



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, September 1, 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 Troutman**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of the Minutes**
 - a. August 4, 2020 – Regular Open Session Meeting**
- 6. Report of Chair**
- 7. VMS Update – Director Tung**
- 8. CEO Report**
- 9. Open Forum (Three Minutes per Speaker) - *At this time the Speakers may address the Board of Directors regarding items not on the agenda and within the jurisdiction of the Board of Directors of the Golden Rain Foundation. There is a one page limit per speaker and a speaker may only address the Board once during this period. The Board reserves the right to limit the total amount of time allotted for the Open Forum. Member should call (949) 268-2020 or email meeting@vmsinc.org to request to speak.***
- 10. Responses to Open Forum Speakers**
- 11. Consent Calendar - *All matters listed under the Consent Calendar are considered routine and will be enacted by the Board by one motion in the form listed below. In the event that an item is removed from the Consent Calendar by members of the Board, such item(s) shall be the subject of further discussion and action by the Board.***

Recommendation from the Finance Committee:

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

Recommendation from the Landscape Committee:

- b. Recommendation to Approve the Request for Removal of three California Pepper trees located between the rear of Building 3024 and the tennis courts at Clubhouse 7; two removals at the Members' Expense
- c. Rescind the Supplemental Appropriations for the PAC Improvement Project
- d. Resolution to Update GRF Committee Assignments

12. Unfinished Business

- a. Entertain a Motion to Approve the 2021 GRF Business Plan and Reserves Funding Plan
- b. Entertain a Motion to Approve the 2021 GRF Capital Plan

13. New Business

- a. Entertain a Motion to Approve the Memorial Care Donation for the Wellness Bus
- b. Entertain a Motion to Approve Obsolete Equipment Policy
- c. Amendments to Golden Rain Foundation Recreation and Special Events Department Policies and Procedures
- d. Entertain a Motion to Approve Revisions to the Finance Committee Charter
- e. Discuss and Consider Distribution of Telephone Directories and Community Maps

- 14.** The Board will take a 10 minute break.

15. Committee Reports

- a. Report of the Finance Committee/Financial Reports – Director Pearlstone. The Committee met on August 19, 2020; next meeting October 21, 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.** Strategic Planning Committee -- First meeting TBA.
- c.** Report of the Community Activities Committee – President Carpenter. The Committee met on August 13, 2020; next meeting October 8, 2020, at 1:30 p.m. as a virtual meeting.
- (1) Equestrian Center Ad Hoc Committee – The Committee met on August 25, 2020; next meeting TBA
- d.** Report of the Landscape Committee – Director Horton. The Committee met on August 12, 2020; next meeting TBA
- e.** Report of the Maintenance & Construction (M&C) Committee – Director Garthoffner. The Committee met on in closed session August 12, 2020; next meeting October 14, 2020, at 9:30 a.m. as a virtual meeting.
- (1) Report of the Performing Arts Center (PAC) Renovation Ad Hoc Committee – Director Pearlstone. The Committee met on July 13, 2020; next meeting TBA.
- (2) Clubhouse 1 Renovation Ad Hoc Committee – Director Moldow. The Committee met on August 31, 2020; next meeting TBA.
- f.** Report of the Media and Communications Committee – Director Stephens. The Committee met on August 17, 2020; next meeting September 21, 2020 at 1:30 p.m. as a virtual meeting.
- g.** Report of the Mobility & Vehicles Committee – Director Tibbetts. The Committee met on August 5, 2020; next meeting October 7, 2020 at 1:30 p.m. as a virtual meeting.
- h.** Report of the Security & Community Access Committee – Director Tibbetts. The Committee met on August 24, 2020; next meeting October 26, 2020 at 1:30 p.m. as a virtual meeting.
- (1) Report of the Laguna Woods Village Traffic Hearings – Director Horton. The Traffic Hearings were held on August 19, 2020; next Traffic Hearings September 16, 2020 at 9:00 a.m. and 1:00 p.m. as a virtual meeting.
- i.** Disaster Preparedness Task Force—Director Troutman. The Task Force met on July 28, 2020; next meeting September 29, 2020 at 9:30 a.m.
- j.** GRF Bylaw Ad Hoc Committee – The Committee met on August 21, 2020; next 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.*
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) August 4, 2020 – Regular Closed Session

(b) August 14, 2020 – Special Closed Meeting

Discuss and Consider Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Legal/Litigation Matters

Discuss the Member Disciplinary Case Report

19. **Adjournment**



OPEN SESSION

Minutes of the Regular Meeting of the Golden Rain Foundation

Tuesday, August 4, 2020, 9:30 a.m.

24351 El Toro Road, Laguna Woods, California

Virtual Meeting

Directors Present: Bunny Carpenter, Judith Troutman, Egon Garthoffner, Yvonne Horton, Don Tibbetts, Bert Moldow, Jon Pearlstone, Sue Stephens, Gan Mukhopadhyay and James Hopkins

Directors Absent: None

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

Others Present: Laurie Poole, Esq. of Adams Stirling PLC
VMS: Diane Phelps, James Tung
United: Juanita Skillman, Anthony Liberatore, Elsie Addington (United), Andre Torng (United)
Third: John Frankel
Ryna Rothberg (Mutual 50),

1. Call to Meeting to Order / Establish Quorum

President Carpenter called the meeting to order at 9:30 a.m. and reviewed the rules of decorum.

2. Pledge of Allegiance

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

3. Acknowledgment of Media

The media and the Village Television crew are present remotely by way of cameras.

4. Approval of Agenda

Director Horton made a motion to approve the agenda as amended. The motion was seconded by Director Garthoffner and the motion passed without objection.

5. Approval of Minutes

5a. July 7, 2020--Regular Open Meeting

5b. July 8, 2020 -- Special Open Meeting (2021 Capital Review)

Director Horton made the motion to approve the minutes of July 7, 2020, Regular Open Session. The motion was seconded by Director Mukhopadhyay and passed without objection.

Director Moldow made a motion to approve the minutes of July 8, 2020, Special Open Meeting (2021 Capital Review). The motion was seconded by Director Garthoffner and passed without objection.

6. Report of the Chair

President Carpenter introduced the new board members elected on July 23, 2020: Sue Stephens (2020), Jon Pearlstone (2021), Gan Mukhopadhyay (2021) and James Hopkins (2022). She introduced Laurie Poole, Esq. of Adams Stirling. She announced that Jim Matson resigned and there will be a special election to fill his position on the Board.

7. VMS Board Update – Director Phelps gave an update from the VMS Board. She announced the special events happening through the Recreation and Special Events Committee. The Finance Committee has presented the 2021 Budget to the Boards. The new Village Breeze has been released to the residents. She thanked the Library for providing books and videos to the residents during the pandemic.

8. CEO Report

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

- Pool Operations have been expanded to include Pool 4 and increased lane capacity to Pools 2 and 5.
- Doubles Play for Pickleball and Paddle Tennis has begun. Reservations can be made through the Recreation Department.
- Orange County COVID-19 cases have increased. Testing continues throughout the County and we are at 8.9% positive test rate. 102 cases per 100,000 were reported. Hospitalization rate is at 8.6% decrease. 41 cases were reported in Laguna Woods Village and he encouraged residents to continue to watch social distancing and wearing masks.
- Bus route changes went into effect on August 3, 2020. Commercial Route 2 will be back in service with the Administration Building on request stop only. This is a temporary route modification and these are not considered permanent changes.
- Completion of Gate 11 security enhancements.
- Bulky Item trash collection happens on the third Saturday of each month. In-home bulky item pick-up has not resumed.
- Drive-in Movie Event will happen on August 21, 2020 and August 22, 2020 at 8 p.m. at the Village Maintenance Center.
- Orange County Vector Control reminds residents to remove stagnant water to help prevent the breeding of mosquitos.

9. Open Forum (Three Minutes per Speaker)

Member's comments were read by Becky Jackson on the following topics:

- A Member asked the GRF Board to form a new club to take advantage of the talent our residents can offer. Asked for a room to start a club;

- A Member asked that seating for seniors be considered;
- A Member commented about landscape issues on street cleaning days and asked that street cleaning signs be posted;
- A Member asked that the seats at the tennis courts be returned and sanitized with wipes.
- A Member asked that the Board respond to “letters to the editors” in the Globe.

10. Responses to Open Forum Speakers

Several Directors responded to and provided input regarding member comments.

- Director Garthoffner responded that there is currently not an area for a new club and suggested residents use their manor;
- Director Moldow encouraged residents that want to form a new club to advertise for volunteers.

Brian Gruner, Recreation and Special Events Directors, commented that members can bring in a chair to the tennis courts. To discourage socializing, the chairs at the tennis courts have been removed.

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 June 2020 and by this vote ratify that such review be confirmed in this month’s Board Member Open Session Meeting minutes.

This item was removed from the Consent Calendar and placed under Unfinished Business

11b. Approve the Resolution to Update the GRF Committee Appointments

11c. Ratify Approval of Resolution for Adoption of Modified Temporary COVID-19 Rules

RESOLUTION 90-20-36
GOLDEN RAIN FOUNDATION OF LAGUNA WOODS
BOARD RESOLUTION REGARDING THE ADOPTION OF
TEMPORARY COVID-19 RULES

RECITALS

WHEREAS, on June 26, 2020, the Third Laguna Hills Mutual and United Laguna Woods Mutual Boards of Directors adopted Temporary COVID-19 Rules on an emergency basis in response to the ongoing public health threat to members/residents of each of said Mutuels from the COVID-19 disease outbreak and global health pandemic (the “Disease”).

WHEREAS, Mutual No. Fifty which had previously implemented comprehensive restrictions to reduce risk of exposure to the Disease, supported the Temporary COVID-19 Rules adopted on emergency basis by Third Laguna Hills Mutual and United Laguna Woods Mutual on 6/26/2020.

WHEREAS, the Boards of Directors of Third Laguna Hills Mutual, United Laguna Woods Mutual, and Mutual No. Fifty sought unanimity among all corporations within Laguna Woods Village, including the Golden Rain Foundation, pertaining to the adoption of Temporary COVID-19 Rules due to the severity of the public health crisis facing the entire Laguna Woods Village Community.

WHEREAS, on July 6, 2020, Third Laguna Hills Mutual held a Special Meeting (closed) and authorized the formation of a committee (two members from each corporation) to review and make changes to the resolution adopted by Third Laguna Hills Mutual and United Laguna Woods Mutual on June 26, 2020, and supported by Mutual No. Fifty, to achieve critical unanimity among all corporations within Laguna Woods Village.

WHEREAS, designated representatives of the boards of directors from the Golden Rain Foundation, Third Laguna Hills Mutual, United Laguna Woods Mutual, and Mutual No. Fifty met on July 14, 2020, and as needed thereafter, to achieve unanimity among the corporations and develop modified Temporary COVID-19 Rules to be considered on an emergency basis by each corporation in response to the Disease.

WHEREAS, the Board of Directors of the Golden Rain Foundation of Laguna Woods held a duly called emergency meeting on July 18, 2020, at which a quorum of the Board was present.

WHEREAS, the meeting of the Golden Rain Foundation 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 Golden Rain Foundation Board determined that in accordance with California Civil Code Section 4360(d), immediate rule changes are required to compel residents to refocus on utilizing face coverings and social distancing (creating a 6-foot distance between people) in light of the ongoing threat of public health to the Golden Rain Foundation's members in light of 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 and to maintain social distancing as referenced above.

WHEREAS, the modified 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 from the effective date of the initial Temporary COVID-19 Rules adopted by Third Laguna Hills Mutual and United Laguna Woods Mutual, unless the Board modifies or rescinds the modified 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 modified Temporary COVID-19 Rules may be required and shall be reasonably made, as applicable, within the Board's discretion.

WHEREAS, the modified 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 Golden Rain Foundation.

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 modified 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.

Director Moldow requested that agenda item 11b be removed from the Consent Calendar and placed under Unfinished Business.

Director Moldow made a motion to approve the Consent Calendar as amended. The motion was seconded by Director Troutman and the motion passed without objection.

12. Unfinished Business

- 12a.** Entertain a Motion to Adopt the Resolution Establishing the Revised GRF Rules for Board Meetings

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

RESOLUTION 90-20-37

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 2020—April Referred Back to Committee—May postponed to next meeting—June 2020 Revised—July Reintroduced. 28-days for member review and comment to comply with Civil Code §4360 has been satisfied.

Director Troutman made a motion to adopt the revised resolution establishing the revised GRF Rules for Board Meetings. The motion was seconded by Director Moldow.

Discussion ensued among the directors.

Director Troutman made a motion to approve with an amendment in Section 5a. The motion was seconded by Director Hopkins and passed by unanimous consent.

President Carpenter called for the vote on the resolution as amended to revised GRF Rules for Board Meetings and the motion passed without objection.

Diane Phelps left the meeting at 10:20 a.m.

12b. Entertain a Motion to Adopt the GRF Recreation Department Policy: Small Clubs Fee Amendment

Director Garthoffner, 1st Vice President, read the following resolution:

RESOLUTION 90-20-38

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 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

NOW THEREFORE BE IT RESOLVED, August 4, 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

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 a GRF Recreation Department Policy: Small Clubs Fee Amendment. The motion was seconded by Director Moldow.

Discussion ensued among the directors.

Brian Gruner, Recreation and Special Events Director, answered questions from the Board.

President Carpenter called for the vote to adopt an amendment to the small club fee and the motion passed by a vote of 9-0-1 (Director Hopkins abstained)

This item was moved to Unfinished Business from the Consent Calendar

12c. Approve the Resolution to Update the GRF Committee Appointments

RESOLUTION 90-20-39

GRF COMMITTEE APPOINTMENTS

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

Business Planning Committee

Sue Stephens, Chair (GRF)

~~Bunny Carpenter, Chair (GRF)~~

~~Yvonne Horton (GRF)~~

Jon Pearlstone, (GRF)

James Hopkins (GRF)

Steve Parsons (Third)

Lynn Jarrett, Alternate (Third)

Sue Margolis (United) Manuel

Armendariz (United)

Brian Gilmore, Alternate (United)

Al Amado, (Mutual 50)

Community Activities Committee

Bunny Carpenter, ~~Chair~~ (GRF)

Yvonne Horton (GRF)

~~Jon Pearlstone (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)

Advisors: Gary Empfield, Stefanie Brown, Bunny Lipinski, Susan Hemberger

Finance Committee

Jon Pearlstone, ~~Chair~~ (GRF)

James Hopkin (GRF)

Gan Mukhapadhyay (GRF)

~~Judith Troutman (GRF)~~

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)
Yvonne Horton (GRF)
~~Judith Troutman (GRF)~~
Carl Randazzo (United)
Cash Achrekar (United)
Brian Gilmore, Alternate (United)
~~Jon Pearlstone (Third)~~
Steve Parsons (Third)
Cush Bhada (Third)

Landscape Committee

Yvonne Horton, Chair (GRF)
Bert Moldow, Chair (GRF)
~~Jim Matson, (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)
Bert Moldow (GRF)
Gan Mukhapadhyay (GRF)
~~Jim Matson (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)
Ryna Rothberg (Mutual 50)
Advisors: Richard Palmer

Clubhouse 1 Renovation Ad Hoc Committee

Bert Moldow, Chair (GRF)
Egon Garthoffner, Chair (GRF)
Gan Mukhapadhyay (GRF)

~~Jon Pearlstone (Third)~~

Robert Mutchnick (Third)

Brian Gilmore (United)

Sue Margolis (United)

Carl Randazzo, Alternate (United)

PAC Renovation Ad Hoc Committee

Jon Pearlstone, ~~Chair~~ (GRF)

~~Bert Moldow (GRF)~~

~~Judith Troutman, Chair (GRF)~~

~~Bunny Carpenter (GRF)~~

Cush Bhada, (Third)

John Frankel (Third)

Carl Randazzo, (United)

Juanita Skillman (United)

Sue Margolis, Alternate (United)

Board Members by Rotation (Mutual 50)

Advisor: Sharon Molinari

Media and Communications

~~Sue Stephens, Chair (GRF)~~

~~Bunny Carpenter (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

Don Tibbetts, Chair (GRF)

Egon Garthoffner (GRF)

Judith Troutman, ~~Alternate~~ (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

Bert Moldow, (GRF)
~~Sue Stephens (GRF)~~
Judith Troutman, ~~Alternate~~ (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

~~Jon Pearlstone, Chair (GRF)~~
~~James Hopkins (GRF)~~
~~Gan Mukhapadhyay (GRF)~~
~~Yvonne Horton (GRF)~~
Robert Mutchnick (Third)
John Frankel (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)
~~Sue Stephens (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

James Hopkins (GRF)

Elizabeth Roper (United)

Peggy Moore (Third)

Diane Phelps (Advisor)

RESOLVED FURTHER, that Resolution 90-20-32 adopted July 7, 2020, is hereby superseded and cancelled; and

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

Director Moldow asked that this item be moved from the Consent Calendar to Unfinished Business for discussion.

