



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, October 1, 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 Milliman**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes of Meeting**
 - a. September 3, 2019 – Regular Open Session Meeting
- 6. Report of Chair**
- 7. DPTF Update Report – Director Troutman**
- 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.***

Recommendation from the Community Activity Committee:

- a. Recommendation to Deny the Request for a Clubhouse 2 Literature Rack
- b. 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 August 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 Adopt a Resolution for the Nuisance and Harassment Policy **(September initial notification – 28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied)**
- b. Entertain a Motion to Adopt a Resolution to Amend the Facility Use Policy to Comply with Civil Code §4515 **(September initial notification – 28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied)**
- c. Entertain a Motion to Approve Increasing the Student Parking Pass Fee for Non-Resident Students who take Saddleback College Emeritus Institute, Effective with Spring Semester 2020 Enrollment **(September 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 Revisions to the GRF Wedding Policy **(October 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 for Clubhouse 2 Open Space **(October 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.
 - Alternative Revenue and Cost Sharing Task Force – Directors Phelps
 - Potential Village Revenue Generation Task Force – Director Phelps

- Investment Funds Task Force – Director Phelps
- b. Report of the Community Activities Committee – Director Soule. The Committee met on September 12, 2019; next meeting November 14, 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 Perak. The Committee met on August 15, 2019; next meeting October 17, 2019, at 9:30 a.m. in the Board Room.
 - Report of Village Energy Task Force – Director Moldow. The Task Force met on September 4, 2019; next meeting November 6, 2019, at 1:30 p.m. in the Board Room.
- e. Report of the Media & Communications Committee – Director Milliman. The Committee met on September 16, 2019; next meeting October 21, 2019, at 1:30 p.m. in the Board Room.
 - Report of the Thrive Task Force – Directors Perak. The Task Force met on Wednesday, September 25, 2019. The next meeting will be held on October 23, 2019 at 9:00 a.m. in the Willow Room.
- f. Report of the Mobility & Vehicles Committee – Director Gros. The Committee met on August 7, 2019; next meeting October 2, 2019, at 2:30 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 September 18, 2019; next meeting October 16, 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) September 3, 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



OPEN SESSION

Minutes of the Regular Meeting of the Golden Rain Foundation Tuesday, September 3, 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, Ellyce Rothrock, Brian Gruner, Chuck Holland, Chris Spahr, Chris Langenour, and Cheryl Silva

Others Present: United Mutual: Juanita Skillman, Cash Achrekar, Elsie Addington
Mutual 50: Ryna Rothberg
VMS: Lucy Shimon, 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 Tibbetts 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 Matson made a motion to approve the agenda. The motion was seconded by Director Milliman.

Discussion ensued among the Directors.

Director Soule made a motion to amend the agenda to include under future agenda items discussion of director access of records, which will be placed on the October open meeting agenda. The motion was seconded by Director Matson.

Discussion ensued among the Directors.

Director English moved to amend the amendment to include on the current meeting's agenda an item to discuss director access of records. The motion was

seconded by Director Troutman.

President Perak called for the vote on the amendment to the amendment and the motion failed by a vote of 4-7-0 (Directors English, Troutman, Moldow and Palmer approved).

Discussion ensued among the Directors.

President Perak called for the vote on the amendment to move discussion of director access of records to the October meeting and the motion passed 8-2-1 (Director English and Palmer opposed, Director Troutman abstained).

Without objection the agenda was approved as amended.

5. Approval of Minutes

5a. Special Open Meeting (2020 Budget Version 2) on August 5, 2019.

Director Milliman made a motion to approve the minutes of August 5, 2019. The motion was seconded by Director Matson and passed unanimously.

5b. Regular Open Session Meeting on August 6, 2019.

Director Soule made a motion to approve the regular meeting minutes of August 6, 2019. The motion was seconded by Director Milliman and passed unanimously.

6. Report of the Chair

President Perak commented about the volunteer luncheon in November.

7. VMS Update Report—Director Shimon

Director Shimon gave an update from the VMS Board Meeting. She discussed the purpose of the VMS Board.

8. CEO Report

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

- Thanked staff and the board for all the work on the 2020 budget;
- The Board is working to update the Management Agreement;
- Update on SB754 Legislation on Acclamation;
- Security and Community Access Committee recommended updating Gate 11 gate arms and security access;
- Landscape Division will pick up garden clippings in September;
- A representative from the Toll Roads will give a presentation on the new windshield sticker transponders on September 13 at 9 a.m. at Clubhouse 3 (PAC). Residents can come to have their sticker transponder placed on their car windshield during this event.

- Village Earthquake Expo will be held on Saturday, September 14, from 9 a.m. to 12:30 p.m. at Clubhouse 3 (PAC);
- Assemblywoman Cottie Petrie-Norris will hold a free senior scam stopper seminar on September 19 at 10 a.m. at Clubhouse 3 (PAC).

Siobhan Foster—COO answered questions from the Board.

9. Open Forum (Three Minutes per Speaker)

Members spoke on the following topics:

- A Member commented about the plans and cost to upgrade PAC for safety issues.
- A Members spoke about the Community Concerts of Laguna Woods Village at the PAC.
- A Members spoke about the Landscape Committee meeting quarterly.
- A Member spoke about the Tennis Renovations.
- A Member asked about the results of the Subcommittee on Revenue Income.
- A Member spoke about the Trust Agreement.
- A Member spoke about the PAC Renovations and Committee approval. Corporate Code 8334 regarding director access to records.
- A Member responded to comments about private meetings.
- A Member spoke about the agendas.
- A Member spoke about the Equestrian Center.

10. Responses to Open Forum Speakers

Several Directors responded to and provided input regarding member comments.

- Director Troutman asked Brian Gruner about the Equestrian Center.
- Director Phelps commented about the PAC renovations.
- Director Soule commented about the PAC renovations, Community Concerts of Laguna Woods Village, and GRF Landscape Committee meeting.
- Director Moldow commented about groups that need to be rescheduled when the PAC is renovated.
- Director Palmer commented about the PAC renovations.
- Director Tibbetts commented about the Equestrian Center.
- Director Gros commented about conversations that are recorded.
- Director Troutman commented about conversations recorded.
- Director English commented about the Presidents and 1st Vice Presidents meeting.
- President Perak commented about the PAC renovations, explained the purpose of the Presidents and 1st Vice Presidents meetings.

Jeff Parker-CEO responded to questions from the Board.

11. Consent Calendar

By the request of Director Milliman, agenda item 11a, GRF Committee Appointments, was moved to Unfinished Business for discussion as item 12c.

- 11a.** Update GRF Committee Appointments (this item was moved to unfinished business agenda item 12c.)

Recommendation from the Community Activities Committee:

- 11b.** Entertain a Motion to Accept a Donation of Clubhouse 6 Chairs to the Video Club

Recommendation from Maintenance & Construction Committee:

- 11c.** Entertain a Motion to 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.
- 11d.** Entertain a Motion to Award a Contract to South Coast Restoration in the amount of \$39,600, funded from the Facilities Fund, for interior improvements at the for the Golf Maintenance Building.

Recommendation from Finance Committee:

- 11e.** Entertain a Motion to Award a Contract to Age Well Senior Services for the Purchase of Fuel from GRF

RESOLUTION 90-19-37
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 agents of this Corporation are hereby authorized on behalf of the Golden Rain Foundation Corporation to carry out this Resolution.

