



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, June 2, 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 Moldow**
3. **Acknowledge Media**
4. **Approval of Agenda**
5. **Approval of the Minutes**
 - a. May 5, 2020 – Regular Open Session Meeting
6. **Report of Chair**
7. **DPTF Report – Judith Troutman**
8. **CEO Report**
9. **Open Forum (Three Minutes per Speaker) - *At this time the Speakers may address the Board of Directors regarding items not on the agenda and within the jurisdiction of the Board of Directors of the Golden Rain Foundation. There is a 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 April 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 Re-Introduce the Resolution Establishing the Revised GRF Rules for Board Meetings (**FEBRUARY Initial Notification--MARCH updated--APRIL referred back to Committee--MAY postponed to next meeting--Must postpone 28-days for Member review and comment to comply with Civil Code §4360**)
- b. Entertain a Motion to Adopt a Resolution for Special Accommodation Policy for Reciprocal and Charitable Club Events (**MAY Initial Notification--28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied**)
- c. Entertain a Motion to Re-Introduce a Resolution for a GRF Transportation ADA Policy (**MAY Initial Notification--JUNE reintroduced--Must postpone 28-days for Member review and comment to comply with Civil Code §4360 because Resolution was not included last month**)
- d. Entertain a Motion to Adopt a Resolution for Backstroke Stanchions and Flags at Pool 2 (**MAY Initial Notification--28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied**)

13. New Business--none

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 Ad Hoc Committee – President Carpenter. The Committee met on February 10, 2020

- b. Report of the Community Activities Committee – Director Fitzekam. The Committee met on May 14, 2020; next meeting June 11, 2020, at 1:30 p.m. as a virtual meeting.

- (1) Equestrian Center Ad Hoc Committee -- TBA

- 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 May 14, 2020; next meeting TBA.

- (2) Clubhouse 1 Renovation Ad Hoc Committee – The Committee will meet on June 1, 2020 at 2:00 p.m. as a virtual meeting

- e. Report of the Media & Communications Committee – Director Soule. The Committee met on May 18, 2020; next meeting June 15, 2020, at 1:30 p.m. location TBA.

- (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 August 5, 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) Disaster Preparedness Task Force—The Task Force met on January 28, 2020; next meeting July 28, 2020 at 9:30 a.m. location TBA.

- h. Strategic Planning Committee -- First meeting TBA.

- 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) May 5, 2020 – Regular Closed Session

(b) May 11, 2020 – Special Closed Session

Discuss and Consider Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

Discuss Litigation Report Summary

19. Adjournment



OPEN SESSION

**Minutes of the Regular Meeting of the Golden Rain Foundation
Tuesday, May 5, 2020, 9:30 a.m.
24351 El Toro Road, Laguna Woods, California
On-Line Virtual Meeting**

Directors Present: Bunny Carpenter, Judith Troutman, Joe Fitzekam, Egon Garthoffner, Beth Perak, Annette Sabol Soule, Pat English, Yvonne Horton, Don Tibbetts, Bert Moldow (arrived late)

Directors Absent: Jim Matson

Staff Present: Jeff Parker-CEO, Siobhan Foster-COO, Chris Langenour, Brian Gruner, Ernesto Munoz, Betty Parker, Grant Schultz, Cheryl Silva and Becky Jackson

Others Present: Stefanie Brown (VMS), Carl Randazzo (United)

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

Director Horton 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 English.

Director Fitzekam made a motion to move Swim Backstroke Stanchion Flags from closed to open agenda. Director English seconded the motion

President Carpenter called for the vote of the agenda as amended. The motion passed by majority vote.

5. Approval of Minutes

5a. Regular Open Meeting on April 7, 2020

Director Soule made the motion to approve the minutes of April 7, 2020, Regular Open Session. The motion was seconded by Director Fitzekam.

Discussion ensued among the directors.

President Carpenter called for the vote on the minutes of April 7, 2020 as presented and the motion passed unanimously.

6. Report of the Chair

President Carpenter commented that Jim Matson is moving to Idaho and she thanked him for his service on the GRF Board.

7. VMS Board Update – There were no comments from the VMS Board Representative

8. CEO Report

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

- Update that the numbers of individuals with COVID-19 are very low in the Community. The City of Laguna Woods reports eight confirmed cases. Staff is continuing to monitor the situation and working with the Orange County Health Care Agency. Residents can check the Orange County Health Care Agency for updated information on COVID-19;
- Working with the City of Laguna Woods and the County of Orange on when we can reopen. The Governor is moving to stage two of partial opening which will allow for a few more activities in the State of California;
- The Tennis Center may reopen as soon as May 13th;
- The Golf Course and Driving Range will reopen on May 11th;
- Emeritus Program will only have online classed in the fall;
- Budget review for the month of April is coming;
- Recreation resources are now available online through the Laguna Woods website;
- RFID tags for new vehicles are issued by Resident Services by appointment only;
- Reminder to participate in the 2020 Census either online, or by phone; census;
- Reminder from Orange County Vector Control to remove any stagnate water to control the spread of mosquitos;
- The second issue of the Village Breeze Magazine is now out.

9. Open Forum (Three Minutes per Speaker)

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

- A Member commented about the reopening of the VMS facilities;
- A Member requested that the trail fees be prorated because residents have not been unable to use the trails;
- A Member commented about the need for more volunteers to help use their talents to contribute to the Village with new ideas. Would like to start a new club for new innovators;
- A Member requested that the outdoor Pickleball Courts be reopened as soon

as possible;

- A Member asked when the pools will be reopened;
- A Members commented about resident walking around the community and interference from the golf carts in the community.

10. Responses to Open Forum Speakers

Several Directors responded to and provided input regarding member comments.

- Director Soule commented that the recreation facilities will be reopened in accordance with the guidelines set by the Governor and the County of Orange;
- Director Soule commented that new clubs must apply through the Recreation Department and facilities must be rented.

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 March 2020 and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes.
- 11b.** Approve the Resolution to Update the GRF Committee Appointments

RESOLUTION 90-20-17 **GRF COMMITTEE APPOINTMENTS**

RESOLVED May 5, 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 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)
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 Tomng (United)
Neda Ardani, Alternate (United)
Vacant (Mutual 50)
Advisors: None

Maintenance & Construction Committee

Egon Garthoffner, Chair (GRF)
Jim Matson (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)
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)

Donation Requests

Beth Perak (GRF)

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.

Director English made a motion, seconded by Director Soule, to approve the Consent Calendar as presented and the motion passed without objection.

12. Unfinished Business

12a. Entertain a Motion to Introduce a Resolution for Off-Season Children's Swim Hours Adjustment

Director Garthoffner read the following resolution:

RESOLUTION 90-20-18 **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

Director Garthoffner made a motion to approve a resolution to adjust the off-season children's swim hours. The motion was seconded by Director English.

Discussion ensued among the directors.

President Carpenter called for a vote and the motion passed without objection.

12b. Entertain a Motion to Introduce a Resolution for Clubhouse Holiday Hours

Director Garthoffner read the following resolution:

RESOLUTION 90-20-19
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 6 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, 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 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

Director Garthoffner made a motion to approve a resolution for clubhouse holiday hours. The motion was seconded by Director Soule.

Discussion ensued among the directors.

Director Soule made an amendment to make holiday hours affect all clubhouses except Clubhouse 7. The motion was seconded by Director Moldow. The amendment passed without objection.

Director Horton made an amendment to change clubhouse holiday hours from 9 a.m. to 6 p.m. for the first year for Clubhouse 1. The motion was seconded by Director Fitzekam. The amendment passed without objection.

