



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, February 4, 2020 - 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 -- President Carpenter**
- 2. Pledge of Allegiance – Director English**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes of Meeting**
 - a. January 7, 2020 – Regular Open Session Meeting
- 6. Report of Chair**
- 7. DPTF Update Report – Director Troutman**
- 8. CEO Report**
 - a. Eileen Paulin Presentation on the Village Breeze Magazine
- 9. Open Forum (Three Minutes per Speaker) - *At this time the Speakers may address the Board of Directors regarding items not on the agenda and within the jurisdiction of the Board of Directors of the Golden Rain Foundation. There is a maximum time limit of three minutes per speaker and a speaker may only address the Board once during this period. The Board reserves the right to limit the total amount of time allotted for the Open Forum.***
- 10. Responses to Open Forum Speakers**
- 11. Consent Calendar - *All matters listed under the Consent Calendar are considered routine and will be enacted by the Board by one motion in the form listed below. In the event that an item is removed from the Consent Calendar by members of the Board, such item(s) shall be the subject of further discussion and action by the Board.***

- a. Ratify the decision to award a contract to Mission Landscape, Inc. in the amount of \$50,000 for slope landscape maintenance.

Recommendation from the Finance Committee:

- b. Revised Appointment of Officer Resolution
- 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 December 2019 and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes.

12. Unfinished Business

- a. Entertain a Motion to Approve the Revised GRF Committee Appointments Resolution

13. New Business

- a. Entertain a Motion to Approve a Resolution for a Clubhouse 1 Renovation Ad Hoc Committee
- b. Entertain a Motion to Approve GRF Capital Plan Priorities Gate 16 Driving Range Improvements Project
- c. Entertain a Motion to Approve GRF 2020 Capital Plan Project Priorities
- d. Entertain a Motion to Approve the Community Center Hours Adjustment
- e. Entertain a Motion to Approve Revisions to the Community Activities Committee Charter
- f. Entertain a Motion to Approve a Community Activities Committee (CAC) Equestrian Center Ad-Hoc Committee
- g. Discussion on Potential Reduction of GRF Committee Meetings
- h. Entertain a Motion to Approve a Resolution to Update the Rules for GRF Board Meetings (**FEBRUARY Initial Notification—must postpone 28-days for Member review and comment to comply with Civil Code §4360**)
- i. Entertain a Motion to Approve 2020 Recreation Policy Update-Equestrian Center (**FEBRUARY Initial Notification—must postpone 28-days for Member review and comment to comply with Civil Code §4360**)

14. The Board will take a 10 minute break.

15. **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 English. The Committee met on December 18, 2019; next meeting February 19, 2020, at 1:30 p.m. in the Board Room.

(1) Purchasing Task Force – President Carpenter. The Task Force met on January 22, 2020

b. Report of the Community Activities Committee – Director Fitzekam. The Committee met on January 9, 2020; next meeting March 12, 2020, at 1:30 p.m. in the Board Room.

c. Report of the Landscape Committee – Director Moldow. The Committee met on December 4, 2019; next meeting February 12, 2020, at 1:30 p.m. in the Board Room.

d. Report of the Maintenance & Construction (M&C) Committee – Director Matson. The Committee met on January 13, 2020; next meeting February 12, 2020, at 9:30 a.m. in the Board Room.

(1) Report of the Performing Arts Center (PAC) Renovation Ad Hoc Committee – Director Troutman. The Committee met on December 12, 2019; next meeting TBA.

(2) Report of Village Energy Task Force – Director Moldow. The Task Force met on January 10, 2020; next meeting TBA.

e. Report of the Media & Communications Committee – Director Soule. The Committee met on January 22, 2020; next meeting February 19, 2020, at 9:30 a.m. in the Board Room.

(1) Report of the Thrive Task Force – Directors Perak. The Task Force met on January 22, 2020; the next meeting TBA.

f. Report of the Mobility & Vehicles Committee – Director Troutman. The Committee met on November 27, 2019; next meeting February 5, 2020, at 1:30 p.m. in the Board Room.

g. Report of the Security & Community Access Committee – Director Tibbetts. The Committee met on January 20, 2020; next meeting February 24, 2020, at 1:30 p.m. in the Board Room.

(1) Report of the Laguna Woods Village Traffic Hearings – Director Garthoffner

16. 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. Donation by Bah'ail Club of a Bench for Aliso Creek and Two Plumeria Trees at Clubhouse 6
- b. Revised Resolution for Resident/Compliance Policy (November initial notification-referred to GRF Resident/Staff Relations Ad Hoc Committee for revisions)
- c. Accept Applications and Appoint GRF/VMS Directors after GRF Annual Meeting in November, 2020, (review in 2020 before election schedule is approved)
- d. GRF Donation Policy

17. Directors' Comments

18. 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) January 7, 2020 – Regular Closed Session

Discuss and Consider Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

Discuss Litigation Report Summary

19. Adjournment



OPEN SESSION

Minutes of the Regular Meeting of the Golden Rain Foundation Tuesday, January 7, 2020, 9:30 a.m. 24351 El Toro Road, Laguna Woods, California

Directors Present: Bunny Carpenter, Judith Troutman, Egon Garthoffner, Pat English, Bert Moldow, Don Tibbetts, and Yvonne Horton

Directors Absent: Annette Sabol Soule, Beth Perak, Joe Fitzekam, and Jim Matson

Staff Present: Jeff Parker-CEO, Siobhan Foster-COO, Eileen Paulin, Ernesto Munoz, Cheryl Silva and Grant Schultz

Others Present: United Mutual: Juanita Skillman, Andre Torng, Elsie Addington
VMS: Lisa Bender, Dick Rader
Mutual 50: Ryna Rothberg

1. Call to Meeting to Order / Establish Quorum – President Carpenter

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

2. Pledge of Allegiance – President Carpenter

President Carpenter 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 Troutman.

Director English made the motion to amend the agenda; move agenda item 11b to unfinished business for discussion. Director Troutman seconded the motion.

President Carpenter called for the vote on the agenda as amended and the motion passed unanimously.

5. Approval of Minutes

5a. Regular Open Meeting on December 3, 2019

Director English made the motion to approve the minutes. The motion was seconded by Vice President Troutman.

Discussion ensued among the directors.

President Carpenter called for the vote on the minutes as amended and the motion passed unanimously.

6. Report of the Chair

President Carpenter commented that the agenda is smaller today and the Board is working to keep the meetings shorter.

7. VMS Update—Director Bender

Director Bender gave an update from the VMS Annual/Organizational Meeting on December 18, 2019. Wei-Ming Tao was elected Chair, Dan Kenney was elected First Vice Chair and Lisa Bender was elected Second Vice Chair. The VMS Board will continue to work on the Goals and Strategic Plan set in November. The VMS Board is working on Key Performance Indicators (KPI) to achieve strategic goals.

8. CEO Report

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

- Highlighted 2019 achievements of the Laguna Woods Village and Village Management Services;
- Executed a contract with SageView for investment management services;
- Landscaping Slope Maintenance and Tree Trimming will be done by contract to increase level of services;
- SB754 passed this year to allow for election by acclamation;
- Recreation Department coordinated more than 75 different classes, 130 events and brought in over \$40,000 in revenue in 2019.
- Composting bins at clubhouses;
- Resident services answered more than 225,000 phone calls and had 80,000 people check in at the front desk kiosk.
- Security finalized the gate upgrades, upgraded to the RFID technology for quick gate access and enrolled more than 4,000 residents in the CodeRED alert system;
- Social Services experienced 1,800 home/office visits, managed approximated 500 open cases, field more than 10,000 social work phone calls, and 5,800 intake coordinator calls;
- Enhanced 2020 transportation starts on January 20, 2020. Informational meetings will be held on Thursday, January 9 at 2 p.m., Wednesday, January 15 at 10 a.m. and Wednesday, January 29 at 10 a.m. at Clubhouse 1, Main Lounge. In addition staff will be onsite at Clubhouse 1 every weekday from 9 a.m. to noon to assist residents in their local trip plans;
- Changes in Department Directors; Chuck Holland will be Director of

Information and Resident Services; Sales and Leasing will move to the CEO's Office under the direction of Pamela Bashline, Community Services Manager; Eileen Paulin will be Director of Media and Communications and will manage Broadband Services and Village Television operations; Chris Langenour will be Director of General Services; and Kurt Weimann will be Director of Landscape Services. Tim Moy is retiring as Chief of Security and recruitment has begun for a replacement.

- 2020 Monthly Bulky Trash Item Collection Schedule is posted on the website; bulky items can be placed by your nearest trash enclosure the night prior no later than 7 a.m. on the next collection day, Saturday, January 18. Residents can recycle their Christmas Trees by calling resident services for curbside pick-up at their manor;
- 2020 window decals are being sent to residents. Residents can place the new sticker on their car or come into resident services to have the new sticker placed on their car.

9. Open Forum (Three Minutes per Speaker)

Members spoke on the following topics:

- A Member commented about the benefits of the Laguna Woods Village Foundation programs that assist with financial problems. Over the holidays many residents contributed Food Pantry which held residents;
- A Member commented on the benefits of the Village Community Fund and encouraged resident to contribute;
- A Member commented about the woodshop and thanked the board for addressing the harassment issues at the woodshop;
- A Member commented on the harassment policy and would like information placed on the website;
- A Member commented on the service of Ms. O'Brian and asked the board to consider doing a survey of the residents.
- A Member asked security questions about Gate 2.

10. Responses to Open Forum Speakers

Several Directors responded to and provided input regarding member comments.

- Director English commented that a survey would be expensive;
- Director Troutman responded about the cost of the last survey;
- Director Carpenter responded about the signs that were removed from the clubhouses because residents complained about the rules. Everything done on the harassment policy was put on hold because the policy needs to be revised;
- COO gave an update on the security at gate 2;
- Director Horton thanked the two chairs and the work they are doing.

11. Consent Calendar

Recommendation from the Finance Committee:

- 11a.** 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 November 2019 and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes.

This item was moved to unfinished business for discussion

- 11b.** Approve the Revised GRF Committee Appointment Resolution

President Carpenter left the meeting.

Director Garthoffner made a motion to approve the Consent Calendar as amended. It was seconded by Director English and passed unanimously.

12. Unfinished Business

President Carpenter returned to the meeting.

- 12a.** Entertain a Motion to Approve a Resolution for Supplemental Appropriation for Gate 11 Renovations

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

RESOLUTION 90-20-01 **Gate 11 Renovations**

WHEREAS, Gates 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and 14 were approved for Gate Access System Technology to include underground power and camera cabling to communicate with the gatehouse and Security staff and 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;

WHEREAS, the Security & Community Access Committee, M&C Committee, and Finance Committee recommend that Gate 11 be added to this project to fully secure the housing Community;

NOW THEREFORE BE IT RESOLVED, January 7, 2020, that the Board of Directors of this Corporation hereby authorizes 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 Renovation and \$80,000 from the

Equipment Fund for Gate Access System Technology for the total of \$190,000; 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.

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

Director Garthoffner made a motion to approve a resolution for supplemental appropriation for Gate 11 renovations. Director English seconded the motion.

Discussion ensued among the directors.

A Member asked about Gate 11 features.
Ernesto Munoz, Director of M&C, answered questions about the Gate 11 features.

Vice President Troutman called for the vote and the motion passed unanimously.

12b. Approve the Revised GRF Committee Appointment Resolution

RESOLUTION 90-20-02
GRF Committee Appointments

RESOLVED January 7, 2020, that the following persons are hereby appointed and ratified to serve on the Committees of this Corporation:

Business Planning Committee

Pat English, Chair (GRF)
Bunny Carpenter (GRF)
Yvonne Horton (GRF)
Jon Pearlstone, (Third)
Steve Parsons (Third)
Lynn Jarrett, Alternate (Third)
Sue Margolis (United)
Manuel Armendariz (United)
Elsie Addington, Alternate (United)
Al Amado, (Mutual 50)

Community Activities Committee

Joe Fitzekam, Chair (GRF)
Bunny Carpenter (GRF)
Yvonne Horton (GRF)
Cush Bhada, (Third)

Annie McCary (Third)
Jon Pearlstone, Alternate (Third)
Craig Wayne, Alternate (Third)
Andre Torng, (United)
Juanita Skillman (United)
Elsie Addington, Alternate (United)
Ryna Rothberg, (Mutual 50)
Advisor: Janey Dorrell, Ed Tao and Roland Boudreau

Finance Committee

Pat English, Chair (GRF)
Judith Troutman (GRF)
Annette Sabol Soule (GRF)
Jon Pearlstone, (Third)
~~Steve Parsons (Third)~~
Reza Karimi, Alternate (Third)
Robert Mutchnick, Alternate (Third)
Sue Margolis (United)
Elsie Addington (United)
Manuel Armendariz, Alternate (United)
Al Amado, (Mutual 50)

Purchasing Ad Hoc Committee (new)

Bunny Carpenter, Chair (GRF)
Judith Troutman (GRF)
Annette Sabol Soule (GRF)
Carl Randazzo (United)
Manuel Armendariz (United)
Brian Gilmore, Alternate (United)
Jon Pearlstone (Third)
Cush Bhada (Third)
Robert Mutchnick, Alternate (Third)

Landscape Committee

Bert Moldow, Chair (GRF)
Jim Matson, (GRF)
Yvonne Horton (GRF)
Lynn Jarrett, (Third)
Reza Karimi, (Third)
Ralph Engdahl, Alternate (Third)
Manuel Armendariz, (United)
Andre Torng (United)
Neda Ardani, Alternate (United)
Vacant (Mutual 50)
Advisors: None

Maintenance & Construction Committee

Jim Matson, Chair (GRF)
Egon Garthoffner, Co-Chair (GRF)
Joe Fitzekam (GRF)
Jon Pearlstone (Third)
Cush Bhada (Third)
John Frankel, Alternate (Third)
Craig Wayne, Alternate (Third)
Robert Mutchnick, Alternate (Third)
Carl Randazzo, (United)
Reza Bastani (United)
Brian Gilmore, Alternate (United)
Ryna Rothberg, (Mutual 50)
Advisors: None

PAC Renovation Ad Hoc Committee

Judith Troutman, Chair (GRF)
Joe Fitzekam (GRF)
Bunny Carpenter (GRF)
Jon Pearlstone, (Third)
Cush Bhada, (Third)
John Frankel, Alternate (Third)
Steve Parsons, Alternate (Third)
Carl Randazzo, (United)
Juanita Skillman (United)
Sue Margolis, Alternate (United)
Board Members by Rotation (Mutual 50)
Advisor: Sharon Molinari

Media and Communications

Annette Sabol Soule, Chair (GRF)
Pat English (GRF)
Beth Perak (GRF)
Annie McCary (Third)
Lynn Jarrett (Third)
Craig Wayne, Alternate (Third)
Juanita Skillman, (United)
Elsie Addington, (United)
Neda Ardani, Alternate (United)
Ryna Rothberg, (Mutual 50)
Advisors: Carmen Pacella, Frank Tybor, Tom Nash

Mobility & Vehicles Committee

Judith Troutman, Chair (GRF)
Don Tibbetts, Co-Chair (GRF)
Egon Garthoffner (GRF)

Craig Wayne (Third)
John Frankel, (Third)
Cush Bhada, Alternate (Third)
Jon Pearlstone, Alternate (Third)
Elsie Addington, (United)
Reza Bastani (United)
Brian Gilmore, Alternate (United)
John Dalis, (Mutual 50)
Advisor: Vashi Williams

Security and Community Access

Don Tibbetts, Chair (GRF)
Bert Moldow (GRF)
Jim Matson (GRF)
Reza Karimi (Third)
Robert Mutchnick (Third)
Ralph Engdahl, Alternate (Third)
Steve Parsons, Alternate (Third)
Neda Ardani (United)
Cash Achrekar (United)
Brian Gilmore, Alternate (United)
John Dalis (Mutual 50)

GRF Resident/Staff Relation Policy Ad Hoc Committee

Bunny Carpenter, Chair (GRF)
Judith Troutman (GRF)
Yvonne Horton (GRF)

OTHER COMMITTEES:

Disaster Preparedness Task Force

Judith Troutman, Chair (GRF)
Annette Sabol Soule, (GRF)
Bert Moldow, (GRF)
John Frankel, (Third)
Annie McCary, (Third)
Ralph Engdahl, Alternate (Third)
Craig Wayne, Alternate (Third)
Cash Achrekar, (United)
Neda Ardani (United)
Reza Bastani, Alternate (United)
Board Members by Rotation (Mutual 50)
Advisors: Tom Soule, Bruce Bonbright

Laguna Woods Village Traffic Hearings

Egon Garthoffner, Alternate Chair (GRF)
Judith Troutman, Alternate Chair (GRF)

~~Don Tibbets (GRF)~~
Craig Wayne (Third)
Robert Mutchnick (Third)
John Frankel (Third)
Annie McCary, Alternate (Third)
Ralph Engdahl, Alternate (Third)
Elsie Addington (United)
Neda Ardani, Alternate (United)
Board Members by Rotation (Mutual 50)

Village Energy Task Force

Carl Randazzo, Vice Chair (United)
Bert Moldow (GRF)
John Frankel (Third)
Cush Bhada, (Third)
Ralph Engdahl, Alternate (Third)
Reza Karimi, Alternate (Third)
Craig Wayne, Alternate (Third)
Sue Margolis (United)
Board Members by Rotation (Mutual 50)

RESOLVED FURTHER, that Resolution 90-19-63 adopted December 3, 2019, is hereby superseded and cancelled; and

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

Director English asked that a time limit be put on the Purchasing Ad Hoc Committee and would like to see the charter updated to include a time limit.

Discussion ensued among the directors.

Director Garthoffner made a motion to adopt the Revised GRF Committee Appointment resolution. Vice President Troutman seconded the motion and the motion passed unanimously.

13. New Business

- 13a.** Entertain a Motion to Approve a Resolution to Revise the Media and Communications Charter

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

RESOLUTION 90-20-03
GOLDEN RAIN FOUNDATION OF LAGUNA WOODS
MEDIA AND COMMUNICATIONS COMMITTEE CHARTER

WHEREAS, the Media and Communications Committee (formerly the Broadband Committee) has been established pursuant to Article 7, Section 7.1.1 of the Bylaws of the Corporation; and

WHEREAS, this charter has not been updated since January 2, 2019;

NOW THEREFORE BE IT RESOLVED, January 2, 2020, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Media and Communications Committee, as follows:

1. Comply with Resolution G-89-95, "General Duties of Standing Committees," adopted October 3, 1989.

GENERAL DUTIES OF STANDING COMMITTEES

- i. Advise and recommend to the Board, goals, policies and expectations in the committee's area of concern, and in management's divisional performance, for the purpose of evaluating ongoing experience; these goals, policies and expectations should be quantifiable or otherwise measurable, wherever possible and appropriate.
- ii. Assure mutual understanding, between committee and respective management division, of approved goals, policies and expectations.
- iii. Keep informed generally regarding the extent and quality of operational performance.
- iv. Seek an acceptable level of congruence among board expectations, management performance and, generally, resident experience and desire.
- v. Seek optimum benefit/cost results in the committee's area of concern.
- vi. Review on a continuing basis the long-range needs of the Laguna Woods Village community, its residents, facilities, services and programs, within the committee's area of concern, and develop information that will assist this corporation, or the housing corporations, in addressing anticipated future needs within their areas of responsibility. Forward recommendations and information based on said review to the Board of Directors of this corporation, to other standing committees of this corporation, or to other governance entities as appropriate.

COMMITTEE'S AREAS OF CONCERN

2. Promote two-way communications within the community by every medium available.
3. Ensure the maintenance and operation of GRF Broadband and cable services system, the website, social media, and all publications and broadcasts under the committee's jurisdiction.
4. Serve as liaison between the GRF Board and the Media and Communications Department.
5. Work with GRF committees and GRF Board of Directors on matters related to areas of responsibility in this Charter.
6. Review the capital requirements, service levels, and projected revenue related to the GRF Media and Communications Department (cable, advertising revenue, Village Television and internet services), other activities referenced in this Charter, and make recommendations to the GRF Board for approval.
7. Review all non-budgeted requests originated by the GRF Media and Communications Department (cable, advertising revenue, Village Television and internet services), or the CEO/COO, and recommend appropriate action to the Finance Committee and GRF Board respectively for approval.
8. Ensure that the Headend, Broadband and Village Television facilities, equipment and operations owned or managed by this corporation are maintained as necessary to sustain a consistent level of performance to meet the requirements of the Community, the City of Laguna Woods Franchise Agreement, and FCC Regulations.
9. Direct the managing agent to prepare specifications and contracts used for procurement of programming, services, and commercial advertisements. Review and modify criteria, as reflected in Resolution 90-17-15 Programming Network Contract Renewals.
10. Direct the managing agent to implement capital plan projects per Board-approved scope of work.
11. Serve as a liaison between the GRF Board and the managing agent to ensure that communication services, and any associated equipment, are appropriate for the intended services. Make recommendations to all Boards, as necessary.

