



## **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, November 5, 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 English**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes of Meeting**
  - a. October 1, 2019 – Regular Open Session Meeting
  - b. October 18, 2019 – Special Open Session (Meet the Candidates)
- 6. Report of Chair**
- 7. VMS Update Report – Director Kenney**
- 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 Maintenance & Construction Committee:**

- a. Recommendation to Award a Contract for Gate Security at RV Lot B and the Maintenance Service Center
- b. Recommendation to Enter into a Service Agreement with MelRok Energy for HVAC Monitoring of the Community Center Building

**Recommendation from the Finance Committee:**

- c. 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 September 2019 and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes.

**Recommendation from the Security and Community Access Committee:**

- d. Eliminate the Use of Vehicle Decal Stickers as of 2021

**12. Unfinished Business**

- a. Entertain a Motion to Adopt a Resolution for Revisions to the GRF Wedding Policy **(October 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 for Clubhouse 2 Open Space **(October 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 a Supplemental Appropriation and add Gate 11 to the current Gatehouse Renovation Project
- d. Entertain a Motion to Set Pricing Level-3 EV Charging Stations at the Community Center

**13. New Business**

- a. Entertain a Motion to Introduce a Revised Resolution for the Nuisance and Harassment Policy **(November initial notification – must be postponed 28-days for Member review and comment to comply with Civil Code §4360)**
- b. Entertain a Motion to Introduce a Resolution to Increase in the GRF Additional Occupancy Fee **(November initial notification – must be postponed 28-days for Member review and comment to comply with Civil Code §4360)**

- c. Entertain a Motion to Introduce a Resolution to Increase in Late Charges for Fines, Fees and Chargeable Services **(November initial notification – must be postponed 28-days for Member review and comment to comply with Civil Code §4360)**
- d. Entertain a Motion to Introduce a Resolution 2020 Recreation Pricing Policy Updates **(November initial notification – must be postponed 28-days for Member review and comment to comply with Civil Code §4360)**
- e. Entertain a Motion to Introduce a Resolution for GRF Investment Policy Revisions and Direct Sageview to Transition to Index Fund Portfolio
- f. Entertain a Motion to Form a Purchasing Ad Hoc Committee
- g. Recommendation to Authorize the Implementation of Operation Changes to the Laguna Woods Village Transportation System Effective January 2020 and within the Approved 2020 Business Plan Based on the Recommendations Contained in the Fehr & Peers Short Range Transit Plan to Increase Ridership and Efficiency while Enhancing Travel Convenience for Residents; and Authorize the Transportation Division to Commence Negotiations with Lyft Ridership to Provide On-Demand Transportation Services during Non-Fixed Route Operating Hours

**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 October 23, 2019; next meeting December 18, 2019, at 1:30 p.m. in the Board Room.
  - Alternative Revenue and Cost Sharing Task Force – Directors 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 December 4, 2019, at 9:30 a.m. in the Board Room.
- d. Report of the Maintenance & Construction Committee – Director Matson. The Committee met on October 9, 2019; next meeting December 11, 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 October 17, 2019; next meeting November 20, 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 October 21, 2019; next meeting November 18, 2019, at 1:30 p.m. in the Board Room.
- Report of the Thrive Task Force – Directors Perak. The Task Force met on Wednesday, October 23, 2019. The next meeting TBA.
- f. Report of the Mobility & Vehicles Committee – Director Gros. The Committee met on October 2, 2019 and October 29, 2019; next meeting December 4, 2019, at 1:30 p.m. in the Board Room.
- Laguna Canyon Foundation – Director Gros.
- g. Report of the Security & Community Access Committee – Director Tibbetts. The Committee met on October 28, 2019; next meeting December 23, 2019, at 1:30 p.m. in the Board Room.
- Report of the Traffic Hearings – Director Gros. The Traffic Hearings were held on October 16, 2019; next meeting November 20, 2019, 9:00 a.m. in the Board Room & 1:00 p.m. in the Sycamore Room.
  - Report of the Disaster Preparedness Task Force – Director Troutman. The Task Force met on September 24, 2019; next meeting will be held on November 26, 2019, at 9:30 a.m. in the Board 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.*

- a. Consider and Discuss the VMS Appointment of GRF Representatives
- b. Discuss Director Access to Records According to Corporate Code §8334
- c. Donation by Baha'i Club of a Bench for Aliso Creek and Two Plumeria Trees at Clubhouse 6
- d. Formation of a Research Advisory Committee

**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 Session Agenda**

*Approval of Agenda*

*Approval of Minutes*

*(a) September 20, 2019 – Special Closed Session*

*(b) September 30, 2019 – Special Closed Session*

*(c) October 1, 2019 – Regular Closed 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**

this page intentionally left blank



## **OPEN SESSION**

### **Minutes of the Regular Meeting of the Golden Rain Foundation Tuesday, October 1, 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, Brian Gruner, Chris Spahr, Cheryl Silva and John Howse

Others Present: United Mutual: Juanita Skillman  
Mutual 50: Ryna Rothberg

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

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

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

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

#### **3. Acknowledgment of Media**

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

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

Director Moldow made a motion to approve the agenda. The motion was seconded by Director Matson.

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

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

**5a. Regular Open Meeting on September 3, 2019.**

Director Soule made a motion to approve the regular board minutes of August 3, 2019. The motion was seconded by Director Milliman and passed unanimously.

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

President Perak expressed gratitude for the Board and Staff for all their hard work on the Board and with the various Committees. She commented that staff

is working on updating the donation policy and Bahai Bench agenda item will be brought back to the Board next month. The Board and Staff are working together with the other boards to come up with the VMS agreement. A draft self-management contract is ready for review by GRF and the other boards.

#### **7. DPTF Update Report—Director Troutman**

Director Troutman gave an update from the Disaster Preparedness Task Force Meeting. She invited Thomas Soule to the podium to discuss classes and emergency items available to the residents. Building Captains are needed in the Community. Building Captain training will be held at Clubhouse 2 on October 2 from 1-3 p.m.; CPR/First Aid training will be held on October 21; Shakeout Event will be held on October 17 at 10:17 a.m.

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

Jeff Parker-CEO and Siobhan Foster-COO gave a report on upcoming community events and updates on current projects:

- Thanked the Board for their efforts on updating the Management Agreement;
- VMS organizational change and key performance indicators November 20 will be a Strategic Planning meeting to update goals;
- The current insurance carrier for property insurance withdrew their contract and VMS is working with a broker to find a new insurance carrier;
- Transportation system final study will be presented tomorrow at the GRF M&V Committee meeting at 2:30 p.m. in the Board Room;
- Pool 4 construction project continues. The pool will be open during construction;
- Vector control reminder to help eliminating mosquito breeding by dumping stagnant water;
- Annual Harvest Hoe-Down will be held Saturday, October 5;
- Monday night Football will take place at Clubhouse 1.

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

Members spoke on the following topics:

- A Member commented about the benefits of the Laguna Woods Foundation and thanked residents for their donations;
- A Member spoke about alternatives for Clubhouse 1 renovations;
- A Member asked about the \$20 incentive to enroll in EZ Pay.
- A Member asked about the inability to scan cell phone the gate pass from Dwelling Live;
- A Member commented about mosquitos in the Community and about the upcoming Census procedures;
- A Member spoke about pickleball and tennis club events;
- A Member commented about the El Toro Water District;
- A Member commented about the hard work of staff on the insurance carrier and asked about Civil Code 4935;



- A Member commented about open board meetings for VMS and asked for more Town Hall meetings;
- A Member commented about the new management company (PMP) for Mutual 50.

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

Several Directors responded to and provided input regarding member comments.

- Director Tibbetts commented about the name change from Leisure World to Laguna Woods Village,
- Director Moldow commented about the problem of mosquitos and the pooling of water on the flat roofs;
- Director Milliman commented about communications;
- Director Soule commented about air rights for Clubhouse 1 and encourages residents to watch the program on the Census;
- Director Matson commented about renovations for Clubhouse 1;
- Director Phelps commented about the Alternative Cost Sharing Task Force, Dwelling Live and the 2020 Census;
- Director Gros commented about the need for more Town Hall meetings;
- Director Troutman commented about the new insurance carrier and cost sharing;
- Director English thanked Gloria Moldow for her presentation and Corporate Code 8335 access to records;
- President Perak thanked the members for their comments.

Jeff Parker-CEO responded to questions from the Board.

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

##### **Recommendation from the Community Activities Committee:**

- 11a.** Recommendation to Deny the Request for a Clubhouse 2 Literature Rack
- 11b.** Consistent with its statutory obligations a subcommittee of the Board consisting of the Treasurer and at least one other board member reviewed and approved Golden Rain Foundation financials for the month of August 2019 and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes.

By consensus the consent calendar was approved as presented.

**12. Unfinished Business**

**12a. Entertain a Motion to Adopt a Resolution for the Nuisance and Harassment Policy**

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

**RESOLUTION 90-19-47**  
**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-days notification for Member review and comment to comply with Civil Code §4360 has been satisfied.

Director Milliman made a motion to adopt a resolution for the Nuisance and Harassment Policy. Director Phelps seconded the motion.

Discussion ensued among the Directors.

Director Milliman made an amendment to the text of the policy to include “emails, text or social media about or to residents...” on page 2 of the policy under Harassment. The motion was second by Director Troutman and passed unanimously.

Discussion ensued among the directors.

Director English made an amendment to add “maintaining bodily fluids” under Health/ Safety on page 1 of the policy. The motion was seconded by Director Milliman and the motion failed.

Discussion ensued among the directors.

Director Milliman made an amendment to approve the resolution with the condition that the policy will be sent to staff and legal counsel to review and make possible changes to the Health/Safety portion of the policy to address "bodily fluids" and report back to the Board in November. The motion was seconded by Director Gros and passed unanimously.

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

**12b. Entertain a Motion to Adopt 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 90-19-48**  
**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 comments to comply with §4360 has been satisfied.

Director Milliman made a motion to adopt a resolution to amend the Facility Use Policy to comply with Civil Code §4515. The motion was seconded by Director Phelps.

Discussion ensued among the Directors.

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

- 12c.** 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

**RESOLUTION 90-19-49**

**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**, 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.

Director Milliman made 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. The motion was approved by Director Moldow.

Vice President Soule called for the vote and the motion passed unanimously. (President Perak was absent for the vote).

### **13. New Business**

#### **13a. Entertain a Motion to Introduce a Resolution for Revisions to the GRF Wedding Policy**

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

#### **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

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

Discussion ensued among the Directors.  
Staff answered questions from the Board.

Director Milliman moved to amend the resolution by adding "in 2018" to paragraph 7. Director Soule seconded it and the amendment passed unanimously.

Vice President Soule called for the vote on the motion as amended and the motion passed unanimously (President Perak was absent for the vote).

**13b.** Entertain a Motion to Introduce a Resolution for Clubhouse 2 Open Space

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

**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

Director Milliman made a motion to accept for discussion the resolution to approve Clubhouse 2 Open Space, postponing the final vote for 28-days pursuant to Civil Code §4360. Director Troutman seconded the motion.

Discussed ensued among the Directors.  
Staff answered questions from the Board.

Director Troutman called for the questions and it passed unanimously

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

#### **14. Committee Reports**

**14a.** Report of the Finance Committee/Financial Reports – Director Phelps 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.

- Alternative Revenue and Cost Sharing 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 and clubhouse maintenance. The Committee met on September 12 2019; next meeting November 14, 2019, at 1:30 p.m. in the Board Room.



- 14c.** Report of the Landscape Committee – Director Moldow gave an update on the surveyor for the 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 and commented on current projects at the Clubhouses, Community Center and Gates. 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 Moldow gave an update from the last meeting. The Task Force met on September 4, 2019; next meeting November 6, 2019, at 1:30 p.m. in the Board Room.
- 14e.** Report of the Media & Communications Committee – Director Milliman gave an update from the Media & Communications Committee. The Committee is working on improving communication with the Members. The Committee met on September 16, 2019; next meeting October 21, 2019, at 1:30 p.m. in the Board Room.
- Thrive Report – Directors Perak. The Task Force met on September 25, 2019. The Task Force is working on the Kindness Project. The next meeting will be held on October 23, 2019, at 9:00 a.m. in the Willow Room.
- 14f.** 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 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 September 18, 2019; next meeting October 16, 2019, 9:00 a.m. in the Board Room and 1:00 p.m. in the Sycamore 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'I Club of a Bench for Aliso Creek and Two Plumeria Trees at Clubhouse 6

**16. Directors' Comments**

- Director Soule commented about the upcoming Census;
- Director Palmer requested a written report
- 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 12:50 p.m.

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

*During the September 3, 2019, Regular Executive Session, the Board:*

*Approved the Agenda*

*Approved the Minutes of:*

*(a) August 6, 2019– Regular Executive Session*

*Discussed and Consider Member Matters*

*Discussed Personnel Matters*

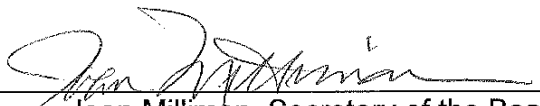
*Discussed Contractual Matters*

*Discussed and Considered Litigation Matters*

*Discussed Litigation Report Summary*

**Adjournment**

The meeting was adjourned at 4:30 p.m.

  
Joan Milliman, Secretary of the Board  
Golden Rain Foundation

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

this page intentionally left blank

**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
<b>CC Rooms &amp; Conference Rooms</b>														
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
<b>Multi-Purpose Rooms</b>														
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
<b>Small Dining Rooms</b>														
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
<b>Large Dining Rooms</b>														
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
<b>Other</b>														
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													
<b>Main Lounges &amp; Large Dining Rooms</b>														
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



MINUTES OF THE SPECIAL MEETING OF THE  
OF THE GOLDEN RAIN FOUNDATION OF LAGUNA WOODS  
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION

MEET THE CANDIDATES

Friday, October 18, 2019

The Special Meeting of the Golden Rain Foundation of Laguna Woods, a California non-profit mutual benefit corporation, was held to meet the candidates running for the GRF Board on Friday, October 18, 2019, at 10:00 a.m. in the Board Room at 24351 El Toro Road, Laguna Woods, California.

The following board members were present:

United Laguna Woods Mutual:	Andre Tornig Elsie Addington	Sue Margolis Mary Stone (VMS)
-----------------------------	---------------------------------	----------------------------------

Third Laguna Hills Mutual:	Cush Bhada Lynn Jarrett Bunny Carpenter Annie McCary	Reza Karimi John Frankel Wei-Ming Tao (VMS)
----------------------------	---------------------------------------------------------------	---------------------------------------------------

Golden Rain Foundation:	Beth Perak Diane Phelps Judith Troutman Don Tibbetts	Joan Milliman Pat English Ray Gros
-------------------------	---------------------------------------------------------------	------------------------------------------

Staff Present: Siobhan Foster, Cheryl Silva and John Howse

Others Present: Moderator: Sheila Bialka

**1) Welcome and Acknowledgements**

Sheila Bialka, Moderator, welcomed and acknowledged the press, Village Television, Board members and honored guests. The meeting was called to order at 10:00 a.m.

Ms. Bialka, stated the purpose of this Corporate Members meeting was to meet the candidates running for the Golden Rain Foundation Board of Directors.

**2) Introduction of the Candidates**

The moderator, Sheila Bialka, announced the candidates running to fill four (4) vacancies, each for 3-year terms expiring 2022 as follows:

Bunny Carpenter  
Walter Joseph Fitzekam  
Egon Garthoffner  
Ray Gros  
Yvonne Horton  
Gary Morrison  
Joan Milliman  
Lenny Ross

**3) Opening Statements**

Each candidate was given three (3) minutes to present an opening statement. The sequence of candidate seating was determined prior to the meeting by random drawing.

**4) Prepared Questions**

Each candidate was given two (2) minutes to respond to prepared questions.

**5) Audience Questions**

Each candidate was given two (2) minutes to respond to audience questions. Members in the audience were asked to submit their written questions on cards and present them to the Corporate Secretary, Cheryl Silva.

**6) Candidate Closing Statements**

Each candidate was given two (2) minutes to present a closing statement.

**7) Concluding Remarks and Adjournment**

Sheila Bialka thanked the candidates, the audience and those watching on Village Television. The meeting was adjourned at 12:00 p.m.

  
Beth Perak, President  
Golden Rain Foundation



## **STAFF REPORT**

---

**DATE:** October 9, 2019  
**FOR:** Maintenance and Construction Committee  
**SUBJECT:** Contract Award for RV Lot B and Maintenance Service Center Gate Security

---

### **RECOMMENDATION**

Award a contract to California Gates System (CGS) in the amount of \$174,766 for the Recreational Vehicle Parking Lot and Maintenance Service Center Gate Security Projects.

### **BACKGROUND**

The 2019 GRF Capital Plan, adopted by resolution 90-18-43, includes funding in the amount of \$184,000 to replace the existing manually operated gates located at the recreational vehicle parking lot and maintenance service center, see Attachment 1 for a site location of these two projects.

The recreational vehicle parking lot gate is located adjacent to the broadband building and requires residents to exit their vehicles to manually operate the gate upon entering and exiting the facility.

The maintenance service center entrance gate accessed from Via Campo Verde off of Moulton Road is also manually operated and is providing ingress and egress for maintenance and security vehicles.

### **DISCUSSION**

The existing gates at both facilities require modernization and enhanced security measures. The work will include installation of underground conduits, paving, replacing the existing manually operated gates with new mechanically operated gates, installing RFID readers, closed-circuit security cameras, and card readers.

Three contractors specializing in this type of gate technology work were invited to provide bid proposals; however, California Gate System (CGS) was the only qualified bidder to submit a complete bid proposal for the project. Staff reached out to the other contractors to encourage them to provide complete bids and both declined.

CGS has performed work on several projects in the community including the implementation of the RFID technology on all of the recently completed gate security projects. Based on their work performance and comprehensive bid proposal, staff is recommending them for the contract award.

### **FINANCIAL ANALYSIS**

The contract for this project will be funded from the Facilities Fund of the 2019 Capital Plan, in the amount of \$174,766. No additional funding is required to proceed.

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

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

### **ATTACHMENTS:**

Attachment 1 – Gate Locations

## **ENDORSEMENTS (to Board)**

### **Discuss and Consider a Contract Award for RV Lot B and Maintenance Service Center Gate Security**

Staff Officer Ernesto Munoz summarized the report and answered questions from the Committee.

The 2019 GRF Capital Plan, adopted by resolution 90-18-43, includes funding in the amount of \$184,000 to replace the existing manually operated gates located at the recreational vehicle parking lot and maintenance service center, see Attachment 1 for a site location of these two projects. The recreational vehicle parking lot gate is located adjacent to the broadband building and requires residents to exit their vehicles to manually operate the gate upon entering and exiting the facility.

The maintenance service center entrance gate accessed from Via Campo Verde off of Moulton Road is also manually operated and is providing ingress and egress for maintenance and security vehicles.

The existing gates at both facilities require modernization and enhanced security measures. The work will include installation of underground conduits, paving, replacing the existing manually operated gates with new mechanically operated gates, installing RFID readers, closed-circuit security cameras, and card readers.

A motion was made and unanimously approved to recommend the Board award a contract to California Gates System (CGS) in the amount of \$174,766 for the Recreational Vehicle Parking Lot and Maintenance Service Center Gate Security Projects to be funded from the Facilities Fund.

this page intentionally left blank

Attachment 1: Site Locations



this page intentionally left blank

## **STAFF REPORT**

---

**DATE:** October 9, 2019  
**FOR:** Maintenance and Construction Committee  
**SUBJECT:** Discuss and Consider Entering into a Service Agreement with Melrok Energy for Energy Management of the Community Center Building

---

### **RECOMMENDATION**

Review and consider the Village Energy Task Force recommendation to enter into a one-year service agreement with MelRok Energy, for energy management of the Community Center building.

### **BACKGROUND**

On August 19, 2019, during a special open workshop of the Village Energy Task Force (VETF), MelRok Energy gave a presentation regarding their Artificial Intelligence Driven Commissioning.

On September 4, 2019, the VETF voted to recommend that the Golden Rain Foundation (GRF) consider entering into a one-year service agreement for energy management with MelRok Energy for the Community Center Building.

### **DISCUSSION**

An energy management system (EMS) is designed to increase energy efficiency through a building automation system (BAS). A BAS is a computer-based system that monitors the building mechanical and electrical equipment, including, but not limited to, HVAC, lighting, power, fire, and security systems.

Building management systems are typically recommended for larger buildings as one of the most comprehensive energy efficiency solutions to maximize savings by monitoring and controlling building systems and system components throughout an entire facility.

Energy management systems are designed for customers who want to develop full control of their building energy performance. By monitoring and analyzing how a building consumes energy, adjustments can be made to optimize performance. The majority of the GRF buildings have an EMS but they are currently only utilized to resolve reported issues. An EMS system is best thought of as a control system while MelRok is an analytical, trouble-shooting system designed to further optimize the building management system.

If retained, MelRok Energy would install their software, MelRok Touch Gateway, onto the Community Center energy management system. The MelRok gateway would monitor and analyze the utility energy meter along with the building EMS controller in one minute high resolution data and report any anomalies. Anomalies, or system inefficiencies, may be found by the MelRok software which may need to be corrected by an outside contractor in order to

exact further efficiencies from the HVAC equipment in the building. At this time we are unsure exactly how many anomalies may be found by the software or the cost the Corporation may incur to correct them. Since GRF just completed the installation of a new HVAC package, it is advisable to allow at least several months to elapse in order to collect baseline data on the existing system for comparison before implementing the new software system. In the absence of this data it will be difficult to determine if the community is benefiting from the service agreement with MelRok Energy.

VMS presently does not have staffing qualified to address any issues other than temperature and airflow, and minor maintenance issues. Additionally, current staffing levels would not allow for additional tasks to handle equipment modifications identified by the new energy monitoring service. Staff would rely on an outside mechanical contractor to address all the mechanical/electrical issues that may be found by the new software.

### **FINANCIAL ANALYSIS**

The setup and configuration of this system by MelRok Energy is estimated to cost \$2,750 as a one-time fee, with a first year monitoring cost of \$3,550. An additional \$20,000 contingency funding could address the various contractor corrections that may result from the monitoring work. Staff does not have a precise estimate of the cost of contractor repairs at this time. Funding for this work would be provided from the existing appropriation for Miscellaneous Projects in the 2019 Capital Plan, to be paid from the Facilities Fund.

Direction is also requested as to whether staff would award a sole-source contract to MelRok Energy, or advertise the project scope for competitive bids before an award recommendation can be brought to the Board of Directors for consideration.

**Prepared By:** Christopher Naylor, Senior Management Analyst

**Reviewed By:** Ernesto Munoz, P.E., Maintenance and Construction Director  
Betty Parker, CFO



## **ENDORSEMENTS (to Board)**

### **Service Agreement for Commissioning of Community Center by MelRok Energy**

Staff Officer Ernesto Munoz summarized the report and answered questions from the Committee.

Energy management systems are designed for customers who want to develop full control of their building energy performance. By monitoring and analyzing how a building consumes energy, adjustments can be made to optimize performance. The majority of the GRF buildings have an EMS but they are currently only utilized to resolve reported issues. An EMS system is best thought of as a control system while MelRok is an analytical, trouble-shooting system designed to further optimize the building management system.

If retained, MelRok Energy would install their software, MelRok Touch Gateway, onto the Community Center energy management system. The MelRok gateway would monitor and analyze the utility energy meter along with the building EMS controller in one minute high resolution data and report any anomalies. Anomalies, or system inefficiencies, may be found by the MelRok software which may need to be corrected by an outside contractor in order to exact further efficiencies from the HVAC equipment in the building.