- 11f. Entertain a Motion to Award a Contract to Premier Shine Services to Provide Evening Custodial Services at all Clubhouses throughout the Village

RESOLUTION 90-19-38
CONTRACT AWARD FOR 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 agents of this Corporation are hereby authorized on behalf of the Golden Rain Foundation Corporation to carry out this Resolution.

- 11g. 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.

Director Milliman made a motion to approve the consent calendar as amended. Director Soule seconded the motion and the motion passed unanimously.

12. Unfinished Business

12a. 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 changes to the following resolution:

RESOLUTION 90-19-39 **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 totally 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.

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

Director Milliman made a motion to adopt the resolution to revise the GRF Recreation Department Policy on Clubs/Groups/Organizations. Director Soule seconded the motion.

Discussion ensued among the Directors.

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

12b. 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 90-19-40
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 authorizes the resumption of the sale of non-THC, non-orally-ingestible CBD based lotion and cream 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.

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

Director Milliman made a motion to approve a resolution to authorize CBD product sales in the Golf Pro Shop. Director Palmer seconded the motion.

Discussion ensued among the Directors.

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

Moved from Consent Calendar 11a.

12c. Update GRF Committee Appointments

RESOLUTION 90-19-41
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

Village Energy Task Force

Steve Leonard, Chair
Carl Randazzo, Vice Chair (United)
~~Jim Matson~~ (GRF)
Bert 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

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)

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

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)

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.

Director Milliman made a motion to approve the amended Resolution to Update the GRF Committee Appointments, with the removal of the Disaster Preparedness Task Force because it is not a GRF Committee, and with the Village Energy Task Force placed below the Maintenance and Construction Committee. The motion was approved by Director English.

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

13. New Business

13a. Entertain a Motion to Introduce a Resolution for the Nuisance and Harassment Policy

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

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

Director Milliman made a motion to accept for discussion the resolution to adopt a Harassment and Nuisance Policy, with the final vote postponed for 28-days pursuant to Civil Code §4360. Director Moldow seconded the motion.

Revisions to the policy was discussed among the Directors.
Director Soule requested staff to add vaping to the policy.

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

13b. Entertain a Motion to Introduce a Resolution to Amend the Facility Use Policy to Comply with Civil Code §4515

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

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

Director Milliman made a motion to accept for discussion the resolution to approve revising the GRF Facility Use Policy, public interest events to ensure continued compliance with California Civil Code §4515, postponing the final vote for 28-days pursuant to Civil Code §4360. Director Phelps seconded the motion.

Revisions to the policy and request form were discussed among the Directors. Members made recommendations to the policy.

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

- 13c.** 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

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

RESOLUTION 90-19-42
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 Corporations the two Mutuals; and,

WHEREAS, Staff has engaged the services 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.

Director Milliman made a motion to approve a resolution for an unbudgeted expense of \$5,800 to hire a land surveyor to determine the Aliso Creek boundaries. Director Moldow seconded the motion.

Discussion ensued among the Directors.
Kurt Weimann answered questions from the Board.

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

- 13d.** Entertain a Motion to Approve the Donation by the Baha'i Club of a Bench for Aliso Creek and Two Plumeria Trees at Clubhouse 6

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

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.

Director Milliman made a motion to approve the donation by the Baha'i Club of a bench for Aliso Creek and two Plumeria trees at Clubhouse 6. Director English seconded the motion.

Director Soule made a motion to postpone the vote on this item to the next meeting. Director Troutman seconded the motion.

Discussion ensued among the Directors.

President Perak called for the vote to postpone this item to the next meeting and the motion passed by a vote of 10-1-0 (Director English opposed).

13e. Entertain a Motion to Approve the 2020 GRF Business Plan and 2020 Reserves Funding Plan

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

RESOLUTION 90-19-43
2020 BUSINESS PLAN

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.

Director Milliman made a motion to approve the 2020 GRF Business Plan. The motion was seconded by Director Phelps and passed by a vote of 10-1-0 (Director Troutman opposed).

RESOLUTION 90-19-44
2020 RESERVES FUNDING PLAN

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.

Director Milliman made a motion to approve the 2020 GRF Reserves Funding Plan. Director Phelps seconded the motion and the motion passed unanimously.

13f. Entertain a Motion to Approve the 2020 GRF Capital Plan

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

RESOLUTION 90-19-45
2020 GRF CAPITAL PLAN

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.

Director Milliman made a motion to approve the 2020 GRF Capital Plan. Director Phelps seconded the motion.

Discussion ensued among the Directors.
Brian Gruner answered questions about the capital plan budget.

President Perak called for the vote and the motion passed 10-1-0 (Director Troutman opposed).

13g. Entertain a Motion to Approve Early Expenditure of Funds for 2020 Capital Plan Items

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

RESOLUTION 90-19-46
EARLY EXPENDITURE OF FUNDS FOR 2020 CAPITAL PLAN

WHEREAS, Resolution 90-19-45 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.

Director Milliman made a motion to approve early expenditure of funds for 2020 GRF Capital Plan items. Director Phelps seconded the motion.

Discussion ensued among the Directors.

President Perak called for the vote and the motion passed 10-0-1 (Director Troutman abstained).

13h. 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

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

RESOLUTION 90-19-xx
STUDENT PARKING PASS FEE FOR NON-RESIDENT STUDENTS

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

Director Milliman made a motion to accept for discussion the resolution to increase student parking pass fees for non-resident students who take Saddleback College Emeritus Institute classes, effective with Spring semester 2020 enrollment, 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.

14. Committee Reports

14a. 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 August 21, 2019; next meeting October 23, 2019, at 1:30 p.m. in the Board Room.

- Shared Cost Task Force – Director Soule
- Potential Village Revenue Generation Task Force – Director Phelps
- Investment Fund Task Force – Director Phelps

14b. Report of the Community Activity Committee – Director Soule gave an update of upcoming events. The Committee did not meet in August 2019; next meeting September 12, 2019, at 1:30 p.m. in the Board Room.

14c. Report of the Landscape Committee – Director Moldow gave an update on Aliso Creek area. The Committee met on August 14 2019; next meeting November 13, 2019, at 1:30 p.m. in the Board Room.

14d. Report of the Maintenance & Construction Committee – Director Matson gave an update from the last Maintenance & Construction Committee. 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 Perak. The Committee met on August 15, 2019; next meeting October 17, 2019, at 2:00 p.m. in the Board Room.
- Report of Village Energy Task Force – Director Matson gave an update from the last meeting. The Task Force did not meet in August 2019; next meeting September 4, 2019, at 10:00 a.m. in the Board Room.

14e. Report of the Media & Communications Committee – Director Milliman gave an update from the Media & Communications Committee. The Committee discussed increasing the Broadband speed in the Village. The Committee met on August 19, 2019; next meeting September 16, 2019, at 1:30 p.m. in the Board Room.

- Thrive Report – Directors Milliman and Perak. The Task Force met on August 27, 2019.
- 14f.** 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 updated the Board on information on walks in the wilderness areas surrounding the Community.
- 14g.** 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 gave an update on the Traffic violations. The Traffic Hearings were held on August 21, 2019; next meeting September 18, 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 did not meet in August, 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.*
- a. Discuss Director Access to Records According to Corporate Code §8334
 - b. Donation by Baha’l Club of a Bench for Aliso Creek and Two Plumeria Trees at Clubhouse 6
- 16. Directors’ Comments**
- President Perak thanked the Board for a good meeting.
- 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.*

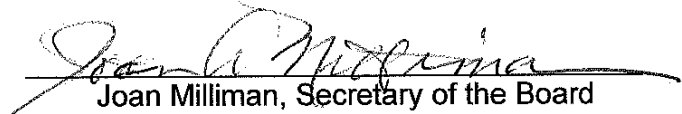
The meeting was recessed at 1:55 p.m.