President Carpenter called for the vote on the motion as amended and the motion passed without objection.

12c. Entertain a Motion to Introduce a Resolution to Revise GRF Equestrian Pricing Policy

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

RESOLUTION 90-20-20
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, 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
 - o for residents, 64% shared (subsidized) by the community at large
 - o 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
 - o for residents, 64% shared (subsidized) by the community at large
 - o 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
 - o for residents, 64% shared (subsidized) by the community at large
 - o 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

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

Director Garthoffner made a motion to adopt a resolution to revise GRF equestrian pricing policy. Director English seconded the motion.

Discussion ensued among the directors.

President Carpenter called for a vote and the motion passed without objection.

12d. Entertain a Motion to Introduce a Resolution for a GRF Donation Policy

Director Garthoffner read the following resolution:

RESOLUTION 90-20-21
DONATION POLICY

WHEREAS, the GRF Board of Directors has recognized the need to adopt a Donation Policy to set forth guidelines in 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 BE IT 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 Section 4360 has been satisfied.

Director Garthoffner made a motion to adopt a resolution for a GRF donation policy. Director Soule seconded the motion.

Discussion ensued among the directors.

President Carpenter requested that Director Perak's name be added to the Committee Appointments as she will be the Director handling donation requests.

President Carpenter called for a vote and the motion passed without objection.

13. New Business

13a. Entertain a Motion to Re-Introduce the Resolution Establishing the Revised GRF Rules for 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, [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 2020—April Referred Back to Committee
Must postpone 28-days for member review and comment to comply with Civil Code §4360.

Director Garthoffner made a motion to re-introduce a resolution establishing the revised GRF Rules for Board Meeting. The motion was seconded by Director Troutman.

Discussion ensued among the directors.

President Carpenter called for the vote to reintroduce the GRF Rules for Board Meetings for another 28-days and the motion failed by a vote of 5-5-0 (Director English, Tibbetts, Fitzekam, Moldow, Perak opposed).

Director Perak requested we postpone this item to the next agenda in June. President Carpenter requested that each Board Member send her their suggestions.

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

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.

Director Garthoffner made a motion to introduce the Special Accommodation Policy for Special Events for 28-day review. The motion was seconded by Director Moldow.

Discussion ensued among the directors.

A Member commented in favor of this resolution.

President Carpenter called for a vote and the motion passed without objection.

13c. Entertain a Motion to Introduce the GRF Transportation ADA Policy

Director Soule made a motion to introduce the GRF Transportation ADA Policy. The motion was seconded by Director Horton.

Discussion ensued among the directors.

Vice President Troutman commented this is required for the vehicles that are under the Grant.

Chris Langenour, Director of General Services, commented that the resolution will be included for the second reading.

President Carpenter postponed this item to the next agenda in June to be introduced with the resolution for 28-day review.

Director Moldow made a motion to postpone this item to the next meeting in June. The motion was seconded by Director Troutman and it passed without objection.

13d. Entertain a Motion to Approve a Resolution for the GRF Equestrian Center Ad Hoc Committee Charter

Resolution 90-20-23
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, May 5, 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.

Director Garthoffner made a motion to approve the resolution the CAC Equestrian Center Ad Hoc Committee. The motion was seconded by Director Horton.

Discussion ensued among the directors.

President Carpenter called for the vote and the motion passed without objection

13e. Entertain a Motion to Introduce a Resolution for Backstroke Stanchions and Flags at Pool 2

Director Garthoffner read the following resolution:

RESOLUTION 90-20-XX
POOL 2 BACKSTROKE STANCHIONS AND FLAGS

WHEREAS at the April 9, 2020 Community Activities Committee (CAC) meeting, staff recommended to authorize the Recreation and Special Events Department to approve the Recreation and Special Events Department recommendation to install stanchions and backstroke flags at Pool 2;

WHEREAS pools 2 and 5 are considered the lap pools of the Community, offering lane lines for recreational lap swimming;

WHEREAS on November 8, 2018, the CAC denied a request by lap swimmers to install backstroke flags at Pool 2 since Laguna Woods Village does not have a competitive swim program nor does it host swim meets. Additionally, current lane lines have indicators, the long white strip at the end of the lane line, to alert the swimmer of the approaching wall;

WHEREAS at the July 23, 2019 Special CAC meeting approximately 30 lap swimmers requested CAC approval to install backstroke flags;

WHEREAS on March 12, the CAC decided to re-evaluate the request and directed staff to provide a staff report;

~~**WHEREAS** Laguna Woods Village lap swimmers have become more organized in the past year, adding participants into the program creating a competitive swim environment at Pool 2;~~

WHEREAS the flags are used by backstroke swimmers to alert them that they are approaching the end of the pool. This is especially beneficial for swimmers who use a flip turn method to accelerate off the wall and to minimize the risk of injuries. Backstroke flags are strung between stanchions via sturdy metal posts anchored to the pool deck using slip anchors, which allows them to be removed. Flags are pre-strung in 45 foot lengths across the pool;

WHEREAS the majority of lap swimmers swim between 7 to 11 a.m. The flags would be in place during this time frame and removed for the remainder of the day. A screw cap would cover the stanchion holes when not in use;

WHEREAS installation of backstroke flags and stanchions will cost approximately \$4,100. Operating funds from Aquatics Work Center 690 materials and supplies would be used to cover the expense;

NOW THEREFORE BE IT RESOLVED, May 5, 2020, that the Board of Directors of this Corporation hereby introduces approval of staff recommendation to approve the Recreation and Special Events Department recommendation to install stanchions and backstroke flags at Pool 2;

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.

Director Garthoffner made a motion to approve the resolution for backstroke stanchions and flags at pool 2. The motion was seconded by Director Soule.

Discussion ensued among the directors.

Director Soule made an amendment to remove the 6th paragraph about the backstroke swimmers that uses the swimming lanes. The motion was seconded by Director English and the amendment passed without objection.

President Carpenter commented that this item should be approved with the condition that a Backstroke Swimming Club be formed for this group so that guideline can be established. She requested that the group be limited to three lanes so that other members can use the pool.

President Carpenter made an amendment to limit the backstroke stanchions and flags to three lanes at pool 2. The motion was seconded by Director Soule and the amendment failed. By consensus, the board would like the pool to be used for backstroke swimmers on a first come-first-serve basis.

- A Member supported the need for the pool safety backstroke flags.
- A Member spoke in favor of the resolution.

President Carpenter called for the vote on the resolution as amended and the motion passed with one abstention, Director Troutman.

14. The Board took a 10 minute break.

15. Committee Reports

15a. Report of the Finance Committee/Financial Reports – Director English gave a presentation on the Treasurer’s Report, resale and leasing updates. The Committee met on 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.

15b. Report of the Community Activity Committee – Director Fitzekam. Director Fitzekam commented that we would like to open recreation facilities as soon

as we can, but we need to follow the state and county guidelines. The Committee met on April 9, 2020; next meeting May 14, 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 TBA.

15d. Report of the Maintenance & Construction Committee – Director Garthoffner gave an update from the Maintenance & Construction Committee. The Committee worked on the truck wash facility. The Committee met on 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 – Vice President Troutman. In April, 2017 the Committee hired SVA Architects to study renovation of the PAC. The history of the changes in budgets from 2017 to 2020 was summarized. The Committee met on April 13, 2019; to review bids.

15e. Report of the Media & Communications Committee – Director Soule gave an update from the Media & Communications Committee. The Committee met on April 20, 2020; next meeting May 18, 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. The Committee met on February 5, 2020; next meeting June 3, 2020, at 1:30 p.m. location TBA.

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 May 26, 2020 at 9:30 a.m. as a virtual meeting.

