



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, July 7, 2020 - 9:30 A.M.
VIRTUAL MEETING**

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

NOTICE AND AGENDA

- 1. Call Meeting to Order / Establish Quorum -- President Carpenter**
- 2. Pledge of Allegiance – Director Horton**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of the Minutes**
 - a. June 2, 2020 – Regular Open Session Meeting
 - b. June 17, 2020 – Special Open Meeting
- 6. Report of Chair**
- 7. VMS Update – Director Brown**
- 8. CEO Report**
 - a. Orange County Mosquito and Vector Control District Presentation—Lora Young, Director of Communications
- 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 May 2020 and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes.
- b. Resolution to Update GRF Committee Appointments
- c. Joint Resolution Regarding COVID-19 Temporary Face Coverings

12. Unfinished Business

- a. Entertain a Motion to Adopt 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--JUNE reintroduced--28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied**)
- b. Entertain a Motion to Adopt a Resolution for a GRF Transportation ADA Policy (**MAY Initial Notification--JUNE reintroduced--28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied**)

13. New Business

- a. Entertain a Motion to Adopt a Resolution to Reschedule the November 3, 2020 GRF Regular Board Meeting to November 4, 2020
- b. GRF 2020 Annual Meeting, Election Schedule and Inspector of Election Services
- c. GRF Recreation Department Policy: Small Clubs Fee Amendment (**JULY Initial Notification--Must postpone 28-days for Member review and comment to comply with Civil Code §4360**)

14. The Board will take a 10 minute break.

15. Committee Reports

- a. Report of the Finance Committee/Financial Reports – Director Troutman. The Committee met on June 29, 2020; next meeting August 19, 2020, at 1:30 p.m. as a virtual meeting

(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 – President Carpenter. The Committee met on June 11, 2020; next meeting August 13, 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 August 12, 2020 at 1:30 p.m. as a virtual meeting.

d. Report of the Maintenance & Construction (M&C) Committee – Director Garthoffner. The Committee met on in closed session June 10, 2020; next meeting August 12, 2020, at 9:30 a.m. as a virtual meeting.

(1) Report of the Performing Arts Center (PAC) Renovation Ad Hoc Committee – Director Troutman. The Committee met on May 14, 2020; next meeting July 13, 2020 at 2:00 p.m. as a virtual meeting.

(2) Clubhouse 1 Renovation Ad Hoc Committee – Next Committee meeting TBA.

e. 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. as a virtual meeting.

f. Report of the Security & Community Access Committee – Director Tibbetts. The Committee met on February 24, 2020; next meeting August 24, 2020 at 1:30 p.m. as a virtual meeting.

(1) Report of the Laguna Woods Village Traffic Hearings – Director Garthoffner. The Traffic Hearings were held on February 19, 2020; next Traffic Hearings July 15, 2020 at 9:00 a.m. and 1:00 p.m. as a virtual meeting.

(2) Disaster Preparedness Task Force—Director Troutman. The Task Force met on January 28, 2020; next meeting July 28, 2020 at 9:30 a.m. as a virtual meeting.

g. 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. Obsolete Equipment

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) June 2, 2020 – Regular Closed Session*
- (b) June 8, 2020 – Special Closed Session*
- (c) June 15, 2020 – Special Closed Session*
- (d) June 25, 2020 – Special Closed Session*
- (e) June 26, 2020 – Emergency 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, June 2, 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, and Bert Moldow

Note: Board Directors Carpenter, Garthoffner, and Troutman attended this Open meeting from the Community Center Board Room.

Directors Absent: Jim Matson

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

Others Present: Carl Randazzo (United), James Tung (VMS),

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

President Carpenter called the meeting to order at 9:34 a.m.

2. Pledge of Allegiance

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

3. Acknowledgment of Media

Acknowledgment of the media and the Village Television camera crew, remotely by way of cameras.

4. Approval of Agenda

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

- Director Carpenter requested to add the VMS Update, James Tung.
- Director Soule requested to add to future agenda items: Implementation of GRF water conservation project, GRF facilities LED timers for lights, send survey to residents, development of efficiencies, run/jog visual maps, reopening of Restaurant 19.

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

5. Approval of Minutes

5a. Regular Open Meeting on May 5, 2020

Director Soule made the motion to approve the minutes of May 5, 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 May 5, 2020 as presented and the motion passed by unanimous consent.

6. Report of the Chair

President Carpenter commented about the mixed concerns of the Community regarding COVID-19. Some individuals would like to see amenities reopened and others are afraid to reopen. The board will follow the State and County guidelines to determine when to reopen.

6a. VMS Board Update – Director Tung gave an update from the VMS Board in May 2020. He gave a presentation recapping the Media & Communication and Security department updates.

7. DPTF Report – Director Troutman gave an update from the Disaster Preparedness Task Force.

8. CEO Report

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

- Updated that the numbers of individuals with COVID-19 continue to be very low in the Community. He shared the County of Orange reported cases and reported that Laguna Woods only has 9 confirmed COVID-19 cases. The Staff is continuing to monitor the situation and is working with the Orange County Health Care Agency. Residents can check the Orange County Health Care Agency for updated information on COVID-19;
- Staff is working with the City of Laguna Woods and the County of Orange on when we can reopen. The Governor is moving to stage three of partial opening, which will allow for a few more activities and allowing dine-in patrons at restaurants in the State of California;
- Work begins at Gate 11 on Monday to increase safety and improve traffic flow.
- Bulky Item pick-up;
- Southern California Edison can elect to shut down power during high fire risk days;
- Reminder to participate in the 2020 Census either online, or by phone.

9. Open Forum (Three Minutes per Speaker)

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

- A Member requested the reopening of the GRF amenities;

- A Member requested the reopening of the GRF pools;
- A Member commented about the asset of the talented residents that can contribute to the Community;
- A Member commented that many residents are afraid to go to the hospital. He would like to see a non-COVID health center within Laguna Woods Village;
- A Member commented on the new restrictions on the tennis courts and requested that the courts remain open longer hours and allow doubles play;
- A Member requested the tennis courts remain open longer hours;
- A Member asked what steps will be taken to re-evaluate how the money should be spent. He spoke against the money being spent to upgrade the PAC;
- A Member asked that the tennis courts be reopened to allow doubles play;
- A Member asked about the enforcement of traffic rules within Laguna Woods Village;
- A Member asked why the Community is allowing music events to continue at the parks, in addition many of the participants are not wearing masks;
- A Member asked about the policy of wearing mask inside Laguna Woods Village;
- A Member commented about the gatherings at the Aliso Creek area. Many individuals are not following social distancing or wearing masks;
- A Member commented about the County of Orange requirement to wear face coverings;
- A Member requested that the pools be reopened for water therapy.
- Director Garthoffner gave two additional comments from residents regarding the reopening of Restaurant 19 and who should be contacted about mosquito problems by the creek.

10. Responses to Open Forum Speakers

Several Directors responded to and provided input regarding member comments.

- Director Fitzekam commented that the CEO is following the County and State guidelines; however, we are a closed community and should consider allowing doubles play for tennis players.
- Director Soule commented that Restaurant 19 should allow dine-in patrons. Many restaurants in the city have reopened for dine-in.
- Director Soule commented that a mobile health care facility could be a risk to our community.
- Director Garthoffner responded about refunds and expenses for the next budget year.
- Jeff Parker-CEO responded about rules and regulations about having fees reimbursed. Staff will be evaluating services for the 2021 budget. He commented that resale values will continue to be evaluated. Regarding tennis, pickleball and paddle ball, staff is following the guidelines by the State and the Tennis Association to know when to allow doubles play. Looking to add Saturday and Sunday tennis court hours. The County of

Orange and State regulations do not allow the reopening of pools at this time. County of Orange requires all individuals to wear face covering when out in the County. Staff is looking at posting signs throughout the Community to remind residents about following social distancing and wearing masks. A plan will be sent to the residents on the reopen schedule. Staff is looking into reopening Restaurant 19 for dine-in patrons.

- President Carpenter commented that only a small portion of the dues go to GRF amenities.
- Siobhan Foster—COO commented that Orange County Vector Control said that mosquitos have not hatched yet, but the swarming bugs are not biting.
- Director Moldow commented about alternatives to pool exercises.
- Director English commented that the expense analysis will be in the next Village Breeze.
- Director Garthoffner commented that a resident is concerned about individuals coming to the Community for the Saddleback Emeritus program. Jeff Parker—CEO responded that all Saddleback Emeritus classes will be online in the fall.
- Director Soule commented about the Saddleback Emeritus Program.

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 April 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 90-20-25 **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)
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, ~~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)
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 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)
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)~~
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.

The Consent Calendar, as presented, was approved without objection.

12. Unfinished Business

12a. 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—May postponed to next meeting. Must postpone 28-days for member review and comment to comply with Civil Code §4360.

Director Soule made a motion to re-introduce a resolution establishing the revised GRF

Rules for Board Meeting for 28-day review. The motion was seconded by Director Horton.

Discussion ensued among the directors.

Director Soule had some changes to GRF Rules for Board Meetings.

President Carpenter commented that changes to the GRF Rules for Board Meetings will be discussed during closed session.

A Member commented about scrivener's errors.

President Carpenter called for the vote to re-introduce the revised GRF Rules for Board Meetings for 28-day review and the motion passed by majority vote.

12b. Entertain a Motion to Adopt a Resolution for a Special Accommodation Policy for Reciprocal and Charitable Club Events

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

RESOLUTION 90-20-26
**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 adopts 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.

Director Garthoffner made a motion to adopt a resolution for the Special Accommodation Policy for Special Events. The motion was seconded by Director Soule.

Discussion ensued among the directors.

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

12c. Entertain a Motion to Re-Introduce a Resolution for a GRF Transportation ADA Policy

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

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.

JUNE 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 re-introduce a resolution for a GRF Transportation ADA Policy for 28-day review. The motion was seconded by Director Troutman.

Discussion ensued among the directors.

President Carpenter commented about change that need to be made to the policy.

President Carpenter called for the vote to re-introduce the policy, with the suggested changes, and the motion passed by majority vote.

12d. Entertain a Motion to Adopt a Resolution for Backstroke Stanchions and Flags at Pool 2

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

RESOLUTION 90-20-27
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. **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 adopts 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-day notification for member review and comment to comply with Civil Code §4360 has been satisfied.

Director Garthoffner made a motion to adopt the resolution for Backstroke Stanchions and Flags at Pool 2. The motion was seconded by Director English.

Discussion ensued among the directors.

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

13. New Business--none

14. The Board took a 5 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 recreation facilities will be reopened in stages in accordance with state and county guidelines. 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 – The next meeting will be held on June 16, 2020 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 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 – Director Troutman. The Committee met on May 14, 2020; next meeting TBA.

- (2) Report of the Clubhouse 1 Renovation Ad Hoc Committee – Director Fitzekam. This was our first meeting of this committee. The Committee met on June 1, 2020; next meeting TBA.
- 15e.** Report of the Media & Communications Committee – Director Soule gave an update from the Media & Communications Committee. The Committee met on May 18, 2020; next meeting June 15, 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 met on February 26, 2020; next meeting TBA.
- 15f.** Report of the Mobility & Vehicles Committee – Director Troutman gave an update from the Mobility & Vehicles Committee. The Committee met on February 5, 2020; next meeting August 5, 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; the June 22, 2020 meeting has been canceled; 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 – Director Troutman. The Task Force met on January 28, 2020; next meeting July 28, 2020 at 9:30 a.m. location TBA.
- 15h.** Strategic Planning Committee – TBA
- 16.** **Future Agenda Items** - *All matters listed below are items for a future Board Meetings. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*
- 16a.** Donation by Bah'ail Club of a Bench for Aliso Creek and Two Plumeria Trees at Clubhouse 6
- 16b.** Orange County Mosquito and Vector Control District Presentation
- 16c.** Implementation of Water Conservation Project
- 16d.** LED timers for lights at GRF facilities
- 16e.** Resident (Members) Survey regarding GRF facilities and amenities

- 16f.** Improve Efficiencies for GRF Amenities and Facilities Using Accurate Usage Data Reports
- 16g.** Community Placement of Walk/Jog/Run Markers on Digital Maps for Viewing Routes
- 16h.** Reopen Schedule (including plans for Restaurant 19)
- 17. Directors' Comments**
- Director Fitzekam and Soule commented this was a good meeting.
 - Director Moldow commented about not being able to see individuals in the Board Room.
 - President Carpenter commented about future board meetings.
- 18. Recess** - *At this time, the Meeting recessed for lunch and reconvened to Executive Session to discuss the following matters per California Civil Code §4935: Member Disciplinary Matters; Personnel Matters; Contractual Matters; and Litigation Matters.*

The meeting was recessed at 12:00 p.m.

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

During the May 5, 2020, Regular Closed Session, the Board:

Approved the Agenda

Approved the Minutes of:

(a) April 7, 2020—Regular Closed Session

Discussed and Considered Personnel Matters

Discussed and Considered Contractual Matters:

(a) Supplemental Appropriation and Award a Contract for a Vehicle Maintenance Service Center Truck Wash-Down Facility

(b) Proposal to Lease Parking Spaces to Age Well

(c) Supplemental Funding for Emergency Radio Equipment

Discussed Legislation Matters

Discussed and Considered Litigation Matters

Discussed COVID-19 Emergency Issues

During the May 11, 2020, Special Closed Meeting, the Board:

Approved the Agenda

Discussed the Performing Arts Center (PAC) Contractual Matters

19. Adjournment

The meeting was adjourned at 4:15 p.m.

Egon Garthoffner

Egon Garthoffner, Secretary of the Board
Golden Rain Foundation

RESOLUTION ATTACHMENTS

GOLDEN RAIN FOUNDATION RULES FOR BOARD MEETINGS

I. INTRODUCTION

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

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

II. BOARD MEETINGS

A. **Regular Board Meetings**

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

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

B. **Special Meeting or Altering Location, Date or Time**

If a special Board meeting is called or if the location, date or time of a Board meeting is to be changed, all Members will be notified at least four days prior to the meeting by posting in the

Clubhouse kiosks and on the Village web site. In an emergency, the President or any two Directors may call for a Board meeting on shorter notice.

C. Attendance

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

D. Agendas

1. **Preparation.** Agendas are prepared by the President **1**, in cooperation with management staff. At least ten calendar days prior to a Board meeting, the President will inquire if any Director requests inclusion of an agenda item.
2. **Request for inclusion.** Up to close of business one week prior to a Board meeting, a Director may request an item be included in an agenda, by submitting the action requested and an explanation of the reason for the request. A Director requesting an agenda item is responsible to present that item to the Board with supporting information if the item is included in the agenda.
3. **Rejected agenda items.** The Chair with the assistance of Management Staff shall include a requested item in the agenda unless the item:
 - Has no suggested action;
 - Is redundant with an item already on the agenda or was addressed in a Board meeting in the previous three months;
 - Must be discussed in Executive Session;
 - Would make the agenda unduly lengthy (and so will be postponed to the next agenda);
 - Is sent first to a committee for recommendation; or
 - Is, based on the advice of legal counsel, proposing action barred by law.
4. **Board request for agenda item.** Notwithstanding the foregoing, if an agenda item is requested in writing or by electronic mail by at least six Directors at least one week before the Board meeting, the Chair shall include it in the Agenda for the open meeting or the Executive Session meeting, depending upon the item.