Director Moldow made a motion to approve the resolution to update Committee Appointments as amended. The motion was seconded by Director Garthoffner.

Discussion ensued among the directors.

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

13. New Business

13a. Entertain a Motion to Approve the Updated Resolution for the Appointment of Officers

Director Moldow made a motion to elect for a new Treasurer. The motion was seconded by Director Horton.

President Carpenter asked for nominations for Treasurer

Director Moldow nominated Director Pearlstone as Treasurer.

Director Pearlstone accepted the nomination.

President Carpenter called for the vote to elect Jon Pearlstone as Treasure.

By unanimous consent Director Pearlstone was elected as Treasurer.

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

RESOLUTION 90-20-40
APPOINTMENT OF OFFICERS

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

Bunny Carpenter	President
Egon Garthoffner	First Vice President
Bert Moldow	Second Vice President
Judith Troutman	Secretary
Jon Pearlstone	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 90-20-30, adopted June 17, 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 adopt the updated resolution for the Appointment of Officers to reflect the new Treasurer. Director Moldow seconded the motion.

By unanimous consent, the Resolution for Appointment of Officers was adopted.

14. The Board did not take a break.

15. Committee Reports

15a. Report of the Finance Committee/Financial Reports – Director Troutman gave a presentation on the Treasurer’s Report and resale history. 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 – Director Troutman
- (2) GRF Finance Committee Report—Director Troutman
- (3) Purchasing Task Force – President Carpenter. The Task Force met on February 10, 2020.

15b. Report of the Community Activity Committee – Director Carpenter gave an

updated from the Committee. 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 – The next meeting TBA.

15c. Report of the Landscape Committee – Director Moldow gave an update from the Landscape Committee. The Committee met on February 12, 2020; next meeting August 12, 2020 at 1:30 p.m. as a virtual meeting.

15d. Report of the Maintenance & Construction Committee – Director Garthoffner gave an update from the Maintenance & Construction Committee. The Committee met on 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 July 13, 2020; next meeting TBA.

(2) Report of the Clubhouse 1 Renovation Ad Hoc Committee – Director Moldow. The Committee met on June 1, 2020; next meeting TBA.

15e. Report of the Media and Communications Committee—Director Carpenter gave an update on the Committee. The Committee met on June 15, 2020; next meeting will be held on August 17, 2020, at 1:30 p.m. as a virtual meeting.

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 11:00 a.m. as a virtual meeting.

15g. Report of the Security & Community Access Committee – Director Tibbetts gave an update from the Security & Community Access Committee. The Committee met on February 24, 2020; next meeting August 24, 2020, at 1:30 p.m. as a virtual meeting.

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

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

15h. Strategic Planning Committee – Director Pearlstone. First meeting 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. Obsolete Equipment

16b. Potential Sponsorship of the Wellness Route

17. Directors' Comments

- Director Garthoffner commented that residents do not want to see an assessment increase this year. He commented we have the lowest number of cases of COVID-19;
- Director Moldow commented about assessments and because the insurance is increasing it will be difficult not have an increase in assessments;
- Laurie Poole, Esq. thanked the Board for giving her firm the opportunity to serve as the Board's legal counsel.

18. Recess - *At this time, the Meeting recessed for lunch and reconvened to Executive Session to discuss the following matters per California Civil Code §4935: Member Disciplinary Matters; Personnel Matters; Contractual Matters; and Litigation Matters.*

The meeting was recessed at 11:30 a.m.

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

*During the June 27 & 28, 2020 – Special Email Closed Meeting the Board:
Discussed the COVID-19 Emergency Temporary COVID-19 Facial
Covering Rules*

*During the June 29, 2020 – Special Email Closed Meeting the Board:
Discussed the COVID-19 Emergency Temporary COVID-19 Facial
Covering Rules*

*During the July 7, 2020, Regular Closed Session, the Board:
Approved the Agenda*

Approved the Minutes of:

- (a) June 2, 2020—Regular Closed Session*
- (b) June 8, 2020 – Special Closed Meeting*
- (c) June 15, 2020 – Special Closed Meeting*
- (d) June 25, 2020—Special Closed Meeting*
- (e) June 26, 2020—Emergency Closed Meeting*

Discussed Member Disciplinary Matters

Discussed and Considered Personnel Matters

Discussed Legal/Legislation Matters

Discussed COVID-19 Emergency Issues

*During the July 19, 2020, Special Emergency Closed Meeting, the Board:
Approved the Agenda*

Discuss and Consider Resolution Regarding COVID-19 Temporary Facial Covering Rules

*During the July 24, 2020, Special Closed Meeting the Board:
Approved the Agenda
Discuss New Legal Counsel*

19. Adjournment

The meeting was adjourned at 2:45 p.m.

Judith P Troutman

Judith Troutman, Secretary of the Board
Golden Rain Foundation

RESOLUTION 90-20-XX

**Approve the Request for Removal
of three California Pepper trees located between the rear of Building
3024 and the tennis courts at Clubhouse 7; two removals at
Members' Expense**

WHEREAS, on August 12 2020, the Landscape Committee reviewed the request for the removal of three California Pepper trees, at the Members' expense, located between the rear of Building 3024 and the tennis courts at Clubhouse Seven. The request was received from the Members at 3024-A and 3024-B who cited the reason as view obstruction and;

WHEREAS, the Committee recommends approving the request for the removal of two California Pepper trees, at the Members' expense, located between the rear of Building 3024 and the tennis courts at Clubhouse Seven. The third California Pepper tree will be removed at staff's expense due to the poor health of the tree.

NOW THEREFORE BE IT RESOLVED, September 1, 2020, the Board of Directors approves the request for the removal of three California Pepper trees located between the rear of Building 3024 and the tennis courts at Clubhouse Seven; two trees will be at the expense of the Members at 3024-A and 3024-B and the third tree will be removed at staff's expense because of the tree's poor health;

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

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STAFF REPORT

DATE: September 1, 2020
FOR: Board of Directors
SUBJECT: Rescind Supplemental Appropriations for the Performing Arts Center Renovation

RECOMMENDATION

Adopt proposed Resolution 90-20-XX (Attachment 1) to rescind Resolution 90-20-28 in the amount of \$2,331,527, for a contract award and supplemental appropriation to fund the Performing Arts Center (PAC) Maintenance Improvements and Resolution 90-20-29 in the amount of \$128,810, for a contract award and supplemental appropriation to fund the PAC Renovation Construction Management Services (Attachments 2 & 3).

BACKGROUND

On December 12, 2019, the PAC Renovation Ad Hoc Committee meeting directed staff to advertise the PAC base design project with no alternate bid items included. The base design includes the replacement of HVAC systems, ADA requirements, fire, life, safety improvements, general lighting replacement, fire alarm system and extinguisher replacements, theatrical stage rigging and curtains replacement, audio/video, as well as minor lobby and dining room aesthetic improvements. Maintenance and upgrade of these items is needed in order to keep this asset viable for the extended future. In order to complete the base design for maintenance improvements at the PAC and hire a construction manager for oversight, a supplemental appropriation was required. On June 2, 2020, the GRF Board authorized the following two supplemental appropriations:

1. Resolution 90-20-28, Contract Award and Supplemental Appropriation in the amount of \$2,331,527 for the Performing Arts Center Maintenance Improvements
2. Resolution 90-20-29, Contract Award and Supplemental Appropriation in the amount of \$128,810 for Construction Management Services.

DISCUSSION

On June 22, 2020 at the All Board's Special Closed Session meeting, the Members voted against authorizing the GRF Board to construct, contract, and otherwise expend funds totaling \$5,000,000 or more in connection with the Performing Arts Center Maintenance Improvement project pursuant to GRF Bylaw Sections 2.1.4, 2.1.6 and 2.1.7.

With the maintenance improvements as described no longer moving forward as one complete project, the supplemental appropriations are no longer needed and Resolutions 90-20-28 and 90-20-29 should be rescinded.

FINANCIAL ANALYSIS

The total amount of supplemental appropriations to be rescinded is \$2,460,337.

The original funding for the PAC capital improvements has an unencumbered balance in the amount of \$2,991,094. This funding will remain available in the Facilities & Equipment Funds for future Performing Arts Center maintenance projects.

Prepared By: Rodger Richter, Project Manager

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

ATTACHMENT(S)

Attachment 1 – Proposed Resolution 90-20-XX
Attachment 2 – Supplemental Appropriation Resolution 90-20-28
Attachment 3 - Supplemental Appropriation Resolution 90-20-29

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Attachment 1

Proposed Resolution 90-20-XX

**Rescind Resolution 90-20-28
Contract Award and Supplemental Appropriation for
the PAC Maintenance Improvements Project
and
Rescind Resolution 90-20-29
Contract Award and Supplemental Appropriation for
Construction Management Services**

WHEREAS, on December 12, 2019, the Performing Arts Center (PAC) Renovation Ad Hoc Committee meeting directed staff to advertise the PAC base design project with no alternate bid items included and to hire a construction manager for oversight; and

WHEREAS, the base design includes the replacement of HVAC systems, ADA requirements, fire, life, safety improvements, general lighting replacement, fire alarm system and extinguisher replacements, theatrical stage rigging and curtains replacement, audio/video, as well as minor lobby and dining room aesthetic improvements; and

WHEREAS, in order to complete the base design for maintenance improvements at the PAC and hire a construction manager for oversight, a supplemental appropriation was required. On June 2, 2020, the GRF Board authorized the following two supplemental appropriations:

1. Resolution 90-20-28, Contract Award and Supplemental Appropriation in the amount of \$2,331,527 for the Performing Arts Center Maintenance Improvements
2. Resolution 90-20-29, Contract Award and Supplemental Appropriation in the amount of \$128,810 for Construction Management Services.; and

WHEREAS, on June 22, 2020, at the All Board's Special Closed Session meeting, the Members voted against authorizing the GRF Board to construct, contract, and otherwise expend funds totaling \$5,000,000 or more in connection with the Performing Arts Center Maintenance Improvement project pursuant to GRF Bylaw Sections 2.1.4, 2.1.6 and 2.1.7.; and

WHEREAS, with the maintenance improvements as described no longer moving forward as one complete project, the supplemental appropriations are no longer needed and Resolutions 90-20-28 and 90-20-29 should be rescinded.

NOW THEREFORE BE IT RESOLVED, on September 1, 2020, that the Board of Directors hereby rescind Resolutions 90-20-28 & 90-20-29, totaling \$2,460,337 in supplemental appropriations for the PAC maintenance improvements base design for construction management services; and

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

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Attachment 2

RESOLUTION 90-20-28

**Contract Award and Supplemental Appropriation
for the PAC Maintenance Improvements Project**

WHEREAS, on December 12, 2019, the Performing Arts Center (PAC) Renovation Ad Hoc Committee directed staff to advertise for bids on the PAC base design project, with no alternate bid items included; and

WHEREAS, the base design includes the replacement of HVAC systems, ADA Fire, Life, Safety improvements, general lighting replacement, fire alarm system and extinguisher replacements, theatrical stage rigging, stage curtains, audio/video and lobby and dining room aesthetic improvements; and

WHEREAS, awarding a contract to DLS Builders will require a supplemental appropriation in the amount of \$2,331,527 to fully fund the base design for maintenance improvements without any of the proposed equipment substitutions; and

WHEREAS, an early release of the anticipated funding from the 2021 Capital Improvement Plan will be used to offset the supplemental appropriation.

NOW THEREFORE BE RESOLVED, June 2, 2020, that the Board of Directors hereby awards a contract to DLS Builders in the amount of \$5,322,621 and authorizes a supplemental appropriation in the amount of \$2,331,527 from the Facilities Fund for the PAC maintenance improvements base design project; and

RESOLVED FURTHER, the Five-Year Capital Improvement Plan includes an additional \$2,000,000 allocation in 2021 to fund the maintenance improvements for the Performing Arts Center, which will be released early, to offset this supplemental appropriation; and

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

Attachment 3

RESOLUTION 90-20-29

**Supplemental Appropriation for Construction Management Services
of the PAC Maintenance Improvements Project**

WHEREAS, the base design for the PAC Maintenance Improvements project includes many trades and will require construction management services to oversee the construction and post construction activities; and

WHEREAS, in addition to the contractor proposals for the maintenance improvements, staff solicited and received construction management cost proposals; and

WHEREAS, staff recommends awarding a construction management contract to Savills, who has been in business since 1959 and specializes in overseeing a variety of commercial projects; and

WHEREAS, a supplemental appropriation in the amount of \$128,810 from the Facilities Fund, is required to fully fund construction management services for the Performing Arts Center maintenance improvements.

NOW THEREFORE BE RESOLVED, June 2, 2020, that the Board of Directors hereby awards a contract to Savills and authorizes a supplemental appropriation in the amount of \$128,810 from the Facilities Fund for construction management services to oversee the construction and post construction activities related to the Performing Arts Center Maintenance Improvement Project; and

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



RESOLUTION 90-20-xx
GRF Committee Appointments

RESOLVED September 1, 2020, that the following persons are hereby appointed and ratified to serve on the Committees of this Corporation:

Business Planning Committee

Sue Stephens, Chair (GRF)
Jon Pearlstone, (GRF)
James Hopkins (GRF)
Steve Parsons (Third)
~~Robert Mutchnick (Third)~~
~~Lynn Jarrett (Third)~~
Sue Margolis (United)
Manuel Armendariz (United)
Brian Gilmore, Alternate (United)
Al Amado, (Mutual 50)

Community Activities Committee

Bunny Carpenter, Chair (GRF)
Yvonne Horton (GRF)
Jon Pearlstone (GRF)
Annie McCary (Third)
Cush Bhada, (Third)
Doug Gibson, Alternate (Third)
~~John Frankel, 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)
Cush Bhada (Third)
Annie McCary, (Third)
Andre Torng (United)
Advisors: Gary Empfield, Stefanie Brown,
Bunny Lipinski, Susan Hemberger

Finance Committee

Jon Pearlstone, Chair (GRF)
James Hopkins (GRF)
Gan Mukhapadhyay (GRF)
Steve Parsons (Third)
Robert Mutchnick (Third)
Reza Karimi, 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)
Yvonne Horton (GRF)
Carl Randazzo (United)
Cash Achrekar (United)
Brian Gilmore, Alternate (United)
Steve Parsons (Third)
Robert Mutchnick (Third)
Cush Bhada, Alternate (Third)

Strategic Planning Committee

Jon Pearlstone, Chair (GRF)
James Hopkins (GRF)
Gan Mukhapadhyay (GRF)
Robert Mutchnick (Third)
Steve Parsons (Third)
Lynn Jarrett, Alternate (Third)
~~John Frankel (Third)~~
Sue Margolis (United)
Brian Gilmore, Alternate (United)
Andre Torng, Alternate (United)

Landscape Committee

Yvonne Horton, Chair (GRF)
Bert Moldow (GRF)
Lynn Jarrett, (Third)
Reza Karimi, (Third)
Cush Bhada, Alternate (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)
Gan Mukhapadhyay (GRF)
~~Jim Matson, Alternate (GRF)~~
Cush Bhada (Third)
John Frankel (Third)
Doug Gibson, Alternate (Third)
Ralph Engdahl, Alternate (Third)
Carl Randazzo, (United)
Reza Bastani (United)
Brian Gilmore, Alternate (United)
Ryna Rothberg (Mutual 50)

Clubhouse 1 Renovation Ad Hoc Committee (New)

Bert Moldow, Chair (GRF)
Egon Garthoffner (GRF)
Gan Mukhapadhyay (GRF)
Robert Mutchnick (Third)
Cush Bhada (Third)
Ralph Engdahl (Third)
Carl Randazzo (United)
Manuel Armendariz (United)
Sue Margolis, Alternate (United)
~~Brian Gilmore~~ (United)

PAC Renovation Ad Hoc Committee

Jon Pearlstone, Chair (GRF)
Bert Moldow (GRF)
Robert Mutchnick (Third)
Ralph Engdahl (Third)
John Frankel, Alternate (Third)
~~Cush Bhada, (Third)~~
Carl Randazzo, (United)
Juanita Skillman (United)
Sue Margolis, Alternate (United)
Board Members by Rotation (Mutual 50)
Advisor: Sharon Molinari

Media and Communications

Sue Stephens, Chair (GRF)
Bunny Carpenter (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

Don Tibbetts, Chair (GRF)
Egon Garthoffner (GRF)
Judith Troutman, Alternate (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, Alternate (GRF)~~
Cush Bhada (Third)
Doug Gibson (Third)
Annie McCary, Alternate (Third)
John Frankel, Alternate (Third)
~~Robert Mutchnick (Third)~~
~~Ralph Engdahl (Third)~~
~~Reza Karimi, Alternate (Third)~~
Neda Ardani (United)
Cash Achrekar (United)
Brian Gilmore, Alternate (United)
John Dalis (Mutual 50)

OTHER COMMITTEES:

Disaster Preparedness Task Force

~~Carlos Rojas, Chair~~
Bert Moldow, (GRF)
Sue Stephens (GRF)
Judith Troutman, Alternate (GRF)
John Frankel, (Third)
Annie McCary, (Third)
Doug Gibson, Alternate (Third)
~~Ralph Engdahl (Third)~~

Cash Achrekar, (United)
Andre Torng, (United)
Reza Bastani, Alternate (United)
Board Members by Rotation (Mutual 50) Advisors: Tom Soule, Bruce Bonbright

GRF Bylaws Ad Hoc Committee (new)

Bunny Carpenter (GRF)
Bert Moldow (GRF)
Steve Parsons (Third)
Lynn Jarrett (Third)
Juanita Skillman (United)
Elsie Addington (United)
Sue Margolis, Alternate (United)
Ryna Rothberg (Mutual 50)
Sue Stephens (Mutual 50)

Laguna Woods Village Traffic Hearings

(Chair will alternate between Boards)
Yvonne Horton (GRF)
Sue Stephens (GRF)
John Frankel (Third)
Doug Gibson (Third)
Robert Mutchnick, Alternate (Third)
~~Ralph Engdahl, Alternate (Third)~~
Elsie Addington (United)
Neda Ardani, Alternate (United)
Board Members by Rotation (Mutual 50)

Select Audit Task Force

James Hopkins (GRF)
Elizabeth Roper (United)
Peggy Moore (Third)
Advisor: Diane Phelps

RESOLVED FURTHER, that Resolution 90-20-39 adopted August 4, 2020, is hereby superseded and cancelled; and

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

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STAFF REPORT

DATE: September 1, 2020
FOR: Board of Directors
SUBJECT: 2021 Business Plan – Version 3

RECOMMENDATION

Staff recommends the board approve the 2021 Business Plan Resolution (Attachment 1) and the 2021 Reserve Funding Plan Resolution (Attachment 2) at the board meeting on September 1, 2020.

