



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, May 5, 2020 - 9:30 A.M.
VIRTUAL MEETING**

**Laguna Woods Village Community Center, 24351 El Toro Road,
Laguna Woods, California**

NOTICE AND AGENDA

- 1. Call Meeting to Order / Establish Quorum -- President Carpenter**
- 2. Pledge of Allegiance – Director Horton**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes of Meeting**
 - a. April 7, 2020 – Regular Open Session Meeting
- 6. Report of Chair**
- 7. VMS Board Update**
- 8. CEO Report**
- 9. Open Forum (Three Minutes per Speaker) -** *At this time the Speakers may address the Board of Directors regarding items not on the agenda and within the jurisdiction of the Board of Directors of the Golden Rain Foundation. There is a one page limit 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. Member should call (949) 268-2020 or email meeting@vmsinc.org to request to speak*
- 10. Responses to Open Forum Speakers**
- 11. Consent Calendar -** *All matters listed under the Consent Calendar are considered routine and will be enacted by the Board by one motion in the form listed below. In the event that an item is removed from the Consent Calendar by members of the Board, such item(s) shall be the subject of further discussion and action by the Board.*

Recommendation from the Finance Committee:

- a. Consistent with its statutory obligations a subcommittee of the Board consisting of the Treasurer and at least one other board member reviewed and approved preliminary Golden Rain Foundation financials for the month of March 2020 and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes.
- b. Approve the Resolution to Update the GRF Committee Appointments

12. Unfinished Business

- a. Entertain a Motion to Adopt a Resolution for Off-Season Children's Swim Hours Adjustment **(APRIL Initial Notification—28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied)**
- b. Entertain a Motion to Adopt a Resolution for Clubhouse Holiday Hours **(APRIL Initial Notification—28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied)**
- c. Entertain a Motion to Adopt a Resolution to Revise GRF Equestrian Pricing Policy **(APRIL Initial Notification—28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied)**
- d. Entertain a Motion to Adopt a Resolution for a GRF Donation Policy **(APRIL Initial Notification—28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied)**

13. New Business

- a. Entertain a Motion to Re-Introduce the Resolution Establishing the Revised GRF Rules for Board Meetings **(FEBRUARY Initial Notification—MARCH Updated—APRIL Referred Back to Committee--Must postpone 28-days for Member review and comment to comply with Civil Code §4360)**
- b. Entertain a Motion to Introduce a Resolution for Special Accommodation Policy for Reciprocal and Chartable Club Events **(MAY Initial Notification—Must postpone 28-days for Member review and comment to comply with Civil Code §4360)**
- c. Entertain a Motion to Introduce a Resolution for a GRF Transportation ADA Policy **(MAY Initial Notification—Must postpone 28-days for Member review and comment to comply with Civil Code §4360)**
- d. Entertain a Motion to Approve a Resolution for the GRF Equestrian Center Ad Hoc Committee Charter

14. The Board will take a 10 minute break.

15. Committee Reports

- a. Report of the Finance Committee/Financial Reports – Director English. The Committee met on April 22, 2020; next meeting June 24, 2020, at 1:30 p.m. location TBA.
 - (1) GRF Treasurer's Report
 - (2) GRF Finance Committee Report
 - (3) Purchasing Task Force – President Carpenter. The Task Force met on February 10, 2020
- b. Report of the Community Activities Committee – Director Fitzekam. The Committee met on April 9, 2020; next meeting May 14, 2020, at 1:30 p.m. as a virtual meeting.
- c. Report of the Landscape Committee – Director Moldow. The Committee met on February 12, 2020; next meeting TBA.
- d. Report of the Maintenance & Construction (M&C) Committee – Director Matson. The Committee met on in closed session April 8, 2020; next meeting June 10, 2020, at 9:30 a.m. location TBA.
 - (1) Report of the Performing Arts Center (PAC) Renovation Ad Hoc Committee – Director Troutman. The Committee met on April 13, 2019; next meeting TBA.
- e. Report of the Media & Communications Committee – Director Soule. The Committee met on April 20, 2020; next meeting May 18, 2020, at 1:30 p.m. as a virtual meeting.
 - (1) Report of the Thrive Task Force – Directors Perak. The Task Force met on February 26, 2020; the next meeting TBA.
- f. Report of the Mobility & Vehicles Committee – Director Troutman. The Committee met on February 5, 2020; next meeting June 3, 2020, at 1:30 p.m. location TBA.
- g. Report of the Security & Community Access Committee – Director Tibbetts. The Committee met on February 24, 2020; next meeting June 22, 2020 at 1:30 p.m. location TBA.
 - (1) Report of the Laguna Woods Village Traffic Hearings – Director Garthoffner. The Traffic Hearings were held on February 19, 2020; next Traffic Hearings TBA.

(2) Report of the Disaster Preparedness Task Force – Director Troutman. The Task Force met on January 28, 2020; next meeting TBA.

h. Energy Research Group – Next meeting May 6, 2020 at 1:30 p.m. as a virtual meeting.

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. Orange County Mosquito and Vector Control District Presentation

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) April 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



On-Line Virtual Meeting

OPEN SESSION

Minutes of the Regular Meeting of the Golden Rain Foundation

Tuesday, April 7, 2020, 9:30 a.m.

24351 El Toro Road, Laguna Woods, California

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

Directors Absent: None

Staff Present: Jeff Parker-CEO, Siobhan Foster-COO, Carlos Rojas, Eileen Paulin, Betty Parker, and Grant Schultz

Others Present: KPMG Auditors Mark Thomas and Spencer Endicott

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

Jeff Parker, CEO, led the meeting in the Pledge of Allegiance to the Flag.

3. Acknowledgment of Media

Acknowledgment of media and Village Television Camera Crew, by way of remote cameras.

4. Approval of Agenda

Director Soule made a motion to approve the agenda. The motion was seconded by Director Horton.

President Carpenter called for the vote by roll call on the agenda and the motion passed by majority vote.

5. Approval of Minutes

5a. Regular Open Meeting on March 3, 2020

Director Soule made the motion to approve the minutes of March 3, 2020, Regular Open Session. The motion was seconded by Director Garthoffner.

Discussion ensued among the directors.

President Carpenter called for the vote on the minutes of March 3, 2020 as presented and the motion passed unanimously.

6. Report of the Chair

President Carpenter commented that that the County of Orange entered into a contract with the Ayres Hotel to temporarily house homeless individuals that have tested positive for COVID-19. Yesterday the Ayres Hotel withdrew their contract with the County to Orange. She thanked the dedication of staff and the Board for their help in this effort.

7. Report of the Disaster Preparedness Task Force (DPTF)—Vice President Troutman

Vice President Troutman gave an update on the Disaster Preparedness Task Force Emergency Operating Plan.

Carlos Rojas, Director of Security, discussed the Emergency Operating Plan that was initiated during the current COVID-19 crisis.

8. CEO Report

Jeff Parker-CEO and Siobhan Foster-COO gave a report on the following items:

- The Ayres Hotel withdrew their agreement with the County of Orange to house homeless individuals that tested positive with the COVID-19.
- Letters were sent to non-essential employees furloughed until June 1, 2020.
- Update that the numbers of individuals with COVID-19 are very low in the Community. Staff is continuing to monitor the situation and working with the County of Orange County Health Care Agency. Residents should continue to stay-at-home and practice healthy hygiene habits;
- New hours for gates 3,6,8 & 9 will be 7am to 11pm.
- Reminder to participate in the 2020 Census either online, or by phone; census;

9. Open Forum (Three Minutes per Speaker)

Members comments were read by Becky Jackson on the following topics:

- A Member commented “don’t mess with seniors of Laguna Woods Village”;
- A Member commented that Laguna Woods Village should purchase the Ayres Hotel;
- A Member thanked everyone that is working on COVID-19 project;
- A Member spoke in favor of the Ayres Hotel decision to house homeless individuals with the COVID-19 and did not feel it was a threat to the community;
- A Member commended about the low numbers reported of individuals with COVID-19 in the Laguna Woods Village;
- A Member thanked everyone that responded quickly to the Ayres Hotel decision;
- A Member commented about a unit being renovated near her manor and asked that all non-emergency construction be stopped during this time;
- A Member commented on the need for more Members to use their talents to

continue the work started;

- A Member asked how do Board Members of the other Mutuals attend closed meetings;
- A Member asked what is being done to make laundry rooms a safe location;
- A Member commented that residents have the capability to make masks in the sewing room;
- A Member asked if escrows will be closing during this time;
- A Member asked if Good Neighbor Captains were checking in on residents;
- A Member spoke in favor of the gate closures and asked that the closures be extended;
- A Member thanked the Laguna Wood Mayor and Mayor Pro Tem for helping with Ayres Hotel situation.

10. Responses to Open Forum Speakers

Several Directors responded to and provided input regarding member comments.

- Director Moldow commented about the Ayres Hotel and agrees that we need more individuals that are willing to get involved;
- Vice President Troutman commented that Good Neighbor Captains were given the option to check on residents if they felt it was safe;
- Director Fitzekam commented about the residents that would like to make masks. He will forward the message to the Recreation Department;
- Director Soule commented that the sewing machines at Clubhouse 4 would have to be cleaned after every use and recommended resident use their personal machines to make masks. She commented about the gate access and limiting gate access during this time;
- Director Garthoffner commented we need more Members to contribute their talent to our community. He also commented on how to keep the laundry rooms clean;
- Director Horton thanked the Members that came out to protect the Ayres Hotel and gave kudos to our team. The laundry rooms are being cleaned twice a week;
- Jeff Parker commented on how often the laundry rooms are cleaned.

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 preliminary Golden Rain Foundation financials for the month of February 2020 and by this vote ratify that such review be confirmed in this

month's Board Member Open Session Meeting minutes.

Without objection, the Consent Calendar as approved as presented.

12. Unfinished Business

12a. Entertain a Motion to Approve the Revised GRF Committee Appointment Resolution

Director Garthoffner read the following resolution:

RESOLUTION 90-20-16 **GRF COMMITTEE APPOINTMENTS**

RESOLVED April 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)
Brian Gilmore, 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)
Doug Gibson, Alternate (Third)
Andre Tomg, (United)
Juanita Skillman (United)
Elsie Addington, Alternate (United)
Ryna Rothberg, (Mutual 50)
Advisor: Janey Dorrell, Ed Tao and Roland Boudreau

Equestrian Center Ad Hoc Committee (New)

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

Jim Matson (GRF)
Cush Bhada (Third)
Annie McCary (Third)
Andre Torng (United)
Vacancy(United)
Advisors: Gary Empfield, Stefanie Brown,
Sally Ingmanson, Bunny Lipinski

Finance Committee

Pat English, Chair (GRF)
Judith Troutman (GRF)
Annette Sabol Soule (GRF)
Jon Pearlstone, (Third)
Steve Parsons (Third)
Robert Mutchnick, Alternate (Third)
Sue Margolis (United)
Brian Gilmore (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)
Cash Achrekar (United)
Brian Gilmore, Alternate (United)
Jon Pearlstone (Third)
Steve Parsons (Third)
Cush Bhada, 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, Alternate (Third)
Cush Bhada (Third)
John Frankel (Third)
Doug Gibson, Alternate (Third)
Carl Randazzo, (United)
Reza Bastani (United)
Brian Gilmore, Alternate (United)
Inesa Nord-Leth (Mutual 50)
Advisors: Richard Palmer

Clubhouse 1 Renovation Ad Hoc Committee

Joe Fitzekam, Chair (GRF)
Egon Garthoffner (GRF)
Pat English (GRF)
Jon Pearlstone (Third)
Robert Muchnick (Third)
Brian Gilmore (United)
Sue Margolis (United)
Carl Randazzo, Alternate (United)

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)
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)
Doug Gibson, 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)
Elsie Addington, (United)
Reza Bastani (United)
Neda Ardani, 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, Alternate (Third)
Robert Mutchnick (Third)
Ralph Engdahl (Third)
Neda Ardani (United)
Cash Achrekar (United)
Brian Gilmore, Alternate (United)
John Dalis (Mutual 50)

Disaster Preparedness Task Force

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

Strategic Planning Committee

Annette Sabol Soule, Chair (GRF)
Joe Fitzekam (GRF)
Yvonne Horton (GRF)
Jon Pearlstone (Third)

Robert Mutchnick (Third)
Steve Parsons, Alternate (Third)
Andre Torng (United)
Brian Gilmore (United)
Sue Margolis, Alternate (United)

OTHER COMMITTEES:

Laguna Woods Village Traffic Hearings

(Chair will alternate between Boards)
Egon Garthoffner (GRF)
Judith Troutman (GRF)
Robert Mutchnick (Third)
John Frankel (Third)
Ralph Engdahl, Alternate (Third)
Elsie Addington (United)
Neda Ardani, Alternate (United)
Board Members by Rotation (Mutual 50)

Select Audit Task Force

Pat English (GRF)
Diane Phelps (GRF)
Elizabeth Roper (United)
Peggy Moore (Third)

RESOLVED FURTHER, that Resolution 90-20-11 adopted March 3, 2020, 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 Garthoffner made a motion to approve the revised GRF Committee Appointments Resolution. The motion was seconded by Director Troutman.

Discussion ensued among the directors about changes to the resolution.

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

12b. Entertain a Motion to Adopt a Resolution to Update the Rules for GRF Board Meetings

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

RESOLUTION 90-20-xx
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, April 7, 2020, 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—Revised March 2020.

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

Director Troutman made a motion to adopt a resolution to update the Rules for GRF Board Meeting. The motion was seconded by Director Soule.

Director Moldow made an amendment to the GRF Rules for Board Meetings. The amendment was seconded by Director Soule.

Discussion ensued among the directors.

President Carpenter asked that this item be reintroduced with the amendments for another 28-day review.

Director Perak asked that this item be referred back to Committee. The motion was seconded by Director Fitzekam.

President Carpenter called for the vote to reintroduce the GRF Board Meeting Rules for another 28-day and refer the resolution back to the Committee for amendments and the motion passed unanimously.

13. New Business

13a. Entertain a Motion to Accept the 2019 Audit Report

Director English made a motion to accept the 2019 Audit Report. The motion was seconded by Director Fitzekam.

Betty Parker, Director of Finance, gave an overview of the 2019 audit process and introduced the Select Audit Task Force members that worked with the KMPG on the audit. Diane Phelps introduced Mark Thomas and Spencer Endicott of KMPG who gave the 2019 Audit Report.