5. Member Request for Agenda Item.

- a) A **Mutual** Member ~~may~~ **must** request **in writing to** the President in advance that a topic be added to the agenda, but the President with the assistance of Staff will determine in the President's discretion whether the requested topic will be included in the agenda.
- b) A topic will also be added to the agenda if at least one week prior to the scheduled Board meeting, Staff receives a petition signed by at least seventy five (75) different Members.

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

- c) The requested agenda topic must still meet the standards of Rule (3) above.
- d) A Member who has requested an agenda item which is placed on the agenda ("Requesting Member") may present the topic to the Board immediately before the Board begins any deliberation of the item. The Requesting Member may speak on the matter for up to five minutes. Only one person may be considered the "Requesting Member" for the purpose of addressing the Board. The Board may by majority motion give the Requesting Member more time to speak.

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

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

Sample agenda. The following is a typical Agenda:

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

E. Committees: Reports. Meetings

1. GRF Committees are welcome to present reports to the GRF Board. If a Committee has a report to present, it must be presented to staff in writing at least one week prior to the scheduled Board meeting.
2. If a Committee recommends Board action, such recommendation should be clearly highlighted and stated in the written report, either at the beginning or end of the report. If a Committee report recommends Board action, a Committee representative must be present at the Board meeting, prepared to answer questions from the Board regarding the Committee recommendation.
3. Committee reports may not be presented orally, but a Committee Chair or designee may present an oral summary of the report, or other Committee highlights, with a time limit of 2 minutes. If a Committee did not meet in the month prior to the Board meeting, no oral summary or Committee highlights presentation will be made at the Board meeting.
4. If a Committee report does not recommend any action, Directors will not ask the Committee Representative any

questions, nor will Directors discuss the report. Only action items recommended by a Committee report and on the Board's posted agenda may be discussed by the Board.

5. Any Committee reports will be included in the board packets if they are timely submitted. Committee reports which do not contain a request for action will be noted in the minutes as "received."
6. A committee request for action shall be placed by the Chair or staff on the agenda, so long as it complies with Rule D (3).
7. Directors, upon presentation of a committee report, may ask questions about the report, but may not deliberate about the report unless that subject was timely placed on the agenda for deliberation and possible action in that meeting.

F. Open Forum

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

1. **Time for Open Forum.** Open Forum will normally occur at the early portion of Board meetings. The agenda may also provide for a second Open Forum time at the end of the agenda. The Board may by motion re-open Open Forum on a specific agenda item, or reschedule Open Forum within the agenda.
2. **Member's Right to Speak.** Open Forum is a valuable and legally required portion of every open Board meeting. Open Forum is the opportunity for the Member to inform the Board of matters of concern to GRF. **Members are not to discuss items that are on the agenda.**
 - a) Open Forum is only for Mutual Members. During Open Forum, a Member may speak to the Board on

any topic. However, a Member may not speak twice on the same subject during a Board meeting, nor may a co-owner of the Member also speak. The purpose of Open Forum is to inform the Board of viewpoints or information of which the Board may not be aware regarding GRF matters. Therefore, although a Member may use their time to speak upon any topic of interest to the Member, Members are advised that the Board may not be as attentive to comments on matters outside the Board's jurisdiction.

- b) At the start of Open Forum, ~~the Chair shall ask the Members present to raise their hand if they wish to speak in Open Forum.~~ Members wishing to speak in Open Forum during Agenda Item discussion must complete a speaker form and submit it to the staff member responsible. Each member may speak for up to three minutes. In the event more than ten Members indicate a desire to speak, the time limit per speaker ~~shall~~ may be shortened to two minutes.
- c) Open Forum is the time for Members to speak and provide additional opinions and viewpoints to the Board, and is not a time for the Board to speak. Directors will listen and not respond or otherwise interrupt a speaker at Open Forum. A response, if any, by a Director or staff to Open Forum remarks or questions shall be after the close of Open Forum. The Chair may appoint a Director or Staff member as timekeeper.
- d) So long as the Open Forum comments comply with these Rules, neither staff, the Chair, nor other Director shall interrupt the speaker.
- e) The statements made by Members in Open Forum only those of the speaker and are not the position of the GRF or the Board, and GRF takes no responsibility as to the content of Open Forum comments. At the beginning of Open Forum, the Chair shall remind all attending as to these Rules regarding Open Forum.

3. Open Forum During Agenda Item Discussions (“Additional Open Forum”).

- a) The Agenda may designate certain action items as eligible for Additional Open Forum, meaning Member input after the initial Open Forum session, limited to a

- given topic.
- b) During Board deliberations of an agenda item designated for Additional Open Forum, **Members indicating a desire to speak by having completed a speaker form and submitting it to the staff member responsible may speak for up to three (3) minutes when called upon. ~~the Chair will inquire if any Members in the audience wish to speak to the motion at hand.~~**
~~If the Chair sees any hands raised indicating a desire to speak, Open Forum will be reopened as Additional Open Forum, and the Members indicating a desire to speak to the topic may speak for up to two (2) minutes on the specific agenda item and on no other topic.~~
 - c) A Member (or co-Owner of a Member) shall only speak once on a given agenda item. If the Member already spoke on an agenda item during the initial Open Forum session, that Member (or Member's co-owner) may not speak again on that agenda item.
 - d) Once the Chair determines that all have spoken who wished to speak, or that no one has indicated a desire to speak, the Chair shall announce Additional Open Forum is closed, and the Board shall resume and conclude its deliberations on the item.
 - e) Additional Open Forum will only be conducted on Agenda action items on which a motion has been made and received a second, and will not be offered on Consent Calendar items, Committee Reports, or on topic upon which a topic upon which a motion which was not made or on a motion which did not receive a second.
4. **Member Observation of Deliberations.** Except for Open Forum or Additional Open Forum, Members may not speak to the Board, and shall quietly observe Board deliberations. Applause, boos, or other audible **or physical** response to Board deliberations or decisions is out of order **and could result in removal of offenders.**
5. **Addressing the Board during Open Forum.** When speaking, the Member will identify Member's name and Manor, and will stand at the speaker's podium if physically able to stand, and will address the Board, not the audience.

G. Meeting Conduct

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

- Profane or obscene language;
- Slurs involving race, religion, ethnicity, national origin, gender, disability, marital status, sexual orientation, gender identity, citizenship, ancestry, language, source of income, medical condition, veteran or military status, or age;
- Shouting or yelling;
- Physical threats, including non-verbal communications such as gestures or using body language in such a way as to intimidate; • Pounding on tables, lecterns, or other furniture or throwing items; and
- All other unreasonable and disruptive behavior which does not allow Members to peacefully observe the proceedings, or which otherwise impedes the ability of the Board to peacefully conduct its deliberations and the Members to peacefully observe those deliberations.

Directors will also refrain from making comments which:

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

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

H. Violation of Rules

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

- 1) First warned by the Chair,

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

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

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

I. Parliamentary Procedure

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

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

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

J. Recording of meetings: Minutes

The proceedings of Board meetings shall not be electronically recorded, except by “Village TV”. Any other recording devices (audio, video or photographic) at Board or committee meetings are forbidden. The proceedings of such meetings shall be recorded in the minutes of the meeting. Minutes of Board

meetings are prepared by the Secretary or, if the Board directs, by a Recording Secretary who need not be a Director. Minutes shall record actions taken, but shall not record commentary or statements by Directors, or comments during Open Forum.

K. Board Deliberations

1. Directors will deliberate topics only when on an agenda, except for emergency matters, and when a motion has been made and seconded by a Director. Unless a Director is only asking a question, Directors will indicate at the beginning of their remarks if they speak for or against the pending motion.
2. Generally, the motion initiating discussion should be made by the Director requesting the item to be placed on the agenda, but any Director may move for action recommended by a Committee Report.
3. Directors shall:
 - Cooperate to keep their remarks on the topic of a motion,
 - Speak to each other,
 - Not address the live audience or the television audience, and
 - Avoid repetition of points already made, or repeating their own previous remarks on a motion.
4. If a Director violates the standards set forth in these Rules, the Chair may remind the Director of the standard being violated, and will then request the Director to bring their conduct into compliance. In the event a Director continues to violate these Rules, the Board may proceed pursuant to subpart II(H) herein.
5. Motions may be amended in at least two ways:
 - A motion, after receiving a second, may be amended by a motion, which motion must also receive a second and a majority vote.
 - A motion may also be amended by amendment in which the author of the original motion consents to a proposed amendment to the motion. If the second also consents, the motion is amended and deliberations continue on the motion as amended.
6. There is no deliberation of items on the Consent Calendar. Any Director may at the appropriate time in the agenda ask for an item in the Consent Calendar to be removed to New Business for discussion. The consent calendar and all items remaining in it are not discussed, but passed on a single motion, second, and vote.

L. Board Comments During Meetings

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

M. Chair

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

III. EXECUTIVE SESSION

A. Purpose of Executive Session

Executive Session meetings allow the Board of Directors to address issues of sensitive nature, which may involve attorney client privilege or other privacy rights. It is important that all information discussed and disclosed at these sessions remain private.

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

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

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

B. Confidentiality Agreement

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

The Confidentiality Agreement shall state substantially as

follows:

"I, _____ (Name), after having been duly elected or appointed as a Director of Golden Rain Foundation, do hereby

agree and promise that all information which is disclosed by or to me, orally or in writing, and all discussions held at an Executive Session Meeting of the Board and all attorney advice shall be kept confidential and shall remain confidential, even after I am no longer a Director. I understand that this means that anything I say, hear or see at an Executive Session Meeting may not be discussed with anyone outside of Executive Session. I further understand that if I do not sign this Confidentiality Agreement or do not honor this Agreement, I will not be permitted to participate in or attend Executive Session Meetings or to receive confidential attorney-client communications. I further understand that I will be held responsible for any damages which result to GRF or Mutual Members if I violate this agreement.”

C. Procedure for Setting

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

D. Agenda Packets

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

IV. CLOSED SESSION HEARINGS

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

A. Notification

If GRF is considering discipline or pursuing a reimbursement claim against a Member, Staff will proceed with noticing the Member for a hearing. Hearings are noticed based on GRF Bylaws, Section 4.5, Discipline or Suspension and Resolution 90-04-72. ~~it will first provide written notification to the Member, of a hearing to be held by the Board to consider the matter, at~~

~~least ten days after the date the notification is sent to the Member.~~ The notification will inform the Member the nature of the alleged violation or reimbursement claim.

B. Opportunity to be Evidence Heard and Present Evidence (GRF Bylaws, Section 4.6.2)

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

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

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

C. Addressing the Board

A Member being considered for discipline or reimbursement claim may speak to the Board for a maximum of ten minutes. If a Member brings supporting documentation, it is suggested the Member bring one copy for staff, one copy for GRF legal counsel, and 11 copies for the Board. If a Member brings supporting witnesses, an additional five minutes can be added to the member's time. A Member complaining to the Board may address the Board for a maximum of five minutes. Members addressing the Board should be prepared and organized for the hearing, to maximize their allotted time.

D. Decision Communication

Following the hearing, The Board of Directors shall decide in good faith and in a fair and reasonable manner whether the Mutual Member should be suspended or disciplined and the

terms and period of the suspension or discipline. The decision of a majority of the Board of Directors shall be final and finding upon the Mutual Member and shall be communicated together with notice of the right to appeal the decision in writing to the Mutual Member.

E. The Board's Decision

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

F. Limitation on Challenge

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

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

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OPEN MEETING

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

**Wednesday, June 17, 2020 at 11:00 a.m.
Virtual Meeting, Laguna Woods**

The purpose of this meeting is to discuss the PAC project, bids and contractual matters pursuant to *Civil Code §4935*

Directors Present: Bunny Carpenter, Judith Troutman, Joe Fitzekam, Egon Garthoffner, Pat English, Annette Sabol Soule, Don Tibbetts, Beth Perak, Jim Matson, Yvonne Horton and Bert Moldow (Directors Carpenter, Troutman, Horton, Matson and Garthoffner were attending the Virtual meeting from the Board Room in the Community Center.)

Directors Absent: None

Staff Present: Jeff Parker, Siobhan Foster, Becky Jackson, Cheryl Silva and Grant Schultz

Others Present: Kelly Richardson, Esq. and Sandra Gottlieb, Esq.
Carl Randazzo (United), Cush Bhada (Third), Reza Karimi (Third), Lynn Jarrett (Third), Cash Achrekar (United), Juanita Skillman (Third), Steve Parsons (Third), Bert Moldow (Third), Ryna Rothberg (Mutual Fifty), Sue Margolis (United), Andre Torng (United), Craig Wayne (Third), Laura Mistry, Reza Bastani (United), Brian Gilmore (United), Jon Pearlstone (Third), Ralph Engdahl (Third), Neda Ardani (United), John Frankel (Third)

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

President Carpenter called the meeting to order at 11:15 a.m. and established that a quorum was present.

Director English made a motion to take a 45 minute break so that the directors can come to the Board Room. The motion was seconded by Director Soule.

2. Approval of the Agenda

Director Troutman made a motion, seconded by Director Horton, to add Member Comments to the agenda.

President Carpenter called for the vote and the motion passed by a vote of 7-4-0.

GRF Special Open Meeting

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(Directors Tibbetts, Soule, English, Perak opposed)

President Carpenter gave her opening statement.

Discussion ensued among the directors.

3. New Business

a. Entertain a Motion to Remove the President of GRF

Director Troutman made a motion to retain President Carpenter as the GRF President. Director Horton seconded the motion.

Kelly Richardson, Esq. gave his legal opinion regarding this motion. Director Troutman rescinded her Motion.

Director Soule made a motion to remove President Carpenter as the GRF President. The motion was seconded by Director English.

Director Soule amended the motion to remove the president of GRF. The motion was seconded by Director English.

Discussion ensued among the directors.

President Carpenter called for the vote and the motion failed by a vote of 5-6-0 (Directors Matson, Carpenter, Garthoffner, Horton, Troutman and Moldow opposed)

b. Election of Officers by Opening of Nominations and Vote

Nominations for First Vice President:

- Director Troutman nominated Egon Garthoffner.
Director Garthoffner accepted the nomination.
- Director English nominated Director Soule.
Director Soule accepted the nomination

President Carpenter called for the vote and Director Garthoffner was elected First Vice President by a vote of 7-4-0 (Directors English, Soule, Tibbetts and Perak opposed)

Nominations for Second Vice President:

- Director Horton nominated Director Moldow.
Director Moldow accepted the nomination.
- Director Soule nominated Director Fitzekam.

GRF Special Open Meeting

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Director Fitzekam declined the nomination.

- Director Perak nominated Director Soule.
Director Soule accepted the nomination.

President Carpenter called for the vote and Director Moldow was elected Second Vice President by a vote of 7-4-0 (Directors English, Soule, Tibbetts and Perak opposed)

Nominations for Secretary:

- Director Horton nominated Director Troutman.
Director Troutman accepted the nomination.
- Director English nominated Director Perak.
Director Perak accepted the nomination.

