall \$20, Summer \$10	\$32,710
2014	Spring/Fall \$20, Summer \$10	\$30,970
2015	Spring/Fall \$20, Summer \$10	\$30,460
2016	Spring/Fall \$20, Summer \$10	\$33,590
2017	Spring/Fall \$30, Summer \$20	\$48,070
2018	Spring/Fall \$30, Summer \$20	\$43,355

## Attachment 2: Estimated Semester Revenue

Semester	Anticipated Parking Passes	Anticipated Revenue
Spring	700	\$35,000
Summer	333	\$10,000
Fall	700	\$35,000
		\$80,000 Total



**RESOLUTION 90-19-XX**

**WHEREAS**, the Saddleback College Emeritus Institute provides educational services to residents and non-residents of Laguna Woods Village; and

**WHEREAS**, a concern was raised that non-residents use the equipment and facilities during class time at no charge, while the residents pay monthly assessments to upkeep GRF property;

**NOW THEREFORE BE IT RESOLVED**, September 3, 2019, that the Board of Directors of this Corporation hereby implements a Student Parking Pass Fee of \$50 per semester (\$30 for summer semester) for non-resident students who take Saddleback College Emeritus Institute courses in Laguna Woods Village, effective with the Spring Semester 2020 enrollment; and

**RESOLVED FURTHER**, that such fees shall be used to defray the operational and administrative costs, and shall be collected during the time of student gate pass distribution; and

**RESOLVED FURTHER**, that Resolution 90-10-31 adopted May 4, 2010 is hereby superseded and cancelled; and

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

September Initial Notification

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

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# Financial Report

As of July 31, 2019

## INCOME STATEMENT (in Thousands)

<b>Assessment Revenue</b>	<b>\$18,083</b>
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<b>Non-assessment Revenue</b>	<b>\$7,965</b>
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<b>Total Revenue</b>	<b>\$26,048</b>
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<b>Total Expense</b>	<b>\$24,220</b>
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<b>Net Revenue/(Expense)</b>	<b>\$1,828</b>
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# Financial Report

As of July 31, 2019

## INCOME STATEMENT

OPERATING FUND w/o Depreciation & Unrealized Gain (in Thousands)

Assessment Revenue	\$16,389
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Non-assessment Revenue	\$5,021
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Total Revenue	\$21,410
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Total Expense	\$21,514
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Operating Loss	(\$104)
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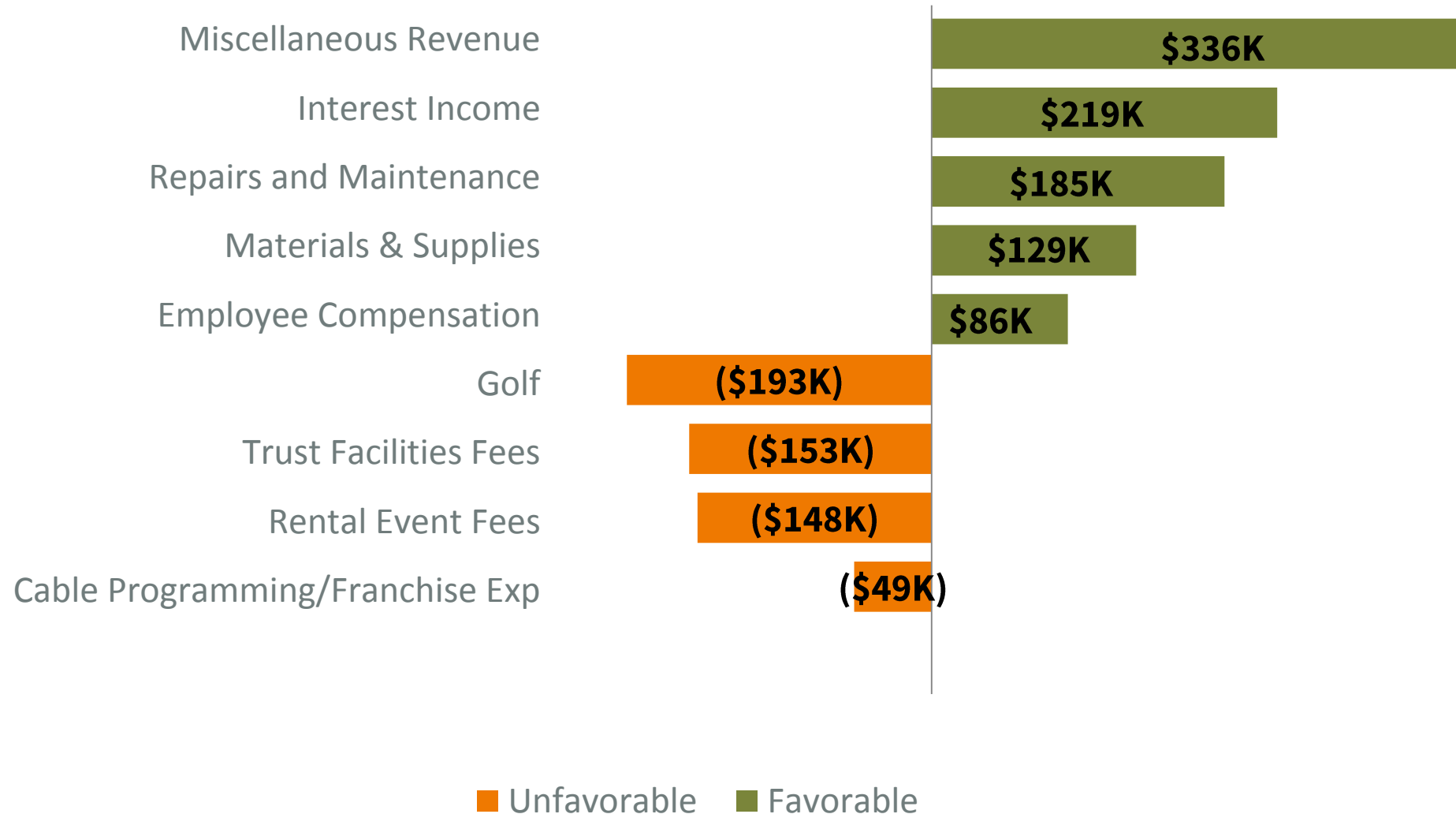
# Financial Report

As of July 31, 2019

<b>INCOME STATEMENT</b> (in Thousands)	<b>ACTUAL</b>	<b>BUDGET</b>	<b>VARIANCE</b>
<b>Assessment Revenue</b>	<b>\$18,083</b>	<b>\$18,083</b>	<b>\$0</b>
<b>Non-assessment Revenue</b>	<b>\$7,965</b>	<b>\$7,937</b>	<b>\$28</b>
<b>Total Revenue</b>	<b>\$26,048</b>	<b>\$26,020</b>	<b>\$28</b>
<b>Total Expense</b>	<b>\$24,220</b>	<b>\$24,429</b>	<b>\$209</b>
<b>Net Revenue/(Expense)</b>	<b>\$1,828</b>	<b>\$1,591</b>	<b>\$237</b>