BACKGROUND

The proposed business plan for GRF was reviewed several times during July and August at special meetings of the Business Planning Committee and Board. Comments and directives have been incorporated into this version of the budget presented for adoption.

DISCUSSION

BUSINESS PLAN SUMMARY

The proposed budget for the 2021 plan year (Attachment 3) shows that the sum of \$37,655,030 will be required by the corporation to meet its annual expenses of operation, from which will be deducted \$9,137,237 in various sources of non-assessment revenue. Additionally, \$2,903,808 is planned for reserve contributions. This version of the business plan estimates that the net sum of \$31,421,601 will be required to be paid by the corporation members in accordance with the terms of that certain Trust Agreement dated March 2, 1964, as amended, and the bylaws of the Corporation.

YEAR	Assessment
2017	\$193.61
2018	\$198.57
2019	\$202.83
2020	\$205.60
2021 (Proposed)	\$205.60



FINANCIAL ANALYSIS

The financial impact of this proposed business plan would be a GRF assessment of \$205.60 per manor per month, no change when compared to current year.

Prepared By: Jose Campos, Financial Services Manager
Betty Parker, Chief Financial Officer

Reviewed By: Jeff Parker, Chief Executive Officer

ATTACHMENT(S)

ATT1: 2021 Resolution – GRF Business Plan

ATT2: 2021 Resolution – Reserves Funding Plan

ATT3: 2021 GRF Business Plan by Account

ATT4: 2021 GRF Business Plan by Department

ATT5: 2021 Budget Comparison Report

ATT6: 2021 Reserves Plan

RESOLUTION 90-20-XX**2021 BUSINESS PLAN RESOLUTION**

RESOLVED, September 1, 2020, that the Business Plan of this Corporation for the year 2021 is hereby adopted and approved; and

RESOLVED FURTHER, that pursuant to said Business Plan, the Board of Directors of this Corporation hereby estimates that the sum of \$37,655,030 will be required by the Corporation to meet its annual expenses of operation, from which \$9,137,237 will be deducted in various sources of non-assessment revenue. Additionally, \$2,903,808 is planned for reserve contributions. The Board of Directors hereby estimates that the net sum of \$31,421,601 will be required to be paid by the Corporation members in accordance with the terms of that certain Trust Agreement dated March 2, 1964, as amended, and the bylaws of the Corporation; and

RESOLVED FURTHER, that this Corporation shall charge each member the sum of \$205.60 per month per membership of said Corporation, for its share of the aforesaid net expenses and reserve contributions for the year 2021; and

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

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RESOLUTION 90-20-XX**2021 RESERVES FUNDING PLAN RESOLUTION**

WHEREAS, Civil Code § 5570 requires specific reserve funding disclosure statements for associations; and

WHEREAS, planned assessments or other contributions to replacement reserves must be projected to ensure balances will be sufficient at the end of each year to meet the association's obligations for repair and/or replacement of major components during the next 30 years;

NOW THEREFORE BE IT RESOLVED, September 1, 2020, that the Board has developed and hereby adopts the Replacement Reserves 30-Year Funding Plan (attached) with the objective of maintaining replacement reserve balances at or above a threshold of \$7,400,000 while meeting its obligations to repair and/or replace major components; and

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

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GOLDEN RAIN FOUNDATION & TRUST
2021 RESERVES PLAN
Reserves 30-Year Funding Plan

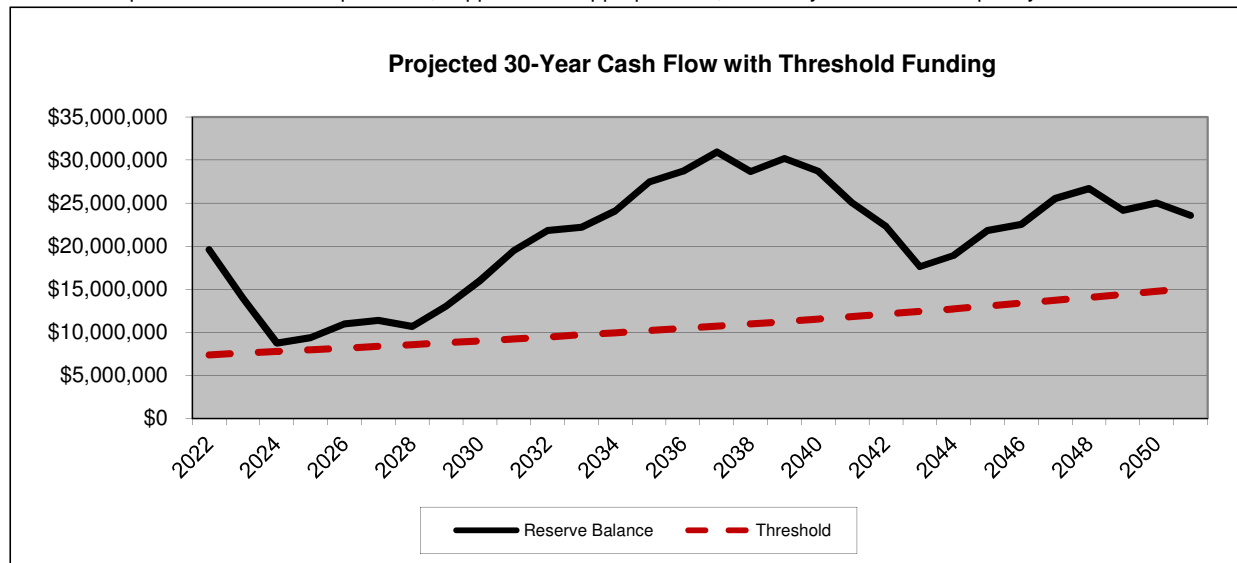
Threshold (Min Balance): **\$7,400,000**

Indexed for inflation

Year	Assessment		Investment Income	Facilities Fee ¹	Planned Expenditures ²	Reserve Balance
	Per Manor Per Month	Total Contributions				
2020	\$ 19.00	\$ 2,903,808	\$ 358,769	\$ 3,655,500	\$ (9,298,888)	\$ 18,921,201
2021	\$ 19.00	\$ 2,903,808	\$ 475,499	\$ 3,655,500	\$ (6,361,809)	\$ 19,594,199
2022	\$ 24.00	\$ 3,667,968	\$ 414,005	\$ 3,856,500	\$ (13,592,500)	\$ 13,940,172
2023	\$ 29.00	\$ 4,432,128	\$ 280,402	\$ 3,856,500	\$ (13,736,779)	\$ 8,772,423
2024	\$ 34.00	\$ 5,196,288	\$ 224,363	\$ 3,856,500	\$ (8,648,556)	\$ 9,401,018
2025	\$ 34.00	\$ 5,196,288	\$ 251,568	\$ 3,856,500	\$ (7,729,417)	\$ 10,975,957
2026	\$ 34.00	\$ 5,196,288	\$ 276,262	\$ 3,856,500	\$ (8,903,730)	\$ 11,401,277
2027	\$ 34.00	\$ 5,196,288	\$ 272,872	\$ 3,856,500	\$ (10,025,551)	\$ 10,701,386
2028	\$ 34.00	\$ 5,196,288	\$ 292,785	\$ 3,856,500	\$ (7,032,742)	\$ 13,014,217
2029	\$ 34.00	\$ 5,196,288	\$ 358,085	\$ 3,856,500	\$ (6,434,387)	\$ 15,990,703
2030	\$ 34.00	\$ 5,196,288	\$ 437,944	\$ 3,856,500	\$ (5,998,665)	\$ 19,482,770
2031	\$ 32.00	\$ 4,890,624	\$ 510,035	\$ 3,856,500	\$ (6,909,898)	\$ 21,830,031
2032	\$ 30.00	\$ 4,584,960	\$ 543,727	\$ 3,856,500	\$ (8,603,354)	\$ 22,211,864
2033	\$ 28.00	\$ 4,279,296	\$ 571,827	\$ 3,856,500	\$ (6,813,343)	\$ 24,106,144
2034	\$ 26.00	\$ 3,973,632	\$ 636,162	\$ 3,856,500	\$ (5,149,429)	\$ 27,423,009
2035	\$ 24.00	\$ 3,667,968	\$ 692,680	\$ 3,856,500	\$ (6,956,070)	\$ 28,684,087
2036	\$ 20.00	\$ 3,056,640	\$ 735,754	\$ 3,856,500	\$ (5,420,980)	\$ 30,912,001
2037	\$ 20.00	\$ 3,056,640	\$ 735,462	\$ 3,856,500	\$ (9,900,168)	\$ 28,660,435
2038	\$ 20.00	\$ 3,056,640	\$ 726,293	\$ 3,856,500	\$ (6,130,600)	\$ 30,169,268
2039	\$ 20.00	\$ 3,056,640	\$ 726,748	\$ 3,856,500	\$ (9,111,838)	\$ 28,697,318
2040	\$ 20.00	\$ 3,056,640	\$ 663,226	\$ 3,856,500	\$ (11,249,701)	\$ 25,023,983
2041	\$ 20.00	\$ 3,056,640	\$ 584,345	\$ 3,856,500	\$ (10,213,496)	\$ 22,307,972
2042	\$ 22.00	\$ 3,362,304	\$ 492,896	\$ 3,856,500	\$ (12,403,040)	\$ 17,616,632
2043	\$ 24.00	\$ 3,667,968	\$ 451,055	\$ 3,856,500	\$ (6,673,327)	\$ 18,918,828
2044	\$ 26.00	\$ 3,973,632	\$ 502,936	\$ 3,856,500	\$ (5,432,883)	\$ 21,819,013
2045	\$ 28.00	\$ 4,279,296	\$ 547,557	\$ 3,856,500	\$ (7,969,247)	\$ 22,533,119
2046	\$ 30.00	\$ 4,584,960	\$ 593,504	\$ 3,856,500	\$ (6,027,358)	\$ 25,540,725
2047	\$ 32.00	\$ 4,890,624	\$ 644,671	\$ 3,856,500	\$ (8,254,871)	\$ 26,677,649
2048	\$ 32.00	\$ 4,890,624	\$ 627,751	\$ 3,856,500	\$ (11,882,359)	\$ 24,170,165
2049	\$ 32.00	\$ 4,890,624	\$ 607,105	\$ 3,856,500	\$ (8,519,044)	\$ 25,005,350
2050	\$ 32.00	\$ 4,890,624	\$ 599,765	\$ 3,856,500	\$ (10,776,586)	\$ 23,575,653

¹ Assumes Transfer fee of \$5,000 on 731 units in 2021 and 771 thereafter.

² Planned Expenditures include Capital Plan, supplemental appropriations, and carryover items from prior years.



GOLDEN RAIN FOUNDATION & TRUST 2021 BUSINESS PLAN - BY ACCOUNT

DESCRIPTION	2017 ACTUALS	2018 ACTUALS	2019 ACTUALS	2020 PLAN	2021 PLAN	ASSESSMENT Per Manor Per Month		
						2020	2021	Change
Revenues:								
Golf Greens Fees	\$1,127,813	\$1,467,191	\$1,351,798	\$1,515,000	\$1,515,000	\$9.91	\$9.91	\$0.00
Golf Operations	294,894	289,809	231,543	249,450	252,450	1.63	1.65	(0.02)
Merchandise Sales	291,898	312,636	296,685	299,630	298,110	1.96	1.95	0.01
Clubhouse Rentals and Event Fees	603,271	646,842	720,099	675,001	593,442	4.42	3.88	0.54
Rentals	88,602	102,979	125,879	108,720	151,880	0.71	0.99	(0.28)
Broadband Services	4,381,905	4,907,714	4,797,354	5,118,670	5,215,900	33.49	34.14	(0.65)
Miscellaneous	907,421	1,119,142	1,112,421	1,172,949	1,110,455	7.67	7.27	0.40
Total Revenue	\$7,695,804	\$8,846,313	\$8,635,779	\$9,139,420	\$9,137,237	\$59.79	\$59.79	\$0.00
Expenses:								
Employee Compensation	\$16,709,828	\$17,759,474	\$17,950,038	\$18,619,606	\$18,782,680	\$121.83	\$122.90	\$1.07
Exp. Related to Compensation	4,789,743	5,425,352	5,145,248	5,459,002	5,610,988	35.72	36.71	0.99
Materials and Supplies	1,894,963	1,543,267	1,757,167	1,909,681	1,780,056	12.50	11.65	(0.85)
Cost of Merchandise Sold	202,658	211,310	196,903	191,310	192,215	1.25	1.26	0.01
Community Events	425,255	430,812	563,596	457,006	394,686	2.99	2.58	(0.41)
Electricity	973,888	868,997	875,691	904,700	861,852	5.92	5.64	(0.28)
Sewer	84,469	81,822	77,338	77,015	81,205	0.50	0.53	0.03
Water	711,535	694,692	605,107	699,158	699,700	4.57	4.58	0.01
Trash	174,076	188,688	220,868	196,178	207,499	1.28	1.36	0.08
Natural Gas	219,145	217,034	244,948	212,140	212,924	1.39	1.39	0.00
Telephone	251,088	247,588	284,506	263,008	330,343	1.72	2.16	0.44
Fuel & Oil for Vehicles	436,786	510,572	511,609	521,600	536,250	3.41	3.51	0.10
Legal Fees	339,953	506,476	994,184	347,530	347,530	2.27	2.27	0.00
Professional Fees	566,021	633,835	597,035	723,744	671,147	4.74	4.39	(0.35)
Rentals	269,499	223,201	213,295	221,669	217,712	1.45	1.42	(0.03)
Outside Services	1,507,664	1,733,410	2,036,709	2,186,235	2,371,924	14.30	15.52	1.22
Repairs and Maintenance	691,047	803,550	660,523	820,524	886,851	5.37	5.80	0.43
Other Operating Expense	642,983	686,780	598,346	872,008	890,093	5.71	5.82	0.11
Interest	13,732	0	0	0	0	0.00	0.00	0.00
Income Taxes	(22,686)	(25,511)	32,003	25,000	2,000	0.16	0.01	(0.15)
Property and Sales Tax	115,858	100,000	125,556	104,710	23,015	0.69	0.15	(0.54)
Insurance	1,237,090	1,265,678	1,374,365	1,435,946	1,435,948	9.40	9.40	0.00
Cable TV Programming	4,774,945	5,084,489	5,127,580	3,858,648	4,039,088	25.25	26.43	1.18
Uncollectible Accounts	20,933	17,360	9,432	15,250	15,250	0.10	0.10	0.00
(Gain)/Loss on Sale Warehouse	(987)	133,344	(520)	(67,500)	(25,000)	(0.44)	(0.16)	0.28
Cost Allocation to Mutuals	(2,153,622)	(2,472,224)	(2,547,224)	(3,161,122)	(2,910,926)	(20.69)	(19.03)	1.66
Total Expenses	\$34,875,865	\$36,869,996	\$37,654,303	\$36,893,046	\$37,655,030	\$241.39	\$246.39	\$5.00
(Surplus)/Deficit Recovery	\$0	\$0	\$0	\$0	\$0	\$0.00	\$0.00	\$0.00
Net Operating	\$27,180,061	\$28,023,683	\$29,018,524	\$27,753,626	\$28,517,793	\$181.60	\$186.60	\$5.00
Fund Contributions:								
Reserve Funds	\$3,515,136	\$2,903,808	\$2,598,144	\$2,903,808	\$2,903,808	\$19.00	\$19.00	\$0.00
Contingency Fund	152,832	152,832	305,664	764,160	0	5.00	0.00	(5.00)
Total Fund Contributions	\$3,667,968	\$3,056,640	\$2,903,808	\$3,667,968	\$2,903,808	\$24.00	\$19.00	(\$5.00)
TOTAL BASIC ASSESSMENTS	\$30,848,029	\$31,080,323	\$31,922,332	\$31,421,594	\$31,421,601	\$205.60	\$205.60	\$0.00