A motion was made to recommend the Board enter into a month to month service agreement not to exceed \$6,300 which includes one year of monitoring service and a onetime fee for the setup and configuration of this system. The service agreement will begin after the commissioning of the new EMS and HVAC equipment has been completed and due to the proprietary equipment provided by the vendor, staff is authorized to sole source this contract to MelRok Energy. By a vote of 5/1/0 (Director Tibbetts opposed) the motion carried.

Funding for this work would be provided from the existing appropriation for Miscellaneous Projects in the 2019 Capital Plan, to be paid from the Facilities Fund.

this page intentionally left blank

## **STAFF REPORT**

---

**DATE:** October 28, 2019  
**FOR:** Security and Community Access Committee  
**SUBJECT:** Vehicle Decals

---

### **RECOMMENDATION**

Staff recommends eliminating the use of vehicle decal stickers as of 2021.

### **BACKGROUND**

On August 28, 1967, the vehicle decal program was approved and authorized to occur approximately every five years (Resolution 103). In 2012, the program was amended to require all resident-owned motor vehicles register with the Golden Rain Foundation (GRF) and display a community decal sticker, which is required to be updated annually (Resolution 90-12-114). A valid driver's license as well as current department of motor vehicles (DMV) registration is required to obtain a vehicle decal sticker. Each year residents receive a sticker with the current year affixed on top of the previous year.

In 2014, the Board approved a full gate system as a pilot program at Gates 5 and 6 which included using a single visitor management and access control system database utilizing vehicle radio frequency identification (RFID) tags, license plate recognition (LPR), and PlateSmart technology for automated entrances (Resolution 90-14-59 and 90-16-53). The pilot program was a success and in 2017, the Board approved funding for a renovation program and new Gate Access System Technology for Gates 1, 2, 3, 4, 7, 8, 9, and 14 (Resolution 90-17-30 and 90-18-24). In 2018, the Board authorized and approved the addition of Gate 10 to the gatehouse renovation program (Resolution 90-18-40).

On November 5, 2019, the Board is scheduled to discuss and consider implementation of gate access technology at Gate 11 to fully secure the housing community. If approved, it is anticipated that Gate 11 will be completed in the first quarter of 2020.

The Security Services Department is responsible for monitoring access at the gatehouses and the Resident Services Department is responsible for the vehicle decal program.

### **DISCUSSION**

As of present, approximately 87% of vehicles that are registered with GRF have an RFID tag. Only drivers that have registered vehicles and receive an RFID are capable of using the resident lanes. Drivers with an RFID must approach the gates slowly to allow the RFID on the vehicle to trigger the gate barrier arm to open. Residents without an RFID must go through the guest lane to be checked by staff from the Security Services Department.

Additionally, the LPRs and PlateSmart technology at each gatehouse capture every vehicle entering and leaving the community. This information is available to the Security Department to research vehicles in the field and take necessary enforcement action, as appropriate.

Due to the effectiveness of the RFID, LPRs, and PlateSmart technology, staff proposes to eliminate the vehicle decal sticker as of 2021. For 2020, residents will receive in the mail a '2020' sticker to affix on top of the '2019' sticker. Beginning 2021, the RFID will be used for gate entry using the resident lanes. Residents without an RFID must go through the guest lane and display their resident ID card.

The electric vehicle decal and golf cart registration decal will remain as is.

### **FINANCIAL ANALYSIS**

The elimination of the vehicle decals will result in a savings of \$36,000 from the Operations Fund.

**Prepared By:** Francis Gomez, Operations Manager

**Reviewed By:** Barbara Bridges, Resident Services Supervisor  
Christine Spahr, Resident Services Director  
Tim Moy, Chief of Security  
Betty Parker, Chief Financial Officer  
Siobhan Foster, Chief Operating Officer

### **ATTACHMENT(S)**

Attachment 1: Proposed Resolution

## **ENDORSEMENT (to Board)**

### **Discuss & Consider eliminating the use of vehicle decal stickers as of 2021**

On August 28, 1967, the vehicle decal program was approved and authorized to occur approximately every five years (Resolution 103). In 2012, the program was amended to require all resident-owned motor vehicles register with the Golden Rain Foundation (GRF) and display a community decal sticker, which is required to be updated annually (Resolution 90-12-114). A valid driver's license as well as current department of motor vehicles (DMV) registration is required to obtain a vehicle decal sticker. Each year residents receive a sticker with the current year affixed on top of the previous year.

In 2014, the Board approved a full gate system as a pilot program at Gates 5 and 6 which included using a single visitor management and access control system database utilizing vehicle radio frequency identification (RFID) tags, license plate recognition (LPR), and PlateSmart technology for automated entrances (Resolution 90-14-59 and 90-16-53). The pilot program was a success and in 2017, the Board approved funding for a renovation program and new Gate Access System Technology for Gates 1, 2, 3, 4, 7, 8, 9, and 14 (Resolution 90- 17-30 and 90-18-24). In 2018, the Board authorized and approved the addition of Gate 10 to the gatehouse renovation program (Resolution 90-18-40).

Due to the effectiveness of the RFID, LPRs, and PlateSmart technology, staff proposes to eliminate the vehicle decal sticker as of 2021. For 2020, residents will receive in the mail a '2020' sticker to affix on top of the '2019' sticker. Beginning 2021, the RFID will be used for gate entry using the resident lanes. Residents without an RFID must go through the guest lane and display their resident ID card.

On October 28, 2019, the Security and Community Access Committee reviewed and discussed the elimination of the use of Vehicle Decal stickers as of 2021.

A motion was made and unanimously approved to recommend the approval of eliminating the use of Vehicle Decal stickers as of 2021.

this page intentionally left blank

**Attachment 1**

**RESOLUTION 90-19-XX**  
**VEHICLE DECAL STICKER**

**WHEREAS**, all resident-owned motor vehicles are required to be registered with GRF and display a community decal sticker, which is required to be updated annually; and

**WHEREAS**, the Resident Services Division updates vehicle decals stickers for residents on a yearly basis by way of a community-wide mailing; and

**WHEREAS**, implementation of gate access technology at all housing gatehouses has required radio frequency identification (RFID) tags to be attached to all registered vehicles; and

**WHEREAS**, license plate readers (LPR's) and PlateSmart technology at each gatehouse capture every vehicle entering and leaving the community,

**NOW THEREFORE BE IT RESOLVED**, [Date], that the Board of Directors hereby approves to eliminate the vehicle decal annual stickers as of January 1, 2021 and require the use of vehicle RFID tags; and

**RESOLVE FURTHER**, that the Vehicle, Traffic, and Parking Rules and Regulations shall be updated to recognize the elimination of the vehicle decal annual stickers; 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.

**NOVEMBER 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.

this page intentionally left blank



## **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.

this page intentionally left blank

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

this page intentionally left blank

**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
<b>CC Rooms &amp; Conference Rooms</b>														
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
<b>Multi-Purpose Rooms</b>														
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
<b>Small Dining Rooms</b>														
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
<b>Large Dining Rooms</b>														
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
<b>Other</b>														
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													
<b>Main Lounges &amp; Large Dining Rooms</b>														
	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	Hour 13	Hour 14
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**, November 5, 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

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

## **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.

this page intentionally left blank



**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**, November 5, 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

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



## **STAFF REPORT**

---

**DATE:** August 26, 2019  
**FOR:** Security and Community Access Committee  
**SUBJECT:** Gate 11 Renovations

---

### **RECOMMENDATION**

Authorize Gate 11 to be added to the current scope of work for the Gatehouse Renovation Project and a supplemental appropriation in the amount of \$110,000 from the Facilities Fund for Gate 11 Renovations and \$80,000 from the Equipment Fund for Gate Access System Technology for the total of \$190,000.

### **BACKGROUND**

In 2011 and 2012, the Board approved a consultant to investigate available technologies, methods, and make specific recommendations for upgrades to the Community's access control system (Resolution 90-11-150 and 90-12-95). As a result of the study, in 2014, the Board approved a full gate system as a pilot program at Gates 5 and 6 which included using a single visitor management and access control system database utilizing vehicle radio frequency identification (RFID) tags and license plate recognition (LPR) for automated entrances (Resolution 90-14-59 and 90-16-53). The project was completed in December 2016.

The pilot program was a success and in 2017, the Board approved funding, as part of the Capital Reserve Expenditures Plan for 2018, for a renovation program and new Gate Access System Technology for Gates 1, 2, 3, 4, 7, 8, 9, and 14 (Resolution 90-17-30 and 90-18-24). In 2018, the Board authorized and approved the addition of Gate 10 to the Gatehouse Renovation Project (Resolution 90-18-40). As of writing of this Staff report, all gates have been completed except Gate 4 and it is expected to open on August 19, 2019.

It is important to note that Gates 12 and 16 are not part of the Gatehouse Renovation Project as they are non-residential gates and only allow access to the golf courses, driving range, putting greens, pro shop, Village Greens, 19 Restaurant, and Clubhouse 7. Gate 12 is monitored by a Gate Ambassador from 5:00 am to 11:00 pm and both gates are locked afterhours. Likewise, Gates 12 and 16 experience a high volume of visitors for events and would cause traffic back up if gates are installed.

### **DISCUSSION**

At this time, the Security Department recommends the implementation of Gate Access Technology at Gate 11 to fully secure the housing Community. The new Gate Access System Technology will require underground power and camera cabling to communicate with the gatehouse and Security Staff. This will allow Staff to manage and deter illegal occupancy by tracking guests, non-resident owners and annual pass holders and the number of times they are gaining access to the Community.

The full gate system includes the following components:

1. Gate barrier arms;

2. A single visitor management and access control system database;
3. An administrative software database (DwellingLIVE);
4. Utilization of vehicle RFID's; and
5. License plate recognition (LPR) cameras and PlateSmart technology.

Securing the perimeter of the Community is one of the core benefits of the gate access system. The gate barriers arms have and will continue to provide the following security measures and efficiencies:

1. Serve as a visual and physical deterrent to anyone who may want to enter the Community without proper authorization. With the arms in place, there is no such thing as "gate runners" or guests who do not check in first with a Gate Ambassador.
2. Only drivers that have registered vehicles and receive a RFID are capable of using the resident lanes. Drivers can no longer pass through the resident lanes and hold up some type of pass or their ID card. Random check points have revealed drivers using expired passes, decals, and ID cards to gain access into the Village. That is why it is imperative that anyone without an RFID must go through the guest lane, even if they are a resident, to be checked by Staff from the Security Department.
3. DwellingLIVE passes result in increased security and tracking of visitors; only drivers with proper approval are allowed entrance.
4. Drivers must approach the gates slowly to allow the RFID on the vehicle to trigger the gate barrier arm to open; slowing down promotes greater safety as vehicles enter the Community. In this regard the barrier arms act as a traffic calming device.
5. Gate Ambassadors have the ability to override the system and raise the barrier arms when necessary. Emergency vehicles are also equipped with technology to raise the arms for immediate entry.

The LPR's and PlateSmart technology capture every vehicle entering and leaving the Community. This information is invaluable for enforcement of the rules and regulations of the Community, specifically in the area of illegal occupancy and unauthorized guests. When complaints are made by residents, this technology is instrumental in conducting a thorough follow-up investigation. Moving forward, the Security Officers will be able to use this same technology to research vehicles in the field and take necessary enforcement action, as appropriate.

The LPR also connects any visiting vehicle to a Manor as it will capture the vehicle license plate with each new visitor that is entered into the DwellingLIVE system. This feature will provide a significant benefit to enforcing ongoing parking issues. In the past, when a non-resident vehicle is found within the Village and is in violation of a parking rule, only a courtesy notice could be issued since there was no Manor to connect it to.

The PlateSmart technology will capture all vehicles entering and exiting the Village. This technology not only serves as an investigative tool for security and law enforcement, it will also contribute to enforcing parking violations, illegal occupancy and a number of other policies that limit access in to the Community.

### **FINANCIAL ANALYSIS**

A supplemental appropriation in the amount of \$110,000 from the Facilities Fund for Gate 11 Renovations and \$80,000 from the Equipment Fund for Gate Access System Technology is required to fund this project.

**Prepared By:** Francis Gomez, Operations Manager

**Reviewed By:** Guy West, Projects Division Manager  
Tim Moy, Chief of Security  
Ernesto Munoz, Maintenance and Construction Director  
Betty Parker, Chief Financial Officer  
Siobhan Foster, Chief Operating Officer

this page intentionally left blank

## **ENDORSEMENT from SCAC (to GRF Maintenance & Construction Committee)**

### **Discuss & Consider Gate 11 Renovations**

The Security Department recommends the implementation of Gate Access Technology at Gate 11 to fully secure the housing Community. The new Gate Access System Technology will require underground power and camera cabling to communicate with the gatehouse and Security Staff. This will allow Staff to manage and deter illegal occupancy by tracking guests, non-resident owners and annual pass holders and the number of times they are gaining access to the Community.

The full gate system includes the following components:

1. Gate barrier arms;
2. A single visitor management and access control system database;
3. An administrative software database (DwellingLIVE);
4. Utilization of vehicle RFID's; and
5. License plate recognition (LPR) cameras and PlateSmart technology.

Director Bruninghaus made a motion to Authorize Gate 11 to be added to the current scope of work for the Gatehouse Renovation Project and a supplemental appropriation in the amount of \$110,000 from the Facilities Fund for Gate 11 Renovations and \$80,000 from the Equipment Fund for Gate Access System Technology for the total of \$190,000. Director Gros seconded the motion.

By a vote of 6-1-0 (Director English opposed), the motion carried.

## **ENDORSEMENTS (to Board)**

### **1. Gate 11 Security Improvement Project**

Security Chief Tim Moy summarized the report and answered questions from the Committee.

At this time, the Security Department recommends the implementation of Gate Access Technology at Gate 11 to fully secure the housing Community. The new Gate Access System Technology will require underground power and camera cabling to communicate with the gatehouse and Security Staff. This will allow Staff to manage and deter illegal occupancy by tracking guests, non-resident owners and annual pass holders and the number of times they are gaining access to the Community.

The full gate system includes the following components:

1. Gate barrier arms;
2. A single visitor management and access control system database;
3. An administrative software database (DwellingLIVE);
4. Utilization of vehicle RFID's; and
5. License plate recognition (LPR) cameras and PlateSmart technology.

A motion was made and unanimously approved to recommend the Board authorize Gate 11 to be added to the current scope of work for the Gatehouse Renovation Project and that a supplemental appropriation be approved in the amount of \$110,000 from the Facilities Fund for Gate 11 Renovations and \$80,000 from the Equipment Fund for Gate Access System Technology for a total of \$190,000.

## **STAFF REPORT**

---

**DATE:** October 9, 2019  
**FOR:** Maintenance and Construction Committee  
**SUBJECT:** Pricing for Level III EV Charging Stations at the Community Center

---

### **RECOMMENDATION**

Review and accept the Village Energy Task Force's recommendation for pricing on the new Chargepoint Level-III Electric Vehicle Chargers.

### **BACKGROUND**

The Community Center has had one Chargepoint Level-II Electric Vehicle charging bollard with two charging ports installed in the rear of the parking lot near the gym for the past 27 months.

The pricing for usage has evolved as more data became available but has been set at \$0.17 per kWh for residents, \$0.30 kWh for the public and at no charge for GRF's fleet vehicles since June 2018. There is an additional parking fee for vehicles parked more than four hours at a cost of two dollars per hour.

In October 2018 staff received approval from Southern California Incentive Project (SCIP) to install three CPE250 (Level III fast chargers) and one CT4021 (Level II charger). The program will reimburse the Golden Rain Foundation (GRF) 75% of the cost, up to \$210,000.

On August 28, 2019, construction was completed and the new chargers became active.

On August 29, 2019, staff and various Directors and Advisors met with a representative from ChargePoint to receive information from the vendor as to what the new pricing should be set at for the newly installed Level III fast chargers.

On September 4, 2019 the Village Energy Task Force (VETF) endorsed to the GRF M&C Committee for review and recommendation to the Board that the pricing for Level III fast charging stations be set on an interim basis at \$0.25 per kWh for residents and \$0.40 kWh for the public, while keeping the pricing at no charge for GRF's fleet vehicles,

Additionally parking for both residents and the general public will be set at two dollars per hour after the first sixty minutes. There were no recommended changes to the existing pricing for the Level II chargers.

The interim pricing noted above is pending the M&C Committee recommendation to the Board for approval. If the Board approves the recommendation at their meeting on November 5, 2019, the pricing for Level III chargers will become permanent.

## **DISCUSSION**

The Golden Rain Foundation can base the price that drivers pay to use charging stations on an almost endless range of factors and multiple charging price points can be set for a variety of situations. ChargePoint has provided large scale data averages but it is unable to provide usage data on their network of privately owned stations. Staff has researched similar sites nearby and found their pricing to be comparable to the range the equipment is currently set at.

The previous energy analysis of Community Center indicated that it SCE electricity costs were approximately \$.156 per kWh, which is much less than the minimum charge of \$.25 for residents that the VETF has recommended. Staff will continue to review the usage and after a sufficient amount of data is available, will share the findings. At that time, the Board will have the ability to make an informed decision and possibly revise the existing pricing levels.

It should be noted that the electricity costs and vehicle charging usage could vary at any given time. Staff is watching the data and statistics carefully and in the event that something out of the ordinary occurs, will notify the committee so appropriate action may be taken if necessary.

## **FINANCIAL ANALYSIS**

There is no additional financial analysis associated with this report.

**Prepared By:** Christopher Naylor, Senior Management Analyst

**Reviewed By:** Ernesto Munoz, P.E., Maintenance and Construction Director



## **ENDORSEMENTS (to Board)**

### **Set Pricing for Level 3 EV Charging Stations at the Community Center**

Staff Officer Ernesto Munoz summarized the report and answered questions from the Committee.

The Golden Rain Foundation can base the price that drivers pay to use charging stations on an almost endless range of factors and multiple charging price points can be set for a variety of situations. ChargePoint has provided large scale data averages but it is unable to provide usage data on their network of privately owned stations. Staff has researched similar sites nearby and found their pricing to be comparable to the range the equipment is currently set at.

On September 4, 2019 the Village Energy Task Force (VETF) endorsed to the GRF M&C Committee for review and recommendation to the Board that the pricing for Level III fast charging stations be set on an interim basis at \$0.25 per kWh for residents and \$0.40 kWh for the public, while keeping the pricing at no charge for GRF's fleet vehicles. Additionally parking will be set at two dollars per hour after the first sixty minutes, for both residents and the general public.

The previous energy analysis of Community Center indicated that it SCE electricity costs were approximately \$.156 per kWh, which is much less than the minimum charge of \$.25 for residents that the VETF has recommended. Staff will continue to review the usage and after a sufficient amount of data is available, will share the findings. At that time, the Board will have the ability to make an informed decision and possibly revise the existing pricing levels.

A motion was made to recommend the Board accept the pricing of the new ChargePoint Level-III electric vehicle chargers at \$0.25 per kWh for residents and \$0.40 kWh for the public, while keeping the pricing at no charge for GRF's fleet vehicles.

this page intentionally left blank

## **STAFF REPORT**

---

**DATE:** November 5, 2019  
**FOR:** Board of Directors  
**SUBJECT:** Harassment and Nuisance Policy

---

### **RECOMMENDATION**

Staff recommends the Board adopt the amended 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.

On October 1, 2019, the Board approved a Harassment and Nuisance Policy (Resolution 90-19-47). However, the Board requested additional changes to the Health/Safety portion of the policy to address "bodily fluids".

### **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



**Harassment and Nuisance Policy**  
**Resolution 90-19-47; 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:** Anything which is injurious to health, indecent or offensive to the senses; 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](mailto:compliance@vmsinc.org).

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



**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**, [DATE], 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

**RESOLVED FURTHER**, that Resolution 90-19-47 approved on October 1, 2019; is hereby superseded and canceled; 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.

**NOVEMBER 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.

this page intentionally left blank



## **STAFF REPORT**

---

**DATE:** November 5, 2019  
**FOR:** Board of Directors  
**SUBJECT:** 2020 Fee Update – Additional Occupant Fee

---

### **RECOMMENDATION**

Board approval of an increase for the GRF Additional Occupant Fee, changing from \$90 to \$100 per month per additional occupant over two, to be effective January 1, 2020.

### **BACKGROUND**

On June 10, 2019 the GRF Board held a special fee review as part of the business planning process, for the purpose of determining adequacy of fees and including non-assessment revenue assumptions in the 2020 Business Plan. One item of discussion was a proposed increase in the GRF Additional Occupant Fee.

Records show that from 1993 – 2003 the additional occupancy fee was a flat amount of \$42 per month per additional occupants in excess of two. In 2004 the fee increased to \$47 per Resolution 90-03-78 and continued to be recalculated each year to equal 25 percent of the annual GRF Assessment. The fee has increased or decreased slightly over the years in correlation with the assessment. Beginning 2018, the fee was changed to a flat fee of \$90 per month per Resolution 90-17-28.

At the GRF Finance Committee meeting on October 23, 2019, a motion was made and carried unanimously to recommend the Board increase the GRF Additional Occupant Fee, changing from \$90 to \$100 per month per additional occupant over two, to be effective January 1, 2020.

### **DISCUSSION**

The GRF assessment for net operating costs and reserve contributions is divided equally by the number of units in the Community. Each unit is responsible for a pro rata share of the assessment, whether occupancy is one or two individuals. However, when more than two individuals reside in a unit, GRF charges an additional occupant fee, sometimes referred to in prior years as the third-party occupancy fee. The purpose of this fee is to recover costs related to incremental usage when more than two people reside in a manor, as it pertains to GRF amenities and facilities.

### **FINANCIAL ANALYSIS**

Recent experience shows 135 additional occupants are paying this fee. With an increase to \$100 per month for each occupant in excess of two, GRF would generate annual revenue of approximately \$162,000 to offset costs incurred by the extra occupants. The change generates a projected increase of \$16,200 over current \$90 per month fee.

**Prepared By:** Betty Parker, Chief Financial Officer  
Steve Hormuth, Controller

**ATTACHMENT(S)**  
**ATT1: Policy Resolution**

**ENDORSEMENT (to board)**

**Entertain a Motion to Approve an Increase in the GRF Additional Occupant Fee**

At the GRF Finance Committee meeting on October 23, 2019, the committee reviewed a staff report recommending an increase in the GRF Additional Occupant fee.

A motion was made and carried unanimously to recommend the Board increase the GRF Additional Occupant Fee, changing from \$90 to \$100 per month per additional occupant over two, to be effective January 1, 2020.

this page intentionally left blank

**RESOLUTION 90-19-XX****Additional Occupant Fee**

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

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

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

**NOW THEREFORE BE IT RESOLVED**, December 3, 2019, that the Board of Directors of this Corporation hereby sets the Additional Occupant Fee at \$100 per manor per month for each additional occupant over two, to offset costs incurred by the extra occupants, to be effective January 1, 2020.

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

**RESOLVED FURTHER**, that Resolution 90-17-28 adopted September 5, 2017 is hereby superseded and cancelled on the effective date of January 1, 2020.

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

**November Initial Notification**

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.

this page intentionally left blank

## **STAFF REPORT**

---

**DATE:** November 5, 2019  
**FOR:** Board of Directors  
**SUBJECT:** 2020 Fee Update – Late Charge for Fines, Fees and Chargeable Services

---

### **RECOMMENDATION**

Board approval of an increase in the Chargeable Service Late Charge from \$10.00 to \$35.00 per month of delinquency.