# Financial Report

As of July 31, 2019



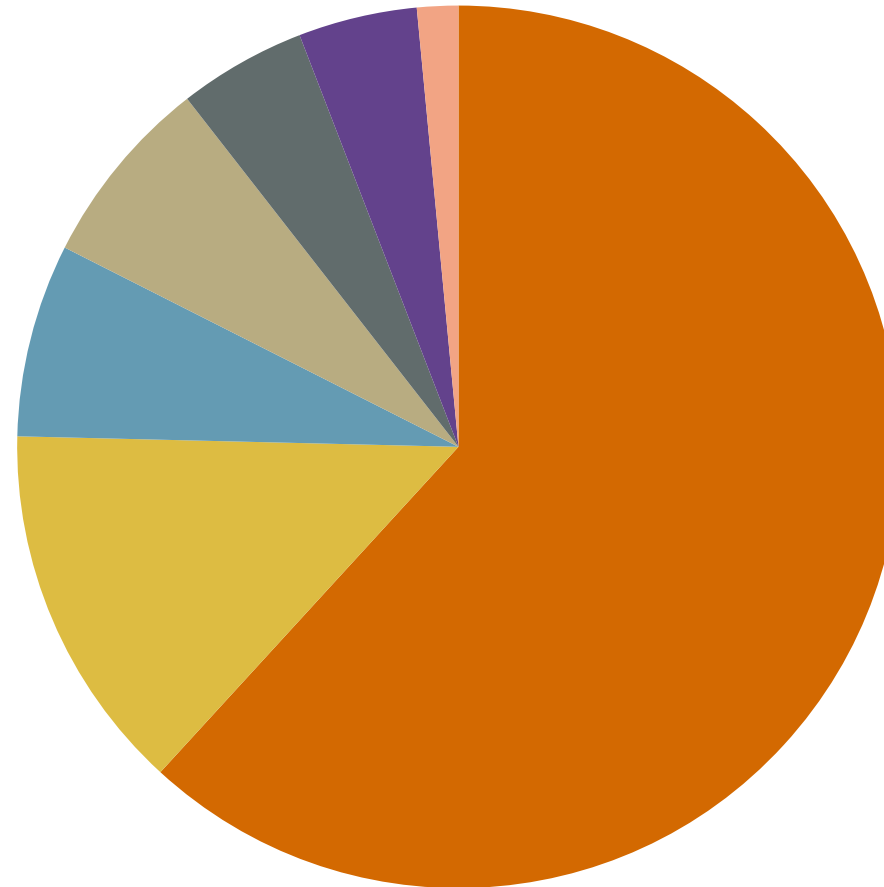


# Financial Report

As of July 31, 2019

## Total Expenses excluding depreciation

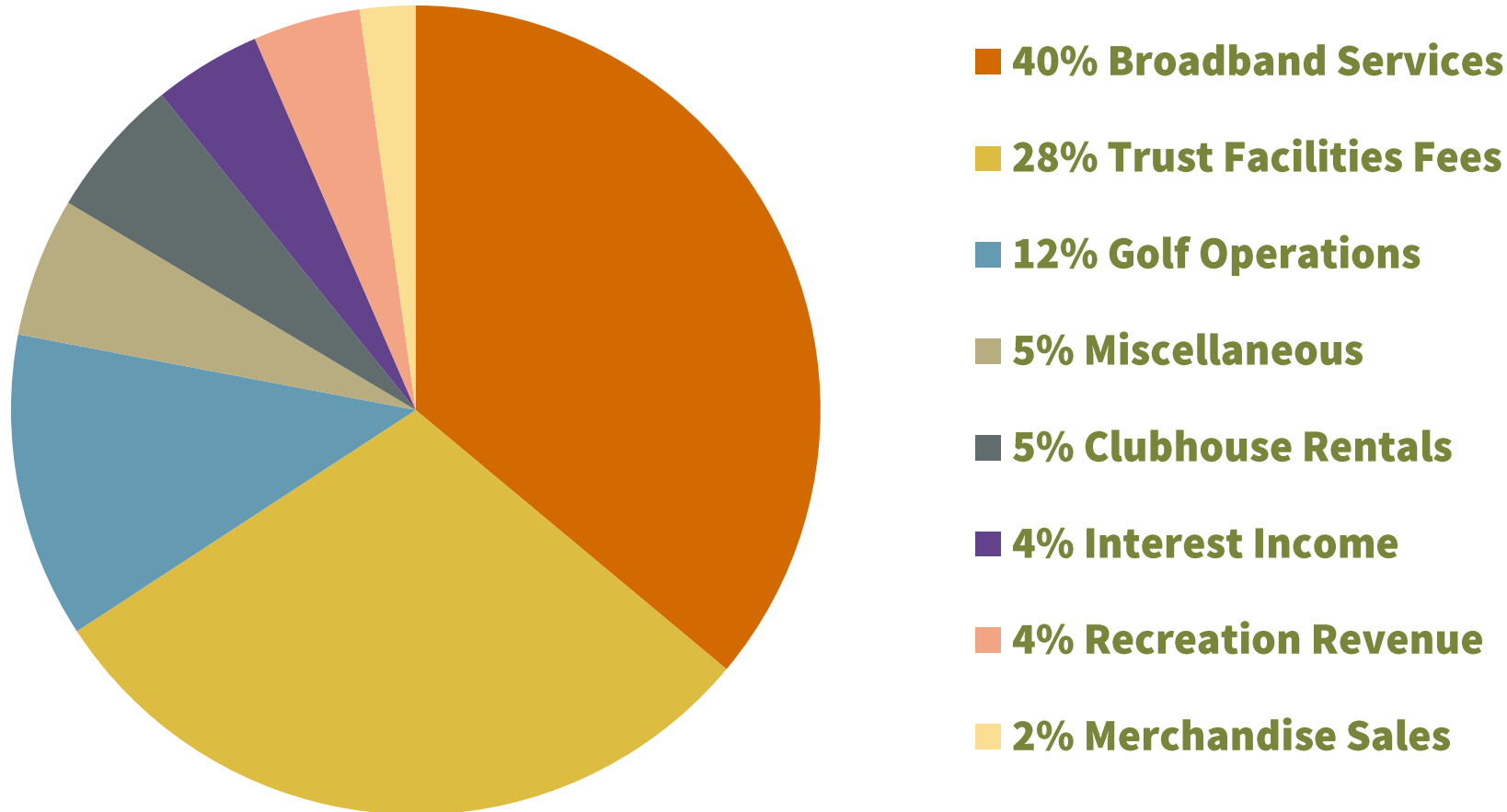
- **63% Employee Compensation & Related**
- **14% Cable/Franchise/Copyright**
- **7% Utilities, Fuel & Oil**
- **7% Insurance, Professional & Legal**
- **5% Outside Services**
- **3% Materials & Supplies**
- **1% Repairs & Maintenance**



# Financial Report

As of July 31, 2019

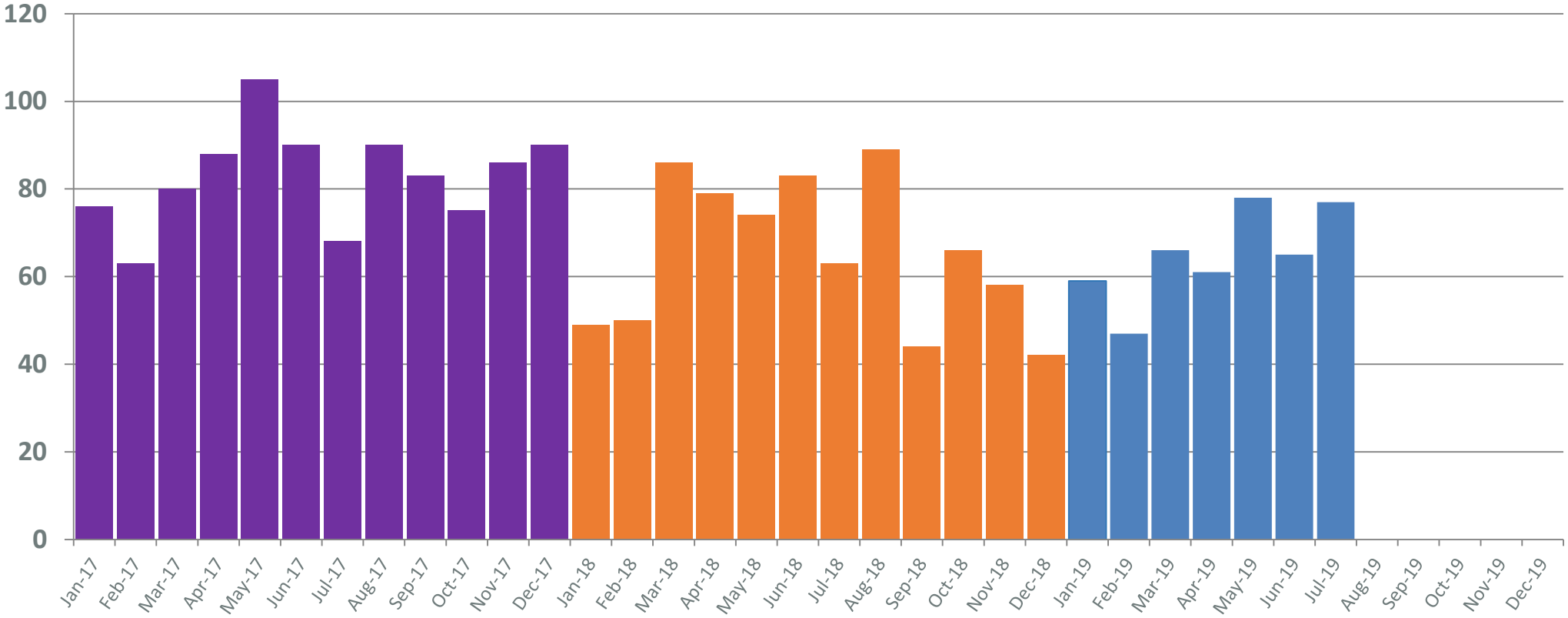
## Total Non Assessment Revenues excluding unrealized gains



# Financial Report

As of July 31, 2019

## RESALE HISTORY Community Wide # Units



# Financial Report

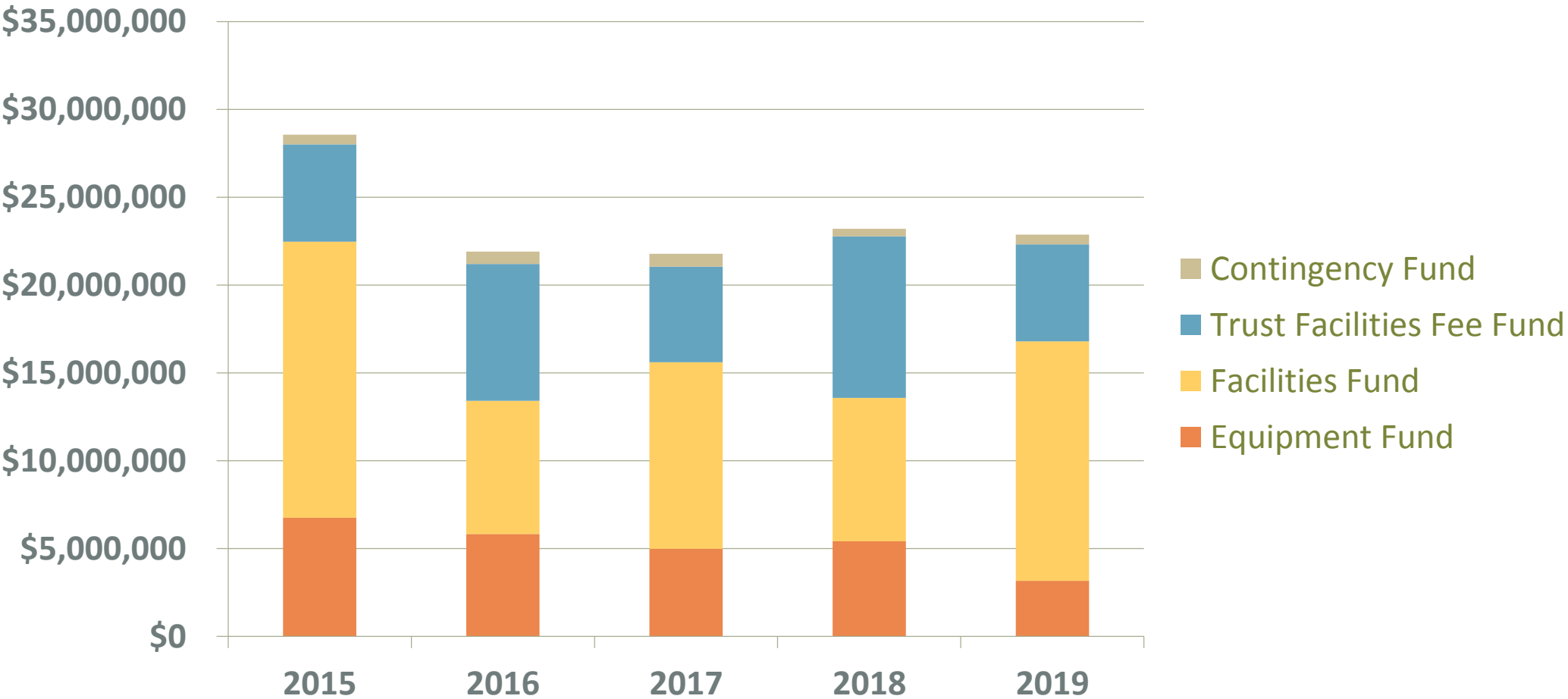
As of July 31, 2019

<b>FUND BALANCES</b> (in Thousands)	<b>ENDING BALANCES</b>	<b>WORK IN PROGRESS</b>	<b>ADJUSTED BALANCES</b>
<b>Equipment</b>	<b>\$5,465</b>	<b>\$2,296</b>	<b>\$3,169</b>
<b>Facilities</b>	<b>18,483</b>	<b>4,849</b>	<b>13,634</b>
<b>Contingency</b>	<b>626</b>	<b>63</b>	<b>563</b>
<b>Trust Facilities Fee</b>	<b>5,515</b>	<b>0</b>	<b>5,515</b>
<b>TOTAL</b>	<b>\$30,089</b>	<b>\$7,208</b>	<b>\$22,881</b>

# Financial Report

As of July 31, 2019

## FUND BALANCES



# Financial Report

As of July 31, 2019

## FUND ENCUMBRANCES

(in Thousands)