President Carpenter called for a roll call vote and the motion passed by a vote of 10-0-1 (Director Troutman abstained).

13b. Entertain a Motion to Introduce a Resolution for Off-Season Children's Swim Hours Adjustment

Director Garthoffner read the following resolution:

RESOLUTION 90-20-xx **OFF-SEASON CHILDREN'S SWIM HOURS ADJUSTMENT**

WHEREAS at the March 12, 2020 Community Activities Committee (CAC) meeting, staff recommended to authorize the Recreation and Special Events Department to adjust the off-season Children's Swim program hours from noon to 2 p.m. to 2 p.m. to 4 p.m. at Pool 2 during the offseason swim hours, October 1 to Memorial Day weekend;

WHEREAS Pool 2 is open from 7 a.m. to 6 p.m. daily; opening at 9 a.m. on Wednesday's for weekly maintenance. The Children's Swim program resides at Pool 2 during the off season, October 1 to Memorial Day weekend, and is currently offered from noon to 2 p.m. daily.;

WHEREAS the summer Children's Swim program relocates to Pool 6 with daily hours from 12 noon to 4 p.m., Memorial Day weekend to October 1;

WHEREAS residents have requested that the Children's Swim hours be adjusted during the off-season to provide the opportunity for grandchildren to swim after school;

WHEREAS a seven day electronic survey was conducted with Village swimmers. The Recreation and Special Events Department received 128 responses of which 73

respondents confirmed using Pool 2 for lap swimming only. In addition, the survey results indicate that the preferred lap swim times are 7 a.m. to 8 a.m., 9 a.m. to 10 a.m. and 10 a.m. to 11 a.m. One of the least utilized times is from 2 p.m. to 4 p.m.;

NOW THEREFORE BE IT RESOLVED, April 7, 2020, that the Board of Directors of this Corporation hereby introduces approval of staff recommendation to authorize the Recreation and Special Events Department to adjust the off-season Children's Swim program hours from noon to 2 p.m. to 2 p.m. to 4 p.m. at Pool 2 during the offseason swim hours, October 1 to Memorial Day weekend;

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

April Initial Notification

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

Director Garthoffner made a motion to approve a resolution to adjust the off-season children's swim hours for 28-day review. The motion was seconded by Director Soule.

Discussion ensued among the directors.

President Carpenter called for a vote and the motion passed by majority vote.

13c. Entertain a Motion to Introduce a Resolution for Clubhouse Holiday Hours

Director Garthoffner read the following resolution:

RESOLUTION 90-20-xx
CLUBHOUSE HOLIDAY HOURS

WHEREAS at the March 12, 2020 Community Activities Committee (CAC) meeting, staff recommended to authorize the Recreation and Special Events Department to adjust clubhouse holiday operating hours on certain holidays beginning January 2021;

WHEREAS New Year's Day bookings are nonexistent with few reservations taking place on President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day and the Friday after Thanksgiving. Saddleback Emeritus classes are not in session on VMS holidays and clubhouse facilities are vacant and underutilized. With

ample notice of limited hours (9 a.m. to 2 p.m.) on said holidays residents will still have the ability to fulfill any needs they may have at the facility. Limit Clubhouse 1 to the hours of 9 a.m. to 4 p.m. for the first year;

WHEREAS clubhouses will remain open on Thanksgiving Day, Christmas Eve and Christmas Day from 8 a.m. to 10 p.m. to accommodate the needs of resident events;

WHEREAS Proposed Clubhouse Holiday Hours will be as follows:

Close All Clubhouses	New Year's Day
Limit Hours 9 a.m. to 2 p.m.	President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day and Friday after Thanksgiving
No Modifications	Thanksgiving, Christmas Eve and Christmas Day

WHEREAS fulltime and part time hourly staff who are scheduled to work on one of the 10 designated VMS holidays receive holiday pay equal to 1.5 times base pay;

WHEREAS the cost to staff six facilities from 8 a.m. to 10 p.m. on a designated holiday with a part time Recreation Leader is approximately \$2,772. The proposed closure of New Year's Day and limited hours of 9 a.m. to 2 p.m. on six elected holidays would have a cost savings of \$13,464 annually;

NOW THEREFORE BE IT RESOLVED, April 7, 2020, that the Board of Directors of this Corporation hereby introduces approval of staff recommendation to authorize the Recreation and Special Events Department to adjust clubhouse holiday operating hours on certain holidays beginning January 2021;

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

April Initial Notification

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

Director Garthoffner made a motion to approve a resolution for clubhouse holiday hours for 28-day review. The motion was seconded by Director English.

Discussion ensued among the directors.

Director Fitzekam made an amendment to keep clubhouse one open during holidays from 9:00 a.m. until 4:00 p.m. for the first year. The motion was seconded by Director Troutman. The amendment passed by majority vote.

President Carpenter called for the vote on the motion as amended and the motion passed by a majority vote.

13d. Entertain a Motion to Introduce a Resolution to Revise GRF Equestrian Pricing Policy

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

RESOLUTION 90-20-xx
REVISED GRF EQUESTRIAN 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, April 7, 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%~~ 70% 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 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 90-20-12 adopted March 3, 2020, 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.

APRIL 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 next available Board Meeting no less than 28-days from the postponement to comply with Civil Code Section 4360.

Director Garthoffner made a motion to introduce a resolution to revise GRF equestrian pricing policy for 28-day review. Director Troutman seconded the motion.

Discussion ensued among the directors.

President Carpenter called for a vote and the motion passed by a majority vote.

13e. Entertain a Motion to Approve and Authorize a Special Accommodation Policy for Reciprocal and Charitable Club Events

Director Soule made a motion to refer the Special Accommodation Policy for Special Events back to the Community Activities Committee for discussion and recommendation for amendments. The motion was seconded by Director Troutman.

Discussion ensued among the directors.

President Carpenter called for a vote and the motion passed by a majority vote.

13f. Entertain a Motion to Place a Peace Pole in the Community

Director Moldow made a motion to approve re-constructing the peace pole at the Aliso Creek Park. Director Fitzekam seconded the motion.

Discussion ensued among the directors.

President Carpenter called for a roll call vote and the motion passed by a vote of 10-1-0 (Director English opposed).

13g. Entertain a Motion to Introduce a Resolution for a GRF Donation Policy

Director Garthoffner read the following resolution:

RESOLUTION 90-20-XX
DONATION POLICY

WHEREAS, the GRF Board of Directors has recognized the need to adopt a Donation Policy to set forth guidelines and an efficient and effective process for accepting gifts and minor monetary donations in a responsible, transparent and accountable manner that is consistent with the Golden Rain Foundation (GRF) goals;

NOW THEREFORE IT BE RESOLVED, (DATE), 2020, that the Board of Directors of this Corporation hereby adopts the Donation Policy, as attached to the official minutes of this meeting; and

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

APRIL 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 next available Board Meeting no less than 28-days from the postponement to comply with Civil Code Section 4360.

Director Soule made a motion to introduce a resolution for a GRF donation policy for 28-day review. Director Horton seconded the motion.

Discussion ensued among the directors.

President Carpenter called for a vote and the motion passed by a majority vote.

14. In the interest of time, the Board did not take 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 February 19, 2020; next meeting April 22, 2020, at 1:30 p.m. as a virtual meeting.

(1) GRF Treasurer's Report

(2) GRF Finance Committee Report

(3) Purchasing Task Force – President Carpenter. The Task Force met on February 10, 2020.

- 15b.** Report of the Community Activity Committee – Director Fitzekam. The Committee met on March 12, 2020; next meeting April 9, 2020, at 1:30 p.m. as a virtual meeting.
- 15c.** Report of the Landscape Committee – Director Moldow gave an update from the Landscape Committee. The Committee met on February 12, 2020; next meeting May 13, 2020, at 1:30 p.m. in the Board Room.
- 15d.** Report of the Maintenance & Construction Committee – Director Matson gave an update from the Maintenance & Construction Committee. The Committee met on February 12, 2020; next meeting April 8, 2020 at 9:30 a.m. as a virtual meeting.
 - (1) Report of the Performing Arts Center (PAC) Renovation Ad Hoc Committee – Vice President Troutman. The Committee will meet on April 13, 2019 by virtual meeting.
- 15e.** Report of the Media & Communications Committee – Director Soule gave an update from the Media & Communications Committee. The Committee met on February 19, 2020; next meeting April 20, 2020, at 1:30 p.m. as a virtual meeting.
 - (1) Thrive Task Force Report – Director Perak gave an update on the Task Force. The Task Force is working on sharing kindness.
- 15f.** Report of the Mobility & Vehicles Committee – Vice President Troutman gave an update from the Mobility & Vehicles Committee. She commented that ridership is up and announced the changes to the transportation services based on the Coronavirus pandemic. The Committee met on February 5, 2020; next meeting June 3, 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 February 24, 2020; next meeting TBA.
 - (1) Report of the Laguna Woods Village Traffic Hearings – Director Garthoffner. The Traffic Hearings were held on February 19, 2020; next Traffic Hearings TBA.
 - (2) Report of the Disaster Preparedness Task Force – Vice President Troutman. The Task Force met on January 28, 2020; next meeting will be held on June 26, 2020 at 9:30 a.m. in the Board Room.

16. Future Agenda Items - *All matters listed below are items for a future Board Meetings. 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.*

16a. Donation by Bah'ail Club of a Bench for Aliso Creek and Two Plumeria Trees at Clubhouse 6

16b. Orange County Mosquito and Vector Control District Presentation

16c. Approve the Americans with Disabilities Act (ADA) Compliance Policy

17. Directors' Comments

- Director Moldow commented that lights and heating should be turned off in clubhouses not being use. Commented that residents should check in on single residents;
- Director Troutman commented on the Donation Policy;
- Director Soule thanked staff for helping with the Ayres Hotel and was thrilled about the outcome;
- Director English commented on the ADA requirements.
- Director Troutman commented the ADA requirements have to do with the buses because of the grants we receive;
- Director Garthoffner commented on the ADA requirements;
- Director Troutman commented we are required to comply with ADA requirement when we renovate clubhouses;
- Director Perk thanked staff for working together to change the outcome of the Ayres Hotel decision;
- Director Soule thanked Chuck Holland for organizing the virtual meetings and Eileen Paulin for getting the word out;
- Director Fitzekam thanked the residents for coming out in protest against the Ayres Hotel;
- President Carpenter thanked Chuck Holland for putting this together.

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 12:25 p.m.

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

During the March 3, 2020, Regular Closed Session, the Board:

Approved the Agenda

Approved the Minutes of:

(a) February 4, 2020—Regular Closed Session

Discussed and Considered Personnel Matters

Discussed and Considered Contractual Matters:

(a) Two Contracts for Installation of EV Charging Stations at the Maintenance Service Center

(b) LED Walkway Lighting at Clubhouses 1, 2, 3, 4 and 5

Discussed Legislation Matters

Discussed and Considered Litigation Matters

Discussed Litigation Report Summary

19. Adjournment

The meeting was adjourned at 2:30 p.m.



Egon Garthoffner, Secretary of the Board
Golden Rain Foundation

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RESOLUTION 90-20-xx
GRF Committee Appointments

RESOLVED xxx, 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)
Brian Gilmore, Alternate (United)
Al Amado, (Mutual 50)

Community Activities Committee

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

Equestrian Center Ad Hoc Committee (new)

Bunny Carpenter, Chair (GRF)
Yvonne Horton (GRF)
Jim Matson (GRF)
Cush Bhada (Third)
Annie McCary, (Third)
Andre Torng, (United)
Advisors: Gary Empfield, Stefanie Brown,
Sally Ingmanson, Bunny Lipinski

Finance Committee

Pat English, Chair (GRF)
Judith Troutman (GRF)
Annette Sabol Soule (GRF)
Jon Pearlstone (Third)
Steve Parsons (Third)
Robert Mutchnick, Alternate (Third)
Sue Margolis (United)
Brian Gilmore (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)
Cash Achrekar (United)
Brian Gilmore, Alternate (United)
Jon Pearlstone (Third)
Steve Parsons (Third)
Cush Bhada, 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

Egon Garthoffner, **Chair** (GRF)
Jim Matson (GRF)
Joe Fitzekam (GRF)
Cush Bhada (Third)
John Frankel (Third)
Jon Pearlstone, Alternate (Third)
Doug Gibson, Alternate (Third)
Carl Randazzo, (United)
Reza Bastani (United)
Brian Gilmore, Alternate (United)

Inesa Nord-Leth, (Mutual 50)
Advisors: Richard Palmer

Clubhouse 1 Renovation Ad Hoc Committee (New)

Joe Fitzekam, Chair (GRF)
Egon Garthoffner (GRF)
Pat English (GRF)
Jon Pearlstone (Third)
Robert Mutchnick (Third)
Brian Gilmore (United)
Sue Margolis (United)
Carl Randazzo, Alternate (United)

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)
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)
Doug Gibson, 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)
Elsie Addington, (United)
Reza Bastani (United)
Neda Ardani, Alternate (United)
John Dalis, (Mutual 50)
Advisor: Vashi Williams

Security and Community Access

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

Disaster Preparedness Task Force

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

Strategic Planning Committee

Annette Sabol Soule, Chair (GRF)
Joe Fitzekam (GRF)
Yvonne Horton (GRF)
Jon Pearlstone (Third)
Robert Mutchnick (Third)
Steve Parsons, Alternate (Third)
Andre Torng (United)
Brian Gilmore (United)
Sue Margolis, Alternate (United)

OTHER COMMITTEES:

Laguna Woods Village Traffic Hearings

(Chair will alternate between Boards)

Egon Garthoffner (GRF)

Judith Troutman (GRF)

Robert Mutchnick (Third)

John Frankel (Third)

Ralph Engdahl, Alternate (Third)

Elsie Addington (United)

Neda Ardani, Alternate (United)

Board Members by Rotation (Mutual 50)

Select Audit Task Force

Pat English (GRF)

Diane Phelps (GRF)

Elizabeth Roper (United)

Peggy Moore (Third)

RESOLVED FURTHER, that Resolution 90-20-16 adopted April 7, 2020, 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.

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STAFF REPORT

DATE: April 7, 2020
FOR: Board of Directors
SUBJECT: Off Season Children's Swim Hours Adjustment

RECOMMENDATION

Authorize the Recreation and Special Events Department to adjust the off-season Children's Swim program hours from noon to 2 p.m. to 2 p.m. to 4 p.m. at Pool 2 during the offseason swim hours, October 1 to Memorial Day weekend.