### **BACKGROUND**

On June 10, 2019 the GRF Board held a special fee review as part of the business planning process, for the purpose of determining adequacy of fees and including non-assessment revenue assumptions in the 2020 Business Plan. One item of discussion was a proposed increase in the GRF late charge from \$10.00 to \$35.00 per month of delinquency.

A late charge (fee) is assessed on delinquent chargeable services accounts for services performed for members where the Mutuals are not financially responsible. This fee was established to offset the costs of collection and was last reviewed on January 4, 2005 via resolution 90-05-06.

At the GRF Finance Committee meeting on October 23, 2019, a motion was made and carried unanimously to recommend the board increase the GRF Late Charge for Fines, Fees and Chargeable Services, changing from \$10 to \$35 per month of delinquency.

### **DISCUSSION**

Administrative costs that are offset by the late charge include labor hours incurred contacting residents, management reporting of delinquencies, supplies and postage.

### **FINANCIAL ANALYSIS**

In 2018, there were 749 counts of delinquency with approximately \$7,490 assessed in late fees. Using this as a basis, a net increase of \$18,725 late fee revenue could be assessed for collection in calendar year 2020 if approved by the board.

**Prepared By:** Betty Parker, Chief Financial Officer  
Steve Hormuth, Controller

**Committee Routing:** Finance Committee

**ATTACHMENT(S)**  
**ATT1 – Policy Resolution**

GOLDEN RAIN FOUNDTION  
Finance Committee  
October 23, 2019

**ENDORSEMENT (to board)**

**Entertain a Motion to Increase Late Charges for Fines, Fees and Chargeable Services**

At the GRF Finance Committee on October 23, 2019, the committee reviewed a staff report recommending an increase in the GRF Late Charge for Fines, Fees and Chargeable Services.

A motion was made and carried unanimously to recommend the board increase the GRF Late Charge for Fines, Fees and Chargeable Services, from \$10 to \$35 per month of delinquency.





**RESOLUTION 90-19-XX**

**Late Charge – Chargeable Services**

**WHEREAS**, certain services and charges for which the corporation is not financially responsible (Fines, Fees, and Chargeable Services) are billed to the members.

**WHEREAS**, a late charge is assessed on delinquent chargeable service accounts, intended to offset costs associated with collection efforts.

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

**NOW THEREFORE BE IT RESOLVED**, December 3, 2019, that the Board of Directors hereby approves a late charge for fines, fees, and chargeable services performed and billed to residents at a flat fee of \$35 per month of delinquency, charged 31 days after the date of the original invoice, effective January 1, 2020.

**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.

November 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.

this page intentionally left blank

## STAFF REPORT

---

**DATE:** November 5, 2019  
**FOR:** Board of Directors  
**SUBJECT:** 2020 Fee Policy Update – Recreation

---

### **RECOMMENDATION**

Board approval of pricing policy updates to reflect fee changes that were incorporated into the 2020 Business Plan and will take effect January 1, 2020.

### **BACKGROUND**

On June 10, 2019 the GRF Board held a special fee review as part of the business planning process, for the purpose of determining adequacy of fees and including non-assessment revenue assumptions in the 2020 Business Plan. All recreational fees were reviewed and proposals were made to adjust fees in the areas of Room Rentals and Exception Rates, Equestrian, Garden Centers, and the Bridge Room.

On September 12, 2019 at the Community Activities Committee meeting a motion was made and carried by a vote of 7-1 to recommend pricing policy updates to reflect fee changes that will take effect on January 1, 2020.

On October 23, 2019, at the Finance Committee meeting a motion was made and carried unanimously to recommend the Board approve the updated pricing policy to reflect fee changes that will take effect January 1, 2020.

### **DISCUSSION**

Below is a list of revisions that are reflected in the redlined GRF Pricing Policy (ATT 1):

- Revise the Resident Room Reservation split to 20% user fee and 80% shared cost
- Revise to Room Rental Exception Rates to 100% user fee, no shared cost
- Increase Trail Rides fee to a 50/50 split between user fees and shared costs
- Increase Private Lesson fee to a 50/50 split between user fees and shared costs
- Add a 10% Administrative Fee to all options listed on a Stable Feed Menu
- Discontinue Horse Transportation Services at the Equestrian Center
- Horse Trailer Storage Fees will be 50% of RV Lot Rental Fee
- Follow existing pricing policy for Garden Center garden and shade plots, using this same 32/68 percentage split between user fees and shared costs for tree plots
- Increase the Bridge Room Guest Fee from \$4.00 to \$5.00 per guest per visit.
- Require 4 hour minimum rentals for Reservation Exceptions Rates for large ballrooms and main lounges.
- Allow emergency veterinarian transportation services at members expense.

**FINANCIAL ANALYSIS**

Revenue assumptions for these various fee changes have been incorporated into the 2020 Business Plan.

**Prepared By:** Betty Parker, Chief Financial Officer

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

**Committee Routing:** Community Activities Committee  
Finance Committee

**ATTACHMENT(S)**

ATT 1: GRF Pricing Policies – Redlined  
ATT 2: GRF 2020 Fee Schedule

## **ENDORSEMENT (to board)**

### **Entertain a Motion to Approve 2020 Recreation Pricing Policy Updates**

GOLDEN RAIN FOUNDATION  
Community Activities Committee  
September 12, 2019

On September 12, 2019 at the Community Activities Committee meeting a motion was made and carried by a vote of 7-1 to recommend pricing policy updates to reflect fee changes that will take effect on January 1, 2020.

GOLDEN RAIN FOUNDATION  
Finance Committee  
October 23, 2019

On October 23, 2019, at the Finance Committee meeting a motion was made and carried unanimously to recommend the Board approve the updated pricing policy to reflect fee changes that will take effect January 1, 2020.

this page intentionally left blank

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

### **Room Reservation Rate Pricing Policy**

**WHEREAS**, according to Resolution 90-12-132, which established guidelines for shared costs and fees, certain fees can be imposed upon users of various recreational facilities in order to control crowding, to minimize over-usage, and to recover operating costs.

**WHEREAS**, the board periodically reviews fees as part of the business planning process to determine adequacy of revenues and shared costs and their adoption of the 2020 Business Plan included certain fee changes.

**NOW THEREFORE BE IT RESOLVED**, December 3, 2019, that the Board of Directors of this Corporation hereby adopts the following revisions to the Room Reservation Rate Pricing Policy:

#### **Resident Room Reservation Fee**

- I. An equal hourly rate will be applied for private party, club and church/religious reservations.
- II. A Resident Room Reservation Fee shall be charged for the amount of time required for the use of a reservable room, beginning with a two-hour minimum and increasing in hourly increments thereafter, with large ballrooms and main lounges requiring a four-hour minimum.
- III. A Setup Fee shall be charged for the time blocked out prior to and/or after each reservation necessary to prepare/cleanup the room, during which the room is not available to other users.
- IV. The reservation and setup fees shall be based on the estimated hourly cost of each reservable room, rounded up to the nearest dollar, and will be adjusted annually on the basis of annual operational costs, capital costs, reservable hours, and a percentage to be shared by the Community at large.
- V. The percentage to be shared by the Community at large to maintain an equitable and reasonable division between the user and the monthly assessment shall be ~~82~~ 80 percent for all rooms.
- VI. The charge for Performing Arts Center Auditorium Event with Admission shall be a flat fee of \$395 per day.

#### **Reservation Exception Rates**

A rate that is different from the resident rate shall apply to all room reservations that meet the criteria for the "Exception Rate" as defined in the GRF Recreation Department Policy. This rate shall be applied as follows:

- I. An exception rate room reservation fee shall be charged for the amount of time required for the use of a reservable room, beginning with a two-hour minimum and increasing in hourly increments thereafter with large ballrooms and main lounges requiring a four-hour minimum.
- II. In the case of the Performing Arts Center Auditorium, the exception rate room reservation fee shall be charged on a daily basis.
- III. A setup fee shall be charged for the time blocked out prior to and/or after each reservation necessary to prepare/clean-up the room, during which the room is not available to other users.
- IV. The exception rate room reservation fee and setup fee shall be based on the lowest hourly rental fee charged for similar facilities outside of the Village, but in the local area, ~~discounted by 50 percent;~~ and rounded up to the nearest dollar.
- V. For Performing Arts Center Auditorium, the exception rate shall be based on the lowest daily per-seat rental fee charged for similar facilities outside of the Village, but in the local area, ~~discounted by 50 percent;~~ and rounded up to the nearest dollar.
- VI. The exception rate room reservation fees will be adjusted periodically on the basis of changes in the external rental fees and the percentage discount; then reflected on the fee schedule.

**RESOLVED FURTHER**, that this resolution shall be effective January 1, 2020, at which time Resolution 90-17-36 adopted November 7, 2017, is hereby superseded and canceled; and

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

#### November 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.



**RESOLUTION 90-19-XX****Equestrian Center Pricing Policy**

**WHEREAS**, according to Resolution 90-12-132, which established guidelines for shared costs and fees, certain fees can be imposed upon users of various recreational facilities in order to control crowding, to minimize over-usage, and to recover operating costs.

**WHEREAS**, the board periodically reviews fees as part of the business planning process to determine adequacy of revenues and shared costs and their adoption of the 2020 Business Plan included certain fee changes.

**NOW THEREFORE BE IT RESOLVED**, December 3, 2019, that the Board of Directors of the Corporation hereby adopts a revised GRF Pricing policy relative to the Equestrian Center:

**Horse Boarding and Horse Feed Fees**

- A Horse Boarding Fee shall be charged, monthly, to residents who wish to board their horse(s) at the Equestrian Center.
- The fee, rounded up to the nearest dollar, shall be based on the estimated monthly cost to board a resident's owned or leased horse, and **65%** shared (subsidized) by the community at large.
- The fee will be adjusted annually on the basis of changes to the operational costs, depreciation costs, and percentage shared by the community at large.
- The GRF Board of Directors will periodically review the estimated monthly cost of boarded horses and determine what shared percentage to apply in order to maintain an equitable and reasonable division between the user and the monthly assessment (per Resolution 90-12-132, Guidelines for Shared Costs and Fees).
- The cost of feed will be fully absorbed by the resident based on their selection from the menu of options with the addition of a 10% Administrative Service Fee.

**Horse Trailer Storage & Horse Transportation Fees**

- If space allows, residents may store their horse trailers at the Equestrian Center. The fee to store a horse trailer shall be 50% of the the same as that charged charge for a recreational vehicle in the RV Storage Lots.
- ~~GRF shall be reimbursed the cost of transporting a horse for a resident. The costs include: labor, fuel, and wear and tear on the trailer and vehicle.~~
- Emergency veterinarian transportation services only will be offered at member reimbursement.

-

#### Trail Ride Fees

- A separate fee shall be charged for trail rides for residents and their guest(s).
- The fees, rounded up to the nearest dollar, shall be based on: the estimated hourly cost of labor and the cost of the horse used to lead the trail ride; and
  - for residents, 50% ~~64%~~ shared (subsidized) by the community at large
  - for guests, 25% mark up.
- The fee will be adjusted annually on the basis of changes to the operational costs, depreciation costs, percentage shared by the community at large for residents, and percentage mark up for guests.

#### Lesson Fees

- Fees shall be charged for individual and group lessons for residents and their guest(s).
- The fees, rounded up to the nearest dollar, shall be based on: the estimated hourly cost of labor and the cost of the horse used to provide the lesson; and
  - for residents, 50% ~~64%~~ shared (subsidized) by the community at large
  - for guests, 25% mark up.
- The fee will be adjusted annually on the basis of changes to the operational costs, depreciation costs, percentage shared by the community at large for residents, and percentage mark up for guests.

#### Horse Rental Fee

- A resident fee and a guest fee shall be charged for the use of a GRF owned horse for lessons and trail rides.
- The fees, rounded up to the nearest dollar, shall be based on the estimated hourly cost of a GRF owned horse; and
  - for residents, 50% ~~64%~~ shared (subsidized) by the community at large
  - for guests, 25% mark up.
- The fee will be adjusted annually on the basis of changes to the operational costs, depreciation costs, percentage shared by the community at large for residents, and percentage mark up for guests.

**RESOLVED FURTHER**, that this resolution shall be effective January 1, 2020, at which time Resolution 90-15-02 adopted January 6, 2015, is hereby superseded and canceled; and

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



#### November 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.

this page intentionally left blank



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

### **Garden Center Pricing Policy**

**WHEREAS**, according to Resolution 90-12-132, which established guidelines for shared costs and certain fees, can be imposed upon users of various recreational facilities in order to control crowding, to minimize over-usage, and to recover operating costs.

**WHEREAS**, the board periodically reviews fees as part of the business planning process to determine adequacy of revenues and shared costs and their adoption of the 2020 Business Plan included certain fee changes.

**NOW THEREFORE BE IT RESOLVED**, ~~November 5~~December 3, 2019, that the Board of Directors of the Corporation hereby adopts the GRF Garden Center Pricing Policy:

#### **Garden Center Rental Pricing Policy**

- Garden Plot Rental Fee shall be charged annually for each type of plot (Garden Plot, Tree Plot, and Shade Area Bench)
- The Plot Rental Fee, rounded up to the nearest dollar, shall be based on the estimated annual per square foot cost of the facility applied to the maximum square feet per size category of Garden plots and the average square feet for Tree and Shade Area Bench Plots; and will be adjusted annually on the basis of annual operational costs, capital costs, and the percentage(s) shared (subsidized) by the community at large as illustrated in the table below:

<b>Plot Type</b>	<b>Percentage Shared by the Community*</b>
Garden Plots	68
Tree Plots	<del>82</del> <u>99</u>
Shade Area Bench	68

\*Per Resolution 90-12-132, Guidelines for Shared Costs & Fees, 1% to 99%

If grandfathered up to 400 Sq. Ft., the resident will pay for two Garden plots.

- The GRF Board of Directors will periodically review the estimated annual cost of each plot type and determine what shared percentage to apply in



order to maintain an equitable and reasonable division between the user and the monthly assessment (per Resolution 90-12-132, Guidelines for Shared Costs and Fees)

**RESOLVED FURTHER**, that rototilling and plot clean-up services will become chargeable services and shall be removed from the Fee Schedule;

**RESOLVED FURTHER**, that this resolution shall be effective January 1, 2020 at which time Resolution 90-17-05 adopted February 7, 2017, is hereby superseded and canceled; and

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

#### November 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.



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

### **Bridge Room Guest Fee**

**WHEREAS**, according to Resolution 90-12-132, which established guidelines for shared costs and fees certain fees, can be imposed upon users of various recreational facilities in order to control crowding, to minimize over-usage, and to recover operating costs.

**WHEREAS**, on December 2, 2008, by way of Resolution 90-08-92, the Board of Directors of this Corporation approved the current Bridge Room Guest Fee of \$4.00 per guest per day.

**WHEREAS**, the board periodically reviews fees as part of the business planning process to determine adequacy of revenues and shared costs and their adoption of the 2020 Business Plan included certain fee changes.

**NOW THEREFORE BE IT RESOLVED**, December 3, 2019 that the Board of Directors hereby revises the Bridge Room Guest Fee to \$5.00 per guest per day.

**RESOLVED FURTHER**, that guest fees shall be collected on behalf of and submitted to GRF in a timely manner with accounting records.

**RESOLVED FURTHER**, that this resolution shall be effective January 1, 2020, at which time Resolution 90-08-92 adopted December 2, 2008 is hereby superseded and canceled; and

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

#### November 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.

this page intentionally left blank



## SCHEDULE OF ROOM RENTAL FEES - RESIDENTS

*Subsidy = 80% Shared / 20% User Fee*

Reservable Room*	2019 Rate Per Hour	2019 2-Hr Min w/Setup	2020 Rate Per Hour	2020 2-Hr Min w/Setup
<b>CC Rooms &amp; Conference Rooms</b>				
CC - Elm Room	\$1.00	\$3.00	\$1.00	\$3.00
CC - Pine Room	\$1.00	\$3.00	\$1.00	\$3.00
CH1 - Conference Room	\$1.00	\$2.00	\$1.00	\$2.00
PAC - Conference Room	\$1.00	\$2.00	\$1.00	\$2.00
VG - Clubroom 1	\$2.00	\$5.00	\$5.00	\$13.00
VG - Clubroom 2	\$2.00	\$5.00	\$5.00	\$13.00
VG - Clubroom 3	\$2.00	\$5.00	\$5.00	\$13.00
<b>Multi-Purpose Rooms</b>				
CH1 - Multi-Purpose Room	\$3.00	\$9.00	\$3.00	\$9.00
CH1 - Art Studio	\$3.00	\$9.00	\$3.00	\$9.00
CH5 - Multipurpose Room	\$3.00	\$9.00	\$3.00	\$9.00
CH6 - Multipurpose Room	\$2.00	\$6.00	\$2.00	\$6.00
<b>Small Dining Rooms</b>				
CH1 - Dining Room 2	\$1.00	\$3.00	\$1.00	\$3.00
CH1 - Dining Room 3	\$1.00	\$3.00	\$1.00	\$3.00
CH2 - The Los Olivos	\$1.00	\$3.00	\$1.00	\$3.00
CH2 - The Grevillea	\$1.00	\$3.00	\$1.00	\$3.00
<b>Large Dining Rooms</b>				
PAC - Dining Room 1	\$5.00	\$15.00	\$5.00	\$15.00
PAC - Dining Room 2	\$5.00	\$15.00	\$5.00	\$15.00
<b>Other</b>				
PAC - Rehearsal Room	\$2.00	\$6.00	\$2.00	\$6.00
PAC - Auditorium	\$17.00	\$34.00	\$19.00	\$38.00
PAC - Auditorium Performance Package	\$20.00	\$40.00	\$23.00	\$46.00
PAC - Auditorium Event w/Admission	\$395 per day		\$395 per day	
All Patios	Patios are only available by renting the adjacent room. See rates above.		Patios are only available by renting the adjacent room. See rates above.	

Reservable Room*	2019 Room Rate per Hour	2019 4-Hr Min w/Setup	2020 Room Rate per Hour	2020 4-Hr Min w/Setup
<b>Main Lounges</b>				
CH1 - Main Lounge	\$7.00	\$41.00	\$8.00	\$47.00
CH2 - The Sequoia (Including Patio)	\$8.00	\$47.00	\$10.00	\$59.00
CH5 - Main Lounge (Stage Side) Total	\$11.00	\$61.00	\$13.00	\$71.00
CH5 - Main Lounge (Back Side) Total	\$8.00	\$44.00	\$9.00	\$49.00
CH5 - Main Lounge (All) Total	\$17.00	\$101.00	\$19.00	\$113.00
CH6 - Main Lounge	\$5.00	\$25.00	\$6.00	\$30.00
CH7 - Main Lounge	\$5.00	\$28.00	\$7.00	\$38.00

\* CC = Community Center; CH = Clubhouse; PAC = Performing Arts Center; VG = Village Greens

## SCHEDULE OF ROOM RENTAL FEES - EXCEPTION RATES

*Subsidy = 0% Shared / 100% User Fee*

Reservable Room*	2019 Rate Per Hour	2019 2-Hr Min w/Setup	2020 Rate Per Hour	2020 2-Hr Min w/Setup
<b>CC Rooms &amp; Conference Rooms</b>				
CC - Elm Room	\$14.00	\$35.00	\$27.00	\$68.00
CC - Pine Room	\$12.00	\$30.00	\$24.00	\$60.00
CC - Spruce Room	\$15.00	\$38.00	\$30.00	\$75.00
CH1 - Conference Room	\$5.00	\$10.00	\$10.00	\$20.00
PAC - Conference Room	\$6.00	\$12.00	\$12.00	\$24.00
VG - Clubroom 1	\$10.00	\$25.00	\$20.00	\$50.00
VG - Clubroom 2	\$10.00	\$25.00	\$20.00	\$50.00
VG - Clubroom 3	\$10.00	\$25.00	\$20.00	\$50.00
<b>Multi-Purpose Rooms</b>				
CH1 - Multi-Purpose Room	\$33.00	\$99.00	\$66.00	\$198.00
CH1 - Art Studio	\$40.00	\$120.00	\$80.00	\$240.00
CH5 - Multipurpose Room 1	\$26.00	\$78.00	\$52.00	\$156.00
CH6 - Multipurpose Room	\$16.00	\$48.00	\$32.00	\$96.00
<b>Small Dining Rooms</b>				
CH1 - Dining Room 2	\$32.00	\$96.00	\$63.00	\$189.00
CH1 - Dining Room 3	\$32.00	\$96.00	\$63.00	\$189.00
CH2 - The Los Olivos	\$28.00	\$84.00	\$55.00	\$165.00
CH2 - The Grevillea	\$28.00	\$84.00	\$56.00	\$168.00
<b>Large Dining Rooms</b>				
PAC - Dining Room 1	\$57.00	\$285.00	\$114.00	\$570.00
PAC - Dining Room 2	\$57.00	\$285.00	\$114.00	\$570.00
<b>Other</b>				
PAC - Rehearsal Room	\$24.00	\$72.00	\$48.00	\$144.00
PAC - Auditorium	\$1,454.00		\$2,908.00	
PAC - Auditorium Performance Package	\$1,454.00		\$2,908.00	

Reservable Room*	2019 Rate Per Hour	2019 4-Hr Min w/Setup	2020 Rate Per Hour	2020 4-Hr Min w/Setup
<b>Main Lounges</b>				
CH1 - Main Lounge	\$126.00	\$755.00	\$251.00	\$1,505.00
CH2 - The Sequoia (Including Patio)	\$128.00	\$768.00	\$256.00	\$1,535.00
CH5 - Main Lounge (Stage Side) Total	\$173.00	\$952.00	\$346.00	\$1,903.00
CH5 - Main Lounge (Back Side) Total	\$125.00	\$687.00	\$250.00	\$1,374.00
CH5 - Main Lounge (All) Total	\$242.00	\$1,452.00	\$484.00	\$2,903.00
CH6 - Main Lounge	\$46.00	\$230.00	\$91.00	\$455.00
CH7 - Main Lounge	\$105.00	\$577.00	\$210.00	\$1,154.00

\* CC = Community Center; CH = Clubhouse; PAC = Performing Arts Center; VG = Village Greens

## SCHEDULE OF GOLF FEES

DESCRIPTION	2019 Fee	2020 Fee
<b>Carts &amp; Clubs</b>		
Cart Registration, Single Use	\$8.00	\$8.00
Cart Registration, Annual Pass	\$60.00	\$60.00
Cart Rental, 18 Holes	\$15.00	\$15.00
Cart Rental, 9 Holes	\$8.00	\$8.00
Cart Rental, Hand Pulled	\$1.00	\$1.00
Club Rental	\$25.00	\$25.00
Club Storage (locker), Annual Fee	\$45.00	\$45.00
Club Storage (locker) , Monthly	\$12.00	\$12.00
<b>Driving Range</b>		
Driving Range, Large Bucket	\$3.00	\$3.00
Driving Range, Small Bucket	\$2.00	\$2.00
Driving Range, Quarter Bucket	\$1.00	\$1.00
<b>Greens Fee, 27 Hole Course, 18 Holes</b>		
Members	\$16.00	\$16.00
Guests, Weekday	\$35.00	\$35.00
Guests, Weekend	\$55.00	\$55.00
<b>Greens Fee, 27 Hole Course, 9 Holes</b>		
Members	\$8.00	\$8.00
Guests, Weekday	\$18.00	\$18.00
Guests, Weekend	\$28.00	\$28.00
<b>Greens Fee, Par 3 Course, 18 Holes</b>		
Members	\$10.00	\$10.00
Guests	\$16.00	\$16.00
<b>Greens Fee, Par 3 Course, 9 Holes</b>		
Members	\$6.00	\$6.00
Guests	\$8.00	\$8.00