	TOTAL APPROPRIATIONS	REMAINING ENCUMBRANCE
Aquatics & Fitness	\$636	\$404
Broadband Services	1,075	216
Clubhouses	5,188	4,101
Computers	1,605	569
Community Center	2,632	1,350
Energy Projects	978	285
Garden Centers	400	58
Golf Facilities	1,299	794
Other Equipment	390	191
Other GRF Facilities	1,342	960
Paving	1,995	1,040
Pickleball	850	46
Security	2,727	1,815
Vehicles	1,879	1,365
<b>TOTAL</b>	<b>\$22,996</b>	<b>\$13,194</b>

**Golden Rain Foundation of Laguna Woods**  
**Statement of Revenues & Expenses - Preliminary**  
**7/31/2019**  
(\$ IN THOUSANDS)

		CURRENT MONTH			YEAR TO DATE			PRIOR YEAR	ANNUAL
		ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET
<b>Revenues:</b>									
<b>Assessments:</b>									
1	Operating	\$2,341	\$2,341		\$16,389	\$16,389		\$15,920	\$28,094
2	Additions to restricted funds	242	242		1,694	1,694		1,783	2,904
3	<b>Total assessments</b>	<u>2,583</u>	<u>2,583</u>		<u>18,083</u>	<u>18,083</u>		<u>17,703</u>	<u>30,998</u>
<b>Non-assessment revenues:</b>									
4	Trust facilities fees	398	345	52	2,263	2,416	(153)	2,110	4,141
5	Golf green fees	137	135	2	794	944	(150)	881	1,618
6	Golf operations	24	25	(2)	135	178	(43)	174	304
7	Merchandise sales	27	24	4	169	167	2	182	287
8	Clubhouse rentals and event fees	52	80	(27)	429	577	(148)	400	1,007
9	Rentals	8	8		71	57	14	60	97
10	Broadband services	420	399	20	2,745	2,794	(49)	2,748	4,790
11	Interest income	45	16	29	327	109	219	287	186
12	Miscellaneous	96	98	(2)	1,033	697	336	656	1,190
13	<b>Total non-assessment revenue</b>	<u>1,205</u>	<u>1,129</u>	<u>76</u>	<u>7,965</u>	<u>7,938</u>	<u>28</u>	<u>7,498</u>	<u>13,620</u>
14	<b>Total revenue</b>	<u>3,789</u>	<u>3,713</u>	<u>76</u>	<u>26,048</u>	<u>26,020</u>	<u>28</u>	<u>25,201</u>	<u>44,618</u>
<b>Expenses:</b>									
15	Employee compensation and related	2,069	1,989	(80)	13,649	13,735	86	13,542	23,560
16	Materials and supplies	131	155	24	962	1,091	129	1,079	1,846
17	Cost of goods sold	17	16	(1)	106	113	6	119	193
18	Community Events	89	49	(40)	299	239	(60)	187	423
19	Utilities and telephone	281	245	(36)	1,256	1,322	66	1,265	2,247
20	Fuel and oil	45	37	(8)	307	257	(50)	282	440
21	Legal fees	112	31	(80)	395	220	(175)	403	378
22	Professional fees	60	56	(3)	408	404	(4)	407	706
23	Equipment rental	19	21	2	125	134	9	124	226
24	Outside services	161	150	(11)	1,033	971	(61)	974	1,692
25	Repairs and maintenance	38	54	16	333	518	185	427	931
26	Other Operating Expense	35	59	24	305	453	148	376	808
27	Income taxes		2	2	1	15	14	1	25
28	Property and sales tax		8	8	77	54	(23)	68	92
29	Insurance	103	110	7	744	773	29	713	1,325
30	Cable Programming/Copyright/Franchise	403	410	7	2,999	2,873	(126)	2,921	4,926
31	Investment expense		14	14	23	24	2	24	41
32	Net Allocation to Mutuals	(220)	(196)	24	(1,450)	(1,381)	68	(1,436)	(2,390)
33	Uncollectible Accounts		2	2	5	15	9	8	25
34	(Gain)/loss on sale or trade		(6)	(6)	4	(39)	(43)	147	(68)
35	Depreciation and amortization	369	369		2,638	2,638		2,876	2,638
36	<b>Total expenses</b>	<u>3,710</u>	<u>3,575</u>	<u>(136)</u>	<u>24,220</u>	<u>24,429</u>	<u>209</u>	<u>24,509</u>	<u>40,066</u>
37	Excess of revenues over expenses	<u>\$78</u>	<u>\$138</u>	<u>(\$60)</u>	<u>\$1,828</u>	<u>\$1,592</u>	<u>\$237</u>	<u>\$691</u>	<u>\$4,552</u>

## **Statement of Revenue & Expense Variance Report**

as of July 31, 2019

Golden Rain Foundation operations were better than budget by \$237K as of July 31, 2019. Explanations are provided herein for categories with significant variance to budget.

### **REVENUE**

- **Trust Facilities Fees Line 4** – (\$153K) Unfavorable variance due to fewer manors sold. To date, revenue generated from the \$5,000 transfer fee is 6% lower than budgeted.
- **Golf Operations Lines 5 and 6** – (\$193K) Unfavorable variance in revenue resulted from fewer rounds at the golf courses and less usage of the driving range due to inclement weather in the first quarter, and in part due to an overstated budget. In addition to closures, play drops significantly when golfers are limited to cart paths by inclement weather. Revenue in the second quarter is in line with historical averages and the proposed 2020 budget has been reduced accordingly.
- **Clubhouse Rentals & Event Fees Line 8** – (\$148K) Unfavorable variance due to an overstated budget for rental income and event fees at Clubhouse 5 and Performing Arts Center. Revenue-to-date is in line with historical averages and the proposed 2020 budget has been reduced accordingly.
- **Interest Income Line 11** – \$219K Favorable variance due to higher investment balances.
- **Miscellaneous Line 12** – \$336K Favorable variance due to June 30th reporting of Unrealized Gain(Loss) on Available for Sale Investments. Unrealized Gain of \$354K reflects favorable investment market conditions, which fluctuate.

### **EXPENSE**

- **Materials and Supplies Line 16** – \$129K Favorable variance due to timing of expenditures throughout the organization, including vehicle maintenance and Golf. Due to weather and environmental conditions, Golf Course has spent less on fungicides to date, but expects to catch up in Q3 as the summer heat and humidity continue.
- **Legal Fees Line 21** – (\$175K) Unfavorable variance due to more legal activity than anticipated at the time of budget preparations.
- **Repairs and Maintenance Line 25** – \$185K Favorable variance due to timing of contract renewals for annual software maintenance contracts and an incorrect budget for fire alarm inspection and repair; the 2020 budget has been adjusted. Also, less use of contingency to date for building repairs.
- **Other Operating Expense Line 26** – \$148K Favorable variance due to the timing of various services and charges such as pest control, recruitment fees, safety, staff support, and training.
- **Cable Programming/Copyright/Franchise Line 30** – (\$126K) Unfavorable variance due to higher programming fees which have trended upward while the budget remained flat.





FINANCE COMMITTEE MEETING  
REPORT OF THE REGULAR OPEN SESSION

Wednesday, August 21, 2019 – 1:30 p.m.  
Laguna Woods Village Community Center Board Room, 24351 El Toro Road

MEMBERS PRESENT: Diane Phelps, Chair; Beth Perak, Pat English, Rosemarie diLorenzo, Jon Pearlstone, Juanita Skillman, Carl Randazzo, Alfred Amado; Advisor: Shaun Tumpane

MEMBERS ABSENT: Gary Morrison, Advisor: Greg Corigliano

STAFF PRESENT: Betty Parker, Steve Hormuth, Kurt Wiemann, Brian Gruner, Chris Laugenour, Christopher Swanson

OTHERS: GRF – Annette Soule, Dick Palmer, Joan Milliman, Jim Matson  
UNITED – Manuel Armendariz  
VMS – Dick Rader

**Call to Order**

Director Phelps chaired the meeting and called it to order at 1:31 p.m.

**Approval of Meeting Agenda**

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

**Approval of the Regular Meeting Report of June 19, 2019**

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

**Chair Remarks**

None.

**Member Comments (Items Not on the Agenda)**

Gary Empfield (3148-C) inquired about equestrian center pricing policies and was referred to the Community Activities Committee.

Lloyd Silverman (5144) commented on user fees and the benefits of facility usage.

Director Palmer commented on the tennis facility improvements.

Director Matson commented on scheduling tours during the Maintenance and Construction committee meetings to survey project sights.

### **Department Head Update**

Betty Parker, Chief Financial Officer, provided an overview of the 2020 budgets which will be placed on the September 3, 2019 board meeting agenda for approval. Additionally, the BlackRock second quarter investment portfolio review materials were distributed.

### **Review Preliminary Financial Statements dated July 31, 2019**

The committee reviewed and commented on the financial statements dated July 31, 2019 and questions were addressed with additional information requested for the following: legal fees variance, community event break-even analysis.

### **Overview of 2020 Allocations Process**

Ms. Parker provided a handout and discussed the process for inter-department allocations, as requested during the business planning meetings, focusing on how the costs are eventually apportioned to GRF, United Mutual, and Third Mutual.

Director Armendariz requested additional information to show the net-zero impact of inter-departmental allocations.

### **Shared Cost Task Force Update**

Director Phelps provided an update on the activities of the Alternative Revenue and Shared Cost Task Force meetings. The task force is currently in the process of gathering and prioritizing ideas and delegating assignments for further review.

### **Survey of Aliso Creek Boundaries**

The committee reviewed a staff report to survey the boundaries of Aliso Creek area. Kurt Weimann, Sr. Field Services Manager, responded to comments and questions, indicating a total project cost of \$11,600 to be shared equally by GRF and United Mutual.

A motion was made, seconded, and carried by a vote of 5-1 (Pearlstone against), to recommend an unbudgeted operating expense of \$5,800 to utilize the services of a professional surveyor to map and mark the boundary limits around the Aliso Creek area.

Director Skillman requested that this item be presented at the United Finance Committee meeting on September 24, 2019 for their share of the cost.

### **Clubhouse Two Annex Open Space**

The committee reviewed a staff report on allowing the open space located at Clubhouse 1 to be utilized as a rentable space. Brian Gruner, Recreation and Special Events Director, addressed comments and questions.

A motion was made and carried unanimously to recommend approval of the Open Space at Clubhouse Two as a reservable location. Approval is contingent upon additional review by staff ensuring no additional liabilities will be associated with allowing reservations at this location and

that the potential increase in facility usage does not conflict with current City of Laguna Woods parking ordinances.

### **Saddleback Emeritus Institute Parking Fee**

The committee reviewed a staff report recommending an increase in parking fees associated with the Saddleback Emeritus Institute. Brian Gruner, Recreation and Special Events Director, addressed comments and questions.

A motion was made and carried unanimously to recommend an increase in parking fees for the fall and spring semesters from \$30 to \$50, and the summer semester from \$10 to \$30, effective for the 2020 calendar year.