Summary of Previous Closed Session Meetings per Civil Code Section §4935.
During the August 6, 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 Contractual Matters
Discussed and Considered Litigation Matters
Discussed Litigation Report Summary

Adjournment

The meeting was adjourned at 5:30 p.m.


Joan Milliman, Secretary of the Board
Golden Rain Foundation

RESOLUTION ATTACHMENTS

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.

STAFF REPORT

DATE: October 1, 2019
FOR: Board of Directors
SUBJECT: Clubhouse 2 Literature Rack

RECOMMENDATION

Approve the Community Activities Committee (CAC) recommendation **not** to install literature racks at Clubhouse 2 due to the facility being a single use destination facility and administrative time associated with managing the flyers.

BACKGROUND

On September 12, 2019, CAC voted to approve the Recreation and Special Event Department recommendation not to install literature racks at Clubhouse 2 due to the facility being a single use destination facility and the administrative time associated with managing the flyers.

Literature racks are located at Clubhouses 1, 4, 5, 6, 7 and the Performing Arts Center. The posting of flyers is limited to approved Village clubs/groups/organizations, the City of Laguna Woods and internal publications to promote upcoming programs and activities. Village clubs must conform to the GRF Flyer Policy (Attachment 1) when utilizing the literature racks.

Club programs and events may be promoted using the Village website (club page, calendar and news section), Village TV (message board, pre-recorded program and "This Day"), Laguna Woods Globe newspaper, club social media, e-blasts to members and flyer distribution. All forms of club publicity or advertising, unless more restrictively stated, must say "For Laguna Woods Village residents and their guests only." Outside businesses, entertainers, caterers and/or speakers may not advertise Laguna Woods Village events.

Clubhouse 2 literature racks were previously located behind the ballroom and were removed during renovations in 2016. At the July CAC meeting a request was made by GRF Director Richard Palmer to reviews and reinstate flyers at Clubhouse 2.

DISCUSSION

Clubhouse 2 is a single destination facility. Users have a specific purpose for visiting the facility, such as attending a social/dinner event. Other clubhouses are multi-destination facilities and offer amenities such as swimming, billiards, dinners, dances, concerts, archery, fitness and education classes. Due to the high foot traffic, having flyers at these clubhouses is warranted.

Maintaining the flyer rack at each clubhouse requires staff up to 30 minutes per day equating to approximately three and half hours per week per clubhouse.

FINANCIAL ANALYSIS

The estimated cost associated with managing the proposed flyer racks at Clubhouse 2 is approximately \$52 per week or more than \$2,700 annually.

Prepared By: Jennifer Murphy, Recreation Manager

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

ATTACHMENT(S)
ATT1: GRF Flyer Policy

ATTACHEMENT 1

Golden Rain Foundation Recreation and Special Events Department Policies and Procedures

Clubs/Groups/Organizations

D. Flyers

1. All flyers must be stamped in advance by the Recreation Department.
2. GRF does not endorse any event/trip/product/service advertised on flyers.
3. Flyers are only permitted in designated locations and are subject to space availability.
4. If flyer is in a foreign language, an exact English translation must be provided on the back side.
5. Only two flyers per club/group/organization are allowed at any one time.
6. Flyer size is 8.5 by 11 inches only.
7. Sponsor logo identification is not permitted on flyers.
8. Flyers must be for an event within Laguna Woods Village or a trip coordinated by a club/group/organization; general information flyers are prohibited.
9. Flyers must contain the date of the event, name and contact information (Resident phone number or email) of the club representative.
10. Use of "LW" or "LWV," either alone or in combination with other letters, is prohibited unless associated with club email or website address.
11. Flyers may be submitted no more than three days prior to when they are posted.
12. Flyers may not be posted more than 60 days prior to the earliest date on the flyer; multiple dates may not be displayed longer than 30 days following the earliest date; thereafter, flyers must be resubmitted with revised dates.
13. Flyers must be submitted the Recreation Department; club/group/organization may not directly post flyers on the flyer racks.
14. Flyers not approved by the Recreation Department will be removed and discarded.
15. Flyers, unless more restrictively stated, must contain the phrase "For Laguna Woods Village Residents and their guests only."

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STAFF REPORT

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 marijuana and vaping), 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, threatening 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/or threatening.

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.

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 **carry** out the purpose of this resolution.

SEPTEMBER 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

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

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

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, ~~and~~ if the responsible resident is not in attendance, if the attendance exceeds the ~~Fire-fire Marshal-marshall~~ 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 ~~or vaping~~ 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, Chief Operating 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 or mailed to Golden Rain Foundation, Attention: Reservations, 24351 El Toro Road, Laguna Woods, CA 92637.

RESIDENT INFORMATION
Name:
Address:
Phone Number number:
Mobile number:
Email address:
Property Owner owner: (Yes / No)
EVENT INFORMATION*
Date Requested requested:
Number of Guests guests:
Facility Requested requested:
Event time: (arrival time to departure time, including setup and take down):
Purpose of Event 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 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, October 1, 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

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

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STAFF REPORT

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

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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Attachment 1

EXISTING RESOLUTION
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

Estimated Semester Revenue

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

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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, October 1, 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

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

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STAFF REPORT

DATE: September 12, 2019
FOR: Community Activities Committee
SUBJECT: GRF Wedding Policy Revision

RECOMMENDATION

Approve staff recommendation to amend the current GRF wedding policy to make the:

1. Resident rate applicable to weddings and/or wedding receptions for residents; and
2. Exception rate applicable to weddings and/or wedding receptions reserved by a resident on behalf of a non-resident; limited to only siblings, children, parents and grandchildren.

BACKGROUND

Laguna Woods Village offers seven facilities that can be reserved for personal events such as weddings, birthday parties, anniversaries and other gatherings. The Recreation and Special Events Department manages the reservation services with approximately 18,000 bookings per year.

The wedding policy has been revised several times in the past five years (Attachment 1). In 2017 weddings were limited to residents and immediate family members yielding six bookings. In 2018, the policy was amended to allow weddings for extended family and friends which yielded 19 bookings.

DISCUSSION

The Department has experienced a significant increase in the number of weddings and/or receptions resulting from the 2018 policy revision that allows weddings and/or receptions to be booked at the resident rate since the Recreation and Special Events Department has limited ability to verify if in fact the wedding involves a resident's siblings, children, parents and grandchildren.

Weddings and/or wedding receptions are taxing on both the facility and staff as non-residents makes up the majority of attending guests and the celebrations often end late in the evening extending past 10 p.m. As a result, the department proposes to amend the policy to make the:

1. Resident rate applicable to weddings and/or wedding receptions for residents; and
2. Exception rate applicable to weddings and/or wedding receptions reserved by a resident on behalf a non-resident; limited to only siblings, children, parents and grandchildren.

FINANCIAL ANALYSIS

Revenue collected in 2018 for all weddings and/or receptions was \$1,500. Amending the policy allows staff to charge the exception rate for a majority of weddings increasing revenue depending on the number of weddings. For example, a six hour wedding at Clubhouse 2 in the main ball room would generate \$2,007 in revenue.