President Carpenter called for the vote and Director Troutman was elected Secretary by a vote of 6-5-0.

Nominations for Treasurer:

- Director Horton nominated Director Soule.
Director Soule accepted the nomination.
- Director English nominated herself then withdrew her nomination.

President Carpenter announced that Director Soule was elected Treasurer of the Board by way of acclamation.

c. Entertain a Motion to Close Nominations

Secretary Troutman made a Motion to close Elections of Officers. Hearing no objections, President Carpenter stated that Elections were closed.

d. Entertain a Motion to Approve a Resolution for Election of Officers

Secretary Troutman read the following resolution:

RESOLUTION 90-20-30
APPOINTMENT OF OFFICERS

RESOLVED, on June 17, 2020, pursuant to the Golden Rain Foundation Bylaws Article 9 - Officers, which sets guidelines, terms and responsibilities for the election of Officers to this Corporation, the following persons are hereby elected to the office indicated next to their names to serve:

GRF Special Open Meeting

June 17, 2020

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Bunny Carpenter	President
Egon Garthoffner	First Vice President
Bert Moldow	Second Vice President
Judith Troutman	Secretary
Annette Soule	Treasurer

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

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

RESOLVED FURTHER, that Resolution 90-20-10, adopted February 4, 2020 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.

Director Troutman made a motion to approve the resolution for the appointment of officers. Director Horton seconded the motion.

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

4. Directors Comments

- Director Horton congratulated the new Board officers.
- Director Perak congratulated the new Board officers and hopes the new officers can listen and work with all the members of the board. She spoke in favor for an open meeting with the Corporate Members to verify the PAC Maintenance Improvement Project.
- Director Fitzekam spoke in favor of the PAC Maintenance Improvement project.
- Director Soule congratulated the new Board officers and hopes the board can work together.
- Director English congratulated the new Board officers. She is upset that she will no longer be the Board Treasurer. She is disappointed the Board did not remove Bunny Carpenter as Board President. She would like to see GRF move forward with the PAC Maintenance Improvement Project.

GRF Special Open Meeting

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- Director Troutman thanked the directors for their support and feels that President Carpenter has listened and understands now that her leadership style will make some needed changes; but overall is doing a good job.
- Director Moldow commented that the GRF Board should pass a resolution to hire a project manager to keep the PAC Maintenance Improvement project on task and bring in a contract lawyer to review the PAC contract. He requested from VMS a construction schedule.
- Director Garthoffner feels the board will run smoother now that they are not voting on five things at one time.
- Director Matson commented that the board should be sensitive to what the other boards in the mutual are doing.
- President Carpenter thanked everyone and made a commitment to do a better job.

5. Adjourn: President Carpenter adjourned the meeting at 12:27 p.m.

DocuSigned by:

Judith Troutman

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Judith Troutman, Secretary of the Board
Golden Rain Foundation

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Mosquitoes in Orange County: What you need to know



- Established in 1947
- Provide Service to all of Orange County
- Control for Mosquitoes, Rats, Fire Ants and Flies



Mosquitoes Control Is Complicated

Marshes and Wetlands



Improperly-Planned BMP



Nurseries



Pools and Spas



Drains/City Infrastructure



Backyard and Small Sources



What We Do

- Teach residents how to:
 - Find sources
 - Remove possible mosquito sources
- Mosquito surveillance for disease
- Control of mosquitoes
 - Remove sources
 - Stock mosquitofish
 - Chemical control



CULEX VS AEDES



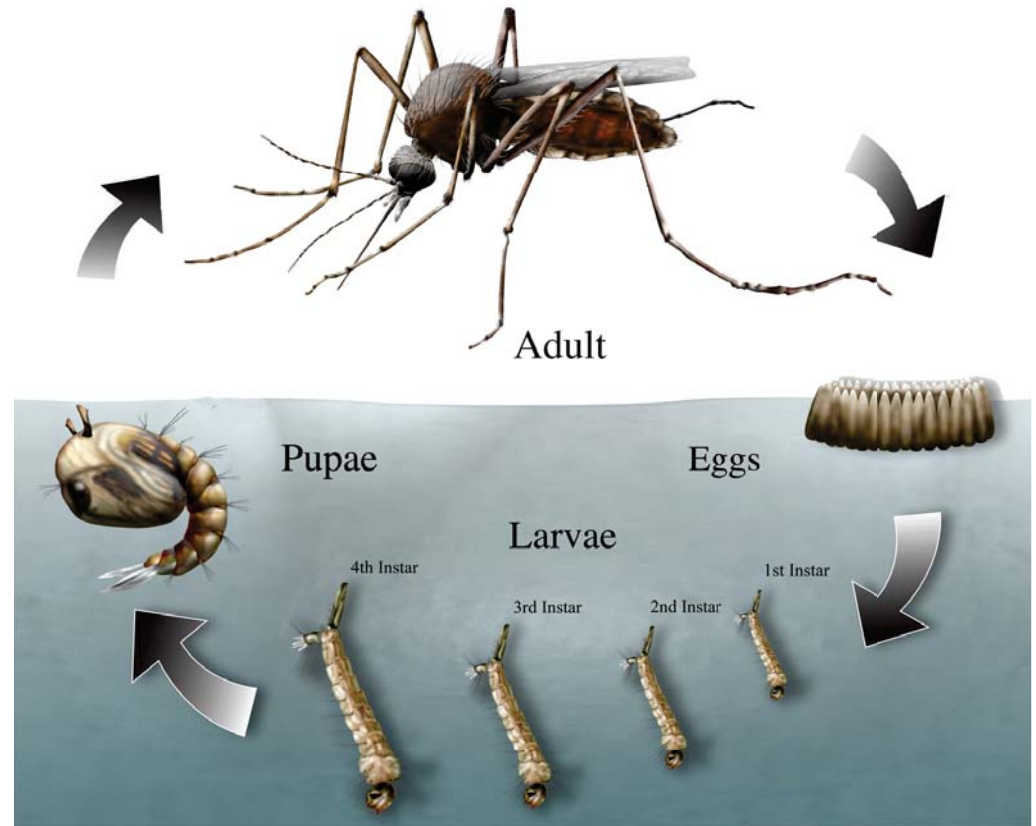
	<i>Culex</i>	<i>Aedes</i>
Breeding habits	Larger Sources	Backyard Sources
Biting habits	Bite at dusk and dawn, prefer birds	Bite during day, prefer mammals
Eggs	Eggs laid in rafts, require water	Individual eggs, viable for years in dry conditions
Breeding time	In as little as one week	In as little as one week
Where do they live	Outdoors	Indoor and Outdoors



Southern House Mosquito

CULEX QUINQUEFACIATUS

Life Cycle

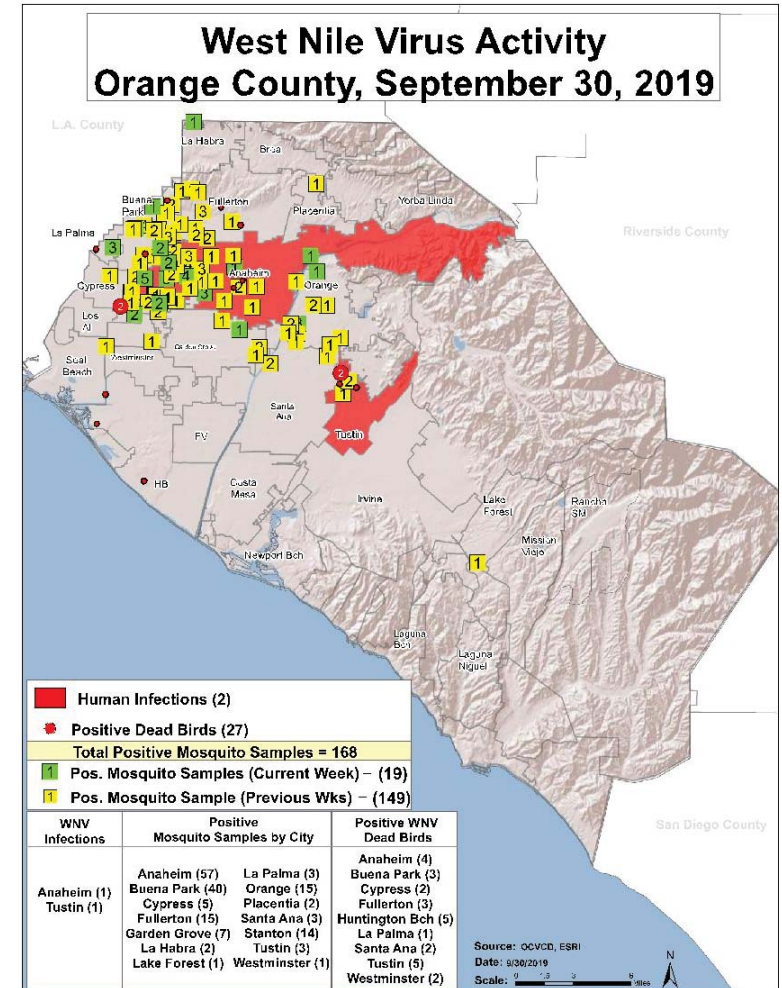


West Nile Virus in OC in 2019

- 168 mosquito samples tested

Positive for WNV

- 5 WNV Human Case
- 27 birds tested positive for WNV

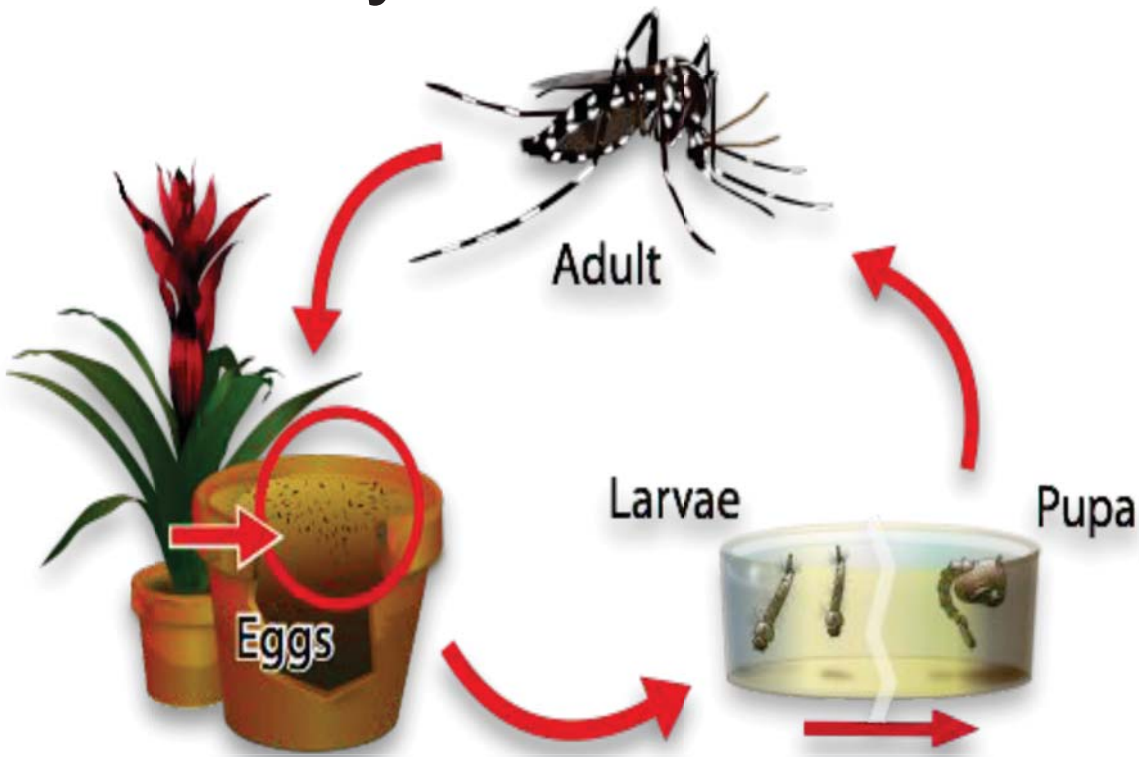


- Not native to California
- Black and white bands across body
- Aggressive day-time biters
- Breed indoors and outdoors
- Capable of transmitting:
 - ✓ Zika
 - ✓ Dengue fever
 - ✓ Chikungunya fever
 - ✓ Yellow fever
 - ✓ West Nile virus
 - ✓ Dog Heartworm



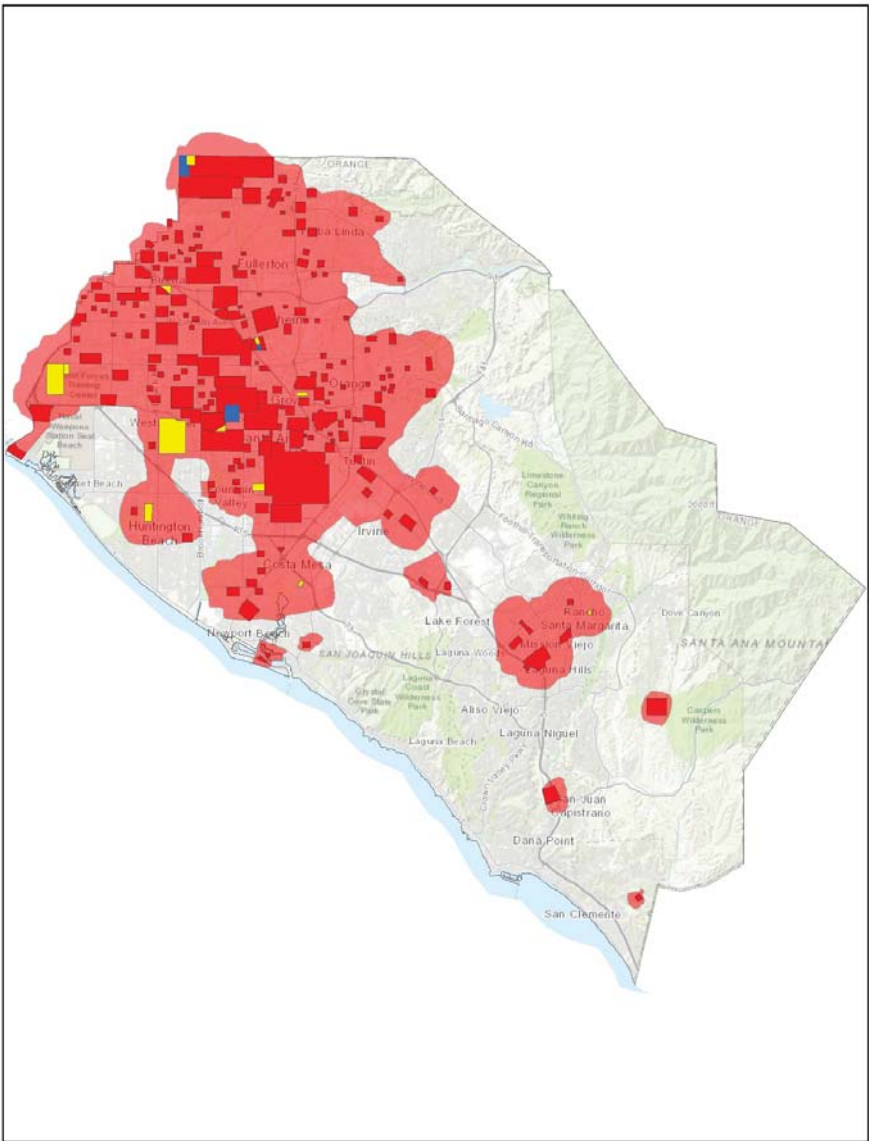
Invasive *Aedes* mosquito

Life Cycle of the Invasive Aedes



- Mosquitoes can complete their life cycle in about 5-7 days.
- Mosquitoes need stagnant water to go through their life cycle.
- Eggs can survive without water for several years.