12. Perform such other duties as may be assigned by the GRF Board of Directors.

RESOLVED FURTHER, Resolution 90-19-04, adopted January 2, 2019, 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 purpose of this Resolution.

Director Garthoffner made a motion to approve a resolution to revise the Media and Communications Charter. Director Moldow seconded the motion.

Discussion ensued among the directors.

Vice President Troutman called for the vote and the motion passed unanimously.

14. The Board took a 10 minute break.

15. Committee Reports

15a. Report of the Finance Committee/Financial Reports – Director English gave a presentation on the Treasurer’s Report, resale and leasing updates. The Committee met on December 18, 2019; next meeting February 19, 2020, at 1:30 p.m. in the Board Room.

15b. Report of the Community Activity Committee – The Committee met on November 14, 2019; next meeting January 9, 2020, at 1:30 p.m. in the Board Room.

15c. Report of the Landscape Committee – Director Moldow gave an update from the Landscape Committee and commented about the Aliso Creek. The Committee met on December 4, 2019; next meeting February 12, 2020, at 1:30 p.m. in the Board Room.

15d. Report of the Maintenance & Construction Committee – Director Garthoffner gave an update from the last Maintenance & Construction Committee and discussed the current projects. The Committee met on October 9, 2019; next meetings will be a Special Meeting on January 13, 2020, at 2:00 p.m. and the Regular Meeting on February 12, 2020 at 9:30 a.m. in the Board Room.

- Report of the Performing Arts Center (PAC) Renovation Ad Hoc Committee – Vice President Troutman. The Committee met on December 12, 2019; next meeting TBA.

- 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 January 10, 2020 at 12:00 p.m. in the Board Room.
- 15e.** Report of the Media & Communications Committee – Director Carpenter gave an update from the Media & Communications Committee. The Committee met on December 16, 2019; next meeting January 22, 2020, at 9:30 a.m. in the Board Room.
- Thrive Task Force Report – The Task Force met on December 4, 2019. The next meeting January 22, 2020 at 9:30 a.m. in the Willow Room.
- 15f.** Report of the Mobility & Vehicles Committee – Vice President Troutman gave an update from the Mobility & Vehicles Committee. The Committee met on November 27, 2019; next meeting February 5, 2020, at 1:30 p.m. in the Board Room.
- 15g.** Report of the Security & Community Access Committee – Director Tibbetts gave an update from the Security & Community Access Committee. The Committee met on October 28, 2019; next meeting January 20, 2020, at 1:30 p.m. in the Board Room.
- 16. 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. Donation by Bah'ail Club of a Bench for Aliso Creek and Two Plumeria Trees at Clubhouse 6
 - b. Revised Resolution for Resident/Staff Relations Policy (November initial notification-referred to GRF Resident/Staff Relations Ad Hoc Committee for revisions)
 - c. Accept Applications and Appoint GRF/VMS Directors after GRF Annual Meeting in November, 2020, (review in 2020 before election schedule is approved)
 - d. Equestrian Center Pricing Policy (December 2019 referred back to Committee)
- 17. Directors' Comments**
- Director Moldow wants to move up the Donation by the Bah'ail Club item on Future Agenda items so that it may be addressed.
- 18. 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 11:35 a.m.

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

During the December 3, 2019, Regular Closed Session, the Board:

Approved the Agenda

Approved the Minutes of:

(a) October 22, 2019— Special Closed Session

(b) November 5, 2019—Regular Closed Session

Discussed and Consider Member Matters

Discussed Personnel Matters

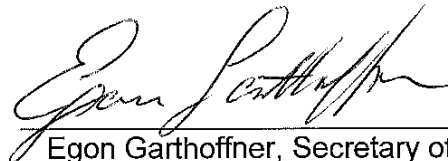
Discussed Contractual Matters

Discussed and Considered Litigation Matters

Discussed Litigation Report Summary

19. Adjournment

The meeting was adjourned at 1:51 p.m.



Egon Garthoffner, Secretary of the Board
Golden Rain Foundation



Village Management Services, Inc.

VMS Media & Communications Department

2020



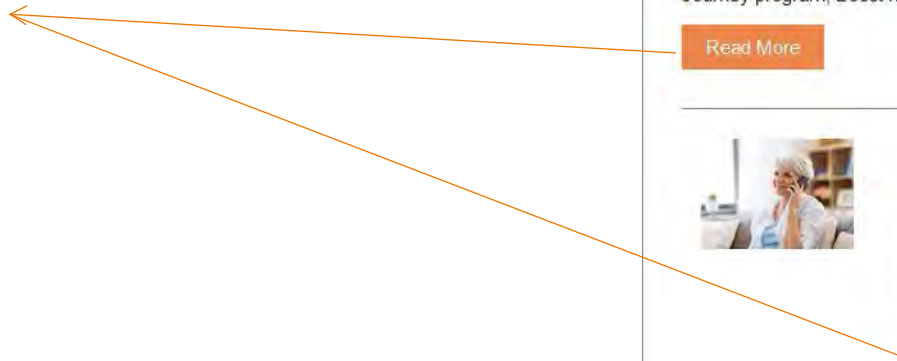
Village Management Services Inc. Mission


To ensure Laguna Woods Village residents receive unparalleled opportunities to enjoy the utmost in active living.

Media & Communications Department Mission

To promote a well-informed community that optimizes the resources and amenities available to all residents of Laguna Woods Village, the West's premier private community for active 55+ adults.


- Easier to read, especially on smart devices
- Drives traffic to website
- More efficient for Staff to create and deploy





Laguna Woods Village®


What's Up in the Village



Transportation 2020 Starts Monday

Enhanced services include Saturday Easy Rider fixed-route service, the Journey program, Boost rideshare and more.

[Read More](#)



How to Use the New Boost Service

Boost, which takes the place of Plan-A-Ride, offers rides to residents within current transportation parameters when the Easy Rider is not in service.

[Read More](#)



In This Edition...

Observe Memorial Day by attending the Memorial Day Ceremony and Concert. Are you bored? Consider running for a Board! Plus more in store for GRF on [pages 2-6](#)

Third attempts to end rental confusion, and drones fly back to the Security Committee for reconsideration. Plus, what in the world is a weep hole? And more on [pages 6-11](#).



The Laguna Woods Senior Clown Alley
Photo by Mark Rabinowitch

[Click here](#) to view a calendar of upcoming Business Planning (Budget) meetings, or visit lagunawoodsvillage.com and click Resident Links.



In This Edition...

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SHARE THE BREEZE

Forward this email to a friend! [Click here](#) to sign up to receive the Village Breeze by email, or visit lagunawoodsvillage.com, and click the sign-up link at the top of any page.



Check out our vast recreation offerings!

SEPTEMBER 23, 2017

From ballroom dance, Tai Chi and yoga to tennis, golf, belly dancing and more, Laguna Woods Village offers a plethora of fun recreational classes this October. Check out the following schedule:

Clubhouse 1

Laughter Yoga with Cheryl Russell

Mondays 9-10 a.m.

Ballroom Dance with Candi Davis

Mondays 11 a.m. - 12 p.m.

Cost: 5 Group Lessons \$25

Monthly Dances: Oct.- West Coast Swing, Nov.- Country 2 Step, Dec.- Cha Cha, Jan-American

Tango, Feb., Eastern Swing, March- Waltz, April- Foxtrot, May- Night Club 2 Step

Meridian Yoga with Sue Shin

Tuesdays - Beginner/Intermediate: 3-4 p.m., Advanced Vinyasa: 4-5 p.m.



RECREATION EVENTS CALENDAR February 2020



Watch the Big Game February 2

The San Francisco 49ers battle the Kansas City Chiefs—who will be the LIV champions?

[Read More](#)

Feast of Screams

It was a spooky afternoon when the Asylum was transformed to a Feast of Screams. Village Employees came draped in their Halloween best from celebrities, Alice and Wonderland characters, hippies, circus performers, and even a geisha with ninjas. The department who took the coveted trophy was Resident Services making the Wizard of Oz come to life. The chili cook off was neck and neck with flaming bowls and spicy kicks but first place went to Guy West! Thank you to all the staff for creating a ghost of a time with food, music, dancing and decorations.



Get your Flu Shot!



Brad Hudson received his flu shot with all of you. Delores Lopez can attest that he was brave and smiled. If you haven't already received your flu shot, make sure to see your doctor and get immunized.



EMPLOYEE NEWSLETTER

NOVEMBER 2019

Annual Halloween Party Was Frightfully Fun

In October, VMS employees got into the spirit of Halloween with fun Hollywood-themed costumes and a potluck lunch.



Landscape



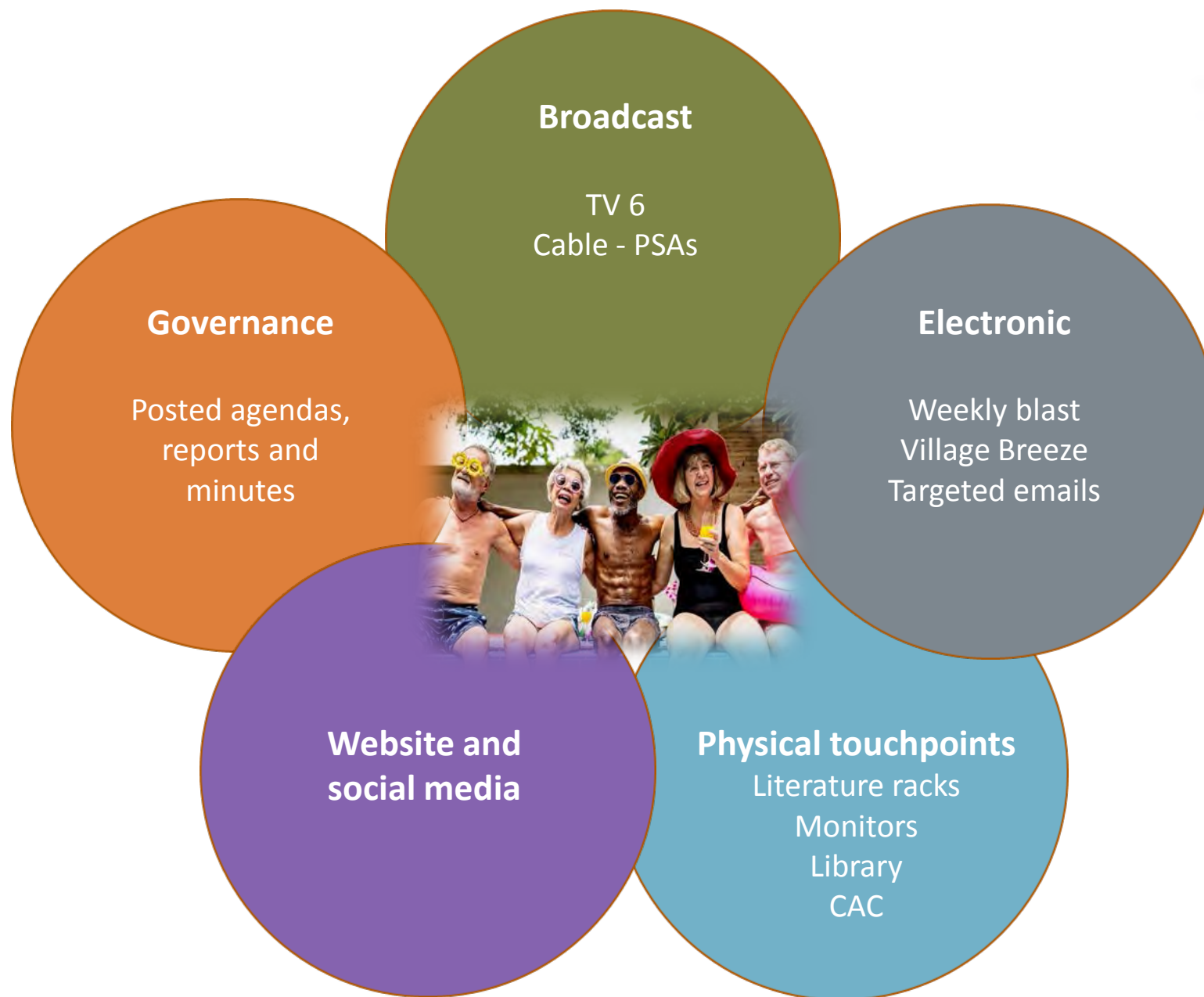
CEO's Office



Compliance



Landscape



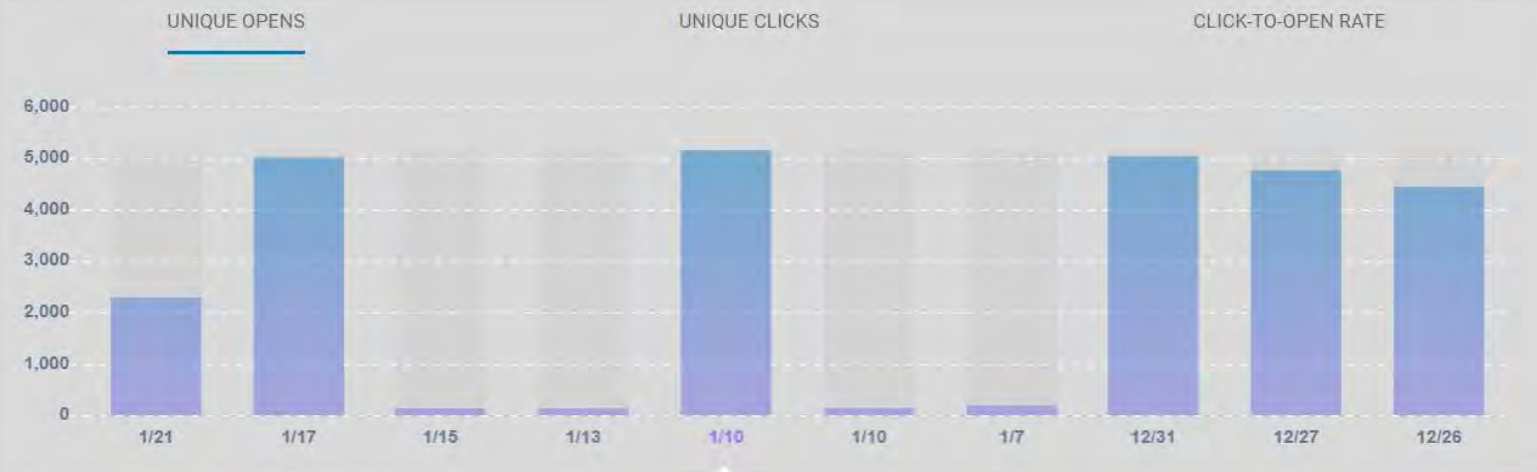
Open Rates for January 10

What's Up in the Village

Welcome back, The Golden Rain Foundation!

Here's a quick summary of your recent activity.

Compare Your Sent Messages

[View All](#)

What's Up in the Village

Sent on Jan 10, 2020 6:00 PM EST to 11,917 contacts

66 Bounces, 10 Unsubscribes

5,153

43% UNIQUE OPENS

2,460

21% UNIQUE CLICKS

48%

CLICK-TO-OPEN RATE

Who Are We **NOT** Reaching?

- Currently 18,800+ Village residents
- Regularly blast to 11,900+
- 2,782 residences do use the internet

Simple Math Tells Us

- Approximately 6,900 residents are not subscribed to electronic communication
- Average 1.5 residents per manor x 2,782 residents without internet means approximately 4,173 not online

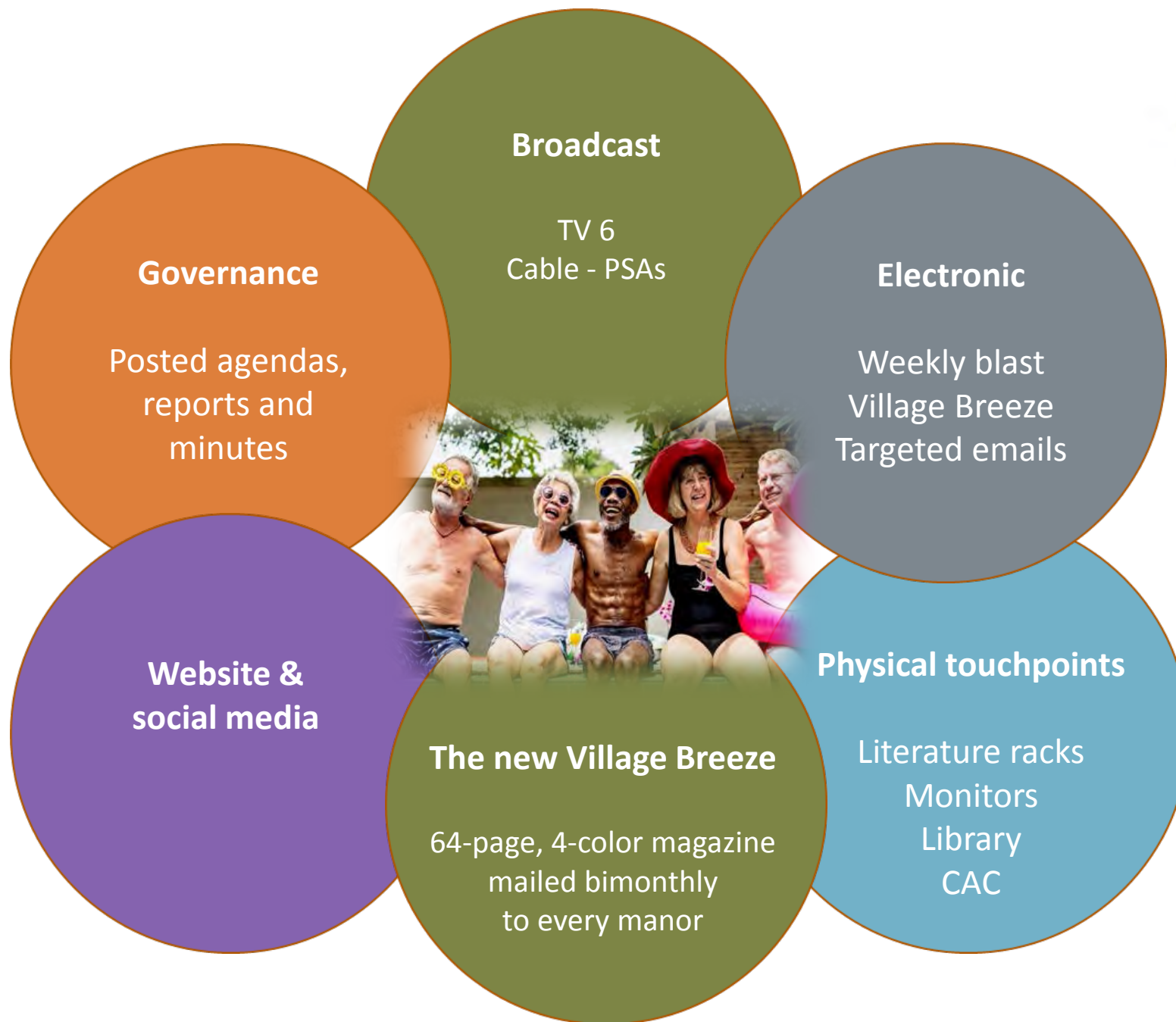


Fact

At least one-third of Village residents are **not** being reached via the current communications program



Village Management Services, Inc.



New Village Breeze Benefits

- Single-sponsor concept covers hard costs; partnership with MemorialCare makes this possible
- Key information under one cover, delivered to every residence
- Creates strong sense of community; creates a reliable resource for vital Village information
- Reduces cost of communication, less in-house printing
- Reaches all residents via a common platform
- Electronic format with live links to all referenced items
- Bonus distribution to 22 medical sites throughout Orange County – potential new residents

Overheard Concerns

Will bi-monthly frequency date content?

- In 2018 and 2019, obtaining content from the three boards in a timely manner was a challenge, requiring inefficient use of staff time
- If necessary, the Media & Communications Department can make interim updates

Overheard Concerns

Financial updates won't be timely

- Due to the finance reporting timeline, Treasurer reports have been 45 to 60 days after month's end
- Treasurer's reports will be posted on the Village website the day after they are presented at the monthly open board session; residents will be instructed regarding location

Editorial Mission

To promote a well-informed community that optimizes the resources and amenities available to all residents of Laguna Woods Village, the West's premier private community for active 55+ adults.

Who Oversees Content?