- 15h. Energy Research Group – Director Moldow commented that this group is no longer meeting. All the members have resigned from the group.
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
17. **Directors' Comments**
- Director Garthoffner commented on solar energy
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 1:09 p.m.

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

During the April 7, 2020, Regular Closed Session, the Board:

Approved the Agenda

Approved the Minutes of:

(a) March 3, 2020—Regular Closed Session

Discussed and Considered Personnel Matters

Discussed and Considered Contractual Matters:

Discussed Legislation Matters

Discussed and Considered Litigation Matters

Discussed Litigation Report Summary

19. Adjournment

The meeting was adjourned at 4:49 p.m.



Egon Garthoffner, Secretary of the Board
Golden Rain Foundation

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.

Resolution 90-20-XXX

Donation Agreement between GRF and ____

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 recognize the important of community facilities and amenities; and

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 Donor has offered to donate _____;

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.

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.



RESOLUTION 90-20-xx
GRF Committee Appointments

RESOLVED June 2, 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 , **Susan Hemberger**

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)~~
Vacant (Third)
Vacant (Third)
~~Andre Torng (United)~~
~~Brian Gilmore (United)~~
~~Sue Margolis, Alternate (United)~~
Vacant (United)
Vacant (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 90-20-17 adopted May 5, 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.

this page intentionally left blank

STAFF REPORT

DATE: June 2, 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 a board meeting, how meetings will be conducted, and protects 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, the board reviewed the updated rules and voted 10-1-0 to re-introduce a resolution to update the Rules for GRF Board Meetings 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. The motion passed unanimously.

On May 5, 2020, and following the incorporation of the requested amendments into the meeting rules, the board considered the re-introduction of the resolution establishing the revised GRF Rules for Board Meetings for 28-day review. A motion was made and seconded to re-introduce the resolution establishing the revised GRF Rules for Board Meetings. Following discussion, the motion failed by a vote of 5-5-0. By consensus, the item was postponed to the to the June board meeting. President Carpenter requested that each board

member send her suggestions for consideration and incorporation into updated GRF Rules for Board Meetings. The updated meeting rules are attached for board consideration.

FINANCIAL ANALYSIS

None.

Prepared By: Siobhan Foster, COO

Reviewed By: Cheryl Silva, Corporate Secretary
Grant Schultz, Assistant Corporate Secretary

ATTACHMENT(S)

ATT 1: Golden Rain Foundation Rules for Board Meetings

ATT 2: Resolution 90-20-XX

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 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.

this page intentionally left blank



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, [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--Postponed May 5, 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.

this page intentionally left blank

STAFF REPORT

DATE: June 2, 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, June 2, 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

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

this page intentionally left blank

STAFF REPORT

DATE: June 2, 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. The board considered the policy at the May 5, 2020 board meeting. Due to the absence of a resolution, the item was postponed to the June meeting without objection after a motion by Director Moldow and a second by Director Troutman.

Prepared By: Chris Laugenour, Director of General Services

Reviewed By: Siobhan Foster, Chief Operating Officer

ATTACHMENT(S)

ATT-1: ADA Compliance Policy

ATT-2: Resolution

**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 possession 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

this page intentionally left blank



RESOLUTION 90-20-xx
AMERICANS WITH DISABILITIES ACT TRANSPORTATION POLICY

WHEREAS, the Golden Rain Foundation currently owns and operates 16 buses for the Transportation Services program; and

WHEREAS, the Golden Rain Foundation currently has three buses that were recently purchased using the Federal Transportation Administration 5310 program; and

WHEREAS, the Federal grant mandates each entity maintain a written policy adhering to Americans with Disabilities Act;

WHEREAS, the Mobility & Vehicle Committee recommended revisions to the ADA Policy on March 3, 2020;

NOW THEREFORE BE IT RESOLVED, [DATE], 2020 that the Board of Directors of this Corporation hereby adopts the revisions to Americans with Disabilities Act Transportation Policy; and

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—June Reintroduced

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.

this page intentionally left blank

STAFF REPORT

DATE: June 2, 2020
FOR: Board of Directors
SUBJECT: Pool 2 Backstroke Flags and Stanchions

RECOMMENDATION

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

BACKGROUND

Pools 2 and 5 are considered the lap pools of the Community, offering lane lines for recreational lap swimming.

On November 8, 2018, the CAC denied a request by lap swimmers to install backstroke flags at Pool 2 since Laguna Woods Village does not have a competitive swim program nor does it host swim meets. Additionally, current lane lines have indicators, the long white strip at the end of the lane line, to alert the swimmer of the approaching wall.

At the July 23, 2019 Special CAC meeting approximately 30 lap swimmers requested CAC approval to install backstroke flags. On March 12, 2020, the CAC decided to re-evaluate the request and directed staff to provide a staff report.

On April 9, 2020, the CAC passed a motion to recommend the Board approve stanchions and backstroke flags at Pool 2.

DISCUSSION

Laguna Woods Village lap swimmers have become more organized in the past year, adding participants into the program creating a competitive swim environment at Pool 2.

The proposed flags are used by backstroke swimmers to alert them that they are approaching the end of the pool (Attachment 1). This is especially beneficial for swimmers who use a flip turn method to accelerate off the wall and to minimize the risk of injuries. Backstroke flags are strung between stanchions via sturdy metal posts anchored to the pool deck using slip anchors, which allows them to be removed. Flags are pre-strung in 45 foot lengths across the pool.

The majority of lap swimmers swim between 7 to 11 a.m. The flags would be in place during this time frame and removed for the remainder of the day. A screw cap would cover the stanchion holes when not in use.

FINANCIAL ANALYSIS

Installation of backstroke flags and stanchions will cost approximately \$4,100 (Attachment 2). Operating funds from Aquatics Work Center 690 materials and supplies would be used to cover the expense, offset by operational savings during the current facility shutdown.

Cost Analysis:

4 Vinyl Backstroke Flags	\$100
4 Stanchions	\$1,440
4 Slip Anchor Bodies	\$360
4 Threaded Cap for Slip Anchor	\$145
4 Compression Nuts and Rings	\$115
Labor and Installation	\$1,540
Tax and Shipping	\$400
Total	\$4,100

Prepared By: Jennifer Murphy, Recreation Manager

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

ATTACHMENT(S)

ATT 1: Backstroke Stanchion and Flags (Image)

ATT 2: Online Pricing Estimates

ENDORSEMENT (to Board)

Pool 2 Backstroke Flags and Stanchions

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

A 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.