GOLDEN RAIN FOUNDATION & TRUST

2021 BUSINESS PLAN - BY DEPARTMENT

DESCRIPTION	2017 ACTUALS	2018 ACTUALS	2019 ACTUALS	2020 PLAN	2021 PLAN	ASSESSMENT		
						Per Manor Per Month		
						2020	2021	Change
Department								
Office of the CEO	\$925,677	\$787,788	\$709,155	\$894,692	\$717,107	\$5.87	\$4.71	(\$1.16)
Media and Communications	167,059	54,576	321,688	69,258	721,386	0.45	4.72	4.27
Information Services	3,972,485	3,961,156	4,158,644	2,648,902	2,671,443	17.33	17.48	0.15
General Services	5,461,712	5,846,001	5,172,657	5,154,807	5,170,083	33.73	33.83	0.10
Financial Services	2,902,510	2,778,886	3,203,287	3,177,928	3,136,211	20.79	20.52	(0.27)
Security Services	5,018,163	5,470,496	5,524,260	6,241,401	6,347,775	40.84	41.53	0.69
Landscape Services	714,659	1,434,946	1,208,904	1,090,408	1,140,757	7.13	7.46	0.33
Recreation Services	6,424,814	6,133,945	6,308,209	6,312,192	6,180,237	41.30	40.44	(0.86)
Human Resource Services	319,982	388,271	996,759	326,668	329,078	2.14	2.15	0.01
Maintenance & Construction	1,231,272	1,146,976	1,411,103	1,837,370	2,105,766	12.02	13.77	1.75
Non Work Center	41,728	20,642	3,858	0	(2,050)	0.00	(0.01)	(0.01)
Total Expenses	\$27,180,061	\$28,023,683	\$29,018,524	\$27,753,626	\$28,517,793	\$181.60	\$186.60	\$5.00
(Surplus)/Deficit Recovery	0	0	0	0	0	0.00	0.00	0.00
Net Operating	\$27,180,061	\$28,023,683	\$29,018,524	\$27,753,626	\$28,517,793	\$181.60	\$186.60	\$5.00
Fund Contributions:								
Reserve Funds	\$3,515,136	\$2,903,808	\$2,598,144	\$2,903,808	\$2,903,808	\$19.00	\$19.00	\$0.00
Contingency Fund	152,832	152,832	305,664	764,160	0	5.00	0.00	(5.00)
Total Fund Contributions	\$3,667,968	\$3,056,640	\$2,903,808	\$3,667,968	\$2,903,808	\$24.00	\$19.00	(\$5.00)
TOTAL BASIC ASSESSMENTS	\$30,848,029	\$31,080,323	\$31,922,332	\$31,421,594	\$31,421,601	\$205.60	\$205.60	\$0.00

Golden Rain Foundation of Laguna Woods
Budget Comparison Report by Account
12/31/2021
GOLDEN RAIN FOUNDATION

Attachment 5

	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Actuals</u>	<u>2020 Budget</u>	<u>2021 Budget</u>	<u>Increase/ (Decrease)</u>	<u>VAR %</u>
Non-Assessment Revenues:							
Golf Green Fees							
42001000 - Golf Green Fees - Residents	\$920,154	\$1,225,612	\$1,125,468	\$1,269,000	\$1,269,000	\$0	0%
42001500 - Golf Green Fees - Guests	207,659	241,579	226,330	246,000	246,000	0	0%
Total Golf Green Fees	1,127,813	1,467,191	1,351,798	1,515,000	1,515,000	0	0%
Golf Operations							
42002000 - Golf Driving Range Fees	97,822	110,420	71,640	70,000	70,000	0	0%
42003000 - Golf Cart Use Fees	168,764	162,484	142,948	162,000	162,000	0	0%
42004000 - Golf Lesson Fees	25,835	15,985	13,775	15,000	18,000	(3,000)	(20%)
42005000 - Golf Club Storage Fees	2,395	920	3,180	2,400	2,400	0	0%
42005500 - Golf Club Rental Fees	78	0	0	50	50	0	0%
Total Golf Operations	294,894	289,809	231,543	249,450	252,450	(3,000)	(1%)
Merchandise Sales							
41501000 - Merchandise Sales - Pro Shop	191,429	201,529	179,145	195,000	180,000	15,000	8%
41501500 - Merchandise Sales - Warehouse	0	0	20,277	0	21,000	(21,000)	0%
41502500 - Merchandise Sales - Fitness	1,526	1,135	926	1,330	1,110	220	17%
41503500 - Merchandise Sales - Broadband	16,710	30,055	28,196	31,300	31,000	300	1%
41504500 - Merchandise Sales - Nursery	0	3,789	0	0	0	0	0%
41505000 - Bar Sales	82,233	76,127	68,140	72,000	65,000	7,000	10%
Total Merchandise Sales	291,898	312,636	296,685	299,630	298,110	1,520	1%
Clubhouse Rentals and Event Fees							
42501000 - Clubhouse Room Rentals - Residents	249,898	323,965	421,484	326,755	332,026	(5,271)	(2%)
42501500 - Clubhouse Room Rentals - Exception Rate	55,141	63,419	13,915	66,356	14,082	52,274	79%
42502000 - Clubhouse Event Fees - Residents	291,027	252,622	276,589	276,690	242,334	34,356	12%
42502500 - Clubhouse Event Fees - Non Residents	0	988	918	0	0	0	0%
42503000 - Village Greens Room Rentals - Residents	5,899	5,068	6,008	4,200	4,000	200	5%
42503500 - Village Greens Room Rentals - Non Residents	1,307	780	1,185	1,000	1,000	0	0%
Total Clubhouse Rentals and Event Fees	603,271	646,842	720,100	675,001	593,442	81,559	12%
Rentals							
43001000 - Garden Plot Rental	36,945	44,299	44,599	50,000	55,560	(5,560)	(11%)
43001500 - Shade House Rental Space	338	360	360	400	0	400	100%
45506500 - Rental Fee	2,000	0	22,600	0	38,000	(38,000)	0%
48001500 - Lease Revenue	49,320	58,320	58,320	58,320	58,320	0	0%
Total Rentals	88,602	102,979	125,879	108,720	151,880	(43,160)	(40%)
Fees and Charges for Services to Residents							
46502000 - Resident Maintenance Fee	8,240	0	0	0	0	0	0%
Total Fees and Charges for Services to Residents	8,240	0	0	0	0	0	0%
Broadband Services							
45001000 - Ad Insertion	666,983	985,218	676,513	985,000	700,000	285,000	29%
45001500 - Premium Channel	408,621	390,250	367,466	400,000	400,000	0	0%
45002000 - Cable Service Call	60,930	95,835	111,778	99,670	100,000	(330)	0%
45002500 - Cable Commission	69,660	92,981	87,038	57,000	90,000	(33,000)	(58%)
45003000 - High Speed Internet	1,460,957	1,541,444	1,599,058	1,600,000	1,750,000	(150,000)	(9%)
45003500 - Equipment Rental	1,608,265	1,694,604	1,833,463	1,868,000	1,908,400	(40,400)	(2%)
45004000 - Video Production	51,289	46,795	44,033	50,000	45,000	5,000	10%
45004500 - Video Re-Production	2,497	2,443	2,956	2,000	1,500	500	25%
45005000 - Message Board	18,000	22,325	21,350	19,000	20,000	(1,000)	(5%)
45005500 - Advertising	34,704	35,819	53,699	38,000	201,000	(163,000)	(429%)
Total Broadband Services	4,381,905	4,907,714	4,797,353	5,118,670	5,215,900	(97,230)	(2%)
Investment Income							
49001000 - Investment Income - Nondiscretionary	(73)	0	0	0	50	(50)	0%
49002000 - Investment Income - Discretionary	(380)	0	0	0	0	0	0%
Total Investment Income	(453)	0	0	0	50	(50)	0%
Unrealized Gain/(Loss) On AFS Investments							
49008100 - Unrealized Gain/(Loss) On Available For Sale Investments	(116,091)	(208,978)	0	0	0	0	0%
Total Unrealized Gain/(Loss) on AFS Investments	(116,091)	(208,978)	0	0	0	0	0%
Miscellaneous							
43501000 - Horse Boarding Fee	66,700	63,493	58,825	64,584	65,736	(1,152)	(2%)
43501500 - Horse Feed Fee	29,716	28,764	27,068	28,700	28,700	0	0%
43502000 - Horse Trailer Parking Fee	720	480	480	480	480	0	0%
43502500 - Horse Lesson Fee - Resident	25,199	23,498	14,178	25,260	14,500	10,760	43%
43503500 - Horse Rental & Trail Ride Fee - Resident	0	0	0	0	1,728	(1,728)	0%
44001000 - Fitness Fee - Guests	1,614	1,168	0	0	0	0	0%
44001500 - Pool Fee - Guests	3,978	2,399	(30)	0	0	0	0%
44002000 - Bridge Room Fee - Guests	64,851	62,193	58,276	62,193	51,829	10,364	17%
44002500 - Parking Fees - Non Residents	48,070	43,355	44,135	120,000	45,000	75,000	63%
44003000 - Class Fees	122,948	153,662	152,687	142,920	120,368	22,552	16%
44003500 - Locker Rental Fee	4,784	5,276	4,984	5,552	4,461	1,091	20%
44004500 - Clubhouse Labor Fee	41,624	39,740	39,782	38,800	32,694	6,106	16%
44005000 - Clubhouse Equipment Fee	0	0	750	0	0	0	0%
44005500 - Clubhouse Catering Fee	25,980	19,038	17,391	20,855	16,799	4,056	19%
44006000 - Tickets Sales - Residents	805	50	630	805	805	0	0%
44006500 - Sponsorship Income	34,027	40,585	45,050	34,000	42,000	(8,000)	(24%)
46001000 - RV Storage Fee	60,308	110,559	108,265	100,000	110,000	(10,000)	(10%)
46001500 - RV Lot Card Fee	(292)	0	0	0	0	0	0%

OPERATING FUND ONLY

Golden Rain Foundation of Laguna Woods
Budget Comparison Report by Account
12/31/2021
 GOLDEN RAIN FOUNDATION

Attachment 5

	2017 Actuals	2018 Actuals	2019 Actuals	2020 Budget	2021 Budget	Increase/ (Decrease)	VAR %
46002000 - Traffic Violation	56,828	89,606	113,871	60,000	100,000	(40,000)	(67%)
46003500 - Security Standby Fee	200	4,500	3,496	4,500	4,500	0	0%
46004000 - Estate Sale Fee	4,680	3,290	3,285	4,000	4,000	0	0%
46004500 - Resident Violations	3,468	3,388	0	0	0	0	0%
44501000 - Additional Occupant Fee	132,675	221,697	191,223	225,000	214,855	10,145	5%
44502000 - Variance Processing Fee	0	(36)	0	0	0	0	0%
44503500 - Resale Processing Fee	9,576	18,144	7,272	15,000	15,000	0	0%
44504000 - Resident Id Card Fee	22,920	20,570	17,275	25,000	25,000	0	0%
44504500 - Notary Fee	20	10	0	0	0	0	0%
44506000 - Photo Copy Fee	75,844	74,286	76,396	80,000	80,000	0	0%
44506500 - Auto Decal Fee	39,403	45,567	108,171	80,000	110,000	(30,000)	(38%)
44507000 - Golf Cart Electric Fee	(310)	0	0	0	0	0	0%
47001000 - Cash Discounts - Accounts Payable	432	19	4,526	0	0	0	0%
47001500 - Late Fee Revenue	8,398	8,966	9,810	29,050	13,500	15,550	54%
47002000 - Collection Administrative Fee	0	7,000	0	0	0	0	0%
48001000 - Legal Fee	30	0	0	0	0	0	0%
46005500 - Disaster Task Force	4,527	5,568	4,531	3,000	5,000	(2,000)	(67%)
49009000 - Miscellaneous Revenue	9,912	22,308	94	3,250	3,450	(200)	(6%)
Total Miscellaneous	899,635	1,119,143	1,112,421	1,172,949	1,110,405	62,544	5%
Total Non-Assessment Revenue	7,579,714	8,637,335	8,635,777	9,139,420	9,137,237	2,183	0%
Expenses:							
Employee Compensation							
51011000 - Salaries & Wages - Regular	11,830,970	11,756,692	12,478,298	13,245,311	13,461,744	216,434	2%
51021000 - Union Wages - Regular	3,128,624	3,348,113	3,120,550	3,410,137	3,438,744	28,607	1%
51041000 - Wages - Overtime	336,619	248,272	228,204	200,767	159,746	(41,021)	(20%)
51051000 - Union Wages - Overtime	85,394	63,331	44,792	56,537	58,427	1,890	3%
51061000 - Holiday & Vacation	582,408	1,492,350	1,451,774	1,163,987	1,133,680	(30,306)	(3%)
51071000 - Sick	334,832	401,219	396,138	474,784	462,423	(12,361)	(3%)
51081000 - Sick - Part Time	0	0	0	32,652	24,283	(8,369)	(26%)
51091000 - Missed Meal Penalty	31,166	68,254	44,683	23,678	23,933	255	1%
51101000 - Temporary Help	416,015	111,705	126,815	11,754	19,700	7,946	68%
51981000 - Compensation Accrual	(36,200)	269,539	58,784	0	0	0	0%
Total Employee Compensation	16,709,828	17,759,474	17,950,037	18,619,606	18,782,680	163,074	1%
Compensation Related							
52411000 - F.I.C.A.	1,233,429	1,274,658	1,310,154	1,387,709	1,404,785	17,076	1%
52421000 - F.U.I.	106,831	24,525	24,062	20,849	20,683	(166)	(1%)
52431000 - S.U.I.	140,497	216,581	184,174	133,967	129,040	(4,927)	(4%)
52441000 - Union Medical	1,117,246	1,175,578	1,068,125	1,092,021	1,122,277	30,257	3%
52451000 - Workers' Compensation Insurance	744,246	1,163,623	956,875	847,839	863,142	15,303	2%
52461000 - Non Union Medical & Life Insurance	937,196	1,065,155	1,206,780	1,316,652	1,349,027	32,374	2%
52461500 - VUL Premium	0	20,372	6,743	0	0	0	0%
52461550 - VUL Interest	0	(643)	2,200	0	0	0	0%
52471000 - Union Retirement Plan	202,152	208,859	219,785	190,962	270,051	79,089	41%
52481000 - Non-Union Retirement Plan	304,234	258,491	265,860	469,004	451,983	(17,020)	(4%)
52491000 - Resident Staff Benefits	772	0	0	0	0	0	0%
52981000 - Compensation Related Accrual	3,140	18,152	(99,510)	0	0	0	0%
Total Compensation Related	4,789,743	5,425,352	5,145,248	5,459,002	5,610,989	151,986	3%
Materials and Supplies							
53001000 - Materials & Supplies	1,318,291	1,069,309	1,373,794	1,508,161	1,355,861	(152,300)	(10%)
53002500 - Printed Membership Materials	551	1,239	0	0	0	0	0%
53003000 - Materials Direct	260,907	(2,404)	33,335	0	0	0	0%
53003500 - Materials Direct - Grf	282,802	437,677	306,841	363,077	387,019	23,942	7%
53004000 - Freight	32,413	37,446	43,197	38,443	37,176	(1,267)	(3%)
Total Materials and Supplies	1,894,963	1,543,267	1,757,167	1,909,681	1,780,056	(129,625)	(7%)
Cost of Goods Sold							
53101000 - Cost Of Sales - Warehouse	2,467	9,373	18,736	10,310	15,615	5,305	51%
53101500 - Cost Of Sales - Pro Shop	153,385	171,689	143,244	146,000	140,000	(6,000)	(4%)
53102000 - Cost Of Sales - Alcohol	25,080	19,508	21,557	20,000	21,600	1,600	8%
53103500 - Earthquake Materials	16,477	10,712	13,366	15,000	15,000	0	0%
Total Cost of Goods Sold	202,658	211,310	196,903	191,310	192,215	905	0%
Community Events							
53201000 - Community Events	425,255	430,812	563,596	457,006	394,686	(62,320)	(14%)
Total Community Events	425,255	430,812	563,596	457,006	394,686	(62,320)	(14%)
Utilities and Telephone							
53301000 - Electricity	973,888	868,997	875,691	904,700	861,852	(42,848)	(5%)
53301500 - Sewer	84,469	81,822	77,338	77,015	81,205	4,190	5%
53302000 - Water	711,535	694,692	605,107	699,158	699,700	542	0%
53302500 - Trash	174,076	188,688	220,868	196,178	207,499	11,321	6%
53303500 - Gas	219,145	217,034	244,948	212,140	212,924	784	0%
53304000 - Telephone	251,088	247,588	284,506	263,008	330,343	67,335	26%
Total Utilities and Telephone	2,414,202	2,298,821	2,308,457	2,352,199	2,393,523	41,324	2%
Fuel and Oil							
53304500 - Fuel & Oil For Vehicles	436,786	510,572	511,609	521,600	536,250	14,650	3%
Total Fuel and Oil	436,786	510,572	511,609	521,600	536,250	14,650	3%
Legal Fees							