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 Wedding Policy Revision History

ATT2: GRF Reservation Fees List (Resident Rate and Exception Rate)

ATT3: GRF Resolution 90-19-xx Proposed Wedding Policy

ENDORSEMENT (to Board)

Discuss & Consider GRF Wedding Policy Revision

Approve staff recommendation to amend the current GRF wedding policy to make the:

1. Resident rate applicable to weddings and/or wedding receptions for residents; and
2. Exception rate applicable to weddings and/or wedding receptions reserved by a resident on behalf of a non-resident; limited to only siblings, children, parents and grandchildren.

A motion was made and unanimously approved to recommend the Board to approve staff recommendation to amend the current GRF wedding policy to make the:

1. Resident rate applicable to weddings and/or wedding receptions for residents; and
2. Exception rate applicable to weddings and/or wedding receptions reserved by a resident on behalf of a non-resident; limited to only siblings, children, parents and grandchildren.

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Attachment 1

Wedding Policy Revision History:

2014 and prior	Exception Rate	All weddings and/or wedding receptions for non-residents and are limited to only parents, children, and grandchildren of residents. RESOLUTION 90-07-44
2015 to 2016	Resident Rate	All weddings and/or wedding receptions for nonresidents are limited to only parents, children, and grandchildren of residents. RESOLUTION 90-15-53
2017	Resident Rate	All weddings and wedding receptions involving residents, their siblings, children, parents, and grandchildren. RESOLUTION 90-17-11
2018 to Current	Resident Rate	Weddings and wedding receptions involving residents, their siblings, children, parents and grandchildren. RESOLUTION 90-18-05
2018 to Current	Exception Rate	All weddings and/or wedding receptions between non-residents. RESOLUTION 90-18-05

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**Laguna Woods Village
2018 Resident Reservation Fees**

ATTACHMENT 2

Reservable Room	Per Hour	Minimum (2 hrs & Setup)	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	Hour 13	Hour 14
CC Rooms & Conference Rooms														
CC - Elm Room	\$1.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00
CC - Pine Room	\$1.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00
CC - Spruce Room	\$1.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00
CH1 - Conference Room	\$1.00	\$2.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00
PAC - Conference Room	\$1.00	\$2.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00
VG - Clubroom 1	\$2.00	\$5.00	\$7.00	\$9.00	\$11.00	\$13.00	\$15.00	\$17.00	\$19.00	\$21.00	\$23.00	\$25.00	\$27.00	\$29.00
VG - Clubroom 2	\$2.00	\$5.00	\$7.00	\$9.00	\$11.00	\$13.00	\$15.00	\$17.00	\$19.00	\$21.00	\$23.00	\$25.00	\$27.00	\$29.00
VG - Clubroom 3	\$2.00	\$5.00	\$7.00	\$9.00	\$11.00	\$13.00	\$15.00	\$17.00	\$19.00	\$21.00	\$23.00	\$25.00	\$27.00	\$29.00
Multi-Purpose Rooms														
CH1 - Multi-Purpose Room	\$3.00	\$9.00	\$12.00	\$15.00	\$18.00	\$21.00	\$24.00	\$27.00	\$30.00	\$33.00	\$36.00	\$39.00	\$42.00	\$45.00
CH1 - Art Studio	\$3.00	\$9.00	\$12.00	\$15.00	\$18.00	\$21.00	\$24.00	\$27.00	\$30.00	\$33.00	\$36.00	\$39.00	\$42.00	\$45.00
CH5 - Multipurpose Room	\$3.00	\$9.00	\$12.00	\$15.00	\$18.00	\$21.00	\$24.00	\$27.00	\$30.00	\$33.00	\$36.00	\$39.00	\$42.00	\$45.00
CH6 - Multipurpose Room	\$2.00	\$6.00	\$8.00	\$10.00	\$12.00	\$14.00	\$16.00	\$18.00	\$20.00	\$22.00	\$24.00	\$26.00	\$28.00	\$30.00
Small Dining Rooms														
CH1 - Dining Room 2	\$1.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00
CH1 - Dining Room 3	\$1.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00
CH2 - The Los Olivos	\$1.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00
CH2 - The Grevillea	\$1.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00
Large Dining Rooms														
PAC - Dining Room 1	\$5.00	\$15.00	\$20.00	\$25.00	\$30.00	\$35.00	\$40.00	\$45.00	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00	\$75.00
PAC - Dining Room 2	\$5.00	\$15.00	\$20.00	\$25.00	\$30.00	\$35.00	\$40.00	\$45.00	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00	\$75.00
Other														
CH2 -The Palo Verde Loggia	\$4.00	\$12.00	\$16.00	\$20.00	\$24.00	\$28.00	\$32.00	\$36.00	\$40.00	\$44.00	\$48.00	\$52.00	\$56.00	\$60.00
PAC - Rehearsal Room	\$2.00	\$6.00	\$8.00	\$10.00	\$12.00	\$14.00	\$16.00	\$18.00	\$20.00	\$22.00	\$24.00	\$26.00	\$28.00	\$30.00
PAC - Auditorium	\$17.00	\$34.00	\$51.00	\$68.00	\$85.00	\$102.00	\$119.00	\$136.00	\$153.00	\$170.00	\$187.00	\$204.00	\$221.00	\$238.00
PAC - Auditorium Performance Package	\$20.00	\$40.00	\$60.00	\$80.00	\$100.00	\$120.00	\$140.00	\$160.00	\$180.00	\$200.00	\$220.00	\$240.00	\$260.00	\$280.00
PAC - Auditorium Event w/Admission	\$395 per Day													
All Patios	Patios are only available by renting adjacent room													
Reservable Room	Per Hour	Minimum (4 hrs & Setup)	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	Hour 13	Hour 14		
Main Lounges														
CH1 - Main Lounge	\$7.00	\$41.00	\$48.00	\$55.00	\$62.00	\$69.00	\$76.00	\$83.00	\$90.00	\$97.00	\$104.00	\$111.00		
CH2 - The Sequoia	\$8.00	\$47.00	\$55.00	\$63.00	\$71.00	\$79.00	\$87.00	\$95.00	\$103.00	\$111.00	\$119.00	\$127.00		
CH5 - Main Lounge (Stage Side) Total	\$11.00	\$61.00	\$72.00	\$83.00	\$94.00	\$105.00	\$116.00	\$127.00	\$138.00	\$149.00	\$160.00	\$171.00		
CH5 - Main Lounge (Back Side) Total	\$8.00	\$44.00	\$52.00	\$60.00	\$68.00	\$76.00	\$84.00	\$92.00	\$100.00	\$108.00	\$116.00	\$124.00		
CH5 - Main Lounge (All) Total	\$17.00	\$101.00	\$118.00	\$135.00	\$152.00	\$169.00	\$186.00	\$203.00	\$220.00	\$237.00	\$254.00	\$271.00		
CH6 - Main Lounge	\$5.00	\$25.00	\$30.00	\$35.00	\$40.00	\$45.00	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00	\$75.00		
CH 7 - Main Lounge	\$5.00	\$28.00	\$33.00	\$38.00	\$43.00	\$48.00	\$53.00	\$58.00	\$63.00	\$68.00	\$73.00	\$78.00		