BACKGROUND

Pool 2 is open from 7 a.m. to 6 p.m. daily; opening at 9 a.m. on Wednesday's for weekly maintenance. The Children's Swim program resides at Pool 2 during the off season, October 1 to Memorial Day weekend, and is currently offered from noon to 2 p.m. daily.

The summer Children's Swim program relocates to Pool 6 with daily hours from 12 noon to 4 p.m., Memorial Day weekend to October 1.

DISCUSSION

Residents have requested that the Children's Swim hours be adjusted during the off-season to provide the opportunity for grandchildren to swim after school.

A seven day electronic survey (Attachment 1) was conducted with Village swimmers. The Recreation and Special Events Department received 128 responses of which 73 respondents confirmed using Pool 2 for lap swimming only. In addition, the survey results indicate that the preferred lap swim times are 7 a.m. to 8 a.m., 9 a.m. to 10 a.m. and 10 a.m. to 11 a.m. (Attachment 2). One of the least utilized times is from 2 p.m. to 4 p.m.

FINANCIAL ANALYSIS

None

Prepared By: Jennifer Murphy, Recreation Manager

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

ATTACHMENT(S)

ATT1: Lap Swim Survey Questionnaire
ATT2: Lap Swim Survey Results
ATT3: CAC Endorsement
ATT4: Resolution 90-20-xx

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ATTACHMENT 1

Laguna Woods Village Swimmer Survey

If you have a moment, we would be grateful if you shared your feedback. Thank you.

Section 1

Do you swim at Pool 2?

Do you use the Pool 2 hot pool?

Do you use the Pool 2 locker room?

Do you use the Children's Swim program?

Are you a lap swimmer?

Section 2

How many days a week do you swim laps at Pool 2?

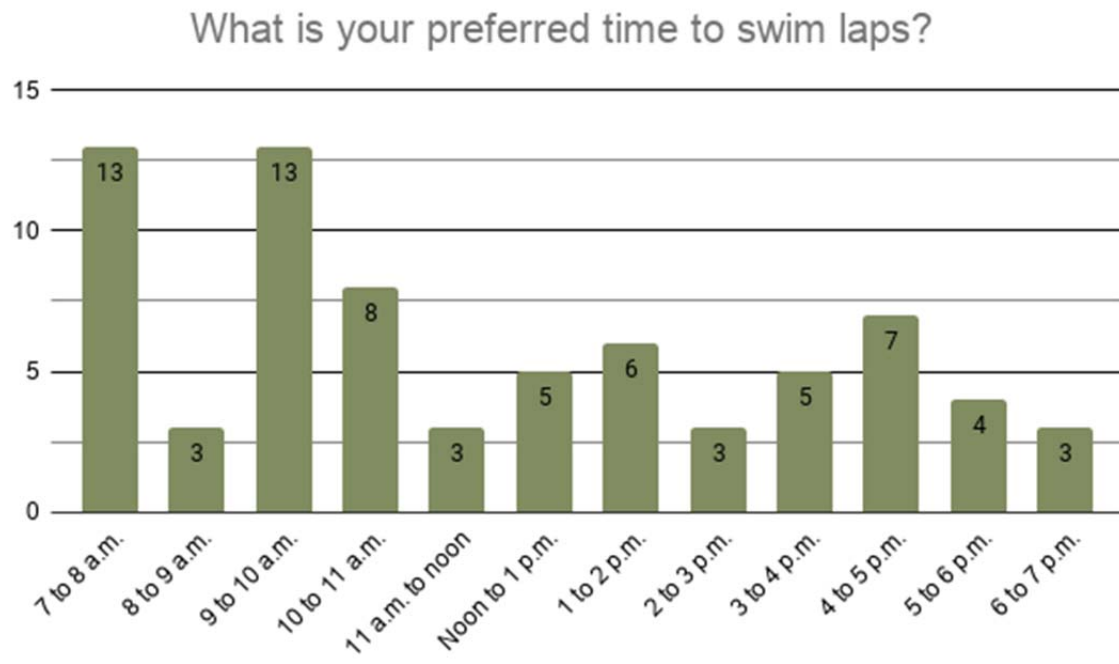
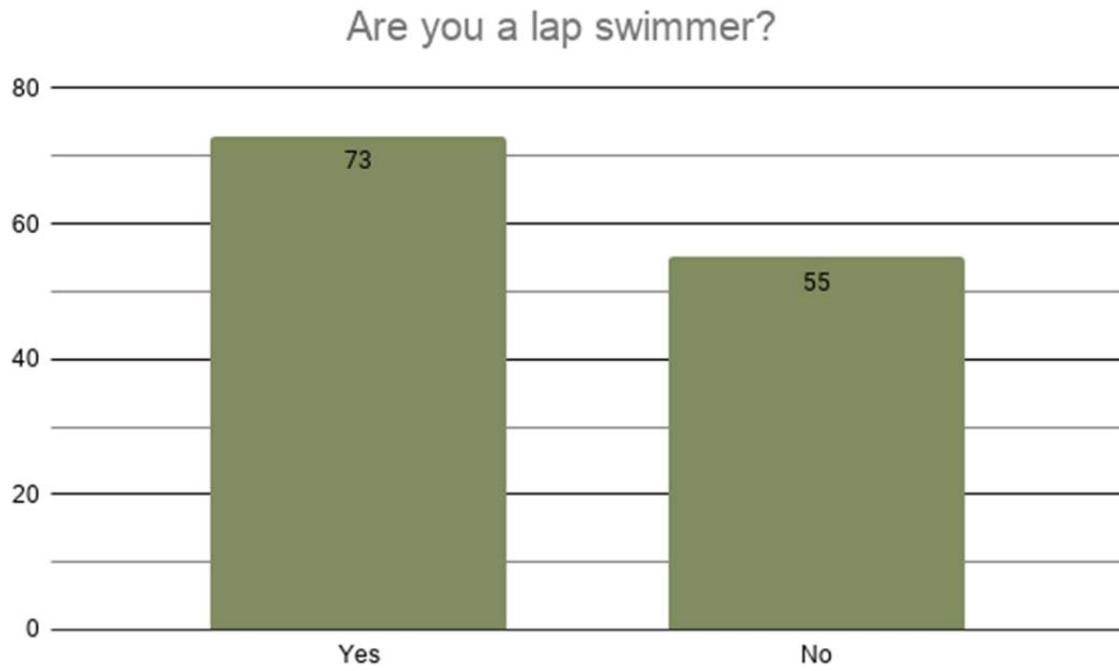
What is your preferred time to swim laps?

Section 3

Confirm Residency. Please enter your manor number.

Thank you for taking the time to complete this survey.

ATTACHMENT 2:



ENDORSEMENT (to Board)

Off Season Children's Swim Hours Adjustment

Authorize the Recreation and Special Events Department recommendation to adjust the off-season Children's Swim program hours from noon to 2 p.m. to 2 p.m. to 4 p.m. at Pool 2 during the off-season swim hours, October 1 to Memorial Day weekend.

A motion was made to adjust the off-season Children's Swim program hours from noon to 2 p.m. to 2 p.m. to 4 p.m. at Pool 2 during the off-season swim hours, October 1 to Memorial Day weekend.

Motion passed unanimously.

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RESOLUTION 90-19-XX
OFF SEASON CHILDREN'S SWIM HOURS ADJUSTMENT

WHEREAS at the March 12, 2020 Community Activities Committee (CAC) meeting, staff recommended to authorize the Recreation and Special Events Department to adjust the off-season Children's Swim program hours from noon to 2 p.m. to 2 p.m. to 4 p.m. at Pool 2 during the offseason swim hours, October 1 to Memorial Day weekend;

WHEREAS Pool 2 is open from 7 a.m. to 6 p.m. daily; opening at 9 a.m. on Wednesday's for weekly maintenance. The Children's Swim program resides at Pool 2 during the off season, October 1 to Memorial Day weekend, and is currently offered from noon to 2 p.m. daily.;

WHEREAS the summer Children's Swim program relocates to Pool 6 with daily hours from 12 noon to 4 p.m., Memorial Day weekend to October 1;

WHEREAS residents have requested that the Children's Swim hours be adjusted during the off-season to provide the opportunity for grandchildren to swim after school;

WHEREAS a seven day electronic survey was conducted with Village swimmers. The Recreation and Special Events Department received 128 responses of which 73 respondents confirmed using Pool 2 for lap swimming only. In addition, the survey results indicate that the preferred lap swim times are 7 a.m. to 8 a.m., 9 a.m. to 10 a.m. and 10 a.m. to 11 a.m. One of the least utilized times is from 2 p.m. to 4 p.m.;

NOW THEREFORE BE IT RESOLVED, May 5, 2020, that the Board of Directors of this Corporation hereby adopts approval of staff recommendation to authorize the Recreation and Special Events Department to adjust the off-season Children's Swim program hours from noon to 2 p.m. to 2 p.m. to 4 p.m. at Pool 2 during the offseason swim hours, October 1 to Memorial Day weekend;

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

April Initial Notification

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

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STAFF REPORT

DATE: May 5, 2020
FOR: Board of Directors
SUBJECT: Clubhouse Holiday Hours

RECOMMENDATION

Authorize the Recreation and Special Events Department to modify the clubhouse holiday hours beginning January 2021.

BACKGROUND

Laguna Woods Village offers seven different reservable facilities for events such as resident birthday parties, anniversaries and gatherings. Reservations for use of clubhouse facilities are available to residents upon request; fees apply.

Clubhouse rooms may be reserved between 8 a.m. and 10 p.m. seven days a week, except for New Year's Eve, which may be reserved until 1 a.m. Extended hours up to midnight may be scheduled with the facility supervisor three weeks in advance for Clubhouses 2 and 7; additional fees apply.

DISCUSSION

New Year's Day bookings are nonexistent with few reservations taking place on President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day and the Friday after Thanksgiving. Saddleback Emeritus classes are not in session on VMS holidays and clubhouse facilities are vacant and underutilized. With ample notice of limited hours (9 a.m. to 2 p.m.) on said holidays residents will still have the ability to fulfill any needs they may have at the facility.

Clubhouses will remain open on Thanksgiving Day, Christmas Eve and Christmas Day from 8 a.m. to 10 p.m. to accommodate the needs of resident events.

Proposed Clubhouse Holiday Hours

Close All Clubhouses	New Year's Day
Limit Hours 9 a.m. to 2 p.m.	President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day and Friday after Thanksgiving
No Modifications	Thanksgiving, Christmas Eve and Christmas Day

FINANCIAL ANALYSIS

Fulltime and part time hourly staff who are scheduled to work on one of the 10 designated VMS holidays receive holiday pay equal to 1.5 times base pay.

The cost to staff six facilities from 8 a.m. to 10 p.m. on a designated holiday with a part time Recreation Leader is approximately \$2,772. The proposed closure of New Year's Day and

limited hours of 9 a.m. to 2 p.m. on six elected holidays would have a cost savings of \$13,464 annually.

6 Clubhouses Current	8 a.m. to 10 p.m. (14 Hours)	84 hours (per holiday)	\$33 per hour (1.5 times base pay, includes wage, burden, overhead)	\$2,772 per holiday \$27,720 Annually
6 Clubhouses Proposed	9 a.m. to 2 p.m. (5 hours)	30 hours (6 elected holidays)	\$33 per hour (1.5 times base pay, includes wage, burden, overhead)	\$990 (6 holidays/modified) \$2,772 (3 holidays) \$0 (closed New Year's Day) \$14,256 Annually
				Annual Savings \$13,464 (with modifications)

Prepared By: Jennifer Murphy, Recreation Manager

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

ATTACHMENT(S)

ATT 1: Recreation Department Holiday Hours

ATT 2: VMS 2020 Holiday Hours

ATT 3: CAC Endorsement

ATT 4: Resolution 90-20-xx

ENDORSEMENT (to Board)

Clubhouse Holiday Hours

Authorize the Recreation and Special Events Department recommendation to adjust clubhouse holiday operating hours on certain holidays beginning January 2021.

A motion was made to authorize the Recreation and Special Events Department to adjust clubhouse holiday operating hours on certain holidays beginning January 2021.

Motion passed unanimously.

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RESOLUTION 90-19-XX
CLUBHOUSE HOLIDAY HOURS

WHEREAS at the March 12, 2020 Community Activities Committee (CAC) meeting, staff recommended to authorize the Recreation and Special Events Department to adjust clubhouse holiday operating hours on certain holidays beginning January 2021;

WHEREAS New Year's Day bookings are nonexistent with few reservations taking place on President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day and the Friday after Thanksgiving. Saddleback Emeritus classes are not in session on VMS holidays and clubhouse facilities are vacant and underutilized. With ample notice of limited hours (9 a.m. to 2 p.m.) on said holidays residents will still have the ability to fulfill any needs they may have at the facility. **Limit Clubhouse 1 to the hours of 9 a.m. to 4 p.m. for the first year;**

WHEREAS clubhouses will remain open on Thanksgiving Day, Christmas Eve and Christmas Day from 8 a.m. to 10 p.m. to accommodate the needs of resident events;

WHEREAS Proposed Clubhouse Holiday Hours will be as follows:

Close All Clubhouses	New Year's Day
Limit Hours 9 a.m. to 2 p.m.	President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day and Friday after Thanksgiving
No Modifications	Thanksgiving, Christmas Eve and Christmas Day

WHEREAS fulltime and part time hourly staff who are scheduled to work on one of the 10 designated VMS holidays receive holiday pay equal to 1.5 times base pay;

WHEREAS the cost to staff six facilities from 8 a.m. to 10 p.m. on a designated holiday with a part time Recreation Leader is approximately \$2,772. The proposed closure of New Year's Day and limited hours of 9 a.m. to 2 p.m. on six elected holidays would have a cost savings of \$13,464 annually. **Limit Clubhouse 1 to the hours of 9 a.m. to 4 p.m. for the first year;**

NOW THEREFORE BE IT RESOLVED, May 5, 2020, that the Board of Directors of this Corporation hereby introduces approval of staff recommendation to authorize the Recreation and Special Events Department to adjust clubhouse holiday operating hours on certain holidays beginning January 2021;

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

April Initial Notification

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

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STAFF REPORT

DATE: May 5, 2020
FOR: Board of Directors
SUBJECT: Equestrian Center Pricing Policy

RECOMMENDATION

Board adoption of the CAC recommendation to change to Equestrian Center Pricing Policy, increasing the community subsidy for boarding fees from 65% to 70% with an offsetting reduction in operating costs of \$25,000.