Impacts to Orange County



2016 = 3,500 acres or 5.0 sq miles

2017 = 17,000 acres or 26 sq miles

2018 = 45,600 acres or 71 sq miles

2019 = 67,633 acres or 105 sq miles

2020 = 89,666 acres or 140 sq miles

Livable area of Orange County =
320,000 or 500 sq miles

*Predictions use current data and reasonable assumptions that conditions will not change significantly in the future.

Invasive Mosquito Breeding



Educate residents:

(Vector control can provide brochures or other visual for HOAs)

- Do not to grow plants in water-filled buckets or vases - even indoors.
- Remove saucers from under potted plants.
- Remove bromeliads and other plants that naturally hold water from your yard or patios
- Scrub outdoor containers that have held water with hot, soapy water to kill mosquito eggs. Store in a dry place.

Helpful Hints for HOA crews

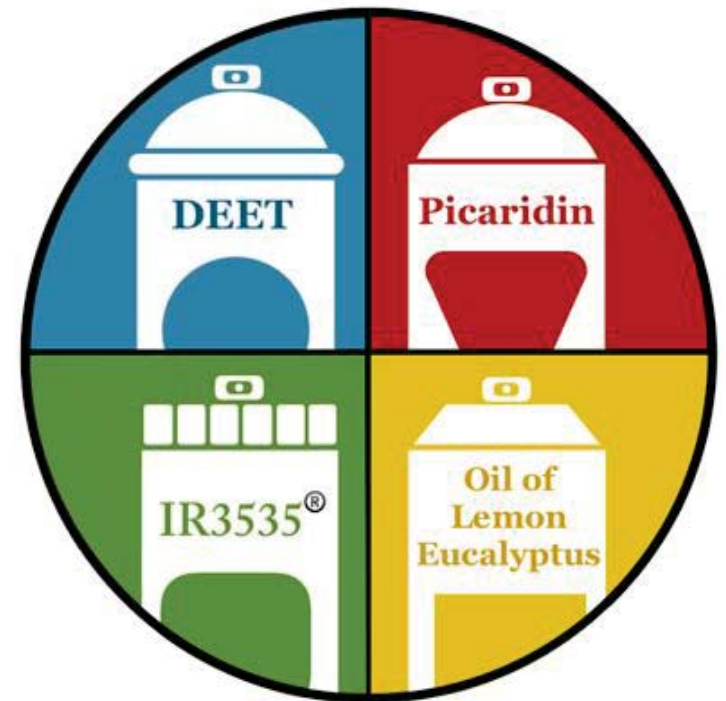
Make sure maintenance staff is taking necessary precautions:

- Clear any debris in waterways/channels, gutters and maintains any natural or manmade ponds, fountains or water features on the property.
- Remove bromeliads and other plants that naturally hold water from your landscape.



Working Together

- Talk to your neighbors/community
- Mosquito control is a shared responsibility
- Shared messaging to the community
- Shared responsibility in source reductions
- Use EPA Registered Repellants repellent when outdoors.



Recommendations

- Dump and drain any containers filled with water at least once a week
- Dump water from potted plant saucers
- Close all unscreened doors and windows to prevent mosquitoes from entering the home
- Reduce outdoor activity during peak mosquito (dusk & dawn)
- Wear long sleeve shirts and long pants, and opt for lighter-colored clothing
- Wear repellent containing DEET®, Picaridin, IR3535, or oil of lemon eucalyptus



TIP, TOSS, TAKE ACTION!



Lora Young, Director of
Communications

lyoung@ocvector.org

(714) 971- 2421 x 115

www.ocvector.org

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RESOLUTION 90-20-xx
GRF Committee Appointments

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

Business Planning Committee

~~Pat English, Chair (GRF)~~

Bunny Carpenter (GRF)
Yvonne Horton (GRF)
Jon Pearlstone, (Third)
Steve Parsons (Third)
Lynn Jarrett, Alternate (Third)
Sue Margolis (United)
Manuel Armendariz (United)
Brian Gilmore, Alternate (United)
Al Amado, (Mutual 50)

Community Activities Committee

~~Joe Fitzekam, Chair (GRF)~~

Bunny Carpenter (GRF)
Yvonne Horton (GRF)
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,
Bunny Lipinski, Susan Hemberger

Finance Committee

~~Pat English, Chair (GRF)~~

Judith Troutman, Chair (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)

Advisor: Rosemarie diLorenzo

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)

Maintenance & Construction Committee

Egon Garthoffner, Chair (GRF)

~~Bert Moldow (GRF)~~

Jim Matson (GRF)

~~Joe Fitzekam (GRF)~~

~~Judith Troutman, Alternate (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)
~~Ryna Rothbert (Mutual 50)~~
~~Inesa Nord-Leith, (Mutual 50)~~

Clubhouse 1 Renovation Ad Hoc Committee (New)

~~Joe Fitzekam, Chair (GRF)~~
Egon Garthoffner, Chair (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)
Vacant (Third)
Vacant (Third)
Andre Torng (United)
Sue Margolis (United)
Brian Gilmore, Alternate (United)

OTHER COMMITTEES:

Laguna Woods Village Traffic Hearings

(Chair will alternate between Boards)

~~Yvonne Horton (GRF)~~

~~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

Elizabeth Roper (United)

Peggy Moore (Third)

RESOLVED FURTHER, that Resolution 90-20-25 adopted June 2, 2020, is hereby superseded and cancelled; and

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

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RESOLUTION 90-20-31
GOLDEN RAIN FOUNDATION OF LAGUNA WOODS
BOARD RESOLUTION REGARDING THE ADOPTION OF
TEMPORARY COVID-19 RULES ON AN EMERGENCY BASIS IN LIGHT OF COVID-19

RECITALS

WHEREAS, the Board of Directors (“Board”) of the Golden Rain Foundation of Laguna Woods (“GRF”) held a duly called emergency meeting on June 26, 2020 at which a quorum of the Board was present.

WHEREAS, the meeting of the Board was held on an emergency basis pursuant to California Civil Code Section 4923, as unforeseen circumstances require immediate attention and action by the Board where notice for such meeting was impractical.

WHEREAS, a majority of the members of the Board determined that in accordance with California Civil Code Section 4360(d), immediate rule changes are required to address the temporary, restricted use of GRF’s Community Areas and Community Facilities in light of the ongoing threat of public health to the GRF’s members in light of the current and ongoing “Covid-19” disease outbreak and global health pandemic (the “Disease”).

WHEREAS, in light of ongoing health concerns relating to the transmission of the Disease and the ease with which it spreads, the State of California has mandated that all persons be required to wear a cloth face covering while not within their homes.

WHEREAS, the Temporary COVID-19 Rules shall be adopted on an emergency basis, without notice or a member review and comment period, in accordance with California Civil Code Section 4360(d) and shall be effective for one hundred twenty (120) days, unless the Board modifies or rescinds the Temporary COVID-19 Rules on an earlier date pursuant to formal Board action. It is understood that the conditions and general health advice pertaining to the Disease may change from time to time and at any time; as such, the Board acknowledges that future changes to the Temporary COVID-19 Rules may be required and shall be reasonably made, as applicable, within the Board’s discretion.

WHEREAS, the Temporary COVID-19 Rules shall be hereby adopted pursuant to this Resolution and shall be deemed an effective governing document and effective operating rules for GRF.

RESOLUTION

IT IS HEREBY RESOLVED that the foregoing recitals are incorporated into and made a part of this Resolution.

IT IS HEREBY FURTHER RESOLVED that the Temporary COVID-19 Rules are hereby adopted on an emergency basis in accordance with California Civil Code Section 4360(d). A copy of the Temporary COVID-19 Rules is enclosed with this Resolution and incorporated into and made a part of this Resolution in their entirety.

IT IS HEREBY FURTHER RESOLVED that, a copy of this Resolution and the Temporary COVID-19 Rules shall be distributed and/or posted in a manner deemed suitable by the Board to adequately notify GRF's membership.

**CERTIFICATE OF SECRETARY
OF
GOLDEN RAIN FOUNDATION OF LAGUNA WOODS**

I, the undersigned, do hereby certify that:

1. I am the duly appointed and acting Secretary of Golden Rain Foundation of Laguna Woods, a California nonprofit mutual benefit corporation; and
2. The foregoing Resolution of the Board of Directors of Golden Rain Foundation of Laguna Woods was approved by a majority of a quorum of the Board members during a duly held emergency Board meeting held on June 26, 2020.

IN WITNESS WHEREOF, I have hereunto subscribed my hand this ____ day of _____, _____.

By: _____

Name: _____

Title: Secretary



Joint Resolution and Emergency Rules and Emergency Fine and Collection Policy

Item	Description
1 Face coverings in public areas: Owners/Shareholders	<ul style="list-style-type: none">• Require face coverings in Village public areas, including:<ul style="list-style-type: none">○ Every public area within the Village (sidewalks, streets, parking lots, open areas, creek areas), including walking to and from manor, car, mailbox, laundry room, etc. Car interiors are not considered public areas.○ Exception pursuant to state law: For active exercise within conditionally opened sports areas, specifically on golf courses, tennis/pickleball/paddle tennis courts, lawn bowling greens and in swimming pools when 6-foot social distancing requirement is met. Refer to GRF procedures pertaining to conditional reopening of these facilities for more information;○ Exception pursuant to state law: Children 2 years of age and younger;○ Exception pursuant to state law: Persons with a medical or mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated or otherwise unable to remove a face covering without assistance. These individuals are required to wear face shield within Village if possible; and○ Exception pursuant to state law: Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication. These individuals are required to wear face shield within Village if possible.• Face covering: Material that is worn covering the nose and mouth. Face shields are not acceptable when worn without appropriate face covering.• Penalty owner/shareholders: There will be escalating fines based on number of violations.<ul style="list-style-type: none">○ First violation: Fine \$50○ Second violation: Fine \$100○ Third violation: Fine \$250

Item	Description
	<ul style="list-style-type: none"> • Suspension of privileges/rights: Suspension of membership privileges for a period of up to 30 days for a single noncontinuing violation. Membership privileges for any continuing violation may be suspended for so long as such continuing violation exists and remains uncured. • Hearing process: In accordance with Davis-Stirling Act.
2 Face covering check at gates in guest lanes	<ul style="list-style-type: none"> • Require each driver and passenger entering Village in guest lane to demonstrate possession of face covering. • Deny access to drivers and passengers who do not have face coverings for each occupant in vehicle.
3 Face coverings in public areas: Contractors (private and VMS), service providers, visitors	<ul style="list-style-type: none"> • Require face coverings in Village public areas, including: <ul style="list-style-type: none"> ○ Every public area within Village (sidewalks, streets, parking lots, open areas, creek areas), including walking to and from manor, car, mailbox, laundry room, etc.; and ○ For contractors and service providers: When loading and unloading vehicles, carrying tools and equipment to manor, taking breaks and similar activities. ○ USPS employees must adhere to Postal Service policy, which requires employees to wear face coverings in areas where state and local governments have ordered or directed people to wear face coverings. • Penalty for violations by contractors, service providers, visitors: <ul style="list-style-type: none"> ○ First violation: Village access suspended 14 days ○ Second violation: Village access suspended 30 days ○ Third violation: Village access Village suspended 60 days

Item	Description
4 Large gatherings	<ul style="list-style-type: none"> • Prohibit large gatherings in any open space; large gatherings defined as greater than 10 people. • Penalty residents: There will be escalating fines based on number of violations. <ul style="list-style-type: none"> ○ First violation: Fine \$50 ○ Second violation: Fine \$100 ○ Third violation: Fine \$250 • Suspension of privileges/rights: Suspension of membership privileges for a period of up to 30 days for a single noncontinuing violation. Membership privileges for any continuing violation may be suspended for so long as such continuing violation exists and remains uncured. • Hearing process: In accordance with Davis-Stirling Act.
5 In-person meetings	<ul style="list-style-type: none"> • Prohibit in-person board, committee, IDR and other meetings and hearings. All in-person Village-related meetings will be prohibited until further notice, and all required meetings will be conducted virtually. Staff will advise as circumstances change in accordance with federal, state and county guidelines. Adjustment to this provision does not require a written update to this policy.
6 Indoor activities	<ul style="list-style-type: none"> • Prohibit indoor activities at all community centers, GVA recreation rooms, etc.
7 Temperature checks: Community Center	<ul style="list-style-type: none"> • Maximize number of Community Center employees who telecommute; limit number of Community Center employees who must be present on any given day. • Require temperature checks of employees entering Community Center. • Deny access to employees with temperature greater than 100.4 degrees pursuant to CDC guidelines.
8 Temperature checks: Contractors (private and VMS) and service providers	<ul style="list-style-type: none"> • Require contractors and service providers to require daily employee temperature checks as part of their pandemic response plans prior entering Village. • Contractors and service providers must not send employees to Village when temperatures exceed 100.4 degrees pursuant to CDC guidelines.

Timeline

- Effective date: Monday, June 29, 2020
- Warning period: Monday, June 29, to Sunday, July 5, 2020
- Enforcement begins: Monday July 6, 2020s
- Duration: Maximum of 120 days from effective date

Enforcement Notes

- Citations will be issued to violators as residents of United Mutual, Third Mutual or Mutual No. Fifty regardless of violation location.
- Hearing will occur in accordance with Davis-Stirling Act.
- United Mutual, Third Mutual or Mutual No. Fifty would take responsibility for levying of fines and suspension of cable television service for nonpayment.
- GRF would take responsibility for suspension of privileges/rights as part of any continuing violation.

Disclaimer

- This policy is intended to reduce risk of exposure to the COVID-19 virus, but is not a guarantee of your safety. Residents should use their own good judgment in determining the amount of risk of exposure in using any shared facilities or amenities. Risk of exposure involves many factors out of the control of the Village corporations and management, including the compliance (or noncompliance) and safe/unsafe behavior of others using the same facilities or amenities.
-

STAFF REPORT

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

RECOMMENDATION

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

BACKGROUND

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

DISCUSSION

A working group of board members has been collaborating with legal counsel to develop board meeting rules that facilitate effective, efficient and orderly board meetings for the benefit of the community. The proposed rules outline what is expected of those attending 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 Directors and all others in attendance at Board meetings as to what is expected of all attending Board meetings, and how attendees are expected to conduct themselves. 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, location, and agenda 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 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., except in case of emergency requiring meeting to be held by video or telephone conference.