Laguna Woods Village - Exception Room 2018 Rates

Reservable Room														
	Per Hour	Minimum (2 hrs & Setup)	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	Hour 13	Hour 14
CC Rooms & Conference Rooms														
CC - Elm Room	\$14	\$35	\$49	\$63	\$77	\$91	\$105	\$119	\$133	\$147	\$161	\$175	\$189	\$203
CC - Pine Room	\$12	\$30	\$42	\$54	\$66	\$78	\$90	\$102	\$114	\$126	\$138	\$150	\$162	\$174
CC - Spruce Room	\$15	\$38	\$53	\$68	\$83	\$98	\$113	\$128	\$143	\$158	\$173	\$188	\$203	\$218
CH1 - Conference Room	\$5	\$10	\$15	\$20	\$25	\$30	\$35	\$40	\$45	\$50	\$55	\$60	\$65	\$70
PAC - Conference Room	\$6	\$12	\$18	\$24	\$30	\$36	\$42	\$48	\$54	\$60	\$66	\$72	\$78	\$84
VG - Clubroom 1	\$10	\$25	\$35	\$45	\$55	\$65	\$75	\$85	\$95	\$105	\$115	\$125	\$135	\$145
VG - Clubroom 2	\$10	\$25	\$35	\$45	\$55	\$65	\$75	\$85	\$95	\$105	\$115	\$125	\$135	\$145
VG - Clubroom 3	\$10	\$25	\$35	\$45	\$55	\$65	\$75	\$85	\$95	\$105	\$115	\$125	\$135	\$145
Multi-Purpose Rooms														
CH1 - Multi-Purpose Room	\$33	\$99	\$132	\$165	\$198	\$231	\$264	\$297	\$330	\$363	\$396	\$429	\$462	\$495
CH1 - Art Studio	\$40	\$120	\$160	\$200	\$240	\$280	\$320	\$360	\$400	\$440	\$480	\$520	\$560	\$600
CH5 - Multipurpose Room 1	\$26	\$78	\$104	\$130	\$156	\$182	\$208	\$234	\$260	\$286	\$312	\$338	\$364	\$390
CH6 - Multipurpose Room	\$16	\$48	\$64	\$80	\$96	\$112	\$128	\$144	\$160	\$176	\$192	\$208	\$224	\$240
Small Dining Rooms														
CH1 - Dining Room 2	\$32	\$96	\$128	\$160	\$192	\$224	\$256	\$288	\$320	\$352	\$384	\$416	\$448	\$480
CH1 - Dining Room 3	\$32	\$96	\$128	\$160	\$192	\$224	\$256	\$288	\$320	\$352	\$384	\$416	\$448	\$480
CH2 - The Los Olivos	\$28	\$84	\$112	\$140	\$168	\$196	\$224	\$252	\$280	\$308	\$336	\$364	\$392	\$420
CH2 -The Grevillea	\$28	\$84	\$112	\$140	\$168	\$196	\$224	\$252	\$280	\$308	\$336	\$364	\$392	\$420
Large Dining Rooms														
PAC - Dining Room 1	\$57	\$285	\$342	\$399	\$456	\$513	\$570	\$627	\$684	\$741	\$798	\$855	\$912	\$969
PAC - Dining Room 2	\$57	\$285	\$342	\$399	\$456	\$513	\$570	\$627	\$684	\$741	\$798	\$855	\$912	\$969
Other														
CH2 - The Palo Verde Loggia	\$72	\$216	\$288	\$360	\$432	\$504	\$576	\$648	\$720	\$792	\$864	\$936	\$1,008	\$1,080
PAC - Rehearsal Room	\$24	\$72	\$96	\$120	\$144	\$168	\$192	\$216	\$240	\$264	\$288	\$312	\$336	\$360
	Per Day													
PAC - Auditorium	\$1,454													
PAC - Auditorium Performance Package	\$1,454													
Main Lounges & Large Dining Rooms														
CH1 - Main Lounge	\$126	\$755	\$881	\$1,007	\$1,133	\$1,259	\$1,385	\$1,511	\$1,637	\$1,763	\$1,889	\$2,015	\$2,141	\$2,267
CH2 - The Sequoia	\$128	\$768	\$896	\$1,024	\$1,152	\$1,280	\$1,408	\$1,536	\$1,664	\$1,792	\$1,920	\$2,048	\$2,176	\$2,304
CH5 - Main Lounge (Stage Side) Total	\$173	\$952	\$1,125	\$1,298	\$1,471	\$1,644	\$1,817	\$1,990	\$2,163	\$2,336	\$2,509	\$2,682	\$2,855	\$3,028
CH5 - Main Lounge (Back Side) Total	\$125	\$687	\$812	\$937	\$1,062	\$1,187	\$1,312	\$1,437	\$1,562	\$1,687	\$1,812	\$1,937	\$2,062	\$2,187
CH5 - Main Lounge (All) Total	\$242	\$1,452	\$1,694	\$1,936	\$2,178	\$2,420	\$2,662	\$2,904	\$3,146	\$3,388	\$3,630	\$3,872	\$4,114	\$4,356
CH6 - Main Lounge	\$46	\$230	\$276	\$322	\$368	\$414	\$460	\$506	\$552	\$598	\$644	\$690	\$736	\$782
CH 7 - Main Lounge	\$105	\$577	\$682	\$787	\$892	\$997	\$1,102	\$1,207	\$1,312	\$1,417	\$1,522	\$1,627	\$1,732	\$1,837



RESOLUTION 90-19-XX
GRF WEDDING POLICY REVISION

WHEREAS at the September 12, 2019 Community Activities Committee (CAC) meeting, staff recommended to approve amendment to the current GRF wedding policy to make the:

1. Resident rate applicable to weddings and/or wedding receptions for residents; and
2. Exception rate applicable to weddings and/or wedding receptions reserved by a resident on behalf of a non-resident; limited to only siblings, children, parents and grandchildren.

WHEREAS the Recreation and Special Events Department manages the reservation services with approximately 18,000 bookings per year;

WHEREAS in 2017 weddings were limited to residents and immediate family members yielding six bookings;

WHEREAS in 2018, the policy was amended to allow weddings for extended family and friends which yielded 19 bookings;

WHEREAS weddings and/or wedding receptions are taxing on both the facility and staff as non-residents make up the majority of attending guests and the celebrations often end late in the evening extending past 10 p.m.;

WHEREAS revenue collected in 2018 for all weddings and/or receptions was \$1,500;

WHEREAS amending the policy allows staff to charge the exception rate for a majority of weddings increasing revenue depending on the number of weddings. For example, a six hour wedding at Clubhouse 2 in the main ball room would generate \$2,007 in revenue;

NOW THEREFORE BE IT RESOLVED, October 1, 2019, that the Board of Directors of this Corporation hereby introduces approval of staff recommendation to approve amendment to the current GRF wedding policy to make the:

1. Resident rate applicable to weddings and/or wedding receptions for residents; and
2. Exception rate applicable to weddings and/or wedding receptions reserved by a

resident on behalf of a non-resident; limited to only siblings, children, parents and grandchildren;

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

October 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.

STAFF REPORT

DATE: September 12, 2019
FOR: Community Activities Committee
SUBJECT: Clubhouse 2 Open Space

RECOMMENDATION

Authorize the Recreation and Special Events Department recommendation to add the open space area adjacent to Clubhouse 2 to the rental agreement for the Clubhouse.

BACKGROUND

On July 11, 2019, the CAC approved making the open space area adjacent to Clubhouse 2 a rentable space and requested that the GRF Finance Committee establish rental pricing for the space.

On August 22, 2019, the GRF Finance Committee reviewed and discussed the CAC's recommendation. The Finance Committee authorized making the space rentable under the following two conditions:

1. Additional review by staff be conducted to ensure no liabilities will be associated with allowing reservations at this location; and
2. That the potential increase in facility usage does not conflict with current City of Laguna Woods parking ordinances.