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.

On March 3, 2020 at the GRF Board meeting, a motion was made and carried to approve the horse trailer storage fee at 50% of the RV lot fee. Also, the Board directed staff to send the Equestrian Pricing Policy back to the CAC committee for review at their March 12, 2020 meeting for further discussion of boarding fees.

DISCUSSION

On March 12, 2020 at the GRF CAC meeting, a motion was made and carried unanimously to change Equestrian Center pricing policy for horse boarding fees from 65% to 70% shared cost. Further directive was given to reduce operating costs by \$25,000 to offset the increased subsidy percentage.

FINANCIAL ANALYSIS

An increase in shared cost from 65% to 70% will reduce the horse boring fees from \$319 per month to \$279 per month. If approved, invoice amounts will change on June 1, 2020 for the remainder of the year.

Prepared By: Brian Gruner, Recreation and Special Events Director

Reviewed By: Betty Parker, Chief Financial Officer

Committee Routing: Community Activities Committee

ATTACHMENT(S)

ATT 1: GRF Equestrian Pricing Policy - 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, May 5, 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%~~ **70%** 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 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 June 1, 2020, and Resolution 90-20-12 adopted March 3, 2020, 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.

April Initial Notification

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

STAFF REPORT

DATE: May 5, 2020
FOR: Board of Directors
SUBJECT: Golden Rain Foundation Donation Policy

RECOMMENDATION

Staff recommends adoption of the Donation Policy.

BACKGROUND

On September 3, 2019, the board unanimously directed staff to draft a donation policy that requires 1) donors to pay the cost of installation and quality control and 2) establishes quality standards for donations.

DISCUSSION

The proposed policy provides guidelines and an efficient and effective process for accepting gifts and minor monetary donations in a responsible, transparent and accountable manner that is consistent with the Golden Rain Foundation (GRF) goals. The proposed policy also establishes guidelines, standards and procedures for the installation and care of donated community improvements. GRF desires to encourage donations, while at the same time, manage aesthetic impacts and mitigate installation and ongoing maintenance costs.

The proposed policy defines a donation as any item of value given to the GRF by a donor who expects nothing significant of value in return, other than recognition and disposition of the gift in accordance with the donor's wishes to the degree possible. Donations may be offered in the form of cash up to \$100,000 (U.S. dollars only) and real or personal property.

Designated donations may be accepted only when they have a purpose consistent with GRF goals and are in the best interest of Laguna Woods Village. GRF must always comply with applicable governing documents and laws when accepting donations. All donations shall be approved in advance by the GRF board of directors.

The proposed policy sets standards for donations and requires items to be of high quality related to style, appearance, durability and ease of maintenance. Installation of donated community space elements, including any donor acknowledgement, would be completed by Village Management Services (VMS) personnel. Installation would be scheduled at a time and date as determined by applicable department director or COO, so as not to unnecessarily interfere with routine maintenance activities.

FINANCIAL ANALYSIS

There is no anticipated fiscal impact associated with the proposed policy as it requires the donor to cover the full cost for the purchase, installation and maintenance during the expected life cycle of donated community space elements.

Prepared By: Siobhan Foster, COO

Reviewed By: Brian Gruner, Recreation Director
Betty Parker, CFO
Kurt Wiemann, Landscape Director

ATTACHMENT(S)

ATT 1: Golden Rain Foundation Donation Policy

ATT 2: Resolution 90-20-XX

Golden Rain Foundation | Donation Policy

1. Purpose

To provide guidelines and an efficient and effective process for accepting gifts and minor monetary donations in a responsible, transparent and accountable manner that is consistent with the Golden Rain Foundation (GRF) goals. This policy also establishes guidelines, standards and procedures for the installation and care of donated community improvements. GRF desires to encourage donations, while at the same time, manage aesthetic impacts and mitigate installation and ongoing maintenance costs.

2. Donation Defined

A donation is defined as any item of value given to the GRF by a donor who expects nothing significant of value in return, other than recognition and disposition of the gift in accordance with the donor's wishes to the degree possible.

3. Types of Donations

Donations may be offered in the form of cash up to \$100,000 (U.S. dollars only) and real or personal property. Designated donations mean those donations that the donor specifies for a particular department, location or purpose. Undesignated donations mean those donations that are given to the GRF for an unspecified use.

4. Consistency with GRF Interests

Designated donations may be accepted only when they have a purpose consistent with GRF goals and are in the best interest of Laguna Woods Village. GRF must always consider resident trust and comply with all applicable governing documents and laws when accepting donations.

5. Standards for Donations

- a. **Acquisition or purchase:** GRF and the community have an interest in ensuring that community space elements shall be purchased and installed by Village Management Services (VMS). Items selected for acquisition or purchase will be of high quality related to style, appearance, durability and ease of maintenance. VMS personnel will be responsible for coordinating purchases and installations of all community space elements. All acquisitions and/or purchases shall be approved in advance by the GRF board of directors.
- b. **Appearance and aesthetics:** GRF and the community have an interest in ensuring the best appearance and aesthetic quality of community facilities. Community space elements should reflect the character of the space or facility. All community space elements will be installed in a manner that will not substantially change the character of a facility or its intended use.

- c. **Maintenance:** Donated community space elements will become GRF property once installed and/or permanently placed in the mutually agreed-upon location. Accordingly, VMS has the duty to provide only routine maintenance and repair of the donation for a minimum of five years or beyond, if applicable. GRF, may, but shall not be required to, replace the donation or community space improvement if it is stolen, vandalized, worn out, irreparably damaged, destroyed or expires.
- d. **Repair:** GRF has an interest in ensuring that all community space elements remain in good repair. In addition, the community has an interest in ensuring that the short- and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated community space elements purchased must be of high quality to ensure longevity and be resistant to the elements, wear and tear, and acts of vandalism.
- e. **Cost:** GRF has an interest in ensuring that the donor covers the full cost for the purchase, installation and maintenance during the expected life cycle of donated community space element(s). GRF also has an interest in ensuring that ongoing maintenance costs do not negatively impact the resources for maintenance of other GRF facilities. Consequently, GRF will assess, at time of purchase, a charge sufficient to cover anticipated installation and ongoing maintenance costs of donated community space element(s) during its anticipated life cycle.

6. Procedure for Making Donations

- a. **Management:** The applicable department director or chief operations officer (COO) will manage the proposed donation(s) (Recreation, Landscaping, General Services, Operations, etc.).
- b. **Contact:** Donor must contact the applicable department director or COO to determine whether donation(s) will be accepted and the conditions of acceptance. If the donation(s) is accepted, donor will work with VMS staff to finalize the combined total cost of donation(s) and complete Donation Agreement (Attachment 1).
- c. **Committee consideration:** Donation(s) will be reviewed by the applicable oversight committee prior to board consideration of donation(s).
- d. **Board approval:** Final approval shall be granted by the GRF Board of Directors for acceptance of all donations.

7. Criteria for Acceptance

To accept donation(s) of a community space element for a specific facility, the donation must:

- a. Meet a true need of the facility;

- b. Not interfere with the intended current or future use of the facility; and
- c. Not require the relocation of other equipment or infrastructure to accommodate the donation.

GRF reserves the right to accept or deny any donation(s).

8. Guidelines

All determinations, will be based upon, but not limited to, the following guidelines.

a. Flowers, shrubs and bushes

- i. Donated plants become exclusive property and maintenance responsibility of GRF;
- ii. Only those plantings that require a maintenance effort consistent with other plantings will be considered;
- iii. Site preparation, installation and site restoration will be the responsibility of GRF;
- iv. Only perennial flowering plants will be permitted and incorporated in existing beds; and
- v. Placement of plants will be based on criteria such as the variety, color, mature height and size. Compatibility with surrounding areas will be a strong consideration for planted materials and their location.

b. Trees

- i. Donated trees become the exclusive property and maintenance responsibility of GRF;
- ii. Site preparation, installation and site restoration will be the responsibility of GRF;
- iii. Tree placement/location will be based upon variety of tree selected, mature height, size etc. Compatibility with surrounding areas will be a strong consideration for trees and their location; and
- iv. Size and species of tree(s) donated shall be limited to those determined by GRF.

c. Signage

- i. No signage or slogans shall be displayed on donated personal property or those items secured with U.S. dollar cash donations. Donation acknowledgement shall be found listed on gratuity plaque displayed at one selected location, e.g., the Community Center or applicable clubhouse, if gratuity plaques are displayed there. Gratuity plaque will list only the name(s) of the person(s) or the specific club name and the date of the donation.

d. Benches, tables and other amenities

- i. Donated benches become exclusive property and maintenance responsibility of GRF;
- ii. Site preparation, installation and site restoration will be the responsibility of GRF; and
- iii. Amenity must be similar to or complement other amenities in the area.

e. Buildings, structures and public art

- i. Donated buildings, structures (including playgrounds) and public art are not considered as part of this policy.

9. Conditions

- a. **Cost:** Donor covers the full cost for the purchase, installation and maintenance during the expected life cycle of donated community space elements.
- b. **Installation:** Installation of donated community space elements, including any donor acknowledgement, will be completed by VMS personnel. Installation will be scheduled at a time and date as determined by applicable department director or COO, so as not to unnecessarily interfere with routine maintenance activities.
- c. **Removal and/or relocation:** This section applies to both existing and new donations. GRF reserves the right to remove and/or relocate donated community space elements and their associated signage when they interfere with site safety, maintenance or other activities.

10. Distribution of Donation

- a. Tangible items will be distributed to the applicable department director or COO for use.
- b. Monetary donations in U.S. dollars for the installation and maintenance expenses will be deposited into the appropriate account for the designated department as assigned by the chief financial officer (CFO) or recommended by the receiving department director.
- c. Donations of cash for undesignated donations will be deposited into appropriate account for the designated department as assigned by the CFO.

11. Donation Record Keeping

A copy of the Donation Agreement for accepted donations shall be forwarded to the CFO for recordkeeping, the designated department director for which the donation was assigned and to the COO.

12. Declined Donations

GRF reserves the right to decline any donation if, upon review, acceptance of the donation is determined in the sole discretion of GRF to be not in the best interests of the community.

Attachment

ATT 1: Donation Agreement

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Resolution 90-20-XXX

This Agreement, entered into this ____ day of _____, 2020, is by and between the Golden Rain Foundation (“GRF”), a California non-profit mutual benefit corporation and _____ (“Donor”).

WHEREAS, GRF and Donor acknowledge the benefit of donations when they have a purpose consistent with GRF goals and are in the best interest of Laguna Woods Village;

WHEREAS, the _____ Department Director or COO reviewed and affirms the proposed donation meets the criteria for acceptance contained in the GRF Donation Policy:

- a. Meet a true need of the facility;
- b. Not interfere with the intended current or future use of the facility; and
- c. Not require the relocation of other equipment or infrastructure to accommodate the donation.

NOW THEREFORE BE IT RESOLVED, _____ (date) that GRF and Donor in accordance with the described conditions and obligations, hereinafter set forth and agree as follows:

Section 1 The donation, known as _____, described below, is donated in its entirety to GRF, hereafter owned by GRF and managed on behalf of the residents of Laguna Woods Village by Village Management Services, Inc. (VMS)

Section 2 Donation description:
Space of facility:
Location:
Additional information:

Section 3	Amount of Donation	
	Item cost:	\$
	Installation cost:	\$
	Maintenance cost:	\$
	Total donation:	\$

- Section 5 GRF reserves the right to move/remove and/or retire the donation following cessation of the five year period. The term shall commence upon the date entered into and indicated above.
- Section 6 GRF will not replace the donation or community space improvement if it is stolen, vandalized, worn out, irreparably damaged, destroyed or expires.
- Section 7 Installation and Maintenance: GRF shall be responsible for installation and maintenance of the item, including any reasonable repairs.
- Section 8 Term: The term of this agreement is a minimum of five years or beyond, if applicable.

RESOLVED FURTHER, that Resolution 90-XX-XX adopted _____ is hereby suspended in its entirety and cancelled.

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



Resolution 90-20-XX

Donation Policy

WHEREAS, the GRF Board of Directors has recognized the need to adopt a Donation Policy to set forth guidelines and an efficient and effective process for accepting gifts and minor monetary donations in a responsible, transparent and accountable manner that is consistent with the Golden Rain Foundation (GRF) goals;

NOW THEREFORE IT BE RESOLVED, May 5, 2020, that the Board of Directors of this Corporation hereby adopts the Donation Policy, as attached to the official minutes of this meeting; and

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

April Initial Notification

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

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STAFF REPORT

DATE: April 7, 2020
FOR: Board of Directors
SUBJECT: Golden Rain Foundation Rules for Board Meetings

RECOMMENDATION

Re-Introduce the resolution establishing the revised Golden Rain Foundation Rules for Board Meetings for 28-day review.

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.

Following discussion at the February 4, 2020 closed session meeting, GRF legal counsel updated the Golden Rain Foundation Rules for Board Meetings to include revisions recommended by the board.

On March 3, 2020, reviewed the updated rules and the board voted 10-1 to re-introduce a resolution to update the Rules for GRF Board Meeting for 28-day for member review and comment. On April 7, 2020, the board discussed the updated rules and possible amendments thereto. The board voted unanimously to reintroduce the GRF Board Meeting Rules for another 28-day and refer the resolution back to the Committee for amendments and the motion passed unanimously. The requested amendments have been incorporated into the meeting rules and the board is being requested to re-introduce the resolution establishing the revised Golden Rain Foundation Rules for Board Meetings for 28-day review.

FINANCIAL ANALYSIS

None.

Prepared By: Siobhan Foster
Reviewed By: Cheryl Silva

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 Clubhouse kiosks 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 **Mutual** Member ~~may~~ **must** request **in writing** to 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.
-

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.

- 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 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. **Members are not to discuss items that are on the agenda.**
 - 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.~~ **Members wishing to speak in Open Forum during Agenda Item discussion must complete a speaker form and submit it to the staff member responsible.** 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~~ **may** 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, ~~Members indicating a desire to speak by having completed a speaker form and submitting it to the staff member responsible may speak for up to three (3) minutes when called upon. the Chair will inquire if any Members in the audience wish to speak to the motion at hand. 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.~~
- c) 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.
- d) 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.
- e) 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 topic upon which a motion which was not made or on a motion which did not receive a second.