B. Special Meeting or Altering Location, Date or Time

If a special Board meeting is called or if the location, date, time, or agenda of a Board meeting is to be changed, all Members will be notified at least four days prior to the meeting by posting in the Community Center and on the Village web site, except in case of emergency or compliance with Civil Code 4930(d). 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 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 Mutual Members.
- c) Any requested agenda topic may be rejected or deferred under Rule D(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.

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.

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 (including 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. 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.
4. 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.”

5. A committee request for action shall be placed by the Chair or staff on the agenda, unless it is subject to rejection or deferral under Rule D(3).
6. A Committee Chair or designee may present an oral summary of a written 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 will be presented at the Board meeting.

F. Open Forum

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

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

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

- a) Open Forum is only for Mutual Members. During Open Forum, a Member may speak to the Board on any topic not on the agenda. 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, 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 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 during 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 and submitted a speaker form may speak for up to three (3) minutes on the agenda item when called upon.
- 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 Additional Open Forum will not be conducted will not be offered on Consent Calendar items, Committee Reports, or on topics upon which a topic upon which a motion which was not made or on a motion which did not receive a second. Members may be called upon to speak on the agenda item only after the Directors have had an opportunity for initial deliberation upon the subject.

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 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 only those topics on the agenda, except for emergency matters, and after 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 ~~when by amendment in which~~ the author of the original motion and the maker of the second to the 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 and Committee Member Comments During Meetings

- The statements, remarks, or comments of Directors, committee members, staff, consultants or other guests during Board or Committee Meetings or as written in committee reports are not comments of GRF and only the speaker's or author'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.

IV. CLOSED SESSION HEARINGS

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

A. Notification

If GRF is considering discipline or pursuing a reimbursement claim against a Member, it will first provide written notification to the Member, of a hearing to be held by the Board to consider the matter, at least fifteen days after the date the notification is sent to the Member (Bylaw 4.6.1). The notification will inform the Member the nature of the alleged violation or reimbursement claim.

B. Attendance

A Member being considered for discipline or a reimbursement claim may respond in writing or 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 Member complaining of a violation resulting in a hearing will not be permitted to attend or hear the Board's deliberation or the presentation by the Member being considered for discipline.

C. Addressing the Board

1. A Member being considered for discipline or reimbursement claim may speak to the Board for a maximum of ten minutes.
2. 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.
3. If a Member brings supporting witnesses, an additional five minutes can be added to the member's time.
4. A Member complaining to the Board may address the Board for a maximum of five minutes.
5. Members addressing the Board should be prepared and organized for the hearing, to maximize their allotted time.

D. The Board's Decision

Following the hearing, the Board shall determine in good faith and in a fair and reasonable manner whether the Member should be disciplined or should reimburse GRF for common area damage. The Board will not suspend the voting rights of a Member so long as it is barred by Civil Code 5105(g)(1). The decision of a majority of a quorum of the Board shall be final. 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.

E. Limitation on Challenge

Any action challenging a disciplinary action or reimbursement determination taken against a Member must be commenced within one year after the effective date of the decision. (Bylaw 4.6.4).

Rules adopted on August 4, 2020 by the Board of Directors.

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GOLDEN RAIN FOUNDATION **RULES FOR BOARD MEETINGS**

I. INTRODUCTION

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

These Rules inform Directors and all others in attendance at Board meetings as to what is expected of all attending Board meetings, and how attendees are expected to conduct themselves. 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, location, and agenda 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 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., except in case of emergency requiring meeting to be held by video or telephone conference.

B. Special Meeting or Altering Location, Date or Time

If a special Board meeting is called or if the location, date, time, or agenda of a Board meeting is to be changed, all Members will be notified at least four days prior to the meeting by posting in the Community Center and on the Village web site, except in case of emergency or compliance with Civil Code 4930(d). 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 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 Mutual Members.
- c) Any requested agenda topic may be rejected or deferred under Rule D(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.

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.

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 (including 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. 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.
4. 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.”

5. A committee request for action shall be placed by the Chair or staff on the agenda, unless it is subject to rejection or deferral under Rule D(3).
6. A Committee Chair or designee may present an oral summary of a written 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 will be presented at the Board meeting.

F. Open Forum

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

1. Time for Open Forum. Open Forum will normally occur at the early portion of Board meetings. The agenda may also provide for a second Open Forum time at the end of the agenda. The Board may by motion re-open Open Forum on a specific agenda item, or reschedule Open Forum within the agenda.

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

- a) Open Forum is only for Mutual Members. During Open Forum, a Member may speak to the Board on any topic not on the agenda. 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, 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 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 during 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 and submitted a speaker form may speak for up to three (3) minutes on the agenda item when called upon.
- c) A Member (or co-Owner of a Member) shall only speak once on a given 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.
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- 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 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.

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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.

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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.

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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 only those topics on the agenda, except for emergency matters, and after 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 when the author of the original motion and the maker of the second to the motion consent 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 and Committee Member Comments During Meetings

- The statements, remarks, or comments of Directors, committee members, staff, consultants or other guests during Board or Committee Meetings or as written in committee reports are not comments of GRF and only the speaker's or author'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.

IV. CLOSED SESSION HEARINGS

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

A. Notification

If GRF is considering discipline or pursuing a reimbursement claim against a Member, it will first provide written notification to the Member, of a hearing to be held by the Board to consider the matter, at least fifteen days after the date the notification is sent to the Member (Bylaw 4.6.1). The notification will inform the Member the nature of the alleged violation or reimbursement claim.

B. Attendance

A Member being considered for discipline or a reimbursement claim may respond in writing or 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 Member complaining of a violation resulting in a hearing will not be permitted to attend or hear the Board's deliberation or the presentation by the Member being considered for discipline.

C. Addressing the Board

1. A Member being considered for discipline or reimbursement claim may speak to the Board for a maximum of ten minutes.
2. 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.
3. If a Member brings supporting witnesses, an additional five minutes can be added to the member's time.
4. A Member complaining to the Board may address the Board for a maximum of five minutes.

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

D. The Board's Decision

Following the hearing, the Board shall determine in good faith and in a fair and reasonable manner whether the Member should be disciplined or should reimburse GRF for common area damage. The Board will not suspend the voting rights of a Member so long as it is barred by Civil Code 5105(g)(1). The decision of a majority of a quorum of the Board shall be final. 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.

E. Limitation on Challenge

Any action challenging a disciplinary action or reimbursement determination taken against a Member must be commenced within one year after the effective date of the decision. (Bylaw 4.6.4).

Rules adopted on August 4, 2020 by the Board of Directors.

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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, August 4, 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--
Revised June 2, 2020--Revised Reintroduced July 7, 2020

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

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STAFF REPORT

DATE: July 7, 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 [locked](#) 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 vehicle 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 determined 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 are excluded from the vehicle due to a direct threat may request an administrative appeal by contacting Village Management Services Inc. Transportation at 949-597-4659

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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, July 7, 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
28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied.

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STAFF REPORT

DATE: July 7, 2020
FOR: Board of Directors
SUBJECT: Reschedule Tuesday, November 3, 2020, Regular Meeting to Wednesday, November 4, 2020

RECOMMENDATION

That the Board adopt the attached Resolution rescheduling the Tuesday, November 3, 2020, regular meeting to Wednesday, November 4, 2020.

BACKGROUND

Section 6.5.3 of the Golden Rain Foundation Bylaws states in part that “regular meetings of the Board of Directors shall be held on the first Tuesday of each month at 9:30 a.m., unless otherwise scheduled by an adopted Resolution.”

DISCUSSION

The November 2020 regular meeting of the Board of Directors of this Corporation scheduled for Tuesday, November 3, 2020, conflicts with the date selected for the 2020 Election Tabulation Meeting for Third Laguna Hills Mutual and United Laguna Woods Mutual. As such, the proposed resolution would reschedule the November regular meeting to Wednesday, November 4, 2020, at 9:30 a.m. in the Laguna Woods Village Community Center Board Room, 24351 El Toro Road.

FINANCIAL ANALYSIS

None.

Prepared By: Siobhan Foster, COO

ATTACHMENT

ATT 1: Resolution 90-20-XX

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RESOLUTION 90-20-XX

**Reschedule Tuesday, November 3, 2020, Regular Meeting to Wednesday,
November 4, 2020**

WHEREAS, pursuant to Section 6.5.3 of the Golden Rain Foundation Bylaws, regular meetings of the Board of Directors shall be held on the first Tuesday of each month at 9:30 a.m., unless otherwise scheduled by an adopted Resolution; and

WHEREAS, the November 2020 regular meeting of the Board of Directors of this Corporation scheduled for Tuesday, November 3, 2020, conflicts with the date selected for the 2020 Election Tabulation Meeting for Third Laguna Hills Mutual and United Laguna Woods Mutual.

NOW THEREFORE BE IT RESOLVED, July 7, 2020, the Board of Directors of this Corporation hereby approves that the November regular meeting of the Board of Directors of this Corporation shall be held on Wednesday, November 4, 2020, at 9:30 a.m. in the Laguna Woods Village Community Center Board Room, 24351 El Toro Road.

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.

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STAFF REPORT

DATE: July 7, 2020
FOR: Board of Directors
SUBJECT: 2020 Election Schedule and Inspector of Election Services

RECOMMENDATION

Approve the proposed 2020 election schedule and appoint UniLect Corporation as the Inspector of Election for the Election of Directors.

BACKGROUND

The rules require the association to select an independent party as inspector of elections. The Inspector of Elections performs several tasks during an election, including but not limited to print, collate, mail, receive, register, store and safeguard secret ballots and required inner (ballot envelope) and outer envelope (mailing envelope) and provide election day services such as ballot counting, tabulation, validation, and certification of election results.

Section 5.3 of the GRF Bylaws stipulates in part that the annual meeting of Corporate Members shall be held on the second Wednesday of November of each year at 10:00 A.M. unless the Board of Directors fixes another time and/or date and so notifies the Corporate Members as provided in Section 5.4 of the Bylaws. If the scheduled annual meeting falls on a legal holiday, the annual meeting will be held on the next business day at the same time and place. This year, Veteran's Day holiday falls on the second Wednesday of November, therefore, the annual meeting will be held on Thursday, November 12, 2020 at 10:00 A.M.

DISCUSSION

The proposed 2020 election schedule has been reviewed by legal counsel and details the dates upon which action must be taken by staff and the Inspector of Elections to comply with the adopted election rules. Key milestones include the following:

Milestone	Date
Nominations open	September 11, 2020
Nominations close	September 23, 2020
Mail ballot package	October 12, 2020
Ballots due	November 12, 2020
Annual meeting of Corporate Members	November 12, 2020

Following an extensive search to identify a specialized contractor that has proven expertise with homeowner association elections and Davis-Stirling Act compliance, UniLect Corporation was appointed as Inspector of Election for the 2019 annual election. Based on the firm's satisfactory performance, staff recommends that the board appoint UniLect Corporation to again serve as Inspector of Election in 2020.

FINANCIAL ANALYSIS

The proposal submitted by UniLect Corporation for the 2020 Election of the Directors is \$1,200. Funding for the annual Election of the Directors is included in the annual operating budget.

Prepared By: Siobhan Foster, COO

Reviewed By: Cheryl Silva, Corporate Secretary

ATTACHMENT(S)

ATT 1: 2020 Election Schedule

ATT 2: Resolution 90-20-XX, Approve Inspector of Election Services

**ELECTION SCHEDULE
2020**

GOLDEN RAIN FOUNDATION	
Appoint Inspectors of Election	7/7/2020
Annual Meeting Notice	8/14/2020
Candidate Nominations Open	9/11/2020
Nominations Close (including self nominations) (5:00 PM)	9/23/2020
Candidate Statement Due (300 Words)	9/23/2020
Meet the Candidates	10/9/2020
Replay Meet the Candidates	10/16/20 & 10/30/20
Distribute Ballot Package	10/12/2020
Notice of Organizational Meeting and Agenda	11/5/2020
Ballots Due Back 8:00 a.m.	11/12/2020
Counting of Ballots by Inspectors of Election	11/12/2020
Annual Meeting Date	11/12/2020 10:00 A.M. BOARD ROOM
Organizational Meeting	11/12/2020

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RESOLUTION 90-20-XX
APPROVE INSPECTOR OF ELECTION SERVICES

WHEREAS, Civil Code §5110 and Corporations Code §7416 requires an association to select an independent third party as an inspector of elections; and

WHEREAS, for transparency purposes and due to the number of ballots received it is necessary to contract for an Inspector of Elections; and

WHEREAS, an Inspector of Elections is used, among other tasks, to print and mail voter packages, inspect and tabulate ballots, and certify results.

NOW THEREFORE BE IT RESOLVED, July 7, 2020, that the Board of Directors of Golden Rain Foundation hereby approves single-sourcing a contract to UniLect to perform Inspectors of Election services for the 2020 Annual Meeting of the Corporate Members.

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

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STAFF REPORT

DATE: July 7, 2020
FOR: GRF Board of Directors
SUBJECT: GRF Recreation Department Policy: Small Clubs Fee Amendment

RECOMMENDATION

Recommend that the board of directors adopt Resolution 90-20-xx authorizing a reduction in the annual fee for small clubs from \$50 to \$25.

BACKGROUND

Laguna Woods Village has 254 registered clubs within the community. Village clubs are afforded a variety of privileges upon approval of the Recreation and Special Events Department including priority rollover reservations, flyer postings at clubhouses, Village website use (club page, event calendar, Village news), free Globe submissions, Village Television air time, message board use and club storage (excluding Clubhouse 2).

At the May 9, 2019 CAC meeting a policy review committee was formed to review and provide GRF Recreation Department policy recommendations to the CAC at the July 2019 meeting. One of the committee recommendations was to implement a processing fee to offset administrative costs associated with club support (Attachment 1).

On September 3, 2019, the board of directors adopted RESOLUTION 90-19-39, GRF Recreation Department Policy Revision: Clubs/Groups/Organizations (Attachment 2).

At the February 20, 2020 Club President's Meeting, small Village clubs with a small number of members expressed concern about the financial implications of the \$50 club fee. Club presidents urged GRF to reconsider the fee.

DISCUSSION

At the May 14, 2020 CAC meeting, the committee directed the Recreation and Special Events Department to reduce the annual club fee for those with less than 50 members ("small clubs") from \$50 to \$25. Of the 254 registered clubs, 136 have less than 50 members (Attachment 3).

To date, 93 clubs have paid the \$50 annual fee, including 41 small clubs. The 41 small clubs would be entitled to a \$25 refund if the proposed fee adjustment is approved by the board of directors.

FINANCIAL ANALYSIS

The \$50 club fee generates \$12,700 in revenue for GRF annually. The proposed reduction in the club fee for small clubs would reduce annual revenue to approximately \$9,300, a decrease of \$3,400.

Annual Clubs/Groups/Organizations Fee	Clubs	Revenue
Clubs with 49 or less members - \$25	136	\$3,400
Clubs with 50 or more members - \$50	118	\$5,900
Total Anticipated Revenue	254	\$9,300

Prepared By: Jennifer Murphy, Recreation Manager

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

ATTACHMENT(S)

ATT1: GRF Recreation Department Policy: Clubs/Groups/Organizations

ATT2: RESOLUTION 90-19-39

ATT3: Club Membership

ENDORSEMENT (to board)

GRF Recreation Department Policy Small Clubs Fees Amendment

The committee reviewed a staff report and endorsement from the CAC committee on creating a small club registration fee. A motion was made by Director Carpenter to endorse the CAC Committee recommendation to reduce the annual registration fee for small clubs from \$50 to \$25. By a vote of 5-0-3, the motion passed.