## SCHEDULE OF RESIDENT FEES

DESCRIPTION	2019 Fee	2020 Fee
Additional Occupant Fee (GRF)	\$90.00	\$100.00
Late Charge - Chargeable Services	\$10.00	\$35.00
Photocopy Fees	Varies	Varies
Replace Lost/Stolen ID Card	\$25.00	\$25.00
Trust Facilities Fee	\$5,000	\$5,000
<b>COMPLIANCE</b>		
Additional Contractor Vehicle Pass, Per Vehicle	\$15.00	\$15.00
Construction Contractor Work Pass	\$250.00	\$250.00
Replacement of Contractor Vehicle Pass, Per Pass	\$25.00	\$25.00
Illegal Dumping Reward	Varies	Varies
<b>COMMUNITY CENTER</b>		
Electric Vehicle Charging Fee	\$0.17 Per kWh	\$0.17 Per kWh
<b>EQUESTRIAN CENTER</b>		
Horse Care Services (per day)	\$35.00	\$35.00
Horse Boarding Fee	\$234.00	\$319.00
Horse Feed - Pellets	\$32.00	\$39.60
Horse Feed - Alfalfa Hay	\$39.00	\$56.10
Horse Feed - Teff Hay	\$53.00	\$69.30
Horse Feed - Bermuda Hay	\$60.00	n/a
Horse Feed - Orchard Hay	\$82.00	\$99.00
Horse Feed - Timothy Hay	\$90.00	\$105.60
Resident trail ride, per hour on GRF horse	\$4.00	\$6.00
Horse rental, per hour	\$3.00	\$5.00
Horse rental, per 1/2 hour	\$2.00	\$3.00
Lessons, private, per hour	\$18.00	\$29.00
Lessons, private, per 1/2 hour	\$9.00	\$15.00
Lessons, group, per hour, per person	\$4.00	\$6.00
Lessons, group, per 1/2 hour per person	\$2.00	\$3.00
Storage, horse trailer	\$160.00	\$160.00
Hauling horse in trailer (per hour)	\$29.21	n/a
Hauling horse in trailer (per mile)	\$0.54	n/a
<b>GARDEN CENTERS</b>		
Garden Plot	\$50.00	\$57.00
Shade Area Benches	\$10.00	\$11.00
Tree Plot	\$30.00	\$57.00
<b>LOCKER RENTAL (Annual)</b>		
Billiard Room - Clubhouse 1	\$9.00	\$10.00
Billiard Room - PAC	\$9.00	\$9.00
Clubhouse 2	\$31.00	\$33.00
Clubhouse 4 - Outside	\$13.00	\$13.00
Golf Club Locker	\$45.00	\$45.00
Club Storage (locker) , Monthly	\$12.00	\$12.00
Jewelry Locker - Inside	\$8.00	\$8.00
Table Tennis	\$10.00	\$11.00
<b>BROADBAND SERVICES</b>		
Digital Installation Fee (first TV/device)	\$30.00	\$40.00
Digital Installation Fee (additional TV/device)	\$0.00	\$20.00
Service Call	\$30.00	\$30.00
Cable Outlet Standard Extension Fee	\$50.00	\$50.00
Cable Outlet Major Extension Fee (starting fee and up)	\$100.00	\$100.00

## SCHEDULE OF RESIDENT FEES

DESCRIPTION	2019 Fee	2020 Fee
TiVo Single Device Install (including CableCARD Installation)	\$50.00	\$50.00
TiVo Whole Home Install (Multiple Devices)	\$100.00	\$100.00
CableCARD Purchase	\$95.00	\$95.00
CableCARD Programming Access Fee (monthly)	\$4.95	\$4.95
HD Converter Fee (monthly)	\$7.95	\$7.95
Standard Set Top Box/TV (monthly)	\$7.25	N/A
Digital Set Top Box/HD (monthly)	\$13.25	\$13.25
Digital Set Top Box/2 Tuner DVR (monthly, first box)	\$19.25	\$19.25
Digital Set Top Box/2 Tuner DVR (monthly, additional box)	\$13.25	\$13.25
Polaris Remote Control Purchase (Replacement)	\$10.00	\$12.00
TiVo Whole Home/ 6 Tuner DVR (monthly)	\$24.95	\$24.95
TiVo Whole Home/Mini Set Top Box (monthly)	\$7.95	\$7.95
TiVo Bridge Adaptor (for Whole Home Service)	\$50.00	\$50.00
TiVo Remote Control Purchase (Replacement)	\$10.00	\$15.00
Cinemax Package (monthly)	\$14.25	\$14.25
HBO Package (monthly)	\$17.25	\$17.25
Showtime Package (monthly)	\$14.25	\$14.25
Starz/Encore Package (monthly)	\$14.25	\$14.25
Foreign Language Channels (monthly)	\$10-\$15	\$10-\$15
Adult (PBC) Channel (monthly)	\$15.00	\$15.00
Adult Pay-Per-View (Per Event)	\$9.00	\$9.00
Power Cords (Replacement, Lost/Stolen)	\$15.00	\$15.00
HD Converter Recovery Fee (Lost/Stolen)	\$55.00	\$60.00
Digital Set Top Box/HD Recovery Fee (Lost/Stolen)	\$250.00	\$100.00
Digital Set Top Box/2 Tuner DVR Recovery Fee (Lost/Stolen)	\$500.00	\$275.00
TiVo Whole Home/ 6 Tuner DVR Recovery Fee (Lost/Stolen)	\$0.00	\$350.00
TiVo Whole Home/Mini Set Top Box Recovery Fee (Lost/Stolen)	\$0.00	\$100.00
<b>RECREATION</b>		
Bartending Service Fee	Varies	Varies
Catering Fee	\$1.00/plate	\$1.00/plate
Kitchen Fee - Small Dining Room (CH1 & CH2 Dining Rooms, CH 6 Main Lounges)	\$25.00	\$25.00
Kitchen Fee - Large Dining Room (PAC Dining Rooms, CH 1, 2, 5, 7 Main Lounges)	\$50.00	\$50.00
Lessons, Fitness Trainer	Varies	Varies
Lessons, Golf Pro	Varies	Varies
Lessons, Tennis Pro	Varies	Varies
Recreation Class Fees	Varies	Varies
<b>RV LOT</b>		
RV Storage - Commercial Vehicles	n/a	\$640.00
RV Storage - Annual Fee	\$320.00	\$320.00
RV Lot Key/Card Deposit	\$10.00	\$10.00
RV Lot Key/Card Replacement	\$25.00	\$25.00
<b>SECURITY</b>		
Additional Smoke Detector Installation	\$8.00	\$8.00
Auto Decal	Free	Free
Auto Decal - Non-Return Fee	\$125.00	\$125.00
Resident ID Card - Non-Return Fee	\$125.00	\$125.00
Auto Decal - RFID	\$25.00	\$25.00
Cut off padlocks (per cut)	\$8.00	\$8.00
Estate Sale - First Day	\$50.00	\$50.00
Estate Sale - Additional Day	\$40.00	\$40.00
Gate Pass Replacement - Business	\$15.00	\$15.00
Schedule of Traffic Monetary Penalties	Varies	Varies

## SCHEDULE OF GUEST FEES

DESCRIPTION	2019 FEE	2020 FEE
<b>AQUATICS</b>		
Use of pool facilities, children and adults*	Free	Free
<b>CLUBHOUSES</b>		
Bridge Room Guest Fee	\$4.00	\$5.00
<b>COMMUNITY CENTER</b>		
Electric Vehicle Charging Fee	\$0.30 Per kWh	\$0.30 Per kWh
<b>EQUESTRIAN CENTER</b>		
Trail ride, adult, per hour	\$13.00	\$15.00
Trail ride, child, per hour	\$13.00	\$15.00
Lessons, private, per hour	\$63.00	\$72.00
Lessons, group, per hour	\$13.00	\$15.00
Lessons, private, per 1/2 hour	\$32.00	\$36.00
Lessons, group, per 1/2 hour	\$7.00	\$8.00
Horse rental, per hour	\$9.00	\$12.00
Horse rental, per 1/2 hour	\$5.00	\$6.00
<b>EMERITUS</b>		
Student Parking Pass - Fall and Spring Sessions	\$20.00	\$50.00
Student Parking Pass - Summer Session	\$10.00	\$20.00
<b>FITNESS CENTER</b>		
Use of equipment room, per day*	Free	Free

\*Res 90-19-10 & 90-19-11 Suspension of Pool and Fitness Guest Fees

**Laguna Woods Village  
2020 Resident Reservation Fees**

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	\$3	\$4	\$5	\$6	\$7	\$8	\$9	\$10	\$11	\$12	\$13	\$14	\$15
CC - Pine Room	\$1	\$3	\$4	\$5	\$6	\$7	\$8	\$9	\$10	\$11	\$12	\$13	\$14	\$15
CC - Spruce Room	\$1	\$3	\$4	\$5	\$6	\$7	\$8	\$9	\$10	\$11	\$12	\$13	\$14	\$15
CH1 - Conference Room	\$1	\$2	\$3	\$4	\$5	\$6	\$7	\$8	\$9	\$10	\$11	\$12	\$13	\$14
PAC - Conference Room	\$1	\$2	\$3	\$4	\$5	\$6	\$7	\$8	\$9	\$10	\$11	\$12	\$13	\$14
VG - Clubroom 1	\$5	\$13	\$18	\$23	\$28	\$33	\$38	\$43	\$48	\$53	\$58	\$63	\$68	\$73
VG - Clubroom 2	\$5	\$13	\$18	\$23	\$28	\$33	\$38	\$43	\$48	\$53	\$58	\$63	\$68	\$73
VG - Clubroom 3	\$5	\$13	\$18	\$23	\$28	\$33	\$38	\$43	\$48	\$53	\$58	\$63	\$68	\$73
Multi-Purpose Rooms														
CH1 - Multi-Purpose Room	\$3	\$9	\$12	\$15	\$18	\$21	\$24	\$27	\$30	\$33	\$36	\$39	\$42	\$45
CH1 - Art Studio	\$3	\$9	\$12	\$15	\$18	\$21	\$24	\$27	\$30	\$33	\$36	\$39	\$42	\$45
CH5 - Multipurpose Room	\$3	\$9	\$12	\$15	\$18	\$21	\$24	\$27	\$30	\$33	\$36	\$39	\$42	\$45
CH6 - Multipurpose Room	\$2	\$6	\$8	\$10	\$12	\$14	\$16	\$18	\$20	\$22	\$24	\$26	\$28	\$30
Small Dining Rooms														
CH1 - Dining Room 2	\$1	\$3	\$4	\$5	\$6	\$7	\$8	\$9	\$10	\$11	\$12	\$13	\$14	\$15
CH1 - Dining Room 3	\$1	\$3	\$4	\$5	\$6	\$7	\$8	\$9	\$10	\$11	\$12	\$13	\$14	\$15
CH2 - The Los Olivos	\$1	\$3	\$4	\$5	\$6	\$7	\$8	\$9	\$10	\$11	\$12	\$13	\$14	\$15
CH2 - The Grevillea	\$1	\$3	\$4	\$5	\$6	\$7	\$8	\$9	\$10	\$11	\$12	\$13	\$14	\$15
Large Dining Rooms														
PAC - Dining Room 1	\$5	\$15	\$20	\$25	\$30	\$35	\$40	\$45	\$50	\$55	\$60	\$65	\$70	\$75
PAC - Dining Room 2	\$5	\$15	\$20	\$25	\$30	\$35	\$40	\$45	\$50	\$55	\$60	\$65	\$70	\$75
Other														
PAC - Rehearsal Room	\$2	\$6	\$8	\$10	\$12	\$14	\$16	\$18	\$20	\$22	\$24	\$26	\$28	\$30
PAC - Auditorium	\$19	\$38	\$57	\$76	\$95	\$114	\$133	\$152	\$171	\$190	\$209	\$228	\$247	\$266
PAC - Auditorium Performance Package	\$23	\$46	\$69	\$92	\$115	\$138	\$161	\$184	\$207	\$230	\$253	\$276	\$299	\$322
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	\$8	\$47	\$55	\$63	\$71	\$79	\$87	\$95	\$103	\$111	\$119	\$127		
CH2 - The Sequoia	\$10	\$59	\$69	\$79	\$89	\$99	\$109	\$119	\$129	\$139	\$149	\$159		
CH5 - Main Lounge (Stage Side) Total	\$13	\$71	\$84	\$97	\$110	\$123	\$136	\$149	\$162	\$175	\$188	\$201		
CH5 - Main Lounge (Back Side) Total	\$9	\$49	\$58	\$67	\$76	\$85	\$94	\$103	\$112	\$121	\$130	\$139		
CH5 - Main Lounge (All) Total	\$19	\$113	\$132	\$151	\$170	\$189	\$208	\$227	\$246	\$265	\$284	\$303		
CH6 - Main Lounge	\$5	\$25	\$30	\$35	\$40	\$45	\$50	\$55	\$60	\$65	\$70	\$75		
CH 7 - Main Lounge	\$7	\$38	\$45	\$52	\$59	\$66	\$73	\$80	\$87	\$94	\$101	\$108		

## Laguna Woods Village - Exception Room 2020 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
<b>CC Rooms &amp; Conference Rooms</b>														
CC - Elm Room	\$27	\$68	\$95	\$122	\$149	\$176	\$203	\$230	\$257	\$284	\$311	\$338	\$365	\$392
CC - Pine Room	\$24	\$60	\$84	\$108	\$132	\$156	\$180	\$204	\$228	\$252	\$276	\$300	\$324	\$348
CC - Spruce Room	\$30	\$75	\$105	\$135	\$165	\$195	\$225	\$255	\$285	\$315	\$345	\$375	\$405	\$435
CH1 - Conference Room	\$10	\$20	\$30	\$40	\$50	\$60	\$70	\$80	\$90	\$100	\$110	\$120	\$130	\$140
PAC - Conference Room	\$12	\$24	\$36	\$48	\$60	\$72	\$84	\$96	\$108	\$120	\$132	\$144	\$156	\$168
VG - Clubroom 1	\$20	\$50	\$70	\$90	\$110	\$130	\$150	\$170	\$190	\$210	\$230	\$250	\$270	\$290
VG - Clubroom 2	\$20	\$50	\$70	\$90	\$110	\$130	\$150	\$170	\$190	\$210	\$230	\$250	\$270	\$290
VG - Clubroom 3	\$20	\$50	\$70	\$90	\$110	\$130	\$150	\$170	\$190	\$210	\$230	\$250	\$270	\$290
<b>Multi-Purpose Rooms</b>														
CH1 - Multi-Purpose Room	\$66	\$198	\$264	\$330	\$396	\$462	\$528	\$594	\$660	\$726	\$792	\$858	\$924	\$990
CH1 - Art Studio	\$80	\$240	\$320	\$400	\$480	\$560	\$640	\$720	\$800	\$880	\$960	\$1,040	\$1,120	\$1,200
CH5 - Multipurpose Room 1	\$52	\$156	\$208	\$260	\$312	\$364	\$416	\$468	\$520	\$572	\$624	\$676	\$728	\$780
CH6 - Multipurpose Room	\$32	\$96	\$128	\$160	\$192	\$224	\$256	\$288	\$320	\$352	\$384	\$416	\$448	\$480
<b>Small Dining Rooms</b>														
CH1 - Dining Room 2	\$63	\$189	\$252	\$315	\$378	\$441	\$504	\$567	\$630	\$693	\$756	\$819	\$882	\$945
CH1 - Dining Room 3	\$63	\$189	\$252	\$315	\$378	\$441	\$504	\$567	\$630	\$693	\$756	\$819	\$882	\$945
CH2 - The Los Olivos	\$55	\$165	\$220	\$275	\$330	\$385	\$440	\$495	\$550	\$605	\$660	\$715	\$770	\$825
CH2 - The Grevillea	\$56	\$168	\$224	\$280	\$336	\$392	\$448	\$504	\$560	\$616	\$672	\$728	\$784	\$840
<b>Large Dining Rooms</b>														
PAC - Dining Room 1	\$114	\$570	\$684	\$798	\$912	\$1,026	\$1,140	\$1,254	\$1,368	\$1,482	\$1,596	\$1,710	\$1,824	\$1,938
PAC - Dining Room 2	\$114	\$570	\$684	\$798	\$912	\$1,026	\$1,140	\$1,254	\$1,368	\$1,482	\$1,596	\$1,710	\$1,824	\$1,938
<b>Other</b>														
PAC - Rehearsal Room	\$48	\$144	\$192	\$240	\$288	\$336	\$384	\$432	\$480	\$528	\$576	\$624	\$672	\$720
	Per Day													
PAC - Auditorium	\$2,908													
PAC - Auditorium Performance Package	\$2,908													
<b>Main Lounges &amp; Large Dining Rooms</b>														
CH1 - Main Lounge	\$251	\$1,505	\$1,756	\$2,007	\$2,258	\$2,509	\$2,760	\$3,011	\$3,262	\$3,513	\$3,764	\$4,015		
CH2 - The Sequoia	\$256	\$1,535	\$1,791	\$2,047	\$2,303	\$2,559	\$2,815	\$3,071	\$3,327	\$3,583	\$3,839	\$4,095		
CH5 - Main Lounge (Stage Side) Total	\$346	\$1,903	\$2,249	\$2,595	\$2,941	\$3,287	\$3,633	\$3,979	\$4,325	\$4,671	\$5,017	\$5,363		
CH5 - Main Lounge (Back Side) Total	\$250	\$1,374	\$1,624	\$1,874	\$2,124	\$2,374	\$2,624	\$2,874	\$3,124	\$3,374	\$3,624	\$3,874		
CH5 - Main Lounge (All) Total	\$484	\$2,903	\$3,387	\$3,871	\$4,355	\$4,839	\$5,323	\$5,807	\$6,291	\$6,775	\$7,259	\$7,743		
CH6 - Main Lounge	\$91	\$455	\$546	\$637	\$728	\$819	\$910	\$1,001	\$1,092	\$1,183	\$1,274	\$1,365		
CH 7 - Main Lounge	\$210	\$1,154	\$1,364	\$1,574	\$1,784	\$1,994	\$2,204	\$2,414	\$2,624	\$2,834	\$3,044	\$3,254		



## **STAFF REPORT**

---

**DATE:** November 5, 2019  
**FOR:** Board of Directors  
**SUBJECT:** Investment Policy Change Recommended by SageView

---

### **RECOMMENDATION**

The Finance Committee recommends revising the Golden Rain Foundation Investment Policy (Attachment 1) to allow bond holdings at investment grade ratings and directing SageView to proceed with conversion from individual holdings to an index fund portfolio.

### **BACKGROUND**

On November 6, 2018 an Investment Task Force was formed and chartered to conduct an in-depth analysis of investments on behalf of the Golden Rain Foundation, United Laguna Woods Mutual, and Third Laguna Hills Mutual (Corporations) to ensure exceptional service from a professional investment manager, maximize yields within the Board-approved investment policies, and minimize fees. Based on recommendations from the task force, the board awarded a contract for investment management services to SageView Advisory Group which was executed on October 1, 2019.

On October 3, 2019, the task force held a special meeting with an invitation to all board members. SageView presented an overview of their firm, went over the transition timeline, and recommended investment policy modifications (Attachment 2). As of mid-October, 100% of the accounts for all Corporations successfully transferred over as in-kind investments from Merrill Lynch to Fidelity via the standard industry process known as ACATS (Automated Customer Account Transfer Service) and are ready for new investment directives.

At the GRF Finance Committee meeting on October 23, 2019, a motion was made and carried unanimously to recommend revisions to the Golden Rain Foundation Investment Policy to allow bond holdings at investment grade ratings and direct SageView to proceed with conversion from individual holdings to an index fund portfolio. The Committee requested further clarification from SageView on how they will treat index funds that contain bonds rated lower than Baa3/BBB-/BBB- by Moody's/S&P/Fitch.

### **DISCUSSION**

The current investment policy allows up to 30% of the portfolio to be invested in corporate bonds rated A through AAA, specifically A3/A-/A- or better by Moody's/S&P/Fitch. SageView has put together a sample portfolio of index funds that include investment grade bonds, which would require a change in the investment policy language to allow ratings of BBB through AAA, specifically Baa3/BBB-/BBB- or better by Moody's/S&P/Fitch.

### **FINANCIAL ANALYSIS**

Transitioning from an actively managed account to a portfolio of index funds will lower the investment management fees from 20 basis points to 7 basis points, a potential savings of approximately \$25,000 annually assuming an average of \$19M invested.

**Prepared By:** Betty Parker, CFO  
Steve Hormuth, Controller

**Attachments:**  
ATT1 – Investment Policy Resolution  
ATT2 – SageView Presentation dated 10/3/2019

GOLDEN RAIN FOUNDATION  
Finance Committee  
October 23, 2019

**ENDORSEMENT (to board)**

**Entertain a Motion to Approve GRF Investment Policy Revisions and Direct SageView to Transition to Index Fund Portfolio.**

At the GRF Finance Committee meeting on October 23, 2019, the committee reviewed revisions to the current investment policy, to allow investment grade bond holdings and transitioning to a portfolio of index funds, as recommended by the Investment Task Force.

A motion was made and carried unanimously to recommend revising the Golden Rain Foundation Investment Policy to allow bond holdings at investment grade ratings and directing SageView to proceed with conversion from individual holdings to an index fund portfolio. The Committee requested further clarification from SageView on how they will treat index funds that contain bonds rated lower than Baa3/BBB-/BBB- by Moody's/S&P/Fitch.

this page intentionally left blank



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

### **GOLDEN RAIN FOUNDATION INVESTMENT POLICY**

**RESOLVED**, November 5, 2019 that the Managing Agent of this corporation, and an outside Investment Manager are hereby authorized to invest the funds of the corporation which, in the opinion of said managing agent are not required within a reasonable time to pay obligations of the corporation; and

**RESOLVED FURTHER**, that the Board of Directors of this Corporation hereby authorizes the Managing Agent of this corporation, to retain an Investment Manager and to give that Manager discretion to transact purchases and sales of investments for Golden Rain Foundation's account. Such discretion is subject to the underlying conditions as stated below. The Board will determine the amount to be managed in this discretionary account; and

**RESOLVED FURTHER**, that all investments on behalf of this corporation must be made with the underlying principles in the following order of priority: (1) safety, (2) liquidity, where applicable, and (3) yield, and are subject to the following conditions:

1. Notification of confirmation shall be given to the managing agent and treasurer of this corporation upon completion of each investment transaction;
2. For funds administered by the Managing Agent in a non-discretionary account, no investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without a demonstrated immediate need for the funds and the consent of any two of the following: the Treasurer, the President or the 1st or 2nd Vice President of this corporation. Furthermore, if there is a request that an investment be sold, withdrawn or otherwise converted to cash prior to maturity where there has been no demonstrated immediate need, approval must be received from the Board of Directors of this corporation;
3. Funds shall be invested only in authorized investments as provided herein. Authorized investments are limited to:
  - a. obligations of, or fully guaranteed as to principal by, the United States of America;
  - b. Up to 30% of the portfolio may be invested in Corporate Bonds rated ~~A~~ BBB through AAA; specifically ~~A3/A-/A-~~ Baa3/BBB-/BBB- or better by Moody's/S&P/Fitch. A bond is only required to meet the criteria of one rating service. If a bond does not meet these minimum credit quality criteria in at least one of the above-mentioned rating services, the bond may not be purchased or if owned, must be removed from the portfolio



within 30 days. This removal criteria will not apply to bond mutual funds that have a stated objective of investing in investment grade rated bonds. Removal of downgraded bonds that fall below the investment grade rating will be determined by the fund manager.