Staff researched and analyzed the two items and determined that the potential increase in facility usage may not meet City parking requirements since the parcel is zoned Open Space – Recreation (OS-R) and as such could potentially require a parking study to be conducted and/or the provision of additional parking to support the proposed rental of the open space area.

DISCUSSION

Usage of the open space area is increasing as residents become aware of its location and usability. Including the park in the Clubhouse 2 rental agreement would enable the Recreation and Special Events Department to manage the open space's use and minimize conflict that may arise from two parties wanting to use the space at the same time. In addition, it would make Clubhouse 2 more marketable and desirable for residents.

FINANCIAL ANALYSIS

During the 2021 budget preparations, the rental fee for Clubhouse 2 would be re-calculated and adjusted to include the open space area, potentially increasing per reservation revenue.

Prepared By: Brian Gruner, Recreation and Special Events Director

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

ATTACHMENT(S)

ATT1: CAC/Finance Committee Endorsements

ATT2: GRF Resolution 90-19-xx Clubhouse 2 Open Space

Golden Rain Foundation
Community Activities Committee Meeting
July 11, 2019

ENDORSEMENT (to GRF)
Clubhouse 2 Annex Open Space

The Committee discussed the Recreation and Special Events Department recommendation to make the open space adjacent to Clubhouse rentable.

A motion was made to support the department's recommendation and carried unanimously.

Golden Rain Foundation
Finance Committee Meeting
August 21, 2019

ENDORSEMENT (to GRF)
Clubhouse 2 Annex Open Space

The committee reviewed a staff report proposing to allow the open space adjacent to Clubhouse 2 to be utilized as a rentable space. Brian Gruner, Recreation and Special Events Director was present to address comments and questions.

A motion was made and carried unanimously to recommend approval of the open space adjacent to Clubhouse 2 as a rentable 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.

Golden Rain Foundation
Community Activities Committee
September 12, 2019

ENDORSEMENT (to Board)
Discuss & Consider Clubhouse 2 Open Space

Authorize the Recreation and Special Events Department recommendation to add the open space area adjacent to Clubhouse 2 to the rental agreement for the Clubhouse.

On July 11, 2019, the CAC approved making the open space area adjacent to Clubhouse 2 a rentable space and requested that the GRF Finance Committee establish rental pricing for the space.

On August 22, 2019, the GRF Finance Committee reviewed and discussed the CAC's recommendation.

A motion was made to recommend the Board to authorize the Recreation and Special Events Department recommendation to add the open space area adjacent to Clubhouse 2 to the rental agreement for the Clubhouse.

Motion passed 6-2.

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RESOLUTION 90-19-XX
CLUBHOUSE 2 OPEN SPACE

WHEREAS at the September 12, 2019 Community Activities Committee (CAC) meeting, staff recommended to authorize the Recreation and Special Events Department addition of the open space area adjacent to Clubhouse 2 to the rental agreement for the Clubhouse;

WHEREAS on July 11, 2019, the CAC approved making the open space area adjacent to Clubhouse 2 a rentable space and requested that the GRF Finance Committee establish rental pricing for the space;

WHEREAS on August 22, 2019, the GRF Finance Committee reviewed and discussed the CAC's recommendation;

WHEREAS the Finance Committee authorized making the space rentable under the following two conditions:

1. Additional review by staff be conducted to ensure no liabilities will be associated with allowing reservations at this location; and
2. That the potential increase in facility usage does not conflict with current City of Laguna Woods parking ordinances;

WHEREAS staff researched and analyzed the two items and determined that the potential increase in facility usage may not meet City parking requirements since the parcel is zoned Open Space – Recreation (OS-R) and as such could potentially require a parking study to be conducted and/or the provision of additional parking to support the proposed rental of the open space area;

WHEREAS usage of the open space area is increasing as residents become aware of its location and usability;

WHEREAS including the park in the Clubhouse 2 rental agreement would enable the Recreation and Special Events Department to manage the open space's use and minimize conflict that may arise from two parties wanting to use the space at the same time;

WHEREAS in addition, it would make Clubhouse 2 more marketable and desirable for residents;

WHEREAS during the 2021 budget preparations, the rental fee for Clubhouse 2 would be re-calculated and adjusted to include the open space area, potentially increasing per reservation revenue

NOW THEREFORE BE IT RESOLVED, October 1, 2019, that the Board of Directors of this Corporation hereby introduces approval of staff recommendation to authorize the Recreation and Special Events Department addition of the open space area adjacent to Clubhouse 2 to the rental agreement for the Clubhouse;

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

October 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

OPEN MEETING

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

Thursday, September 12, 2019 – 1:30 p.m.
Board Room

MEMBERS PRESENT: Annette Sabol Soule-Chair, Beth Perak, Sue Margolis, Joan Milliman, Bunny Carpenter, Juanita Skillman, Ryna Rothberg, Jon Pearlstone, Leon St. Hilaire, Shaun Tumpane

MEMBERS ABSENT: Cush Bhada, Diane Phelps, Andre Torng

OTHERS PRESENT: Dick Rader, Maggie Blackwell, Annie McCary, and Bert Moldow were present in audience

STAFF PRESENT: Brian Gruner, Jennifer Murphy, Jackie Kupfert, Eileen Paulin

Call to Order

Chair Soule called the meeting to order at 1:32 p.m.

Acknowledgement of Media

There was no press present.

Approval of Agenda

A motion was made, and by consensus, the agenda was approved.

Approval of Committee Report for July 11, 2019

A motion was made, and by consensus, the report was approved.

Chair's Remarks

Chair Soule stated this meeting has a substantial amount of business and she is thankful for those attending.

Report of the Recreation and Special Events Director

Mr. Gruner reported on the highly attended monthly dinners. Twilight Golf is selling out as are the patio concerts at Clubhouse 1. Recreation increased the patio concert entrance fees to \$10 to assist with coverage of costs. Pool 6 hosted Splash Days for children with over 200 participants who enjoyed free ice cream and water slides. Grandparents Fun Day had approximately 230 attendees. The ESL program is doing exceptionally well. The Aquadettes were showcased in an upcoming program hosted by Jeff Goldblum and presented by National Geographic and Disney Live Streaming. They were also photographed by Getty Images in an effort to highlight active seniors.

Mr. Gruner stated the following facility enhancements: new pool furniture for all pools has been delivered. The new pool furniture is safer and more comfortable. Approximately 2,000 new banquet chairs for the clubhouses will be delivered the first week of October. The ballroom floors have been waxed and cleaned for general upkeep. Emergency phone lines have been upgraded at Pool 2 and Pool 6. New handrail grips have been added to the pool handrails to ensure safety. Construction on the Performing Arts Center is moving forward. No shows have been booked after May, 2020 to allow for the start of construction. The Clubhouse 4 jewelry floor has been redone for safety. A new ventilation system in the paint room at Clubhouse 4 will be installed to meet OSHA standards. An air ventilation system will be added in the Clubhouse 4 ceramics room. A community gathering area will be completed at Garden Center 1. A volunteer program has been created at the Garden Centers with the first volunteer starting soon. The Garden Center policies will be reviewed for update.

Mr. Gruner stated the following operational improvements: approximately 110 staff attended the Comprehensive Staff Training which was very successful and engaging. The training sessions were titled Emergency Procedures, Customer Interactions 101 and Know Your Community and Recreation Programs. A survey was sent to staff for feedback on future highlights at staff training. Mr. Gruner will be presenting a request to CAC regarding hosting staff training on a consistent basis. Mr. Gruner presented a photo of the staff who attended the training.