Community Activities Committee (CAC)

ENDORSEMENT (to board)

GRF Recreation Department Policy Small Clubs Fees Amendment

The committee reviewed a staff report recommending that the board of directors approve the proposal to amend the GRF Recreation Department Policy for Clubs/Groups/Organizations to reduce the annual fee for clubs with less than 50 members ("small clubs") from \$50 to \$25. Motion was made to approve the recommendation that the board of directors approve the proposal to amend the GRF Recreation Department Policy for Clubs/Groups/Organizations to reduce the annual fee for clubs with less than 50 members ("small clubs") from \$50 to \$25. Motion passed unanimously.

Golden Rain Foundation Recreation Department Policy Clubs/Groups/Organizations

A. General

1. Residents requesting to form a club/group/organization must first submit a request form to Recreation Staff stating the purpose and/or objective of the proposed club/group/organization and the full names, signature, address and telephone number of 20 Residents requesting membership in the new club/group/organization.
2. Club status is limited to 250 clubs/groups/organizations; additional inquiries will be placed on a waitlist until space becomes available.
3. Compliance with GRF rules, policies and procedures, including the guest policy, must be a condition for membership in the club/group/organization.
4. The club/group/organization must be organized for educational, social, cultural, recreational or other nonprofit purposes. Activities geared towards minors are prohibited. All GRF policies supersede any written rules or governing documents of clubs/groups/organizations not directly in compliance with GRF policy.
5. The club/group/organization may not represent any business or commercial interest or activity and sales of products and/or services are strictly prohibited unless permitted by Recreation as a fundraiser.
6. Caterers, entertainers, speakers and instructors are permitted as service providers to the group, and they may provide business cards and contact information. No monetary transactions may take place within GRF's facilities with three exceptions:
 - a. Entertainers, speakers and instructors are allowed to sell the printed and/or recorded materials of their own creation during the event (for example, authors may sell their own books and entertainers may sell their audio/video recordings).
 - b. An entrance fee may be charged to cover the costs associated with an event.
 - c. Fundraising activities (see Page 8, Fundraiser).
7. The club/group/organization must be substantially supported by revenue from its members and from up to two Recreation Department-authorized fundraisers per calendar year (see Page 8, Fundraiser).
8. The club/group/organization must have a minimum of two executive club officers.
 - a. Which do not occupy the same residence.
9. Executive club officers must be a Resident of Laguna Woods Village.
 - a. One officer must be a Resident owner/shareholder.
10. The club/group/organization must have a minimum membership of 90 percent Laguna Woods Village Residents.
 - a. Nonresidents may participate as "guests" and must be accompanied by a Resident.
 - b. Nonresident members may not invite their own "guests."
11. An annual fee (refer to the GRF fee list), current membership roster and updated contact information must be submitted to the Recreation Department annually by March 31 to maintain club status.

12. All forms of club/group/organization publicity or advertising, unless more restrictively stated, must say "For Laguna Woods Village Residents and their guests only." Online publicity is permissible if the publicity is clear that the event is for Laguna Woods Village Residents and their guests only. Outside businesses, entertainers, caterers or speakers may not advertise Laguna Woods Village events.
13. Although GRF recognized clubs/groups/organizations are afforded promotional privileges by GRF, such organizations are entirely independent and therefore GRF assumes no liability for their acts.
14. The Recreation Department reserves the right to obtain financial information from any Laguna Woods Village club.

B. Fundraisers

1. Up to two GRF authorized fundraisers, per calendar year, are permitted for a club/group/organization.
2. Must be a GRF recognized club/group/organization hosting the event.
3. If fundraiser is for an outside organization the organization must be an IRS-recognized nonprofit organization such as 501(c) (3) qualified charitable nonprofit organization. A taxpayer ID number and letter of acknowledgement from the nonprofit organization is required.
4. Club/group/organization may sell products, hold silent auctions, fashion shows or events as approved by the Recreation Department.
5. Club/group/organization must complete a fundraiser agreement form 30 days prior to date of fundraiser event.

C. Room reservations

1. For general procedures, see Page 10, Room Reservations Recreation Department Policy.
2. Only executive club officers of a club/group/organization may check availability or make/change/cancel reservations on behalf of the club/group/organization.
3. A Laguna Woods Village club/group/organization may submit a request for a rollover reservation subject to:
 - a. The rollover must have a minimum of four identical reservations during the calendar year; all dates in the series must be for the same day of the month/week (such as first Tuesday, every Tuesday, etc.), at the same time and duration, and in the same room; no modifications (date, time, duration, location, etc.) are permitted.
 - b. No more than 104 rollover dates per club/group/organization.
 - c. A rollover processing fee will be applied to annual billing; in accordance with the GRF Fee list.
 - d. Cancellations are permitted but requestor must retain at least four reservations (if less than four, permanent reservation status will be forfeited for the next year).
 - e. Any new rollover reservation request or change to an existing rollover reservation for the following year must be received by March 15.
 - f. Rollover reservations are mailed out for review on August 1 and payment/signed rental agreement are due by September 15.
 - g. No refunds, credits or transfers of fees will be honored after a payment and signed rental agreement is received by the Recreation Department.

- h. Requestor may not have more than one Saturday night per month in a main lounge; no more than two Saturday nights may be held down as rollover reservations in any main lounge.
- i. Rollover reservations are not permitted in the Village Greens Facility.
- j. Lottery requests for religious holiday events take priority over club/group/organization rollovers and lottery requests.

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ATTACHEMENT 2

RESOLUTION 90-19-39

GRF Recreation Department Policy Revision: Clubs/Groups/Organizations

WHEREAS at the July Community Activities Committee (CAC) meeting, Staff recommended to approve staff recommendation to amend the GRF Recreation Department Policy as it pertains to clubs/groups/organizations;

WHEREAS Laguna Woods Village has 286 registered clubs within the community which are afforded a variety of privileges upon approval of the Recreation Department: priority rollover reservations, flyer postings at clubhouses, free Village website use (club page, event calendar, Village news), and free Globe submissions, Village Television air time, message board and club storage (excluding Clubhouse 2);

WHEREAS Club bookings make up the majority of reservations each year with 9,200 dates reserved vs. 4,485 dates reserved by private parties in 2019;

WHEREAS room availability is limited for private party reservations; members are turned away when inquiring about availability for memorials, birthdays and anniversaries;

WHEREAS at the May CAC meeting an Ad-Hoc review committee was formed to review and provide recommendations to the CAC at the July meeting;

WHEREAS proposed amendments to the current policy are: limit club status to 250 clubs/groups/organizations; initiate annual clubs/groups/organizations fee (\$50) to maintain club status; apply rollover processing fee (calculated by dates) to annual billing; limit rollover dates to 104 per club/group/organization (additional reservations are available through the standard lottery process); club activities, programs and events geared totally towards minors are prohibited;

WHEREAS limiting club status and applying rollover restrictions will free up approximately 477 rental slots for private party use and additionally, implementing a processing fee will offset incurred administrative costs;

WHEREAS anticipated annual revenue generated from proposed fees is \$20,750; and,

NOW THEREFORE BE IT RESOLVED, September 3, 2019, that the Board of Directors of this Corporation hereby adopts approval of staff recommendation to amend the GRF Recreation Department Policy as it pertains to clubs/groups/organizations;

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

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

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

Discussion ensued among the Directors.

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

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ATTACHEMENT 3

Club/Groups/Organizations Membership

1. 254 total clubs
2. 136 clubs have 49 or less members
3. 118 clubs have 50 or more members
4. 93 clubs have paid the \$50 fee for 2020 (highlighted yellow)

Club Name	Total Members
1. Harmony Guitar Club	6
2. Over Eaters Anonymous	6
3. Chess Club	8
4. Club For Creative Expression	9
5. Dance Club, Sequence Dance	10
6. Sew On Club	10
7. Book Club, Mystery	11
8. Bunco Group	12
9. Dance Club, Good Life	12
10. Dance Club, Pasara Dancing Club	12
11. Healthy Living	13
12. That's Entertainment!	13
13. Porcelain Artists Of Laguna Woods	14
14. Foundation	15
15. Aa Ladies Big Book	17
16. Roberts Rules Study Club	19
17. Yang Style Tai Chi Club	19
18. Acupuncture	20
19. Blus And White, Ensemble	20
20. Creative Arts Club	20
21. Dance Club, Country Music	20
22. Good Samaritan Mission	20
23. Happy Singing Club	20
24. Harmonica Club	20
25. Korean Men's Chorus Club	20
26. Lapidary Club	20
27. Mandarin Resident Supporting Club	20
28. Opera & Musical Guild	20
29. Our United Neighbors	20
30. Philippine American Society Of South Orange County	20
31. Shalom Club	20
32. Taiwan National University Alumni Club, Laguna Woods	20
33. Twilight Reader's Theater	20
34. Western Bluebird Club	20
35. Act Laguna Woods	21
36. Angels Joy	21

37. Harmonaires	21
38. Korean Auto Harp Club	21
39. P.E.O. Group	21
40. Professionals, Laguna Woods	21
41. Alzheimer's OC	22
42. Backgammon Club	22
43. Dance Club, Joyful Dance Club	22
44. Esther's Interview Club	22
45. Living Tree Club	22
46. Nazareth Bible Church	22
47. S.A.L.S.A. Club	22
48. Symphony, Laguna Woods Village	22
49. Dance Club, Village Rounders	23
50. Oc Village Peggers	23
51. Runs And Sets	23
52. Dance Club, International/Folk	24
53. Dance Club, Thai Chi	24
54. Korean Book Club	24
55. Dancers, Village Advanced Square Dancers	25
56. Grace Bible Study	25
57. Scottish Dance And Social Club	25
58. Car Club	26
59. Chinese Calligraphy Club	26
60. Dance 4 Fun Club	26
61. Drumming, Rythum Of Life	26
62. Gate 9 & 10 Neighbors And Friends	26
63. Active Wellness	27
64. Fatemiyeh	27
65. Sunshine Performance Club	27
66. Bridge Club, Happy	28
67. Dance Club, Village Round Club	28
68. Topic Masters	28
69. Aliso Creek Conservators	29
70. Chinese American Citizen Alliance	29
71. Hula Club	29
72. Calligraphy Club	30
73. Cribbage Club	30
74. Temple Judea Social And Cultural Club	30
75. All Musicians Club	31
76. Whole Food, Plant Based Lifestyle Club	32
77. African American Heritage Club, Laguna Woods	33
78. Alanon Family Groups	33
79. Astronomy Club	33
80. Chinese Mandarin Bible Study Group	33
81. Dance Club, Golden Girls	33

82. Financial Forum	33
83. Senior Singles, Saint Nicholas Parish	33
84. Snu (Seoul National University)	33
85. Writers Club	33
86. Dance Club, Evergreen	34
87. Narfe	34
88. Shuffleboard Association	34
89. String Band	34
90. Nutrition Club	35
91. Beaders, Village	36
92. Dream Choir Club	36
93. Golbung Patogh	36
94. Karaoke Club In Chinese	36
95. Dance Club, Kim's Line Dance	37
96. Book Club, Serious Readers	38
97. Discussion Club, Sunday	38
98. Kiwanis, Saddleback	38
99. Shakespeare And Modern Culture Society	38
100. Bicycle Club, Silverstreaks	39
101. Jewish Federation And Family Services Of Orange County	39
102. Circle Of Friends	40
103. Dance Club, Korean Traditional Dance& Drum	40
104. Funtastics	40
105. Gayomudae	40
106. Handbell Legacy Club	40
107. Pastor's Fellowship Club	40
108. Volleyball Club	40
109. Billiards Club (Ladies)	41
110. Cannabis Club, Village	41
111. Five Birds Archery	41
112. From The Wings	41
113. Lutheran Heritage Club	42
114. Meditation And Spirituality Club	42
115. Ukulele Club	42
116. Billiards Club	43
117. Dance Club, Tuesday Ballroom	43
118. The Woods Combo Jazz Club	43
119. Clown Alley, Senior	44
120. Dancers, Laguna International	44
121. Dance Club, Social Dance	45
122. Foodies	45
123. Publishing Club	45
124. Iranian Club	46
125. Rockin' Dance Club	46
126. Dance Club, Square Dance	47

127.	Holistic Inner Science Of Blissful Living	47
128.	Wellness In The Woods	47
129.	Aquadette	48
130.	Deluxe Night Club	48
131.	Hungarian American Club	48
132.	Radio Club, Amateur	48
133.	Spoken Word	48
134.	Aglow International	49
135.	First Christian Church	49
136.	Scrabble Group	49
137.	Bridge, Friends Of	50
138.	Jewish Cultural Club	50
139.	Tops	50
140.	Life After Life	52
141.	Rumi Book Club	52
142.	Vision Club	53
143.	Mantra Meditation Club	55
144.	Rummikub And Mexican Train Club	57
145.	Hikers Club	59
146.	Dance Club, Chinese	60
147.	Joyful Chorale	60
148.	Komedy Klub	60
149.	Quilter's Club, Crazy	60
150.	Students Of Unconditional Love	60
151.	Women's Connection Of Laguna Hills	60
152.	Rod And Gun Club	61
153.	Saddle Club	61
154.	Melody Makers	62
155.	Mind Reels-Films Of Innovative And Notable Women	64
156.	Security Officers' Club	64
157.	Aero – Space Club	65
158.	Dutch Of Fiz Music Club	65
159.	Travel With A Purpose, We	65
160.	Center For Spiritual Living	66
161.	Friends Of Laguna Canyon Foundation	66
162.	Yonsei University Alumni Club Of Laguna Woods (Yuac)	67
163.	Library, Village	70
164.	Hearing Well Club	71
165.	India Club	71
166.	Armed Forces Adoption Committee, Laguna Woods	74
167.	60 Is The New 40	75
168.	Japanese Culture Club	77
169.	American Italia Club	78
170.	Bridge, Progressive	78
171.	Baha'i Club	80

172.	Foreign Policy Association	80
173.	Daughters Of The British Empire	82
174.	Ocean Club	82
175.	Yacht Club	82
176.	Dance Club, Kathy's Ballroom And Line Dance	85
177.	History Club	85
178.	Ceramic Slipcasting Club	86
179.	Bunco Club	88
180.	Council Of Catholic Women	90
181.	Badminton Club	91
182.	Needleworks	91
183.	Rainbow Club	92
184.	Ewha Woman's Connection	95
185.	Dog Club, Laguna Woods	97
186.	Yoga Club, Gentle	102
187.	Aliso Club	106
188.	Golf Club, Women's 9 Hole	107
189.	Club 6 Line Dance	108
190.	Cantonese Club	110
191.	National Council Of Jewish Women	110
192.	Theatre Guild	110
193.	Players Club	111
194.	Paddle Tennis	112
195.	O.R.T., America	115
196.	Dance Club, Ballroom	116
197.	Potters & Sculptors Club	121
198.	Lovers Of Music	122
199.	College Club	125
200.	Garden Centers Club	128
201.	New Jersey Club	129
202.	Investment Club	130
203.	Lovers Of Barbershop Harmony	130
204.	One Ten Club	131
205.	Rv Wheelers Club	131
206.	Archery Club, Laguna Woods	132
207.	Korean American Choir	132
208.	Seoul National University Alumni Club, Laguna Woods	132
209.	Old Pros	134
210.	American Legion Post 257	140
211.	Garden Villa Association	140
212.	Cat Club	146
213.	The Village Church At Laguna Woods Village Assembly	146
214.	Hadassah	147
215.	Joyful Christian Church	150
216.	Tgif Social Club	150