- c. No more than 3% of portfolio is to be invested in any one corporate bond issuer; and
  - d. Up to 25% of the portfolio may be invested in Government Sponsored Federal Agencies, namely FNMA (Federal National Mortgage Association – Fannie Mae), FHLMC (Federal Home Loan Mortgage Corporation – Freddie Mac, and FHLB (Federal Home Loan Bank).
4. Investments on behalf of this corporation may be made concurrently with investments made on behalf of other corporations at Laguna Woods Village. However, separate investment receipts will be held in the name of this corporation. Any such investments may be held for the account of the corporation in book-entry form;
5. Any authorized investments, as defined in Item 3 above, previously made by said Managing Agent or Investment Manager, are hereby ratified; and

**RESOLVED FURTHER**, that Resolution 90-16-22 adopted on June 7, 2016, is hereby superseded and cancelled.



## SageView Advisory Group Laguna Woods Village – Investment Task Force

October 3, 2019

DAN QUIRK, CFA, CFP  
*Senior Investment Advisor*

MALLORY ARMIJO, CFA  
*Investment Analyst*

SEE WHERE YOU'RE GOING

# MEETING AGENDA

1

SageView Overview

2

Timeline

3

Investment Analytics Review

3

Investment Policy Statement Review

## 1

SAGEVIEW  
OVERVIEW

3



## SageView's Milestones and Business Overview

\$100+ B

ASSETS UNDER  
ADVISEMENT

24

OFFICE  
LOCATIONS

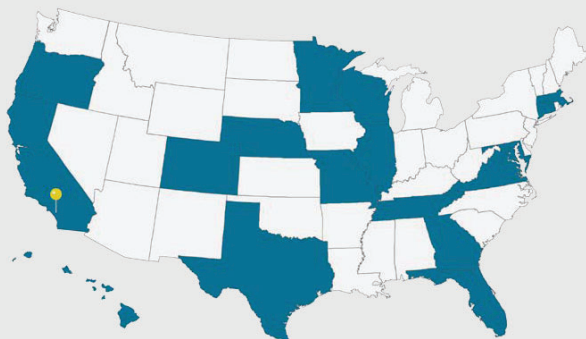
1,200+

Clients

130+

NUMBER OF  
EMPLOYEES

## OUR LOCATIONS



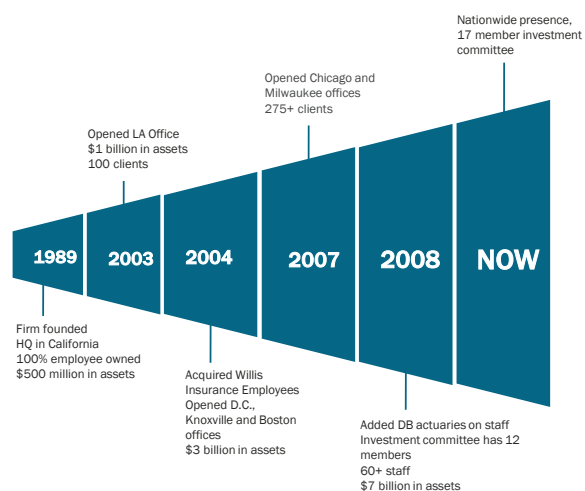
Atlanta, GA  
Austin, TX  
Boston, MA  
Chicago, IL  
Dallas, TX  
Denver, CO

Honolulu, HI  
Houston, TX  
Irvine, CA  
Kansas City, MO  
Knoxville, TN  
Los Angeles, CA

Milwaukee, WI  
Minneapolis, MN  
Nashville, TN  
Omaha, NE  
Orinda, CA  
Pasadena, CA

Portland, OR  
Richmond, VA  
San Francisco, CA  
Washington, DC  
West Hartford, CT  
West Palm Beach, FL

## OUR MILESTONES



4



# 2

## Timeline

5



## Timeline

- September 17, 2019 – Accounts opened at Fidelity for Golden Rain Foundation of Laguna Woods, United Laguna Woods Mutual, and Third Laguna Hills Mutual
- October 1, 2019 – Paperwork submitted to Fidelity to initiate in-kind transfer for all three accounts from Merrill Lynch to Fidelity
- October 10, 2019 – Expected completion date of transfers to Fidelity
- October - November 2019 – Review and approval of modified Investment Policy Statements by the three respective boards
- 2019 - 2020 – Potential transition to mutual/index fund investment structure for all three portfolios. (SageView's recommendation)

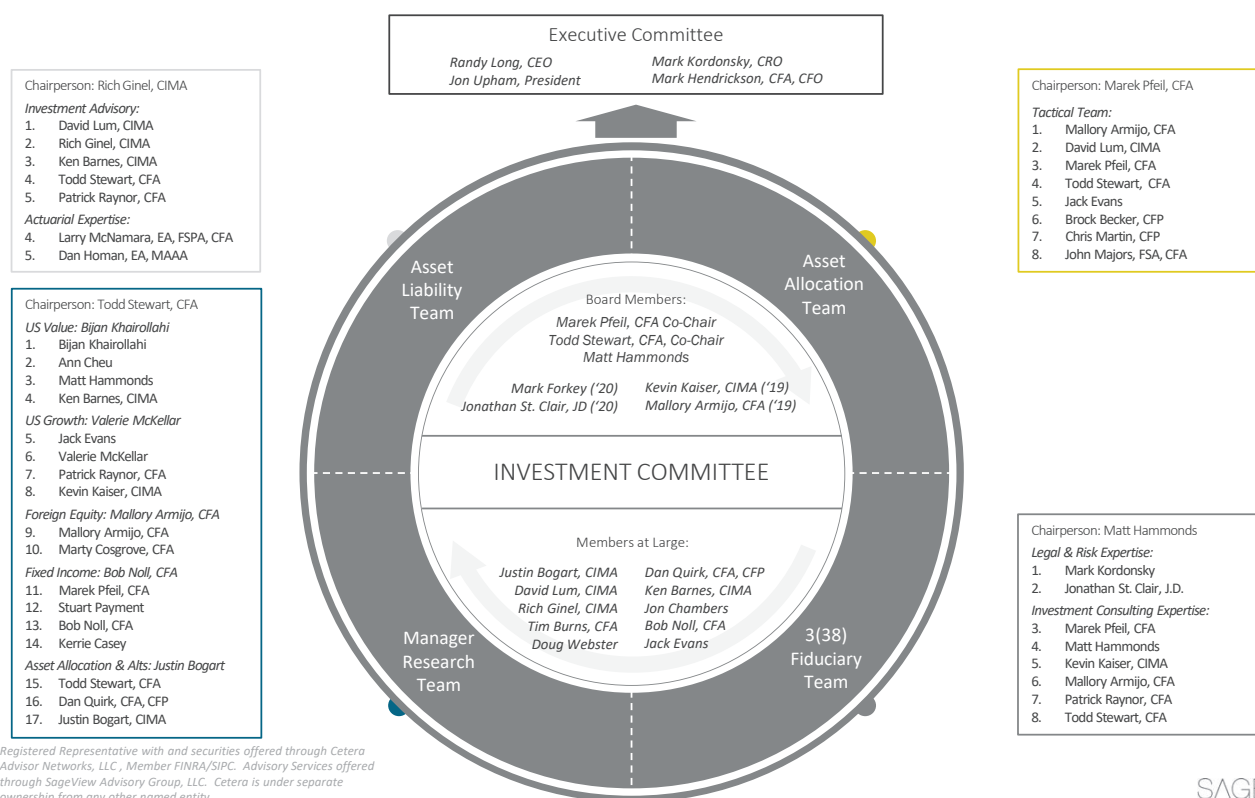
## 3

INVESTMENT  
ANALYTICS

7



## SageView Investment Team Structure



Registered Representative with and securities offered through Cetera Advisor Networks, LLC, Member FINRA/SIPC. Advisory Services offered through SageView Advisory Group, LLC. Cetera is under separate ownership from any other named entity.

## Quantitative and Qualitative Assessment

SageView's quantitative due diligence process is disciplined, metrics-driven, performance-focused, and yet simple to follow and act upon. Informed by behavioral finance, it is uniquely client-focused.

We continually evaluate both our quantitative and qualitative process to ensure that both are dynamic and improving.

### QUANTITATIVE MEASURES

#### Performance Ranking

- Trailing 1, 3, 5 and 10 year returns
- Rolling 12-month returns (10 years)
- Rolling 36-month returns (10 years)

#### Ratio statistics

- Alpha
- Sharpe Ratio (36 months)
- Up Capture Ratio
- Down Capture Ratio

#### Style consistency

#### Expense ratio

### QUALITATIVE CRITERIA

- Firm structure/ownership
- Asset size and growth/negative cash flow
- Manager tenure
- Investment team structure
- Investment philosophy and strategy
- Portfolio construction
- Operations, compliance, trading strategies
- Risk controls

9

SAGE  
VIEW

## Sample Portfolio

Fund	Percentage	YTM	Duration	Expense Ratio
Vanguard Treasury Money Market (VUSXX)	5%	2.3%	0.1	0.09%
Fidelity Short-Term Treasury (FUMBX)	30%	2.5%	2.6	0.03%
Fidelity Intermediate-Term Treasury (FUAMX)	10%	2.6%	6.3	0.03%
Vanguard MBS Admiral (VMBSX)	25%	3.3%	4.4	0.07%
Vanguard Short-Term Corporate (VSCSX)	15%	3.3%	2.6	0.07%
Vanguard Intermediate Corporate (VICBX)	15%	3.9%	6.2	0.05%
<b>Total Portfolio</b>	<b>100%</b>	<b>3.0%</b>	<b>3.8</b>	<b>0.05%</b>

#### Key Attributes:

- Streamlined portfolio construction
- Highly diversified, with thousands of underlying issuers
- Attractive yield of just over 3.04%, 2.97% net of all fees
- Duration of 3.8 years, which can be easily adjusted
- Ultra low expense ratios
- Strong credit quality - 70% Treasury/Agency, 30% IG corporate
- Improved portfolio dynamics, that lowers interest rate risk
- Compares to current portfolios with yields near 2.6% before fees



# Rigorous Fund Benchmarking

## Fund Performance Summary As of 03/31/2019

Fund Benchmark Category	Asset Class	(%) of Plan	3 Month	YTD	1 Year	3 Years Annualized	5 Years Annualized	10 Years Annualized	Expense Ratio	SageView Ranking
Vanguard Treasury Money Market Investor	Money Market-Taxable	5.00%	0.58	0.58	2.04	1.12	0.69	0.36	0.09	Index
ICE BofAML US 3M Trsy Bill TR USD*			0.60	0.60	2.12	1.19	0.74	0.43		
Cat: Morningstar Money Market - Taxable			0.49	0.49	1.66	0.81	0.50	0.26	0.48	
Fidelity® Shrt-Term Trs Bd Index	Short Government	30.00%	1.26	1.26	3.17	0.90	1.18	1.37	0.03	Index
BBgBarc Treasury 1-5 Yr TR USD*			1.23	1.23	3.17	0.95	1.26	1.45		
Cat: Morningstar Short Government			1.04	1.04	2.43	0.77	0.87	1.20	0.71	
Vanguard Short-Term Corp Bd Idx Admiral	Short-Term Bond	15.00%	2.65	2.65	4.39	2.29	2.19	NA	0.07	Index
BBgBarc USD Corp Bd 1-5 Yr TR USD*			2.61	2.61	4.42	2.41	2.30	4.30		
Cat: Morningstar Short-Term Bond			1.71	1.71	2.97	1.87	1.45	2.77	0.73	
Fidelity® Interm Trs Bd Index	Intermediate Government	10.00%	2.40	2.40	5.30	0.89	2.59	3.01	0.03	Index
BarCap US Treasury 5-10 Yr TR USD*			2.44	2.44	5.28	0.98	2.68	3.10		
Cat: Morningstar Intermediate Government			2.05	2.05	3.77	0.98	1.86	2.53	0.80	
Vanguard Mortgage-Backed Secs Idx Adm	Intermediate Government	25.00%	2.09	2.09	4.22	1.66	2.47	NA	0.07	Index
BBgBarc US MBS Float Adjusted TR USD*			2.12	2.12	4.34	1.75	2.53			
Cat: Morningstar Intermediate Government			2.05	2.05	3.77	0.98	1.86	2.53	0.80	
Vanguard Interm-Term Corp Bd Idx Instl	Corporate Bond	15.00%	5.43	5.43	6.18	3.41	3.91	NA	0.05	Index
BBgBarc US Credit Corp 5-10 Yr TR USD*			5.41	5.41	6.11	3.55	3.98	7.31		
Cat: Morningstar Corporate Bond			5.02	5.02	4.61	3.71	3.58	6.33	0.70	

\*Investment Policy Benchmark

11

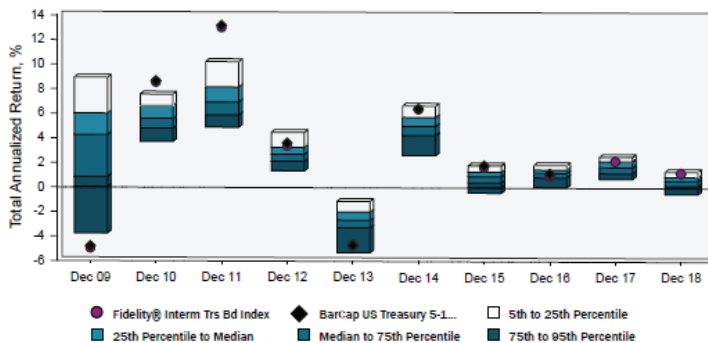
SAGE  
VIEW

## Detailed Fund Level Analytics

### Fidelity® Interm Trs Bd Index As of 12/31/2018

	3 Month	YTD	1 Year	3 Year	5 Year	10 Year	Alpha 3Yr	Beta 3Yr	Sharpe Ratio 3Yr	Standard Deviation 3Yr	Expense Ratio
Fidelity® Interm Trs Bd Index	3.49	1.23	1.23	1.46	2.48	2.65	-0.07	1.02	0.12	4.26	0.03
BarCap US Treasury 5-10 Yr TR USD	3.40	1.22	1.22	1.52	2.55	2.76	0.00	1.00	0.14	4.15	-
Morningstar Intermediate Government	1.95	0.51	0.51	1.05	1.76	2.46	-0.15	1.06	0.02	2.50	0.79

Performance To Date  
January 2009 - December 2018



Portfolio Composition



cash (0.49%)
Domestic Stock (0.00%)
Foreign Stock (0.00%)
Domestic Bond (99.51%)
Foreign Bond (0.00%)
Preferred Bond (0.00%)
Convertible Bond (0.00%)
Other (0.00%)

Portfolio Statistics

Average Eff. Duration  
Average Credit Quality

6.28

AAA

## Portfolio Data

Ticker	FUAMX
Prospectus Objective	Government Bond - Treasury
Morningstar Category	Intermediate Government
Net Assets \$MM	\$1.976
Turnover Ratio	43%
Total Number of Holdings	55
Average Mkt Cap \$MM	-
Manager Name	Brandon Bettencourt
Manager Tenure (yrs.)	4.59
Mstar Rating	4

Bond Credit Analysis	Fund	Category
AAA	100.00	94.34
AA	0.00	4.30
A	0.00	0.40
BBB	0.00	0.26
BB	0.00	0.04
B	0.00	0.04
Below B	0.00	0.03
Not Rated	0.00	0.60

12

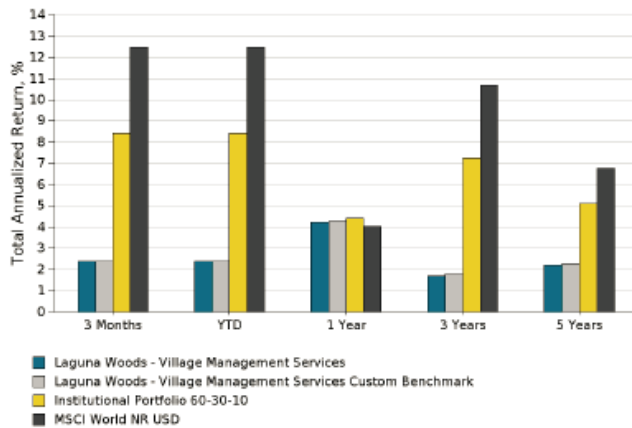
SAGE  
VIEW

# Rigorous Portfolio Benchmarking

## Portfolio Return vs. Custom Benchmark

As of 03/31/2019

Performance As Of March 31, 2019	3 Month	YTD	1 Year	3 Year	5 Year	Std Dev 5 Yr	Prospectus Exp Ratio
Laguna Woods - Village Management Services	2.38	2.38	4.23	1.69	2.19	2.02	0.05
Laguna Woods - Village Management Services Custom Benchmark	2.37	2.37	4.26	1.78	2.26	1.97	NA
Laguna Woods - Village Management Services Custom Category Averages Benchmark	2.06	2.06	3.27	1.45	1.69	1.95	0.73
Institutional Portfolio 60-30-10	8.43	8.43	4.42	7.26	5.10	6.59	NA
MSCI World NR USD	12.48	12.48	4.01	10.68	6.78	10.98	NA



<sup>1</sup>Industry Average Exp Ratio 1.04%. Based on plan assets \$10M - \$24.9M

Benchmark	Weight
BBGBarc Treasury 1-5 Yr TR USD	30.00%
BBGBarc US MBS Float Adjusted TR USD	25.00%
BBGBarc USD Corp Bd 1-5 Yr TR USD	15.00%
BBGBarc US Credit Corp 5-10 Yr TR USD	15.00%
BarCap US Treasury 5-10 Yr TR USD	10.00%
ICE BofAML US 3M Trsy Bill TR USD	5.00%

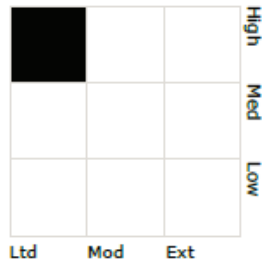
13

SAGE  
VIEW

## Detailed Portfolio Level Analytics

### Fixed Income Style Box

Morningstar Fixed Income Style Box™



### Fixed-Income Stats

Average Eff Duration	3.9
Average Eff Maturity	6.0
Average Coupon	3.0
Average Price	-

### Fixed Income Sectors



### Maturity Breakdown

1-3 Yr %	27.44
3-5 Yr %	19.47
5-7 Yr %	13.50
7-10 Yr %	13.50
10-15 Yr %	2.81
15-20 Yr %	1.30
20-30 Yr %	20.39
30+ Yr %	0.91

	%
Government	40.4
Municipal	0.0
Corporate	29.4
Securitized	24.7
Cash & Equivalents	5.5
Derivative	0.0
<b>Total</b>	<b>100.0</b>

14

SAGE  
VIEW

## 4

Investment Policy  
Statement Review

15



## Investment Policy Statement – Golden Rain Foundation

## GOLDEN RAIN FOUNDATION INVESTMENT POLICY

**RESOLVED**, June 7, 2016 that the Managing Agent of this corporation, and an outside Investment Manager are hereby authorized to invest the funds of the corporation which, in the opinion of said managing agent are not required within a reasonable time to pay obligations of the corporation; and

**RESOLVED FURTHER**, that the Board of Directors of this Corporation hereby authorizes the Managing Agent of this corporation, to retain an Investment Manager and to give that Manager discretion to transact purchases and sales of investments for Golden Rain Foundation's account. Such discretion is subject to the underlying conditions as stated below. The Board will determine the amount to be managed in this discretionary account; and

**RESOLVED FURTHER**, that all investments on behalf of this corporation must be made with the underlying principles in the following order of priority: (1) safety, (2) liquidity, where applicable, and (3) yield, and are subject to the following conditions:

1. Notification of confirmation shall be given to the managing agent and treasurer of this corporation upon completion of each investment transaction;
2. For funds administered by the Managing Agent, no investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without a demonstrated immediate need for the funds and the consent of any two of the following: the Treasurer, the President or the 1st or 2nd Vice President of this corporation. Furthermore, if there is a request that an investment be sold, withdrawn or otherwise converted to cash prior to maturity where there has been no demonstrated immediate need, approval must be received from the Board of Directors of this corporation;
3. Funds shall be invested only in authorized investments as provided herein. Authorized investments are limited to:
  - a. obligations of, or fully guaranteed as to principal by, the United States of America;
  - b. Up to 30% of the portfolio may be invested in Corporate Bonds rated A through AAA; specifically A3/A-/A- or better by Moody's/S&P/Fitch. A bond is only required to meet the criteria of one rating service. If a bond does not meet these minimum credit quality criteria in at least one of the above mentioned rating services, the bond may not be purchased or if owned, must be removed from the portfolio within 30 days.
  - c. No more than 3% of portfolio is to be invested in any one corporate bond issuer; and
  - d. Up to 25% of the portfolio may be invested in Government Sponsored Federal Agencies, namely FNMA (Federal National Mortgage Association – Fannie Mae), FHLMC (Federal Home Loan Mortgage Corporation – Freddie Mac, and FHLB (Federal Home Loan Bank).
4. Investments on behalf of this corporation may be made concurrently with investments made on behalf of other corporations at Laguna Woods Village. However, separate investment receipts will be held in the name of this corporation. Any such investments may be held for the account of the corporation in book-entry form;
5. Any authorized investments, as defined in Item 3 above, previously made by said Managing Agent or Investment Manager, are hereby ratified; and

**RESOLVED FURTHER**, that Resolution 90-13-23 adopted on March 5, 2013, is hereby superseded and cancelled.

16





## Investment Policy Statement Modification– Golden Rain Foundation

b. Up to 30% of the portfolio may be invested in investment grade Corporate Bonds rated BBB through AAA; specifically Baa3/BBB-/BBB- or better by Moody's/S&P/Fitch. A bond is only required to meet the criteria of one rating service. If an individually held bond does not meet these minimum credit quality criteria in at least one of the above-mentioned rating services, the bond may not be purchased or if owned, must be removed from the portfolio within 30 days. This removal criteria will not apply to bond mutual funds that have a stated objective of investing in investment grade rated bonds. Removal of bonds downgraded below the investment grade rating will be determined by the fund manager.