Golden Rain Foundation of Laguna Woods
Budget Comparison Report by Account
12/31/2021
GOLDEN RAIN FOUNDATION

Attachment 5

	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Actuals</u>	<u>2020 Budget</u>	<u>2021 Budget</u>	<u>Increase/ (Decrease)</u>	<u>VAR %</u>
53401500 - Legal Fees	339,953	506,476	994,184	347,530	347,530	0	0%
Total Legal Fees	339,953	506,476	994,184	347,530	347,530	0	0%
Professional Fees							
53402000 - Audit & Tax Preparation Fees	124,382	126,167	130,132	132,000	136,200	4,200	3%
53402500 - Payroll System Fees	119,761	150,359	169,100	150,000	150,000	0	0%
53403500 - Consulting Fees	316,877	351,909	291,803	435,744	378,947	(56,797)	(13%)
53404500 - Fees	5,000	5,400	6,000	6,000	6,000	0	0%
Total Professional Fees	566,021	633,835	597,035	723,744	671,147	(52,597)	(7%)
Equipment Rental							
53501000 - Space, Rent/Lease	0	239	0	0	0	0	0%
53501500 - Equipment Rental/Lease Fees	269,499	222,962	213,295	221,669	217,712	(3,957)	(2%)
Total Equipment Rental	269,499	223,201	213,295	221,669	217,712	(3,957)	(2%)
Outside Services							
53601000 - Bank Fees	38,160	32,245	100,810	44,500	53,400	8,900	20%
53601500 - Credit Card Transaction Fees	113,616	144,695	173,485	170,132	159,980	(10,152)	(6%)
53602000 - Merchant Account Fees	15,980	19,125	19,610	18,073	13,671	(4,402)	(24%)
53602500 - Licensing Fees	11,000	3,500	8,300	22,400	22,500	100	0%
53603000 - Permit Fees	14,960	7,139	69	7,000	7,200	200	3%
54603500 - Outside Services Direct	11,669	73,505	2,064	50,000	0	(50,000)	(100%)
53704000 - Outside Services	1,302,278	1,453,201	1,732,371	1,874,130	2,115,173	241,044	13%
Total Outside Services	1,507,664	1,733,410	2,036,708	2,186,235	2,371,924	185,690	8%
Repairs and Maintenance							
53701000 - Equipment Repair & Maint	311,322	457,095	285,946	454,356	459,179	4,823	1%
53702000 - Street Repair & Maint	0	0	0	1,000	1,000	0	0%
53702500 - Building Repair & Maint	365,726	336,958	360,811	350,448	410,654	60,206	17%
53703000 - Elevator /Lift Maintenance	10,739	7,324	10,644	11,098	11,935	837	8%
53703500 - Water Softener	3,260	2,174	3,122	3,622	4,083	461	13%
Total Repairs and Maintenance	691,047	803,550	660,523	820,524	886,851	66,327	8%
Other Operating Expense							
53604000 - Pest Control Fees	2,689	2,743	8,095	52,842	55,798	2,956	6%
53801000 - Mileage & Meal Allowance	8,745	8,273	9,701	14,152	13,776	(376)	(3%)
53801500 - Travel & Lodging	4,633	4,959	5,793	13,289	6,008	(7,281)	(55%)
53802000 - Uniforms	145,826	123,834	113,695	126,606	128,581	1,975	2%
53802500 - Dues & Memberships	5,912	11,228	15,075	13,805	16,981	3,176	23%
53803000 - Subscriptions & Books	8,235	7,549	9,489	14,209	10,409	(3,801)	(27%)
53803500 - Training & Education	59,690	58,431	54,717	105,914	97,452	(8,462)	(8%)
53804000 - Staff Support	45,350	40,987	68,181	96,010	98,100	2,090	2%
53901000 - Benefit Administrative Fees	2,298	33	8,452	4,000	4,000	0	0%
53901500 - Volunteer Support	14,612	4,364	10,397	16,129	16,800	671	4%
53902000 - Physical Examinations	58,852	43,252	49,284	41,120	42,100	980	2%
53902500 - Recruiting Fees	74,032	133,326	61,929	150,000	100,000	(50,000)	(33%)
53903000 - Safety	123,119	115,838	79,620	110,636	107,215	(3,421)	(3%)
54001000 - Board Relations	3,654	7,049	6,172	18,980	19,805	825	4%
54001500 - Public Relations	26,846	55,077	40,168	2,500	1,000	(1,500)	(60%)
54002000 - Postage	18,484	17,539	16,445	21,495	21,192	(303)	(1%)
54002500 - Filing Fees / Permits	36,145	48,093	37,039	66,821	147,376	80,555	121%
54502500 - Cable Promotions	3,859	4,208	4,094	3,500	3,500	0	0%
Total Other Operating Expense	642,983	686,780	598,345	872,007	890,092	18,085	2%
Interest Expense							
54201500 - Mortgage Interest Expense	13,732	0	0	0	0	0	0%
Total Interest Expense	13,732	0	0	0	0	0	0%
Income Taxes							
54301000 - State & Federal Income Taxes	(22,686)	(25,511)	32,003	25,000	2,000	(23,000)	(92%)
Total Income Taxes	(22,686)	(25,511)	32,003	25,000	2,000	(23,000)	(92%)
Property and Sales Tax							
54301500 - State & Local Taxes	112,707	96,849	122,405	102,200	19,900	(82,300)	(81%)
54302000 - Property Taxes	3,151	3,151	3,151	2,510	3,115	605	24%
Total Property and Sales Tax	115,858	100,000	125,556	104,710	23,015	(81,695)	(78%)
Insurance							
54401000 - Hazard & Liability Insurance	1,044,271	1,127,724	1,280,014	1,254,252	1,257,267	3,014	0%
54401500 - D&O Liability	105,688	57,433	57,343	59,523	59,507	(16)	0%
54402000 - Property Insurance	67,029	72,443	29,655	95,574	95,574	0	0%
54402500 - Auto Liability Insurance	8,886	4,566	4,434	13,000	10,000	(3,000)	(23%)
54403000 - General Liability Insurance	3,240	3,511	2,656	3,600	3,600	0	0%
54403500 - Property Damage	0	0	263	10,000	10,000	0	0%
54404000 - Insurance Deductible	7,977	0	0	0	0	0	0%
Total Insurance	1,237,090	1,265,678	1,374,364	1,435,949	1,435,947	(1)	0%
Cable Programming/Copyright/Franchise							
54501000 - Cable - Programming Fees	4,450,577	4,736,006	4,828,389	3,500,000	3,752,088	252,088	7%
54501500 - Cable - Copyright Fees	45,863	66,222	0	67,000	0	(67,000)	(100%)
54502000 - Cable - City of Laguna Woods Franchise Fees	277,979	282,261	299,191	291,648	287,000	(4,648)	(2%)
54503000 - Production Fees	526	0	0	0	0	0	0%
Total Cable Programming/Copyright/Franchise	4,774,945	5,084,489	5,127,580	3,858,648	4,039,088	180,440	5%

Net Allocation to Mutuals

OPERATING FUND ONLY

Golden Rain Foundation of Laguna Woods
Budget Comparison Report by Account
12/31/2021
GOLDEN RAIN FOUNDATION

Attachment 5

	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Actuals</u>	<u>2020 Budget</u>	<u>2021 Budget</u>	<u>Increase/ (Decrease)</u>	<u>VAR %</u>
48501000 - Allocated To Grf Departments	(7,971,524)	(6,687,103)	(6,389,122)	(7,053,047)	(7,245,705)	(192,658)	(3%)
48502500 - Mutual General Operating	(123,357)	(123,357)	(5,382)	0	0	0	0%
54602500 - Allocated Expenses	<u>5,941,259</u>	<u>4,338,236</u>	<u>3,847,280</u>	<u>3,891,925</u>	<u>4,334,779</u>	<u>442,853</u>	<u>11%</u>
Total Net Allocation To Mutuals	<u>(2,153,622)</u>	<u>(2,472,224)</u>	<u>(2,547,224)</u>	<u>(3,161,122)</u>	<u>(2,910,926)</u>	<u>250,195</u>	<u>8%</u>
Uncollectible Accounts							
54602000 - Bad Debt Expense	<u>20,933</u>	<u>17,360</u>	<u>9,432</u>	<u>15,250</u>	<u>15,250</u>	<u>0</u>	<u>0%</u>
Total Uncollectible Accounts	<u>20,933</u>	<u>17,360</u>	<u>9,432</u>	<u>15,250</u>	<u>15,250</u>	<u>0</u>	<u>0%</u>
(Gain)/Loss on Sale or Trade							
54101000 - (Gain)/Loss - Warehouse Sales	(1,098)	133,344	(520)	(67,500)	(25,000)	42,500	63%
54101500 - (Gain)/Loss On Investments	<u>111</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total (Gain)/Loss on Sale or Trade	<u>(987)</u>	<u>133,344</u>	<u>(520)</u>	<u>(67,500)</u>	<u>(25,000)</u>	<u>42,500</u>	<u>63%</u>
Total Expenses	<u>34,875,866</u>	<u>36,869,996</u>	<u>37,654,298</u>	<u>36,893,048</u>	<u>37,655,029</u>	<u>761,981</u>	<u>2%</u>
Excess of Revenues Over Expenses	<u>(\$27,296,152)</u>	<u>(\$28,232,660)</u>	<u>(\$29,018,521)</u>	<u>(\$27,753,628)</u>	<u>(\$28,517,792)</u>	<u>\$764,164</u>	<u>3%</u>

GOLDEN RAIN FOUNDATION & TRUST
2021 RESERVES PLAN
Five-Year Cash Flow Projections

<i>Fund</i>	<i>Year</i>	<i>Beginning Balance</i>	<i>Investment Income</i>	<i>Contributions</i>	<i>Assessment PMPM</i>	<i>Expenditures*</i>	<i>ENDING BALANCE</i>
RESERVE FUND	2020	\$ 21,302,012	\$ 358,769	\$ 6,559,308	\$ 19.00	\$ (9,298,888)	\$ 18,921,201
	2021	\$ 18,921,201	\$ 475,499	\$ 6,559,308	\$ 19.00	\$ (6,361,809)	\$ 19,594,199
	2022	\$ 19,594,199	\$ 414,005	\$ 7,524,468	\$ 24.00	\$ (13,592,499)	\$ 13,940,173
	2023	\$ 13,940,173	\$ 280,403	\$ 8,288,628	\$ 29.00	\$ (13,736,779)	\$ 8,772,425
	2024	\$ 8,772,425	\$ 224,364	\$ 9,052,788	\$ 34.00	\$ (8,648,556)	\$ 9,401,020
<i>Consolidated reporting of Equipment, Facilities, and Trust Facilities Fee Funds.</i>							
CONTINGENCY FUND	2020	\$ 593,579	\$ 10,043	\$ 2,764,160	\$ 5.00	\$ (492,572)	\$ 2,875,210
	2021	\$ 2,875,210	\$ 56,322	\$ 0	\$ 0.00	\$ (1,244,636)	\$ 1,686,896
	2022	\$ 1,686,896	\$ 40,845	\$ 152,832	\$ 1.00	\$ (259,000)	\$ 1,621,573
	2023	\$ 1,621,573	\$ 41,048	\$ 305,664	\$ 2.00	\$ (265,000)	\$ 1,703,285
	2024	\$ 1,703,285	\$ 44,913	\$ 458,496	\$ 3.00	\$ (272,000)	\$ 1,934,694
<i>2020 Includes a \$2MM transfer from operating surplus to fund a portion of unexpected property insurance premiums. 2021 expenditures assumes insurance premium of \$991,621 to be paid from the Contingency Fund.</i>							
TOTAL	2020	\$ 21,895,591	\$ 368,812	\$ 9,323,468	\$ 24.00	\$ (9,791,460)	\$ 21,796,411
	2021	\$ 21,796,411	\$ 531,821	\$ 6,559,308	\$ 19.00	\$ (7,606,445)	\$ 21,281,095
	2022	\$ 21,281,095	\$ 454,850	\$ 7,677,300	\$ 25.00	\$ (13,851,499)	\$ 15,561,746
	2023	\$ 15,561,746	\$ 321,451	\$ 8,594,292	\$ 31.00	\$ (14,001,779)	\$ 10,475,710
	2024	\$ 10,475,710	\$ 269,277	\$ 9,511,284	\$ 37.00	\$ (8,920,556)	\$ 11,335,715

* Planned Expenditures include Capital Plan items, supplemental appropriations, and carryover items from prior years.

GOLDEN RAIN FOUNDATION & TRUST
2021 RESERVES PLAN
Reserves 30-Year Funding Plan

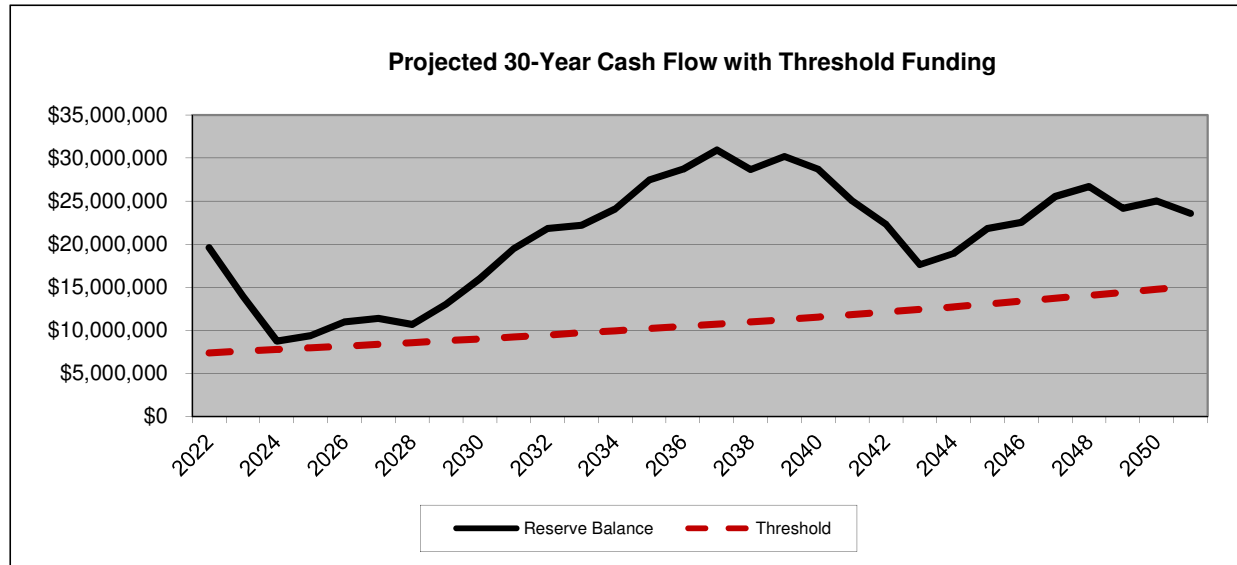
Threshold (Min Balance): **\$7,400,000**