217.	Praise Dance	151
218.	Dance Club, American Ballroom	152
219.	Garden Club	156
220.	Golf Club, Women's 18 Hole	172
221.	Golf Club, Men's 9 Hole	173
222.	Lawn Bowling Club	176
223.	Association Of Condos And Co-Ops	198
224.	Bocce And Social Club	200
225.	Democratic Club	206
226.	Camera Club	207
227.	Discovering Documentary Film Club	249
228.	New York Club	253
229.	Chabad Jewish Center	262
230.	Republican Club	266
231.	Wine Lovers	275
232.	Tennis Club	281
233.	Art Association	284
234.	Video Club	295
235.	Taiwanese Club	301
236.	Gate 11 Club	326
237.	Reform Temple, Laguna Woods	337
238.	Pickle Ball Club	342
239.	Tea Party Sentinels Club	350
240.	Concerned Citizens	365
241.	Golf Club, Men's 18 Hole	380
242.	Saddleback Church Of Laguna Woods	400
243.	California Club	405
244.	Rock 'N Rollers	410
245.	Computer Club, Mac	419
246.	Chicago Club	423
247.	Table Tennis Club	448
248.	Chinese American Club	511
249.	Baby Boomers	535
250.	Computer Club, Pc	600
251.	Bridge , Duplicate	625
252.	Community Concerts	826
253.	Film Club	1,252
254.	Korean American Club	1,850



RESOLUTION 90-20-XX

GRF Recreation Department Policy: Small Clubs Fee Amendment

WHEREAS, at the June 11, 2020 Community Activities Committee (CAC) meeting, CAC recommended that the board of directors approve the proposal to amend the GRF Recreation Department Policy for Clubs/Groups/Organizations to reduce the annual fee for clubs with less than 50 members (“small clubs”) from \$50 to \$25;

WHEREAS, Laguna Woods Village has 254 registered clubs within the community. Village clubs are afforded a variety of privileges upon approval of the Recreation and Special Events Department including priority rollover reservations, flyer postings at clubhouses, Village website use (club page, event calendar, Village news), free Globe submissions, Village Television air time, message board use and club storage (excluding Clubhouse 2);

WHEREAS, at the May 9, 2019 CAC meeting a policy review committee was formed to review and provide GRF Recreation Department policy recommendations to the CAC at the July 2019 meeting. One of the committee recommendations was to implement a processing fee to offset administrative costs associated with club support;

WHEREAS, on September 3, 2019, the board of directors adopted RESOLUTION 90-19-39, GRF Recreation Department Policy Revision: Clubs/Groups/Organizations;

WHEREAS, at the February 20, 2020 Club President’s Meeting, small Village clubs with a small number of members expressed concern about the financial implications of the \$50 club fee. Club presidents urged GRF to reconsider the fee;

WHEREAS, at the May 14, 2020 CAC meeting, the committee directed the Recreation and Special Events Department to reduce the annual club fee for those with less than 50 members (“small clubs”) from \$50 to \$25. Of the 254 registered clubs, 136 have less than 50 members;

WHEREAS, to date, 93 clubs have paid the \$50 annual fee, including 41 small clubs. The 41 small clubs would be entitled to a \$25 refund if the proposed fee adjustment is approved by the board of directors;

WHEREAS, the \$50 club fee generates \$12,700 revenue for GRF annually. The proposed reduction in the club fee for small clubs would reduce annual revenue to approximately \$9,300, a decrease of \$3,400;

NOW THEREFORE BE IT RESOLVED, July 7, 2020, that the Board of Directors of this Corporation hereby introduces approval of the proposed amendment to the GRF Recreation Department Policy for Clubs/Groups/Organizations to reduce the annual fee for clubs with less than 50 members (“small clubs”) from \$50 to \$25;

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

July 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.

Financial Report

As of May 31, 2020



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$13,092
Non-assessment Revenue	\$5,219
Total Revenue	\$18,311
Total Expense	\$15,935
Net Revenue/(Expense)	\$2,376

1

Financial Report

As of May 31, 2020



OPERATING ONLY INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$11,564
Non-assessment Revenue	\$3,179
Total Revenue	\$14,743
Total Expense ¹	\$13,865
Operating Surplus	\$878

1) excludes depreciation

2

Financial Report

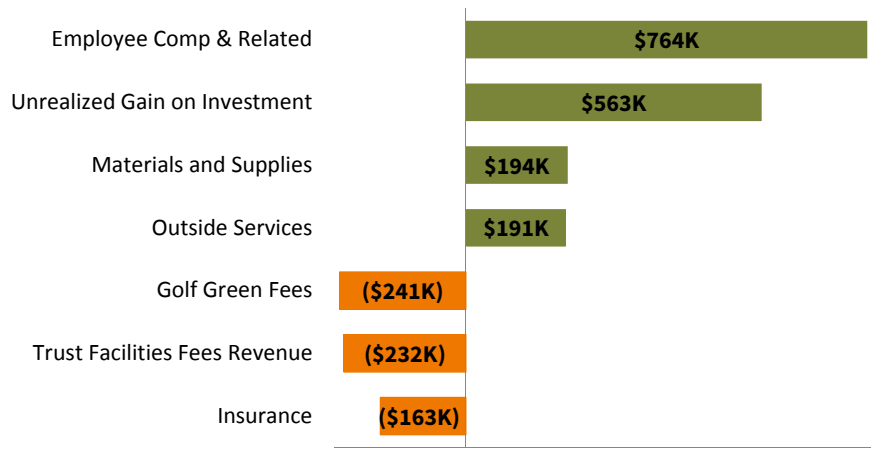
As of May 31, 2020



INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$13,092	\$13,092	\$0
Non-assessment Revenue	\$5,219	\$5,552	(\$333)
Total Revenue	\$18,311	\$18,644	(\$333)
Total Expense	\$15,935	\$17,322	\$1,387
Net Revenue/(Expense)	\$2,376	\$1,322	\$1,054

Financial Report

As of May 31, 2020



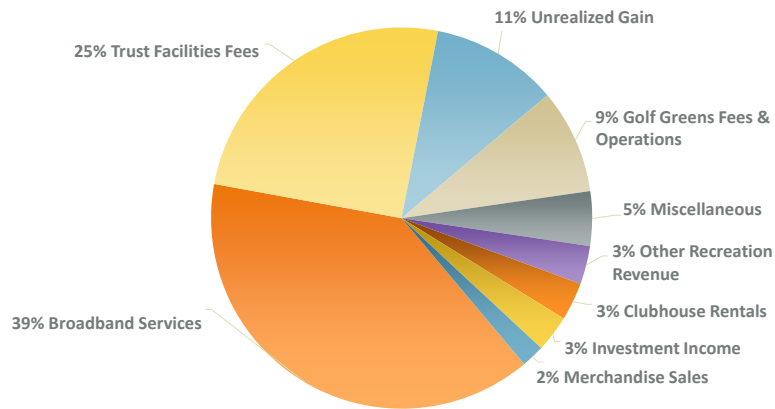
■ Unfavorable ■ Favorable

Financial Report

As of May 31, 2020



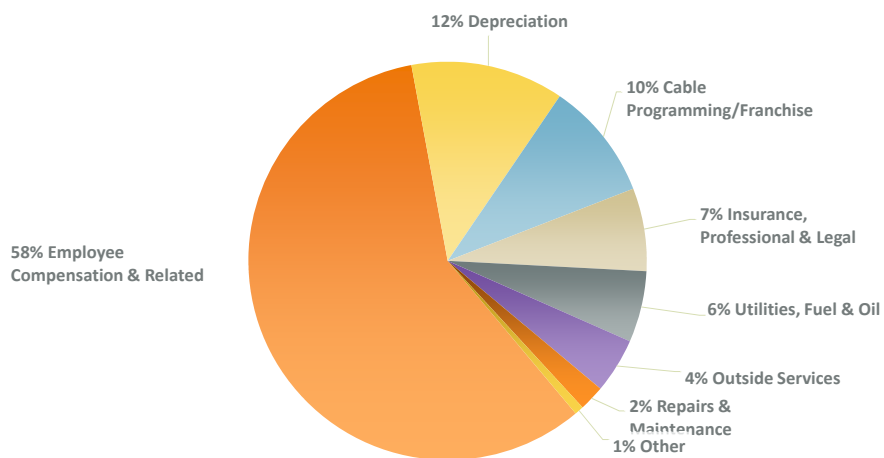
Total Non Assessment Revenues \$5,218,780



Financial Report

As of May 31, 2020

Total Expenses \$15,935,434

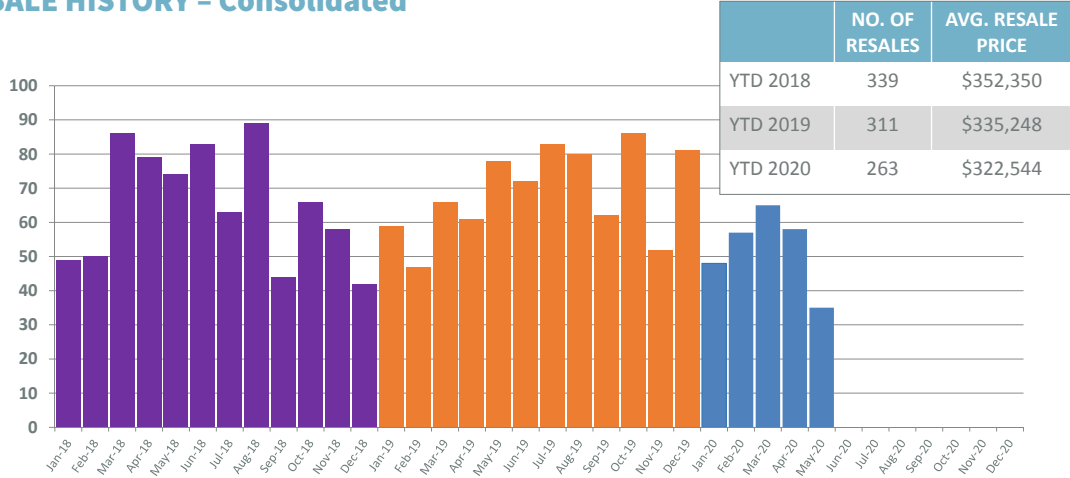


Financial Report

As of May 31, 2020



RESALE HISTORY - Consolidated



Financial Report

As of May 31, 2020



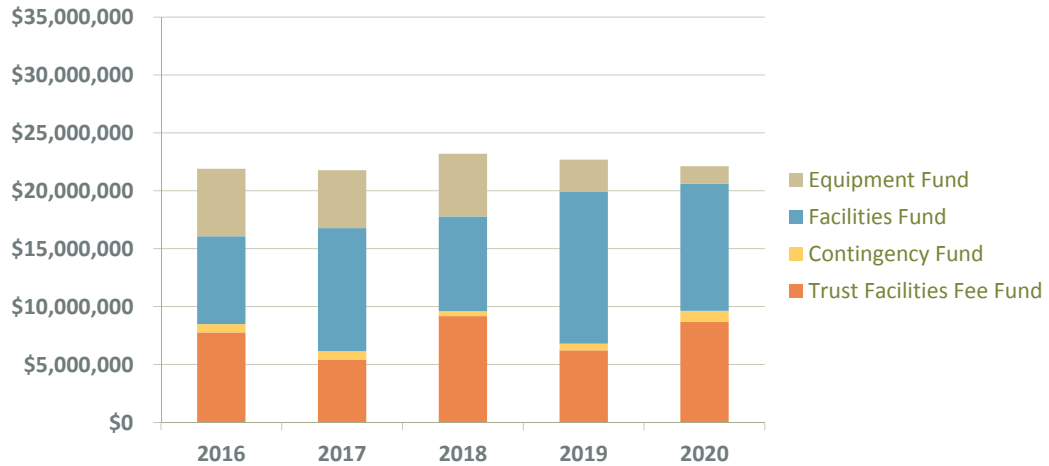
FUND BALANCES (in Thousands)	ENDING BALANCES	WORK IN PROGRESS	ADJUSTED BALANCES
Equipment	\$5,515	\$3,906	\$1,609
Facilities	16,143	4,870	11,273
Contingency	1,044	89	955
Trust Facilities Fee	8,867	0	8,867
TOTAL	\$31,569	\$8,865	\$22,704

Financial Report

As of May 31, 2020



ADJUSTED FUND BALANCES



Financial Report

As of May 31, 2020



FUND ENCUMBRANCES

(in Thousands)

	TOTAL APPROPRIATIONS	REMAINING ENCUMBRANCE
Aquatics & Fitness	\$737	\$298
Broadband Services	1,000	494
Clubhouses	4,881	3,883
Computers	2,123	517
Community Center	2,696	457
Energy Projects	1,100	551
Golf Facilities	916	677
Landscape	437	258
Other Equipment	310	204
Other GRF Facilities	1,658	1,011
Paving	1,935	1,009
Security	2,835	445
Vehicles	3,434	1,106
TOTAL	\$24,026	\$10,910