## Investment Policy Statement – Third Laguna Hills

### THIRD LAGUNA HILLS MUTUAL INVESTMENT POLICY

RESOLVED, May 17, 2016, that the Managing Agent of this corporation, and an Investment Manager are hereby authorized to invest the funds of the Corporation which, in the opinion of said Managing Agent are not required within a reasonable time to pay obligations of the corporation; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby authorizes the Managing Agent of this Corporation, to retain an Investment Manager and to give that Manager discretion to transact purchases and sales of investments for the Third Laguna Hills Mutual account. Such discretion is subject to the underlying conditions as stated below. The Board will determine the amount to be managed in this discretionary account; and

RESOLVED FURTHER, that all investments on behalf of this Corporation must be made with the underlying principles in the following order of priority: (1) safety, (2) liquidity, where applicable, and (3) yield, and are subject to the following conditions:

1. Notification of confirmation shall be given to the Managing Agent and Treasurer of this Corporation upon completion of each investment transaction;
2. For funds administered by the Managing Agent no investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without a demonstrated immediate need for the funds and the consent of any two of the Treasurer or the President or 1st Vice President of this Corporation. Furthermore, if a member of the Board of the Corporation desires an investment to be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity, approval must be received from the Board of Directors of this Corporation;
3. No funds shall be invested except in authorized investments as provided herein. Authorized investments limited to:
  - a. obligations of, or fully guaranteed as to principal, by the United States of America;
  - b. Up to 30% of the portfolio may be invested in Corporate Bonds rated A through AAA, specifically A3/A-/A- or better by Moody's/S&P/Fitch. A bond is only required to meet the criteria of one rating service. If a bond does not meet this minimum credit quality criteria in at least one of the above mentioned rating services, the bond may not be purchased or if owned, must be removed from the portfolio within 30 days; and
  - c. No more than 3% of the portfolio is to be invested in any one corporate bond issuer; and
  - d. Up to 25% of the portfolio may be invested in Government Sponsored Federal Agencies, namely FNMA (Federal National Mortgage Association – Fannie Mae), FHLMC (Federal Home Loan Mortgage Corporation – Freddie Mac, and FHLB (Federal Home Loan Bank).
4. Investments on behalf of this Corporation may be made concurrently with investments made on behalf of other corporations at Laguna Woods Village, Laguna Woods, California. However, separate investment receipts will be held in the name of this Corporation. Any such investments may be held for the account of the Corporation in book-entry form;

RESOLVED FURTHER, that Resolution 03-14-52 adopted May 20, 2014 is hereby superseded and canceled; and

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



## Investment Policy Statement Modification– Third Laguna Hills

b. Up to 30% of the portfolio may be invested in investment grade Corporate Bonds rated BBB through AAA; specifically Baa3/BBB-/BBB- or better by Moody's/S&P/Fitch. A bond is only required to meet the criteria of one rating service. If an individually held bond does not meet these minimum credit quality criteria in at least one of the above-mentioned rating services, the bond may not be purchased or if owned, must be removed from the portfolio within 30 days. This removal criteria will not apply to bond mutual funds that have a stated objective of investing in investment grade rated bonds. Removal of bonds downgraded below the investment grade rating will be determined by the fund manager.



## Investment Policy Statement – United Laguna Woods

RESOLUTION 01-17-38**UNITED LAGUNA WOODS MUTUAL INVESTMENT POLICY**

**WHEREAS**, that Village Management Services Inc., managing agent of this corporation, and an external Investment Manager are hereby authorized to invest the funds of the corporation which, in the opinion of said managing agent are not required within a reasonable time to pay obligations of the corporation; and

**NOW THEREFORE BE IT RESOLVED**, March 14, 2017, that the Board of Directors of this Corporation hereby authorizes the Managing Agent to retain Merrill Lynch and its affiliate (BlackRock) as Investment Manager and gives that Investment Manager discretion to transact purchases and sales of investments for the United Laguna Woods Mutual account. Such discretion is subject to the underlying conditions as stated below. The Board will determine the amount to be managed in this discretionary account; and

**RESOLVED FURTHER**, that all investments on behalf of this corporation must be made with the underlying principles in the following order of priority: (1) safety, (2) liquidity, where applicable, and (3) yield, and are subject to the following conditions:

1. Notification of confirmation shall be given to the managing agent and treasurer of this corporation upon completion of each investment transaction;
2. For funds administered by Village Management Services, Inc., known as the "non-discretionary account" no investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without a demonstrated immediate need for the funds and the consent of the Treasurer and either the President or 1st Vice President of this corporation. Furthermore, if a member of the corporation desires an investment to be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity, approval must be received from the Board of Directors of this corporation;
3. Managed funds, known as the "discretionary account", shall be invested only in authorized investments as provided herein;
  - a. obligations of, or fully guaranteed as to principal, by the United States of America; and
  - b. Up to 20% of the portfolio may be invested in Corporate Bonds rated A through AAA, specifically A3/A-/A- or better by Moody's/S&P/Fitch. A bond is only required to meet the criteria of one rating service. If a bond does not meet this minimum credit quality criteria in at least one of the above mentioned rating services, the bond may not be purchased or if owned, must be removed from the portfolio within 30 days; and
  - c. No more than 3% of the portfolio is to be invested in any one corporate bond issuer;
4. Interim cash balances are to be held in money market funds that are invested in short-term U.S. Treasuries or direct obligations of the U.S. Government;
5. Investments on behalf of this corporation may be made concurrently with investments made on behalf of other corporations at Laguna Woods Village. However, separate investment receipts will be held in the name of this corporation.

Any such investments may be held for the account of the corporation in book-entry form; and

**RESOLVED FURTHER**, that Resolution 01-16-15, adopted on February 9, 2016 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 the purpose of this resolution.





## Investment Policy Statement Modification– United Laguna Woods

b. Up to 30% of the portfolio may be invested in investment grade Corporate Bonds rated BBB through AAA; specifically Baa3/BBB-/BBB- or better by Moody's/S&P/Fitch. A bond is only required to meet the criteria of one rating service. If an individually held bond does not meet these minimum credit quality criteria in at least one of the above-mentioned rating services, the bond may not be purchased or if owned, must be removed from the portfolio within 30 days. This removal criteria will not apply to bond mutual funds that have a stated objective of investing in investment grade rated bonds. Removal of bonds downgraded below the investment grade rating will be determined by the fund manager.

Note: Recommendation also includes moving from a maximum corporate bond allocation of 20% to 30%, matching Golden Rain and Third Laguna.



THANK YOU

The logo for SageView, featuring the word "SAGE" stacked above "VIEW" in a white, sans-serif font. A thin white diagonal line runs from the top of the 'S' to the bottom of the 'V'.

[www.sageviewadvisory.com](http://www.sageviewadvisory.com)

*SageView Advisory Group, LLC is a Registered Investment Adviser. This report is for informational purposes only and is not a solicitation to invest. Advisory services are only offered to clients or prospective clients where SageView Advisory Group, LLC and its representatives are properly licensed or exempt from licensure. Past performance is no guarantee of future returns. Investing involves risk and possible loss of principal capital. No advice may be rendered by SageView Advisory Group, LLC unless a client service agreement is in place.*

## **STAFF REPORT**

---

**DATE:** November 5, 2019  
**FOR:** Board of Directors  
**SUBJECT:** Formation of Purchasing Ad Hoc Committee

---

### **RECOMMENDATION**

Approve the formation of a Purchasing Ad Hoc Committee to review and recommend changes to procurement related policies and procedures.

### **BACKGROUND**

Over the past several months, Staff has been working with former members of a purchasing task force to update the Purchasing Manual.

At an informational meeting held on October 22, 2019, a consensus was reached to use a formal ad hoc committee to review and finalize recent documentation of procurement practices and policy changes. At the October 23, 2019 GRF Finance Committee meeting, discussion ensued regarding recent purchasing manual updates that will require revisions to the board-approved Purchasing Policy. A motion was made and carried unanimously to recommend the formation of a Purchasing Ad Hoc Committee, to include special legal counsel review of proposed contract and policy changes.

### **DISCUSSION**

Subsequent to finalization of the Purchasing Manual, changes are required to the underlying policies adopted by board resolution in each corporation, including the Purchasing Policy, Delegation of Actions and Commitments, and Responsibility Matrix.

### **FINANCIAL ANALYSIS**

None.

**Prepared By:** Betty Parker, Chief Financial Officer

### **ATTACHMENT(S)**

ATT-1: Purchasing Ad Hoc Committee Charter Resolution

this page intentionally left blank

**ENDORSEMENT (to Board)**

**Entertain a Motion to form Purchasing Ad Hoc Committee**

At the October 23, 2019 GRF Finance Committee meeting, discussion ensued regarding recent purchasing manual updates that will require revisions to the board-approved Purchasing Policy. A motion was made and carried unanimously to recommend the formation of a Purchasing Ad Hoc Committee, to include special legal counsel review of proposed contract and policy changes.

this page intentionally left blank

**RESOLUTION 90-19-XX**

**Purchasing Ad Hoc Committee Charter**

**WHEREAS**, a Purchasing Ad Hoc Committee has been established pursuant to Article 7, Section 7.1.1 of the bylaws of the corporation.

**NOW THEREFORE BE IT RESOLVED**, November 5, 2019, the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Committee, as follows:

1. Perform the duties imposed upon all standing committees as set forth in the resolution entitled, "General Duties of Standing Committees."
2. Receive recommendations from the GRF and Mutual boards of directors and the GRF and Mutual finance committees as to desired procurement policies and procedures.
3. Direct the Managing Agent to prepare a Purchasing Manual with detailed policies and procedures to be used by staff to ensure adequate purchasing controls are in place, streamlined internal purchasing and contracting processes are followed, and transparency is provided into the professional and competitive processes used for procurement of quality products and services in Laguna Woods Village.
4. Periodically review the Purchasing Policy, Delegation of Actions and Commitments, and Responsibility Matrix (collectively known as the Purchasing Policy) adopted by each respective board resolution, and propose any required modification based on changes in underlying policies and procedures.
5. In cooperation with the Chief Financial Officer and Purchasing & Supply Manager, review the sufficiency of procurement practices that protect procurement and storage of physical assets within Laguna Woods Village.
6. The Committee shall perform such other related tasks as are assigned by the corporation.

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

this page intentionally left blank



## **STAFF REPORT**

---

**DATE:** November 5, 2019  
**FOR:** Board of Directors  
**SUBJECT:** Short Range Transit Plan – Implementation Plan

---

### **RECOMMENDATION**

That the Board of Directors:

1. Authorize implementation of operational changes to the Laguna Woods Village Transportation system effective January 2020 and within the approved 2020 business plan based on recommendations contained in the Fehr & Peers Short Range Transit Plan to increase ridership and efficiency while enhancing travel convenience for residents; and
2. Authorize the Transportation Division to commence negotiations with Lyft rideshare to provide on-call transportation services during nonfixed route operating hours.

### **BACKGROUND**

On October 3, 2018, the Mobility & Vehicles Committee discussed the effectiveness of the existing fixed-route Easy Rider and reservation-based Plan-A-Ride services and unanimously voted to authorize issuance of a request for proposal for a contractor to review bus services. On March 5, 2019, the Golden Rain Foundation approved an agreement with Fehr & Peers to evaluate the transportation system's overall efficiency and service quality, review service delivery methods and provide recommendations for enhancement.

On October 2, 2019, Fehr & Peers presented the final Short Range Transit Plan (SRTP) to the Mobility & Vehicles Committee. The SRTP reviews the current service design and community perceptions on the transit services along with service data (from VMS and collected in the field) to make near-term recommendations. This analysis reflects input from a number of community engagement opportunities, multiple conversations with staff including bus drivers and firsthand experience riding the buses and talking directly with bus riders.

Through the community engagement process, Fehr & Peers identified the following critical issues:

- Long-term riders are unhappy with the fixed-route bus system due to its limitations in frequency and flexibility;
- Plan-A-Ride cannot accommodate demand resulting from opening eligibility to all residents;
- Deficiencies with Plan-A-Ride scheduling system;
- Perception of inefficiency due to large buses carrying few passengers; and
- Difficulty understanding bus system.

To address these critical issues and by consulting with bus riders, residents and bus drivers on such things as major destinations and modes of travel currently used, Fehr & Peers provided the following service recommendations:

1. Redesign fixed-route system to be neighborhood based, with shorter route intervals to reduce waiting times;
2. Implement “commercial route” to circulate throughout five primary shopping plazas;
3. Incorporate a “wellness route” to provide service to local medical offices and hospital;
4. Operate fixed-route program on Saturdays;
5. Revise Plan-A-Ride policy and scheduling to prioritize trips for customers with disabilities that preclude them from using fixed-route service;
6. Implement specific improvements to the Plan-A-Ride scheduling and phone systems; and
7. Identify partnership opportunities with AgeWell Senior Services.

At the October 29, 2019 special Mobility and Vehicle Committee meeting, a motion was made and carried unanimously to recommend the Board approve the recommended operational changes to the Transportation System and commence negotiations with Lyft Rideshare to provide on-call transportation services.

## **DISCUSSION**

Upon review of the SRTP prepared by Fehr & Peers, the Transportation Division evaluated each recommendation to ensure timing and operational feasibility while maintaining budgetary compliance and controls. Specifically, all proposed changes to the bus system assume that operational service hours remain consistent with existing levels and all expenses would tie into the approved operational budget for 2020 while ensuring a timely and efficient bus system. After comprehensive evaluation and adherence to the parameters outlined above, the Transportation Division recommends the implementation of the adjustments below to the transportation system.

### **Fixed-Route System**

Incorporate all recommendations made by Fehr & Peers to improve efficiency and substantially reduce overall trip time for residents. This will include the following:

1. Six “neighborhood routes” using one bus each circulating to Clubhouse 1 every 30 minutes;
2. One “wellness route” using one bus traveling to medical plazas and hospital along Paseo De Valencia and Calle De La Louisa circulating to Clubhouse 1 every 30 minutes;
3. One “commercial route” using two buses running concurrently in opposite directions serving five main shopping plazas: Moulton Plaza (Big Lots!), Stater Bros. Plaza, Willowtree Plaza (Aldi), Valencia Center (Mother’s Market) and Oakbrook Village (Trader Joes) stopping at Clubhouse 1 every 30 minutes;
4. Clubhouse 1 serving as “hub” for all transfers;
5. Operate fixed routes six days per week, Monday through Saturday; and
6. Suspend service to “neighborhood routes” and “wellness route” for 30 minutes per day (12:30 to 1:00 p.m.) for driver lunch break.

The proposed fixed-route system detailed in Attachment 1, would operate between 9 a.m. and 5 p.m. Monday through Saturday and significantly enhance resident experience in traveling from home to other community destinations by doubling the frequency of service currently being offered. Additionally, the implementation of separate wellness and commercial routes will simplify route design and make it easier for residents to reach their chosen destinations.

The proposed expansion of the fixed-route system will increase the number of buses in operation from eight to nine, and the addition of Saturday service will provide a needed and desired service. The overall cost for the proposed expanded system is approximately \$651,000 per year, which is \$155,000 more than the current five-day-per-week, eight-bus fixed-route system.

The only proposed service level reduction would be during the 30-minute lunch break from 12:30 to 1 p.m. for the neighborhood and wellness routes. The 30-minute service break results in an operational savings of approximately \$43,570 per year and helps offset the costs associated with the proposed increase in number of routes and addition of Saturday service. The commercial route would continue operation without any break.

### **Plan-A-Ride System**

Re-institute the “Lift” program to serve residents with disabilities that preclude them from using fixed-route service and rename the service to the “Journey” program. The Journey program will operate seven days a week from 8 a.m. to 5 p.m., which is consistent with the hours of the current Plan-A-Ride program. Participation in the program will be limited to residents who are approved through an eligibility assessment. The Journey program is estimated to provide approximately 5,000 rides per year at an estimated annual cost of \$73,150.

To facilitate the needs of our residents outside of fixed-route operating hours (Monday through Saturday from 8 to 9 a.m. and 5 to 10 p.m. and 8 a.m. to 5 p.m. on Sunday), the Transportation Division has had preliminary conversations with Lyft rideshare to provide on-call transportation services to all residents. The concept is to have rides available to residents within 10 minutes during these hours without having to make an advanced reservation. To facilitate the proposed program, it is recommended that the board authorize the Transportation Division to commence formal negotiations with Lyft rideshare.

The proposed program would be named “Boost,” with rides arranged by using a mobile application or calling the Transportation Division. There would be no charge to the resident as long as the trip stays within the Village transportation system boundaries. The estimated cost for the Boost service would be approximately \$70,000 based on 10,000 rides annually.

The total cost of the proposed Plan-A-Ride system consisting of both the Journey and Boost programs is estimated to be \$143,150, which would be a decrease of \$192,950 from the current plan-a-ride system operating cost of \$336,100.

## Tours and Excursions

The Transportation Division currently provides shuttle services for a number of Village programs, including destination shopping, docent tours, Recreation Department excursions and other special events throughout the year. These tours and excursions are popular and cost approximately \$21,000 per year to operate.

## **FINANCIAL ANALYSIS**

The total 2020 operating budget for the Transportation Division is \$1,935,817, including staffing of 16.57 FTE bus drivers, 5 FTE support staff and various administrative costs. Additionally, the budget includes \$696,728 for allocated expenses, which covers the estimated cost of maintenance, fuel and overhead.

The proposed transportation system with expansion of fixed routes, scaling of the Plan-A-Ride program and provision of after-hours Lyft services is designed and projected to cost \$1,904,247 in 2020 and be funded within the approved 2020 budget as outlined below.

**Table 1**  
**Cost Comparison: Current Transportation Program with Proposed Program**

Program Component	Approved 2020	Proposed 2020	Difference
Fixed-route	496,000	651,000	155,000
30-minute break: Neighborhood, wellness routes	0	(43,570)	(43,570)
Plan-a-ride	336,100	0	(336,100)
Journey (paratransit)	0	73,150	73,150
Boost (after-hours service) *	0	70,000	70,000
Tours and excursions *	21,000	21,000	0
Allocated expenses (fleet/fuel)	696,728	746,728	50,000
Admin/Schedulers/Training	385,989	385,989	0
Total	1,935,817	1,904,247	(31,570)

*\* Note: Boost on-call transportation service and tours/excursions are identified as potential shared cost programs to be reviewed by GRF Alternative Revenue and Cost Sharing Task Force.*

Any service enhancement beyond this level would result in the need for additional funding.

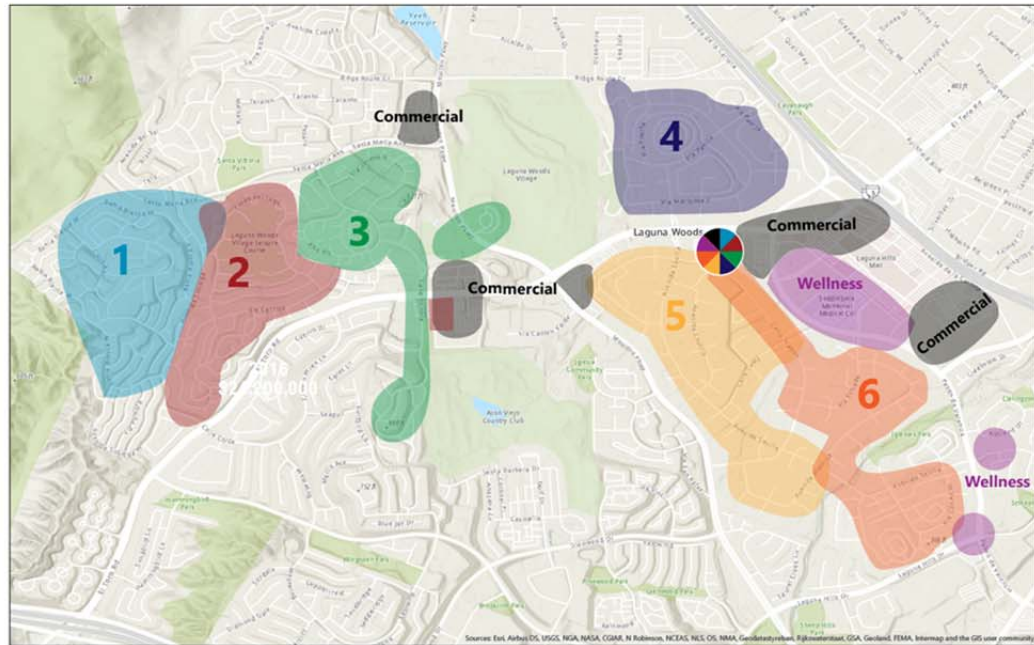
**Prepared By:** Chris Laugenour, Sr. Transportation & Maintenance Manager  
**Reviewed By:** Siobhan Foster, COO