- Editorial advisory board comprised of GRF Media & Communications Committee members and its advisors
- Presidents of the Third, United, GRF and VMS Boards of Directors
- Media & Communications Department staff

Featured Content

- General Services (including Transportation), Landscaping, Resident Services, Finance, Recreation, Security, Social Services, Maintenance & Construction, Media & Communications and the Office of the CEO
- Updates from Boards of Directors of housing mutuals, GRF, Mutual No. 50 and VMS
- Class schedules and Recreation event notices
- Village map
- Feature stories of interest to residents
- City and community news when appropriate (2020 Census, new voting procedures)



QUESTIONS ASKED, PROBLEMS SOLVED

CONTACTING THE BOARDS, INSURANCE AND VMS EMPLOYEE RECOGNITION

I would like to reach the boards of directors of GRF, United or Third. How can I contact them?

The boards of directors for GRF and both mutuals can be reached various ways:

- Mail a letter addressed to Board of Directors, 24351 El Toro Road, Laguna Woods, CA 92637.
- Attend a board meeting and address the board during the open forum portion of the agenda; you will have a three-minute time limit to speak to the board or ask a question.
- Pick up the list of directors from the concierge desk in the Laguna Woods Village Community Center. This list will provide you with the phone number and/or email of the directors who have made their contact information public.
- Contact the Office of the CEO office and leave a message for a specific board member, or email generalmanager@vmsinc.org.



A Village Management Services (VMS) employee who came to my home to complete a repair did a wonderful job, and I want to communicate this to VMS. How do I let them know?

Sending an email to generalmanager@vmsinc.org gives you an opportunity to share your observations with the CEO, who will acknowledge these staff members working to make Laguna

Woods Village the very best community possible for residents.

- **If you have a question that needs answering or a problem that needs solving, email Village Ombudsman at info@lagunawoodsvillage.com. Include your name, manor number and email in your message, and be sure to label the subject line Village Ombudsman.**



My insurance company is looking for the mutual's insurance policy.

How do I get a copy?

Insurance policy information for Third and United Mutuals can be found on the Laguna Woods Village Website lagunawoodsvillage.com by selecting Documents/United or Third. Scroll mid-page to the Sales and Leasing section and look for the pdf document titled Annual Insurance Disclosure and Policy Summary.



RESIDENT SERVICES



READY TO HELP

YOUR VILLAGE GO-TO

Any time a resident has a question about the Village or needs to make a service request, help is available. No matter what the issue is, always call or visit Resident Services first. Resident Services representatives are trained to identify how to connect you to the proper channel depending on the particular assistance you need. Going directly to Resident Services, rather than trying to figure out who to contact on your own, will result in a faster resolution to your concern.

- **Visit Resident Services in person on the first floor of the Community Center (24351 El Toro Road) Monday through Friday from 8 a.m. to 5 p.m., or call 949-597-4600.**



PAY ASSESSMENTS ONLINE VIA RESIDENT PORTAL OR EZPAY

The resident portal on the Laguna Woods Village website allows residents to view account

balances and conveniently pay assessments or chargeable services online via credit card (transaction fees may apply).

GRF and your mutual also offer the opportunity to make automatic monthly homeowner assessment payments through the EZPAY program. Simply provide written authorization via the EZPAY Authorization Agreement to transfer funds from your checking or savings account on the sixth calendar day of each month. Whether you're in the Village or on vacation, payments will be made without having to worry about a potential late fee.

Assessments paid via the resident portal or EZPAY save processing fees for Third and United mutuals and, ultimately, all Village residents.

- **To learn more about EZPay, visit the Financial Services tab at lagunawoodsvillage.com or call Resident Services at 949-597-4600.**



Open 8 a.m. to 5 p.m.,
Monday through Friday

949-597-4600
[lagunawoodsvillage.com/
residents/
resident-services](http://lagunawoodsvillage.com/residents/resident-services)

DID YOU KNOW... In 2019, Resident Services

- Experienced approximately 80,000 kiosk check-ins
- Answered more than 225,000 phone calls
- Processed 90,000 work orders
- Accepted more than \$200,000 in credit card payments by 500 residents



SECURITY

COMMUNITY & PERSONAL SAFETY



EXPECT THE UNEXPECTED WALKING THE VILLAGE

Walking through the Village can be a treat for the senses and a boon for physical health, but it's always a good idea for residents who enjoy those walks to heed important safety reminders. Enjoy outdoors excursions but be a defensive walker (like a defensive driver), and remain alert and aware.

Most Village roadways have designated sidewalks, but there are other areas, such as culs-de-sac, driveways and intersections, where pedestrians must watch for approaching motorists.

To ensure your safety as a pedestrian or an active walker, take the following precautions when venturing out into the community:

- Wear light, bright-colored or reflective clothing and carry a flashlight, especially if you walk at night.
- Wear comfortable, sturdy shoes that offer plenty of shock absorption, arch support and cushion.
- Mind the lighting conditions, especially during dawn, dusk and times of high glare or low light. Decreased daylight, shadows and nightfall make it harder for motorists to see pedestrians.
- Walk on sidewalks. If you must walk in the street, walk facing traffic.
- Be aware when walking in parking lots. Drivers may be turning quickly or backing out of a parking space and not watching for pedestrians. Look for backup lights, and listen for engine noise.
- Walk with a friend. An exercise companion can add to the pleasure of your outing—and increase the safety factor. Enjoy your conversation as you walk, but don't let it distract you from monitoring road and traffic hazards.
- Plan walking routes to avoid dangerous intersections or high-traffic areas. Look for safe, alternative routes with adequate sidewalks or footpaths.
- Know your physical limitations and overall health. Use caution if you are recovering from an injury or illness, or if you are taking prescription medication that may cause dizziness. Stay hydrated.



IMPORTANT CROSSING SAFEGUARDS

- Walk within designated crosswalks.
- Allow plenty of time to cross the street. Watch for a "fresh green" when crossing at traffic signals.
- Try to cross the street with other pedestrians—there's safety in numbers.
- Make eye contact with approaching motorists if possible to ensure they see you.
- Never text or look down at your phone when crossing any intersection.
- Watch for motorists making turns at intersections who might not see you. Always look for vehicles making right turns at red lights and for vehicles making left turns.

HEADLINE

Whether we're behind the wheel of a motor vehicle, electric car or golf cart, we all carry the responsibility to practice safe driving and follow the rules of the road. However, it bears reminding that drivers within an active senior community also must obey traffic laws. According to Department of Security Services personnel, the two offenses that occur most frequently in the Village are driving at unsafe speeds and disobeying traffic signs.



Maintain a Safe Speed

Observe and obey the posted speed limits. The most common speed limit in the Village is

25 mph; however, in some areas the posted speed limit is 10 mph. Speeding gives drivers less time to react and increases the severity of an accident. So please slow down!

Obey All Traffic Signs

Avoid the "rolling stop" by coming to a full stop behind the limit line. Watch for culs-de-sac that allow for only one direction of travel.

More Tips for Safe Driving

- Don't follow another vehicle too closely
- Avoid distractions
- Drive while alert and not drowsy
- Don't drink and drive
- Be cautious and courteous when changing lanes
- Wear your seatbelt
- Keep your vehicle in good running condition
- Know your limitations

PREVENT GOLF CART THEFT



Unfortunately, there have been golf cart thefts from open car ports during the late evening to early morning hours. Most golf carts have universal keys.

If not secured by other means, an individual possessing a generic key will have access to your golf cart. Residents are reminded to use wheel locks, steering wheel locks or any other locking mechanism to secure golf carts.

How you can protect your golf cart:

- Record the serial number (if applicable)
- Record make, model and color
- Take photos and keep them in a secure place
- Invest in at least one quality golf cart wheel lock or steering wheel lock
- Lock and secure golf cart at all times
- Please contact Security immediately at 949-580-1400 if any suspicious persons or individuals unknown to the area are seen in the community. If you see someone and are unsure as to whether or not to call, we ask that you err on the side of caution and let Security roll out and make contact. **Remember:** If you see something, say something!

Going All in



Carmen and Dorothy Pacella are relatively new to the community, but they've jumped head first into its abundant activities and volunteer governance opportunities.

BY JACKIE BROWN

Carmen and Dorothy Pacella moved to Laguna Woods Village in October 2017 specifically for the active lifestyle opportunities offered in this thriving 55+ community. Whether volunteering, socializing with friends or embarking on new adventures, the Pacellas say they are living the dream here in Laguna Woods Village.

"I always talk about mind, body and soul," Dorothy said. "All of this activity is great for seniors. We're learning things, meeting people. That's exactly what they encourage retired folks to do. As a couple, we have just thrived so much. It's hard

to imagine that our marriage got better, but it did. We're together all the time and love being together."

Dorothy, born in Chicago, and Carmen, born in Pittsburg, have been married for 16 years. Prior to moving to the Village, the Pacellas lived in Costa Mesa. Dorothy spent her professional career in retail corporate management, working for Bullocks Department Stores, the Walt Disney Company, Pacific Sunwear, Goldmax/Cash 4 Gold and 99 Cents Only. Carmen worked in sales management, commercial printing and photography for Mimaki, MGI, Noritsu, Oriental and Canon.

The Pacellas moved to the Village shortly after they both retired. They wanted to settle somewhere new that would

Two of Carmen Pacella's guitars, crafted in the woodshop at Clubhouse 4.

offer them the ability to stay active and finally take the time to do the things they never had time to do when they were working their high-powered careers.

"Because our energy was already just to get involved, it was natural for us to think, what is there for us to do?" Dorothy said. "There are so many choices. I would encourage residents to just try one thing. Join a club, go to a meeting, do one thing. There is no commitment and you just might love it. There's no downside at all. It's just fun."

Out There and Loving It

Dorothy is currently serving as a director on the Village Management Services Board of Directors (2019-2021) as a representative from United Mutual. Prior to joining the VMS Board, Dorothy volunteered as a Village docent, leading



property tours for prospective buyers. She belongs to several Village clubs, including the Chicago Club (serving as board member, publicity chair and travel committee), the Foodies Club (also hospitality chair), the Wine Lovers Club and the Comedy Club. If that wasn't enough, Dorothy is also host of the weekly Thrive television show, broadcast on Village Television (channels 6, 6.1 or 406) Thursdays at 9:30 a.m. and Sundays at 10:30 a.m.

Being involved in activities and volunteer positions makes her feel energized.

"People will often say to me, 'How do you do it all? You're in so many things.' I looked at what I'm involved with and I added up my time commitment to the things that are volunteer related, and it equated to 22 hours a month.

That isn't close to what I worked in a month in corporate America. It doesn't intimidate me. I want to be able to do it all and have fun at it."

Some of Dorothy's favorite activities are the large events hosted by the clubs to which she belongs. She's also very involved in behind-the-scenes governance through her board position.

"I absolutely love being on the VMS Board," Dorothy said. "I am able to take my experience from my years in the world of work and help contribute in terms of guidance and recommendations and ideas that might make a difference. It's collaborative and it's adapting to what's right for the Village."

Carmen also participates in the

governance aspect of the Village, volunteering as an advisor for the GRF Media and Communications Committee. He belongs to the same clubs as his wife (he volunteers as hospitality co-chair with Dorothy for the Foodies Club), makes use of the photo lab, is a volunteer supervisor in the woodshop—and, a talented woodworker, crafts guitars in the woodshop.

"The woodshop is a super group," Carmen said. "I like volunteering in the woodshop because I get to work with everybody who walks in the door and all the people who work

printout from the Recreation office in the Community Center or on the Village website at lagunawoodsvillage.com/amenities/clubs.

The Gift of Time

"There were so many things that when I was working 60 hours a week, in the back of my mind I was thinking, 'Oh I wish I had time to do this,'" Dorothy said. "Well, now we have that gift of time. And the gift of Laguna Woods Village. We are blessed and it's truly the best-kept secret in Orange County if not the country."

Dorothy, who spent many

... [Laguna Woods Village is] truly the best-kept secret in Orange County if not the country."—Dorothy Pacella

there. It's only a half day a week, but it's great having access to all of the equipment. It's a great facility and nobody knows about it."

He also enjoys the many sports and activities available to residents of the Village.

"There's golf and billiards," he said. "There's a huge social aspect in addition to the fun stuff. We meet people of all different walks, and with those people we end up in different circles with other people and it's just amazing. The number of contacts that we've made in two years is more than I made in 50 years in business. It's absolutely amazing."

Carmen recommends checking out the list of official Village clubs, which is available as a

years working for the Walt Disney Company, said she sees parallels between Ross Cortese, who developed Laguna Woods Village in 1964, and Walt Disney, who built Disneyland just up the road in Anaheim in 1955.

"The genius of these two men, and the visionary of each; in reality, they both were doing the same thing," Dorothy said. "It was about entertainment, it was about activity, it was about guest experience. When Ross built this place, it was just dirt. There was nothing. There were no streets. And Walt was the same way. He looked at a piece of dirt in Anaheim and look what he built. Laguna Woods Village is our Disneyland. This is our E-ticket."



Content Not Featured

- Opinions, letters to the editor
- Club news
- Special interest group information that is not vetted by the editorial advisory board



Village Management Services, Inc.

Questions

STAFF REPORT

DATE: February 4, 2020
FOR: Board of Directors
SUBJECT: Contract Award for Slope Modification and Maintenance

RECOMMENDATION

Ratify the decision to award a contract to Mission Landscape, Inc. in the amount of \$50,000 for slope landscape maintenance.

BACKGROUND

The 2020 Golden Rain Foundation Business Plan provides \$50,000 for outsourced slope maintenance.

This contract was reviewed and approved by the Landscape Committee on December 4, 2019.

DISCUSSION

Golden Rain Foundation is responsible for the maintenance of 22.7 acres of slopes. Slope maintenance has traditionally been performed by staff. For 2020 the Board decided to outsource slope maintenance due to many of the slopes within the Corporation's area of responsibility exceeding 35 percent grade which are difficult and time consuming to navigate. Additionally, slope work was determined to be a leading cause of injuries to staff. This contract will relieve staff of the most difficult slope work and allow them to focus on maintaining the landscaping adjacent to facilities. The remaining slopes will be maintained by staff in conjunction with the shrub bed maintenance cycles.

This work will renovate and subsequently maintain approximately seven acres of slopes. The renovation and maintenance will conform to Orange County Fire Authority's guidelines for slope maintenance. The work will consist of trimming ground cover to one foot tall, shrubs will be reduced to two feet in height, and tree skirts will be raised to give seven feet of clearance to the ground. The contract requires weeds to be removed and bare spots replanted.

In 2019, Third Mutual sent Requests for Proposals to seven qualified contractors. Mission Landscape Inc. was the lowest bidder. Third Mutual awarded a renewable contract to Mission Landscape, Inc. in the amount of \$652,039, to perform slope modification and maintenance. As this work is identical to the work in Third, the contract can be extended to be used in Golden Rain Foundation at the same prices. As Mission has successfully performed their contract, staff recommends extending the contract for Golden Rain Foundation Mutual in 2020.

FINANCIAL ANALYSIS

The 2020 Business Plan provides sufficient funding for this contract.

Prepared By: Kurt Wiemann, Senior Field Services Manager
Reviewed By: Eve Morton, Landscape Coordinator

ATTACHMENT(S)

Attachment 1: Slope List, Contract Cost Distribution

ATTACHMENT 2

Golden Rain Foundation

Contract Slope Maintenance Locations

Location	SF	Acres
RV Lot A	160,000	3.7
Tennis Courts Lot 2	52,000	1.2
Gate 7	30,000	0.7
Tennis Courts Lot 1	24,000	0.6
Village Greens	23,000	0.5
Total	289,000	6.6

Contract Cost Distribution

Corporation	Total
United	\$102,274
Third	\$470,176
GRF	\$50,000
Total	\$622,450

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RESOLUTION 90-20-xx

Appointment of Officers

RESOLVED, on February 4, 2020, pursuant to the Golden Rain Foundation Bylaws Article 9 - Officers, which sets guidelines, terms and responsibilities for the election of Officers to this Corporation, the following persons are hereby elected to the office indicated next to their names to serve:

Bunny Carpenter	President
Judith Troutman	First Vice President
W. Joe Fitzekam	Second Vice President
Egon Garthoffner	Secretary
Pat English	Treasurer

RESOLVED FURTHER, that the following Staff persons are hereby appointed as ex Officio officers of this Corporation:

Jeff Parker	Vice President ex Officio
Siobhan Foster	Assistant Secretary ex Officio
Betty Parker	Assistant Treasurer ex Officio

RESOLVED FURTHER, that Resolution 90-19-55, adopted November 13, 2019 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.

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RESOLUTION 90-20-xx
GRF Committee Appointments

RESOLVED February 4, 2020, that the following persons are hereby appointed and ratified to serve on the Committees of this Corporation:

Business Planning Committee

Pat English, Chair (GRF)
~~Bunny Carpenter (GRF)~~
Yvonne Horton (GRF)
Annette Sabol Soule (GRF)
Jon Pearlstone, (Third)
Steve Parsons (Third)
Lynn Jarrett, Alternate (Third)
Sue Margolis (United)
Manuel Armendariz (United)
Brian Gilmore, Alternate (United)
~~Elsie Addington, Alternate (United)~~
Al Amado, (Mutual 50)

Community Activities Committee

Joe Fitzekam, Chair (GRF)
Bunny Carpenter (GRF)
Yvonne Horton (GRF)
Cush Bhada, (Third)
Annie McCary (Third)
Jon Pearlstone, Alternate (Third)
Craig Wayne, Alternate (Third)
Andre Torng, (United)
Juanita Skillman (United)
Elsie Addington, Alternate (United)
Ryna Rothberg, (Mutual 50)
Advisor: Janey Dorrell, Ed Tao and Roland Boudreau

Finance Committee

Pat English, Chair (GRF)
Judith Troutman (GRF)
Annette Sabol Soule (GRF)
Jon Pearlstone, (Third)
Robert Mutchnick, (Third)
Reza Karimi, Alternate (Third)
Sue Margolis (United)
Brian Gilmore (United)
~~Elsie Addington (United)~~
Manuel Armendariz, Alternate (United)
Al Amado, (Mutual 50)

Purchasing Ad Hoc Committee (new)

Bunny Carpenter, Chair (GRF)
Judith Troutman (GRF)
Annette Sabol Soule (GRF)
Carl Randazzo (United)
Manuel Armendariz (United)
Brian Gilmore, Alternate (United)
Steve Parsons (Third)
Jon Pearlstone, Alternate (Third)
Cush Bhada, Alternate (Third)
~~Robert Mutchnick, Alternate (Third)~~

Landscape Committee

Bert Moldow, Chair (GRF)
Jim Matson, (GRF)
Yvonne Horton (GRF)
Lynn Jarrett, (Third)
Reza Karimi, (Third)
Ralph Engdahl, Alternate (Third)
Manuel Armendariz, (United)
Andre Torng (United)
Neda Ardani, Alternate (United)
Vacant (Mutual 50)
Advisors: None

Maintenance & Construction Committee

Jim Matson, Chair (GRF)
Egon Garthoffner, Co-Chair (GRF)
Joe Fitzekam (GRF)
Cush Bhada (Third)
Jon Pearlstone (Third)
John Frankel, Alternate (Third)
Craig Wayne, Alternate (Third)
Robert Mutchnick, Alternate (Third)
Carl Randazzo, (United)
Reza Bastani (United)
Brian Gilmore, Alternate (United)
Inesa Nord-Leth, (Mutual 50)
Advisors: None

PAC Renovation Ad Hoc Committee

Judith Troutman, Chair (GRF)
Joe Fitzekam (GRF)
Bunny Carpenter (GRF)
Jon Pearlstone, (Third)
Cush Bhada, (Third)
John Frankel, Alternate (Third)
Steve Parsons, Alternate (Third)
Carl Randazzo, (United)
Juanita Skillman (United)
Sue Margolis, Alternate (United)
John Carter (Mutual 50)
Advisors: Sharon Molinari

Media and Communications

Annette Sabol Soule, Chair (GRF)
Pat English (GRF)
Beth Perak (GRF)
Annie McCary (Third)
Lynn Jarrett (Third)
Craig Wayne, Alternate (Third)
Juanita Skillman, (United)
Elsie Addington, (United)
Neda Ardani, Alternate (United)
Ryna Rothberg, (Mutual 50)
Advisors: Carmen Pacella, Frank Tybor, Tom Nash

Mobility & Vehicles Committee

Judith Troutman, Chair (GRF)
Don Tibbetts, Co-Chair (GRF)
Egon Garthoffner (GRF)
Craig Wayne (Third)
John Frankel, (Third)
Cush Bhada, Alternate (Third)
Jon Pearlstone, Alternate (Third)
Elsie Addington, (United)
Reza Bastani (United)
Neda Ardani, Alternate (United)
~~Brian Gilmore, Alternate (United)~~
John Dalis, (Mutual 50)
Advisor: Vashi Williams

Security and Community Access

Don Tibbetts, Chair (GRF)
Bert Moldow (GRF)
Jim Matson (GRF)
Reza Karimi (Third)
Robert Mutchnick (Third)
Ralph Engdahl, Alternate (Third)
Steve Parsons, Alternate (Third)
Neda Ardani (United)
Cash Achrekar (United)
Brian Gilmore, Alternate (United)
John Dalis (Mutual 50)

GRF Resident/Staff Relation Policy Ad Hoc Committee

Bunny Carpenter, Chair (GRF)
Judith Troutman (GRF)
Yvonne Horton (GRF)

RESOLVED FURTHER, that Resolution 90-20-02 adopted January 7, 2020, is hereby superseded and cancelled; and

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

OTHER COMMITTEES:

Disaster Preparedness Task Force

Judith Troutman, Chair (GRF)
Annette Sabol Soule, (GRF)
Bert Moldow, (GRF)
Annie McCary, (Third)
John Frankel, (Third)
Ralph Engdahl, Alternate (Third)
Craig Wayne, Alternate (Third)
Cash Achrekar, (United)
Neda Ardani (United)
Reza Bastani, Alternate (United)
John Carter (Mutual 50)
Advisors: Tom Soule, Bruce Bonbright

Laguna Woods Village Traffic Hearings

Egon Garthoffner, Alternate Chair (GRF)
Judith Troutman, Alternate Chair (GRF)
Craig Wayne (Third)
Robert Mutchnick (Third)
John Frankel (Third)
Annie McCary, Alternate (Third)
Ralph Engdahl, Alternate (Third)
Elsie Addington (United)
Neda Ardani, Alternate (United)
Board Members by Rotation (Mutual 50)

Village Energy Task Force

Carl Randazzo, Vice Chair (United)
Bert Moldow (GRF)
Judith Troutman (GRF)
John Frankel (Third)
Cush Bhada, (Third)
Ralph Engdahl, Alternate (Third)
Reza Karimi, Alternate (Third)
Craig Wayne, Alternate (Third)
Carl Randazzo (United)
Brian Gilmore (United)
Ryna Rothberg (Mutual 50)

STAFF REPORT

DATE: February 4, 2020
FOR: Board of Directors
SUBJECT: Clubhouse 1 Renovation Ad Hoc Committee Charter

RECOMMENDATION

Review the draft of the Clubhouse 1 Renovation Ad Hoc Committee Charter (Attachment 1) and allow the Charter to be finalized after the Ad Hoc Committee has been established.