4. **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 **or physical** response to Board deliberations or decisions is out of order **and could result in removal of offenders.**

5. **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 called upon** 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, Staff will proceed with noticing the Member for a hearing. Hearings are noticed based on GRF Bylaws, Section 4.5, Discipline or Suspension ~~and Resolution 90-04-72. 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. Opportunity to be Evidence Heard and Present Evidence (GRF Bylaws, Section 4.6.2)

~~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.~~

~~The complaining member will not be permitted to her Boards deliberation The Mutual Member shall be given an opportunity to be heard and present evidence either in person, by counsel, or by both, or in writing, at a hearing before the GRF Board of Directors to be held not less than five (5) days before the effective date of the proposed suspension or 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. Decision.Communication

Following the hearing, The Board of Directors shall decide in good faith and in a fair and reasonable manner whether the Mutual Member should be suspended or disciplined and the terms and period of the suspension or discipline. The decision of a majority of the Board of Directors shall be final and finding upon the Mutual Member and shall be communicated together with notice of the right to appeal the decision in writing to the Mutual Member.

E. 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.

F. Limitation on Challenge

Any action challenging a suspension or other disciplinary action taken against a Mutual Member, including a claim of defective notice, must be commenced within one year after the effective date of the suspension or other action.

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

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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], 2020, 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--Revised March 3, 2020--Revised April 7, 2020

Should the Board endorse the proposed resolution, 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: May 5, 2020
FOR: GRF Board of Directors
SUBJECT: Special Accommodation for Reciprocal and Charitable Club Events Hosted by the Laguna Woods Village Men's 18-Hole Golf Club

RECOMMENDATION

Approve the Men's 18-Hole Golf Club special accommodation request to reduce or waive guest fees when hosting the reciprocal and/or charitable club events listed below which market the community to non-residents and/or fundraise on behalf of the community to apply modified facility usage rates.

BACKGROUND

The Men's 18-Hole Golf Club Laguna Woods hosts a number of events that market to non-residents or fundraise for the Foundation of Laguna Woods Village. Some of these events include:

- The Memorial Golf Tournament benefiting the Foundation of Laguna Woods Village
- Men's Silver Senior Golf Team Matches
- Laguna Woods Men's Club Member/Guest Tournament

Each event has a variety of goals, formats and has been charged differently over the years via approval of the GRF President (Attachment 1).

DISCUSSION

The 18-Hole Men's Golf Club is requesting that facility and golf fees be modified to accommodate the aforementioned events.

At the March 12, 2020 CAC meeting, the committee discussed and recommended that a policy be created and presented to the GRF Board on April 7.

At the April 7, 2020 GRF Board of Directors meeting, the board voted unanimously to have the staff report be evaluated, discussed and revised at the April 9, 2020 CAC meeting.

At the April 9, 2020 CAC meeting, a motion was passed to approve special accommodation request to waive guest fees for the Memorial Golf Tournament, Men's Silver Senior Golf Team Matches and Laguna Woods Men's Club Member/Guest Tournament only.

FINANCIAL ANALYSIS

The annual budget for all guest fees is approximately \$225,000, of which a portion is generated from special tournament events. The fiscal impact associated with the following three events is \$18,448.00:

Event	Revenue Loss	Notes
Memorial Tournament benefiting the Foundation of Laguna Woods Village	\$15,750.00	Guest Fees Waived + Administrative Costs; the event raises over \$30,000 for the Foundation.
Silver Seniors Home Matches	\$1,368.00	Guests Pay Resident Rate
Men's Club Member/Guest Tournament	\$1,330.00	Guests Pay Resident Rate
Total Loss	\$18,448.00	

Prepared By: Brian Gruner, Recreation and Special Events Director

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

ATTACHMENT(S)

ATT1: 18-Hole Men's Golf Club Fee Modification Request

ATT2: Resolution 90-20-xx

ATTACHEMENT 1

(the attachment below represents the initial request from the 18-Hole Men's Golf Club; the staff report above states events approved by CAC)

18-Hole Men's Golf Club Fee Modification Request

1. The Memorial Tournament Benefiting the Laguna Woods Village Foundation
 - a. Green Fees and Cart Fees have been waived each year by GRF
 - b. The tournament raised approximately \$30,000 each year between donations, sponsorship and other fundraisers during the event.
 - c. Staff has been involved in the set-up and execution of this event and VMS resources have helped with promotion and administration of parts of the event.
 - d. The fiscal impact and loss of approximately \$15,000 in guest fee revenue and \$750 in added payroll to coordinate the tournament for the men's club.
2. Silver Seniors Home and Away Matches
 - a. These are matches with other senior teams from six other clubs around Southern California. They play one home and one away match with each of the clubs that culminate in a season ending championship for the winners of the different brackets.
 - b. 12 members of each team play at each venue for a total of 72 non-residents playing during the season.
 - c. Historically the facility has offered these visiting players the resident green fee of \$16 rather than the guest fee of \$35 as this is typically reciprocal when they travel to the other clubs.
 - d. Revenue lose would be \$1,368, the difference of resident fees and the guest fees.
3. 60+ Match
 - a. One time event pairing players from 5 other clubs in a team play match.
 - b. Players are paired from the other clubs with residents in a fun competitive format. The event allows a social environment to show these visitors our community. Men's Club has stated that several visiting players have purchased property in the community after see what we offer.
 - c. Historically fees have been adjusted to the resident fees of \$16 rather than the \$35 guest fees creating a negative fiscal impact of \$513 for the 27 visitors.
4. Laguna Woods Men's Club Member/Guest Tournament
 - a. Annual event pairing one men's club member with a non-resident guest in a social competitive format.

- b. Can be as large as 72 members and 72 guests taking 18 of the 27 holes for one day.
 - c. In past years the fees has been adjusted to the resident fee of \$16 per player in an effort to allow the club members to showcase the facility at an affordable rate.
 - d. Loss of revenue is \$1330.
- 5. Laguna Woods Men's Club Annual Appreciation Day
 - a. The event rewards the numerous volunteers that have helped the club produce quality events throughout the year.
 - b. These are fellow board members, other volunteers and resident staff members.
 - c. Fees have historically been waived for all 70 players. Revenue loss of \$1,120.
- 6. Irvine Valley College Student Event
 - a. 10 current or past members of the Irvine Valley College Golf team are invited to play in a fun competition with a number of our most upstanding members to encourage good will and allow our members to see very good players play their course.
 - b. Regular fees for the members have always been collected and the young college players have been waived by the facility.
 - c. Revenue loss of \$350 for the waived guest fees for the players.

RESOLUTION 90-20-XX

Special Accommodation for Reciprocal and Charitable Club Events Hosted by the Laguna Woods Village Men's 18-Hole Golf Club for year 2020

WHEREAS at the April 9, 2020 Community Activities Committee (CAC) meeting, CAC recommended to approve the Recreation and Special Events Department's request to waive guest fees for the Memorial Golf Tournament, Men's Silver Senior Golf Team Matches and Laguna Woods Men's Club Member/Guest Tournament only;

WHEREAS the Men's 18-Hole Golf Club Laguna Woods hosts a number of events that market to non-residents or fundraise for the Foundation of Laguna Woods Village.

- The Memorial Golf Tournament benefiting the Foundation of Laguna Woods Village (Revenue Loss \$15,750.00)
- Men's Silver Senior Golf Team Matches (Revenue Loss \$1,368.00)
- Laguna Woods Men's Club Member/Guest Tournament (Revenue Loss \$1,330.00)

WHEREAS each event has a variety of goals, formats and has been charged differently over the years via approval of the GRF President;

WHEREAS at the March 12 CAC meeting, the committee discussed and approved that a policy be created and presented to the GRF Board on April 7;

WHEREAS At the April 7 GRF Board of Directors meeting, the board voted unanimously to have the staff report be evaluated, discussed and revised at the April 9 CAC meeting;

WHEREAS the 18-Hole Men's Golf Club is requesting that facility and golf fees be modified to accommodate the aforementioned events;

NOW THEREFORE BE IT RESOLVED, May 5, 2020, that the Board of Directors of this Corporation hereby introduces approval of CAC recommendation to authorize the Recreation and Special Events Department to approve special accommodation request to reduce or waive guest fees for the Memorial Golf Tournament, Men's Silver Senior Golf Team Matches and Laguna Woods Men's Club Member/Guest Tournament only;

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

MAY Initial Notification

Should the Board endorse the proposed resolution, 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: May 5, 2020
FOR: Golden Rain Foundation
SUBJECT: ADA Compliance Policy

RECOMMENDATION

Approve the Americans with Disabilities Act (ADA) Compliance policy for the Golden Rain Foundation (GRF) Transportation Services program.

BACKGROUND

The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990. The ADA is civil rights legislation that requires that persons with disabilities receive transportation services equal to those available on the fixed route service.

The Golden Rain Foundation (GRF) Transportation Services program currently owns and operates 16 buses in Laguna Woods Village. Three of these buses were recently purchased using the Federal Transportation Administration (FTA) 5310 Grant program and are required to meet the grant requirements. One such grant requirement is the mandate that all participants adhere to federal ADA transportation requirements and maintain a written policy stating such.

DISCUSSION

The attached ADA Compliance Policy incorporates the requirements of the FTA 5310 grant and includes such clauses as Portable Oxygen Use, Securement of Mobility Devices, Personal Care Attendants, Service and Support Animals and Paratransit Eligibility Requirements. The ADA Compliance Policy has been reviewed by GRF legal counsel to ensure completeness and applicability to GRF Transportation Services program as it relates to accessibility and usability to residents with disabilities to the maximum extent.

Additionally, having the ADA Compliance Policy will be beneficial when applying for future grants for transportation-related purchases.

The ADA Compliance Policy was reviewed and unanimously approved by the Mobility and Vehicle Committee on February 5, 2020. The policy was also discussed at the March 3, 2020 GRF Closed Session and minor revisions have been incorporated into the policy.

Prepared By: Chris Laugenour, Director of General Services

Reviewed By: Siobhan Foster, Chief Operating Officer

ATTACHMENT(S)

ATT-1: ADA Compliance Policy

**Laguna Woods Village
Transportation Department
ADA Compliance Policy**

The Golden Rain Foundation has received grants from the federal Department of Transportation for purchase of transportation vehicles, conditional upon Golden Rain Foundation complying with the Americans With Disabilities Act regarding the use of those vehicles. Accordingly, Golden Rain Foundation and Village Management Services Inc. adopt the within policy as a voluntary measure, even though the Americans With Disabilities Act otherwise does not apply to Laguna Woods Village, a private community.

ADA Policy

The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990. The ADA is civil rights legislation which among other things requires that persons with disabilities receive transportation services equal to those available on the fixed route service.

It is the policy of Village Management Services Inc. Transportation that, when viewed in their entirety, services, programs, facilities, and communications provided by Village Management Services Inc. Transportation, directly or by a contracted service provider, are readily accessible and usable to individuals with disabilities to the maximum extent possible. 49 CFR 37.105

1. Holiday Closures

Village Management Services Inc. Transportation will not run its fixed route system and the Journey paratransit service on the following nationally recognized holidays: New Year's Day, Thanksgiving Day and Christmas Day.

Village Management Services Inc. Transportation may run a limited bus service on Presidents Day, Memorial Day, Independence Day, Labor Day, and Veterans Day.

2. Approved Equipment

Passengers will be transported provided the lift and vehicle can physically accommodate them, unless doing so is inconsistent with legitimate safety requirements (e.g. the combined weight of the wheelchair/occupant exceeds that of the lift specifications). Additionally, Village Management Services Inc. Transportation can accommodate mobility devices that meet following minimum standards:

- *Wheelchair* means a mobility aid belonging to any class of three or more wheels, usable indoors, designed or modified for and use by individuals with mobility impairments, whether manually operated or powered
- Walkers must be collapsible and able to be stored between seats or in the vehicle's trunk.

The mobility device must be in good working order; with batteries charged, tires inflated, footrests attached, and all parts secure. (49 CFR 37.3)

3. Mobility Device Brakes

When occupying a lift or securement area, it is recommended that passengers apply the brakes on their mobility devices; however, they are not required to do so. With power chairs or scooters, it is recommended that the power switch be turned to the “off” position.

4. Portable Oxygen Use

Individuals with disabilities who use portable oxygen devices are allowed to travel with respirators and properly secured portable oxygen supplies. Oxygen supplies must not obstruct the aisle. (49 CFR 37.167(h))

5. Securement Policy

Operators will use front and rear tie-downs to secure mobility devices. Operators will secure mobility devices at the strongest parts of the device; however, the passenger can indicate the most optimal tie-down spot. The mobility device will be secured front facing unless otherwise requested by the passenger. Drivers will assist passengers with securement systems, ramps, and seatbelts; however, drivers cannot assist riders using power chairs or scooters with the operation of their equipment. Village Management Services Inc. Transportation cannot refuse to transport someone whose mobility device cannot be satisfactorily restrained provided that mobility device fits within the definition described in Section 3. (49 CFR 37.165)

6. Stop Announcements

Stops at major intersections, transfer points, and destination points will be announced on fixed route buses. Transit operators will announce other stops upon request. (49 CFR 37.167 (a-c))

7. Personal Care Attendants

A Personal Care Attendant (PCA) may ride with you at no charge. A PCA is someone who travels with, and helps, a rider who is not able to travel alone. You must provide your own PCA if you need one. Please let us know on your application form whether or not you will be using a PCA. This information will guarantee a place for the PCA to ride with you. Guests and companions may ride with you on Village Management Services Inc. Transportation. Guests and companions must pay regular fare. A companion is anyone who rides with you who is not designated as your PCA. (49 CFR 37 (d))

8. Service and Support Animals

A service animal is any guide dog, signal dog, or miniature horse individually trained to work or perform tasks for an individual with a disability. A support animal is an animal necessary to accommodate a resident's disability. In order to ride Village Management Services Inc. Transportation:

- The service or support animal must be on a leash or in a container, remain under direct control of the owner, and behave appropriately.
- Birds, reptiles, amphibians, rodents, and cats must be kept in a securely enclosed carrier/container.
- The animal must remain at rider feet or on rider lap. It may not sit on a vehicle seat.
- The animal must not be aggressive toward people or other animals. (49 CFR 37.167 (d))

9. Boarding Assistance

Operators shall position the bus to make boarding and exiting as easy as reasonably possible for everyone, minimize the slope of the ramp, and use the kneeling option as needed. Bus operators shall provide assistance to passengers upon request. Passengers with disabilities shall be allowed adequate time to board and disembark the vehicle.