Indexed for inflation

Year	Assessment		Investment Income	Facilities Fee ¹	Planned Expenditures ²	Reserve Balance
	Per Manor Per Month	Total Contributions				
2020	\$ 19.00	\$ 2,903,808	\$ 358,769	\$ 3,655,500	\$ (9,298,888)	\$ 18,921,201
2021	\$ 19.00	\$ 2,903,808	\$ 475,499	\$ 3,655,500	\$ (6,361,809)	\$ 19,594,199
2022	\$ 24.00	\$ 3,667,968	\$ 414,005	\$ 3,856,500	\$ (13,592,500)	\$ 13,940,172
2023	\$ 29.00	\$ 4,432,128	\$ 280,402	\$ 3,856,500	\$ (13,736,779)	\$ 8,772,423
2024	\$ 34.00	\$ 5,196,288	\$ 224,363	\$ 3,856,500	\$ (8,648,556)	\$ 9,401,018
2025	\$ 34.00	\$ 5,196,288	\$ 251,568	\$ 3,856,500	\$ (7,729,417)	\$ 10,975,957
2026	\$ 34.00	\$ 5,196,288	\$ 276,262	\$ 3,856,500	\$ (8,903,730)	\$ 11,401,277
2027	\$ 34.00	\$ 5,196,288	\$ 272,872	\$ 3,856,500	\$ (10,025,551)	\$ 10,701,386
2028	\$ 34.00	\$ 5,196,288	\$ 292,785	\$ 3,856,500	\$ (7,032,742)	\$ 13,014,217
2029	\$ 34.00	\$ 5,196,288	\$ 358,085	\$ 3,856,500	\$ (6,434,387)	\$ 15,990,703
2030	\$ 34.00	\$ 5,196,288	\$ 437,944	\$ 3,856,500	\$ (5,998,665)	\$ 19,482,770
2031	\$ 32.00	\$ 4,890,624	\$ 510,035	\$ 3,856,500	\$ (6,909,898)	\$ 21,830,031
2032	\$ 30.00	\$ 4,584,960	\$ 543,727	\$ 3,856,500	\$ (8,603,354)	\$ 22,211,864
2033	\$ 28.00	\$ 4,279,296	\$ 571,827	\$ 3,856,500	\$ (6,813,343)	\$ 24,106,144
2034	\$ 26.00	\$ 3,973,632	\$ 636,162	\$ 3,856,500	\$ (5,149,429)	\$ 27,423,009
2035	\$ 24.00	\$ 3,667,968	\$ 692,680	\$ 3,856,500	\$ (6,956,070)	\$ 28,684,087
2036	\$ 20.00	\$ 3,056,640	\$ 735,754	\$ 3,856,500	\$ (5,420,980)	\$ 30,912,001
2037	\$ 20.00	\$ 3,056,640	\$ 735,462	\$ 3,856,500	\$ (9,900,168)	\$ 28,660,435
2038	\$ 20.00	\$ 3,056,640	\$ 726,293	\$ 3,856,500	\$ (6,130,600)	\$ 30,169,268
2039	\$ 20.00	\$ 3,056,640	\$ 726,748	\$ 3,856,500	\$ (9,111,838)	\$ 28,697,318
2040	\$ 20.00	\$ 3,056,640	\$ 663,226	\$ 3,856,500	\$ (11,249,701)	\$ 25,023,983
2041	\$ 20.00	\$ 3,056,640	\$ 584,345	\$ 3,856,500	\$ (10,213,496)	\$ 22,307,972
2042	\$ 22.00	\$ 3,362,304	\$ 492,896	\$ 3,856,500	\$ (12,403,040)	\$ 17,616,632
2043	\$ 24.00	\$ 3,667,968	\$ 451,055	\$ 3,856,500	\$ (6,673,327)	\$ 18,918,828
2044	\$ 26.00	\$ 3,973,632	\$ 502,936	\$ 3,856,500	\$ (5,432,883)	\$ 21,819,013
2045	\$ 28.00	\$ 4,279,296	\$ 547,557	\$ 3,856,500	\$ (7,969,247)	\$ 22,533,119
2046	\$ 30.00	\$ 4,584,960	\$ 593,504	\$ 3,856,500	\$ (6,027,358)	\$ 25,540,725
2047	\$ 32.00	\$ 4,890,624	\$ 644,671	\$ 3,856,500	\$ (8,254,871)	\$ 26,677,649
2048	\$ 32.00	\$ 4,890,624	\$ 627,751	\$ 3,856,500	\$ (11,882,359)	\$ 24,170,165
2049	\$ 32.00	\$ 4,890,624	\$ 607,105	\$ 3,856,500	\$ (8,519,044)	\$ 25,005,350
2050	\$ 32.00	\$ 4,890,624	\$ 599,765	\$ 3,856,500	\$ (10,776,586)	\$ 23,575,653

¹ Assumes Transfer fee of \$5,000 on 731 units in 2021 and 771 thereafter.

² Planned Expenditures include Capital Plan, supplemental appropriations, and carryover items from prior years.



GOLDEN RAIN FOUNDATION & TRUST
2021 RESERVES PLAN
Equipment Planned Expenditures

	Aquatics	Broadband Services	Clubhouses	Computers	Fitness	Golf Facilities	Landscape	Other Equipment	Security	Vehicles	Total
2021	\$ 25,000	\$ 573,000	\$ 20,000	\$ 685,000	\$ 0	\$ 49,000	\$ 359,000	\$ 100,000	\$ 73,000	\$ 1,206,000	\$ 3,090,000
2022	\$ 15,000	\$ 629,500	\$ 197,000	\$ 890,000	\$ 49,100	\$ 1,419,000	\$ 220,000	\$ 140,000	\$ 10,000	\$ 1,364,000	\$ 4,933,600
2023	\$ 0	\$ 667,500	\$ 239,000	\$ 460,000	\$ 44,000	\$ 55,000	\$ 260,000	\$ 100,000	\$ 0	\$ 1,130,000	\$ 2,955,500
2024	\$ 18,000	\$ 872,500	\$ 22,000	\$ 1,008,000	\$ 27,000	\$ 73,000	\$ 390,000	\$ 115,000	\$ 0	\$ 930,000	\$ 3,455,500
2025	\$ 0	\$ 679,500	\$ 31,000	\$ 500,000	\$ 27,000	\$ 45,000	\$ 182,000	\$ 168,000	\$ 0	\$ 1,080,000	\$ 2,712,500
2026	\$ 15,000	\$ 567,500	\$ 26,000	\$ 109,000	\$ 134,100	\$ 130,500	\$ 0	\$ 100,000	\$ 0	\$ 930,000	\$ 2,012,100
2027	\$ 30,000	\$ 739,500	\$ 45,000	\$ 850,000	\$ 77,000	\$ 25,000	\$ 15,000	\$ 125,000	\$ 10,000	\$ 930,000	\$ 2,846,500
2028	\$ 45,000	\$ 607,500	\$ 192,000	\$ 150,000	\$ 27,000	\$ 166,000	\$ 95,000	\$ 120,100	\$ 0	\$ 1,080,000	\$ 2,482,600
2029	\$ 0	\$ 422,500	\$ 31,000	\$ 693,000	\$ 27,000	\$ 185,000	\$ 110,000	\$ 100,000	\$ 0	\$ 930,000	\$ 2,498,500
2030	\$ 0	\$ 317,500	\$ 510,000	\$ 20,000	\$ 66,100	\$ 259,000	\$ 311,200	\$ 100,000	\$ 0	\$ 1,500,000	\$ 3,083,800
2031	\$ 18,000	\$ 442,500	\$ 32,000	\$ 110,000	\$ 27,000	\$ 340,000	\$ 0	\$ 100,000	\$ 30,000	\$ 1,056,000	\$ 2,155,500
2032	\$ 0	\$ 351,500	\$ 139,000	\$ 1,850,000	\$ 27,000	\$ 132,000	\$ 0	\$ 240,000	\$ 10,000	\$ 930,000	\$ 3,679,500
2033	\$ 45,000	\$ 417,500	\$ 79,000	\$ 930,000	\$ 27,000	\$ 155,000	\$ 60,000	\$ 101,100	\$ 0	\$ 930,000	\$ 2,744,600
2034	\$ 160,000	\$ 547,500	\$ 25,000	\$ 117,000	\$ 49,100	\$ 53,000	\$ 105,000	\$ 110,000	\$ 0	\$ 930,000	\$ 2,096,600
2035	\$ 15,000	\$ 527,500	\$ 196,800	\$ 0	\$ 27,000	\$ 13,000	\$ 182,000	\$ 168,000	\$ 0	\$ 2,439,000	\$ 3,568,300
2036	\$ 18,000	\$ 340,500	\$ 11,000	\$ 150,000	\$ 112,000	\$ 0	\$ 20,000	\$ 100,000	\$ 43,000	\$ 930,000	\$ 1,724,500
2037	\$ 0	\$ 514,500	\$ 60,000	\$ 1,585,000	\$ 94,000	\$ 70,000	\$ 0	\$ 122,000	\$ 10,000	\$ 1,055,000	\$ 3,510,500
2038	\$ 12,000	\$ 417,500	\$ 442,000	\$ 20,000	\$ 199,100	\$ 160,500	\$ 95,000	\$ 120,100	\$ 0	\$ 930,000	\$ 2,396,200
2039	\$ 0	\$ 434,500	\$ 21,000	\$ 68,000	\$ 27,000	\$ 604,000	\$ 327,200	\$ 265,000	\$ 0	\$ 930,000	\$ 2,676,700
2040	\$ 33,000	\$ 342,500	\$ 450,000	\$ 1,000,000	\$ 27,000	\$ 318,000	\$ 474,000	\$ 100,000	\$ 0	\$ 1,500,000	\$ 4,244,500
2041	\$ 30,000	\$ 317,500	\$ 0	\$ 100,000	\$ 27,000	\$ 340,000	\$ 215,000	\$ 100,000	\$ 30,000	\$ 1,056,000	\$ 2,215,500
2042	\$ 15,000	\$ 354,500	\$ 211,000	\$ 959,000	\$ 49,100	\$ 902,000	\$ 200,000	\$ 145,000	\$ 10,000	\$ 1,080,000	\$ 3,925,600
2043	\$ 18,000	\$ 442,500	\$ 25,000	\$ 50,000	\$ 27,000	\$ 45,000	\$ 280,000	\$ 100,000	\$ 0	\$ 930,000	\$ 1,917,500
2044	\$ 0	\$ 522,500	\$ 15,000	\$ 158,000	\$ 44,000	\$ 36,000	\$ 90,000	\$ 100,000	\$ 0	\$ 930,000	\$ 1,895,500
2045	\$ 0	\$ 492,500	\$ 163,000	\$ 685,000	\$ 27,000	\$ 35,000	\$ 182,000	\$ 168,000	\$ 0	\$ 1,105,000	\$ 2,857,500
2046	\$ 0	\$ 354,500	\$ 11,000	\$ 20,000	\$ 134,100	\$ 77,000	\$ 0	\$ 100,000	\$ 0	\$ 930,000	\$ 1,626,600
2047	\$ 15,000	\$ 691,500	\$ 43,000	\$ 910,000	\$ 77,000	\$ 45,000	\$ 0	\$ 210,000	\$ 10,000	\$ 930,000	\$ 2,931,500
2048	\$ 90,000	\$ 317,500	\$ 129,000	\$ 1,830,000	\$ 27,000	\$ 280,000	\$ 147,200	\$ 100,000	\$ 0	\$ 930,000	\$ 3,850,700
2049	\$ 145,000	\$ 462,500	\$ 30,000	\$ 100,000	\$ 27,000	\$ 335,000	\$ 90,000	\$ 100,000	\$ 10,000	\$ 1,080,000	\$ 2,379,500
2050	\$ 0	\$ 420,000	\$ 161,800	\$ 109,000	\$ 49,100	\$ 190,500	\$ 294,000	\$ 100,000	\$ 0	\$ 2,534,000	\$ 3,858,400
Total	\$ 762,000	\$ 14,788,000	\$ 3,557,600	\$ 16,116,000	\$ 1,582,800	\$ 6,537,500	\$ 4,703,600	\$ 3,817,300	\$ 246,000	\$ 34,215,000	\$ 86,325,800

Figures represent 2021 dollars and do not include inflation or carryover items, which are considered on the 30-year Funding Plan.

**GOLDEN RAIN FOUNDATION & TRUST
2021 RESERVES PLAN
Facilities Planned Expenditures**

	Aquatics	Clubhouses	Fitness	Golf Facilities	Other GRF Facilities	Paving	Security	Total
2021	\$ 0	\$ 30,000	\$ 0	\$ 0	\$ 1,063,000	\$ 879,069	\$ 35,000	\$ 2,007,069
2022	\$ 0	\$ 5,925,000	\$ 45,000	\$ 200,000	\$ 701,000	\$ 864,419	\$ 450,000	\$ 8,185,419
2023	\$ 310,000	\$ 4,790,500	\$ 0	\$ 0	\$ 4,197,300	\$ 786,564	\$ 35,000	\$ 10,119,364
2024	\$ 20,000	\$ 2,680,000	\$ 0	\$ 600,000	\$ 368,000	\$ 872,544	\$ 35,000	\$ 4,575,544
2025	\$ 55,000	\$ 2,336,000	\$ 100,000	\$ 20,000	\$ 408,000	\$ 870,970	\$ 500,000	\$ 4,289,970
2026	\$ 0	\$ 4,290,000	\$ 0	\$ 115,000	\$ 608,000	\$ 844,500	\$ 0	\$ 5,857,500
2027	\$ 80,000	\$ 2,016,000	\$ 120,000	\$ 0	\$ 2,738,001	\$ 844,500	\$ 0	\$ 5,798,501
2028	\$ 55,000	\$ 28,300	\$ 0	\$ 138,000	\$ 2,368,001	\$ 844,500	\$ 0	\$ 3,433,801
2029	\$ 30,000	\$ 1,140,000	\$ 0	\$ 0	\$ 768,001	\$ 844,500	\$ 0	\$ 2,782,501
2030	\$ 0	\$ 480,000	\$ 0	\$ 52,000	\$ 343,001	\$ 844,500	\$ 0	\$ 1,719,501
2031	\$ 0	\$ 2,070,000	\$ 0	\$ 0	\$ 328,001	\$ 844,500	\$ 0	\$ 3,242,501
2032	\$ 0	\$ 0	\$ 45,000	\$ 50,000	\$ 1,938,001	\$ 844,500	\$ 0	\$ 2,877,501
2033	\$ 0	\$ 772,000	\$ 0	\$ 0	\$ 280,001	\$ 844,500	\$ 425,000	\$ 2,321,501
2034	\$ 75,000	\$ 320,000	\$ 6,400	\$ 0	\$ 328,001	\$ 844,500	\$ 65,000	\$ 1,638,901
2035	\$ 0	\$ 119,200	\$ 45,000	\$ 0	\$ 346,000	\$ 844,500	\$ 0	\$ 1,354,700
2036	\$ 80,000	\$ 496,000	\$ 0	\$ 20,000	\$ 578,000	\$ 844,500	\$ 0	\$ 2,018,500
2037	\$ 55,000	\$ 1,631,000	\$ 0	\$ 0	\$ 628,000	\$ 844,500	\$ 0	\$ 3,158,500
2038	\$ 30,000	\$ 101,000	\$ 0	\$ 138,000	\$ 519,300	\$ 844,500	\$ 0	\$ 1,632,800
2039	\$ 0	\$ 1,388,000	\$ 0	\$ 600,000	\$ 333,000	\$ 844,500	\$ 0	\$ 3,165,500
2040	\$ 0	\$ 80,000	\$ 0	\$ 0	\$ 1,868,000	\$ 844,500	\$ 0	\$ 2,792,500
2041	\$ 0	\$ 2,005,000	\$ 0	\$ 115,000	\$ 628,000	\$ 844,500	\$ 425,000	\$ 4,017,500
2042	\$ 0	\$ 0	\$ 120,000	\$ 0	\$ 2,144,500	\$ 844,500	\$ 350,000	\$ 3,459,000
2043	\$ 55,000	\$ 361,300	\$ 0	\$ 0	\$ 635,000	\$ 844,500	\$ 63,000	\$ 1,958,800
2044	\$ 20,000	\$ 0	\$ 20,000	\$ 0	\$ 298,800	\$ 844,500	\$ 0	\$ 1,183,300
2045	\$ 80,000	\$ 356,000	\$ 0	\$ 0	\$ 268,000	\$ 844,500	\$ 0	\$ 1,548,500
2046	\$ 55,000	\$ 297,000	\$ 0	\$ 0	\$ 428,000	\$ 844,500	\$ 0	\$ 1,624,500
2047	\$ 30,000	\$ 31,000	\$ 25,000	\$ 20,000	\$ 462,000	\$ 844,500	\$ 0	\$ 1,412,500
2048	\$ 0	\$ 987,200	\$ 0	\$ 138,000	\$ 280,000	\$ 844,500	\$ 0	\$ 2,249,700
2049	\$ 0	\$ 0	\$ 0	\$ 0	\$ 768,000	\$ 694,500	\$ 425,000	\$ 1,887,500
2050	\$ 0	\$ 353,200	\$ 0	\$ 52,000	\$ 268,000	\$ 694,500	\$ 40,000	\$ 1,407,700
Total	\$ 1,030,000	\$ 35,083,700	\$ 526,400	\$ 2,258,000	\$ 26,888,908	\$ 25,086,066	\$ 2,848,000	\$ 93,721,074

Figures represent 2021 dollars and do not include inflation or carryover items, which are considered on the 30-year Funding Plan.