### **Committee Member Comments**

None.

### **Date of Next Meeting**

Wednesday, October 23, 2019 at 1:30 p.m.

### **Adjournment**

The meeting recessed to closed session at 3:30 p.m.

**DRAFT**

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Diane Phelps, Chair

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**OPEN MEETING**

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

**Wednesday, August 14, 2019 – 1:30 p.m.  
Laguna Woods Village Community Center Board Room  
24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair - Bert Moldow, Jim Matson, Lynn Jarrett, Manuel Armendariz, Maggie Blackwell, Reza Karimi

**COMMITTEE MEMBERS ABSENT:** Judith Troutman

**OTHERS PRESENT:** Juanita Skillman, Andre Torng

**ADVISORS PRESENT:** None.

**STAFF PRESENT:** Kurt Wiemann, Eve Morton

**1. Call to Order**

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

**2. Acknowledgement of Media**

No press was present.

**3. Approval of the Agenda**

Director Matson made a motion to approve the agenda. Director Jarrett seconded. The committee was in unanimous support.

**4. Approval of Meeting Report of May 15, 2019**

Director Armendariz made a motion to approve the Meeting Report. Director Karimi seconded. The committee was in unanimous support.

**5. Committee Chair Remarks**

None.

**6. Member Comments - (Items Not on the Agenda)**

Sharon O'Neil (581-P) We have been told pulling cat tails is allowed from October through January. Can we cut the cat tails twice during that window of opportunity? In October and again in January?

The big sycamore tree; can an arborist save it? It is dying.

Andre Torng (389-Q) Can we establish a performance index? What is the number of days in the mowing cycle. We need to hold Staff to that schedule.

Doug Gibson (5289) He asked that this committee meet more frequently.

Walt Herd (579-B) The creek path needs some help. Also, there is a lot of sand. He also asked that this committee meeting more frequently.

Marilyn Goll (590-D) When each cattail blooms, it makes 200 more cattails. There should be a happy medium between native plants and having our natural wildlife we go down there to see.

Charles Prater (901-A) He walks the creek twice a day. Eight trees were removed along the creek bed when ETWD work was performed and only four trees were replaced but those aren't along the creek bed. The company that inventories turtles found no turtles but he knows there are turtles in there. There are over 50% non-native species in that creek right now.

## **7. Response to Member Comments**

Director Matson said he spent two hours at the creek yesterday and he did see that sand that the rain had brought into the grass. He said a branch of that old oak branch broke off.

Director Armendariz said we considered disbanding this committee. The main subject at this committee is the creek so we feel quarterly meetings are sufficient. Solutions for creek won't happen over night. The first agreement was to build a bridge and repair an area. Then there was another five-year agreement which ends this year and will be extended to maintain the mitigation area so we may improve it with plants.

Mr. Wiemann reported that he will look into the sand on the creek path and thanked Mr. Herd for bringing it to his attention. As far as the tree, we are scheduled to trim the trees there this fall.

Mr. Wiemann reported that in exchange for trees which were removed, ETWD gave us a certain number of trees back but all aren't at creek. He said he will double check on that agreement.

## **8. Department Head Update**

None.

### 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.*

None.

Reports:

**9. Discuss and Review the Survey of Aliso Creek**

Mr. Wiemann reported that Landscaping has been using old irrigation charts to determine what parts of the the creek maintenance costs should be dispursed to the Mutuals. In 2020, Staff will be changing to an hours-based process. Mutuals will be charged for hours spent on their area of creek. However, there is nothing in the field to tell us were United area ends and GRF area begins. We need to hire a land surveyor to come in and mark the boundaries.

Director Armendariz made a motion to recommend to the Board to approve an unbudgeted expense of \$5,800 to hire a land surveyor to determine the Aliso Creek boundaries. Director Jarrett seconded. The committee was in unanimous support.

Director Torng asked if sprinklers can determine what is the GRF area. Mr. Wiemann said it's not precise enough and that is why a land survey is needed.

Ms. Muse at 579- A reported that she has photos of how the creek looked in 2011.

Sharon O'Neil (581-P) She feels GRF should pay most of the cost. We need grass down there. That was what was there before. All those willows and there now were not there before.

**10. Discuss and Review a Request to Donate a Bench**

Mr. Wiemann reviewed this request from the Baha'i Club to donate a bench and two Plumeria trees.

Mitra Khoulsi of 55-T was at meeting and is the person who is offering the donation on behalf of the Baha'i Club. She asked if she may look for a different type of bench than the one indicated in the committee packet

Discussion ensued on whether there is currently a Standard for benches. Ms. Blackwell reported that there is but the type of bench in the current Standard is no longer available.

The committee discussed asking the Maintance and Construction Committee (M&C) to update the bench Standard.

Director Armendariz made a motion to approve the donation of the bench and the two Plumeria trees conditional on using the updated Standard for the bench once that Standard has been updated by the M&C committee. Director Karmimi seconded. The committee was in unanimous support.

Items for Discussion and Consideration:

**11. Update on the Creek**

Mr. Wiemann conducted a presentation with an update on the creek.

Director Armendariz recommended to get land survey done, have United clean up their area, and then to take a look at the condition of the creek again.

Director Karimi asked how were we able to clear cattails at West Creek? Mr. Wiemann reported that West creek is a dry creek and doesn't feed into the ocean

so doesn't have the same restrictions on it as Aliso Creek. Director Karimi feels the Aliso creek will die if it's not dredged.

Director Moldow asked about five foot waterway and Mr. Wiemann reported that he is currently checking on that.

There was a suggestion to select just a portion of the creek to fix up and see how much that cost would be.

Discussion ensued regarding idea that all the Mutuals should contribute to the Creek maintenance since all residents are free to use the creek. Chair Moldow would like to invest money to make the creek area a nice park for the Village.

Director Armendariz moved to allow Mr. Wiemann to research the cost to cleanup a portion of the creek. Mr. Wiemann informed the committee that there would be consultant costs to research this option. Director Blackwell seconded the motion. The committee was in unanimous support.

Mr. Wiemann will bring his findings to the next meeting.

Discussion that money is put into the 2021 budget to fix up the creek.

There was a suggestion from a resident to ask students from a school of landscape architecture to donate their time to help develop a plan for the creek.

Elizabeth Morris (581-O). She said there is a bee hive in one of the old trees and that a group of children were around trees and moved the benches and picnic tables. Suggested to cement them down.

Sally Sunderhaus (580-O) She inquired as to why Village was turned down on the cheaper credits? Mr. Wiemann reported that it has to do with San Diego jurisdiction and that he is still trying to work on getting the cheaper credits.

Carol Osberg (194-B) If there was a problem with the pools or the golf course, would you say there isn't much you can do about; that is just the way it is? My husband and I love the creek but loved it better when we moved here 10 years ago. We subsidize the golf course, etc. Please consider taking care of the creek. If should be considered an asset.

She said the new bridge was a nightmare when it was put in. The sides of the bridge have been falling down since the day it was built.

Andre Torng (389-Q) He suggested a cost analysis on the creek comparing the cost of not doing anything versus the cost to do certain work to the creek. We need to see alternatives.

Charles Prater (901-A) He feels the idea of cleaning up only a portion of creek is just a band aid. If you want to fix the creek, fix the creek. Look at full picture.



Items for Future Agendas:

- Landscaping of Renovated Gates

Director Jarrett is concerned that there isn't money for the landscaping of the gates. Mr. Wiemann said he is planning on doing a survey of the gates and to report on costs to upgrade the landscaping at the gates.

Concluding Business:

**12. Committee Member Comments**

Director Karimi said there are strong feelings about the creek. We are tasking Mr. Wiemann on what it will take to fix it. If the Mutuels don't want to spend the money, maybe we could start a Save the Creek foundation.

Director Jarrett said it was a good meeting. This issue will take into 2021 to get fixed.

Director Blackwell said she happy with participation and comments made today. Money is the handcuff we have.

Director Armendariz said that this committee is trying hard to satisfy everyone in Village. He is glad Director Moldow is the Chair because he knows how the creek used to look. Mr. Wiemann is doing everything possible to clean up the creek. He is pleased with this. Mr. Wiemann is good at keeping the committee updated on his findings.

Chair Moldow said he appreciates all that Mr. Wiemann and his staff have done. They are wonderful to work with.

**13. Date of Next Meeting – November 13, 2019**

**14. Adjournment at 3:30 p.m.**

  
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Bert Moldow, Chair

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

**Wednesday, August 14, 2019 – 9:30 A.M.**  
**Laguna Woods Village Community Center, Board Room**  
**24351 El Toro Road**

**MEMBERS PRESENT:** Jim Matson - Chair, Don Tibbetts, Richard Palmer, Cush Bhada (in for John Frankel), Bunny Carpenter, Gary Morrison, Carl Randazzo, Ryna Rothberg

**ADVISORS PRESENT:** None

**MEMBERS ABSENT:** John Frankel, Advisor John Luebbe

**OTHERS PRESENT:** Juanita Skillman, Elsie Addington, Joan Milliman, Pat English, Bert Moldow, Annette Sabol Soule

**STAFF PRESENT:** Ernesto Munoz – Staff Officer, Laurie Chavarria

**1. Call to Order**

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

**2. Acknowledgement of Media**

Chair Matson noted no members of the media were present.

**3. Approval of the Agenda**

The agenda was approved as written.

**4. Approval of Meeting Report for June 12, 2019**

The meeting report for June 12, 2019, was approved as written.

**5. Chair's Remarks**

Chair Matson commented on an upcoming discussion regarding the cleanup of Aliso Creek at today's GRF Landscape Committee meeting.

## **6. Member Comments (Items Not on the Agenda)**

- Jeanne Sanner (615-C) commented on her concerns for a multi-purpose use of the Performing Arts Center. She would like to see a dedicated space for the various theatre groups.
- Sheryl Strich (3509-A) commented that the addition of a little theatre in the Performing Arts Center is needed for rehearsals, performances and additional storage.
- Joe Camera (2404-1H) commented that he would like to see capital improvement projects for a new amphitheater and an upgrade to fountain statue at Clubhouse 1.
- Sheila Bialka (872-B) commented on the renovations to the Performing Arts Center and fundraising for the construction of a little theatre.
- Sandy O'Connor (867-A) commented on the cost of productions for the theatre guild and the need for a small theater at the Performing Arts Center.
- Joan Milliman (969-3E) commented that donations to the Village Community Fund can be used for future GRF projects.

Various Committee Members and Staff Officer Ernesto Munoz responded to the comments.

## **7. Department Head Update**

Staff Officer Ernesto Munoz spoke briefly about the projects and programs currently underway and described in the project log. In addition, he provided an update on the status of the Tennis Center building renovations.

### **Consent:**

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

A motion was made and unanimously carried to approve the Consent Calendar.