BACKGROUND

At the special open GRF M&C Committee meeting on January 13, 2020, the Committee unanimously voted to recommend the Board establish an Ad Hoc Committee to oversee future renovations of Clubhouse 1.

DISCUSSION

The draft charter was modeled after the adopted charter and resolution for the Performing Arts Center Renovation. The GRF M&C Committee reviewed the draft charter and requested some wording changes, as shown in red in Attachment 1.

The Ad Hoc Committee will review the draft charter and bring any further changes to the Board for approval.

FINANCIAL ANALYSIS

None.

Prepared By: Laurie Chavarria, Executive Assistant

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

ATTACHMENT(S)

Attachment 1 – Proposed Charter

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ENDORSEMENTS (to Board)

Formation of Clubhouse 1 Assessment Ad Hoc Committee

Chair Matson asked for a motion to establish a Clubhouse 1 Assessment Ad Hoc Committee.

Discussion ensued regarding ad hoc committee members and how they will be chosen.

A motion was made and unanimously approved to recommend the Board establish a Clubhouse 1 Assessment Ad Hoc Committee.

ENDORSEMENTS (to Board)

Draft Clubhouse 1 Renovation Ad Hoc Committee Charter

At the special open GRF M&C Committee meeting on January 13, 2020, the Committee unanimously voted to recommend the Board establish an Ad Hoc Committee to oversee future renovations of Clubhouse 1. The draft charter was modeled after the adopted charter and resolution for the Performing Arts Center Renovation.

Discussion ensued regarding the requirement for a corporate members meeting if the project cost exceeds \$500,000; a survey to find out what activities and functions would be best served from this facility; what is the recreation usage of the clubhouse; possible construction timelines; assessment evaluation of other capital improvements; the amount of members and advisors allowed from each Corporation on the Ad Hoc Committee; the possibility to enclose the pool during the renovations; and the need for an overall strategic plan.

A motion was made and unanimously approved to recommend the Board review the draft of the Clubhouse 1 Renovation Ad Hoc Committee Charter but allow the Charter to be finalized after the Ad Hoc Committee has been established.

Attachment 1 – Proposed Charter

RESOLUTION 90-20-XX
CLUBHOUSE 1 RENOVATION
AD HOC COMMITTEE CHARTER

WHEREAS, the Board of Directors of this Corporation understand that Clubhouse 1, built in the 1960's, may require some long term renovations; and

WHEREAS, on February 4, 2020 the Board of Directors of this Corporation established the Clubhouse 1 Renovation Ad Hoc Committee in accordance with the Golden Rain Foundation By-laws Article 7, Section 7.1.1 and 7.1.2 for the purpose of providing feedback for the potential renovations and upgrades to Clubhouse 1; and

NOW THEREFORE BE IT RESOLVED, February 7, 2020, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Renovation Ad Hoc Committee as follows:

1. The Clubhouse 1 Renovation Ad Hoc Committee will be provided with and review all current Consultants and VMS Staff Reports relative to the proposed renovations to Clubhouse 1.
2. The CH1 Renovation Ad Hoc Committee may make suggestions, revisions, changes, approvals, or disapprovals of said Reports. When evaluating said Reports, concepts for the renovation, such as architectural designs, the CH1 Renovation Ad Hoc Committee shall consider the overall Community needs, uses and future growth.
3. Furthermore, the CH1 Renovation Ad Hoc Committee shall serve as the Liaison between the Golden Rain Foundation Maintenance and Construction Committee (GRF M&C), the Community Activities Committee (CAC), and the Finance Committee. The CH1 Renovation Ad Hoc Committee, in its duty as Liaison, will first gather the input of the Golden Rain Foundation Maintenance and Construction GRF-M&C Committee (GRF M&C) and the Community Activities Committee (CAC).
4. The CH1 Renovation Ad Hoc Committee, as Liaison, will submit such gathered inputs to the Consultants and the VMS staff. The Consultants will then prepare a Preliminary Proposal for the submission to the Ad Hoc Committee and VMS staff for review.
5. The Consultants' Preliminary Proposal will include an Assessment and Schematic Design and Design Development for the Renovation of Clubhouse 1 including the proposed Scope of Work (SOW) and a proposed line item for budgetary consideration.
6. The Scope of Work for the Preliminary Proposal for renovation of Clubhouse 1 at a minimum will focus on:
 - The Architectural considerations,
 - The Original Schematic site and floor plans,

- The Proposed Schematic Site and Floor Plans changes,
 - The Proposed Building Elevations and Landscape plans,
 - The Interior design,
 - The primary interior activity relationships related to the building and program adjacencies,
 - All interior and exterior Finish Materials and Color Finishes,
 - Parking accommodations and locations,
 - Overall site improvements if required.
7. Upon approved review of the Consultants' Preliminary Proposal by the CH1 Renovation Ad Hoc Committee and the VMS staff, the Ad Hoc Committee will present the Preliminary Proposal to the GRF Maintenance and Construction Committee (GRF M&C) and the Community Activities Committee (CAC) for each committee's review and approval of the implementation plan for the recommended facility upgrades.
 8. Upon the final approvals of the Implementation Plans for the recommended facility upgrades by both the GRF Maintenance and Construction Committee (GRF M&C) and the Community Activities Committee (CAC), then the CH1 Renovation Ad Hoc Committee shall present the Implementation Plans to the Finance Committee and the Corporate Members (if applicable) for its approval.
 9. The CH1 Renovation Ad Hoc Committee, upon the approval of the Finance Committee and the Corporate Members (if applicable), will submit such approval to the Consultants and the VMS staff.
 10. The Consultants and the VMS staff may then commence implementation of Clubhouse 1 renovations according to the approved Implementation Plans.
 11. The CH1 Renovation Ad Hoc Committee will meet as needed, to receive project updates from VMS staff and/or the consultant.
 12. The CH1 Renovation Ad Hoc Committee shall report on the planned implementation activities to the Golden Rain Foundation Board periodically at Board meetings or when requested by the Golden Rain Foundation Board.

RESOLVED FURTHER, that the Clubhouse 1 Renovation Ad Hoc Committee shall perform such other duties as may be assigned by the Golden Rain Foundation Board and upon conclusion of the Committee's work, it will be disbanded by the Board.

STAFF REPORT

DATE: February 4, 2020
FOR: Board of Directors
SUBJECT: GRF Capital Plan Priorities – Gate 16 Driving Range Improvement Project

RECOMMENDATION

Affirm the approved funding and continuation of the Gate 16 Driving Range Improvement Project.

BACKGROUND

The Gate 16 driving range is an integral part of the Laguna Woods Village golf program and one of the most utilized community amenities, attracting approximately 90,000 resident and guest users per year.

Over the past four years the driving range has deteriorated due to poor design, ineffective irrigation and inadequate drainage. The range has a steep left-to-right grade toward Moulton Parkway, causing water to flow downgrade and not absorb into the ground. This topography also causes range balls to roll into a difficult retrieval area, necessitating frequent ball replacement. The range has developed rough, uneven dirt areas due to limited grass on the left side and no grass on the right side (Attachment 1).

In winter months, the range typically is closed for multiple days at a time due to mud and ball mowers unable to operate. In summer months, dried mud creates treacherous working conditions for staff, creating avoidable liability exposure due to uneven, bumpy conditions and high dust levels. The equipment used also endures excessive wear and tear, requiring equipment repair/replacement sooner than budgeted.

On September 5, 2017, the board approved Resolution 90-17-30, adopting the 2019 Capital Reserve Expenditure Plan that authorized \$138,000 in funding from the facility fund for driving range golf netting.

On September 4, 2018, the board approved Resolution 90-18-43, adopting the 2019 Capital Reserve Expenditure Plan that included \$500,000 in funding from the facility fund for the Gate 16 Driving Range Improvement Project.

At the GRF special Maintenance and Construction Committee meeting on January 13, 2020, the committee reviewed the 2020 GRF adopted capital project list and associated approved funding. The committee recommended the board consider closing and defunding several 2020 GRF Capital Plan projects totaling \$2,355,206. At the meeting, staff requested that the board reconsider the committee's recommendation to close and defund the Gate 16 Driving Range Improvement Project.

Staff contracted with Community Works Design Group to design the project. Design is complete, and the project is ready for bid.

DISCUSSION

The proposed driving range revitalization project involves clearing and grubbing, grading and drainage improvements, turf, trees, smart irrigation system and netting, resulting in a level range, six range targets and two drainage paths. Benefits of the proposed project would include but are not limited to:

- Improved quality of user experience
- Enhanced customer service and satisfaction
- Safe working environment for employees
- Upgraded amenity to market to prospective residents
- Aesthetic improvements on highly visible corner of community
- Reduction in expense for materials and supplies (\$4,000), as well as equipment maintenance (\$2,000)
- Ecologically responsible project
- Increased revenue

FINANCIAL ANALYSIS

The estimated project cost is \$518,353 as outlined below.

Base project	\$471,230
Contingency	\$47,123
Total fiscal impact	\$518,353

Two additional project components are included in the bid package as add alternates and may be awarded as part of the project if the bids come within the budget specified in the contract. These include a practice chipping area with a sand trap and a decomposed granite path, estimated to cost approximately \$21,939, and conduit installation to facilitate transmission of electricity to the GRF nursery that would be funded by the Department of Landscaping Services if added to the project.

The following table presents a summary of the sources of funds that would be used for the project.

Golf netting project	\$138,000
Gate 16 Driving Range Improvement Project	\$500,000
Contract – Casey O’Callaghan Golf Course Design	(\$8,600)
Contract – Community Works Design Group	(\$85,575)
City of Laguna Woods – Plan check fees	(\$3,000)
Total sources	\$540,825

The payback duration for the \$518,353 project cost would be approximately four and a half years, based on an annual estimated savings of \$116,000. One key component of the payback timeline is a recommended increase in range fees post-renovation as outlined below:

Bucket Size	Current	Post-renovation
Small	\$1	\$2
Medium	\$2	\$4
Large	\$4	\$6

Potential pricing adjustments would be considered at the committee level and recommended to the board. Staff estimates an increase in golf driving range fees of \$110,000 annually.

Although currently budgeted at \$70,000 per year, driving range revenue between 2015 and 2018 averaged \$103,000 per year. The recent revenue decline is associated with rain impacts and deteriorated range conditions. The post-renovation revenue projection takes into account the fact that range redesign would result in little to no range closures.

Additional savings of \$4,000 in golf ball replacement and \$2,000 in unscheduled equipment maintenance would be realized with the proposed project.

There are other options that may be considered to accelerate the payback timeline at no expense to residents and without interfering with the resident golf course and range experiences. Staff recommends these options be explored at the committee level and any resulting committee recommendations be brought forward for board consideration.

Prepared By: Tom McCray, Golf Operations Manager

Reviewed By: Brian Gruner, Recreation and Special Events Director
Siobhan Foster, COO
Ernesto Munoz, PE, Maintenance and Construction Director
Betty Parker, CFO

ATTACHMENT(S)

ATT 1: Photographs of existing range conditions

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Attachment 1:
Driving Range Left Side



Driving Range Right Side



Driving Range Fence Line



STAFF REPORT

DATE: February 4, 2020
FOR: Board of Directors
SUBJECT: GRF 2020 Capital Plan Project Priorities

RECOMMENDATION

Consider closing and defunding the GRF Capital Plan projects listed in Attachment 1, with the exception of the Gate 16 Golf Driving Range Improvement Project.

BACKGROUND

At the GRF Special M&C meeting on January 13, 2020, the Committee reviewed the adopted GRF 2020 Business Plan capital project list and its respective funding. The intent of the review was to identify projects the Board may consider postponing to a subsequent fiscal year, without deferring required maintenance, in order to increase available funding in 2020 for other more pressing priorities.

DISCUSSION

The M&C Committee considered a list of lower-priority projects and recommended defunding as a means of making reserve funding available for other priorities during the upcoming business planning process for 2021 (Attachment 1).

Staff recommends the Board consider retaining the approved Gate 16 Driving Range Improvement project funding and allow implementation of the proposed work due to the high level of current deterioration of the Driving Range; and the safety and financial considerations associated with these conditions.

FINANCIAL ANALYSIS

The projects recommended by M&C for defunding have remaining appropriations of \$2,355,206. If these projects are closed or rescinded, funds will remain in reserve. A higher reserve balance may improve the percent funded level, provide funding for other projects, or alleviate projected increases in reserve contributions.

If the Board continues the Gate 16 Driving Range Improvement Project, the total amount for defunding would be \$1,814,411.

Prepared By: Guy West, Projects Division Manager

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

ATTACHMENT(S)

Attachment 1 – 2020 GRF Projects Low Priority List

ENDORSEMENTS (to Board)

Discuss and Designate 2020 Project Priorities

Staff Officer Ernesto Munoz summarized the capital improvement projects and suggested which items should be prioritized and which ones can be defunded from the 2020 fiscal year.

Discussion ensued regarding the funding of various capital improvements; what happens to the projects after they are defunded; projected planning for capital improvements for the next 5-10 years; and proposed projects for future consideration.

A motion was made and unanimously approved to recommend that the Board accept staff's recommendation to consider defunding various capital improvement projects with the exceptions of the Clubhouse 1 HVAC and the Gate 16 Golf Driving Range Improvements. Clubhouse 1 HVAC is to remain a funded project, however the Golf Driving range should be defunded. This will reallocate \$2,355,206 of funding back into the Facilities Fund.

Attachment 1- 2020 GRF Projects Low Priority List

2020 GRF Projects List						Recommended by:	
Item #	Type	Name	Description	Budget	COMMENTS	Staff	M&C Committee
1	920 Projects	Community Center First Floor Renovation Project	Funding for this project is allocated to the reconfiguration of Resident Services located in the Community Center.	Budget: \$750,000 Exp: \$128,738 Balance: \$621,262	Staff recommends to defund all but \$150k. Reallocate \$471,262 back to the Facilities Fund.	\$ 471,262	\$ 471,262
2	920 Projects	Relocation of Security Operations to the Community Center	Funding for this project is allocated to relocate the Security Department to the third floor of the Community Center.	Budget: \$1,000,000 Exp: \$18,851 Balance: \$981,149	Defund this project.	\$ 981,149	\$ 981,149
3	920 Projects	Clubhouse 1 HVAC Replacement Project	Funding for this project is allocated to maintain/replace the HVAC system at Clubhouse 1 at the end of its serviceable life. This project will be designed after the building assessment has been completed.	Budget: \$350,000 Exp: \$0 Balance: \$350,000	This project is on hold subject to the building assessment findings and direction provided by the Board relative to the Clubhouse upgrades. Can reallocate all funds (\$350k) at this time. (M&C Committee did not want to defund this project.)	\$ 350,000	X
4	920 Projects	Clubhouse 2 Lawn Bowling Roof	Funding for this project is allocated to replace the existing 20 year old flat roof section, which will exceed its life expectancy in 2021, with a new PVC cool roof system.	Budget: \$30,000 Exp: \$0 Balance: \$30,000	Defund this project. Staff will continue to monitor the useful life of this roof and make repairs as needed.	\$ 30,000	\$ 30,000
5	920 Projects	Gate 16 Driving Range Improvements	Funding for this project is allocated to improve the appearance and functionality of the golf driving range and practice area.	Budget: \$500,000 'Budget: \$138,000 Exp: \$97,205 Balance: \$540,795	There is a combined balance of \$402,795 and \$138,00 available for this project. Staff does not recommend that this project be defunded. (The M&C Committee does want to defund this project.)	X	\$ 540,795
6	920 Projects	Tennis Court LED Lighting	Funding for this project includes the replacement of the existing lighting at the Tennis Courts to resolve inefficient lighting and consumption issues.	Budget: \$50,000 Exp: \$0 Balance: \$50,000	Defund this project.	\$ 50,000	\$ 50,000
7	920 Projects	Shepherd's Crook at Gate 3	As a part of the Conditional Use Permit 1135 with the City of Laguna Woods, the Mutual will remove and replace barbed wire on all perimeter block walls with Shepherd's Crook on a phased approach.	Budget: \$240,000 Exp: \$0 Balance: \$240,000	The M&C Committee only wants to install a minimum of 300 LF of Shepherds Crook Fencing; Keep \$33,000 for this project and reallocate \$207,000 back to the Facilities Fund.	\$ 207,000	\$ 207,000
8	920 Projects	Community Center Parking Study	Funding for this project is allocated for a parking study at the Community Center. This parking study will assist in future decisions related to the utilization of the Community Center building.	Budget: \$25,000 Exp: \$0 Balance: \$25,000	Defund this project.	\$ 25,000	\$ 25,000
9	904 Maint Svc	Clubhouse 4 Metal Roof for Patio	Funding for this project is allocated to add a metal roof over a patio area and the removal of the old dust collector at the Clubhouse.	Budget: \$25,000 Exp: \$0 Balance: \$25,000	Defund this project.	\$ 25,000	\$ 25,000
10	904 Maint Svc	Clubhouse 7 Coat/Storage Remodel	Funding for this project is allocated to remodel the existing Clubhouse coat and storage room for clubs' equipment and supplies.	Budget: \$25,000 Exp: \$0 Balance: \$25,000	Defund this project.	\$ 25,000	\$ 25,000
TOTAL:							\$ 2,355,206

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STAFF REPORT

DATE: January 16, 2020
FOR: Board of Directors
SUBJECT: Community Fitness Center Hours Adjustment

RECOMMENDATION

Approve the recommendation to adjust the Community Fitness Center weekday closing hours from 9 p.m. to 8 p.m. and adjust weekend opening hours from 8 a.m. to 7 a.m.

BACKGROUND

The Community Fitness Center is open weekdays from 5:30 a.m. to 9 p.m. and from 8 a.m. to 2 p.m. on weekends.

During the November 7, 2019 CAC meeting, a resident requested that the Community Fitness Center hours of operation be adjusted to open an hour earlier on Saturdays. Staff was directed to research the viability of accommodating the request.