A 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.

this page intentionally left blank

Attachment 1



Attachment 2



Threaded Cap For 6" Bronze Slip Anchor
SKU: 700103C
\$35.95 ~~\$47.95~~



6" Bronze Slip Anchor Body
SKU: 700103
\$88.95 ~~\$104.95~~



Compression Nut And Stainless Steel Ring For 700103
SKU: 700103LN
\$27.95 ~~\$33.95~~



Nylon Backstroke Flags - 45 Ft. (Pair)

SKU: 600120
\$99.95 ~~\$119.95~~



Kiefer Backstroke Flag Stanchion - Schedule 10

SKU: 110761
\$359.95 ~~\$439.95~~

RESOLUTION 90-20-XX

POOL 2 BACKSTROKE FLAGS AND STANCHIONS

WHEREAS at the April 9, 2020 Community Activities Committee (CAC) meeting, staff recommended to approve the Recreation and Special Events Department's recommendation to install stanchions and backstroke flags at Pool 2;

WHEREAS pools 2 and 5 are considered the lap pools of the Community, offering lane lines for recreational lap swimming;

WHEREAS on November 8, 2018, the CAC denied a request by lap swimmers to install backstroke flags at Pool 2 since Laguna Woods Village does not have a competitive swim program nor does it host swim meets. Additionally, current lane lines have indicators, the long white strip at the end of the lane line, to alert the swimmer of the approaching wall;

WHEREAS at the July 23, 2019 Special CAC meeting approximately 30 lap swimmers requested CAC approval to install backstroke flags;

WHEREAS on March 12, 2020, the CAC decided to re-evaluate the request and directed staff to provide a staff report;

~~**WHEREAS** Laguna Woods Village lap swimmers have become more organized in the past year, adding participants into the program creating a competitive swim environment at Pool 2;~~

WHEREAS the flags are used by backstroke swimmers to alert them that they are approaching the end of the pool. This is especially beneficial for swimmers who use a flip turn method to accelerate off the wall and to minimize the risk of injuries. Backstroke flags are strung between stanchions via sturdy metal posts anchored to the pool deck using slip anchors, which allows them to be removed. Flags are pre-strung in 45 foot lengths across the pool;

WHEREAS the majority of lap swimmers swim between 7 to 11 a.m. **Lanes for backstroke swimmers will be used on a first-come-first-serve bases.** The flags would be in place during this time frame and removed for the remainder of the day. A screw cap would cover the stanchion holes when not in use;

WHEREAS installation of backstroke flags and stanchions will cost approximately \$4,100. Operating funds from Aquatics Work Center 690 materials and supplies would be used to cover the expense;

NOW THEREFORE BE IT RESOLVED, June 2, 2020, that the Board of Directors of this Corporation hereby introduces approval of staff recommendation to approve the Recreation and Special Events Department recommendation to install stanchions and backstroke flags at Pool 2;

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

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

Financial Report

As of April 30, 2020



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$10,474
Non-assessment Revenue	\$4,349
Total Revenue	\$14,823
Total Expense	\$13,118
Net Revenue/(Expense)	\$1,705

1

Financial Report

As of April 30, 2020



OPERATING ONLY INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$9,251
Non-assessment Revenue	\$2,631
Total Revenue	\$11,882
Total Expense ¹	\$11,480
Operating Surplus	\$402

1) excludes depreciation

2

Financial Report

As of April 30, 2020

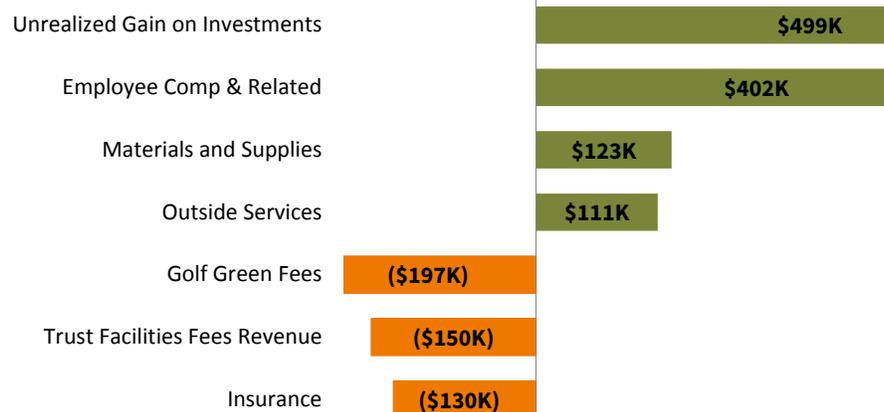


INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$10,474	\$10,474	\$0
Non-assessment Revenue	\$4,349	\$4,452	(\$103)
Total Revenue	\$14,823	\$14,926	(\$103)
Total Expense	\$13,118	\$13,835	\$717
Net Revenue/(Expense)	\$1,705	\$1,091	\$614