## **8. Project Log**

### **Reports:**

## **9. Community Center Roof Replacement Review (PowerPoint Presentation)**

Staff Officer Ernesto Munoz presented pictures and provided an overview of the HVAC replacement project that was recently completed at the Community Center.

Discussion ensued regarding EMS; contractor punch list items; decorative features on the roof's perimeter; and if the Security Department will move to the Community Center.

**Items for Future Agendas:**

- Clubhouse 1 Assessment Report & Presentation (February 2020)
- EV Charging Stations at GRF Facilities

Discussion ensued regarding the Clubhouse 1 Assessment report and recommendations from the consultant.

**Concluding Business:**

**Committee Member Comments**

- There were no committee member comments.

**Date of Next Meeting: October 9, 2019**

**Adjournment:**

The meeting was recessed at 10:37 am.

  
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Jim Matson, Chair

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**OPEN MEETING**

**THE GOLDEN RAIN FOUNDATION  
PERFORMING ARTS CENTER (PAC) RENOVATION AD HOC COMMITTEE**

**Thursday, August 15, 2019 – 2:00 P.M.  
Laguna Woods Village Community Center Board Room**

**MEMBERS PRESENT:** Beth Perak – Chair, Dick Palmer, Joan Milliman, Jon Pearlstone, Cush Bhada, Carl Randazzo, Sue Margolis

**ADVISORS PRESENT:** John Perak, Sheila Bialka, John Parker, Steve Leonard

**MEMBERS ABSENT:** June Greenwald

**STAFF PRESENT:** Ernesto Munoz – Staff Officer, Laurie Chavarria, Brian Gruner, Jesse Cripps

**1. Call to Order**

Chair Perak called the meeting to order at 2:00 P.M.

**2. Acknowledgment of Media**

Chair Perak noted no members of the media were present.

**3. Approval of the Agenda**

The agenda was approved as written.

**4. Approval of the Meeting Report for July 6, 2018**

The meeting report from July 6, 2018 was approved as written.

**5. Chair's Remarks**

Chair Perak remarked that she is excited to be part of this meeting today. The safety improvements to the Performing Arts Center are the first priority of the GRF Board. Chair Perak summarized the preparation that took place and the input from the theatre groups that added to the overall design renovations ideas. She then introduced Advisor John Parker who spoke about the Village Community Fund which offers a funding alternative through philanthropy, which could supplement funding for approved Capital Improvement projects.

Chair Perak additionally remarked on the possibility of a small theatre and various renovation options that could be paid for through the donations to the Village Community Fund.

## **6. Member Comments (Items Not on the Agenda)**

- Maxine McIntosh (68-C) commented on the Village Community Fund and the assessment report for Clubhouse 1.

## **7. Department Head Update**

Staff Officer Ernesto Munoz provided a brief history of the Performing Arts Center Renovation project. He spoke about the research and strategic planning which culminated in the construction drawings for the necessary maintenance upgrades to the facility.

## **REPORTS**

### **8. Arts Center Engineering Design Review**

Staff Officer Ernesto Munoz introduced representatives from SVA Architects who provided a presentation on the planned maintenance upgrades and alternative designs for the Performing Arts Center.

Ad-Hoc Committee Member Comments on the presentation:

- Advisor Parker commented on the allocated budget; window covering replacement in the multi-purpose rooms and contingency funding.
- Advisor Perak commented on carpet in the multi-purpose rooms; construction timelines; lead time for the HVAC installation; the need for a little theatre; safety issues; and other facility improvements that have been completed by GRF.
- Director Randazzo commented on sound proofing for the multi-purpose rooms; estimated costs of construction; contingency funding; the estimated cost of the base design and the additional monies that will be required to fund this project.
- Director Palmer commented on the HVAC replacement; theatre seating counts; carpet in the multi-purpose rooms; room reservations and contingency funding.
- Advisor Leonard commented on the surround sound system replacement.
- Director Pearlstone commented on future capital funding for this project and the potential amount of lost revenue during the remodel;
- Director Bhada commented on alternate plans for the north multi-purpose room, theatre seating.
- Director Milliman commented on the timeline for Board approval for a contract award.
- Director Margolis commented on the need to complete the maintenance upgrades.
- Advisor Bialka commented on costs for the rigging replacement and the lobby renovation.



Audience Member Comments on the presentation:

- Maxine McIntosh (68-C) commented on the safety issues; HVAC replacement; and the need to focus on necessary improvements only.
- Ellie Levin (3423-B) commented on clubs that will be displaced during the renovations and the multi-purpose use of the Performing Arts Center.
- Sheryl Strich (3509-A) commented on the need for a little theatre.
- Jules Zalon (3124-A) commented on the revenue a little theater can generate.
- Gila Zalon (3124-A) commented that the theatre groups can create a little theatre without an architect.
- Mary Zolly (371-B) commented on the creative spirit of the theatre and the need for rehearsal space.
- Kathryn Freshley (5490-N) commented on the future renovation needs for Clubhouse 1 and the need to allocate resources responsibly.
- Carol Agon (353-D) commented on the variety of functions that take place in the multi-purpose rooms, and the creation of a little theatre would reduce the number of meeting locations for other clubs.
- Brett Halsey (3298-D) commented on the theatre floor; trap doors and stage design.
- Dick Rader (270-D) commented on funding for Clubhouse 1; and theatre seating legroom.
- Jenny Frimmer (881-A) commented on safety issues; a feasibility study; the small theatre and various theatre productions.
- John Beckett (364-Q) commented on proper contingency funding on this project.
- Jeanne Sanner (615-C) commented on carpet; lobby renovation and clubs that will be displaced if a dining room is renovated to a little theatre.
- Linda McNamar (2372-B) commented that the Village has always found a place for her club to meet and would like that consideration given to all the clubs that use the Performing Arts Center for their club meetings.

Staff Officer Ernesto Munoz and SVA Representatives answered questions and comments from the Ad-hoc Committee and audience members.

Chair Perak asked for volunteers to create a Materials Review Sub-committee which will review and recommend to the Board materials and color choices for the design of the Performing Arts Center. Advisors John Parker, Sheila Bialka and Director Joan Milliman were chosen for the sub-committee.

By consensus, with only Director Palmer opposed, staff was directed to go out to bid on the base design with the understanding that additional funding will be required for this project, including a 10 percent contingency.

## **CONCLUDING BUSINESS**

### **Committee Member Comments**

- Advisor Perak is looking forward to having the safety issues addressed and would like to see funding approved for a little theatre.
- Advisor Bialka commented on a dedicated room for the theatre groups.
- Director Randazzo commented on the logistics of this project; lead times and waiting on the full design of some rooms.
- Director Bhada commented that this project is long overdue; project timeline and project cost.
- Advisor Leonard commented that project delays cost money and GRF's responsibility to address the safety issues.
- Chair Perak commented that the clubs should consider raising funds toward the little theatre; project timeline needs to move along without delay; meeting rooms for other clubs; materials review committee should include window & floor coverings and now that the design is in place, the next step is to build.

**Date of the Next Meeting(s):** October 17, 2019 at 1:30pm, December 2019 & February 2020.

**Adjournment**

The meeting was adjourned at 4:49 P.M.

  
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Dr. Beth Perak, Chair



## OPEN MEETING

### REPORT FOR REGULAR MEETING OF THE VILLAGE ENERGY TASK FORCE

**Wednesday, July 3, 2019 – 1:30 P.M.**  
**Laguna Woods Village Community Board Room**  
**24351 El Toro Road**

**MEMBERS PRESENT:** Carl Randazzo, – Vice Chair, Dick Palmer (left at 3:15pm), Sue Margolis, Steve Parsons (in for Cush Bhada) Advisors: Bill Walsh, Sue Stephens

**MEMBER ABSENT:** Cush Bhada, Steve Leonard, John Frankel

**OTHERS PRESENT:** Juanita Skillman, Maggie Blackwell, Diane Phelps Pat English, Dick Rader, Bert Moldow, Elsie Addington, Manual Armendariz

**STAFF PRESENT:** Ernesto Munoz - Staff Officer, Laurie Chavarria

#### **1. Call to Order**

Vice Chair Randazzo called the meeting to order at 1:31 PM.

#### **2. Acknowledgment of Media**

Vice Chair Randazzo noted no members of the media were present.

#### **3. Approval of the Agenda**

Advisor Walsh added SCE Demand Charges to the agenda as Item 12. The agenda was approved as amended.

#### **4. Approval of Meeting Report for May 1, 2019**

The Meeting Report of May 1, 2019, was approved as written.

#### **5. Chairman's Remarks**

Vice Chair Randazzo commented on the legality of the Village Energy Task Force Chairman and he read a quote for the day from Thomas Edison: "The three great essentials to achieve anything worthwhile are: Hard work, Stick-to-itiveness, and Common sense."

#### **Member Comments (*Items Not on the Agenda*)**

Village Energy Task Force  
July 3, 2019  
Page 2 of 4

- Jean Janowsky (193-A) commented on her walkway lighting request.
- Pat English (2022-D) commented on the GRF bylaws regarding Committee's and Task Forces.
- Bert Moldow (3503-A) commented on the definition of a Task Force.
- Maggie Blackwell (71-d) commented on the use of a Task Force.

The Vice Chair and various Directors and Advisors responded briefly to all comments.

## **6. Department Head Update**

Staff Officer Ernesto Munoz provided a brief summary of the energy consultants' role and what tasks have been assigned to them. The energy consultant representatives, TEC, presented a Microgrid Feasibility analysis to the Task Force, as attached to this report, and discussed what has been done and the next steps regarding the infrastructure assessment for the Mutual's.

Staff Officer Ernesto Munoz and the consultant addressed questions from the Task Force and the audience.

Discussion ensued regarding generator usage; disaster preparedness; SCE incentives; net metering programs; carbon tax credits; ROI on a Microgrid installation; energy conservation methods; demand charges from SCE; transformer upgrades.

Vice Chair Randazzo called for a recess at 3:30pm. The meeting reconvened at 3:41pm.

### **Consent:**

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

By consensus, the Task Force approved all items on the Consent Calendar.

- 7. Project Log**
- 8. Street Light Outage Report**

### **Reports:**

- 9. EV Charging Station Update (oral discussion)**

Village Energy Task Force  
July 3, 2019  
Page 3 of 4

Staff Officer Ernesto Munoz provided an update and showed pictures of the work in progress at the Community Center. The work is scheduled to be completed in September.

**10. Street Light Pilot Program Update (oral discussion)**

Staff Officer Ernesto Munoz provided an update on the pilot program. A special open meeting to discuss the options for the second pilot has been scheduled for July 18, 2019 at 9:00am.

Discussion ensued regarding a bulb installation by a lighting contractor; coupling nuts for fixture arms, structural engineering, and stress test for poles.