**Committee Routing:** Mobility & Vehicles Committee

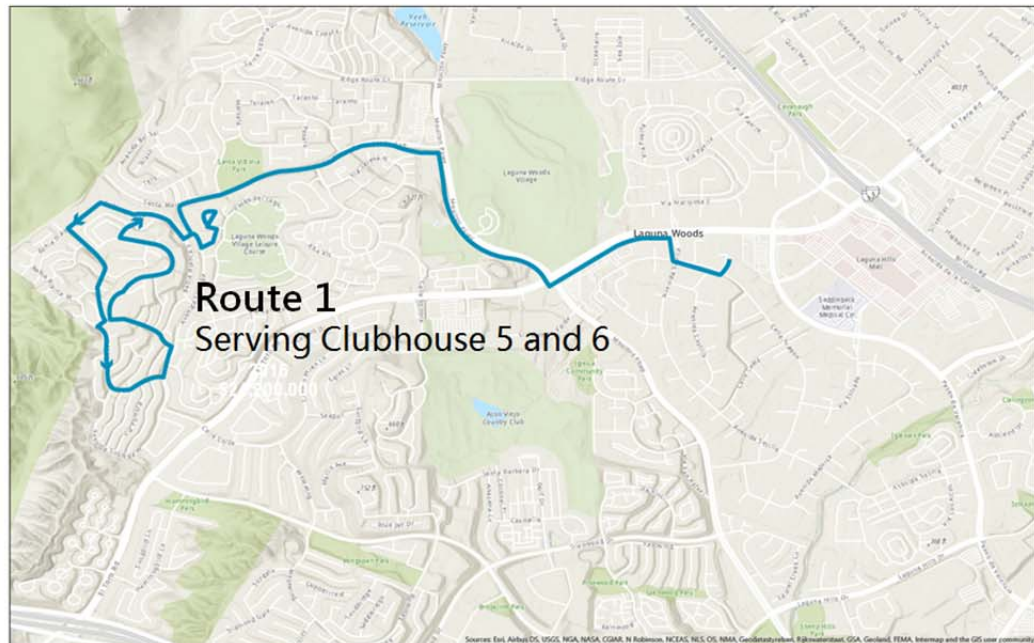
## **ATTACHMENT(S):**

ATT-1: Proposed Fixed Route Maps

## Fixed Route Recommendations

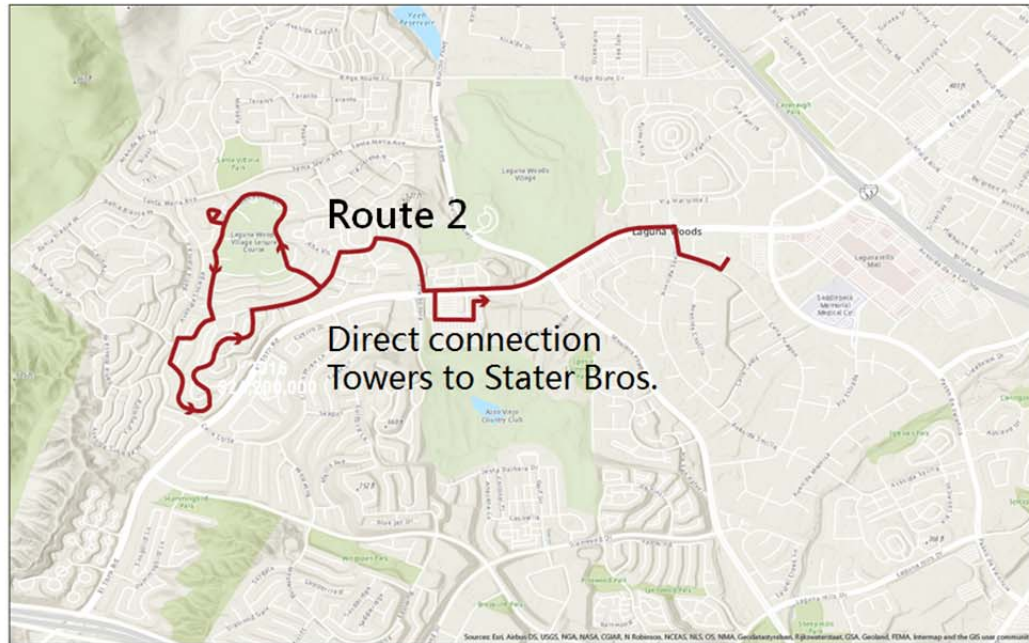


## Fixed Route Recommendations

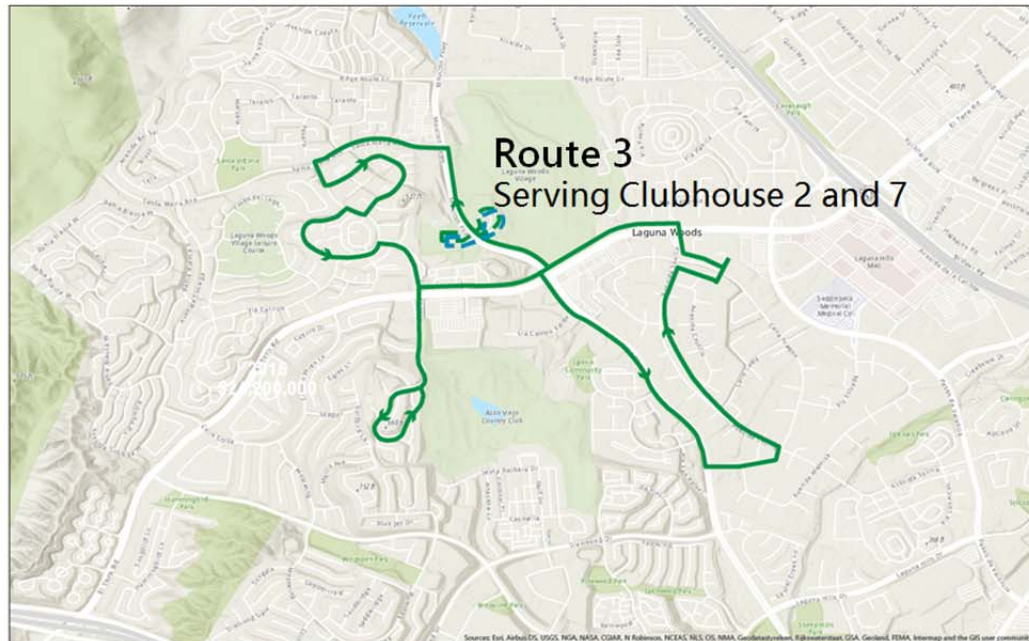




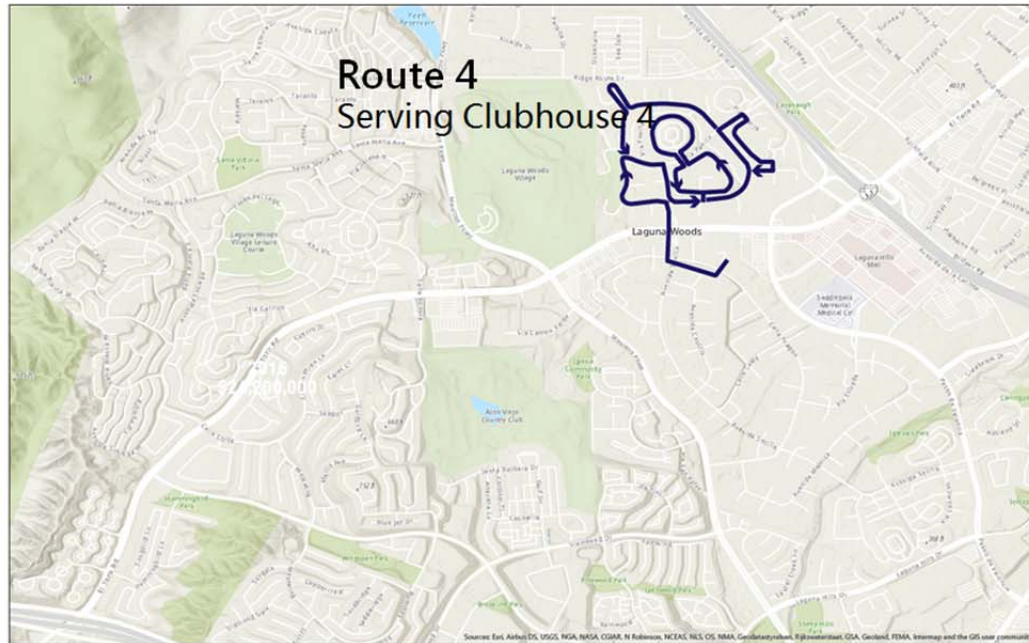
## Fixed Route Recommendations



## Fixed Route Recommendations



## Fixed Route Recommendations

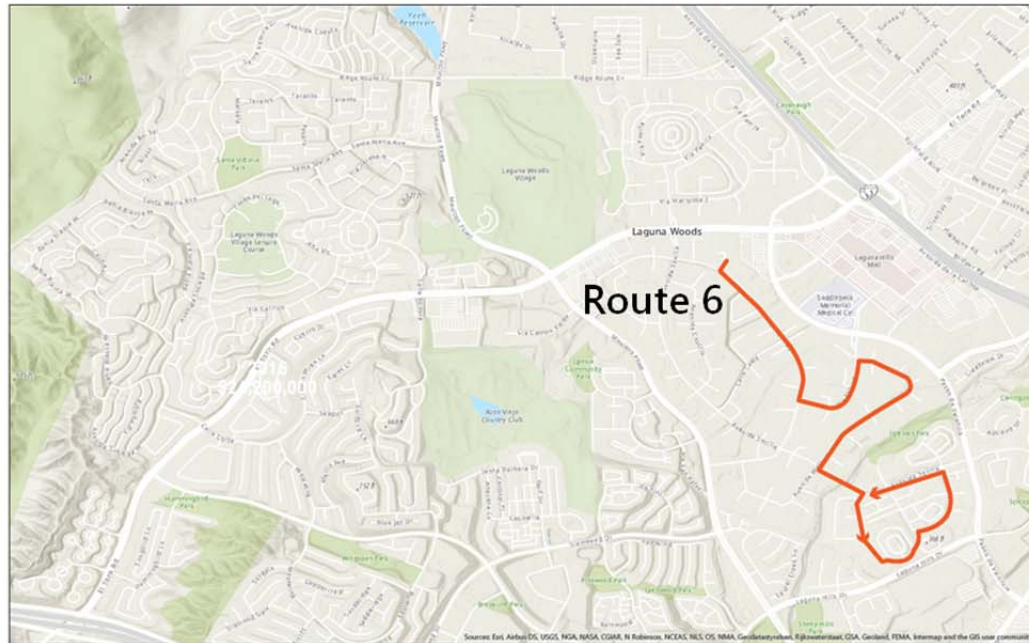


## Fixed Route Recommendations

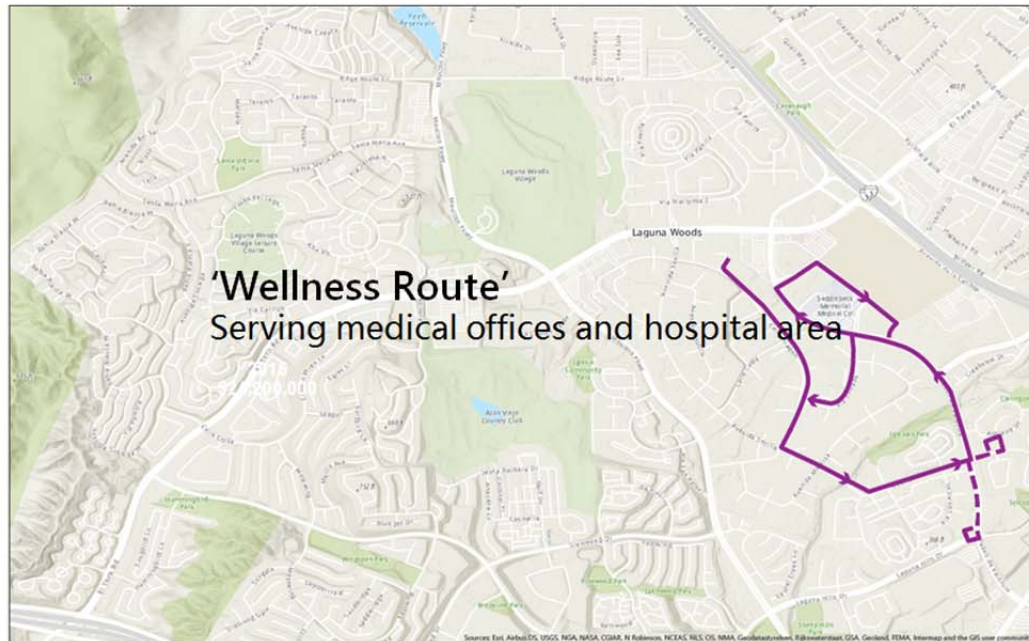




## Fixed Route Recommendations

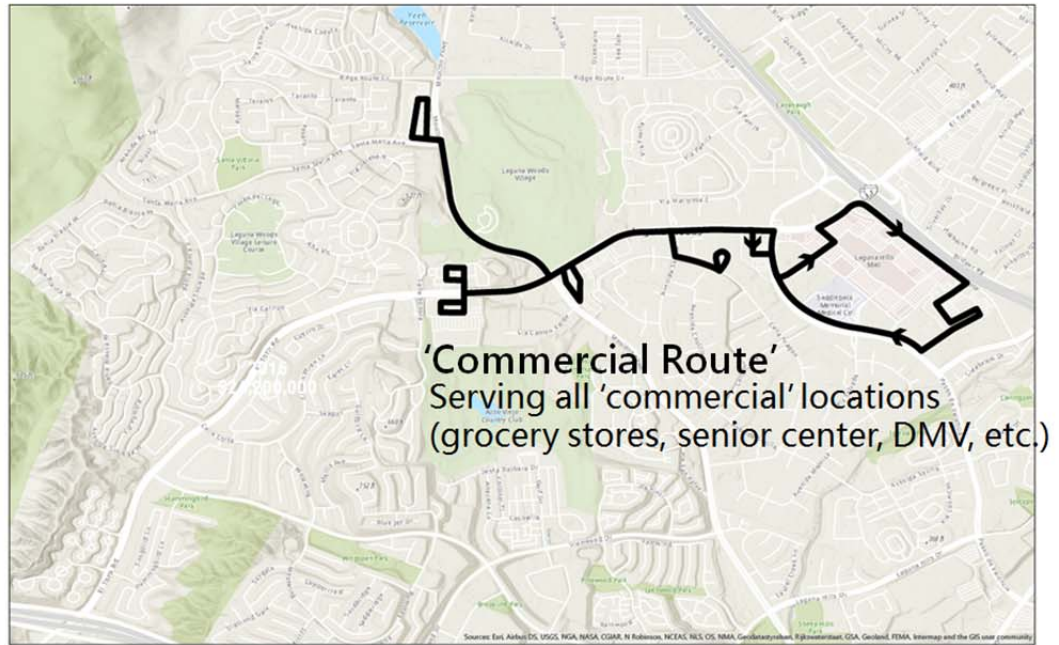


## Fixed Route Recommendations

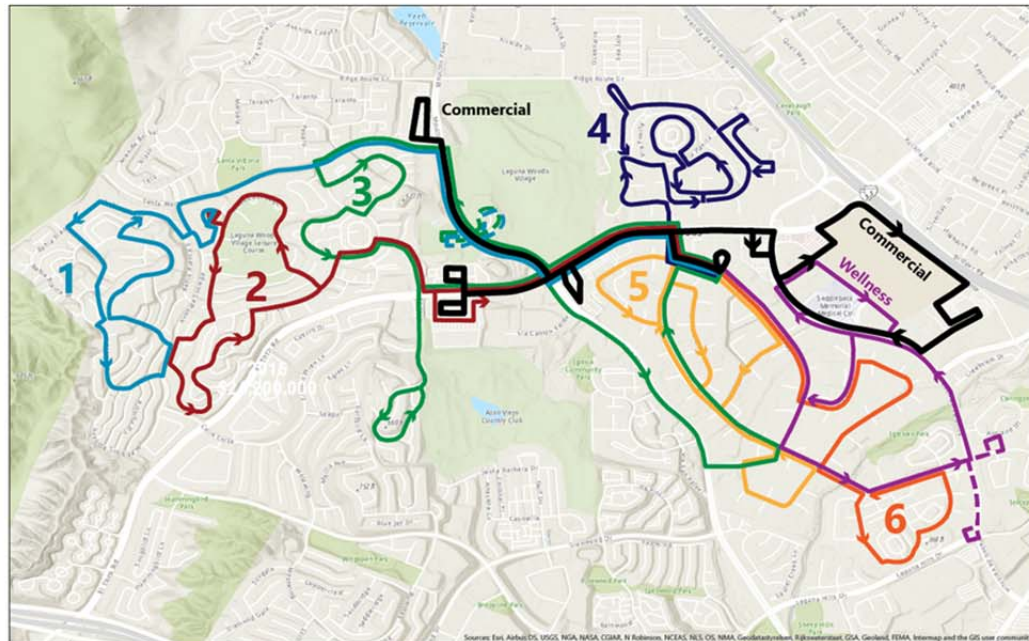




## Fixed Route Recommendations



## Fixed Route Recommendations



this page intentionally left blank

## Financial Report

As of September 30, 2019



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$23,249
Non-assessment Revenue	\$10,314
Total Revenue	\$33,563
Total Expense	\$31,195
Net Revenue/(Expense)	\$2,368

1

## Financial Report

As of September 30, 2019



INCOME STATEMENT OPERATING FUND w/o Depreciation or Unrealized Gain / (Loss) (in Thousands)	ACTUAL
Assessment Revenue	\$21,071
Non-assessment Revenue	\$6,540
Total Revenue	\$27,611
Total Expense	\$27,742
Operating Surplus	(\$131)

2

## Financial Report

As of September 30, 2019

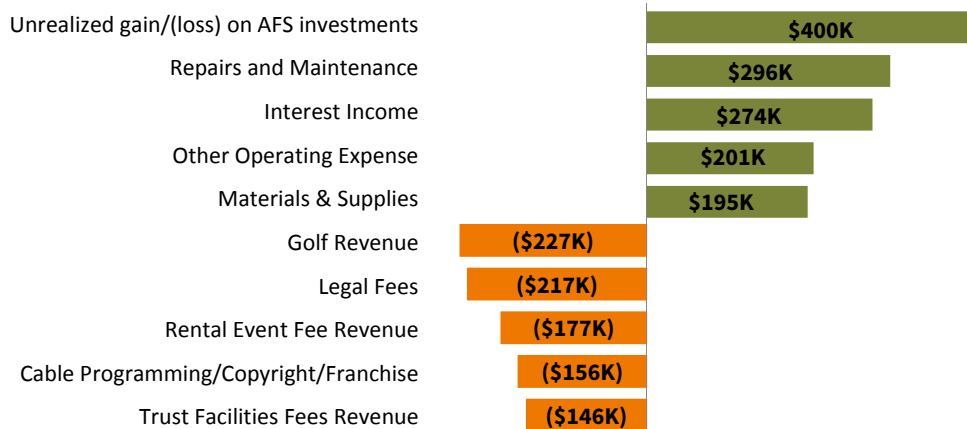


INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE
Assessment Revenue	\$23,249	\$23,249	\$0
Non-assessment Revenue	\$10,314	\$10,206	\$108
Total Revenue	\$33,563	\$33,455	\$108
Total Expense	\$31,195	\$31,532	\$337
Net Revenue/(Expense)	\$2,368	\$1,923	\$445

3

## Financial Report

As of September 30, 2019



Unfavorable Favorable

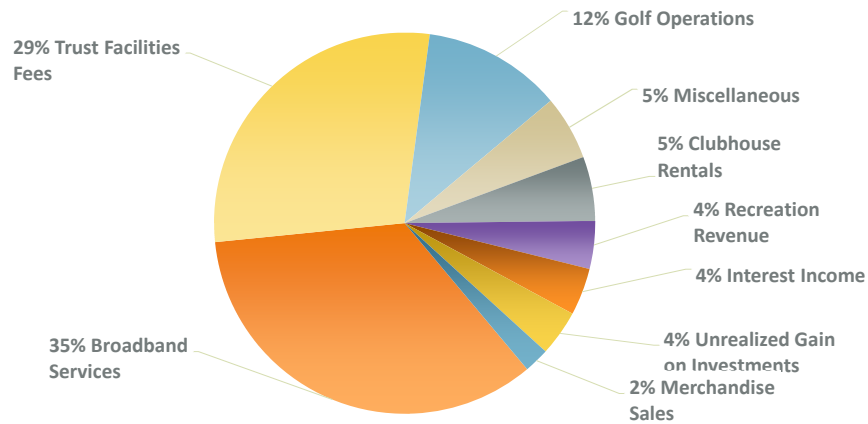
4

## Financial Report

As of September 30, 2019



### Total Non Assessment Revenues \$10,314,000

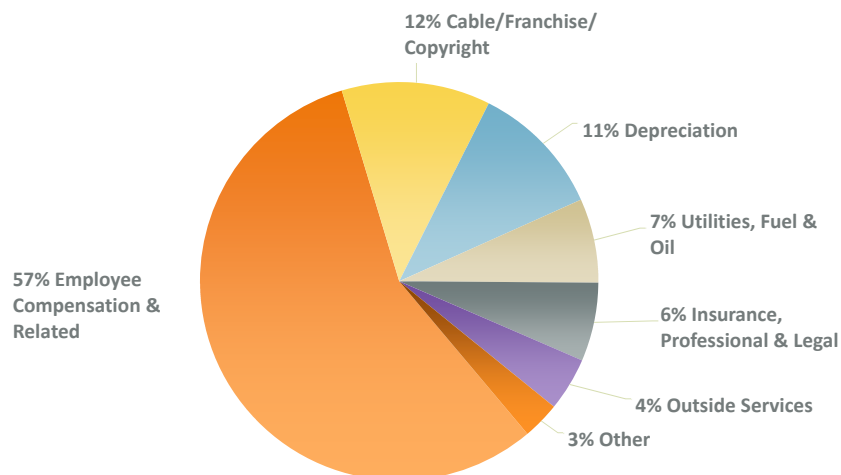


5

## Financial Report

As of September 30, 2019

### Total Expenses \$31,194,790



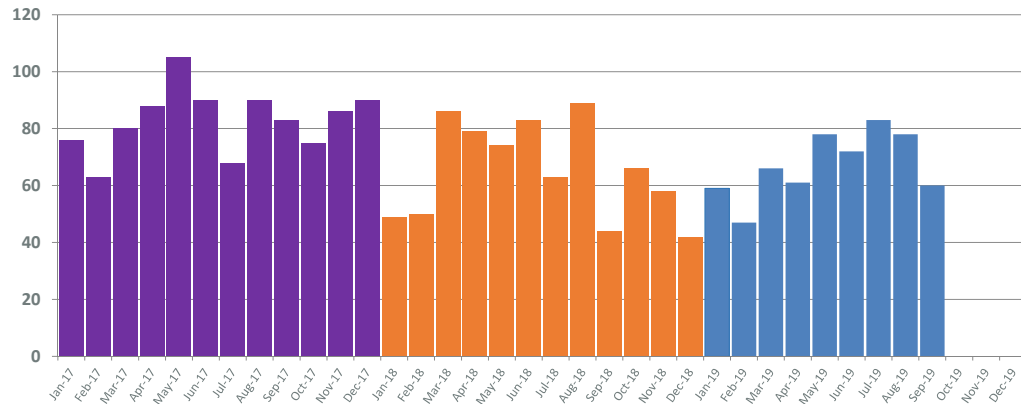
6

## Financial Report

As of September 30, 2019



### RESALE HISTORY - Consolidated



7

## Financial Report

As of September 30, 2019



FUND BALANCES (in Thousands)	ENDING BALANCES	WORK IN PROGRESS	ADJUSTED BALANCES
Equipment	\$5,525	\$2,772	\$2,753
Facilities	18,201	5,071	13,130
Contingency	679	92	587
Trust Facilities Fee	6,231	0	6,231
<b>TOTAL</b>	<b>\$30,636</b>	<b>\$7,935</b>	<b>\$22,701</b>

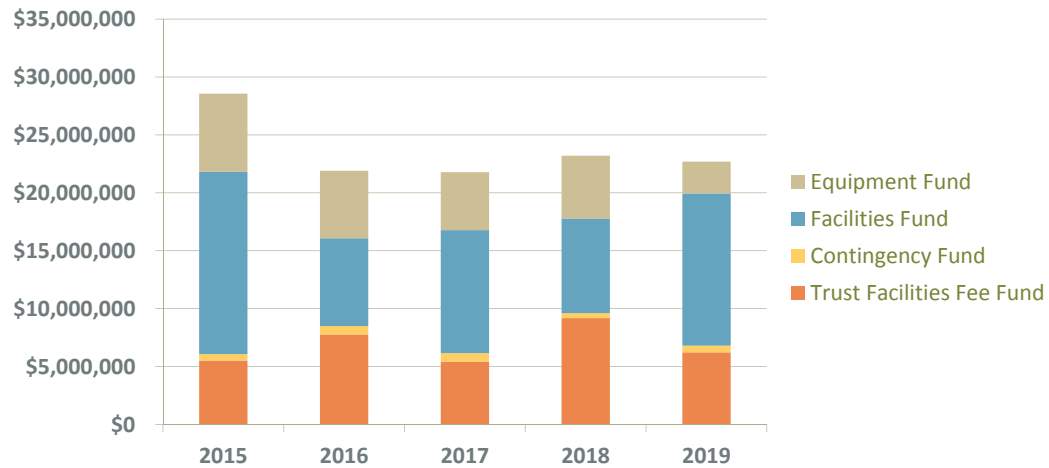
8

## Financial Report

As of September 30, 2019



### ADJUSTED FUND BALANCES



9

## Financial Report

As of September 30, 2019



### FUND ENCUMBRANCES

(in Thousands)

	TOTAL APPROPRIATIONS	REMAINING ENCUMBRANCE
Aquatics & Fitness	\$636	\$300
Broadband Services	1,075	191
Clubhouses	6,532	5,358
Computers	1,605	554
Community Center	2,705	1,370
Energy Projects	978	110
Garden Centers	400	58
Golf Facilities	1,299	771
Other Equipment	390	180
Other GRF Facilities	1,342	764
Paving	1,995	923
Pickleball	850	46
Security	2,727	1,761
Vehicles	1,879	680
<b>TOTAL</b>	<b>\$24,413</b>	<b>\$13,066</b>

10

**Golden Rain Foundation of Laguna Woods**  
**Statement of Revenues & Expenses - Preliminary**  
**9/30/2019**  
(\$ IN THOUSANDS)

		CURRENT MONTH			YEAR TO DATE			PRIOR YEAR	ANNUAL
		ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET
<b>Revenues:</b>									
<b>Assessments:</b>									
1	Operating	\$2,341	\$2,341		\$21,071	\$21,071		\$20,468	\$28,094
2	Additions to restricted funds	242	242		2,178	2,178		2,292	2,904
3	<b>Total assessments</b>	<u>2,583</u>	<u>2,583</u>		<u>23,249</u>	<u>23,249</u>		<u>22,761</u>	<u>30,998</u>
<b>Non-assessment revenues:</b>									
4	Trust facilities fees	353	345	7	2,960	3,106	(146)	2,820	4,141
5	Golf green fees	110	135	(25)	1,037	1,213	(176)	1,122	1,618
6	Golf operations	20	25	(5)	177	228	(51)	224	304
7	Merchandise sales	32	24	8	221	215	6	230	287
8	Clubhouse rentals and event fees	104	77	27	563	740	(177)	648	1,007
9	Rentals	10	8	2	95	73	22	77	97
10	Broadband services	410	399	11	3,561	3,592	(32)	3,554	4,790
11	Interest income	42	16	27	414	140	274	380	186
12	Unrealized gain/(loss) on AFS investments	46		46	400		400		
13	Miscellaneous	92	100	(8)	887	899	(12)	850	1,190
14	<b>Total non-assessment revenue</b>	<u>1,220</u>	<u>1,129</u>	<u>91</u>	<u>10,314</u>	<u>10,206</u>	<u>108</u>	<u>9,906</u>	<u>13,620</u>
15	<b>Total revenue</b>	<u>3,803</u>	<u>3,712</u>	<u>91</u>	<u>33,563</u>	<u>33,455</u>	<u>108</u>	<u>32,667</u>	<u>44,618</u>
<b>Expenses:</b>									
16	Employee compensation and related	1,894	1,931	38	17,568	17,656	87	17,234	23,560
17	Materials and supplies	131	147	17	1,199	1,394	195	1,360	1,846
18	Cost of goods sold	20	16	(4)	138	145	7	147	193
19	Community Events	31	32		356	313	(43)	259	423
20	Utilities and telephone	221	200	(21)	1,763	1,748	(16)	1,822	2,247
21	Fuel and oil	49	37	(12)	401	330	(71)	381	440
22	Legal fees	54	31	(22)	500	283	(217)	562	378
23	Professional fees	4	56	52	486	517	30	524	706
24	Equipment rental	18	18		159	170	11	172	226
25	Outside services	142	158	15	1,348	1,277	(70)	1,301	1,692
26	Repairs and maintenance	65	116	51	435	730	296	550	931
27	Other Operating Expense	35	70	36	392	593	201	493	808
28	Income taxes		2	2	1	19	18	1	25
29	Property and sales tax	3	8	5	99	69	(30)	72	92
30	Insurance	102	110	8	949	994	45	941	1,325
31	Cable Programming/Copyright/Franchise	497	410	(87)	3,851	3,694	(156)	3,818	4,926
32	Investment expense		3	3	23	31	8	36	41
33	Net Allocation to Mutuals	(205)	(203)	1	(1,868)	(1,787)	82	(1,846)	(2,390)
34	Uncollectible Accounts		2	2	5	19	14	8	25
35	(Gain)/loss on sale or trade		(6)	(6)	4	(51)	(54)	144	(68)
36	Depreciation and amortization	369	369		3,388	3,388		3,694	3,388
37	<b>Total expenses</b>	<u>3,429</u>	<u>3,509</u>	<u>80</u>	<u>31,195</u>	<u>31,532</u>	<u>337</u>	<u>31,674</u>	<u>40,815</u>
38	<b>Excess of revenues over expenses</b>	<u>\$374</u>	<u>\$203</u>	<u>\$171</u>	<u>\$2,368</u>	<u>\$1,924</u>	<u>\$445</u>	<u>\$993</u>	<u>\$3,802</u>



Golden Rain Foundation operations were better than budget by \$445K as of September 30, 2019, primarily due to an accounting entry to recognize an unrealized gain on investments. Explanations are provided herein for categories with significant variance to budget.