GOLDEN RAIN FOUNDATION & TRUST
2021 RESERVES PLAN
Reserve Component Summary Schedule

<i>Reserve Component</i>	<i>Quantity</i>	<i>Unit</i>	<i>Unit Cost</i>	<i>Estimated Life</i>	<i>Remaining Life</i>	<i>TOTAL COST</i>	<i>FULLY FUNDED BALANCE*</i>
Equipment							
Equipment						\$ 39,766,335	\$ 29,901,945
Furniture & Equipment	3,481	EA	\$1 to \$752K	2 to 20	0 to 19	\$ 19,465,800	\$ 14,613,781
Computer Hardware	1,103	EA	\$20 to \$483K	3 to 10	0 to 6	\$ 4,990,934	\$ 4,383,640
Computer Software	160	EA	\$95 to \$1,081K	1 to 10	0 to 9	\$ 2,810,755	\$ 2,158,982
Vehicles	488	EA	\$246 to \$240K	1 to 15	0 to 14	\$ 12,498,846	\$ 8,745,542
Facilities							
Broadband Services						\$ 19,060,000	\$ 11,490,707
Head-End Facility	1	EA	\$ 1,260,000	30	12	\$ 1,260,000	\$ 798,840
Cable TV System	1	EA	\$ 17,800,000	30	13	\$ 17,800,000	\$ 10,691,867
Clubhouses						\$ 58,620,000	\$ 25,290,310
Clubhouse 1 Facility	1	EA	\$ 13,670,000	40	24	\$ 13,670,000	\$ 5,816,585
Clubhouse 2 Facility	1	EA	\$ 5,050,000	40	36	\$ 5,050,000	\$ 633,775
Village Greens Building	1	EA	\$ 6,000,000	40	30	\$ 6,000,000	\$ 1,653,000
Clubhouse 3 Facility	1	EA	\$ 9,600,000	40	20	\$ 9,600,000	\$ 5,044,800
Clubhouse 4 Facility	1	EA	\$ 10,700,000	40	20	\$ 10,700,000	\$ 5,622,850
Clubhouse 5 Facility	1	EA	\$ 7,100,000	40	21	\$ 7,100,000	\$ 3,553,550
Clubhouse 6 Facility	1	EA	\$ 1,600,000	40	19	\$ 1,600,000	\$ 880,800
Clubhouse 7 Facility	1	EA	\$ 4,900,000	40	24	\$ 4,900,000	\$ 2,084,950
Equestrian						\$ 2,000,000	\$ 1,767,333
Equestrian Facility	1	EA	\$ 2,000,000	60	8	\$ 2,000,000	\$ 1,767,333
Aquatics						\$ 2,350,000	\$ 1,616,222
Refurbish Pools	5	EA	\$ 400,000	40	13	\$ 2,000,000	\$ 1,421,000
Replaster Pools	5	EA	\$ 70,000	9	5	\$ 350,000	\$ 195,222
Other						\$ 35,520,000	\$ 23,501,190
Community Center Facility	1	EA	\$ 21,500,000	40	21	\$ 21,500,000	\$ 10,760,750
Historical Society Facility	1	EA	\$ 800,000	40	14	\$ 800,000	\$ 540,400
Library Facility	1	EA	\$ 1,590,000	40	3	\$ 1,590,000	\$ 1,511,295
Perimeter Walls	7,000	LF	\$ 200	60	13	\$ 1,400,000	\$ 1,120,467
Security/Landscape Facility	1	EA	\$ 1,881,000	40	0	\$ 1,881,000	\$ 1,928,966
Slope Renovation	1	EA	\$ 143,000	1	1	\$ 143,000	\$ 145,860
Tennis Facility	1	EA	\$ 253,000	40	20	\$ 253,000	\$ 132,952
Vehicle Maintenance Facility	1	EA	\$ 2,343,000	40	4	\$ 2,343,000	\$ 2,168,447
Warehouse Facility	1	EA	\$ 5,610,000	40	4	\$ 5,610,000	\$ 5,192,055
GRAND TOTAL						\$ 157,316,335	\$ 93,567,707

* Fully Funded Balance incorporates a Replacement Factor when less than full replacement is expected over the course of an asset life.

Summary

Projected Starting Reserve Balance:	\$ 18,921,201
Fully Funded Balance:	\$ 93,567,707
Percent Funded:	20%
Projected Reserves Deficiency:	\$ 74,646,506
Deficiency Per Unit:	\$ 5,861

Golden Rain Foundation 2021 Reserves Plan
Component Schedule - Use of Replacement Factor

Component	Expenditures	Replacement Factor	\$ per SF	Explanation
EQUIPMENT				
Furniture & Equipment	Straight Line - Life	100%	n/a	Full Replacement over useful life
Computer Hardware	Straight Line - Life	100%	n/a	Full Replacement over useful life
Computer Software	Straight Line - Life	100%	n/a	Full Replacement over useful life
Vehicles	Straight Line - Life	100%	n/a	Full Replacement over useful life
Broadband Services				
Head-End Facility	Straight Line - Life	100%	\$280	Full replacement over 30 year life
Cable TV System	Straight Line - Life	100%	n/a	Full replacement over 30 year life
Clubhouses				
Clubhouse 1 Facility	Straight Line - Life	100%	\$330	Full replacement over 40 year life
Village Greens Building	Straight Line - Life	90%	\$330	Replacement Factor anticipated over 40 year life
Clubhouse 3 Facility	Straight Line - Life	100%	\$330	Full replacement over 40 year life
Clubhouse 4 Facility	Straight Line - Life	90%	\$330	Replacement Factor anticipated over 40 year life
Clubhouse 5 Facility	Straight Line - Life	90%	\$330	Replacement Factor anticipated over 40 year life
Clubhouse 6 Facility	Straight Line - Life	70%	\$330	Replacement Factor anticipated over 40 year life
Clubhouse 7 Facility	Straight Line - Life	80%	\$330	Replacement Factor anticipated over 40 year life
Equestrian				
Equestrian Facility	Straight Line - Life	100%	\$220	Full Replacement over 60 year life
Aquatics				
Refurbish Pools	Straight Line - Life	100%	n/a	Full Replacement over 40 year life
Replaster Pools	Straight Line - Life	100%	n/a	Full Replacement over 9 year life
Other				
Community Center Facility	Straight Line - Life	90%	\$360	Replacement Factor anticipated over 40 year life
Historical Society Facility	Straight Line - Life	90%	\$330	Replacement Factor anticipated over 40 year life
Library Facility	Straight Line - Life	100%	\$280	Full replacement over 40 year life
Perimeter Walls	Straight Line - Life	100%	n/a	Full replacement over 60 year life
Security/Landscape Facility	Straight Line - Life	100%	\$330	Full replacement over 40 year life
Slope Renovation	Straight Line - Life	100%	n/a	Full Replacement over useful life
Tennis Facility	Straight Line - Life	100%	\$330	Full replacement over 40 year life
Vehicle Maintenance Facility	Straight Line - Life	100%	\$220	Full replacement over 40 year life
Warehouse Facility	Straight Line - Life	100%	\$190	Full replacement over 40 year life

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STAFF REPORT

DATE: September 1, 2020
FOR: Board of Directors
SUBJECT: 2021 Capital Plan – Version 3

RECOMMENDATION

Staff recommends the Board approve by resolution the 2021 Capital Reserve Expenditures Plan at the board meeting on September 1, 2020.

BACKGROUND

The Capital Reserve Expenditures Plan (Capital Plan) of this corporation reflects the funding necessary to maintain, repair, replace or restore major common-area components with funding provided from various reserve funds over the next 30 years.

- The Equipment Reserve Fund is used for the purchase of new and replacement equipment, including but not limited to vehicles, machinery, office equipment, and furniture. This fund receives monies through assessments, interest earnings, and a transfer of operating surplus if directed by the board.
- The Facilities Reserve Fund is used for the acquisition, addition, replacement or improvement of Foundation and Trust facilities and their components. This fund receives monies through assessments, interest earnings, and a transfer of operating surplus if directed by the board.
- Trust Facilities Fee Fund accumulates fees charged at the time of title transfer, generating revenue to maintain and improve the recreational and other amenities available to all residents of Laguna Woods Village. These monies are transferred by the board, as needed, to fund projects included in this plan.

Annually the Capital Reserve Expenditures Plan is divided into the categories commensurate with the locations of the projects. Typical categories include Aquatics, Broadband, Clubhouses, Community Center, Computers, Golf Facilities, Miscellaneous Projects/Equipment, Other GRF Facilities, Paving, and Vehicles. Other categories are utilized on an as-needed basis. This report provides a description of each project proposed in 2021.

Additionally, a Five-Year Capital Improvement Plan (CIP) with a summary of all the larger capital improvement projects and recommendations for funding for those projects is presented. The Five-Year CIP is reflected in Table 1 below. Funding for the CIP will occur each year as part of the business planning process.

Table 1

	Proposed Funding 2021	Estimated 2022	Estimated 2023	Estimated 2024	Estimated 2025
CIP Total	\$5,097,069	\$13,119,019	\$13,074,864	\$8,031,044	\$7,002,470

FINANCIAL ANALYSIS

The proposed projects for 2021 total \$5,097,069, as summarized below. This report provides a brief description of each project recommended for the upcoming budget year, divided into the categories commensurate with the location of the projects.

	Equipment	Facilities	Total
Aquatics			\$25,000
CH 2, 5, 6 Handicap Pool Access Chairs	\$25,000		\$25,000

- Funding of \$25,000 is recommended to provide handicap access at the pools and spas at Clubhouses 2, 5 and 6. Those with disabilities cannot safely get in and out of the pool and/or spa. ADA compliance in the public sector requires all pools and spa to be accessible for those with disabilities. Laguna Woods Village is a private community however due to the demographics of the community many residents would benefit from the service.

	Equipment	Facilities	Total
Broadband Services			\$573,000
Set Top Boxes	\$300,000		\$300,000
Infrastructure	\$250,000		\$250,000
Flooring and Work Stations	\$23,000		\$23,000

- Funding of \$300,000 is recommended for the purchase of approximately 1,000 Set Top Boxes in anticipation of the demand for digital services and replacement of failed units at the end of their useful lives.
- Funding of \$250,000 is recommended to replace aging HD equipment at the Head End facility. In addition to replacing old equipment, additional HD equipment is needed to broadcast the remaining SD channels in high definition.
- Funding of \$23,000 is recommended to replace flooring and work stations at the Head End facility. The Broadband office space has not had a remodel or flooring replaced in 15 years. The current state of the flooring and work stations have become a safety and trip hazard to staff and should be replaced in 2021.

	Equipment	Facilities	Total
Clubhouses			\$50,000
CH 2 Lawn Bowling Re-Roof *		\$30,000	\$30,000
Active Net Integration Software	\$20,000		\$20,000

* This funding was recently authorized as a supplemental appropriation in 2020 but placed on hold.

- For Lawn Bowling, funding of \$30,000 is recommended to replace the existing flat roof areas. Existing areas consist of hot tar built up roofing and will be replaced with a new PVC roof system. Existing roof will be 21 years old in 2021. Industry standards for useful life expectancy of hot tar built up roofing is 16 to 20 years. Leak issues will be addressed with the new PVC roof system.
- Funding of \$20,000 is recommended to upgrade existing Active Net Integration Software. The recreation office conducts hundreds of onsite reservation transactions per month totalling 20,000 reservations annually. The office contains three workstations and two offices. Often there are up to 15 people in the small recreation room. Staff attempts to transition as many room reservations to online reservations as possible and new software improve capabilities.

	Equipment	Facilities	Total
Computers			\$685,000
Phone System	\$370,000		\$370,000
Records Management System	\$315,000		\$315,000

- Funding of \$370,000 is recommended for the upgrade of the VoIP phone system installed in 2013. The software version that is currently in use will sunset this year and will no longer be supported. For that reason, staff is doing an emergency upgrade to the new version in June 2020 within the existing maintenance agreement. The vendor has agreed to support old software until it can be replaced in 2021. New features will provide a user friendly web-based interface.
- Funding of \$315,000 is recommended for additional work on the Records Management System. Following the first steps taken to implement a corporate records retention policy, staff determined the current document imaging system (OnBase by Hyland Software) would be utilized to move the diverse paper and digital records into a single system of record for all corporate records as required by the boards and various regulations. To fully build the system to enable documents and other records to be moved easily into the document management system, additional licensing and professional services are required.

	Equipment	Facilities	Total
Golf Facilities			\$49,000
Mower - Riding Greens	\$49,000		\$49,000

- The 27-Hole Golf Course is one of the most widely used amenities at Laguna Woods Village. To maintain the aesthetic appeal and functionality of the golf courses and driving range, the golf maintenance crew relies on specialized equipment to address specific maintenance needs. Funding of \$49,000 is recommended for the replacement of a Riding Greens Mower, which is 11 years old and has reached the end of its serviceable life.

	Equipment	Facilities	Total
Landscape			\$359,000
Centralized Irrigation System (Phase 2)	\$200,000		\$200,000
48" Lazer Lawn Mowers (5)	\$65,000		\$65,000
Mini Skid-Steer Loader (2)	\$50,000		\$50,000
Navigator Mowers - Walkers (2)	\$30,000		\$30,000
60" Lazer Lawn Mower	\$14,000		\$14,000

- The current centralized irrigation system was installed in 2001. The current system cannot be utilized to track problems in the field, requiring staff to physically visit every system to verify functionality. The Landscape Services Department recommends replacement of the system over the course of five years. Initial funding of \$100,000 was approved in 2020 and the next funding phase of \$200,000 is recommended in 2021.
- Funding of \$159,000 is recommended to replace a variety of mowers and miscellaneous landscaping equipment that requires replacement due to age

	Equipment	Facilities	Total
Other Equipment			\$100,000
Building Maintenance Equipment	\$50,000		\$50,000
Miscellaneous Equipment	\$50,000		\$50,000

- Funding of \$50,000 is recommended for building maintenance equipment. By including contingency funding in the Capital Plan, unforeseen maintenance tools and equipment can be purchased without deferring service requests or decreasing productivity.
- Funding of \$50,000 is recommended for miscellaneous equipment. Contingency funds for equipment support operational needs when unforeseen requirements result in equipment purchases to meet or improve service levels. Equipment purchases under \$25,000 will be completed at the discretion of the CEO and purchases over \$25,000 must follow normal board approval process for supplemental appropriations.

	Equipment	Facilities	Total
Other GRF Facilities			\$1,063,000
Broadband HVAC System		\$300,000	\$300,000
Welding Shop Replacement		\$275,000	\$275,000
Slope Renovation		\$143,000	\$143,000
Miscellaneous Projects		\$125,000	\$125,000
Tennis Court Resurfacing		\$60,000	\$60,000
Building E Assessment and Design Development		\$50,000	\$50,000
SB 326 Load Bearing Component Inspections		\$50,000	\$50,000
Nursery Power and Data		\$35,000	\$35,000
Nursery Irrigation System		\$25,000	\$25,000

- Funding of \$300,000 is recommended for replacement of the Broadband HVAC System. The current system is approximately 17 years old. The existing HVAC system was sized for an analog-type equipment housed in the head-end facility. With the new mobile technology, the current equipment footprint of the data center is only about 2/3 of the original setup requiring less energy and cooling output. Three out of the four units were out of service in 2020 and parts were not readily available. A new updated HVAC system tailored to the facility usage will be more energy efficient and require less maintenance.
- Funding of \$275,000 is recommended for welding shop replacement. The current welding shop consists of a collection of shipping containers and pieced together roofs. It is open to the elements and the roof, although recently repaired, typically fails during the winter. This facility fabricates and repairs a wide range of items for the Village and the workforce. It constructs fences, gates, railings, stair risers, and works on a variety of equipment as needed, when the welding or fabrication is beyond the capabilities of other divisions. The operation typically involves the use of electrical power tools and high voltage plasma and arc welders in an open-air environment. The goal is to construct an appropriate facility with a concrete floor, a pre-engineered metal building with adequate electrical circuits and safety equipment to perform the necessary functions of the welding shop. Air circulation, sky lights, roll-up doors or other specific additions would be included to ensure a safe, functional, efficient shop.
- Funding of \$143,000 is recommended for Slope Renovation, previously budgeted in operations. A vendor will be contracted to renovate GRF slopes so in-house crews can continue to provide existing service levels.
- Funding of \$125,000 is recommended for miscellaneous projects. By including contingency funding in the Capital Plan, unforeseen projects can be completed in an economical and timely fashion without going through the formal board review process required for supplemental appropriations. Projects under \$25,000 will be completed at the discretion of the CEO and projects over \$25,000 must follow normal board approval process for supplemental appropriations.

- Funding of \$60,000 is recommended for tennis court resurfacing. Tennis courts receive approximately 20,000 users per year. The court surface deteriorates due to weather and use.
- Funding of \$50,000 is recommended for Building E Assessment and Design Development. Building E is a one-story building with wooden frame and has an area of 5,300 SF. It contains staff offices for Landscape, Security, and Maintenance Departments. Building E was originally a warehouse building that consisted of concrete slab and corrugated sheet metal. In 1976, it was converted to a single-story wood-framed building atop the existing slab. It has potentially experienced structural movement.
- Funding of \$50,000 is recommended for Senate Bill 326 Load Bearing Component Inspections. Buildings and facilities in the community were constructed from 1960-1980. The Davis-Stirling Common Interest Development Act, requires the association to maintain, repair, and replace the common area. The new requirement for balcony inspections to determine whether the exterior elevated elements are in a generally safe condition and performing in compliance with applicable standards.
- Funding of \$35,000 is recommended for Nursery power and data connections. The nursery is a stand-alone facility without power or data connections. The current power used for lights comes from a nearby manor. All plant inventory updates, staff orders, plant health data and material orders are performed manually requiring inefficient trips back and forth to the maintenance center.
- Funding of \$25,000 is recommended for Nursery Irrigation System. The current system is old and outdated. The existing system has an inefficient irrigation controller, inefficient sprinkler heads, bad coverage, leaking valves, leaking pipes, leaking lateral lines and drip irrigation system that is often damaged by rodents and rabbits. Hand watering is frequently required to supplement the automatic system. The current irrigation controller lacks the capability to adjust or be reprogramed. Staff proposes upgrading the system with a solar powered irrigation controller that is programmable and capable of meeting the needs of the nursery. The upgrade would also include replacing lateral lines/pipes, drip irrigation, valves, and overhead irrigation heads.