**11. LED Solar Street Lights (oral discussion)**

Director Margolis commented on the use of solar street lights as an option to increase street lighting in the darker areas. She suggested that staff should compile a map of the dark spots throughout the Mutual's walkways.

Discussion ensued regarding walkway lighting, budgeting for solar lighting and analysis by the lighting consultant.

**12. SCE Demand Charges to Third Mutual**

Discussion ensued regarding SCE bills; energy efficiency; batteries, solar, EMS systems; review of meters.

Advisor Walsh was designated to head the SCE Demand Charge Ad-hoc Task Force. He will gather Clubhouse energy bills and contact MIS Director Chuck Holland to review the energy management systems.

**Items for Future Agendas:**

**Third Mutual:**

- Electric Vehicle History Report
- Golf Cart Report
- LED Solar Street Lights (to be considered after the street fixture LED conversion project is completed.)

**United Mutual:**

- LED Solar Street Lights (priority)
- Electric Vehicle History Report
- Golf Cart Report
- Additional Walkway Lighting (Review of Dark Areas)

Village Energy Task Force  
July 3, 2019  
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**GRF:**

- Install Level II EV Bollard Chargers (on the streets)
- Community Choice Aggregation
- SCE Demand Charges

**Concluding Business:**

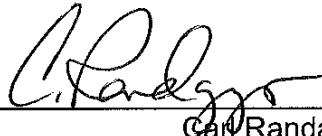
**Committee Member Comments:**

- Vice Chair Randazzo commented that Committee member requests should go through the Committee chair and not directly to staff.

**Date of next meeting – September 4, 2019**

**Adjournment**

This meeting was adjourned at 4:29 PM.



Carl Randazzo, Vice Chair



# Golden Rain Foundation Microgrid Feasibility Analysis

July 3, 2019

Agenda Item # 14d  
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# Meeting Agenda

- Microgrid Scoping Task
- Microgrid Goal and Objectives
- Microgrid Load
- Microgrid Options Analyzed
- Proposed Microgrid Description
- Proposed Microgrid Benefits
- Q&A

Agenda Item # 14d

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# 1. Microgrid Scoping Task

## Approach

- Identify Goal & Objectives
- Perform Scoping Review
  - Identify expectations of the system
  - Identify critical loads to be served by the microgrid
  - Determine grid interface based on objectives (grid-connected or islandable)
  - Review site data
  - Review and consider existing or potential renewable energy assets
  - Develop possible operating scenarios based on objectives identified
  - Conduct preliminary siting of Distributed Energy Resources (DERs) and energy storage

## 2. Microgrid Goal and Objectives

### Goal

Provide a set of conceptual design scenarios for a resilient microgrid including the Community Center, Clubhouse 7, and the parking lot located in between these two buildings.

### Microgrid Objectives


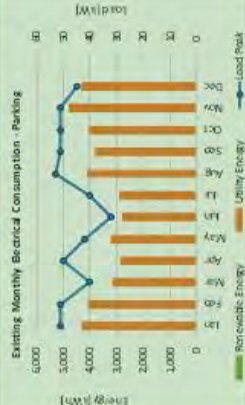
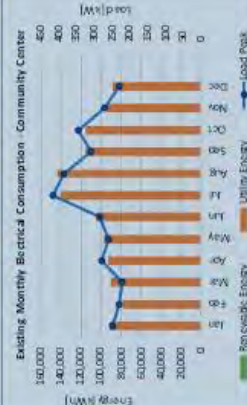
- Resiliency & Reliability
- Cost-effectiveness
- Increased Renewable Energy Penetration
- Reduced Greenhouse Gases (GHG) and Air Emissions

Agenda Item # 14d

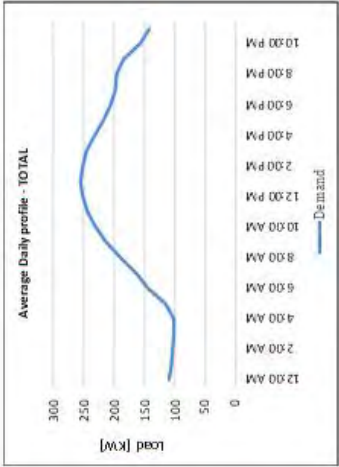
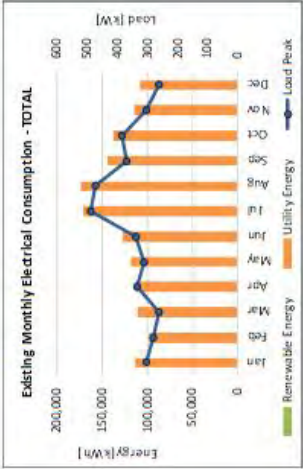
Page 8 of 17

# 3. Microgrid Load

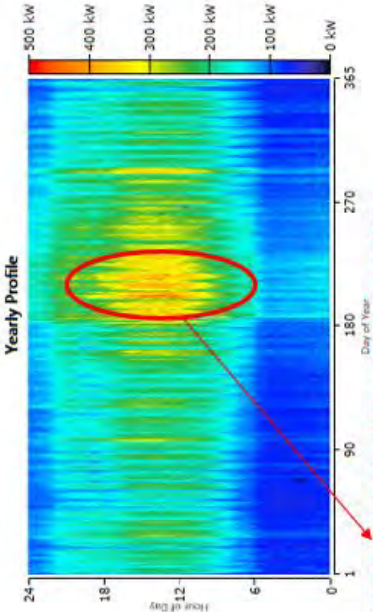


 <p>Existing Monthly Electrical Consumption - Clubhouse 7</p>	<table><tr><th colspan="2">CURRENT ELECTRICITY BILLING DATA &amp; SELF GENERATION</th></tr><tr><td>Service Account #:</td><td>3-004-4489-08 (SCE)</td></tr><tr><td>Electrical Rate :</td><td>TOU-GS2-D</td></tr><tr><td>Meter Number:</td><td>259000-048414</td></tr><tr><td>Energy Purchased:</td><td>234,846 kWh</td></tr><tr><td>Peak Power Purchased:</td><td>142 kW</td></tr><tr><td>Assumed Blended Utility Rate:</td><td>\$0.18/kWh</td></tr><tr><td>Existing Solar PV Cap.:</td><td>0 kWdc</td></tr><tr><td>Ex. Ren. Energy Gen.:</td><td>0 kWh/yr (0%)</td></tr></table>	CURRENT ELECTRICITY BILLING DATA & SELF GENERATION		Service Account #:	3-004-4489-08 (SCE)	Electrical Rate :	TOU-GS2-D	Meter Number:	259000-048414	Energy Purchased:	234,846 kWh	Peak Power Purchased:	142 kW	Assumed Blended Utility Rate:	\$0.18/kWh	Existing Solar PV Cap.:	0 kWdc	Ex. Ren. Energy Gen.:	0 kWh/yr (0%)
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Ex. Ren. Energy Gen.:	0 kWh/yr (0%)																		
 <p>Existing Monthly Electrical Consumption - Parking</p>	<table><tr><th colspan="2">CURRENT ELECTRICITY BILLING DATA &amp; SELF GENERATION</th></tr><tr><td>Service Account #:</td><td>3-004-4489-08 (SCE)</td></tr><tr><td>Electrical Rate :</td><td>TOU-GS3-E</td></tr><tr><td>Meter Number:</td><td>259000-050297</td></tr><tr><td>Energy Purchased:</td><td>44,418 kWh</td></tr><tr><td>Peak Power Purchased:</td><td>53 kW</td></tr><tr><td>Assumed Blended Utility Rate:</td><td>\$0.34/kWh</td></tr><tr><td>Existing Solar PV Cap.:</td><td>0 kWdc</td></tr><tr><td>Ex. Ren. Energy Gen.:</td><td>0 kWh/yr (0%)</td></tr></table>	CURRENT ELECTRICITY BILLING DATA & SELF GENERATION		Service Account #:	3-004-4489-08 (SCE)	Electrical Rate :	TOU-GS3-E	Meter Number:	259000-050297	Energy Purchased:	44,418 kWh	Peak Power Purchased:	53 kW	Assumed Blended Utility Rate:	\$0.34/kWh	Existing Solar PV Cap.:	0 kWdc	Ex. Ren. Energy Gen.:	0 kWh/yr (0%)
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Existing Solar PV Cap.:	0 kWdc																		
Ex. Ren. Energy Gen.:	0 kWh/yr (0%)																		
 <p>Existing Monthly Electrical Consumption - Community Center</p>	<table><tr><th colspan="2">CURRENT ELECTRICITY BILLING DATA &amp; SELF GENERATION</th></tr><tr><td>Service Account #:</td><td>3-004-4489-08 (SCE)</td></tr><tr><td>Electrical Rate :</td><td>TOU-GS3-D</td></tr><tr><td>Meter Number:</td><td>V349N-004693</td></tr><tr><td>Energy Purchased:</td><td>1,250,995 kWh</td></tr><tr><td>Peak Power Purchased:</td><td>417 kW</td></tr><tr><td>Assumed Blended Utility Rate:</td><td>\$0.15/kWh</td></tr><tr><td>Existing Solar PV Cap.:</td><td>0 kWdc</td></tr><tr><td>Ex. Ren. Energy Gen.:</td><td>0 kWh/yr (0%)</td></tr></table>	CURRENT ELECTRICITY BILLING DATA & SELF GENERATION		Service Account #:	3-004-4489-08 (SCE)	Electrical Rate :	TOU-GS3-D	Meter Number:	V349N-004693	Energy Purchased:	1,250,995 kWh	Peak Power Purchased:	417 kW	Assumed Blended Utility Rate:	\$0.15/kWh	Existing Solar PV Cap.:	0 kWdc	Ex. Ren. Energy Gen.:	0 kWh/yr (0%)
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Ex. Ren. Energy Gen.:	0 kWh/yr (0%)																		

# 3. Microgrid Load



CURRENT ELECTRICITY BILLING DATA & SELF GENERATION	
Service Account #:	3-004-4489-08 (SCE)
Electrical Rate :	TOU-GS-3: Opt. D
Meter Number:	V349N-004693, 259000-048414, & 259000-050297
Energy Purchased:	1,530,259 kWh
Peak Power Purchased:	488 kW
Blended Utility Rate:	\$0.16/kWh
Existing Solar PV Cap.:	0 kWdc
Ex. Ren. Energy Gen.:	0 kWh/yr (0%)



Highest coincident load occurs in the summer season

Source: TRC, SCE, and other data sources



# 4. Microgrid Options Analyzed

1) The following DER would be required to maintain the capability to island indefinitely, with the removal of the existing generator (Community Center):

- 2.5 MW<sub>dc</sub> of solar PV
- 850 kW/7.7 MWh BESS

Not enough space is available to install these DER. Furthermore, they could not be interconnected to SCE.