DISCUSSION

At the January 9, 2020 CAC meeting, staff presented the research determining that fewer than 3 people were exercising Monday thru Friday from 8 to 9 p.m. and over 24 people exercising weekend mornings at 8 a.m. Staff was directed to provide a staff report for the February GRF Board meeting recommending the weekday closure at 8 p.m. and a weekend opening time at 7 a.m.

FINANCIAL ANALYSIS

By closing an hour earlier on weekdays and opening one hour earlier on weekends, there would be an annual staff cost savings of \$2,800 (\$4,600 annual weekday savings - \$1,800 weekend staffing cost).

Prepared By: Peter J. Quan, Fitness Supervisor

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

ATTACHMENT(S)

ATT 1: Usage Comparison 2019

Attachment 1

Usage Comparison January 1, 2019 to December 17, 2019

Community Fitness Center Saturday Usage

8 a.m. Average Users 34 (34.265) Total Users: 1679

Community Fitness Center Sunday Usage

8 a.m. Average users 24 (24.244) Total Users: 1188

Community Fitness Center Monday – Friday Usage

8 to 9 p.m. Average user 3 (2.633) Total Users: 669

STAFF REPORT

DATE: February 4, 2020
FOR: GRF Board of Directors
SUBJECT: Community Activities Committee Charter

RECOMMENDATION

Approve and adopt the amended Golden Rain Foundation Community Activities Committee Charter.

BACKGROUND

The Community Activities Committee has been established pursuant to Article 7, Section 7.1.1 of the Bylaws of this Corporation. A charter is developed to formally clarify direction, establish guidelines and boundaries of the committee.

The charter is reviewed and revised periodically; the last revision occurred on October 7, 2014 (Resolution 90-14-08).

DISCUSSION

On January 9, 2020, the Community Activities Committee reviewed and revised the current charter (Attachment 1). A motion was made to approve the changes; the motion passed unanimously.

FINANCIAL ANALYSIS

None

Prepared By: Jennifer Murphy, Recreation Manager

Reviewed By: Brian Gruner, Recreation and Special Events Director
Siobhan Foster, COO

ATTACHMENT(S)

ATT1: Redlined Version - Resolution 90-14-58

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ATTACHMENT 1

RESOLUTION 90-20-xx

COMMUNITY ACTIVITIES COMMITTEE CHARTER

WHEREAS, a Community Activities Committee has been established pursuant to Article 7, Section 7.1.1 of the Bylaws of this Corporation:

NOW THEREFORE BE IT RESOLVED, ~~October 7, 2014~~ February 4, 2020, 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 current resolution entitled, "General Duties of Standing Committees."
2. Develop and review programs and procedures utilizing advice and assistance from the Recreation Department and make appropriate recommendations to the GRF Board for approval.
3. Review the capital requirements, service levels, and projected revenue related to Recreation Department operations and recommend appropriate action to the GRF ~~Business Planning Committee~~ Board for approval.
4. Review and evaluate all unbudgeted requests for programs, equipment, etc. and recommend appropriate action to Finance and the GRF Board respectively for approval.
5. Review and evaluate existing rules and policies, and recommend changes of the Recreation Department, as appropriate, to the GRF Board for approval.
6. Evaluate and respond to suggestions and/or complaints regarding the use, modifications, or expansion of facilities designed to meet the recreational and social needs of the community. If said modification or expansion requires additional facilities, major reconstruction or potential relocation, all suggestions recommendations shall be forwarded to the appropriate committee for consideration and prioritization.
7. Consider recommendations and encourage the participation of residents in the diverse recreational, social, educational, and cultural activities and programs provided and/or sponsored by this corporation.
8. Establish ad hoc and/or sub committees and/or study groups of CAC, as needed and consider their requests and recommendations subject to specific approval of the Board (or Mutual Boards, if a joint committee).
9. Review on a regular basis the Community Facilities Utilization Reports and summarize same as requested by the Board.
10. Review, analyze, and develop information and proposals regarding the need for fees

for use of the community facilities by residents, guests, and outside organizations.

11. Evaluate and recommend policies and/or procedures to ensure safe, clean and attractive recreation facilities and recommend changes, as appropriate, to the GRF Board for approval.

RESOLVED FURTHER, that Resolution ~~90-11-149~~ 90-14-57 adopted ~~December 6,~~ ~~2011~~ October 7, 2014, 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.

STAFF REPORT

DATE: February 4, 2020
FOR: GRF Board of Directors
SUBJECT: Equestrian Center Ad-Hoc Committee

RECOMMENDATION

Approve the formation of an Equestrian Center Ad-Hoc Committee.

BACKGROUND

The equestrian facility offers boarding for resident-owned/leased horses and a riding program (lessons/trail rides) for residents and their sponsored guests. The facility also hosts various events throughout the year such as Saddle Club barbeques, the Harvest Hoedown, Easter at the Equestrian Center and various horse shows. The facility attracts approximately 30,000 attendees per year.

DISCUSSION

On January 9, 2020 CAC voted unanimously to recommend that board the form an Equestrian Center Ad-Hoc Committee comprised of CAC members, equestrian boarders and Saddle Club representation. The intent of the ad-hoc sub-committee to the CAC is to review service levels, budgets and revenue; review and evaluate programs, repairs and maintenance needs; review and evaluate existing rules and policies and recommend changes of said policies as appropriate; consider recommendations and encourage the participation of resident and boards in the activities and programs current and future; create a resolution that details expectations of service levels, procedure for recommended rule changes and approvals.

The recommended ad-hoc committee members are:

Board Directors

Bunny Carpenter (Chair)
Yvonne Horton
Cush Bhada

Advisors

Gary Empfield
DeAnne Holle
Stefanie Brown
Sally Ingmason

FINANCIAL ANALYSIS

None.

Prepared By: Jennifer Murphy, Recreation Manager
Reviewed By: Brian Gruner, Recreation and Special Events Director
Siobhan Foster, COO

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STAFF REPORT

DATE: February 4, 2020
FOR: Board of Directors
SUBJECT: GRF Committee Meetings

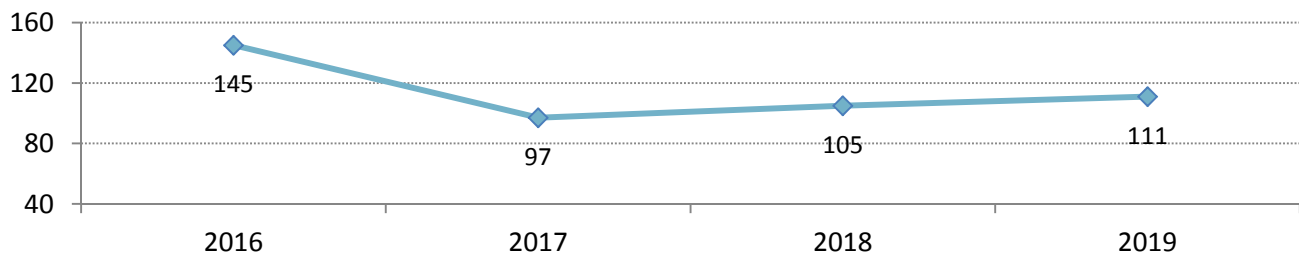
RECOMMENDATION

Discuss the potential reduction in the number of GRF committee meetings.

BACKGROUND

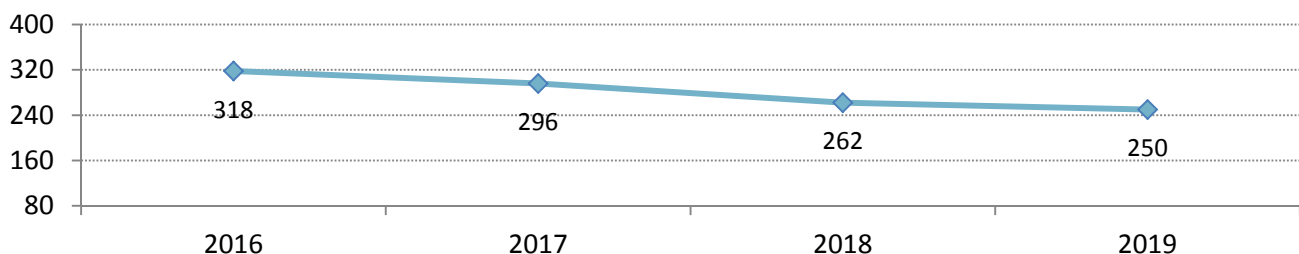
On February 7, 2017, the President of the GRF Board of Directors directed GRF committees to meet every other month except for the Communications Committee which would continue to on a monthly basis. This action reduced the total number of GRF board and committee meetings to approximately 97 in 2017. In subsequent years the number of meetings is trending higher with 111 meetings in 2019, a 14.4% increase from the 97 meetings held in 2017.

GRF Board and Committee Meetings



Comparatively, the housing mutuals have collectively reduced the number of board and committee meetings held since 2017. The 250 meetings held in 2019 represents a 15.5% from the 296 meetings held in 2017.

Third and United Mutual Board and Committee Meetings



DISCUSSION

Recent and proposed adjustments to the GRF committee structure is expected to increase the number of GRF meetings in 2020, moving away from the 2017 goal to limit committee meetings to every other month. Meetings require staff to prepare for, administer and wrap up, detracting from staff's ability to focus on operational efficiency, effectiveness and performance.

Recent and proposed adjustments to the GRF committee structure as outlined below would generate an increased amount of meetings necessitating the allocation of greater staff resources to support the 2020 GRF committee structure.

1. Alternative Revenue Shared Cost Committee: existing ad hoc committee disbanded and no longer hold meetings;
2. Business Planning Committee: existing committee that meets once per year; proposed to begin meeting every other month;
3. Clubhouse 1 Renovation Ad Hoc Committee: proposed new ad hoc committee, being considered by the board on February, 4, 2020, that would meet as needed, to receive project updates from VMS staff/and or consultant;
4. Community Activities Committee: existing committee meets every other month; proposed to begin meeting monthly;
5. Equestrian Ad Hoc Committee: proposed new ad hoc committee, being considered by the board on February, 4, 2020, that would meet as needed to review equestrian center operations; and
6. Purchasing Task Force: new task force established by the board on November 5, 2019, that meets as needed to review procurement policies and procedures.

FINANCIAL ANALYSIS

The cost associated with supporting board and committee meetings varies based on such factors as preparation and wrap up time, length of meeting, meeting location, and number of staff members involved. A greater number of meetings would pull staff away from core responsibilities.

Prepared By: Siobhan Foster, COO

Reviewed By: Jeffrey C. Parker, CEO

STAFF REPORT

DATE: February 4, 2020
FOR: Board of Directors
SUBJECT: Rules for Board Meetings

RECOMMENDATION

Approve Resolution establishing the Golden Rain Foundation Rules for Board Meetings.

BACKGROUND

On November 22, 2011, the board adopted Resolution 90-11-135 establishing the Golden Rain Foundation Open Board Meeting Rules. This is the most recent board action involving board meeting rules.

DISCUSSION

A working group of board members has been collaborating with legal counsel to develop board meeting rules that facilitate effective, efficient and orderly board meetings for the benefit of the community. The proposed rules outline what is expected of those attending board meeting, how meetings will be conducted, and protect members' rights to observe and participate in the governance process pursuant to the Open Meeting Act, Civil Code §§4900-4950 with the exception of participation in executive session.

FINANCIAL ANALYSIS

None.

Prepared By: Siobhan Foster, COO

Reviewed By: Charyl Silva, Corporate Secretary

ATTACHMENT(S)

ATT 1: Golden Rain Foundation Rules for Board Meetings

ATT 2: Resolution 90-20-XX

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GOLDEN RAIN FOUNDATION **RULES FOR BOARD MEETINGS**

I. INTRODUCTION

Successful, efficient and orderly Board meetings benefit everyone in the community. Mutual Members ("Members") have the right to observe the open board meetings and are encouraged to attend, but meetings which are disorderly or too long can be discouraging.

These Rules inform both Director and non-Director as to what is expected of all attending Board meetings, and how meetings are conducted. The goal is orderly and efficient meetings, protection of Owners' right to observe productive deliberations, and enhancement of the governance and the membership experience in the Golden Rain Foundation ("GRF").

II. BOARD MEETINGS

A. Regular Board Meetings

Notice of the date, time and location of regular Board meetings will be provided by posting in the Clubhouse kiosks and the Community Center bulletin board and on the Village web site a minimum of four days before the meeting is to take place. Board meetings are open to all Mutual Members to attend and observe. Non-Members may attend only at the discretion of the Board of Directors.

Normally, regular Board meetings are held in the morning on the first Tuesday of each month. However, four days posted advance notice is always given of all open Board meetings except in case of emergency. Regular Board meetings are normally held in the Board Room on the ground floor of the Community Center at 9:30 a.m..

B. Special Meeting or Altering Location, Date or Time

If a special Board meeting is called or if the location, date or time of a Board meeting is to be changed, all Members will be notified at least four days prior to the meeting by posting in the Community Center and on the Village web site. In an emergency, the President or any two Directors may call for a Board meeting on shorter notice.

C. Attendance

Members may attend Board meetings, but Executive Session meetings are closed. A "Member" is not a tenant, guest, family, or legal counsel of the Member.

D. Agendas

1. Preparation. Agendas are prepared by the President ¹, in cooperation with management staff. At least ten calendar days prior to a Board meeting, the President will inquire if any Director requests inclusion of an agenda item.

2. Request for inclusion. Up to close of business one week prior to a Board meeting, a Director may request an item be included in an agenda, by submitting the action requested and an explanation of the reason for the request. A Director requesting an agenda item is responsible to present that item to the Board with supporting information if the item is included in the agenda.

3. Rejected agenda items. The Chair with the assistance of Management Staff shall include a requested item in the agenda unless the item:

- Has no suggested action;
- Is redundant with an item already on the agenda or was addressed in a Board meeting in the previous three months;
- Must be discussed in Executive Session;
- Would make the agenda unduly lengthy (and so will be postponed to the next agenda);
- Is sent first to a committee for recommendation; or
- Is, based on the advice of legal counsel, proposing action barred by law.

4. Board request for agenda item. Notwithstanding the foregoing, if an agenda item is requested in writing or by electronic mail by at least six Directors at least one week before the Board meeting, the Chair shall include it in the Agenda for the open meeting or the Executive Session meeting, depending upon the item.

5. Member Request for Agenda Item.

- a) A Member may request the President in advance that a topic be added to the agenda, but the President with the assistance of Staff will determine in the President's discretion whether the requested topic will be included in the agenda.
- b) A topic will also be added to the agenda if at least one week prior to the scheduled Board meeting, Staff receives a petition signed by at least seventy five (75) different Members.
- c) The requested agenda topic must still meet the standards of Rule (3) above.
- d) A Member who has requested an agenda item which is placed

¹ Any action to be taken by the President may be taken by the First Vice President or the next officer in order as stated in the By-laws if the President is unable to attend or participate.

on the agenda (“Requesting Member”) may present the topic to the Board immediately before the Board begins any deliberation of the item. The Requesting Member may speak on the matter for up to five minutes. Only one person may be considered the “Requesting Member” for the purpose of addressing the Board. The Board may by majority motion give the Requesting Member more time to speak.

6. Board Packets. Board packets, meaning the agenda and supporting materials, will be made available by Staff to the Board prior to the close of business no less than five calendar days prior to the Board meeting.

7. No discussion of matters not disclosed on agenda. The Board may not discuss subjects which are not on the agenda unless the matter is determined by a majority of the Board to involve an emergency, or unless the matter arose prior to the meeting but after the agenda was published and at least eight Directors concur that the matter requires immediate action.

Sample agenda. The following is a typical Agenda:

- Call to Order, Roll Call & Confirmation of Quorum.
- Pledge of Allegiance
- Welcome
- Announcements (inc. announcements required by these Rules)
- Open Forum (see Rule “F” below)
- Reading and Approval of Minutes From Previous Meeting
- Consent calendar
- CEO Report
- Receipt of Written Reports (if applicable)
 - 1. President
 - 2. Secretary/Correspondence
 - 3. Treasurer/Financial
 - 4. Special/Committee Reports (further discussion below)
- Unfinished business
- New Business
- Adjournment

E. Committees: Reports, Meetings

1. GRF Committees are welcome to present reports to the GRF Board. If a Committee has a report to present, it must be presented to staff in writing at least one week prior to the scheduled Board meeting.

2. If a Committee recommends Board action, such recommendation should be clearly highlighted and stated in the written report, either at the beginning or end of the report. If a Committee report recommends Board action, a Committee representative must be present at the Board meeting, prepared to answer questions from the Board regarding the Committee recommendation.
3. Committee reports may not be presented orally, but a Committee Chair or designee may present an oral summary of the report, or other Committee highlights, with a time limit of 2 minutes. If a Committee did not meet in the month prior to the Board meeting, no oral summary or Committee highlights presentation will be made at the Board meeting.
4. If a Committee report does not recommend any action, Directors will not ask the Committee Representative any questions, nor will Directors discuss the report. Only action items recommended by a Committee report and on the Board's posted agenda may be discussed by the Board.
5. Any Committee reports will be included in the board packets if they are timely submitted. Committee reports which do not contain a request for action will be noted in the minutes as "received."
6. A committee request for action shall be placed by the Chair or staff on the agenda, so long as it complies with Rule D(3).
7. Directors, upon presentation of a committee report, may ask questions about the report, but may not deliberate about the report unless that subject was timely placed on the agenda for deliberation and possible action in that meeting.

F. Open Forum

The Open Meeting Act, Civil Code §§4900-4950, provides that Board meetings are open to Mutual Members ("Members"). A "meeting" under the law is "a congregation of a majority of the members of the board at the same time and place to hear, discuss, or deliberate upon any item of business that is within the authority of the board." The Board thus may not exclude Members from attending, absent discipline imposed as provided herein. The only exception is for Executive Session as discussed further below.

1. **Time for Open Forum.** Open Forum will normally occur at the early portion of Board meetings. The agenda may also provide for a second Open Forum time at the end of the agenda. The Board may by motion re-open

Open Forum on a specific agenda item, or reschedule Open Forum within the agenda.

2. Member's Right to Speak. Open Forum is a valuable and legally required portion of every open Board meeting. Open Forum is the opportunity for the Member to inform the Board of matters of concern to GRF.

- a) Open Forum is only for Mutual Members. During Open Forum, a Member may speak to the Board on any topic. However, a Member may not speak twice on the same subject during a Board meeting, nor may a co-owner of the Member also speak. The purpose of Open Forum is to inform the Board of viewpoints or information of which the Board may not be aware regarding GRF matters. Therefore, although a Member may use their time to speak upon any topic of interest to the Member, Members are advised that the Board may not be as attentive to comments on matters outside the Board's jurisdiction.
- b) At the start of Open Forum, the Chair shall ask the Members present to raise their hand if they wish to speak in Open Forum. Each member may speak for up to three minutes. In the event more than ten Members indicate a desire to speak, the time limit per speaker shall be shortened to two minutes.
- c) Open Forum is the time for Members to speak and provide additional opinions and viewpoints to the Board, and is not a time for the Board to speak. Directors will listen and not respond or otherwise interrupt a speaker at Open Forum. A response, if any, by a Director or staff to Open Forum remarks or questions shall be after the close of Open Forum. The Chair may appoint a Director or Staff member as timekeeper.
- d) So long as the Open Forum comments comply with these Rules, neither staff, the Chair, nor other Director shall interrupt the speaker.
- e) The statements made by Members in Open Forum only those of the speaker and are not the position of the GRF or the Board, and GRF takes no responsibility as to the content of Open Forum comments. At the beginning of Open Forum, the Chair shall remind all attending as to these Rules regarding Open Forum.

3. Open Forum During Agenda Item Discussions ("Additional Open Forum").

- a) The Agenda may designate certain action items as eligible for Additional Open Forum, meaning Member input after the initial Open Forum session, limited to a given topic.
- b) During Board deliberations of an agenda item designated for Additional Open Forum, the Chair will inquire if any Members in the audience wish to speak to the motion at hand.

- c) If the Chair sees any hands raised indicating a desire to speak, Open Forum will be reopened as Additional Open Forum, and the Members indicating a desire to speak to the topic may speak for up to two (2) minutes on the specific agenda item and on no other topic.
- d) A Member (or co-Owner of a Member) shall only speak once on a given agenda item. If the Member already spoke on an agenda item during the initial Open Forum session, that Member (or Member's co-owner) may not speak again on that agenda item.
- e) Once the Chair determines that all have spoken who wished to speak, or that no one has indicated a desire to speak, the Chair shall announce Additional Open Forum is closed, and the Board shall resume and conclude its deliberations on the item.
- f) Additional Open Forum will only be conducted on Agenda action items on which a motion has been made and received a second, and will not be offered on Consent Calendar items, Committee Reports, or on topic upon which a motion which was not made or on a motion which did not receive a second.