## REVENUE

- **Trust Facilities Fees Line 4** – (\$146K) Unfavorable variance due to fewer manors sold. To date, revenue generated from the \$5,000 transfer fee is 5% lower than budgeted.
- **Golf Operations Lines 5 and 6** – (\$227K) Unfavorable variance due to an overstated revenue budget. Also, fewer rounds on the courses and less driving range usage were caused by inclement weather in Q1. Besides closures, play drops significantly when golfers are limited to cart paths. Revenue in the second and third quarter is in line with historical averages and the 2020 budget was reduced.
- **Clubhouse Rentals & Event Fees Line 8** – (\$177K) Unfavorable variance due to an overstated budget for rental income and event fees at several clubhouses, including Clubhouse 5 and Performing Arts Center. Revenue-to-date is consistent with historical averages; the 2020 budget was reduced.
- **Interest Income Line 11** – \$274K Favorable variance due to higher investment balances.
- **Unrealized Gain/(Loss) on AFS Investments Line 12** – \$400K Favorable variance due to reporting of Unrealized Gain/(Loss) on Available for Sale Investments at each quarter end, which will fluctuate. Unrealized Gain reflects favorable investment market conditions at September 30, 2019.

## EXPENSE

- **Materials and Supplies Line 17** – \$195K Favorable variance due to lower expenditures throughout the organization, including M&C, fleet maintenance and recreation.
- **Legal Fees Line 22** – (\$217K) Unfavorable variance due to more legal activity than anticipated.
- **Repairs and Maintenance Line 26** – \$296K Favorable variance due to less expense for annual software maintenance and an overstated budget for fire alarm inspection and repair; the 2020 budget has been adjusted. To a lesser extent, less use of building repair contingency contributed to the variance.
- **Other Operating Expense Line 27** – \$201K Favorable variance due to the timing of pest control invoices, which will be paid in October. Further, less expense in recruitment, training, safety and postage to date; budgets are based on trends which may vary.
- **Cable Programming/Copyright/Franchise Line 31** – (\$156K) Unfavorable variance due to higher programming fees than budgeted; a contingency was not budgeted for contract renewals.

this page intentionally left blank



**FINANCE COMMITTEE MEETING  
REPORT OF THE REGULAR OPEN SESSION**

Wednesday, October 23, 2019 – 1:30 p.m.  
Laguna Woods Village Community Center Board Room, 24351 El Toro Road

**MEMBERS PRESENT:** Diane Phelps, Chair; Beth Perak, Annette Soule (for English), Bunny Carpenter (for Pearlstone), Sue Margolis, Elsie Addington, Alfred Amado; Advisor: Greg Corigliano

**MEMBERS ABSENT:** Pat English, Steve Parsons, Jon Pearlstone, Advisor: Shaun Tumpane

**STAFF PRESENT:** Betty Parker, Steve Hormuth, Christopher Swanson

**OTHERS:** UNITED – Juanita Skillman

**Call to Order**

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

**Approval of Meeting Agenda**

A motion was made and carried unanimously to approve the agenda with the following addition:

- Purchasing Task Force Ad Hoc Committee

**Approval of the Regular Meeting Report of August 21, 2019**

A motion was made and carried unanimously to approve the report as written with the revision of Clubhouse 1 to Clubhouse 2.

**Chair Remarks**

Director Phelps introduced new members of the committee, including Sue Margolis and Elsie Addington for United. She also thanked Greg Corigliano and Shaun Tumpane for serving as her appointed advisors and noted that further changes will be made to the committee after the GRF organizational meeting in early November.

The chair also provided an update on the progress of Alternative Revenue and Cost Sharing Task Force, noting that research continues on ideas that were identified with priority. Most recently, effort has been given to address rumors stemming from early brainstorming sessions, especially as it relates to potential land sales or development.

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

None.

### **Department Head Update**

Betty Parker, Chief Financial Officer, provided an overview of the October 1 insurance renewal process and difficulties faced in current market conditions for property and casualty lines. Special board meetings were held on October 22, 2019 to address renewal costs that exceeded rate assumptions included in the operating budget. Ms. Parker outlined next steps which will include payment of invoices and contracting for a re-assessment of property values, as requested by several underwriters.

### **Review Preliminary Financial Statements dated September 30, 2019**

The committee reviewed and commented on the financial statements dated September 30, 2019 and questions were addressed.

### **2019 Third Quarter Year End Projections**

The committee reviewed the 2019 Third Quarter Year End Projections for GRF. Staff was asked to provide future projections with a designation between operating and reserve funds.

### **2020 Fee Update – Additional Occupant Fee**

The committee reviewed a staff report recommending an increase in the GRF Additional Occupant Fee.

A motion was made and carried unanimously to recommend the Board increase the GRF Additional Occupant Fee, from \$90 to \$100 per month per additional occupant over two, to be effective January 1, 2020.

### **2020 Fee Update – Chargeable Services Late Fee**

The committee reviewed a staff report recommending an increase in the GRF Late Charge for Fines, Fees and Chargeable Services.

A motion was made and carried unanimously to recommend the Board increase the GRF Charge for Fines, Fees and Chargeable Services, from \$10 to \$35 per month of delinquency.

Director Margolis requested that a similar fee increase be reviewed at the next United Finance Committee meeting on November 26, 2019.

### **Revisions to GRF Investment Policy**

The committee reviewed revisions to the current investment policy, to allow investment grade bond holdings and transitioning to a portfolio of index funds, as recommended by the Investment Task Force.

A motion was made and carried unanimously to recommend revising the Golden Rain Foundation Investment Policy to allow bond holdings at investment grade ratings and directing SageView to proceed with conversion from individual holdings to an index fund portfolio.

The Committee requested further clarification from SageView on how they will treat index funds that contain bonds rated lower than Baa3/BBB-/BBB- by Moody's/S&P/Fitch.

### **2020 Fee Policy Update – Recreation Pricing Policies**

The committee reviewed a staff report recommending an increase in Recreation pricing policies.

A motion was made and carried unanimously to recommend the board approve the updated pricing policies to reflect fee changes that will take effect January 1, 2020. Staff was asked to verify the size assumption for tree plots and revise the fee if needed.

### **Purchasing Task Force Ad Hoc Committee**

Discussion ensued regarding recent purchasing manual updates that will require revisions to the board-approved Purchasing Policy.

A motion was made and carried unanimously to recommend the formation of a Purchasing Ad Hoc Committee, to include special legal counsel review of proposed contract and policy changes.

### **Committee Member Comments**

Committee members thanked Director Phelps for her years of service as GRF Treasurer and complimented her for an effective meeting.

### **Date of Next Meeting**

Wednesday, December 18, 2019 at 1:30 p.m.

### **Adjournment**

The meeting recessed to closed session at 3:03 p.m.

**DRAFT**

---

Diane Phelps, Chair

this page intentionally left blank



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

**Wednesday, October 9, 2019 – 9:30 A.M.  
Laguna Woods Village Community Center, Board Room  
24351 El Toro Road**

**MEMBERS PRESENT:** Jim Matson - Chair, Don Tibbetts, Richard Palmer, John Frankel, Bunny Carpenter, Sue Margolis, Carl Randazzo

**ADVISORS PRESENT:** None

**MEMBERS ABSENT:** Ryna Rothberg and Advisor John Luebbe

**OTHERS PRESENT:** Cush Bhada, Joan Milliman, Bert Moldow, Beth Perak

**STAFF PRESENT:** Ernesto Munoz – Staff Officer, Laurie Chavarria, Chief Tim Moy

**1. Call to Order**

Chair Matson called the meeting to order at 9:32 a.m.

**2. Acknowledgement of Media**

Chair Matson noted no members of the media were present.

**3. Approval of the Agenda**

The agenda was approved as written.

**4. Approval of Meeting Report for August 14, 2019**

The meeting report for August 14, 2019, was approved as written.

**5. Chair's Remarks**

Chair Matson had no comments.

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

There were no member comments.

## **7. Department Head Update**

Staff Officer Ernesto Munoz spoke briefly about the special Village Energy Task Force meeting that will be held on October 18, 2019.

### **Consent:**

*All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.*

The Project Log was pulled for discussion.

## **8. Project Log**

Item #3 PAC Renovation Maintenance Upgrades: Directors Randazzo and Frankel asked about the status of the PAC renovation bid process and coordination with the City of Laguna Woods.

Item #4 Community Center HVAC & Controls Upgrade – Director Randazzo commented on the commissioning of the equipment.

Item #16 GRF Paving & Sealcoat Program with Concrete Repairs – Director Matson commented on the work near Avenida Sosiega.

Item #18 Tennis Center Building Improvements – Director Palmer commented on the alternative bid item for indirect evaporative cooling.

Completed Community Center EV Charging Station Project – Director Margolis asked about the rebate.

Completed Pickleball & Tennis Center Courts – Director Matson asked if there was any negative feedback since the project has been completed.

Staff Officer Ernesto Munoz responded to all questions and comments.

### **Reports:**

## **9. Gate 11 Security Improvement Project**

Security Chief Tim Moy summarized the report and answered questions from the Committee.



Discussion ensued regarding combining the gate security project for both Gate 10 11; conflicts with acquiring the Santa Maria roadway; and benefits of the security improvements.

A motion was made an unanimously approved to recommend the Board authorize Gate 11 to be added to the current scope of work for the Gatehouse Renovation Project and that a supplemental appropriation be approved in the amount of \$110,000 from the Facilities Fund for Gate 11 Renovations and \$80,000 from the Equipment Fund for Gate Access System Technology for a total of \$190,000.

#### **10. Set Pricing for Level 3 EV Charging Stations at the Community Center**

Staff Officer Ernesto Munoz summarized the report and answered questions from the Committee.

Discussion ensued regarding adaptors for Tesla charges; usage of the new chargers; charging stations will be seen as amenity for future home buyers and existing residents with electric vehicles; how to monitor electricity rates and address any changes to the current rate.

By consensus, staff was directed to bring information to a future meeting regarding the costs and feasibility of purchasing an adaptor that will allow Tesla vehicles to use the Level-III charging stations.

A motion was made to recommend the Board accept the pricing of the new Chargepoint Level-III electric vehicle chargers at \$0.25 per kWh for residents and \$0.40 kWh for the public, while keeping the pricing at no charge for GRF's fleet vehicles. Additionally parking at Level-III stations will be set at two dollars per hour after the first sixty minutes, for both residents and the general public.

#### **11. Service Agreement for Commissioning of Community Center by MelRok Energy**

Staff Officer Ernesto Munoz summarized the report and answered questions from the Committee.

Discussion ensued regarding the monthly cost for the monitoring service; the purchasing policy regarding competitive bids; cost effectiveness; and how Pomona College uses this AI technology from MelRok Energy

A motion was made to recommend the Board enter into a month to month service agreement not to exceed \$6,300 which includes one year of monitoring service and a onetime fee for the setup and configuration of this system. The service agreement will begin after the commissioning of the new EMS and HVAC equipment has been completed and due to the proprietary equipment provided by the vendor, staff is authorized to sole source this contract to MelRok Energy. By a vote of 5/1/0 (Director Tibbetts Opposed) the motion carried.

Funding for this work would be provided from the existing appropriation for Miscellaneous Projects in the 2019 Capital Plan, to be paid from the Facilities Fund.

**Items for Future Agendas:**

- Clubhouse 1 Assessment Report & Presentation (February 2020)
- EV Charging Stations at GRF Facilities (General Services)

**Concluding Business:**

**Committee Member Comments**

- There were no committee member comments.

**Date of Next Meeting: December 11, 2019**

**Adjournment:**

The meeting was recessed at 11:17 am.

  
\_\_\_\_\_  
Jim Matson, Chair

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

**Wednesday, October 2, 2019 – 2:30 p.m.  
Laguna Woods Village Community Center Board Room  
24351 El Toro Road, Laguna Woods, CA 92637**

**MEMBERS PRESENT:** Ray Gros-Chair, Don Tibbets, Judith Troutman, Jon Pearlstone, John Frankel, Elsie Addington, John Dalis

**ADVISORS:** Vashti Williams

**MEMBERS ABSENT:** Andre Torng

**OTHERS PRESENT:** Diane Phelps, Bert Moldow, Jim Matson, Annette Sabol, Joan Milliman, Beth Perak

**STAFF PRESENT:** Chris Laugenour, Francisco Perez, Tiffany Rivas, Elizabeth Cortez, Siobhan Foster, Ellyce Rothrock, Becky Jackson

**1. Call to Order**

Chair Gros called the meeting to order at 2:32 p.m.

**2. Acknowledgment of Media**

Media present- meeting recorded for future reference.

**3. Approval of the Agenda**

The agenda was approved by consensus.

**4. Approval of Meeting Report for August 7, 2019**

The Regular Meeting Report of August 7, 2019 was approved by consensus.

**5. Chair's Remarks**

Chair Gros addressed to the audience that he is impressed with the report and stated that a lot of resident questions and concerns will be answered in the final recommendations. He also informed the audience that a special meeting will be held at the end of month.

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

Larry Irion: Discussed PAR software and that the software incorrectly confirms rides. Also suggested schedulers get educated on Laguna Woods routes.

Suellen Zima (823-D): Discussed PAR and asked the committee to have PAR vehicles enter cul-de-sacs in the evening.

David Kay: Asked the committee how long it will take to go over the report.

Shirley Niederkorn: Commented on her bus experience with a bus transfer and advised the audience to have a positive mindset while riding the buses.

## **7. Response to Member Comments**

Director Troutman: Addressed Larry Irion and advised him of the bus schedules available at the front desk.

Francisco Perez: Addressed the issue of some cul-de-sacs not being accessible to LW transportation vehicles.

Director Troutman: Added that with the different vehicles in transportation some buses can fit in cul-de-sacs and some cannot.

### **Consent:**

None

### **Reports:**

## **8. Transportation & Maintenance Manager's Reports**

Chris Laugenour highlighted that ridership decreased in August 2019. The decrease of PAR ridership could be due to the challenge with the telephone system. The telephone system is currently being looked into by IT department. In addition, Mr. Laugenour addressed to the audience that a special M & V meeting will be held on October 29, 2019. The purpose of this meeting is to present staff formal recommendations after reviewing recommendations from Fehr & Peers and receiving input from Committee members and residents.

### **Items for Discussion and Consideration:**

## **9. Transportation Study Final Report - Fehr and Peers**

Director Dalis: Thanked Jeremiah for the report.

Director Addington: Asked if commercial bus routes that travel through the neighborhood will be picking up residents on sidewalks.

Director Frankel: Spoke about his concern with cancelations and asked what the cost of cancelations is and if there should be a policy developed.

Director Pearlstone: Spoke about ridership satisfaction as it correlates to user understanding.

Director Tibbets: Asked how residents will be qualified for the new PAR system.

Ms. Williams: Spoke about the past LYFT program and Bus Buddy Program.

Suellen Zima: Spoke about evening bus transportation system.

Bert Moldow: Suggested to the committee a call back system might be a solution for cancelations. He also suggested that Aldi's shopping center to be a central transfer point.

David Kay: Spoke positively about the recommendations. He suggested a separate phone line for calls for request stops.

Jeanne Rudy: Thanked Jeremiah for the report. Spoke about her challenges with getting through to the transportation line. In addition, she spoke about her concern with not being eligible for PAR under the new guidelines.

**Items for Future Agendas:**

**10. Bus Policy Updates – Use by Non-Profit Agencies**

**11. ADA Policy Review**

**Concluding Business:**

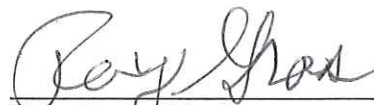
**12. Committee Member Comments**

**13. Special Meeting Date – Tuesday October 29, 2019**

**14. Date of Next Meeting – Wednesday December 4, 2019 1:30 PM**

**15. Adjournment**

The meeting was adjourned at 4:12 p.m.



Ray Gros, Chair  
GRF Mobility & Vehicles Committee

this page intentionally left blank



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

The Regular Meeting of the Security and Community Access Committee was held on Monday, October 28, 2019 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

**MEMBERS PRESENT:** Don Tibbetts – Chair, Pat English, Ray Gros, Neda Ardani, Elsie Addington, Ralph Engdahl, and Steve Parsons

**ADVISORS PRESENT:** Larry Cunningham and Frank Tybor

**OTHERS PRESENT:** Robert Mutchnick, Diane Phelps, Lynn Jarret, John Frankel, and Beth Perak

**STAFF PRESENT:** Tim Moy, Barbara Bridges, and Debbie Ballesteros

**CALL TO ORDER**

Don Tibbetts, Chair, called the meeting to order at 1:32 p.m.

**ACKNOWLEDGEMENT OF PRESS**

The Media was not present.

**APPROVAL OF AGENDA**

By way of consensus, the Committee approved the agenda as presented.

**APPROVAL OF MEETING REPORT**

By way of consensus, the Committee approved the August 26, 2019 meeting report as presented.

**CHAIRMAN'S REMARKS**

Chair Tibbetts stated that he recently had a situation where he encountered a lady sprawled on his front lawn who stated that she lived there. He waived down a Security Officer who then called paramedics. He commented that it's a really good feeling to know how fast the response is to get help here.

**MEMBER COMMENTS ON NON-AGENDA ITEMS**

None

**REPORTS**

**Gate Access Update**



Chief Moy updated the Committee on the Gate Access Project. He explained that on August 26, 2019, a staff report was submitted to this Committee regarding Gate 11. It was endorsed and went to the Maintenance & Construction Committee where it was approved. In November, the staff report will be going to the GRF Board to get approved. Once it gets approved, Gate 11 will be the last gate to get the gate arms and conclude the Gate Access Project.

#### **Disaster Preparedness Task Force Report**

Chief Moy informed the Committee about the Great California Shakeout on Thursday, October 17, 2019. Good Neighbor Captains donned their vests and went around their buildings and neighborhood to check on their neighbors, filling out the injury and building damage forms.

Once they were done filling out the forms, they dropped them off at the closest Care and Reception Centers (CRC). There was a CRC Coordinator and a Ham Radio Operator who passed on any emergency information to the Emergency Operations Center (EOC) who were having tabletop exercises with a scenario with injects.

#### **RV Update**

Chief Moy stated that in the past, the RV lots were always full with a long waiting list. However, once staff audited the assigned spaces, they found many illegal occupants who had their RV's in lots. With time, staff has cleaned the database and now there are spaces available for any new residents.

#### **Noteworthy Incidents**

Chief Moy explained they are monitoring the fires occurring across the state. He has a great relationship with the Orange County Sheriff's Department who will send emails and alerts in the event of a fire close to Laguna Woods Village.

Chief Moy informed the Committee that recently, there was a missing person report. The caregiver was out and about looking for the missing person. One of the neighbors came forward and told Security what the missing person was last wearing and what they look like. The information was broadcast to all the Security Division including the Gate Ambassador's.

The Gate Ambassador working the gate closest to the missing person's manor heard the broadcast and kept a watchful eye on the area. The GA saw someone that fit the description of the missing person and brought him to the Gatehouse. He called Security who responded and was able to reunite the missing person with their caregiver.

#### **Security Statistics**

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

Chief Moy explained that there were a few Grand Thefts, however, they were a bicycle, jewelry making supplies, and even a vehicle (unlocked and the key was on the floor under the driver's seat).



## **ITEMS FOR DISCUSSION AND CONSIDERATION**

### **Vehicle Decals**

Chief Moy presented the Vehicle Decals. He informed the Committee that since Gate 11 is still without the gate arms, staff is recommending that the vehicle decal be issued for 2020 but to discontinue the program beginning 2021.

Director English made a motion to approve the Vehicle Decals. Director Gros seconded the motion.

By a unanimous vote, the motion carried.

## **ITEMS FOR FUTURE AGENDAS**

To be determined

## **CONCLUDING BUSINESS**

### **Committee Member Comments**

Mr. Cunningham thanked Chief Moy for keeping Lyft drivers from parking within the community waiting for their next call.

Director Gros touched on "See Something, Say Something" as he recently went to a friend's house and noticed five days' worth of newspapers outside the door. He called Security and the Orange County Sheriff's Department to respond. If someone would have said something, maybe the outcome could have been different.

Director English stated that she enjoyed hearing Chief Moy speak about the Disaster Preparedness exercise.

Director Parsons has been watching people running the stop sign by Gate 10 and also stated that there are some vehicle parked around the Gate 10 area that have a For Sale sign on them.

### **DATE OF THE NEXT MEETING**

The next meeting is scheduled for Monday, December 23, 2019, at 1:30 p.m. in the Laguna Woods Village Community Center, Board Room.

### **ADJOURNMENT**

There being no further business to come before the Committee, Chair Tibbetts adjourned the meeting at 2:48 p.m.



Don Tibbetts, Chair