2) Most cost-effective solution would be to install the following DER:

- 194 kWdc solar PV
- Existing generator (Community Center)

Even though the payback could be as low as 5.5 years, LW would not have the capability to island from the main grid without using the existing generators.

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A solution that would allow LW to meet all the objectives listed would consist of the following DER:

- 888 kWdc solar PV
- 540 kW/1,053 kWh BESS

Existing generator (used in very critical scenarios)

This solution is conceptually designed to be able to island the microgrid using solely renewable energy for a minimum of 8 hours.

Microgrid Objectives	Achieved?
Resiliency & Reliability	✓
Cost-effectiveness	✗
Increased Renewable Energy Penetration	✓
Reduced Greenhouse Gases (GHG) and Air Emissions	✓

Microgrid Objectives	Achieved?
Resiliency & Reliability	✗
Cost-effectiveness	✓
Increased Renewable Energy Penetration	✓
Reduced Greenhouse Gases (GHG) and Air Emissions	✓

Microgrid Objectives	Achieved?
Resiliency & Reliability	✓
Cost-effectiveness	✓
Increased Renewable Energy Penetration	✓
Reduced Greenhouse Gases (GHG) and Air Emissions	✓

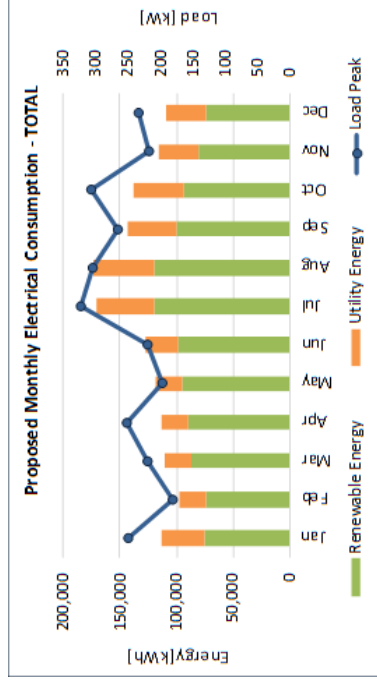
# 5. Proposed Microgrid Description



The proposed microgrid would consist of the following DER:

- 888 kWdc solar PV (ground mount system)
- 540 kW/1,053 kWh BESS
- Existing generators

On average (including Major Event Days) the LW community suffers 1.19 outage events of approximately 2 hours every year<sup>1</sup>. The system has been conceptually designed to be able to island the microgrid using solely renewable energy for a minimum of 8 hours. Therefore, the existing generators would only be used if a very critical emergency occurs.



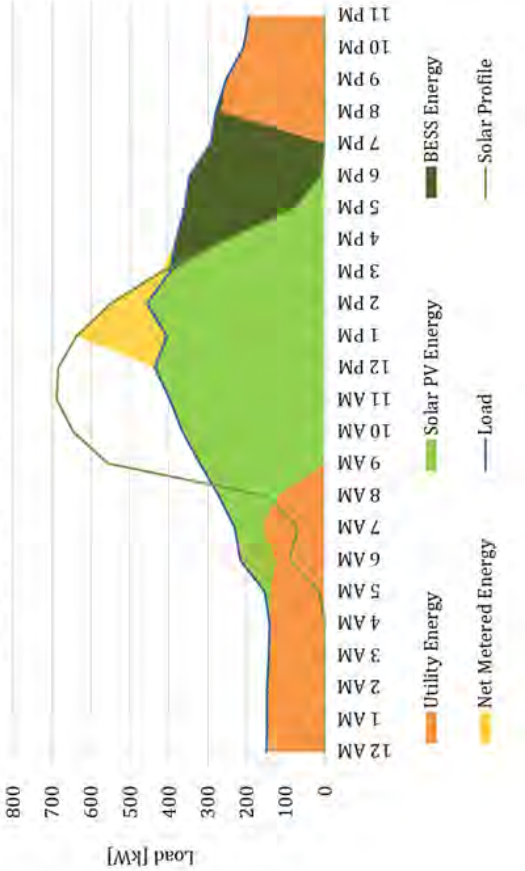
<sup>1</sup> Customer Average Interruption Duration Index (CAIDI) = average outage restoration time. SCE's CAIDI = 117 minutes  
System Average Interruption Frequency Index (SAIFI) = average number of interruptions that a customer would experience. SCE's SAIFI: 1.19  
System Average Interruption Duration Index (SAIDI) = average outage duration for each customer served. SCE's SAIDI = 140 minutes

# 6. Proposed Microgrid Benefits

POTENTIAL SAVINGS	
Energy Savings (Saved Utility Energy):	1,107,487 kWh/yr (72%)
Ren. Energy Sold (as % Ren. En. Generated):	419,327 kWh/yr (27%)
Max. Utility Peak Power Reduction:	168 kW/yr (34%)
GHG Emissions Reduction:	310.1 MTCO <sub>2</sub> /yr
SO <sub>2</sub> & NO <sub>x</sub> reductions:	9,961.7 lb/yr
30% ITC Project Incentives:	\$873,728
SGIP Project Incentives:	\$257,985
Total Project Incentives:	\$1,131,713
Annual Cost Savings:	\$135,646/yr

TOTAL ANNUAL SAVINGS, EMISSIONS REDUCTION & COST	
Energy Savings (Saved Utility Energy):	1,107,487 kWh/yr (72%)
Renewable vs Conventional Energy:	100%
GHG Emissions Reduction:	310.1 MTCO <sub>2</sub> /yr
SO <sub>2</sub> & NO <sub>x</sub> reductions:	9,961.7 lb/yr
Total Savings (including NET metering):	\$135,646/yr

Example of Daily (07/24/2018) Electrical Consumption



# 6. Proposed Microgrid Benefits

- **Resiliency & Reliability**
  - On average (including Major Event Days) the LW community suffers 1.19 outage events of approximately 2 hours every year<sup>1</sup>.
  - The system has been conceptually designed to be able to island the microgrid using solely renewable energy for a minimum of 8 hours.
- **Increased Renewable Energy Penetration**
- **Energy Cost Savings**
  - Offset Utility Energy: 1,107,487 kWh/yr (72% of load will be offset)
  - Renewable Energy Sold: 419,327 kWh/yr
  - Cost Savings: \$135,646/yr
- **Reduced Greenhouse Gases and Air Emissions**
  - 310 MTCO<sub>2</sub>/year
  - 9,961 lb./year of SO<sub>2</sub> and NO<sub>x</sub> reductions
- **Support Load for EV Chargers**
  - Sufficient solar capacity and battery can be installed to offset load for future EV chargers



# Q & A

# Fuel Cells

## How do they work?

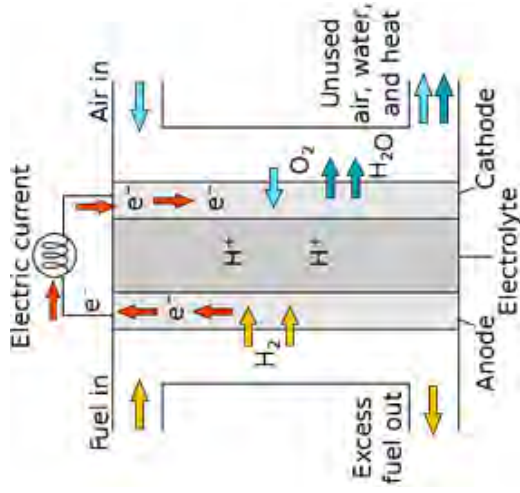
- Use electrochemical reactions to generate electricity:  $\text{CH}_4 + 2\text{O}_2 \rightarrow \text{CO}_2 + 2\text{H}_2\text{O} + e^-$  (electricity) + Heat
- They are composed of an anode, a cathode, and an electrolyte membrane.
- Electrolyte allows protons from anode to cathode to travel but repels electrons, which go around the external circuit

### Advantages

- Lower emissions
- Higher efficiency than generators
- Demand & Energy decoupled from each other
- Reliable
- Silent operation

### Disadvantages

- Costly
- Need to operate 24/7 as a baseload
- Generate (Low) Emissions



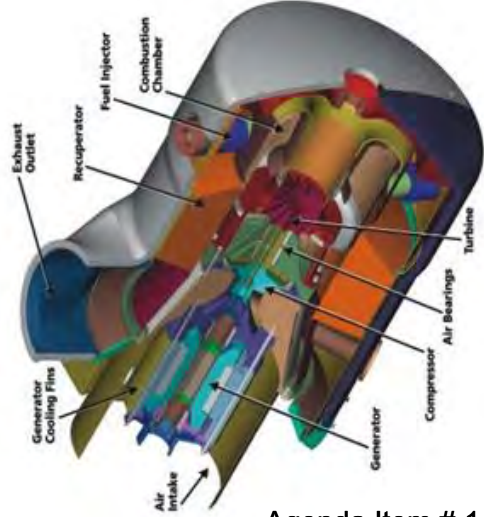
Even though the graph represents a hydrogen fuel cell, the concept is the same

Microgrid Objectives	Achieved?
Resiliency & Reliability	✓
Cost-effectiveness	✗
Increased Renewable Energy Penetration	✗
Reduced Greenhouse Gases (GHG) and Air Emissions	✓

# Microturbines/Generator

## What is a Microturbine?

Microturbines are small combustion turbines approximately the size of a refrigerator with outputs of 25 kW to 500 kW.



### Advantages

- Capability to follow the load
- Demand & Energy Decoupled from each other
- Reliable
- Cost-effective

### Disadvantages

- Do not increase renewable energy penetration
- Generate Emissions

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Microgrid Objectives	Achieved?
Resiliency & Reliability	✓
Cost-effectiveness	✓
Increased Renewable Energy Penetration	✗
Reduced Greenhouse Gases (GHG) and Air Emissions	✗

Even though the graph represents a hydrogen fuel cell, the concept is the same

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OPEN MEETING  
THE GOLDEN RAIN FOUNDATION  
MEDIA AND COMMUNICATIONS COMMITTEE  
Monday, August 19, 2019, at 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 Annie McCary, Pat English, Annette Sabol Soule, Maggie Blackwell, Roy Bruninghaus, Elsie Addington, Ryna Rothberg, Advisers Steve Carman, Sheila Bialka and Lucy Parker

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Juanita Skillman - United, Lynn Jarrett - Third, Richard Rader - VMS and Diane Phelps - GRF

**STAFF PRESENT:** Eileen Paulin, Chuck Holland, Jackie Brown and Becky Jackson

**1. Call to Order**

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

**2. Acknowledgement of Media**

Paul Ortiz from Village Television was present.

**3. Approval of the Agenda**

Agenda was approved.

**4. Approval of Meeting Report from July 15, 2019**

Report was approved.

**5. Chair's Remarks**

Chair Milliman welcomed everyone and stated that the goals of the Media and Communications Committee are to get it out, to get it in, keep it clear and to keep it going. She also stated that the rules were meant for good and for everyone's protection, reiterating the mission to help find and communicate the rules.