5. Member Observation of Deliberations. Except for Open Forum or Additional Open Forum, Members may not speak to the Board, and shall quietly observe Board deliberations. Applause, boos, or other audible response to Board deliberations or decisions is out of order.

6. Addressing the Board During Open Forum. When speaking, the Member will identify Member's name and Manor, and will stand at the speaker's podium if physically able to stand, and will address the Board, not the audience.

G. Meeting Conduct

Directors, Members and anyone else permitted to attend the meeting will conduct themselves in a reasonable manner. The following conduct is strictly prohibited:

- Profane or obscene language;
- Slurs involving race, religion, ethnicity, national origin, gender, disability, marital status, sexual orientation, gender identity, citizenship, ancestry, language, source of income, medical condition, veteran or military status, or age;
- Shouting or yelling;
- Physical threats, including non-verbal communications such as gestures or using body language in such a way as to intimidate;
- Pounding on tables, lecterns, or other furniture or throwing items; and
- All other unreasonable and disruptive behavior which does

not allow Members to peacefully observe the proceedings, or which otherwise impedes the ability of the Board to peacefully conduct its deliberations and the Members to peacefully observe those deliberations.

Directors will also refrain from making comments which:

- Divulge information from closed sessions;
- Divulge attorney client privileged confidential advice; or
- Maliciously malign any person, business or entity.

To create a positive atmosphere, all persons present will be seated (unless some handicap exists by which they cannot be seated) and will remain seated at all times when others are speaking, except when standing in line to speak for their turn in Open Forum. Neither Directors nor anyone addressing the Board will be allowed to speak while standing or hovering over someone else. All in attendance must behave in a professional and orderly manner. Directors shall refrain from interrupting each other or from making audible “sidebar” remarks while a fellow Director is speaking. Directors shall keep their microphones off except when they are addressing the Board.

H. Violation of Rules

Anyone (Member or Director) violating these Rules may be:

- 1) First warned by the Chair,
- 2) Then warned by majority vote of the Board, and
- 3) Then by majority vote of the Board asked to leave the meeting.
- 4) In the event a person refuses to leave after the Board votes to eject the individual, the meeting shall be recessed until such time as security and/or law enforcement can be summoned to assist or until the person voluntarily leaves.

The Board may schedule a disciplinary hearing to determine whether a Member or Director will as a result of violation of these Rules be suspended from attending one or more future Board meetings as well as any other appropriate disciplinary measures.

A non-Member who is permitted to attend but disrupts a Board meeting may be ejected upon majority Board vote without warning.

I. Parliamentary Procedure

Meetings will generally follow “Robert’s Rules of Order.” In brief, there should be no discussion on an item unless and until motion is made and there is a second to the motion. A motion is a proposal that the Board takes a stand or takes action on some issue. Only Directors can make motions.

The Resolution or motion recommended by a Committee report shall be considered as a motion and need not have a second for discussion to commence, so long as the recommendation has been stated on the agenda at least four days in advance of the meeting, absent emergency.

The Chair, normally the President, may call for a motion or, if temporarily passing the gavel, may make a motion. If there is no second to a motion, the issue is dropped. If a motion receives a second, then the Chair will ask for debate and discussion. Fair play, courtesy and cooperative behavior is preferred over strict compliance with Robert's Rules.

J. Recording of meetings; Minutes

The proceedings of Board meetings shall not be electronically recorded, except by "Village TV". Any other recording devices (audio, video or photographic) at Board or committee meetings are forbidden. The proceedings of such meetings shall be recorded in the minutes of the meeting. Minutes of Board meetings are prepared by the Secretary or, if the Board directs, by a Recording Secretary who need not be a Director. Minutes shall record actions taken, but shall not record commentary or statements by Directors, or comments during Open Forum.

K. Board Deliberations

1. Directors will deliberate topics only when on an agenda, except for emergency matters, and when a motion has been made and seconded by a Director. Unless a Director is only asking a question, Directors will indicate at the beginning of their remarks if they speak for or against the pending motion.

2. Generally, the motion initiating discussion should be made by the Director requesting the item to be placed on the agenda, but any Director may move for action recommended by a Committee Report.

3. Directors shall:

- Cooperate to keep their remarks on the topic of a motion,
- Speak to each other,
- Not address the live audience or the television audience, and
- Avoid repetition of points already made, or repeating their own previous remarks on a motion.

4. If a Director violates the standards set forth in these Rules, the Chair may remind the Director of the standard being violated, and will then request the Director to bring their conduct into compliance. In the event a Director continues to violate these Rules, the Board may proceed pursuant to subpart II(H) herein.

5. Motions may be amended in at least two ways:

- A motion, after receiving a second, may be amended by a motion, which motion must also receive a second and a majority vote.
- A motion may also be amended by amendment in which the author of the original motion consents to a proposed amendment to the motion. If the second also consents, the motion is amended and deliberations continue on the motion as amended.

6. There is no deliberation of items on the Consent Calendar. Any Director may at the appropriate time in the agenda ask for an item in the Consent Calendar to be removed to New Business for discussion. The consent

calendar and all items remaining in it are not discussed, but passed on a single motion, second, and vote.

L. Board Comments During Meetings

- The comments of Directors, staff, consultants or other guests during Board or Committee Meetings are not comments of GRF and only the speaker's opinions.
- The position of GRF is only that expressed in Motions or Resolutions which are adopted by the Board of Directors.
- The Chair of any Board or Committee Open Meeting shall make an announcement at the beginning of the Board or Committee meeting which recites the first two sentences of this section verbatim.

M. Chair

1. The Chair shall be the President, if present at the meeting, unless the Chair passes the gavel temporarily to the First Vice President. If the First Vice President is unavailable, then the Second Vice President may serve as Chair. If neither the President, First or Second Vice President are in attendance, a majority of the Board may elect a temporary Chair.
2. The Chair may discuss and vote on any motion, unless the Chair recuses itself.
3. If the Chair wishes to make a motion, the Chair shall pass the gavel to the First Vice President or next Officer in succession until deliberation of the motion is concluded by a vote on the motion.
4. The Chair shall be entrusted with the orderly progress of the Board's deliberations. In the event the Chair perceives that deliberations have ceased to move the discussion forward (either because unanimity already exists; debate has become repetitive or otherwise unduly lengthy; positions on a motion have become clear; or because the Board is not ready to decide on the matter), the Chair shall call for a motion to close debate, or a motion to table the matter.
5. The relationship between the Board and Chair should be one of mutual respect. The Board should give respect and deference to the Chair's leadership in moving deliberations forward, while the Chair should give respect and not request a conclusion to deliberations of a matter if the Board majority wishes to continue deliberation of a topic.
6. Any Director also may move the previous question, which is not debatable, and requires a two thirds vote to conclude deliberations so that the matter being deliberated may be voted upon.

III. EXECUTIVE SESSION

A. Purpose of Executive Session

Executive Session meetings allow the Board of Directors to address issues of sensitive nature, which may involve attorney client privilege or other privacy

rights. It is important that all information discussed and disclosed at these sessions remain private.

The Board may meet in Executive Session only on the following subjects:

1. Litigation or threatened litigation.
2. Formation of Contracts.
3. Member disciplinary hearings (i.e.: imposing fines or other penalties).
4. Hearings on GRF reimbursement claims against a Member
5. Member's proposal of a payment plan for delinquent assessments.
6. Voting on the decision to foreclose upon an assessment lien.
7. Personnel issues.
8. Requests for accommodation of disabilities under applicable Fair Housing laws.

Board minutes of the next open session meeting will contain a general note of the actions taken in closed session.

B. Confidentiality Agreement

To protect GRF and Members, each Director shall annually sign a confidentiality agreement before attending and participating in Executive Session meetings. A Director who refuses to do so will not be permitted to attend Executive Session meetings, and legal counsel will not copy that Director on confidential communications, nor participate in legal advice discussions with that Director present.

The Confidentiality Agreement shall state substantially as follows:

"I, _____ (Name), after having been duly elected or appointed as a Director of Golden Rain Foundation, do hereby agree and promise that all information which is disclosed by or to me, orally or in writing, and all discussions held at an Executive Session Meeting of the Board and all attorney advice shall be kept confidential and shall remain confidential, even after I am no longer a Director. I understand that this means that anything I say, hear or see at an Executive Session Meeting may not be discussed with anyone outside of Executive Session.

I further understand that if I do not sign this Confidentiality Agreement or do not honor this Agreement, I will not be permitted to participate in or attend Executive Session Meetings or to receive confidential attorney-client communications. I further understand that I will be held responsible for any damages which result to GRF or Mutual Members if I violate this agreement."

C. Procedure for Setting

The notice for a meeting which is solely an Executive Session meeting must be posted two days in advance, unless it is an emergency Executive Session meeting. The notice should state that the only item of business to come before the Board will be held in Executive Session and that no issues will be discussed in open session.

D. Agenda Packets

Because of the sensitive nature of the subjects discussed in closed session, Directors will return their Executive Session agenda packets to management staff immediately upon adjournment of the meeting, or when they depart from the meeting, whichever occurs first. Executive session agenda packets will not be distributed to Directors in electronic form.

IV. CLOSED SESSION HEARINGS

GRF conducts its disciplinary hearings and reimbursement claim hearings in closed session. The following rules are to inform both members and Directors regarding how these hearings are conducted.

A. Notification

If GRF is considering discipline or pursuing a reimbursement claim against a Member, it will first provide written notification to the Member, of a hearing to be held by the Board to consider the matter, at least ten days after the date the notification is sent to the Member. The notification will inform the Member the nature of the alleged violation or reimbursement claim.

B. Attendance

A Member being considered for discipline or a reimbursement claim may attend the hearing to address the Board regarding whether the Board should impose discipline or pursue reimbursement. The member may bring witnesses. The Member may not bring legal counsel or personal representative. The Member being considered for discipline or reimbursement claim may not observe any complaining witnesses or observe the Board's deliberation of the matter. A Member may provide a written statement as a substitute for personally appearing at the hearing.

A complaining Member may provide a written statement or appear at the hearing to present their complaint to the Board. The complaining Member will not be permitted to hear the Board's deliberation or the presentation by the Member being considered for discipline.

C. Addressing the Board

A Member being considered for discipline or reimbursement claim may speak to the Board for a maximum of ten minutes. If a Member brings supporting documentation, it is suggested the Member bring one copy for staff, one copy for

GRF legal counsel, and 11 copies for the Board. If a Member brings supporting witnesses, an additional five minutes can be added to the member's time.

A Member complaining to the Board may address the Board for a maximum of five minutes.

Members addressing the Board should be prepared and organized for the hearing, to maximize their allotted time.

D. The Board's Decision

The Board will notify the Member being considered for discipline or reimbursement claim within fifteen (15) days of the hearing. The Board will not notify other Members of the Board's decision, which shall remain confidential.

Rules adopted originally on _____, 2020 by the Board of Directors.



RESOLUTION 90-20-XXX

Golden Rain Foundation Rules for Board Meetings

WHEREAS, the Open Meeting Act, Civil Code §§4900-4950, provides an ongoing right for each member of Laguna Woods to participate in the governance of the community; and

WHEREAS, the Golden Rain Foundation Board of Directors recognizes the need to facilitate effective, efficient and orderly board meetings for the benefit of the community while protecting members' rights to observe and participate in the governance process; and

NOW THEREFORE BE IT RESOLVED, DATE, the Board of Directors of this Corporation hereby approves the Golden Rain Foundation Rules for Board Meetings, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 90-11-135 adopted November 22, 2011 is hereby suspended in its entirety and cancelled;

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.

February Initial Notification

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

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STAFF REPORT

DATE: February 4, 2020
FOR: Board of Directors
SUBJECT: 2020 Recreation Policy Update – Equestrian Center

RECOMMENDATION

Recommend the Equestrian Center Pricing policy update to set the Horse Trailer Storage Fee at 50% of the RV Lot Rental Fee.

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 the basis of 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 policy 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.

On December 3, 2019, by consensus, the GRF Board recommended that the proposed Equestrian pricing policy changes be routed back to the committees for additional review.

On January 9, 2020 at the Community Activities Committee meeting a motion was made and carried unanimously to recommend the Board set the horse storage trailer fee to 50% of the charge for a recreational vehicle in the RV storage lots. The Committee requested further review of the remaining fee policy changes and acknowledged that the existing pricing policies will remain in effect for 2020 fees.

DISCUSSION

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

- Horse Trailer Storage Fees will be 50% of RV Lot Rental Fee

FINANCIAL ANALYSIS

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

Prepared By: Brian Gruner, Recreation and Special Events Director

Reviewed By: Betty Parker, Chief Financial Officer

Committee Routing: Community Activities Committee
Finance Committee

ATTACHMENT(S)

ATT 1: GRF Equestrian Pricing Policies – Redlined

RESOLUTION 90-20-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; and

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, March 3, 2020, that the Board of Directors of the Corporation hereby adopts a revised GRF Pricing policy relative to the Equestrian Center:

Horse Boarding

- 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.

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.

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, 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, 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, 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, retroactive billing for the 2020 storage fees will occur, ~~and~~ 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.



February Initial Notification

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

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Financial Report

As of December 31, 2019



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$30,999
Non-assessment Revenue	\$13,424
Total Revenue	\$44,423
Total Expense	\$43,363
Net Revenue/(Expense)	\$1,060

1

Financial Report

As of December 31, 2019



OPERATING ONLY INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$28,095
Non-assessment Revenue ¹	\$8,713
Total Revenue	\$36,808
Total Expense ²	\$37,604
Operating Surplus	(\$796)

1) excludes unrealized gain

2) excludes depreciation

2

Financial Report

As of December 31, 2019

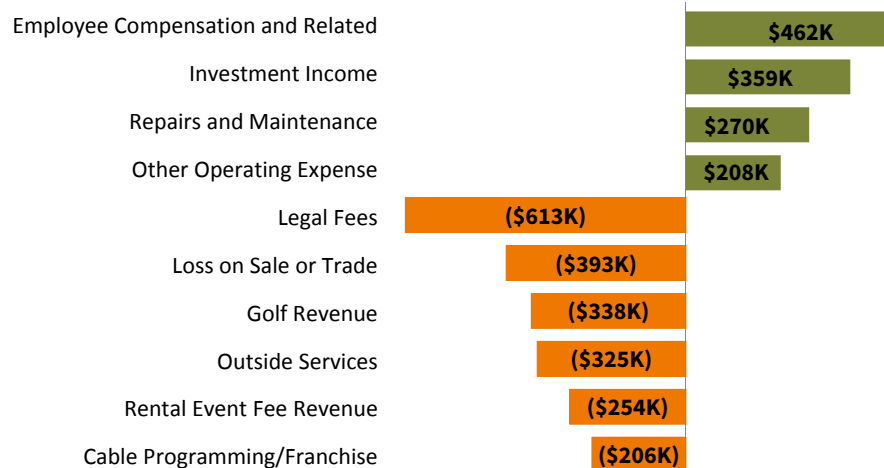


INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE
Assessment Revenue	\$30,999	\$30,998	\$1
Non-assessment Revenue	\$13,424	\$13,620	(\$196)
Total Revenue	\$44,423	\$44,618	(\$195)
Total Expense	\$43,363	\$42,736	(\$627)
Net Revenue/(Expense)	\$1,060	\$1,882	(\$822)

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Financial Report

As of December 31, 2019



Unfavorable Favorable

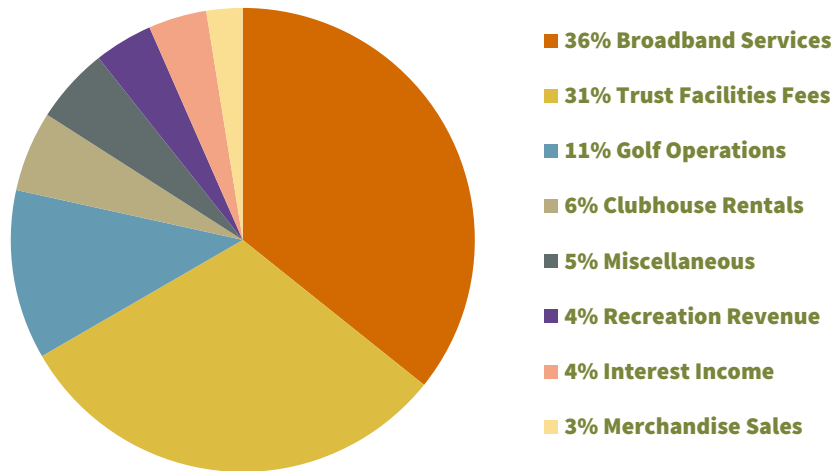
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Financial Report

As of December 31, 2019



Total Non Assessment Revenues \$13,424,404

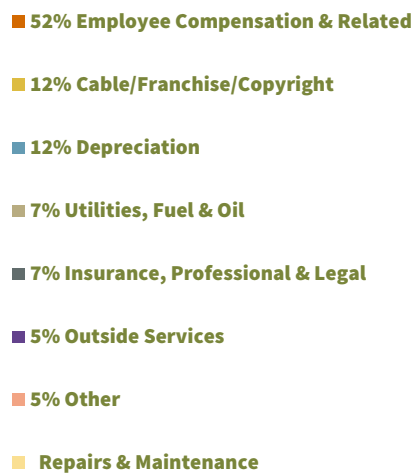


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Financial Report

As of December 31, 2019

Total Expenses \$43,363,060



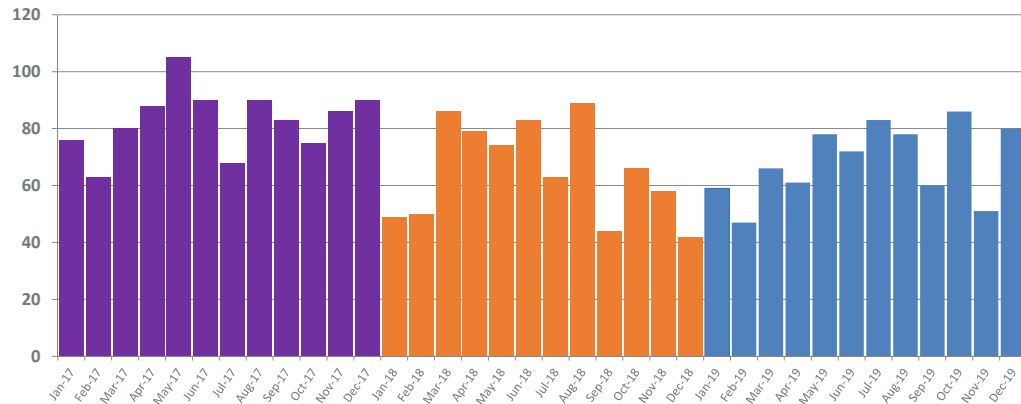
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Financial Report

As of December 31, 2019



RESALE HISTORY - Consolidated



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Financial Report

As of December 31, 2019



FUND BALANCES (in Thousands)	ENDING BALANCES	WORK IN PROGRESS	ADJUSTED BALANCES
Equipment	\$5,258	\$2,736	\$2,522
Facilities	17,115	5,859	11,256
Contingency	707	71	636
Trust Facilities Fee	7,378	0	7,378
TOTAL	\$30,458	\$8,666	\$21,792

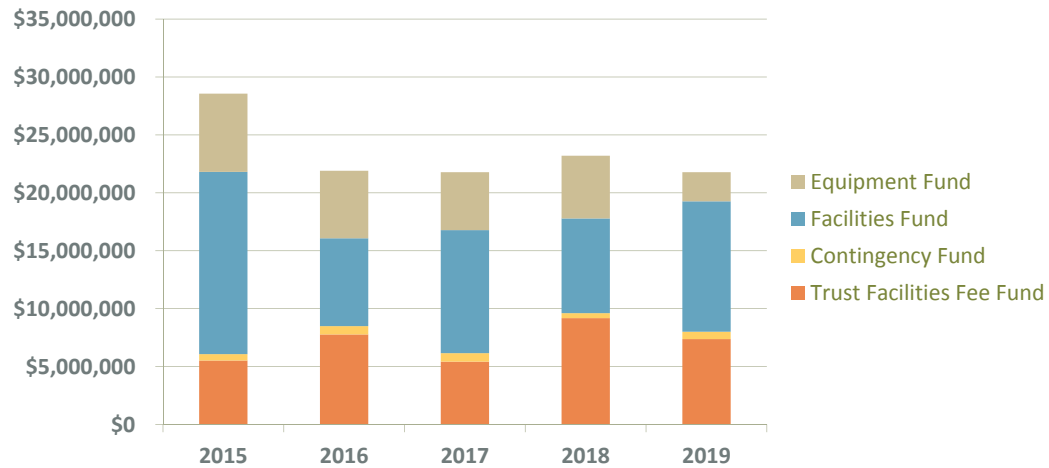
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Financial Report