3

Financial Report

As of April 30, 2020



■ Unfavorable ■ Favorable

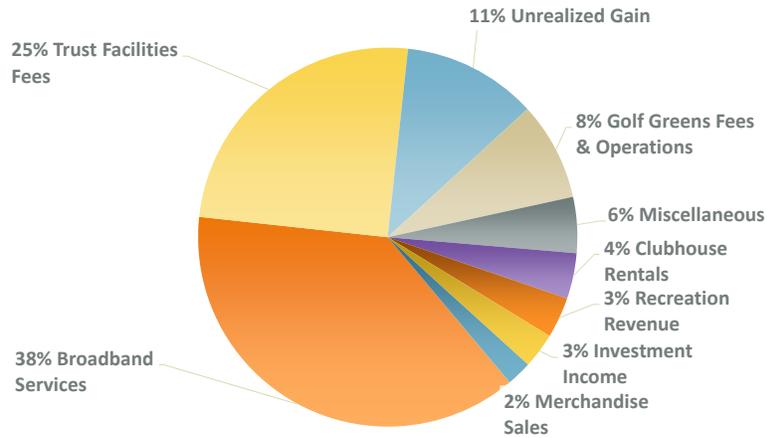
4

Financial Report

As of April 30, 2020



Total Non Assessment Revenues \$4,348,764

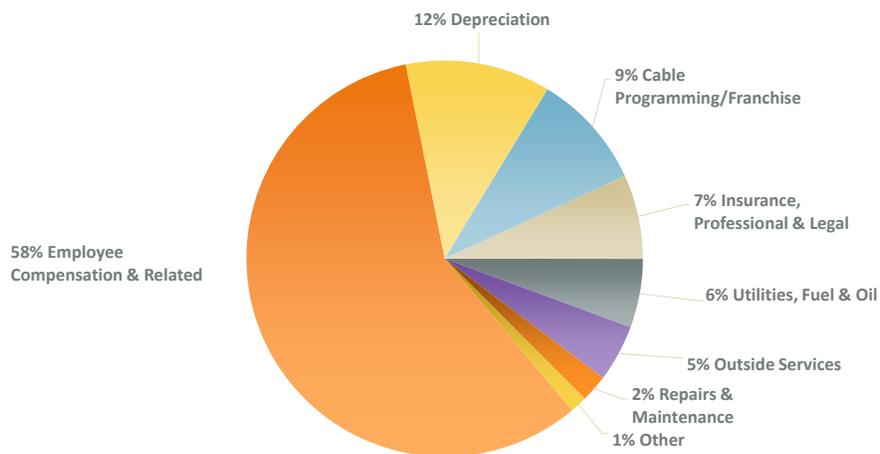


5

Financial Report

As of April 30, 2020

Total Expenses \$13,118,268



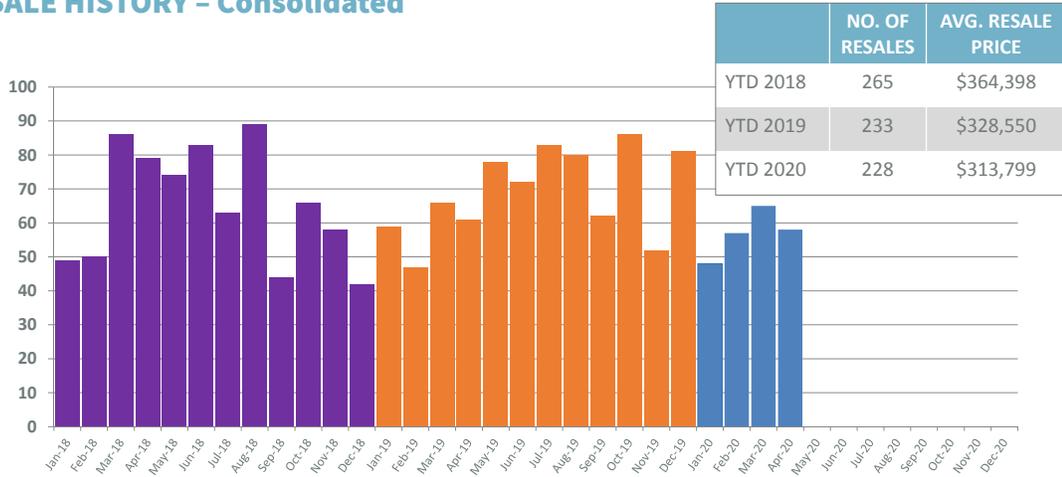
6

Financial Report

As of April 30, 2020



RESALE HISTORY - Consolidated



Financial Report

As of April 30, 2020



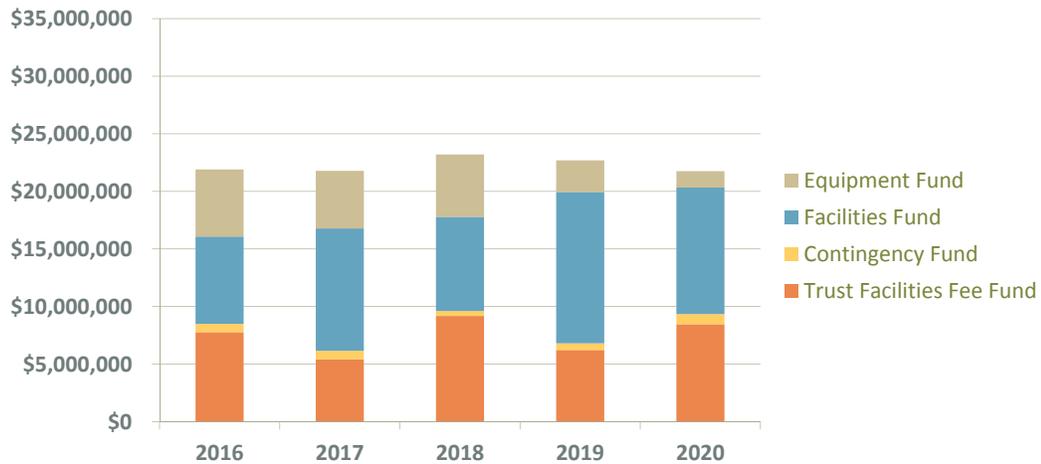
FUND BALANCES (in Thousands)	ENDING BALANCES	WORK IN PROGRESS	ADJUSTED BALANCES
Equipment	\$5,259	\$3,762	\$1,497
Facilities	17,306	6,034	11,272
Contingency	977	88	889
Trust Facilities Fee	8,610	0	8,610
TOTAL	\$32,152	\$9,884	\$22,268

Financial Report

As of April 30, 2020



ADJUSTED FUND BALANCES



Financial Report

As of April 30, 2020



FUND ENCUMBRANCES

(in Thousands)

	TOTAL APPROPRIATIONS	REMAINING ENCUMBRANCE
Aquatics & Fitness	\$737	\$298
Broadband Services	1,180	814
Clubhouses	4,881	3,883
Computers	2,123	517
Community Center	2,225	459
Energy Projects	1,100	560
Golf Facilities	916	677
Landscape	437	259
Other Equipment	310	204
Other GRF Facilities	1,484	847
Paving	1,935	1,009
Security	1,630	588
Vehicles	3,434	1,106
TOTAL	\$22,392	\$11,221

Golden Rain Foundation of Laguna Woods
Statement of Revenues & Expenses - Preliminary
4/30/2020
(\$ IN THOUSANDS)

	CURRENT MONTH			YEAR TO DATE			PRIOR YEAR ACTUAL	TOTAL BUDGET
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE		
Revenues:								
Assessments:								
1	Operating	\$2,313	\$2,313		\$9,251	\$9,251	\$9,365	\$27,754
2	Additions to restricted funds	306	306		1,223	1,223	968	3,668
3	Total assessments	<u>2,619</u>	<u>2,618</u>		<u>10,474</u>	<u>10,474</u>	<u>10,333</u>	<u>31,422</u>
Non-assessment revenues:								
4	Trust facilities fees	310	309	1	1,088	1,238	(150)	3,714
5	Golf green fees		126	(126)	308	505	(197)	1,515
6	Golf operations	3	15	(12)	57	79	(22)	249
7	Merchandise sales	5	25	(20)	93	100	(7)	300
8	Clubhouse rentals and event fees	16	59	(43)	170	221	(51)	675
9	Rentals	12	6	6	47	63	(15)	109
10	Broadband services	380	427	(47)	1,645	1,706	(61)	5,119
11	Investment income	43	36	7	131	146	(14)	437
12	Unrealized gain/(loss) on AFS investments	196		196	499		499	
13	Miscellaneous	42	96	(54)	311	395	(84)	1,173
14	Total non-assessment revenue	<u>1,007</u>	<u>1,099</u>	<u>(92)</u>	<u>4,349</u>	<u>4,452</u>	<u>(103)</u>	<u>13,290</u>
15	Total revenue	<u>3,625</u>	<u>3,717</u>	<u>(92)</u>	<u>14,823</u>	<u>14,926</u>	<u>(103)</u>	<u>44,711</u>
Expenses:								
16	Employee compensation and related	1,631	2,012	382	7,604	8,005	402	24,079
17	Materials and supplies	164	151	(14)	624	747	123	1,910
18	Cost of goods sold	1	16	15	63	64	1	191
19	Community Events	5	40	35	117	127	10	457
20	Utilities and telephone	134	181	47	610	677	68	2,352
21	Fuel and oil	23	43	20	127	174	47	522
22	Legal fees	29	29		73	116	43	348
23	Professional fees	49	73	24	218	300	82	724
24	Equipment rental	7	18	11	85	73	(12)	222
25	Outside services	129	181	52	609	720	111	2,186
26	Repairs and maintenance	41	52	11	292	262	(31)	821
27	Other Operating Expense	26	66	40	178	271	93	869
28	Income taxes		2	2		8	8	25
29	Property and sales tax	2	9	7	52	34	(18)	105
30	Insurance	152	120	(32)	609	479	(130)	1,436
31	Cable Programming/Copyright/Franchise	296	317	21	1,242	1,282	40	3,862
32	Investment expense		3	3	3	14	11	41
33	Net Allocation to Mutuals	(274)	(262)	12	(999)	(1,054)	(56)	(3,161)
34	Uncollectible Accounts		1	1		5	5	15
35	(Gain)/loss on sale or trade	79	(6)	(85)	57	(23)	(79)	(68)
36	Depreciation and amortization	396	396		1,553	1,553		1,553
37	Total expenses	<u>2,890</u>	<u>3,444</u>	<u>554</u>	<u>13,118</u>	<u>13,835</u>	<u>717</u>	<u>38,487</u>
38	Excess of revenues over expenses	<u>\$735</u>	<u>\$274</u>	<u>\$462</u>	<u>\$1,705</u>	<u>\$1,091</u>	<u>\$614</u>	<u>\$6,224</u>

Statement of Revenue & Expense Variance Report - Preliminary as of April 30, 2020

SUMMARY

For the year-to-date period ending April 30, 2020, Golden Rain Foundation operations were better than budget by \$614K, of which \$333K was due to closure of facilities mid-March due to the COVID-19 pandemic and \$109K was due to other timing issues. Explanations for categories with significant variances are provided below.