**6. Member Comments (Items not on the Agenda)**

Diane Phelps (5587-A) was called to speak and reported that several residents had come to her with ideas for revenue. Ms. Phelps suggested a monthly forum from each mutual be published. She also inquired about the deletion of the Pickleball Club website.

Eileen Paulin reported the website deletion occurred when the webmaster received

direction from Recreation to do so. IT is working to restore the site.

## **7. Director's and Staff Forum**

### **REPORTS:**

#### **8. Broadband and Contracts Report - Chuck Holland**

Chuck Holland described Village Television as standalone channel, cable services and West Coast Internet with 9,920 subscribers. After describing the services, he provided a PowerPoint presentation with plans to increase bandwidth and a proposal to extend the contract currently in place in order to update the equipment. The presentation included:

Contract highlights:

- Multiyear contract with automatic renewal every five years
- Revenue split roughly 54/46 in favor of West Coast Internet
- 90-day termination for cause by either party

Service level agreement:

- Peak hours 5 - 1:59 a.m. - 99% uptime
- Off-peak hours 2 - 4:59 a.m. - 98% uptime
- Term 1: 2014-2021, Term 2: 2021-2026, Term 3: 2026-2031 and Term: 4 2031-2036

Service rates:

- Cable modem - \$65 (tax included)
- Modem installation - \$20
- Reactivation fee - \$20
- Modem and standalone wireless router - \$225 (tax/installation included)

Proposed \$2 per subscriber monthly fee increase:

- Tier 1: \$23.50 for 15MB to \$25.50 for 25MB
- Tier 2: \$28.50 for 30MB to \$30.50 for 50MB
- Tier 3: \$38.50 for 50MB to \$40.50 for 75MB
- Tier 4: \$48.75 for 100MB to \$51.75 for 150MB

Mr. Holland proposed a marketing campaign to introduce the benefits of increasing the speed, which will include TV commercials and email.

Chair Milliman put it up for a straw vote and it passed unanimously. It will be presented before the committee Monday, September 16, 2019, with a staff report for an official vote.

Mr. Holland continued with the contract extension highlights:

West Coast Internet is willing to invest approximately \$350k in head-end infrastructure updates to future-proof internet services with the ultimate goal of providing up to 1GB internet speed by 2025. This does not include the outside cable infrastructure improvements that VMS staff is preparing to "split the nodes" and improve network capacity for 1GB speed.

Mr. Holland will put together a staff report for the committee Monday, September 16, 2019, describing the budget on splitting the nodes and extending the contract with West Coast Internet.

Mr. Holland provided his regular staff report, which included:

- 2019 contract renewals year to date
- 2019 subscriber counts year to date
- Proforma Broadband services summary of operations, which includes merchandise sales, clubhouse rentals, broadband services, miscellaneous revenue, employee compensation, compensation-related expenses, materials and supplies, utilities, legal fees, outside services, repairs and maintenance, operating expenses, property and sales taxes, cable programming, copyright fees, franchise fees and uncollectible accounts.

## **9. Marketing and Communications Report - Eileen Paulin**

Ms. Paulin reported on the eblast and Recreation event calendar format driving traffic to the website while describing cost savings. She briefed the committee on docent tours, new resident orientations, workflow, iContact, CodeRED data entry and the transfer of webmaster to in-house. Ms. Paulin covered the messages and topics that MarComm worked on in July:

- Organized and publicized an informational meeting about coyote awareness and safety presented by David Pietarila, animal services officer with the City of Laguna Beach.
- Informed residents how to report bee swarms and coyote sightings.
- Publicized the Village's response to July 4 and 5 earthquakes.
- Notified residents about planned slope maintenance work in Third and United.
- Informed residents about new bocce ball shades installed on courtside benches.
- Publicized GRF meeting to explore alternative shared-cost models and revenue sources.
- Educated residents about United States Census Bureau field representatives in the Village.
- Promoted upcoming Recreation bus excursions and new reservation system.
- Publicized current bus route informational meeting.
- Reminded residents not to feed wild animals in the Village.
- Publicized the City of Laguna Woods dog park grand reopening.
- Reported about Blaze, the honorary equine centenarian.
- Informed residents about El Toro Water District's upcoming planned retrofit construction.
- Publicized the Orange County Sheriff's Department Coffee with a Cop event.
- Kept residents informed about ongoing gate construction, including adjusted hours and maps of alternate gates.
- Hosted Assemblywoman Cottie Petrie-Norris for tour of the Village.
- Reported on the Village Library's 2019 Volunteer Appreciation Party.
- Publicized Third Mutual's 2020 Exterior Paint Palette.
- Promoted the PAC 2019 Celebrity Series.
- Publicized board of directors elections for Third and United.
- Kept residents apprised of pool maintenance closures and pool schedules via

community-wide communications channels, as well as targeted email blasts to frequent pool users.

- 10. Unauthorized Distribution of Publications and Marketing Materials - Eileen Paulin**  
Ms. Paulin described GRF Resolution 90-15-17 and reported it has not been enforced, especially when it comes to outside phone books. She discussed the recommendations in her staff report. Ms. Paulin stated that MarComm is working on replacing the map that is distributed in Farmer's phone book.

Director Pat English asked about unsolicited junk mail.

Ms. Paulin suggested the National Clearing House.

Director Elsie Addington asked if the map will have golf cart routes on it and suggested having an in-house phonebook. She mentioned the unauthorized advertisements in the laundry rooms.

After discussion, Director Addington moved that staff further investigate how to enforce resolution 90-15-17 and come back to the committee with a recommendation. Seconded by Director Pat English. Motion passed 6-0, with one abstaining.

#### **ITEMS FOR DISCUSSION AND CONSIDERATION:**

#### **ITEMS FOR FUTURE AGENDAS:**

- Globe newspaper
- West Coast speed increase
- West Coast internet contract

#### **CONCLUDING BUSINESS:**

**10. Committee Member Comments**

Adviser Lucy Parker commented that it was an interesting meeting.

Adviser Steve Carman commented it was a good meeting.

Chair Milliman thanked everyone.

- 11. Date of Next Meeting - Monday, September 16, 2019, 1:30 p.m. in the Board Room**
- 12. Adjournment**  
Meeting was adjourned at 3:38 p.m.

DRAFT

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Joan Milliman, Chair  
Media and Communications Committee



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

**Wednesday, August 7, 2019 – 1:30 p.m.**  
**Laguna Woods Village Community Center Board Room**  
**24351 El Toro Road, Laguna Woods, CA 92637**

**MEMBERS PRESENT:** Ray Gros-Chair, Don Tibbets, Jim Matson, Jon Pearlstone, John Frankel, Elsie Addington, Andre Torng

**ADVISORS:** Vashti Williams

**MEMBERS ABSENT:** John Dalis

**OTHERS PRESENT:** Cash Achrekar, Diane Phelps, Juanita Skillman, Annette Sabol Soule, Bert Moldow, Lynn Jarrett

**STAFF PRESENT:** Chris Laugenour, Francisco Perez, Tiffany Rivas, Elizabeth Cortez

**1. Call to Order**

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

**2. Acknowledgment of Media**

No press was present.

**3. Approval of the Agenda**

The agenda was approved by consensus.

**4. Approval of Meeting Report for June 5, 2019**

The Regular Meeting Report of June 5, 2019 was approved by consensus.

**5. Chair's Remarks**

Chair Gros notified the audience that he has been working with Mr. Laugenour on the next steps of the Transportation Evaluation. He mentioned there will be information regarding the phone system in the manager's report.

**6. Member Comments (Items Not on the Agenda)**

Suellen Zima (823-D): Spoke about PAR and brought a copy of a suggested bus schedule for the Committee to review.

Annie Funk (663-B): Spoke about PAR and her dependency on the service due to having a visual impairment. She shared her recent experience with having difficulty in reaching the PAR scheduling office. She requested prioritization for visually impaired drivers.

David Kay (5360): Spoke about the Fixed Routes and PAR. Suggested to the Committee, a seven-day Fixed Route schedule and suggested PAR have a separate phone line.

Sylvia Heyman (46-D): Spoke about PAR and her difficulty with getting an appointment. She suggested bringing back the Lyft Bus program.

Eve Friedman (4003-1G): Spoke about LW Transportation bus drivers and suggested drivers have more educational training on residents with disabilities. Also spoke about PAR, and suggested there be more drivers.

Larry Irion (682-O): Spoke about PAR and his difficulty with reaching the scheduling office. He suggested this be addressed as soon as possible.

## **7. Response to Member Comments**

Chair Gros reminded members that the Committee cannot make definitive changes but can only make recommendations to GRF board. He stated the Committee will make the appropriate recommendations that will help the residents.

Director Tornig: Expressed appreciation for those who organized the attendance of residents with visual loss.

Director Addington: sympathized with member's comments. She expressed her frustration in waiting for solutions to the transportation system.

Director Tibbets: sympathized with members who had negative experience with transportation service. Spoke about PAR and suggested we need to look more into this service.

Mr. Laugenour addressed members by stating the complexity of the Transportation system is one of the challenges faced when trying to make the system more effective for everyone. Mr. Laugenour stated he will not provide recommendations until he feels comfortable with its success. He stated that when he is ready, a special M&V Committee meeting will be held to review and make final preparations of the recommendations. After the recommendations have been finalized and reviewed by the Committee they will be presented to the GRF board at the appropriate time. In addition, Mr. Laugenour addressed member's comments by apologizing to those

members who have had negative experiences with Transportation services. He stated that is not acceptable and will be addressed. He stated that it is highly important that residents be treated with the utmost respect. Chris Laugenour, publicly thanked Ms. Jeanne Bray who organized the attendance of residents with visual impairment. He shared with the Committee that Ms. Bray provided training at the last Driver meeting on techniques helpful for working with those who are visually impaired.

**Reports:**

**8. Transportation & Maintenance Manager's Reports**

Mr. Laugenour gave an overview of the report including ridership data, transit study update, new bus update and phone call data. There was discussion among the Committee members and residents on ideas to improve the overall reservation process including better tracking, incorporating volunteers, and software improvements.

**9. Agreement with Age Well for Fuel Purchase**

Mr. Laugenour presented to the Committee a fuel purchase program with Age Well. Director Tibbets recommended and Director Addington seconded resulting in all in favor.

**Items for Future Agendas:**

**10. ADA Policy Review**

**11. Bus Policy Updates – Use by Non-Profit Agencies**

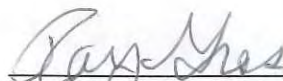
**Concluding Business:**

**12. Committee Member Comments**

**13. Date of Next Meeting – Wednesday October 2, 2019 - 1:30 PM**

**14. Adjournment**

The meeting was adjourned at 3:07 p.m.



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Ray Gros, Chair  
GRF Mobility & Vehicles Committee