10. Maintenance of Lifts or Ramps

Bus operators must test the lift or ramp during the pre-trip inspection. Break down of accessibility equipment must be reported immediately to dispatch. A vehicle with an inoperable lift or ramp must be removed from service as soon as possible and cannot be returned to service until repaired. If there is a lift or ramp failure, a replacement vehicle must be dispatched if the next trip to the destination of any passenger using a mobility device is scheduled in more than 30 minutes. If the next trip to the destination of any passenger using a mobility device is scheduled in 30 minutes or less, a replacement vehicle may be dispatched if available. (49.CFR 37.163)

11. Priority Seating

Upon request, bus operators shall ask – but not require – passengers to yield priority seating at the front of the bus to seniors and persons with disabilities. Drivers are not required to enforce the priority seating designation beyond making such a request.

12. Reserved Seating

Mobility device securement areas on buses are reserved. Passengers using common mobility aids shall be boarded if the securement areas are not otherwise occupied by a mobility device, regardless of the number of passengers on the bus. Bus operators are required to ask passengers sitting in the securement areas to move to other available seats or to stand.

13. Suspension of Service

A rider's privileges may be suspended for any of the following infractions on any Golden Rain Foundation property or vehicle, including vehicles, bus stops, or stations pursuant to the existing Golden Rain Foundation Member Disciplinary Process:

- Smoking or carrying a lit pipe, cigar, or cigarette (unless in a designated smoking area).
- Discarding or dumping litter in places other than the recognized receptacles.
- Consuming alcoholic beverages or in procession of alcoholic beverages.
- Loud, raucous, unruly, harmful, or harassing behavior.
- Possessing an unissued transfer.
- Opening of container that houses service or support animal
- Engaging in other conduct that is inconsistent with the intended purpose of the transit facility, station, or vehicle. (RCW 9.91.025)

14. Notification of Policy

Village Management Services Inc. Transportation will notify the public of the ADA policy on the website and in the riders guide.

15. Paratransit

- a. Eligibility Requirements:* A person may access Village Management Services Inc. Transportation Paratransit if you have a disability or disabling health condition that prevents you from independently using our buses some or all of the time. 49 CFR 37.123

Presence of a disability or a disabling health condition by itself does not automatically make a person eligible for paratransit service. The ability to ride our buses is the basis for eligibility.

Applications will be reviewed by Village Management Services Inc. Transportation based on the following eligibility qualifications. You are eligible for Village Management Services Inc. Transportation Paratransit service if you:

- are unable to board, ride, or exit a lift-equipped bus without assistance,
OR
- need to use a lift but it cannot be deployed safely at your bus stop,
OR
- have a disability that prevents travel to and from your bus stop under certain conditions,
AND
- are certified to use Village Management Services Inc. Transportation Paratransit.

Village Management Services Inc. Transportation will respond to applicants in writing within 14 days of receiving the application. If the applicant does not receive an answer within 21 days, the applicant shall be treated as eligible and provided services until an answer is received.

- b. *Categories of Eligibility:* A Village Management Services Inc. Transportation Transit applicant's eligibility may be classified as conditional, unconditional, or temporary. These categories are defined and mandated by the Americans with Disabilities Act (ADA) regulation.

Category Type	Description	Type of eligibility
Category 1	A person with a disability who cannot independently ride transit	Unconditional
Category 2	Prevented by disability or combination of disability and architectural barriers from getting to the boarding area	Conditional
Category 3	Prevented from using fixed route during a certain amount of time	Temporary

- c. *Service Area:* Village Management Services Inc. Transportation Paratransit service is provided within 3/4 of a mile of Village Management Services Inc. Transportation fixed-route service, except for commuter routes. 49 CFR 37.131 (a)
- d. *Origin to Destination Service:* Based on the functional ability of the rider at the time of application, the driver will provide one of the following types of trips 49.CFR 37.129

Trip Type	Descriptions
Curb to Curb	Customer taken from curb of pickup to curb of destination

- e. *Trip Scheduling:* Paratransit trips can be scheduled between 7 days and 4:30 the day before the trip. No trip reservations will be accepted the day of the trip. Rides will be curb-to-curb unless previously arranged
- f. *Trip Cancellation:* Paratransit trips must be canceled 24 hours in advance.
- g. *Missed/ Late Cancels:* After two missed trips the customer will receive a warning letter. Upon the fourth missed trip the customer will receive a phone call. Upon the fifth missed trip the customer can be suspended from service for up to 6 months.
- h. *Trips Denials:* Village Management Services Inc. Transportation will count all denials for service. One denial of a multi-legged trip will count as a denial for each leg of the trip.

- i. *Paratransit Hours:* Village Management Services Inc. Transportation Paratransit operates the same hours as the Village Management Services Inc. Transportation fixed route system

Monday-Friday: 9:00-5:00pm

Monday-Friday: Evening Service 5:00pm-10:30pm

Saturday: 8:00am- 10:30pm

Sunday: 8:00am-10:30pm

16. Visitor Certification

Visitors are eligible for 14 days of service in a 365-day period beginning on the first day the service is used by the visitor. For additional days of service, the individual is expected to register under Village Management Services Inc. Transportation eligibility procedures. For individuals who reside outside the Village Management Services Inc. Transportation service jurisdictions, Village Management Services Inc. Transportation shall certify an individual with a disability as a visitor when providing documentation of residence and a statement that because of their disability they are unable to access the fixed route. (49 CFR 37.121)

17. Complaint Process

Village Management Services Inc. Transportation is committed to providing safe, reliable, and accessible transportation options for the community. Village Management Services Inc. has established a Member Disciplinary Process and customers wishing to file a complaint and/or obtain a copy of the Member Disciplinary Process may contact Village Management Services Inc. Transportation at (949) 597-4659, or in person at Village Management Services Inc. Transportation's administration office located at 28031 Via Campo Verde, Laguna Woods, CA. 92637 (RCW 46.07b)

18. Reasonable Modification

Requests for modifications of Village Management Services Inc. Transportation policies, practices, or procedures to accommodate an individual with a disability may be made either in advance or at the time of the transportation service. Village Management Services Inc. Transportation is best able to address and accommodate a request when customers make their requests for before the trip. Contact Village Management Services Inc. Transportation office customer service for questions

19. Direct Threat

If a person is violent, seriously disruptive, or engaging in unsafe or illegal conduct Village Management Services Inc. Transportation may, consistent with established procedures for all riders, refuse to carry the passenger. A person who poses a significant risk to others may be excluded [from service] if reasonable modifications to the public accommodation's policies, practices, or procedures will not eliminate that risk. (49CFR 37.5 App. D/ 29 CFR 36.208)

Behaviors that may cause immediate exclusion from the system include:

- Destruction of the vehicle, and/or its furnishings
- Doing violence to others or to oneself
- Behavior that is unsafe, seriously unruly, seriously disruptive, threatening, or frightening to others
- Behavior interfering with the safe operation of the vehicle
- Violations of service animal policy by failing to control one's service animal
- Violations of operating rules governing the provision of transportation system-wide
- Engaging in illegal conduct.
- Other conduct judged by Village Management Services Inc. Transportation to represent an actual or potential threat to the health, safety or wellbeing of oneself, the operator, other passengers, and/or transit personnel.

Passengers who excluded from the system due to a direct threat may request an administrative appeal by contacting Village Management Services Inc. Transportation at 949-597-4659

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STAFF REPORT

DATE: May 5, 2020
FOR: Board of Directors
SUBJECT: Community Activities Committee (CAC) Equestrian Center Ad Hoc Committee Charter

RECOMMENDATION

Adopt the proposed Community Activities Committee (CAC) Equestrian Center Ad Hoc Committee Charter.

BACKGROUND

The Laguna Woods Village Equestrian Center offers boarding for resident-owned horses and a riding program (lessons/trail rides) for residents and their sponsored guests. There are 38 stalls for resident boarders and GRF-boarded horses. Currently, there are 18 resident-boarded horses, 12 GRF-boarded horses and eight available stalls. The Equestrian Center also hosts various events throughout the year such as Saddle Club barbeques, Harvest Hoedown and horse shows that attract approximately 30,000 attendees per year.

On January 9, 2020, the CAC unanimously recommended that board of directors form a CAC Equestrian Center Ad Hoc Committee to review the various items outlined in the proposed charter.

On February 4, 2020, the board of directors unanimously approved the formation of a CAC Equestrian Center Ad Hoc Committee and the duties and responsibilities of the committee. The committee was established pursuant to Article 7, Section 7.1.1 and 7.1.2 of the bylaws of this Corporation.

DISCUSSION

The proposed CAC Equestrian Center Ad Hoc Committee Charter reflects the duties and responsibilities of the CAC Equestrian Center Ad Hoc Committee as previously approved by the board of directors.

FINANCIAL ANALYSIS

None.

Prepared By: Jackie Kupfert, Recreation Administrative Coordinator

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

ATTACHMENT(S)

ATT 1: Resolution 90-20-XX

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Resolution 90-20-XX

Community Activities Committee (CAC) Equestrian Center Ad Hoc Committee Charter

WHEREAS, on February 4, 2020, the Board of Directors of this Corporation established the Community Activities Committee (CAC) Equestrian Center Ad Hoc Committee pursuant to Article 7, Section 7.1.1 and 7.1.2 of the bylaws of this Corporation;

NOW THEREFORE BE IT RESOLVED, June 2, 2020, that the Board of Directors of this Corporation hereby assigned the duties and responsibilities of the CAC Equestrian Center Ad Hoc Committee as follows:

1. Review service levels, budgets and projected revenue;
2. Review and evaluate all unbudgeted programs, repairs, and maintenance needs;
3. Review and evaluate existing rules and policies and recommend changes of said policies, as appropriate;
4. Consider recommendations and encourage the participation of residents and boarders in the activities and programs current and future;
5. Create a resolution that details expectations for service levels, procedure for recommended rule changes and approvals.

RESOLVED FURTHER, that the CAC Equestrian Center Ad Hoc Committee shall perform other such duties as may be assigned by the Golden Rain Foundation Board and upon the conclusion of the Ad Hoc Committee work, it will be disbanded by the Board.

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

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Financial Report

As of March 31, 2020



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$7,855
Non-assessment Revenue	\$3,342
Total Revenue	\$11,197
Total Expense	\$10,228
Net Revenue/(Expense)	\$969

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Financial Report

As of March 31, 2020



OPERATING ONLY INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$6,939
Non-assessment Revenue	\$2,173
Total Revenue	\$9,112
Total Expense ¹	\$9,084
Operating Surplus	\$28

1) excludes depreciation

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Financial Report

As of March 31, 2020

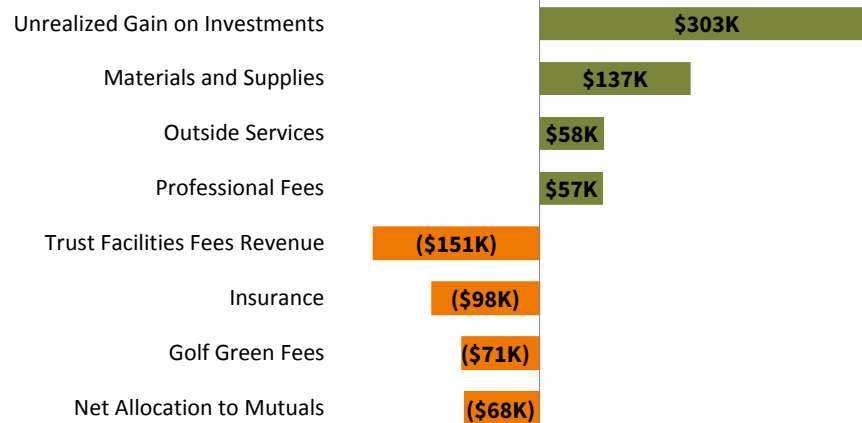


INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$7,855	\$7,855	\$0
Non-assessment Revenue	\$3,342	\$3,353	(\$11)
Total Revenue	\$11,197	\$11,208	(\$11)
Total Expense	\$10,228	\$10,391	\$163
Net Revenue/(Expense)	\$969	\$817	\$152

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Financial Report

As of March 31, 2020



Unfavorable Favorable

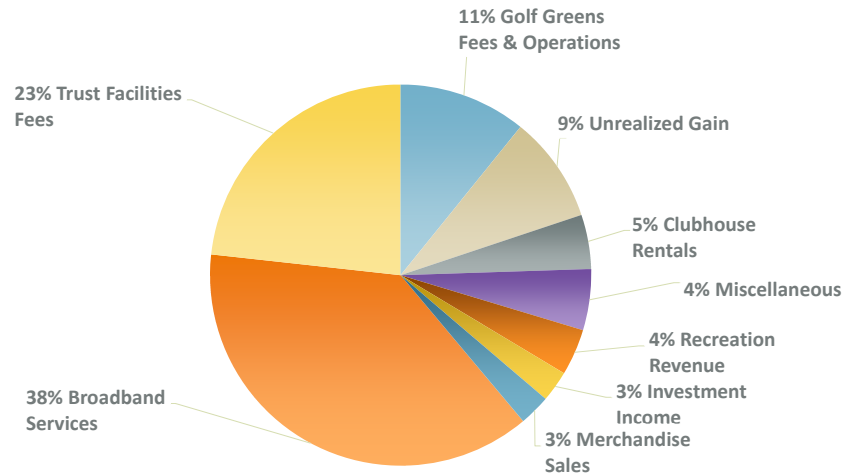
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Financial Report