Director Perak inquired as to if cross training will be included for staff. Mr. Gruner stated yes, but will be held once staff levels are increased. Director Rothberg stated this is a morale booster. While referencing the staff training photo, Director Skillman inquired as to the standard color of staff shirts for Recreation. Mr. Gruner stated Recreation staff wears light blue staff shirts while golf course maintenance wears gray as they have different standards of safety. Director Skillman inquired as to where the banquet chairs replaced will be sent. Mr. Gruner stated the warehouse will take those in better shape, while the others will be destroyed. Chair Soule stated the Video Club was allotted 75 repurposed banquet chairs. Director Skillman stated the Library received repurposed chairs from the Spruce room at the Community Center.

Ms. Murphy stated September 28 will be the last outdoor concert for 2019 at Clubhouse 2 hosting a car show at 4 p.m. with music starting at 6 p.m. This free concert features a Huey Lewis tribute band with a 80s theme. Martinez catering will be selling food while supplies last. The free Monday night movie at the Performing Arts Center is Vice on September 16 at 7:30 p.m. Timeless Melodies will be hosted on October 1 at Clubhouse 2 at 1:30 p.m.; tickets are \$5. The steak dinner will be on October 3 at 5:30 p.m. at Clubhouse 1. Clubhouse 5 will host the Village Bazaar on October 5 at 10 a.m. The Harvest Hoedown will be held on October 5 at the Equestrian Center beginning at 4 p.m. The Rock N' Roll Legends show will be held on October 5 at the Performing Arts Center as part of the Celebrity Series. Shows are at 6 p.m. and 8:30 p.m. The Performing Arts Center will host the October 21 free Monday night movie, The Upside, at 7:30 p.m. The Saturday Night Dance will be hosted on October 26 at Clubhouse 5 at 6:30 p.m. The Arts and Crafts Bonanza at Clubhouse 4 will be on November 2 and 3. The monthly dinner on November 6 at Clubhouse 1 will be British themed. Monthly dinners will take a break in December. The Veteran's Day event will be on November 11 at Clubhouse 2 at 10 a.m. Monday Night Football is now hosted at 5 p.m. at the Village Greens in conjunction with the 19 Restaurant. Evening drink and food specials are available. The bus excursions continue to be very successful. The new Yoga for Golfers class will begin on September 20 which will be a 4-week session meeting two times per week, Tuesdays at 9 a.m. and Fridays at 9 a.m. The cost is \$200 per person.

Director Perak inquired as to the stage performance highlighting Frank Sinatra. Ms. Murphy stated the Champagne Pops series includes the stage performance. Chair Soule stated clarification may be needed regarding the story of Frank Sinatra versus the musical history. Ms. Murphy stated Timeless Melodies will highlight the history of Frank Sinatra's music and life while the Champagne Pops series performance will feature a Frank Sinatra tribute band.

Member Comments (Items Not on the Agenda)

Members spoke on the following topics: facility use in regards to businesses; policy restricting sales; classes for purchase at clubhouses; church membership status versus club status; constructing an amphitheater; pool cover for one pool; demands met for small groups; partial improvements of projects; shared costs in regards to the resident handbook reference of shared costs.

Chair Soule would like staff to provide the resident an updated resolution regarding shared cost and requested the resident attend the MACC meeting on Monday at 1:30 p.m.

Chair Soule deferred to Mr. Gruner regarding the travel company presentations. Per Mr. Gruner, staff will follow up with the Compliance Division regarding the club that is under review and cancel the event. Mr. Gruner is requesting a separate task force regarding church club status and will discuss further on agenda item number 17. Director Perak inquired as to the reference of class revenue at Clubhouse 5. Mr. Gruner stated the Recreation Department repurposed the Billiards room into the Fitness room at Clubhouse 5 and the classes are for residents only. Ms. Murphy clarified the at-cost class income pays the instructors and 20% of that fee is paid to GRF. Director Carpenter stated there is a committee looking for revenue generating ideas due to tight budgets. Director Perak stated the resident submitted good ideas with regards to pool cover, small group demands and partial improvements to projects.

Chair Soule stated residents are not currently happy regarding assessment increases proposed in 2020 budget presentations. Chair Soule suggested the member proposing construction of an amphitheater approach the Community Fund for underwriting via a large donation. Chair Soule directed the resident to present at the next Maintenance and Construction committee (M&C) meeting. Mr. Gruner stated staff is directed by committees and agreed the resident may present at the M&C meeting. Director Margolis stated this amphitheater would be utilized by Recreation and believes CAC should review. Director Pearlstone requested the resident attend the M&C meeting and budget meetings. Director Milliman stated the resident requesting the amphitheater should not do the feasibility study. Bert Moldow stated the resident should not go to M&C directly and requested that CAC make a motion to move this matter to M&C. Chair Soule stated CAC will not motion at this time to send this matter to M&C directly as request is lacking pertinent information; the resident may present as they wish. Advisor Tumpane stated more information will be needed for an amphitheater assessment. Director Milliman would like to see how many people are interested in an amphitheater. Director Perak stated the idea may start in either committee and agreed more data is necessary.

CONSENT

A motion was made, and by consensus, the consent calendar was approved.

REPORTS

Pool 2 Backstroke Flags and Stanchions – Mr. Gruner stated the staff recommendation to approve the Recreation and Special Events Department recommendation to install stanchions and backstroke flags at Pool 2.

A motion was made to postpone until legal counsel is advised.

Discussion ensued.

The motion failed 2-5-1. (Director Perak abstained)

A motion to approve the Recreation and Special Events Department recommendation to install stanchions and backstroke flags at Pool 2.

Discussion ensued.

The motion failed 3-5.

GRF Wedding Policy Revision - Ms. Murphy stated the staff report to approve staff recommendation to amend the current GRF wedding policy to make the:

1. Resident rate applicable to weddings and/or wedding receptions for residents; and
2. Exception rate applicable to weddings and/or wedding receptions reserved by a resident on behalf of a non-resident; limited to only siblings, children, parents and grandchildren.

A motion was made to approve staff recommendation to amend the current GRF wedding policy to make the:

1. Resident rate applicable to weddings and/or wedding receptions for residents; and
2. Exception rate applicable to weddings and/or wedding receptions reserved by a resident on behalf of a non-resident; limited to only siblings, children, parents and grandchildren.

Discussion ensued.

The motion passed unanimously.

Clubhouse 2 Open Space - Ms. Murphy stated the staff report to authorize the Recreation and Special Events Department recommendation to add the open space area adjacent to Clubhouse 2 to the rental agreement for the Clubhouse.

A motion was made to authorize the Recreation and Special Events Department recommendation to add the open space area adjacent to Clubhouse 2 to the rental agreement for the Clubhouse.

Discussion ensued.

The motion passed 6-2.

Clubhouse 2 Literature Rack - Ms. Murphy stated the staff report to approve the Recreation and Special Event Department recommendation not to install literature racks at Clubhouse 2 due to the

facility being a single use destination facility and the administrative time associated with managing the flyers.

A motion was made to approve the Recreation and Special Event Department recommendation not to install literature racks at Clubhouse 2 due to the facility being a single use destination facility and the administrative time associated with managing the flyers.

Discussion ensued.

The motion passed unanimously.

GRF Recreation Pricing Policies - Mr. Gruner stated the staff report to recommend pricing policy updates to reflect fee changes that will take effect January 1, 2020.