As of December 31, 2019



ADJUSTED FUND BALANCES



9

Financial Report

As of December 31, 2019



FUND ENCUMBRANCES

(in Thousands)

	TOTAL APPROPRIATIONS	REMAINING ENCUMBRANCE
Aquatics & Fitness	\$636	\$256
Broadband Services	1,075	91
Clubhouses	5,188	3,682
Computers	1,605	441
Community Center	2,556	893
Energy Projects	978	110
Garden Centers	400	20
Golf Facilities	1,299	675
Other Equipment	480	165
Other GRF Facilities	1,400	708
Paving	1,995	8
Pickleball	850	0
Security	2,727	1,439
Vehicles	3,223	1,583
TOTAL	\$24,412	\$10,071

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Golden Rain Foundation of Laguna Woods
Statement of Revenues & Expenses - Preliminary
12/31/2019
(\$ IN THOUSANDS)

		CURRENT MONTH			YEAR TO DATE			PRIOR YEAR	ANNUAL
		ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET
Revenues:									
Assessments:									
1	Operating	\$2,341	\$2,341	\$1	\$28,095	\$28,094	\$1	\$27,291	\$28,094
2	Additions to restricted funds	242	242		2,904	2,904		3,057	2,904
3	Total assessments	<u>2,583</u>	<u>2,582</u>	<u>1</u>	<u>30,999</u>	<u>30,998</u>	<u>1</u>	<u>30,348</u>	<u>30,998</u>
Non-assessment revenues:									
4	Trust facilities fees	458	345	112	4,150	4,141	9	3,608	4,141
5	Golf green fees	94	135	(41)	1,352	1,618	(266)	1,467	1,618
6	Golf operations	15	25	(10)	231	304	(72)	290	304
7	Merchandise sales	38	24	14	338	287	52	313	287
8	Clubhouse rentals and event fees	75	103	(28)	753	1,007	(254)	647	1,007
9	Rentals	11	8	2	126	97	29	103	97
10	Broadband services	412	399	13	4,797	4,790	7	4,908	4,790
11	Investment income	49	16	34	545	186	359	527	186
12	Unrealized gain/(loss) on AFS investments	(384)		(384)	15		15	(209)	
13	Miscellaneous	67	97	(30)	1,116	1,190	(74)	1,119	1,190
14	Total non-assessment revenue	<u>834</u>	<u>1,152</u>	<u>(318)</u>	<u>13,424</u>	<u>13,620</u>	<u>(195)</u>	<u>12,772</u>	<u>13,620</u>
15	Total revenue	<u>3,417</u>	<u>3,734</u>	<u>(318)</u>	<u>44,423</u>	<u>44,618</u>	<u>(194)</u>	<u>43,120</u>	<u>44,618</u>
Expenses:									
16	Employee compensation and related	1,544	1,987	443	23,098	23,560	462	23,261	23,560
17	Materials and supplies	154	148	(5)	1,748	1,846	98	1,576	1,846
18	Cost of goods sold	34	16	(18)	241	193	(48)	211	193
19	Community Events	127	29	(98)	561	423	(138)	431	423
20	Utilities and telephone	154	156	2	2,347	2,247	(100)	2,299	2,247
21	Fuel and oil	33	37	4	508	440	(68)	511	440
22	Legal fees	338	31	(306)	991	378	(613)	856	378
23	Professional fees	48	57	9	609	706	98	652	706
24	Equipment rental	19	18	(1)	213	226	13	223	226
25	Outside services	274	137	(137)	2,017	1,692	(325)	1,830	1,692
26	Repairs and maintenance	108	53	(55)	661	931	270	804	931
27	Other Operating Expense	118	79	(39)	600	808	208	715	808
28	Income taxes		2	2	1	25	24	(26)	25
29	Property and sales tax	5	8	3	126	92	(34)	100	92
30	Insurance	143	110	(32)	1,374	1,325	(49)	1,266	1,325
31	Cable Programming/Copyright/Franchise	493	411	(82)	5,132	4,926	(206)	5,089	4,926
32	Investment expense		(2)	(2)	35	35		48	35
33	Net Allocation to Mutuals	(228)	(197)	30	(2,547)	(2,390)	158	(2,470)	(2,390)
34	Uncollectible Accounts	4	2	(2)	9	25	16	17	25
35	(Gain)/loss on sale or trade	322	(6)	(327)	325	(68)	(393)	151	(68)
36	Depreciation and amortization	1,160	1,160		5,314	5,314		4,892	5,314
37	Total expenses	<u>4,847</u>	<u>4,235</u>	<u>(612)</u>	<u>43,363</u>	<u>42,736</u>	<u>(628)</u>	<u>42,435</u>	<u>42,736</u>
38	Excess of revenues over expenses	<u>(\$1,430)</u>	<u>(\$500)</u>	<u>(\$930)</u>	<u>\$1,060</u>	<u>\$1,882</u>	<u>(\$822)</u>	<u>\$685</u>	<u>\$1,882</u>

Golden Rain Foundation operations were worse than budget by (\$822K) as of December 31, 2019.

REVENUE

- **Golf Operations Lines 5 and 6** – (\$338K) Unfavorable variance due to an overstated revenue budget. Also, fewer rounds at the golf courses and less usage of the driving range were caused by inclement weather in Q1.
- **Clubhouse Rentals & Event Fees Line 8** – (\$254K) Unfavorable variance due to an overstated budget for rental income and event fees at the clubhouses. Revenue is consistent with historical averages and the 2020 budget was reduced.
- **Investment Income Line 11** – \$359K Favorable variance resulted from higher investment balances than anticipated at the time of budget preparation, yielding more interest income.

EXPENSE

- **Employee Compensation Line 16** – \$462K Favorable due to negotiated savings in union medical expense at the time of union contract renewal and less participation in non-union medical insurance and retirement plans than budgeted. The variance was furthered by a favorable year-end adjustment to the Workers' Compensation liability for future claims.
- **Community Events Line 19** – (\$138K) Unfavorable variance due to higher expense associated with bringing in more recognized performers at the Performing Arts Center.
- **Legal Fees Line 22** – (\$613K) Unfavorable variance due to more legal activity than anticipated. In 2020, employment legal fees will be allocated between GRF, United, and Third.
- **Outside Services Line 25** – (\$325K) Unfavorable variance occurred in several areas of operation, most significantly due to the following: unbudgeted outsourcing of car wash services and generator maintenance (no offset); unbudgeted outsourcing of janitorial work at GRF facilities (offset by savings in budgeted wages and compensation for in-house work); higher volume of credit card sales in Golf and Broadband generated more bank processing fees; broadband copyright fees paid through NCTC recorded here (budgeted under Cable Programming/Copyright/Franchise line).
- **Repairs and Maintenance Line 26** – \$270K Favorable variance due to less expense for annual software, an overstated budget for fire alarm inspection, and less contingency for building repairs.
- **Other Operating Expense Line 27** – \$208K Favorable variance occurred in several areas of operation, most significantly due to the following: minimal fumigation required at GRF facilities; an overstated budget for recruitment and physical examinations; reduced CPR training; and contingency postage for special elections not required.
- **Cable Programming/Copyright/Franchise Line 31** – (\$206K) Unfavorable variance due to higher programming fees in 2019; contract renewals resulted in unbudgeted rate increases.
- **(Gain)/Loss on Sale or Trade Line 35** – (\$393K) Unfavorable variance is primarily due to a current year realized loss on investments. The market valuation gains received in 2019 were insufficient to offset losses accumulated in prior years. All previously held interests were sold and funds were reinvested in index funds. The variance was furthered by few warehouse sales compared to budget.

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OPEN MEETING

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

Thursday, January 9, 2020 – 1:30 p.m.
Board Room

MEMBERS PRESENT: Judith Troutman-Acting Chair, Andre Torng, Juanita Skillman, Yvonne Horton, Bunny Carpenter, Ryna Rothberg, Annie McCary, Cush Bhada, Janey Dorrell, Dennis Boudreau

MEMBERS ABSENT: Ed Tao

OTHERS PRESENT: Dick Rader, Beth Perak and Annette Soule were present in audience

STAFF PRESENT: Siobhan Foster, Brian Gruner, Betty Parker, Jennifer Murphy and Jackie Kupfert

Call to Order

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

Acknowledgement of Media

There was no press present.

Approval of Agenda

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

Approval of Committee Report for November 14, 2019

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

Chair's Remarks

Acting Chair Troutman stated she is sitting in for Chair Joe Fitzekam.

Report of the Recreation and Special Events Director

Mr. Gruner presented the year in review slide show.

Ms. Murphy reported on the following upcoming events: the Lunar New Year event will be held on January 11 at the Performing Arts Center. The Lunar New Year festival will be 11 a.m. to 2 p.m. and is free. The Lunar New Year performances will begin at 6:30 p.m. with tickets available for \$10 and \$15. On March 7 Frankie Avalon will be performing at the Performing Arts Center at 7 p.m. Tickets are available now for \$40 or \$50. The Health and Wellness Expo event will be on March 28 at Clubhouse 5 from 10 a.m. to 3 p.m. This event is free.

Acting Chair Troutman inquired about coordinating with the Transportation Department regarding bus excursions and cost allocation. Mr. Gruner confirmed coordination between the departments and the cost is absorbed by both departments. Acting Chair Troutman inquired as to sponsor revenue allocation. Mr. Gruner stated it is allocated to a deferred account then distributed to each work center that is hosting the event sponsored. Advisor Dorrell referenced page 12 of the slide show regarding resident versus non-resident utilization. Ms. Murphy stated utilization incorporates both however the group who reserves the room completes the utilization slip. Classes are residents only. Advisor Dorrell inquired about a master calendar which would prevent double bookings of Recreation events and club events thus increasing attendance at Recreation events. Ms. Murphy stated there is a master calendar on the website where clubs may enter their events. Recreation will be releasing a flyer which will list the bands for 2020. Mr. Gruner stated staff does try to avoid club events, but sometimes it is unavoidable.

Director Skillman inquired about the upgraded appliances mentioned on page 19 of the slide show. Mr. Gruner stated Recreation was contracted to purchase those appliances and replaced the refrigerator only at this time. Director Skillman stated she is in disagreement with Advisor Dorrell regarding Recreation coordination with clubs while event planning. Advisor Dorrell stated the coordination is truly needed.

Member Comments (*Items Not on the Agenda*)

Members spoke on the following topics: an outdoor multi-use theatre, granddaughter's bat mitzvah, car club auto inspection and maintenance area at Clubhouse 1 overflow lot, change of visiting hours at stables, fireworks causing distress for horses and the repair of a strip in a horse stall.

Acting Chair Troutman stated Disaster Preparedness has already partnered with FEMA and OC Health Department for Disasters. Acting Chair Troutman requested the resident wait for these items to be resolved before CAC can address the multi-use theatre.

Director Carpenter stated insurance liability would be the largest concern regarding the auto inspection and maintenance area and inquired if the service offered would be once a month and what supplies would be needed. The Car club stated they would only be checking fluids, no changing of fluids; no work will be done. The Car club also stated the service would be once a month, waivers would be signed by those participating and would ask for pop-ups and cones. Advisor Dorrell inquired about advertising of this service. The Car club stated they would utilize flyers, website, etc. Director Bhada agreed with the idea of an auto inspection and maintenance area. Director McCary agreed with the idea as well with an inquiry regarding a document of release of liability. The Car club stated this would be necessary to ensure the club is not held liable with injury while inspecting the autos; an inspection sheet has been created. Director Torng agreed with this idea and recommends a 3-month pilot program. An inquiry to staff with regards to usage of the overflow lot was posed. Ms. Murphy stated the lot is being used currently by RVs during maintenance, but will be available in March, 2020. Director Skillman stated very few use the lot with regards to the Library. Staff is to report under future agenda items next meeting.

Director Carpenter stated she understands the dilemma regarding the bat mitzvah, however staff recommendation stands. The resident stated the room is being used by a club as a rollover which means no Sunday is available. Director Carpenter inquired about what club is using Clubhouse 2. Ms. Murphy stated many clubs are using the other requested clubhouses. Acting Chair Troutman inquired as to if there is a rollover time limit and suggested maybe 10 years. Director Carpenter

stated rollovers were reviewed at CAC in 2019 with limitations to the number of rollovers allowed. Acting Chair Troutman stated a staff meeting with directors will happen and GRF will address. Director Bhada inquired as to the size of the bat mitzvah. The resident stated about 175 persons and will need the clubhouse the entire day. Advisor Dorrell inquired as to the club moving if staff can find a replacement room. Director Torng inquired as to the dance clubs using the kitchen and why the resident party needs so much time. Resident stated the setting up of the room and kitchen takes all day. Acting Chair Troutman requested staff to review and meet with appropriate directors. Ms. Murphy stated the club was approached and they are not willing to move.

Director Carpenter stated staff will be addressing the sharp edge in the horse stall referred in member comments. Director Carpenter stated the fireworks cause trauma to the horses and other animals in the Village and directed staff to research alternatives. Acting Chair Troutman stated during wars, horses were used and had ear coverings. Director Horton stated they used mules in the wars. Director Skillman stated that even if we stopped our fireworks, the City of Laguna Hills hosts fireworks at Laguna Hills High School. Director Carpenter stated we did not have fireworks before. Mr. Gruner stated staff will look at different locations and alternatives with 4th of July being the most attended event. Resident stated the horses did not react to fireworks from other cities.

Director Horton inquired as to if the rules are arbitrary at the Equestrian Center in regards to visitors and repair work policies. Mr. Gruner stated visitors are welcomed and will inquire with staff regarding this issue. Mr. Gruner stated he is hosting a discussion tomorrow in regards to street repair (asphalt repair) and the entire facility. A resident stated the smoothing of the road made the horses slip.

CONSENT

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

REPORTS

Equestrian Center Pricing Policy– Mr. Gruner introduced Ms. Betty Parker, CFO to report on the Equestrian Center Pricing policy. Ms. Parker stated in June, 2019 the budget was presented and has been approved for 2020. Ms. Parker stated the discussion points listed in the report.

Discussion ensued.

Motion was made to set the horse storage trailer fee to 50% of the charge for a recreational vehicle in the RV storage lot.

Motion passed unanimously.

Director Horton requested this to be discussed with the Ad-Hoc committee that will be formed.

ITEMS FOR DISCUSSION AND CONSIDERATION

Clubhouse Operating Rules Signs – Mr. Gruner stated signs have been posted with regards to Operating Rules signs, but have been removed per request of the Community Activities Committee. Director Carpenter stated the signs included verbiage in red regarding two anti-harassment

statements and would like the operating rules posted without these statements. Director Carpenter also stated GRF lawyers are currently reviewing the statements.

Staff was directed to remove this verbiage from the operating rules.

Community Activities Committee Charter - Director Carpenter presented her redlined version of the Community Activities Committee Charter. Director Bhada agreed with the changes. Director Torng inquired about adding "review" verbiage to #2. Request was accepted.

Ms. Murphy stated division will be changed to department in #2 and #3.

Staff was directed to make the requested changes and create a staff report for the February GRF agenda.

Motion was made to approve changes to CAC charter as suggested.

Motion passed unanimously.

Fitness Center Hours of Operation - Mr. Gruner stated the Fitness Center Hours of Operation utilization report and usage warrants current hours of operation to remain status quo.

Director McCary stated she understands the argument of usage, but addressed staff hours necessary for operations. Mr. Gruner stated staff comes in about 15-20 minutes early to properly open the Community Fitness Center.

Staff was directed to create a staff report for the February GRF meeting which would include the recommendation of opening one hour earlier on Saturday and closing one hour earlier one day during the week.

California Parks and Recreation Society Conference - Ms. Murphy reported on the CPRS conference and would like to invite Community Activities Committee Chair Joe Fitzekam for the Wednesday event day.

Staff was directed to invite Chair Joe Fitzekam.

CAC Equestrian Center Ad-Hoc Committee - Director Carpenter stated the requested for the Ad Hoc Equestrian Center charter: review service levels, budgets and project revenue; review and evaluate all budgeted programs , repairs and maintenance needs; review and evaluate existing rules and policies and recommend changes of said policies as appropriate; consider recommendations and encourage the participation of resident and borders in the activities and programs current and future; create a resolution that details expectations for service levels, procedure for recommended rule changes and approvals.

Director Carpenter stated the following will be on the ad-hoc committee: Director Carpenter (chair), Director Horton; Gary Empfield, DeAnne Holle, Stefanie Brown, Sally Ingmason will be advisors. Director Carpenter requested Ms. Kupfert to send an email to the CAC Directors for volunteers.

Director Carpenter stated this ad-hoc committee will be established to research decreased attendance of activities at the Equestrian Center, ensure stalls are filled and advertise the Equestrian Center more.

Director Bhada inquired as to this being an ad-hoc sub-committee to CAC. Director Carpenter confirmed it will be a sub-committee. Director Skillman stated the ad-hoc committee must be task oriented and inquired if it is working in conjunction with the Saddle club. Director Carpenter confirmed Director Skillman's statements.

Gary Empfield volunteered to be a part of this committee. He stated the Saddle Club provides assistance to the Equestrian Center, but does not feel it appropriate to critique the operations. DeAnne Holle, Stefanie Brown, Sally Ingmason volunteered as advisors.

Staff was directed to create a report for the February GRF meeting.

Motion was made to establish an Equestrian Center Ad-Hoc Committee.

Motion passed unanimously.

Clubhouse 1 Blackout Shades - Ms. Murphy reported on the proposed quote of \$15,000 for adding blackout shades in the Clubhouse 1 Main Lounge.

Acting Chair Troutman inquired about reservations still being taken at Clubhouse 1. Director Bhada agreed with postponing the installation and inquired as to the process of choosing the current blinds.

Staff was directed to review the installation of new blinds when Clubhouse 1 will be renovated.

Review of Clubhouse Holiday Hours - Ms. Murphy reported on clubhouse holiday hours and requested a limitation of hours on certain holidays. She stated the current closures of facilities on those holidays.

Staff was directed to present a staff report including usage for the last two years for the next CAC meeting.

Off Season Children's Swim Hours Adjustment - Ms. Murphy reported on winter children's swim hours adjustment recommendation. Staff recommended a survey of swimmers only.

Staff was directed to present a staff report on this for the next CAC meeting.

ITEMS FOR FUTURE AGENDAS

Review of Service Levels and Projected Revenue Related to Recreation Department Operations - Director Carpenter stated this item to remain under future agendas, but will not be discussed at the next CAC meeting.

Review of Existing Recreation Department Rules and Policies - Staff was directed to keep this item under future agendas only.

Update on Recreation/Club Meetings - Director Carpenter stated she would like to attend the club president's meetings and inquired as to adding harassment training for club presidents.

Ms. Murphy invited the entire dais to the club president's meeting which will be held on February 20 at Clubhouse 5 from 2 to 4 p.m.

Fireworks Show at Clubhouse 2 - This item was discussed during member comments.

Staff was directed to research alternatives to fireworks and different launch locations.

CONCLUDING BUSINESS

Committee Member Comments

Dennis Boudreau introduced himself and is happy to be on CAC as an advisor.

Janey Dorrell thanked committee for adding her as an advisor. She enjoyed the Volunteer Luncheon in the past.

Director Rothberg enjoys the professionalism of those on the dais.

Director Torng thanked all for being here today.

Director Skillman stated there are blurred lines between clubs and groups and voiced disapproval of lack of invitation of directors to the annual Volunteer Luncheon.

Director McCary stated this was a great meeting.

Ms. Murphy stated the Club President's meeting will be held on February 20 at Clubhouse 5 from 2 to 4 p.m. with doors opening at 1:30 p.m. Ms. Murphy also stated the Volunteer Luncheon historically only invited board members for two years as board luncheons have been provided separately.

Mr. Gruner stated Happy New Year and looks forward to working with the Community Activities Committee.

Acting Chair Troutman thanked those who stayed in the audience.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held at 1:30 p.m. at the Community Center in the Board Room on Thursday, March 12, 2020.

Adjournment

There being no further business, the Acting Chair adjourned the meeting at 4:07 p.m.