REVENUE

- **Trust Facilities Fees Line 4** – (\$150K) Unfavorable variance due to fewer manors sold. Year to date revenue generated from the \$5,000 transfer fee is 12% lower than anticipated. The Community had 228 resales versus a budget of 248; compared to 233 in 2019 for the same period.
- **Golf Green Fees Line 5** – (\$197K) Unfavorable due to closure of facilities on March 12 due to the COVID-19 pandemic. Golf facilities re-opened on May 11.
- **Golf Operations Line 6** – (\$22K) Unfavorable due to closure of facilities on March 12 due to the COVID-19 pandemic. Golf facilities re-opened on May 11.
- **Clubhouse Rentals Line 8** – (\$51K) Unfavorable due to closure of facilities on March 12 due to the COVID-19 pandemic. Golf facilities re-opened on May 11.
- **Rentals Line 9** – (\$15K) Unfavorable variance due to timing of RV storage and garden plot rental revenue, budgeted in January with actuals amortized monthly.
- **Broadband Services Line 9** – (\$61K) Unfavorable variance due to less ad insertion and premium channel revenue; partially offset by increased high speed internet revenue.
- **Unrealized Gain/(Loss) on AFS Investments Line 12** – \$499K Favorable variance due to reporting of Unrealized Gain on Available for Sale Investments. An entry is made monthly to reflect investment market conditions, which fluctuate.
- **Miscellaneous Revenue Line 13** – (\$84K) Unfavorable variance due to lower volume of fees collected during facility closures since mid-March, including non-resident parking fees, auto decal fees, sponsorships, class fees, bridge room guest fees and photo copy fees.

EXPENSE

- **Employee Compensation and Related Line 16** – \$402K Favorable variance due to the furlough of 212 employees during COVID-19 pandemic. Impacted areas were primarily in Recreation Services (Administration, Golf, Clubhouses, and Fitness); Maintenance & Construction (Facility Management), and GRF Janitorial. The variance was furthered by less participation in non-union retirement benefits.
- **Materials and Supplies Line 17** – \$123K Favorable variance in several areas of operation due to timing of expenditures. Materials requested by clubs are budgeted in January, but expenditures will occur later in the year. Additionally, many purchases delayed until facilities and services reopen.

Statement of Revenue & Expense Variance Report - Preliminary
as of April 30, 2020

- **Utilities and Telephone Line 20** – \$68K Favorable variance due to lower expenditures to date for golf course irrigation due to heavy rainfall March and April. Further, a savings occurred in electricity and natural gas due to facility closures during COVID-19 pandemic. Savings partially offset by increased data service needs, reflected in Telephone.
- **Fuel and Oil Line 21** – \$47K Favorable variance due to lower fuel cost per gallon and less consumption of fuel due to COVID-19 pandemic for service vehicles and transportation.
- **Legal Fees Line 22** – \$43K Favorable variance due to lower expenditures to date than anticipated. The budget for legal fees is a contingency, which fluctuates from year to year.
- **Professional Fees Line 23**– \$82K Favorable variance due to the timing of consulting fees for several areas including Project Management and Office of the CEO.
- **Outside Services Line 25** – \$111K Favorable variance in several areas of operation including Aquatics and Golf, due to shut down of service on March 12.
- **Repairs and Maintenance Line 26** – (\$31K) Unfavorable variance due to timing of software purchases. Although budget was distributed evenly, expenditures were made during the first part of the year. The variance was partially offset by timing of project management building repair expense, which is planned for later in the year.
- **Other Operating Expense Line 27**– \$93K Favorable variance due to the closure of facilities on March 12 due to the COVID-19 pandemic. The variances were primarily attributable to expenses related to recruiting and training.
- **Insurance Line 30** – (\$130K) 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.
- **Cable Programming/Franchise Line 31** – \$40K Favorable variance due to timing of City Franchise Fees, which are paid quarterly. Additionally, Programming Fees were less than budget due to copyright fees for certain programming being included in aggregate billing in outside services above.
- **Net Allocation to Mutuals Fees Line 33** – (\$56K) Unfavorable variance due to fewer inter-departmental allocations than anticipated.
- **(Gain)/Loss on Sale Line 35** – (\$79K) Unfavorable variance due to realized investment loss, which partially offsets some of the unrealized gains reflected in line 12, above.

OPEN MEETING

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

Thursday, May 14, 2020 – 1:30 p.m.
Virtual GoToMeeting

MEMBERS PRESENT: Joe Fitzekam-Chair, Elsie Addington, Juanita Skillman, Yvonne Horton, Bunny Carpenter, Annie McCary, Cush Bhada, Dennis Boudreau, Janey Dorrell

MEMBERS ABSENT: Ryna Rothberg, Andre Torng, Ed Tao

OTHERS PRESENT: None.

STAFF PRESENT: Brian Gruner, Jennifer Murphy, Dan Yost and Jackie Kupfert

Call to Order

Chair Fitzekam called the meeting to order at 1:31 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 May 14, 2020

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

Chair's Remarks

Chair Fitzekam thanked everyone for being here today. We are going through a difficult time with the pandemic. It is difficult as a Community Activities Committee to have so little going on when you want to have everything open, so I appreciate the patience of the residents as we take a safe path to open as many facilities as we can. It will be slow, but we have to be cautious.

Report of the Recreation and Special Events Director

Mr. Gruner stated the Recreation Department is slowly progressing toward opening some amenities. The golf course, Par 3 and driving range opened on May 11 with restrictions. Recreation is opening similar to state mandates: phase 1 was golf and driving range; phase 2 will incorporate tennis opening on Monday, May 18 with pickleball, paddle tennis, bocce, lawn bowling and swimming following with no specific dates of opening yet; phase 3 would include indoor activities such as fitness, arts and crafts, archery, small lectures or small club events; phase 4 would include all facilities and larger events. Staff must monitor federal, state and county mandates closely.

Recreation is modifying opening procedures to follow these guidelines which will require reservations for most activities. All information regarding openings will be presented for approval to the CAC chair and GRF president before implementation.

Mr. Gruner reported on the following facility operations: the Performing Arts Center Ad Hoc committee approved to move forward to the June GRF meeting for approval; the Garden Centers remain open; tree trimming and clearing of pathways were completed by West Coast Arborists; Mr. McCray and his team have done a great job with modifications for safety during the soft opening of golf, Par 3 and the driving range; resident walkers have been using the golf course during the closure, however they are not allowed on course during regular golf play; Ms. Murphy will be overseeing the Equestrian Center; a boarder meeting will be held tomorrow and Mr. Gruner invited Director Horton and Director Carpenter to attend this meeting; the riding program will have to follow strict social distancing protocols if reinstated and may be limited to intermediate or advanced level to limit physical contact; other variables include, but are not limited to, having the leather disinfected; pools have been restricted by county closures at this time, however staff is in direct contact with Premier Aquatics for safety protocols to be followed when they can be opened.

Director Carpenter inquired as to tennis opening without Gate 16 access. Mr. Gruner stated Gate 16 will remain closed with close monitoring. Chair Fitzekam inquired as to opening the gate during tennis time only and opening pickleball. Mr. Gruner stated he will revisit the gate opening for tennis time only. He stated two communities have opened pickleball, but that is not allowed quite yet per county mandates. Director Horton stated LA County has opened almost everything outdoors except swimming. Advisor Boudreau inquired as to when clubhouses are opening. Mr. Gruner stated not at this time due to state and county mandates. Director Addington stated that LA County announced they may be closed for three more months.

Member Comments (*Items Not on the Agenda*)

As meeting was held via GoToMeeting, Ms. Murphy read an email from resident regarding the opening of pickleball.

Director Horton stated she considers all racquet sports equal and inquired as to why tennis is open, but not the others. Chair Fitzekam stated the three racquet sports are similar and will follow up with staff. Director Bhada concurs with Director Horton.