A motion was made to recommend pricing policy updates to reflect fee changes that will take effect January 1, 2020.

Discussion ensued.

The motion passed 7-1.

ITEMS FOR DISCUSSION AND CONSIDERATION

Emeritus Ad Hoc Committee Update – Mr. Gruner requested the Emeritus ad hoc committee meet within the next couple of weeks. Chair Soule stated Saddleback College Emeritus sent a free ticket to those participating in the classes and OLLI will have classes coming in the future.

Policy Review and Discussion (Clubs Conducting Business for Profit) - Mr. Gruner stated there are clubs consistently conducting business for profit. He requested a committee to review policies. The following volunteered to be on this committee: Director Milliman, Dick Rader, Director McCary and Advisor Tumpene as a reserve participant.

Equestrian Center Update – Mr. Gruner updated the committee regarding the Equestrian Center. The Equestrian Center is operational with new staff being hired as staff is short-handed with only three staff members. The Equestrian Supervisor was injured and directed by her doctor to remain home. Mr. Gruner assured the program is not being eliminated. Mr. Gruner and Mr. Jeff Parker have been meeting regularly with current boarders. Director Margolis inquired about the feed issue and Mr. Gruner stated it has been rectified.

ITEMS FOR FUTURE AGENDAS

None

CONCLUDING BUSINESS

Committee Member Comments

Director Perak stated CAC is always interesting.

Director Blackwell stated we should be reviewing shared costs in a different way instead of targeting groups.

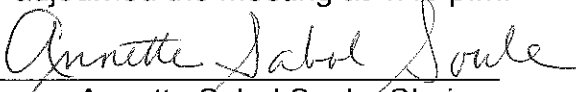
Chair Soule thanked the staff and stated there are always new items for discussion at CAC.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held at 1:30 p.m. at the Community Center in the Board Room on Thursday, November 14, 2019.

Adjournment

There being no further business, the Chair adjourned the meeting at 4:43 p.m.


Annette Sabol Soule, Chair



OPEN MEETING
THE GOLDEN RAIN FOUNDATION
MEDIA AND COMMUNICATIONS COMMITTEE
Monday, September 16, 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, Lynn Jarrett, Juanita Skillman, Ryna Rothberg, Advisers Steve Carman, Sheila Bialka and Lucy Parker

MEMBERS ABSENT: None.

OTHERS PRESENT: Richard Rader - VMS

STAFF PRESENT: Eileen Paulin, Chuck Holland, and Becky Jackson

1. **Call to Order**
Chair Joan Milliman called the meeting to order at 1:31 p.m.
2. **Acknowledgement of Media**
Paul Ortiz from Village Television was present.
3. **Approval of the Agenda**
Agenda was approved with changing the reporting of agenda item number 9 before 8.
4. **Approval of Meeting Report from August 19, 2019**
Report was approved.
5. **Chair's Remarks**
Chair Milliman welcomed everyone.
6. **Member Comments (Items not on the Agenda)**
David Kohn 367-N was called to speak asked about Country Classics being on different channels and it being moved around. Consider adding one or two more new channels: News Max and One American News Channel.
7. **Director's and Staff Forum**
Chuck Holland explained Mr. Kohn's troubles are due to not having a set top box. Mr. Holland explained that the only way to solve the issue is to have a digital device.

In regards to the news channel he will get Mr. Kohn's information he will do the leg work

Goals of improving the website:

- Searchability
- Platform change
- Resident information behind portal
- Village-wide training sessions

Collaboration with Village Television:

- Coordinating programming to assure concise, consistent messages to residents
- Preplanning all staff and board member presentations to assure messaging consistency

The new platform for the Village Breeze

- All the information you need to live in the Village delivered to your mailbox – six times a year
- Bi-monthly 64-page magazine
- Four-color, coated cover
- Recreation events and classes
- Pool and Fitness Center schedules
- Community Map (pull out)
- Transportation information
- Alterations, Landscape, Maintenance, Security, Social Services, Resident Services updates
- Important Village phone numbers
- Information from VMS staff and board directors
- Helpful articles

ITEMS FOR DISCUSSION AND CONSIDERATION:

ITEMS FOR FUTURE AGENDAS:

Report on the Phone book

CONCLUDING BUSINESS:

10. Committee Member Comments

Adviser Sheila Bialka hopes to get the phone book situation straightened out.

Adviser Lucy Parker commented it was a good meeting and would like to have the Breeze six times a year.

Adviser Steve Carmen commented it was an excellent meeting and addressed Mr. Holland to have the streaming options with the removal of Fox. It would be good to communicate the suggestions on how to stream these through You Tube.

Director Ryna Rothberg commented it was an interesting meeting and hopes to work something out with Farmers Publications.

Director Juanita Skillman stated looking at what we are doing in these meetings is interesting.

to see if he is able to get the channels. One America News Network and News Max.

REPORTS:

8. Broadband and Contracts Report - Chuck Holland

Mr. Holland gave a report on DwellingLive and the amount of calls that Resident Services are receiving. He reported that Fox Sports channel went off for four hours on Sunday and there was only one phone call received. He stated that the annual collection policy will be sent out in the annual mailer in November 2019.

Mr. Holland explained that the contracts with West Coast Internet are on hold until he is able to explore other broadband groups per the direction of GRF. He is currently working with an outside contractor to inventory what we have to determine what would be the best outcome for the Village.

Mr. Holland gave his regular report on Contract Renewals, Subscriber Counts, and Summary of Operations. Summary of Operations include: revenues, broadband services, employee compensation, materials and supplies, utilities, legal fees, outside services, repairs and maintenance, property and sales tax, cable programming, copyright, franchise, and uncollectible accounts.

9. Marketing and Communications Report - Eileen Paulin

Eileen Paulin reported on Marketing and Communications Report which included giving the committee an update of the new responsibilities taken by the MarComm Department.

Staff was directed to provide reports on New Resident Orientation and Docent Tours as to cost and see if they can be conducted less frequently.

Eileen Paulin reported on the phone books and stated that they are not in compliance and there is also a competitive phone book.

Ms Paulin will work with Tim Moy, Chair Milliman, Mr. Holland and Director Annette Soule to reach out to Farmer's Publication about updating them on the policy.

Ms. Paulin introduced the Power Point Presentation that she presented before VMS board. Which included improvements in communications through various platforms:

- What's Up in the Village
- Village Breeze
- Newsletters, calendars and event promotions
- Flyers, calendars and posters

Electronic Communications:

- Increased subscribers to more than three-quarters of residents.
- Stellar further customized to be able to quickly target and deploy emails to residents affected by unscheduled elevator or power outages, facility closures, etc.
- Regular posting of Village news and club events to the website; also generating current chyron (crawl) messaging on TV6.

Director Maggie Blackwell thanked everyone for a good meeting.

Director Soule stated she is glad to be on the committee and thanked staff for all the hard work they do.

Director Pat English thanked Chair Milliman for a very good meeting. She would like to put the telephone books to rest.

Director Lynn Jarrett commented on CEO Jeff Parker coming out to the Garden Villa meeting to talk about technology.

Director Annie McCary stated it was a good meeting.

Mr. Holland stated it has been interesting to present numbers with things changing.

Chair Milliman thanked everyone and finds herself becoming an expert on streaming.

11. Date of Next Meeting - Monday, October 21, 2019, 1:30 p.m. in the Board Room

12. Adjournment

Meeting was adjourned at 3:24 p.m.


Joan Milliman, Chair
Media and Communications Committee