Judith Troutman, Acting Chair

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

Wednesday, January 13, 2020 – 2:00 P.M.
Laguna Woods Village Community Center, Board Room
24351 El Toro Road

MEMBERS PRESENT: Jim Matson - Chair, Joe Fitzekam, Egon Garthoffner, John Frankel, Cush Bhada (left at 3:21) Jon Pearlstone (in for Cush Bhada), Reza Bastani, Carl Randazzo, Ryna Rothberg

ADVISORS PRESENT: None

MEMBERS ABSENT: None

OTHERS PRESENT: Pat English, Andre Torng, Dick Rader, Don Tibbitts, Craig Wayne, Ralph Engdahl, Bert Moldow, Jon Pearlstone, Bunny Carpenter, Cash Achrekar, Juanita Skillman, Annette Sabol Soule, Judith Troutman, Steve Parsons, Annie McCary

STAFF PRESENT: Ernesto Munoz – Staff Officer, Guy West, Laurie Chavarria, Brian Gruner, Siobhan Foster, Jeff Parker

1. Call to Order

Chair Matson called the meeting to order at 2:00 p.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 October 9, 2019

The meeting report for October 9, 2019, was approved as written.

5. Chair's Remarks

Chair Matson commented on the agenda for this special meeting.

6. Member Comments (Items Not on the Agenda)

- Andre Torng (389-Q) commented on working together to get the most important projects completed.

7. Department Head Update

Staff Officer Ernesto Munoz spoke about the funded projects from the 2020 Business Plan that will be discussed today.

Reports:

8. Formation of Clubhouse 1 Assessment Ad Hoc Committee (oral discussion by Jim Matson)

Chair Matson asked for a motion to establish a Clubhouse 1 Assessment Ad Hoc Committee.

Discussion ensued regarding ad hoc committee members and how they will be chosen.

A motion was made and unanimously approved to recommend the Board establish a Clubhouse 1 Assessment Ad Hoc Committee.

9. Draft Clubhouse 1 Renovation Ad Hoc Committee Charter

Discussion ensued regarding the requirement for a corporate members meeting if the project cost exceeds \$500,000; a survey to find out what activities and functions would be best served from this facility; what is the recreation usage of the clubhouse; possible construction timelines; assessment evaluation of other capital improvements; the amount of members and advisors allowed from each Corporation on the Ad Hoc Committee; the possibility to enclose the pool during the renovations; and the need for an overall strategic plan.

A motion was made and unanimously approved to recommend the Board review the draft of the Clubhouse 1 Renovation Ad Hoc Committee Charter but allow the Charter to be finalized after the Ad Hoc Committee has been established.

10. Discuss and Designate 2020 Project Priorities

Staff Officer Ernesto Munoz summarized the capital improvement projects and suggested which items should be prioritized and which ones can be defunded from the 2020 fiscal year.

Discussion ensued regarding the funding of various capital improvements; what happens to the projects after they are defunded; projected planning for capital improvements for the next 5-10 years; and proposed projects for future consideration.

A motion was made and unanimously approved to recommend that the Board accept staff's recommendation to consider defunding various capital improvement projects, as attached to these minutes, with the exceptions of the Clubhouse 1 HVAC and the Gate 16 Golf Driving Range Improvements. Clubhouse 1 HVAC is to remain a funded project, however the Golf Driving range should be defunded. This will reallocate \$2,355,206 of funding back into 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

- Director Randazzo commented on the Clubhouse 1 Assessment report.

Date of Next Meeting: February 12, 2020

Adjournment:

The meeting was adjourned at 4:10 pm.



Jim Matson, Chair

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2020 GRF Projects List					Recommended by:		
Item #	Type	Name	Description	Budget	COMMENTS	Staff	M&C Committee
1	920 Projects	Community Center First Floor Renovation Project	Funding for this project is allocated to the reconfiguration of Resident Services located in the Community Center.	Budget: \$750,000 Exp: \$128,738 Balance: \$621,262	Staff recommends to defund all but \$150k. Reallocate \$471,262 back to the Facilities Fund.	\$ 471,262	\$ 471,262
2	920 Projects	Relocation of Security Operations to the Community Center	Funding for this project is allocated to relocate the Security Department to the third floor of the Community Center.	Budget: \$1,000,000 Exp: \$18,851 Balance: \$981,149	Defund this project.	\$ 981,149	\$ 981,149
3	920 Projects	Clubhouse 1 HVAC Replacement Project	Funding for this project is allocated to maintain/replace the HVAC system at Clubhouse 1 at the end of its serviceable life. This project will be designed after the building assessment has been completed.	Budget: \$350,000 Exp: \$0 Balance: \$350,000	This project is on hold subject to the building assessment findings and direction provided by the Board relative to the Clubhouse upgrades. Can reallocate all funds (\$350k) at this time. (M&C Committee did not want to defund this project.)	\$ 350,000	X
4	920 Projects	Clubhouse 2 Lawn Bowling Roof	Funding for this project is allocated to replace the existing 20 year old flat roof section, which will exceed its life expectancy in 2021, with a new PVC cool roof system.	Budget: \$30,000 Exp: \$0 Balance: \$30,000	Defund this project. Staff will continue to monitor the useful life of this roof and make repairs as needed.	\$ 30,000	\$ 30,000
5	920 Projects	Gate 16 Driving Range Improvements	Funding for this project is allocated to improve the appearance and functionality of the golf driving range and practice area.	Budget: \$500,000 'Budget: \$138,000 Exp: \$97,205 Balance: \$540,795	There is a combined balance of \$402,795 and \$138,00 available for this project. Staff does not recommend that this project be defunded. (The M&C Committee does want to defund this project.)	X	\$ 540,795
6		Tennis Court LED Lighting	Funding for this project includes the replacement of the existing lighting at the Tennis Courts to resolve inefficient lighting and consumption issues.	Budget: \$50,000 Exp: \$0 Balance: \$50,000	Defund this project.	\$ 50,000	\$ 50,000
7		Shepherd's Crook at Gate 3	As a part of the Conditional Use Permit 1135 with the City of Laguna Woods, the Mutual will remove and replace barbed wire on all perimeter block walls with Shepherd's Crook on a phased approach.	Budget: \$240,000 Exp: \$0 Balance: \$240,000	The M&C Committee only wants to install a minimum of 300 LF of Shepherds Crook Fencing; Keep \$33,000 for this project and reallocate \$207,000 back to the Facilities Fund.	\$ 207,000	\$ 207,000

8	920 Projects	Community Center Parking Study	Funding for this project is allocated for a parking study at the Community Center. This parking study will assist in future decisions related to the utilization of the Community Center building.	Budget: \$25,000 Exp: \$0 Balance: \$25,000	Defund this project.	\$ 25,000	\$ 25,000
9	904 Maint Svc	Clubhouse 4 Metal Roof for Patio	Funding for this project is allocated to add a metal roof over a patio area and the removal of the old dust collector at the Clubhouse.	Budget: \$25,000 Exp: \$0 Balance: \$25,000	Defund this project.	\$ 25,000	\$ 25,000
10	904 Maint Svc	Clubhouse 7 Coat/Storage Remodel	Funding for this project is allocated to remodel the existing Clubhouse coat and storage room for clubs' equipment and supplies.	Budget: \$25,000 Exp: \$0 Balance: \$25,000	Defund this project.	\$ 25,000	\$ 25,000
TOTAL:						\$	\$ 2,355,206



OPEN MEETING
THE GOLDEN RAIN FOUNDATION
MEDIA AND COMMUNICATIONS COMMITTEE
Wednesday, January 22 at 9:30 a.m.
Laguna Woods Village Community Center, Board Room
24351 El Toro Road, Laguna Woods, CA 92637

REPORT

MEMBERS PRESENT: Chair Annette Sabol Soule, Directors Pat English, Beth Perak, Annie McCary, Elsie Addington, Lynn Jarrett, Juanita Skillman, and Advisers Carmen Pacella and Frank Tybor.

MEMBERS ABSENT: Director Ryna Rothberg and Advisor Tom Nash.

OTHERS PRESENT: Richard Rader – VMS, Jon Pearlstone – Third and Bunny Carpenter – GRF

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

1. **Call to Order**
Chair Annette Sabol Soule called the meeting to order at 9:33 a.m.
2. **Acknowledgement of Media**
Paul Ortiz from Village Television arrived after acknowledgement of media.
3. **Approval of the Agenda**
Agenda was approved with changes in Items for Discussion and Consideration, Marketing in the Village with Richard Rader and Pat English.
4. **Approval of Meeting Report from December 16, 2019**
Report was approved with below changes:
Richard Rader—VMS
Bunny Carpenter—GRF
5. **Chair's Remarks**
The Laguna Woods Globe Letters to the editor dated Thursday, January 16, contained two letters: one from Gary Draper and one from Karen Macrorie, each protesting the loss of channels 428 and 429. Since August 2019, MACC has been reporting that Laguna Woods Village is part of a programming consortium that saves 50 percent on all bundled programming costs. The consortium does not allow any of its members to make any particular channels premium or pay per view. The 2020 alternative for residents is to discontinue use of Broadband services entirely and subscribe to YouTube TV for \$50 per month which does not carry Channel 5 but does include both

discontinued 428 and 429 Fox channels, allowing them to view Angels Baseball, Clippers Basketball and Ducks and Kings Hockey teams. Approximately \$5 million will be saved by GRF by eliminating these two channels and their staggered programming contract increases from 2020 through 2022. GRF voted to eliminate these two overweighed channels, which comprised of more than 40 percent of the programming budget. Please note that Sling TV and Dish also discontinued these two channels.

Out-of-pocket costs in 2019 were \$19.32 per month per manor for cable. In 2020, the cable price per month per manor is \$10.96, an \$8 per month per manor decrease by removing these two channels. Currently basic cable is \$10.96 and basic internet is \$23.75. This translates to paying \$34.71 for basic cable and internet services, which provide "White glove service to seniors, which must be factored into the above costs; for example, sending a service truck to come to a resident's home to find their remote or assist in changing out batteries. The elimination of just these two channels kept GRF assessment creep from happening. An additional \$20 to \$22 per manor per month assessment will not occur over the 3 year period of 2020-2022. In 2020, GRF increased its assessments \$2.77, which included an extra \$1 going into reserves, allowing GRF to absorb the additional unexpected insurance expenses which began in January.

The first goal in 2020 is to switch the remaining 400 SD TV users to HD boxes. The \$7.95 per month set top box is recommended; alternatively, residents may plug directly into the wall to access over 70+ channels at no additional cost. Broadband's second priority is to remap the channel guide program categories, which means elimination of the 400 series. For example, channel 2 and 402 becomes channel 2 under all HDTV. This message will be repeated again at the February GRF board meeting. There have been continued efforts by Chuck Holland to appear repeatedly on Village TV's This Day from November 2019 through January 2020, along with the crawl and other advertisements carrying this message. The Media and Communications Committee will continue efforts to get the word out to everyone.

6. Member Comments (Items not on the Agenda)

Philip Grossman (887-B) was called to speak. He explained he has been having difficulty with Broadband services and repairs.

Jerry Jones (142-B) was called to speak. He expressed he was unhappy with the cancellation of 428 and 429, Fox Sports channels.

7. Director's and Staff Forum

Chuck Holland will make sure to talk to his staff about the issues Mr. Grossman experienced. He had also addressed Mr. Jones, stating the cost of renewing the contracts was reviewed and it was decided renewal would not be in the best interest for the community.

Chair Soule stated that Sling TV and Dish have dropped these channels due to the cost of renewal.

Eileen Paulin suggested a cheat sheet for alternatives for viewing these channels.

REPORTS:

8. Marketing and Communications—Eileen Paulin

Ms. Paulin presented Village Management Services Mission: To ensure Laguna Woods Village residents receive unparalleled opportunities to enjoy the utmost in active living. She then presented the Media and Communications Department Mission: To promote a well-informed community that optimizes the resources and amenities available to all residents of Laguna Woods Village, the West's premier private community for active 55+ adults.

Ms. Paulin presented the new layout and designs that have been implemented since February of 2018. She provided data on those residents not being reached by the Media and Communications Department and presented the Village Breeze magazine launch, scheduled for February 2020. The Village Breeze will reach the 6,900 residents who are not subscribed to digital communications. Ms. Paulin shared mockups, key information and benefits, which include:

- Single-sponsor concept covers hard costs; partnership with MemorialCare makes this possible
- Key information under one cover, delivered to every residence
- Creates strong sense of community; creates a reliable resource for vital Village information
- Reduces cost of communication, less in-house printing
- Reaches all residents via a common platform
- Electronic format with live links to all referenced items
- Bonus distribution to 22 medical sites throughout Orange County – potential new residents

Ms. Paulin proposed an editorial advisory board comprised of GRF Media and Communications Committee members and its advisors; presidents of Third, United, GRF and VMS; and Media and Communications Department staff. She also suggested placing financials on the website the day after they are presented in lieu of printing them in the magazine.

Featured content would include:

- General Services (including Transportation), Landscaping, Resident Services, Finance, Recreation, Security, Social Services, Maintenance & Construction, Media & Communications and the Office of the CEO
- Updates from boards of directors of housing mutuals, GRF, Mutual No. 50 and VMS
- Class schedules and Recreation event notices
- Village map
- Feature stories of interest to residents
- City and community news when appropriate (2020 Census, new voting procedures)

Content not included:

- Opinions, letters to the editor
- Club news
- Special interest group information that is not vetted by the editorial advisory board

9. Broadband and Contracts—Eileen Paulin

Ms. Paulin reported that Fox increased other channels over budget in 2020, which was not anticipated. Negotiations through NCTC ensued; a contract is in place for the next three years. She also reported that she will provide reports going forward, while Mr. Holland operates the Broadband back end.

ITEMS FOR DISCUSSION AND CONSIDERATION:

10. Approval for Broadband Consultant—Chuck Holland

Mr. Holland presented a recommendation for a supplemental appropriation from the Contingency Fund in the amount of \$50,000 to engage a consulting firm to conduct a review of Broadband Services operations and provide alternate options for providing cable TV and internet to the community. A motion was made by Juanita Skillman to use a supplemental appropriation in the amount of \$50,000 from the Contingency Fund to engage The Broadband Group (TBG) to seek alternate options for providing cable TV and internet. The motion was seconded by Lynn Jarrett. Discussion ensued. After discussion, the motion passed 6-1.

ITEMS FOR FUTURE AGENDAS:

Marketing the Village – Pat English and Richard Rader.

CONCLUDING BUSINESS:

11. Committee Member Comments

Director Jarrett stated it was a great meeting and complimented Ms. Paulin on her work. She requested a bulky-item pickup flyer for the Garden Villas. Becky Jackson will provide this for her.

Annie McCary thanked Ms. Paulin and stated the meeting was very informative and she took a lot of notes.

Beth Perak thanked Ms. Paulin for a fabulous meeting and demonstration of the magazine.

Director English congratulated Ms. Paulin for the great accomplishment.

Elsie Addington congratulated Ms. Paulin with her work on the magazine and would like some of the bulky-item pickup flyers.

Director Skillman stated she has never taken more notes and felt it was a good meeting.

Carmen Pacella stated Ms. Paulin is doing a great job and likes the positive message. He would like to see a column on DwellingLive and Broadband in the magazine.

Chair Soule stated she believes the magazine will solve the problem of reaching the unreachables. She would like a feature on the Resident Portal.

Ms. Paulin presented some of the features for February 2020: Transportation, an article on the Pacella's, MemorialCare, Kindness, Organization and Committees.

11. Date of Next Meeting—February 19, 2020 at 9:30 a.m.

12. Adjournment

Meeting was adjourned at 11:30 a.m.



Annette Sabol Soule, Chair
Media and Communications Committee

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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, January 20, 2020 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

MEMBERS PRESENT: Don Tibbetts – Chair, Bert Moldow, Yvonne Horton, Neda Ardani, Juanita Skillman, Robert Mutchnick, and Steve Parsons

MEMBERS ABSENT: Cash Achrekar, Jim Matson, Reza Karimi, and John Dalis

ADVISORS PRESENT: Larry Cunningham and Frank Tybor

OTHERS PRESENT: Dick Rader, John Frankel, and Bunny Carpenter

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

CALL TO ORDER

Don Tibbetts, Chair, called the meeting to order at 1:33 p.m.

ACKNOWLEDGEMENT OF PRESS

The Media was not present.

APPROVAL OF AGENDA

Director Moldow made a motion to approve the agenda as presented. Director Parsons seconded the motion.

By unanimous vote, the motion carried.

APPROVAL OF MEETING REPORT

Director Moldow made a motion to approve the October 28, 2019 meeting report as presented. Director Parsons seconded the motion.

By a motion of 6-0-1 (Director Mutchnick abstained), the motion carried.

CHAIRMAN'S REMARKS

Chair Tibbetts welcomed the Committee. He informed the Committee that Tim Moy Chief of Security is retiring and that this could be his last meeting.

MEMBER COMMENTS ON NON-AGENDA ITEMS

Monika Hobson (3300-B) wanted to thank Chief Moy for all he has done. However, she stated that there is still an unresolved issue. Someone has an expired ID card and is still gaining access to the Community.

Juanita Skillman (2154-N) wanted to thank Chief Moy for the professionalism and order that he brought to the Security Division. She stated that since he has been here, the Disaster Preparedness Task Force (DPTF) has been great and outstanding for a private community. She wishes him all the best and hopes that everything that he instilled stays when he leaves.

Yvonne Horton (5475-B) recently had her vehicle stolen. She is grateful for Security as they assisted her with contacting the Orange County Sheriff's Department (OCSD) who helped her retrieve it as she had Lojack installed and was able to locate it in Santa Ana an hour later.

RESPONSE TO MEMBER COMMENTS ON NON-AGENDA ITEMS

Chief Moy responded to Ms. Hobson and explained that Gate Ambassadors cannot stop each individual guest to investigate them as they have to maintain the flow of traffic into the community. However, he does encourage them to check when there is down time.

Chief Moy responded to Ms. Skillman and stated that it has been a privilege to work here for the past 3 ½ years. He has enjoyed meeting so many wonderful people and working with an outstanding staff.

REPORTS

Gate Access Update

Chief Moy updated the Committee on Gate Access Project. He explained that Ernesto Munoz, Maintenance & Construction Director, gave an update that Gate Access for Gate 11 has an estimated start date of June 2020.

Chief Moy explained there have been mechanical glitches at a few gatehouses causing the arms to remain in the up position. He stated that he is working closely with Chuck Holland, Chief Information Officer, regarding those issues. However, he explained that the gate arms have been a huge success and are a great deterrent. He also said that video footage taken from the cameras have helped our collaboration with Sheriff Investigations. The Committee commented and asked questions.

Disaster Preparedness Task Force Report

Chief Moy reported that the Disaster Preparedness Task Force (DPTF) office has moved. It is now located inside the Laguna Woods Globe office as they are sharing the space. This move is beneficial for the DPTF as the Globe is open 8 hours a day so anyone that walks in can see the flyers and inquire about them. The hours of operation

for DPTF office has changed as well to Monday, Wednesday, and Friday from 10:00 a.m. to noon. The Committee commented and asked questions.

RV Update

Chief Moy informed the Committee that automated gates are being placed at RV lot B. He explained that with the new gate, residents will be able to use their Resident ID cards like they do for RV lot A. The Committee commented and asked questions.

Noteworthy Incidents

Chief Moy presented noteworthy incidents. He informed the Committee that two Gate Ambassadors recently received a commendation for the efficiency they created with the coin collection.

Chief Moy also gave other examples of where the Security Department intercepted trespassers inside the community. He explained the process of how it is necessary to admonish the individuals before an arrest can occur and the protocols that are in place with the Orange County Sheriff's Department. He reminded the Committee that although this is a safe community, it is not immune to crime.

The Committee commented and asked questions.

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 went through each report and explained certain statistics to the Committee. The Committee commented and asked questions.

ITEMS FOR DISCUSSION AND CONSIDERATION

DPTF Clubhouse Antennas

Chief Moy introduced Bruce Bonbright, Radio Officer for the DPTF, who presented the DPTF Clubhouse Antennas.

Director Skillman made a motion to approve the DPTF Clubhouse Antennas. Director Parsons seconded the motion.

Director Mutchnick made a new motion to table the discussion until the next meeting in order to review a Staff Report. Director Moldow seconded the motion.

By unanimous vote, the motion carried.

ITEMS FOR FUTURE AGENDAS

To be determined

CONCLUDING BUSINESS

Committee Member Comments

Mr. Cunningham wished Chief Moy a good journey on his new endeavor.

Director Ardani thanked Chief Moy for the hard work and information presented.

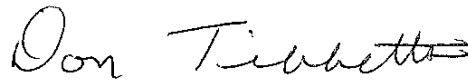
Director Moldow asked Chief Moy for any thought on where / how the Community can be better. He would love to have them before he leaves.

DATE OF THE NEXT MEETING

The next meeting is scheduled for Monday, February 24, 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 3:29 p.m.



Don Tibbetts, Chair