Golden Rain Foundation of Laguna Woods
Statement of Revenues & Expenses - Preliminary
5/31/2020
(\$ 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		\$11,564	\$11,564	\$11,706	\$27,754	
2	Additions to restricted funds	306	306		1,528	1,528	1,210	3,668	
3	Total assessments	<u>2,619</u>	<u>2,618</u>		<u>13,093</u>	<u>13,092</u>	<u>12,916</u>	<u>31,422</u>	
Non-assessment revenues:									
4	Trust facilities fees	228	309	(82)	1,315	1,547	(232)	1,535	3,714
5	Golf green fees	82	126	(44)	391	631	(241)	530	1,515
6	Golf operations	16	15	1	73	94	(21)	88	249
7	Merchandise sales	9	25	(16)	102	125	(23)	120	300
8	Clubhouse rentals and event fees	(2)	58	(61)	168	279	(112)	326	675
9	Rentals	12	6	6	59	68	(9)	55	109
10	Broadband services	389	427	(37)	2,034	2,133	(99)	1,934	5,119
11	Investment income	31	36	(5)	162	182	(20)	238	437
12	Unrealized gain/(loss) on AFS investments	64		64	563		563		
13	Miscellaneous	42	98	(56)	353	492	(140)	480	1,173
14	Total non-assessment revenue	<u>870</u>	<u>1,100</u>	<u>(230)</u>	<u>5,219</u>	<u>5,552</u>	<u>(333)</u>	<u>5,307</u>	<u>13,290</u>
15	Total revenue	<u>3,489</u>	<u>3,719</u>	<u>(230)</u>	<u>18,311</u>	<u>18,644</u>	<u>(333)</u>	<u>18,223</u>	<u>44,711</u>
Expenses:									
16	Employee compensation and related	1,670	2,032	362	9,273	10,038	764	9,766	24,079
17	Materials and supplies	74	144	70	698	892	194	669	1,910
18	Cost of goods sold	7	16	9	70	80	10	76	191
19	Rental unit and guest suite direct costs	1		(1)	1		(1)		
20	Community Events		38	38	117	165	48	149	457
21	Utilities and telephone	155	199	44	764	876	112	793	2,352
22	Fuel and oil	30	43	13	158	217	60	218	522
23	Legal fees	4	29	25	77	145	67	250	348
24	Professional fees	15	47	32	233	347	114	305	724
25	Equipment rental	17	18	1	103	91	(12)	88	222
26	Outside services	103	183	80	712	903	191	733	2,186
27	Repairs and maintenance	38	50	12	330	311	(19)	233	821
28	Other Operating Expense	15	60	45	193	331	138	237	869
29	Income taxes		2	2		10	10	1	25
30	Property and sales tax	23	9	(15)	75	43	(32)	68	105
31	Insurance	153	120	(33)	761	598	(163)	538	1,436
32	Cable Programming/Copyright/Franchise	285	332	47	1,527	1,614	87	2,074	3,862
33	Investment expense	3	3		6	17	11	23	41
34	Net Allocation to Mutuals	(204)	(262)	(57)	(1,203)	(1,316)	(113)	(1,034)	(3,161)
35	Uncollectible Accounts		1	1		6	6		15
36	(Gain)/loss on sale or trade		(6)	(5)	56	(28)	(85)	3	(68)
37	Depreciation and amortization	429	429		1,982	1,982		1,888	1,982
38	Total expenses	<u>2,817</u>	<u>3,488</u>	<u>670</u>	<u>15,935</u>	<u>17,322</u>	<u>1,387</u>	<u>17,079</u>	<u>38,916</u>
39	Excess of revenues over expenses	<u>\$671</u>	<u>\$231</u>	<u>\$440</u>	<u>\$2,376</u>	<u>\$1,322</u>	<u>\$1,054</u>	<u>\$1,144</u>	<u>\$5,795</u>

Statement of Revenue & Expense Variance Report - Preliminary as of May 31, 2020

SUMMARY

For the year-to-date period ending May 31, 2020, Golden Rain Foundation operations were better than budget by \$1,054K, of which \$751K was due to closure of facilities mid-March due to the COVID-19 pandemic and \$289K was due to timing issues. Explanations for categories with significant variances are provided below.

REVENUE

- **Trust Facilities Fees Line 4** – (\$232K) 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 263 resales versus a budget of 310; compared to 311 in 2019 for the same period.
- **Golf Green Fees Line 5** – (\$241K) Unfavorable due to closure of facilities on March 12 due to the COVID-19 pandemic. Golf facilities re-opened on May 11 and are operating at 78% capacity due to social distancing requirements.
- **Golf Operations Line 6** – (\$21K) 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** – (\$112K) Unfavorable due to closure of facilities on March 12 due to the COVID-19 pandemic.
- **Broadband Services Line 10** – (\$99K) Unfavorable variance due to less ad insertion and premium channel revenue; partially offset by increased high speed internet revenue. Due to the covid-19 virus, non-essential companies have been reluctant to spend advertising dollars.
- **Unrealized Gain/(Loss) on AFS Investments Line 12** – \$563K 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** – (\$140K) Unfavorable variance due to fewer fees collected during facility closures 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** – \$764K Favorable variance due to the furlough of 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** – \$194K 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 May 31, 2020

- **Community Events Line 20** – \$48K Favorable variance in several areas of Recreation due to shut down of events on March 12.
- **Utilities and Telephone Line 21** – \$112K 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 and Equestrian trash expense than anticipated.
- **Fuel and Oil Line 22** – \$60K 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 23** – \$67K 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 24**– \$114K Favorable variance due to the timing of consulting fees for several areas including Project Management and Office of the CEO.
- **Outside Services Line 26** – \$191K Favorable variance in several areas of operation including Aquatics and Golf, due to shut down of service on March 12. Golf was reopened in May and aquatics will open in late June.
- **Repairs and Maintenance Line 27** – (\$19K) 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 less building repair work during shutdown.
- **Other Operating Expense Line 28**– \$138K 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 31** – (\$163K) 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 32** – \$87K 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 34** – (\$113K) Unfavorable variance due to fewer inter-departmental allocations than anticipated.
- **(Gain)/Loss on Sale Line 36** – (\$85K) Unfavorable variance due to realized investment loss, which partially offsets some of the unrealized gains reflected in line 12, above.



FINANCE COMMITTEE MEETING
REPORT OF THE REGULAR OPEN SESSION

Monday, June 29, 2020 – 1:30 p.m.
Virtual Meeting

MEMBERS PRESENT: Judith Troutman, Chair; Bunny Carpenter, Egon Garthoffner, Steve Parsons, Jon Pearlstone, Sue Margolis, Brian Gilmore, Alfred Amado, Advisor: Rosemarie diLorenzo

MEMBERS ABSENT: None.

STAFF PRESENT: Betty Parker, Brian Gruner, Steve Hormuth, Christopher Swanson

OTHERS: United – Juanita Skillman, Elsie Addington

Call to Order

Director Troutman chaired the meeting and called it to order at 1:37 p.m.

Approval of Meeting Agenda

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

Approval of the Regular Meeting Report of April 22, 2020

By consensus the report was unanimously approved as presented.

Member Comments (Items Not on the Agenda)

None.

Chair Remarks

Director Troutman provided guidelines for how to request to speak in the chat box. Additionally, members on the committee will have priority to speak before audience comments.

Department Head Update

Betty Parker, CFO, provided updates on the 2021 budget and software customizations for financial reporting, insurance and investments. Additionally, she noted the issue date for the first 2021 budget meetings will be Wednesday, July 15th.

Review Preliminary Financial Statements dated May 31, 2020

The committee reviewed the financial statements dated May 31, 2020 and questions were addressed.

GRF Finance Committee Charter

The Committee briefly discussed the existing committee charter.

A motion was made by Director Carpenter to bring the GRF Finance Committee charter to the GRF board at their next open session meeting for review. The motion failed.

Director Pearlstone, motioned to amend, adding “and the propriety” to bullet 11 to indicate a committee review of the use of funds, not just availability. The motion failed.

A motion was made by Director Troutman to have a special GRF Finance Meeting for review of proposed changes to the charter. By a vote of 5-1-2, the motion passed.

Recreation Policy – Small Club Fee Amendment

The committee reviewed a staff report and endorsement from the CAC committee on creating a small club registration fee.

A motion was made by Director Carpenter to endorse the CAC Committee recommendation to reduce the annual registration fee for small clubs from \$50 to \$25. By a vote of 5-0-3, the motion passed.

Committee Member Comments

Director Glimore commented on the need to collectively use the virtual conferencing tools better.

Director Margolis commented on wanting to see a long term financial plan.

Date of Next Meeting

Wednesday, August 19, 2020 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 2:43 p.m.

DRAFT

Judith Troutman, Chair

OPEN MEETING

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

Thursday, June 11, 2020 – 1:30 p.m.
Virtual GoToMeeting

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

MEMBERS ABSENT: Joe Fitzekam, Ed Tao

OTHERS PRESENT: None.

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

Call to Order

Acting Chair Carpenter called the meeting to order at 1:36 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

Acting Chair Carpenter thanked everyone for attending. Chair Fitzekam is out due to surgery and we wish him well.

Report of the Recreation and Special Events Director

Mr. Gruner stated the reopening process will be done in four phases: phase one included opening the golf course which was completed; phase two includes tennis, pickleball, paddle tennis, lawn bowling and swimming and we are waiting for Orange County mandates to be lifted; phase three will be some of the indoor activities and programs such as fitness, archery, small club events possibly, and arts and crafts; phase four will include possible large events. Recreation is following state and county mandates closely and staff makes adjustments as necessary.

Mr. Gruner reported the following facility updates: Garden Centers continue to remain open with active gardening; Staff has returned at the Garden Centers; installed new pergolas for shade in the outside areas and encourage social distancing while seated under the pergolas; golf course and driving range operations are going exceptionally well as residents have adjusted to the new tee times and procedures; the golf software program will be updated which will enhance customer service, reduce costs and increase revenue; the Equestrian Center is running smoothly although the riding program is not operational at the moment, but staff is closely monitoring guidelines so as to open within the next 6-8 weeks; pools will reopen when Orange County mandates are lifted and will include a reservation system (45 minutes per person), lane lines and reduced touch points; the Tennis Center renovation has begun and looks to be finished on schedule; the Fitness Centers may not open until Orange County lifts the mandates and staff is working to facilitate a smooth opening with protocols in place.

Mr. Gruner suggested to the committee a proposed 4th of July parade with resident golf carts decorated in a celebratory fashion. The procession would be led by a staff automobile, staff golf cart and followed by Security. The routes are designated through all three mutuals and each would begin at 9:30 a.m. from both Clubhouse 1 and Clubhouse 5. The golf carts would be spaced 10 feet apart and participants must remain in the carts at all times. Gathering would be discouraged as residents would be asked to view from patios or front lawns. The committee requested discussion later in the agenda.

Director Skillman inquired as to the opening of the Library. Mr. Gruner stated staff will follow Orange County guidelines for libraries regarding sanitization and protocols. Director Skillman stated outside library is tremendously popular. Mr. Gruner would like to keep this service available. Acting Chair Carpenter stated board members will be meeting with executive staff to review facility openings to remain safe while following mandates.

Member Comments (*Items Not on the Agenda*)

There were no resident comments.

Director Tornig stated his concern of the music concert event at Aliso Creek regarding improper use of masks and social distancing. Director Tornig inquired as to if any monitoring could be instituted. Acting Chair Carpenter stated this matter was discussed with executive staff and it was decided that the concert would be allowed as the community has been placed in a difficult situation with quarantine. Mr. Gruner stated staff is aware of the concerts occurring and they are not allowed per Orange County mandates nor has Recreation given a permit to musicians to perform. Staff is not involved at this time as the park area is an open space with no ordinances posted. Security posted signs and Recreation painted circles on the grass for social distancing. Security is monitoring the event.

CONSENT

Director Tornig inquired as to an expense report showing lack of revenue versus cost savings within GRF. Acting Chair Carpenter stated this information may be presented in the next Village Breeze as United Board and Director English are working with Eileen Paulin for publication. Acting Chair Carpenter suggested this discussion be addressed within the Finance Committee.

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

REPORTS

GRF Recreation Department Policy: Small Clubs Fee Amendment - Ms. Murphy stated the staff recommendation that the board of directors approve the proposal to amend the GRF Recreation Department Policy for Clubs/Groups/Organizations to reduce the annual fee for clubs with less than 50 members ("small clubs") from \$50 to \$25.

Discussion ensued.

Motion was made to approve the recommendation that the board of directors approve the proposal to amend the GRF Recreation Department Policy for Clubs/Groups/Organizations to reduce the annual fee for clubs with less than 50 members ("small clubs") from \$50 to \$25.

Motion passed unanimously.

ITEMS FOR DISCUSSION AND CONSIDERATION

Alternative Entertainment for 2021 4th of July Celebration - Mr. Gruner stated an informal committee was formed at the May 14, 2020 CAC meeting and will include the following: Director Carpenter, Director McCary, Director Skillman, Director Bhada, Director Addington and Stefanie Brown and meet in August. Ms. Kupfert will schedule meeting. Acting Chair Carpenter would like to meet on the patio instead of virtually.

Outdoor Fitness Equipment Presentation - Mr. Sam Mendelsohn from Greenfields Outdoor Fitness presented an informal proposal of outdoor fitness equipment.

Discussion ensued.

An informal sub-committee was created to include Director Bhada and Director Torng.

Staff was directed to meet with sub-committee members Director Bhada and Director Torng, send a survey to the community and present the survey results at the next CAC meeting in July. Staff was also directed to present answers to Acting Chair inquiries at the next CAC meeting in July. This item will remain under Items for Discussion and Consideration on the July CAC agenda. Ms. Kupfert will schedule a time and date for the committee to visit Norman P. Murray Senior Center equipment site in Mission Viejo.

Proposed Outdoor Activity List - Mr. Gruner reported on the proposed outdoor activity list.

Discussion ensued.

Motion was made to approve the golf cart parade for July 4, 2020.

Motion passed unanimously.

A motion was made to direct staff to proceed with proposed outdoor activities with the exception of the drive-up movie pending GRF Board approval.

Motion passed unanimously.

Court Reservation System Review - Mr. Gruner stated the information on the proposed court reservation system and requested staff direction from CAC.

Discussion ensued.

Staff was directed to have CourtReserve do a presentation at the July CAC meeting.

Enclosed Swimming Pool Discussion - Discussion ensued as to the correct committee to consult regarding an enclosed swimming pool project and approaching Goldfish Swim School to use their facility in the morning hours. Mr. Gruner has approached Goldfish Swim School and was directed to continue an open dialogue with them.

Staff was directed to place this item under future agendas for the July CAC meeting and keep it under future agendas for CAC as the conversation is evolving.

Review Proposed Amendments of Existing GRF Recreation Policy - Acting Chair Carpenter stated the recommended changes to the existing GRF Recreation Policy.

Discussion ensued.

Motion was made to make the edits to the existing GRF Recreation Policy and staff will present as a staff report at the July CAC meeting for review.

Motion passed unanimously.

Bridge Club Budget Request - Mr. Gruner stated the history of club requests and the bridge club request for staff support, provision of snacks and drinks, free printing and insurance costs.

Discussion ensued.

Motion was made to deny the Bridge Club request.

Motion passed unanimously.

ITEMS FOR FUTURE AGENDAS

None

CONCLUDING BUSINESS

Committee Member Comments

Director Tornig stated successful meeting and he is distributing free face masks.

Director Horton stated her laptop battery went dead as the meeting went very long, but it was a good meeting. Thank you to everyone.

Director Skillman also stated long meeting, but we got a lot done. The packet came today and implores everyone to read each packet in its entirety.

Director Bhada stated this was a good meeting, thank you to all of the committee and maybe we can do these meetings via conference call due to technological difficulties. Please stay safe.

Advisor Boudreau stated small speaker comment was to be humorous.

Mr. Gruner stated he appreciates everyone's time and input and it was a very productive meeting. He is looking forward to the future ones.

Director Rothberg stated she did not receive the link to the GoToMeeting. Ms. Kupfert will verify her email address and contact Director Rothberg prior to the meeting to assure she has the link.

Director Rothberg stated the Bridge club asks for things because they can get it. Director Skillman stated she misses sitting next to Director Rothberg and catching up. Acting Chair Carpenter misses everyone, too.

Director McCary stated good meeting.

Acting Chair Carpenter thanked everyone for their support and hopes to meet in the board room soon. She stated we did get a lot accomplished today.

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, July 9, 2020.

Adjournment

There being no further business, the Chair adjourned the meeting at 4:44 p.m.



Bunny Carpenter, Acting Chair

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