As of March 31, 2020



Total Non Assessment Revenues \$3,342,011

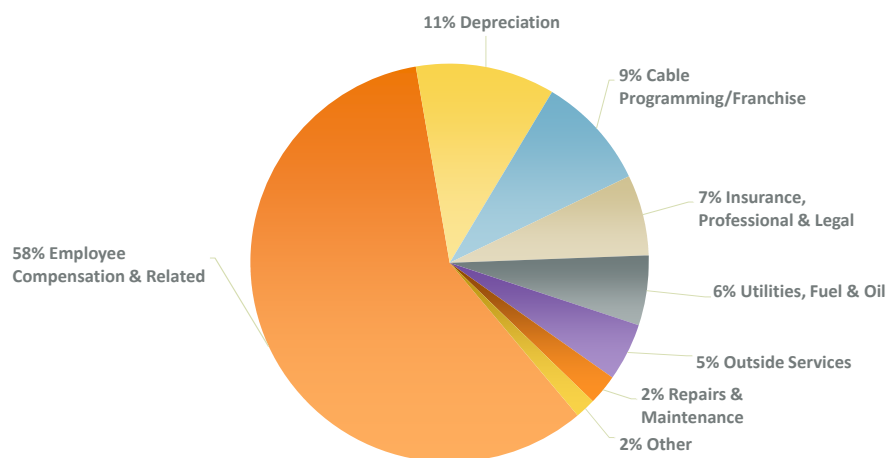


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Financial Report

As of March 31, 2020

Total Expenses \$10,228,271



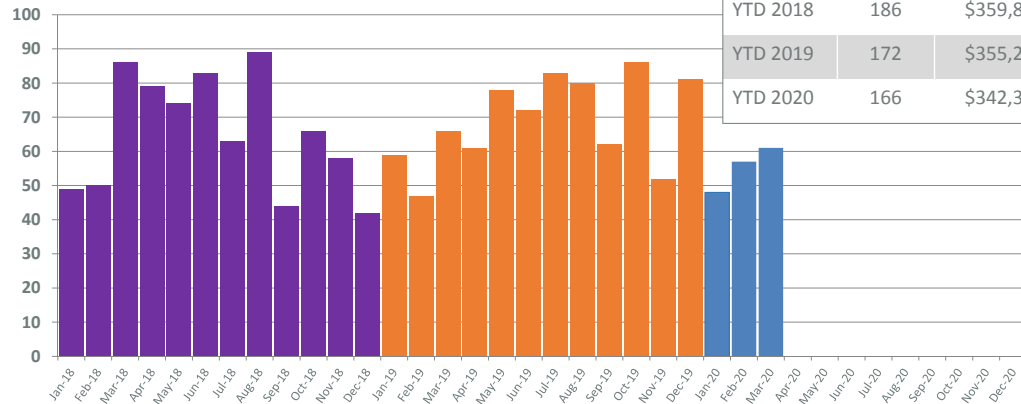
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Financial Report

As of March 31, 2020



RESALE HISTORY - Consolidated



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Financial Report

As of March 31, 2020



FUND BALANCES (in Thousands)	ENDING BALANCES	WORK IN PROGRESS	ADJUSTED BALANCES
Equipment	\$5,266	\$3,861	\$1,405
Facilities	17,336	6,125	11,211
Contingency	909	74	835
Trust Facilities Fee	8,260	0	8,260
TOTAL	\$31,771	\$10,060	\$21,711

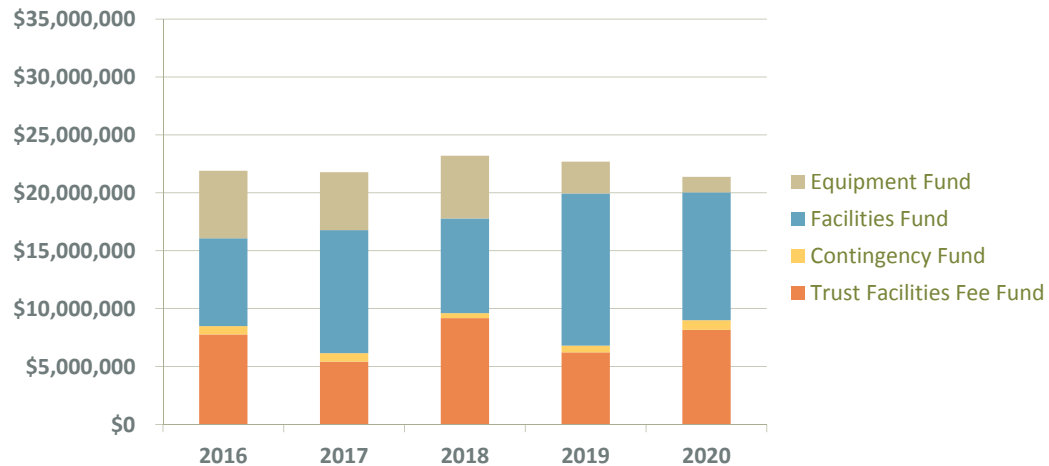
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Financial Report

As of March 31, 2020



ADJUSTED FUND BALANCES



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Financial Report

As of March 31, 2020



FUND ENCUMBRANCES

(in Thousands)

	TOTAL APPROPRIATIONS	REMAINING ENCUMBRANCE
Aquatics & Fitness	\$737	\$298
Broadband Services	1,180	822
Clubhouses	4,881	3,888
Computers	2,123	513
Community Center	2,225	463
Energy Projects	1,100	560
Golf Facilities	916	677
Landscape	437	345
Other Equipment	310	222
Other GRF Facilities	1,484	868
Paving	1,935	1,012
Security	1,630	588
Vehicles	3,434	1,178
TOTAL	\$22,392	\$11,434

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Golden Rain Foundation of Laguna Woods
Statement of Revenues & Expenses - Preliminary
3/31/2020
(\$ IN THOUSANDS)

		CURRENT MONTH			YEAR TO DATE			PRIOR YEAR	TOTAL
		ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET
Revenues:									
Assessments:									
1	Operating	\$2,313	\$2,313		\$6,939	\$6,938		\$7,024	\$27,754
2	Additions to restricted funds	306	306		917	917		726	3,668
3	Total assessments	<u>2,619</u>	<u>2,618</u>		<u>7,856</u>	<u>7,855</u>		<u>7,750</u>	<u>31,422</u>
Non-assessment revenues:									
4	Trust facilities fees	290	309	(19)	778	928	(151)	838	3,714
5	Golf green fees	58	126	(68)	308	379	(71)	298	1,515
6	Golf operations	10	15	(5)	54	64	(11)	47	249
7	Merchandise sales	18	25	(7)	88	75	13	60	300
8	Clubhouse rentals and event fees	13	58	(45)	154	162	(9)	181	675
9	Rentals	12	6	6	36	57	(21)	25	109
10	Broadband services	421	427	(6)	1,265	1,280	(15)	1,147	5,119
11	Investment income	35	36	(2)	88	109	(21)	139	437
12	Unrealized gain/(loss) on AFS investments	(103)		(103)	303		303		
13	Miscellaneous	79	98	(19)	269	298	(30)	280	1,173
14	Total non-assessment revenue	<u>834</u>	<u>1,100</u>	<u>(266)</u>	<u>3,342</u>	<u>3,353</u>	<u>(11)</u>	<u>3,014</u>	<u>13,290</u>
15	Total revenue	<u>3,452</u>	<u>3,719</u>	<u>(266)</u>	<u>11,198</u>	<u>11,208</u>	<u>(11)</u>	<u>10,764</u>	<u>44,711</u>
Expenses:									
16	Employee compensation and related	1,934	2,071	137	5,973	5,993	20	5,738	24,079
17	Materials and supplies	118	151	33	460	597	137	384	1,910
18	Cost of goods sold	14	16	1	62	48	(14)	34	191
19	Community Events	48	34	(15)	113	87	(25)	66	457
20	Utilities and telephone	145	165	20	476	496	20	432	2,352
21	Fuel and oil	30	43	14	104	130	26	121	522
22	Legal fees	27	29	2	45	87	42	76	348
23	Professional fees	102	136	34	169	227	57	198	724
24	Equipment rental	29	20	(9)	79	55	(23)	53	222
25	Outside services	192	179	(14)	480	539	58	438	2,186
26	Repairs and maintenance	42	48	6	251	209	(42)	158	821
27	Other Operating Expense	34	60	27	152	205	54	135	869
28	Income taxes		2	2		6	6		25
29	Property and sales tax	15	9	(6)	50	26	(24)	40	105
30	Insurance	180	120	(61)	457	359	(98)	314	1,436
31	Cable Programming/Copyright/Franchise	415	317	(99)	946	966	19	1,283	3,862
32	Investment expense		3	3	3	10	7	11	41
33	Net Allocation to Mutuals	(229)	(265)	(36)	(725)	(793)	(68)	(605)	(3,161)
34	Uncollectible Accounts		1	1		4	4		15
35	(Gain)/loss on sale or trade	(22)	(6)	17	(22)	(17)	6	3	(68)
36	Depreciation and amortization	386	386		1,157	1,157		1,125	1,157
37	Total expenses	<u>3,460</u>	<u>3,519</u>	<u>60</u>	<u>10,228</u>	<u>10,391</u>	<u>163</u>	<u>10,002</u>	<u>38,091</u>
38	Excess of revenues over expenses	<u>(\$7)</u>	<u>\$200</u>	<u>(\$207)</u>	<u>\$969</u>	<u>\$817</u>	<u>\$152</u>	<u>\$762</u>	<u>\$6,620</u>

For the year-to-date period ending March 31, 2020, Golden Rain Foundation operations were better than budget by \$152K, of which \$134K was due to timing. Explanations for categories with significant variances are provided below.

REVENUE

- **Trust Facilities Fees Line 4** – (\$151K) Unfavorable variance due to fewer manors sold. Year to date revenue generated from the \$5,000 transfer fee is 16% lower than budgeted. To date, 166 manors were sold versus a budget of 186; compared to 172 in 2019 for the same period.
- **Golf Green Fees Line 5** – (\$71K) Unfavorable due to closure of facility mid-March.
- **Unrealized Gain/(Loss) on AFS Investments Line 12** – \$303K Favorable variance due to reporting of unrealized gain. An entry is made monthly to reflect investment market conditions, which fluctuate.

EXPENSE

- **Materials and Supplies Line 17** – \$137K Favorable variance in several areas of operation due to timing of expenditures: Many materials requested by clubs are budgeted in January, but expenditures will occur later in the year. Further, fewer proximity cards, used at GRF facilities, were purchased than budgeted. Additionally, Golf Maintenance budgets seasonal turf products that have not yet been purchased.
- **Professional Fees Line 23**– \$57K Favorable variance due to the timing of consulting fees for several areas including project management and public relations, partially offset by audit expense paid in March.
- **Outside Services Line 25** – \$58K Favorable variance in several areas of operation including Aquatics, due to shut down of service mid-March. To a lesser extent, the variance was furthered by the timing of slope maintenance.
- **Other Operating Expense Line 27**– \$54K Favorable variance due to timing of recruiting fees, staff support, safety, training & education, and physical examinations compared to budgets spread evenly over the year. Expenditures for recruiting fluctuate based on hiring needs and staff support expenditures usually increase toward the end of the year.
- **Insurance Line 30** – (\$98K) Unfavorable variance due to higher premiums at 10/1/19 renewal for property and casualty insurance. Insurance premium increases were implemented after 2020 budget was finalized. Significant changes in market conditions, catastrophic losses including wildfires in California, and a non-renewal situation required a new layered program structure to achieve the existing limits in a tight market.
- **Net Allocation to Mutuals Fees Line 33** – (\$68K) Unfavorable variance due to fewer inter-departmental allocations than anticipated.

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FINANCE COMMITTEE MEETING
REPORT OF THE REGULAR OPEN SESSION

Wednesday, April 22, 2020 – 1:30 p.m.
Virtual Meeting

MEMBERS PRESENT: Pat English, Chair; Judith Troutman, Annette Soule, Steve Parsons, Jon Pearlstone, Manuel Armendariz (for Sue Margolis) Brian Gilmore, Alfred Amado

MEMBERS ABSENT: None

STAFF PRESENT: Betty Parker, Siobhan Foster, Steve Hormuth, Christopher Swanson

OTHERS: GRF – Bunny Carpenter
VMS – Diane Phelps

Call to Order

Director English chaired the meeting and called it to order at 1:33 p.m.

Approval of Meeting Agenda

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

Approval of the Regular Meeting Report of February 19, 2019

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

Chair Remarks

Director English commented on resale activity in the community and curtailment of discussions regarding ongoing economic conditions.

Member Comments (Items Not on the Agenda)

Dick Rader (270-D) commented on the Cable Programming/Copyright/Franchise expenses for the current month of March 31, 2020 being over budget.

Department Head Update

Betty Parker, CFO, provided updates on the 2019 audit, software customizations for financial reporting, insurance and investments.

Review Preliminary Financial Statements dated March 31, 2020

The committee reviewed the financial statements dated March 31, 2020, issued at the meeting, and questions were addressed.

Emergency Radio Equipment

The committee reviewed a staff report from the Security and Community Access Committee regarding Emergency Radio Equipment. A motion was made and carried unanimously to

Agenda Item # 15a(2)

Page 1 of 2

recommend the board approve a supplemental appropriation of \$11,000 from the Equipment Fund to purchase Emergency Radio Equipment.

Future Agenda Items

- GRF Finance Committee Charter

Committee Member Comments

Director Pearlstone commented on reviewing the GRF Finance committee at a future meeting.

Director Troutman commented on insurance requirements for clubs in the community.

Date of Next Meeting

Wednesday, June 24, 2020 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 2:26 p.m.

DRAFT

Pat English, Chair

OPEN MEETING

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

Thursday, March 12, 2020 – 1:30 p.m.
Board Room

MEMBERS PRESENT: Joe Fitzekam-Chair, Andre Torng, Juanita Skillman, Yvonne Horton, Bunny Carpenter, Ryna Rothberg, Annie McCary, Lynn Jarrett, Janey Dorrell, Dennis Boudreau

MEMBERS ABSENT: Ed Tao

OTHERS PRESENT: Steve Parsons, Jon Pearlstone and Doug Gibson were present in audience

STAFF PRESENT: Jeff Parker, Siobhan Foster, Brian Gruner, Betty Parker, Eileen Paulin and Jackie Kupfert

Call to Order

Chair Fitzekam 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 January 9, 2020

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

Chair's Remarks

Chair Fitzekam stated he is pleased to be a part of CAC as he is an advocate for residents and thanked the directors and those in the audience. At this time, Mr. Jeff Parker, CEO addressed the room regarding the COVID-19 virus update.