Mr. Gruner stated staff is following state and county guidelines and will open once all racquet sports are approved. Staff is most concerned with safety. Chair Fitzekam stated that Mr. McCray was well prepared for this situation and Mr. Gruner has been working diligently to contact clubs to submit proposals on how they can be safe if able to reopen for meetings.

CONSENT

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

REPORTS

There were no reports presented for this meeting.

ITEMS FOR DISCUSSION AND CONSIDERATION

Request from resident-George Zilligen - Mr. Gruner stated the request from Mr. George Zilligen regarding allowance of a 1.5' by 100' length of the perimeter fence next to his garden plot to grow roses horizontally for the equal yearly rental fee of \$57 per year.

Discussion ensued.

A motion was made to approve the resident request.

Motion passed unanimously.

Club Insurance and COVID-19 Club Insurance - Mr. Gruner introduced Mr. Dan Yost, Risk Manager, to present to the committee. Mr. Yost stated in 2014 a group policy procurement was discussed. This policy included coverage of the use of the meeting rooms (liability only) and clubs could procure a stand-alone policy if desired. Members of multiple clubs would have been charged according to participation in number of clubs. This group GL policy would have needed 5000 members to enter into this policy to make it effective.

Director Carpenter inquired as to club coverage at best economical price. Mr. Yost stated every club can assume their own risk and there are avenues for one-time policies for club excursions. Clubs can research these options online at theeventhelper.com.

Director Bhada inquired as to cost for an umbrella policy. Mr. Yost stated each policy is different and would not be associated with GRF; each club would be listed as additional insured under that policy. This would cost thousands of dollars. Director Bhada inquired as to extra insurance offered when renting a room (ie. car rental insurance) to help cover the cost and added an example of charging \$1 per event registration. Mr. Yost stated at that point it would be considered a mandate for clubs to procure insurance which is not currently required. Director Carpenter stated the governing documents state clubs are not required to have insurance. Advisor Boudreau inquired as to a rider on GRF insurance policy. Mr. Yost stated GRF policy covers any incident at a facility, thus we do not have the additional rider in place at this time. Advisor Boudreau inquired as to if a club can acquire a rider. Mr. Yost stated it would not be purchased as a rider, but a stand-alone policy. Chair Fitzekam inquired as to an advantage to having an umbrella insurance policy versus using a policy such as auto or homeowners insurance and if club officers have umbrella policies, is that as good as other policies. Mr. Yost stated every situation is unique and should be reviewed by each club for each event by verifying with their insurance company. Chair Fitzekam inquired is there a difference in liability if something happens when not an organized club. Mr. Yost stated it does as they are not under one name and that club would have to be named in a lawsuit. Lawsuits are filed under one name which is usually GRF.

Mr. Gruner addressed the COVID-19 insurance inquiries stating it would be very difficult to prove that the virus was contracted at an event. Mr. Yost stated the GL policy applies to illness or injury and concurred with proving proximity of infection would be very unlikely. Director Carpenter stated legal counsel is reviewing the addition of this verbiage to our waivers within the hold harmless portion.

Ms. Murphy read resident comments regarding the following: what would be covered in a group general liability policy to involve the use of a meeting room; would policy cover suit to the club or the

individual and would it cover the suit of a member of the club if from another member or board member; would a trip waiver be legally binding and can this be applied to club events; being named as additionally insured on company policies for which a person was an outside consultant; resident not sure why GRF can't add clubs as additionally insured.

Mr. Yost stated GL policy covers board members/active members under general liability actions at the event itself and liable slander. A waiver sets forth on paper that a participant accepts inherent risks, but debate still ensues about legally binding as each situation is different, thus it is better to have a waiver than not at all. Mr. Yost stated premiums would go through the roof if clubs were added on the GRF policy.

Chair Fitzekam stated we will not be changing status quo and will not require club insurance. Director Carpenter stated it may be more economical for clubs to purchase insurance per event.

Clubs/Organizations Annual Fee and Rollover Fee - Mr. Gruner restated the current club annual fee and rollover fees.

Discussion ensued.

A motion was made to change the club fee to reflect the size of the club: \$25 for groups under 50 members and \$50 for those over 50 members and to keep the rollover fees as is.

Motion passed unanimously.

Exclusive Use of Club Entertainment - Chair Fitzekam stated the history of the disagreement between two clubs regarding exclusive use of entertainment.

Discussion ensued.

A motion was made stating no allowance of exclusive contracts for events within the Village pending amendment to GRF policy.

Motion passed unanimously.

Staff was directed to present as a report at the June 11, 2020 CAC meeting.

Director Carpenter will consult with legal counsel on validity of exclusivity of entertainment contracts within GRF policy.

Alternative Entertainment for 2021 4th of July Celebration - Mr. Gruner stated July 4 is canceled for 2020 due to COVID-19 pandemic. Staff was directed to cancel the 3-year fireworks contract using force majeure.

Discussion ensued.

Staff was directed to gather ideas from Ms. Stefanie Brown and research other options.

Mr. Gruner recommended an unofficial advisory group to assist with planning. This group will begin meeting in August and present to CAC in November. The group will be Director Carpenter, Director McCary, Director Skillman and Director Addington.

Additional Emeritus Classes Review for 2021 - Mr. Gruner stated rooms were reassessed according to size as Emeritus classes were becoming overcrowded. He has met with Mr. Dan Predoehl from Emeritus to discuss additional classes and they are amenable. All Emeritus classes are online at this time until 2021. Mr. Gruner stated Recreation will be working to reinstate the OLLI program as well.

Discussion ensued.

Security for Specialty Events Discussion - Chair Fitzekam stated Recreation would refer events to Security if it was requested by the event or determined by Security it is needed. The Security Department will be presenting this report to SCAC for fees to be established and then will be presented to GRF for resolution.

Staff was directed to assist the Security Department with this presentation and if approved, work in conjunction with Security should it be necessary at an event.

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. This item may be postponed due to COVID-19 closures.

Outdoor Fitness Equipment - Mr. Gruner stated resident request was to move indoor fitness equipment outdoor however indoor equipment is not viable for outdoor use. The Fitness supervisor is working on options to incorporate outdoor fitness once mandates are lifted. Mr. Gruner stated incorporating outdoor fitness equipment by the Aliso Creek area may cost about \$75,000-\$100,000.

Discussion ensued.

Staff was directed to obtain equipment costs of all outdoor options (small to large) to present at next meeting.

CONCLUDING BUSINESS

Committee Member Comments

Director McCary stated Recreation needs to inform the club presidents and would like this on a future agenda discussion prior to opening.

Director Horton stated she enjoyed the meeting.

Director Addington stated this was a really good meeting and thank you for having me.

Director Skillman stated the little library on the patio has paperbacks, puzzles and etc. that are available for pick up. The items may be dropped off and are cleaned before the next rental. The main problem is people who don't respect the rules with newspapers being the biggest problem as they try to take them home. Signs are posted stating the rules, but they not being adhered.

Ms. Murphy stated a notice was received today by the OC Health Department that libraries were not to be opened. Director Skillman stated all items are being sanitized. The table of items is open 24 hours a day with exception of reserved items.

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, June 11, 2020.

Adjournment

There being no further business, the Chair adjourned the meeting at 4:21 p.m.



Joe Fitzekam, Chair



OPEN MEETING

THE GOLDEN RAIN FOUNDATION MEDIA AND
COMMUNICATIONS COMMITTEE MEETING

Monday, May 18, 2020 at 1:30 p.m.

Laguna Woods Village Community Center

Virtual Meeting

24351 El Toro Road, Laguna Woods, CA 92637

REPORT

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

MEMBERS ABSENT: Director Ryna Rothberg

OTHERS PRESENT: None

STAFF PRESENT: Eileen Paulin, Jackie Kupfert, Susan Logan-McCracken, Paul Ortiz and Ellyce Rothrock

1. **Call to Order**
Meeting was called to order at 1:30 p.m.
2. **Acknowledgement of Media**
Paul Ortiz from Village TV was present.
3. **Approval of the Agenda**
Approved.
4. **Approval of Meeting Report from April 20, 2020**
Approved.
5. **Chair's Remarks**
GRF is extremely grateful for the commitment and excellent work Eileen Paulin and her team continues to provide during this pandemic.

The COVID-19 pandemic has upended our 2020 outlook. Let us continue doing what we should daily: Sunshine, exercise, 7+ hours sleep, lots of water and healthy nutrition strengthens our immune system against COVID-19 while we stay at home.

Golf opened last Monday. Tennis opens today. For safety reasons, pedestrians are no longer allowed to walk the inner golf cart paths, only the outer paths. Please call the Pro Shop at 949-597-4336 during business hours and after hours call Security at 949-

580-1400 if you see pedestrians on inner golf cart paths. Let us continue to be mindful of everyone's safety as we look forward, adapting and accepting short-term changes. Please continue to participate in Village life, bringing your best selves and ideas to the table to facilitate our getting through this in the best way possible. Please send your recommendations to info@vmsinc.org.

GRF acknowledges and gives heartfelt thanks to Chuck Holland and his team who are amazing! Mr. Holland's commitment to our Village is extraordinary! He has been keeping the Village internet running seamlessly during this pandemic. Overseeing lots of equipment upgrades to ensure we are up and running during this time of unprecedented use of the internet and our electronics. Thank you!

6. Member Comments (Items Not on the Agenda)

None.

7. Director's and Staff Forum

None.

REPORTS:

8. California Legislative Updates – Chair Annette Sabol Soule

The U.S. is operating under an emergency pandemic. This COVID-19 California Legislative update for Monday, May 18, 2020, is paraphrased and sourced from Reuters.

Governor Gavin Newsom reworks the California budget as COVID-19 wreaks havoc with the state economy, which is the world's fifth-largest economy.

The California governor is required by law to pass a balanced budget. Thursday, May 14, Governor Newsom unveiled a revised state budget reflecting an anticipated \$54.3 billion deficit reflecting \$13.4 billion in 2020 and \$40.9 billion in 2021 caused by the coronavirus crisis. This is a dramatic change from the projected \$5.6 billion surplus and the \$40.9 billion in reserves before the pandemic.

California is the most populous state with a predicted 18 percent unemployment rate. The California Department of Finance last week reported 4.2 million people filed unemployment claims since mid-March. Please listen to the governor's Thursday broadcast.

Visit www.ochealthinfo.com for the latest COVID-19 Orange County statistics. Currently, Laguna Woods Village has been holding steady with eight folks having contracted COVID-19 within the city limits. This statistic does not reflect any one person living within Laguna Woods Village, as we have several assisted living facilities located within the city limits.

GRF President Bunny Carpenter has tasked the newly formed GRF Strategic Planning Committee to review the existing GRF 2020 budget. The first virtual meeting will take place on May 27, 2020. This GRF Strategic Planning Committee will be working with the Village Management Services executives to determine the required revisions due to the COVID-19 impact on GRF 2020 revenues and expenses. The GRF 2021 budget

will be brought to an all-boards meeting on July 22.

9. Broadband & Contracts Report – Eileen Paulin for Chuck Holland

Ms. Paulin stated that she would be presenting this report each month from now on.

Ms. Paulin stated that Broadband Services as a whole is doing well and maintaining budget. The Broadband Group will need to do a site inspection before signing, which has been delayed, due to COVID-19.

Ms. Paulin updated the committee on:

- The transition to HD (only 40 residents using SD now)
- Sales and renewal services
- Operating statements listed in the Broadband report

10. Marketing and Communications Report – Eileen Paulin

Ms. Paulin commended the TV6 crew for their hard work during this pandemic.

Ms. Paulin recounted working with the City of Laguna Woods on the crisis management and communications regarding the Ayres Hotel designation for Project Roomkey.

Ms. Paulin commended the staff, Good Neighbor Captains and residents who participated in the mask distribution project, which was well received by the residents.

Ms. Paulin said that docent tours and new resident orientations continue to be on hold, but having virtual new resident orientations may become a possible alternative.

Ms. Paulin mentioned other department accomplishments, acknowledging the team effort of each person in the department:

- The launch of a virtual recreation page
- Communications about kitchen safety amid resident stove fires
- A new virtual vehicle registration program
- The TV6 movies
- CEO Jeff Parker's regular updates on TV6
- The exercise programing on TV6
- The Village Breeze, which got out on time

ITEMS FOR DISCUSSION AND CONSIDERATION:

- Broadband 1Q 2020 Financial Operations Review along with Consultant update.

ITEMS FOR FUTURE AGENDAS:

- Broadband Equipment and Consultant update.
 - Headend equipment status of second remaining piece: age of equipment, useful life, replacement targeted date, monies reserved for same.
- Ad Revenue Report – Eileen Paulin
- Ideas for distributing Sewing Supers' face masks and collecting donations

CONCLUDING BUSINESS:

11. Committee Member Comments

Ms. Paulin mentioned a virtual Town Hall to give residents an opportunity to ask questions and the possibility of running a community survey in the magazine.

Director Beth Perak commended Chair Soule, Ms. Paulin and her team, Ellyce Rothrock, Mr. Ortiz for his job on the Thrive banner, the Foundation for contributing face masks to the residents and the Kindness campaign. She also requested Kindness remarks.

Director Elsie Addington commended on the work in Media and Communications and the work performed by Mr. Holland and Ms. Paulin.

Director Pat English congratulated everyone.

Director Lynn Jarrett commended on Ms. Paulin's team and those who distributed face masks. She also thanked everyone and said she is happy to be on this committee.

Director Annie McCary commended on Ms. Paulin and her team. She also complimented the meeting and thanked Chair Soule.

Director Juanita Skillman asked if the board room could be reconfigured to allow for social distancing and make in-person meetings a possible alternative to virtual meetings. She complimented Ms. Paulin and her department for the alerts on the webpage, Mr. Ortiz for the movies on TV6 and Susan McCracken and Becky Jackson for their work on mask distribution.

Advisor Tom Nash congratulated all for doing a great job in a difficult situation. He also mentioned as part of the Video Club, he would try to find ways to produce new programming to add to Village Television.

Advisor Carmen Pacella agreed with all the commendations and added his own regarding the communications on the website and COVID-19 information. He also commended Ms. Jackson for helping him with volunteer to distribute masks. He also suggested having a reporter conduct interviews and take pictures for the Village Breeze, which he said is beautiful.

Chair Soule commended Mr. Ortiz for the movies on TV6 and thanked the department for all the alerts on the coronavirus.

Ms. Paulin thanked Jackie Kupfert for her work on mask distribution. She also mentioned that the Sewing Supers club has produced a significant number of masks. She asked for ideas to safely distribute them to residents and to collect voluntary \$5 donations that will go to the Foundation and Meals on Wheels. Director Skillman suggested the outdoor library. Director Addington suggested the two Garden Centers. Advisor Pacella suggested the gates. More ideas and discussion are needed.

11. Date of Next Meeting – June 15 at 1:30 p.m.

12. Adjournment
2:54 p.m.

Annette Sabol Soule/SLM
Annette Sabol Soule, Chair
Media and Communications Committee