Report of the Recreation and Special Events Director

Mr. Gruner reported the following past events: the Lunar New Year event held on January 11 at the Performing Arts Center was a collaboration between the Recreation Department and the Chinese American Club; Oscar Night at Performing Arts Center was hosted on February 8; the Recreation Department hosted the club presidents meeting on February 20 at Clubhouse 5 with approximately 160 in attendance; the Frankie Avalon concert hosted on March 7 at the Performing Arts Center had over 750 attendees including a meet and greet after the show; Thrive and the Recreation

Department are working together to promote the new kindness campaign; the Armed Forces Adoption Club and the Recreation Department are working together to support Marines at Camp Pendleton and have marine assistance days in the development phase; the monthly dinners continue have been well attended.

Mr. Gruner reported the following facility improvements: the Performing Arts Center renovation is anticipated to begin early May; the Garden Center 1 new seating area is being completed; Tesoro High School kids have been assisting residents at the Garden Centers; tree trimming services are underway at the Garden Centers; free standing garden veggie plots have been purchased for those that are unable to garden due to physical restrictions; the tennis center project is being evaluated and is scheduled to start in May; Clubhouse 1 archery improvements include new targets and target platforms for safety; lounge seating, shade canopies and umbrellas will be purchased for pools.

Mr. Gruner reported the following operational changes: Marcia Garcia is the new Performing Arts Center Senior Coordinator; a new ceramics kiln technician has been hired at Clubhouse 4; all future events are canceled at this time; the Health and Wellness Expo will be postponed until the fall.

Advisor Dorrell inquired as to Restaurant 19 remaining open. Restaurant 19 will stay open per Mr. Parker, CEO. Director Skillman inquired as to hosting the monthly dinners. Mr. Gruner stated they will be canceled at this time.

Chair Fitzekam inquired as to hosting Village Games. Mr. Gruner stated they are postponed until the fall.

Member Comments (*Items Not on the Agenda*)

Members spoke on the following topics: Chicago Club entertainment bookings with regards to the Komedy Klub; creating a new policy that doesn't allow club to club restriction; swim stanchions and flags; improvements to facilities with hearing capabilities; Emeritus class size and parking; club fee and club rollover fees; all events being canceled; facilities closures; confirmation of Woodstock event date; an inquiry regarding the Community Center being open March 31 as due date for the club forms nears. Mr. Gruner stated the Baby Boomers club will decide on the event date, but reassessment will be ongoing. Mr. Gruner stated the Community Center remains open at this time.

Mr. Gruner stated Chicago Club and Komedy Klub disagreement is between the clubs as the Recreation Department doesn't usually mediate problems between clubs. He stated a new policy can be added to the Recreation Department policy, but the entertainer is signing the contract from the club directly. Director Carpenter stated she would like the GRF attorney to be contacted regarding this matter as the entertainer is on GRF property. Chair Fitzekam agreed and would like to proceed with attorney inquiry. Director Carpenter will inquire with the GRF attorney. Advisor Dorrell requested a follow up at the next CAC meeting on April 9. Mr. Gruner stated the swim flag issue was voted against at CAC previously, but more swimmers are requesting the stanchions and flags. Director Skillman stated the Emeritus program is facilitated by Saddleback College with minimal intervention by Laguna Woods Village. Parking is still a problem for those not using Emeritus at Clubhouse 1 facilities, such as the Library, and difficulty in enrolling for classes is for Saddleback College to rectify. Advisor Dorrell stated we do not receive monetary compensation from Emeritus. Chair Fitzekam stated we have limited control over Emeritus and need to add new classes to help with resident enrollment in our classes. Director Rothberg stated space availability in clubhouses limits Emeritus as well as clubs and residents have difficulty finding space for their

activities. Director Horton stated class sizes are smaller due to fire codes. Mr. Gruner stated the size limit of classes was enacted for safety as Emeritus only reviews number of students. They receive monies per person enrolled. The fire codes are set for lecture style, not exercise. Staff will review adding additional classes. Advisor Dorrell inquired as to classes under 10 attendees. Mr. Gruner stated there are none currently as those classes were eliminated as well as classes with larger number of non-resident attendees. Chair Fitzekam stated Emeritus capacity is based on seating, not movement, and staff will be researching wood floor rooms for use. Director Horton inquired as to why potters are not meeting at Clubhouse 4. Mr. Gruner stated the times available were not conducive to the potter's schedule. Staff may be brought in if warranted. Director Torng inquired as to clubs sharing room rental space. Chair Fitzekam stated Pickleball and Paddle Tennis share the courts and invites indoor players to join outdoor players. He also stated the \$50 club fee allows those that do not use the staff services to disband the club but still meet. Director Carpenter stated both the club fee and rollover fees are affecting small clubs. She would like to review the fees as a sliding scale. Chair Fitzekam thanked the speakers from the audience and will follow up with staff. Director Torng inquired as to adding swim flags to next CAC meeting. Chair Fitzekam agreed.

CONSENT

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

REPORTS

Clubhouse Holiday Hours – Mr. Gruner stated the staff recommendation to authorize the Recreation and Special Events Department to adjust clubhouse holiday operating hours on certain holidays beginning January 2021.

Discussion ensued.

Motion was made to authorize the Recreation and Special Events Department to adjust clubhouse holiday operating hours on certain holidays beginning January 2021.

Motion passed unanimously.

Off Season Children's Swim Hours Adjustment - Mr. Gruner stated the recommendation to authorize the Recreation and Special Events Department to adjust the off-season Children's Swim program hours from noon to 2 p.m. to 2 p.m. to 4 p.m. at Pool 2 during the off-season swim hours, October 1 to Memorial Day weekend.

Discussion ensued.

Motion was made to authorize the Recreation and Special Events Department to adjust the off-season Children's Swim program hours from noon to 2 p.m. to 2 p.m. to 4 p.m. at Pool 2 during the off-season swim hours, October 1 to Memorial Day weekend.

Motion passed unanimously.

Equestrian Fees - Mr. Gruner introduced Ms. Betty Parker, CFO. Ms. Parker presented the current Equestrian fees and proposed Equestrian fees.

Discussion ensued.

Motion was made to change Equestrian Center pricing policy from 65% shared cost to 70% shared cost effective June 1, 2020.

Motion passed unanimously.

ITEMS FOR DISCUSSION AND CONSIDERATION

Fireworks Show at Clubhouse 2 – Mr. Gruner stated staff reviewed the option of lasers in lieu of fireworks. Per the research, the environment within Laguna Woods Village is not conducive to lasers as there is not enough moisture in the air. Mr. Gruner stated he contacted the company regarding reducing sound effect and the potential movement of launch site of fireworks on golf course. Earplugs may be purchased for the horses and sprinklers may be engaged at the Equestrian to create the illusion of a storm.

Motion was made to direct staff to research viable solutions, research charging a ticket fee for the event and present at future CAC meeting.

Motion passed unanimously.

Special Accommodation Policy for Reciprocal and Charitable Club Events- Mr. Gruner stated the accommodations made for charitable events using Men's Golf Club events example. Mr. Gruner stated a policy will be drafted to be presented at future CAC meeting.

Discussion ensued.

Motion was made to have staff present a policy for special accommodation for reciprocal and charitable club events at future CAC meeting.

Motion failed unanimously.

Motion was made to present special accommodation policy for reciprocal and charitable club events at April GRF meeting.

Motion passed unanimously.

Peace Pole - Latifah Taormina was called to speak regarding the peace pole.

Motion was made to support this project.

Motion passed unanimously.

ITEMS FOR FUTURE AGENDAS

Car Club Auto Inspection and Maintenance - Randy Scott was called to speak regarding an update on the successful car club auto inspection and maintenance event.

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

Review of Community Facilities Utilization - Staff was directed to keep this item under future agendas.

Recreation Policy Amendment: Mandatory Security Presence at Specialty Resident Events - Staff was directed to keep this item under future agendas.

CONCLUDING BUSINESS

Committee Member Comments

Advisor Dorrell stated concerns on loss of revenue with entertainers for the Recreation Department and club events. Mr. Gruner stated management is still discussing refund status with Recreation Department events.

Advisor Dorrell stated concerns on fees for room reservations. Mr. Gruner stated that decision is being discussed with boards and management.

Director Rothberg stated Mutual 50 is already making concessions for the COVID-19 virus.

Director Skillman stated the biggest challenge is getting the word out about club cancellations. She stated please tune into Village TV and eblasts for sufficient information. If you feel the information is insufficient, please contact the Marketing and Public Relations Department.

Chair Fitzekam stated CAC will be meeting monthly starting in April and thanked everyone for attending.

Director Jarret stated this was a good meeting.

Director McCary stated kudos to Mr. Gruner and staff for a job well done and thank you in advance for working with CEO and accommodating clubs regarding receipt of consistent information.

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, April 9, 2020.

Adjournment

There being no further business, the Chair adjourned the meeting at 4:29 p.m.


Joe Fitzekam, Chair

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OPEN MEETING

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

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

MEMBERS PRESENT: Joe Fitzekam-Chair, Andre Torng, Juanita Skillman, Yvonne Horton, Bunny Carpenter, Annie McCary, Cush Bhada, Dennis Boudreau

MEMBERS ABSENT: Ryna Rothberg, Ed Tao, Janey Dorrell

OTHERS PRESENT: Annette Soule was present in audience.

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

Call to Order

Chair Fitzekam called the meeting to order at 1:33 p.m.

Acknowledgement of Media

There was no press present.

Approval of Agenda

A motion was made to add item Special Accommodation for Reciprocal and Charitable Events as #11 under reports and to add Expense and Revenue for all Recreation Activities for 2020 under Future Agendas.

Motion passed unanimously.

Approval of Committee Report for March 12, 2020

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

Chair's Remarks

Chair Fitzekam thanked everyone for attending today. He stated clubs will want to have opportunity to make their events safe once all are able to return to normal activity. Chair Fitzekam encouraged staff and boards to make every effort to accommodate the needs of both small and large clubs as these clubs are vital to Laguna Woods Village.

Report of the Recreation and Special Events Director

Mr. Gruner stated residents may go to lagunawoodsvillage.granicus.com to view and listen to today's CAC meeting. He stated due to the COVID-19 pandemic closure, there are no past or upcoming events to report at this time.

Mr. Gruner reported the following facility maintenance updates: the Performing Arts Center bids have come in and the Ad-Hoc committee will be meeting next Monday to review; new screening was installed on the staff tool shed at Garden Center 2; West Coast Arborists will begin tree trimming at both Garden Centers on April 20 which will focus on walkways for safety; weeding at Garden Center 2 will also commence soon; the golf course is being maintained daily; aerification of the golf course has been scheduled to begin early due to the closure; additional fitness classes will start airing on Village TV tomorrow at 10 a.m.; in-home golf skill videos will be emailed to the golfers; the Equestrian Center watering system is being improved with replacing waterers, valves and fixing leaks; Newport Exterminating has added more rodent control measures at the Equestrian Center; staff consolidated horse feed vendors to reduce costs; pools are being maintained daily including the lowering of chlorine levels due to closures; Recreation staff has been working as gate ambassadors assisting Security.

Director Skillman stated the "little library" has been made available on the library front patio and the volunteers are responding to requests on our website to reserve items. Every precaution is being taken to protect residents and supervisors who are working, singularly, for a few hours a day. Both offerings are very well used.

Member Comments (*Items Not on the Agenda*)

As meeting was held via GoToMeeting, Chair Fitzekam read an email from the President of Duplicate Bridge regarding the proposed early closure of 4 p.m. at Clubhouse 7 on specified holidays.

Chair Fitzekam directed staff to research the revenue of duplicate bridge club events and how the closure may affect that revenue.

CONSENT

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

REPORTS

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

Discussion ensued.

Motion was made to deny the Recreation and Special Events Department recommendation to install stanchions and backstroke flags at Pool 2.

Motion failed 4-3.

Motion was made to approve the Recreation and Special Events Department recommendation to install stanchions and backstroke flags at Pool 2.

Motion passed 4-3.

Mandatory Security Presence at Specialty Resident Events - Ms. Murphy stated the staff recommendation to amend the GRF Recreation and Special Events Department Policy requiring clubs/residents to obtain fee-based security services when hosting specialty events, as deemed necessary by recreation staff.

Discussion ensued.

Motion was made to deny staff recommendation for mandatory security presence at specialty resident events.

Motion passed unanimously.

Staff was directed to reword the staff report verbiage, include financial impact and present an updated report at the May 14, 2020 CAC meeting.

Special Accommodation for Reciprocal and Charitable Club Events - Mr. Gruner stated the staff recommendation to approve the Men's 18-Hole Golf Club special accommodation request to reduce or waive guest fees when hosting the reciprocal and/or charitable club events listed below which market the community to non-residents and/or fundraise on behalf of the community to apply modified facility usage rates.

Discussion ensued.

Motion was made to approve special accommodation request to reduce or waive guest fees for the Memorial Golf Tournament, Men's Silver Senior Golf Team Matches and Laguna Woods Men's Club Member/Guest Tournament only.

Motion passed 5-1.

ITEMS FOR DISCUSSION AND CONSIDERATION

Clubs/Organizations Annual Fee and Rollover Fee – Mr. Gruner stated a sliding rate review was proposed at the March CAC meeting and introduced Ms. Murphy to report the history of Ad Hoc meetings regarding the annual fee and rollover fee.

Discussion ensued.

Staff was directed to review current fees and readjust them for small clubs with members totaling 20 to 30. A staff report is to be presented at the May 14, 2020 CAC meeting.

Club President Meeting Survey Results - Mr. Gruner stated a survey was conducted at the Club President's meeting in February. Ms. Murphy presented the survey report.

Discussion ensued.

Staff was directed to review the room reservation usage regarding clubs.

ITEMS FOR FUTURE AGENDAS

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

Review of Community Facilities Utilization - Staff was directed to keep this item under future agendas.

Expense and Revenue for all Recreation Activities for 2020 - Staff was directed to keep this item under future agendas.

CONCLUDING BUSINESS

Committee Member Comments

Director Carpenter stated the meeting went well and thanked staff for assisting.

Director Horton agreed with Director Carpenter and stated all who were involved with the Club President meeting handled it well.

Chair Fitzekam stated only a few club presidents were upset and many clubs thanked all who hosted the meeting. He stated today's CAC meeting went well and thanked all participants for their patience as a new platform is learned.

Director McCary stated this was a great meeting and thanked staff. She recommended future meetings only last a maximum of three hours.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held at 1:30 p.m. via the GoToMeeting platform on Thursday, May 14, 2020.

Adjournment

There being no further business, the Chair adjourned the meeting at 4:53 p.m.


Joe Fitzekam, Chair