	Equipment	Facilities	Total
Paving			\$879,069
Asphalt Paving and Sealcoat Programs		\$679,069	\$679,069
Parkway Concrete Repairs		\$200,000	\$200,000

- GRF streets and parking lots provide residents vehicular access to their manors and facilities within the Community. The anticipated serviceable life of the new pavement is estimated to be 25 years. The recommended asphalt paving and sealcoat budget is \$579,069 and sealcoat work for GRF pavement is completed on a five-year cycle, budgeted at \$100,000.

- In coordination with paving, Staff has identified concrete areas that require repair or replacement. With recommended funding of \$200,000, the parkway concrete repairs program is designed to repair damaged GRF curb/gutter, driveway aprons, and sidewalks adjacent to the planned paving overlay areas prior to asphalt paving work and add requisite Americans with Disabilities Act (ADA) accessibility ramps, as needed. The estimated quantity of concrete repair is approximately 2,550 linear feet (LF).

	Equipment	Facilities	Total
Security			\$108,000
Shepherds Crook - Gate 3		\$35,000	\$35,000
Dispatch Center	\$43,000		\$43,000
Portable Radios	\$30,000		\$30,000

- Funding of \$35,000 is recommended for the installation of new Shepherds crook to replace existing barbed wire fencing along the Gate 3 entrance. The City of Laguna Woods discontinued the use of barbed wire in perimeter barriers in 2017.
- Funding of \$43,000 is recommended for the dispatch center, in need of replacement because of age and technological advances. The current equipment is over 20 years old, obsolete, and replacement parts are no longer available. The new dispatch center equipment is expected to be serviceable for approximately 15 years as determined by industry standards.
- Funding of \$30,000 is recommended for replacement and upgrade of existing 10 to 15-year old radio equipment. In 2020, 17 two-way portable radios that are both digital/analog were purchased. Proposed funding will complete the purchase of 49 remaining units. Enhanced dispatch capabilities will provide dispatchers a visual map display showing each officer and location, which will assist in dispatching the closest unit to an incident. Additionally, the digital component of the radio will provide better clarity in receiving and transmitting information.

	Equipment	Facilities	Total
Vehicles			\$1,206,000
Misc Vehicle Purchases	\$200,000		\$200,000
Vans (4)	\$160,000		\$160,000
Bus	\$150,000		\$150,000
Security Vehicles (4)	\$140,000		\$140,000
F-250 Truck (4)	\$140,000		\$140,000
F-250 Crew Cab (3)	\$126,000		\$126,000
Pickup Trucks (5)	\$125,000		\$125,000
Utility Vehicles (8)	\$120,000		\$120,000
Subtotal			\$1,161,000

Additions:

Equipment Trailers (3)	\$45,000		\$45,000
Subtotal			\$45,000

Vehicle Maintenance is responsible for maintenance and repair of the entire Laguna Woods Village vehicle and mobile equipment fleet. Staff strives to extend serviceable life where possible by providing preventive maintenance on equipment. However, as equipment ages, repairs can become more frequent and costly. To minimize expense and downtime, replacement of certain equipment is necessary.

- **REPLACEMENTS:** Staff evaluated the fleet and recommends funding of \$1,161,000 for the vehicle replacements noted above. These components of the fleet are used by various departments to transport crews and equipment to job sites and to perform work. Because the funding is appropriated well in advance of the actual purchase, General Services Fleet Maintenance personnel will reevaluate utilization and repair costs prior to purchase to ensure that the appropriate individual vehicle is selected for replacement.
- **ADDITION:** Funding of \$45,000 is recommended for 3 equipment trailers.

Prepared By: Jose Campos, Financial Services Manager
Betty Parker, Chief Financial Officer

Reviewed By: Ernesto Munoz, Maintenance & Construction Director
Siobhan Foster, Chief Operating Officer
Jeff Parker, Chief Executive Officer

ATTACHMENT(S)

ATT1: Resolution - 2021 Capital Plan

ATT2: GRF Five-Year Capital Improvement Plan



RESOLUTION 90-20-XX

2021 CAPITAL PLAN RESOLUTION

RESOLVED, September 1, 2020, that the Capital Reserve Expenditures Plan of this Corporation for the year 2021 is hereby adopted and approved; and

RESOLVED FURTHER, that pursuant to said Business Plan, the sum of \$5,097,069 is hereby authorized to be expended in 2021 for the purposes provided therein, of which \$3,090,000 is designated from the Equipment Fund and \$2,007,069 from the Facilities Fund; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby authorizes the transfer of \$6,000,000 from monies set aside in the Trust Facilities Fee Fund to the Facilities Fund to offset planned expenditures from reserves, as projected in the 30-year funding plan; and

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

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**GOLDEN RAIN FOUNDATION
5-YEAR CAPITAL IMPROVEMENT PLAN**

Attachment 1

Category/Fund/Description	2021	2022	2023	2024	2025	Total
Aquatics						
Equipment Fund						
CH 5 Pool Heaters	\$ -	\$ -	\$ -	\$ 18,000	\$ -	\$ 18,000
CH2, CH5, CH6 - Handicap Pool Access Chairs	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
CH5 Pool Cover	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Facility Fund						
CH 1 Pool & Spa Plastering	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000
CH 2 Pool Deck	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000
CH 2 Pool Replastering	\$ -	\$ -	\$ -	\$ -	\$ 55,000	\$ 55,000
Locker Room Ventilation System (Pools 1, 2, 4, 5)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pool Solar Heaters	\$ -	\$ -	\$ 210,000	\$ -	\$ -	\$ 210,000
Aquatics Total	\$ 25,000	\$ 15,000	\$ 310,000	\$ 38,000	\$ 55,000	\$ 443,000
Broadband Services						
Equipment Fund						
Board Room Cameras & Equipment	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
Broadband Fiber Network Calibration	\$ -	\$ -	\$ -	\$ 105,000	\$ -	\$ 105,000
Broadband Flooring and Work Stations	\$ 23,000	\$ -	\$ -	\$ -	\$ -	\$ 23,000
Broadband Infrastructure	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000
Broadband Set Top Boxes	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,500,000
Broadband Signal Receivers and Transcoders	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ 50,000
Broadband Standby Satellite Dish	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000
Broadband UPS Battery for Power Supplies	\$ -	\$ 22,000	\$ -	\$ -	\$ -	\$ 22,000
Control Room Digital Upgrade	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000
Encoder/Ad Insertion Equipment	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000
ENG Camera	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Remote Broadcast Cameras at CHs	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
Village Television Studio Equipment	\$ -	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	\$ 70,000
Broadband Services Total	\$ 573,000	\$ 629,500	\$ 667,500	\$ 872,500	\$ 679,500	\$ 3,422,000
Clubhouses						
Equipment Fund						
Active Net Integration Software	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
CH 1 Commercial Appliances	\$ -	\$ -	\$ 64,000	\$ -	\$ -	\$ 64,000
CH 1 Commercial Dishwasher and booster	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000
CH 1 Fountain Equipment	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000
CH 1 Pool & Locker Rm Shower Heaters	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000

**GOLDEN RAIN FOUNDATION
5-YEAR CAPITAL IMPROVEMENT PLAN**

Attachment 1

Category/Fund/Description	2021	2022	2023	2024	2025	Total
CH 2 Commercial Appliances	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000
CH 2 Convection Oven	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000
CH 5 Commercial Pool Equipment/pumps	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000
CH1 Clubhouse Tables	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
CH1 Drop in Lounge (Equipment)	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
CH1 Main Lounge Sound System	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
CH1 Mounted Projector - Main Lounge	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
CH5 Portable Stages	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
CH5 Projector (Ballroom)	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000
CH5 Screen (Ballroom)	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000
CH5 Sound Board	\$ -	\$ -	\$ -	\$ 7,000	\$ -	\$ 7,000
CH5 Stage Curtains (Ballroom)	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
CH5 Stage Lighting - Dimmer Rack	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
CH6 Sound System	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
CH7 Tables	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
PAC Pool Tables	\$ -	\$ -	\$ -	\$ -	\$ 16,000	\$ 16,000
Facility Fund						
CH 1 Assessment / Renovation	\$ -	\$ 5,500,000	\$ 2,500,000	\$ 2,500,000	\$ -	\$ 10,500,000
CH 1 Fountain Replaster & Tile	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000
CH 2 Annex Building Assessment / Renovation	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 2,000,000	\$ 2,150,000
CH 2 Lawn Bowling Re-roof	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
CH 4 Assessment / Renovation	\$ -	\$ -	\$ -	\$ 80,000	\$ 200,000	\$ 280,000
CH 4 Expanded Community Gathering Area	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
CH 4 Lounge renovation	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000
CH 5 Assessment / Renovation	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ 80,000
CH 5 Flooring	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000
CH 6 Assessment / Renovation	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
CH 7 Coat/Storage remodel	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
CH 7 Flat Roof Replacement	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
CH 7 HVAC System	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ 175,000
CH4 Metal Raku Roof Cover	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
PAC Renovation	\$ -	\$ -	\$ 2,000,000	\$ -	\$ -	\$ 2,000,000
PAC Roof Replacement	\$ -	\$ -	\$ 225,500	\$ -	\$ -	\$ 225,500
Clubhouses Total	\$ 50,000	\$ 6,122,000	\$ 5,029,500	\$ 2,702,000	\$ 2,367,000	\$ 16,270,500
Computers						

**GOLDEN RAIN FOUNDATION
5-YEAR CAPITAL IMPROVEMENT PLAN**

Attachment 1

Category/Fund/Description	2021	2022	2023	2024	2025	Total
Equipment Fund						
CAD Format Plotter	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ 8,000
Community WiFi Hotspots - RUCKS	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ 60,000
Financial Software	\$ -	\$ -	\$ 400,000	\$ 1,000,000	\$ 400,000	\$ 1,800,000
Fleet Management Software	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
HR Management and Payroll Software - Hosted	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
Network Server Hardware and Software	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000
Network Switching, Routing, and Security Hardware	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000
Phone System	\$ 370,000	\$ -	\$ -	\$ -	\$ -	\$ 370,000
Records Management System	\$ 315,000	\$ -	\$ -	\$ -	\$ -	\$ 315,000
Vehicle Computers	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
Computers Total	\$ 685,000	\$ 890,000	\$ 460,000	\$ 1,008,000	\$ 500,000	\$ 3,543,000
Fitness						
Equipment Fund						
CH1 Elliptical Trainers	\$ -	\$ 22,100	\$ -	\$ -	\$ -	\$ 22,100
CH1 Recumbent Cross Trainer	\$ -	\$ -	\$ 17,000	\$ -	\$ -	\$ 17,000
CH1 Treadmills	\$ -	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 108,000
Facility Fund						
CH 1 Fitness Center HVAC	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
CH 1 Fitness Flooring	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000
Fitness Total	\$ -	\$ 94,100	\$ 44,000	\$ 27,000	\$ 127,000	\$ 292,100
Golf Facilities						
Equipment Fund						
Bowling Greens Roller	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Chemical Sprayer	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ 55,000
Core Processor	\$ -	\$ 32,000	\$ -	\$ -	\$ -	\$ 32,000
Golf 9-Hole Patio Furniture	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Irrigation Component; 250 Saddles	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
Irrigation System Components; Heads	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ 175,000
Mower - Riding Greens	\$ 49,000	\$ -	\$ -	\$ -	\$ -	\$ 49,000
Mowers - Fairway	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000
Par Three Course Irrigation Renovation	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ 800,000
Pond Aerator	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
Rough Mower, GM 3100	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ 45,000
Rough Mower; 72	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000

**GOLDEN RAIN FOUNDATION
5-YEAR CAPITAL IMPROVEMENT PLAN**

Attachment 1

Category/Fund/Description	2021	2022	2023	2024	2025	Total
Rough Mower; ReelMaster7000, #2	\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ 85,000
Tow Behind Top Dresser	\$ -	\$ 27,000	\$ -	\$ -	\$ -	\$ 27,000
VG - Lounge Furniture	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
VG - Water and Ice Machine	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ 8,000
Facility Fund						
Golf 27-Hole Restrooms	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000
Golf Course Starter Shacks	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
VG - Renovation	\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ 600,000
Golf Facilities Total	\$ 49,000	\$ 1,619,000	\$ 55,000	\$ 673,000	\$ 65,000	\$ 2,461,000
Landscape						
Equipment Fund						
48" Laser Lawn Mowers w/Mulch Kits (5)	\$ 65,000	\$ -	\$ -	\$ -	\$ 65,000	\$ 130,000
60" Lazer Mower w/Mulch Kit	\$ 14,000	\$ -	\$ -	\$ -	\$ 14,000	\$ 28,000
Centralized Irrigation System	\$ 200,000	\$ 200,000	\$ 200,000	\$ 300,000	\$ -	\$ 900,000
Laser Lawn Mowers (10)	\$ -	\$ -	\$ -	\$ 90,000	\$ -	\$ 90,000
Laser Lawn Mowers (5)	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ 60,000
Mini Skid Steer Trencher 07	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
Mini Skid Steer Trencher Dingo 2000	\$ -	\$ -	\$ -	\$ -	\$ 26,000	\$ 26,000
Mini Skid-Steer Loader (2) P2788 P2789 rblt 2013	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Navigator Mowers - Walkers (2)	\$ 30,000	\$ -	\$ -	\$ -	\$ 35,000	\$ 65,000
Utility Tractor (2) Kubotas '99 P2468, P2469	\$ -	\$ -	\$ -	\$ -	\$ 42,000	\$ 42,000
Landscape Total	\$ 359,000	\$ 220,000	\$ 260,000	\$ 390,000	\$ 182,000	\$ 1,411,000
Other Equipment						
Equipment Fund						
Building Maintenance Equipment	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
EQ Arena Groomer/Planer	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
EQ Hot Walker/Horse Conditioner	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000
EQ Sun Shades	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Lawn Bowling Shade Covers	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
Misc Painting Equipment	\$ -	\$ -	\$ -	\$ -	\$ 61,000	\$ 61,000
Miscellaneous Equipment	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 57,000	\$ 257,000
Other Equipment Total	\$ 100,000	\$ 140,000	\$ 100,000	\$ 115,000	\$ 168,000	\$ 623,000
Other GRF Facilities						
Facility Fund						
Automatic Lighting Controls	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000

**GOLDEN RAIN FOUNDATION
5-YEAR CAPITAL IMPROVEMENT PLAN**

Attachment 1

Category/Fund/Description	2021	2022	2023	2024	2025	Total
Broadband HVAC System	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Building D Assessment and Design Development	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
Building E Assessment and Design Development	\$ 50,000	\$ 140,000	\$ 2,000,000	\$ -	\$ -	\$ 2,190,000
Community Center Building/Site Renovation	\$ -	\$ -	\$ 1,660,000	\$ -	\$ -	\$ 1,660,000
EMS System - Consultant Fee	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
EQ Lighting Musco System	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
EQ Replacement and Painting of Wooden Aspects of Building	\$ -	\$ -	\$ 18,000	\$ -	\$ -	\$ 18,000
EQ Replacement of Large Arena Footing	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
EQ Siding/Enclosure of Hay Barn	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ 8,000
EQ Trail System Renovation	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
EQ Wooden Fencing & Mounting Block Replacement	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
Equipment Covered Shelter-Landscape	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000
Garden Center 2 - Roofs (Off. Baths, other)	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Gate 16 Pickle/Paddle	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 60,000
Historical Society Bldg/Site Renovate	\$ -	\$ -	\$ 80,700	\$ -	\$ -	\$ 80,700
Library Bldg/Site Renovation	\$ -	\$ -	\$ 170,600	\$ -	\$ -	\$ 170,600
Miscellaneous Projects	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 625,000
Nursery Irrigation System	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Power and Data for Nursery	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Senate Bill 326 Load Bearing Component Inspectitons	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Slope Renovation	\$ 143,000	\$ 143,000	\$ 143,000	\$ 143,000	\$ 143,000	\$ 715,000
Tennis Court Resurfacing	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Vehicle Maintenance HVAC	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000
Welding Shop Replacement	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000
Other GRF Facilities Total	\$ 1,063,000	\$ 701,000	\$ 4,197,300	\$ 368,000	\$ 408,000	\$ 6,737,300
Paving						
Facility Fund						
Asphalt Paving and Sealcoat Programs	\$ 679,069	\$ 714,419	\$ 636,564	\$ 722,544	\$ 720,970	\$ 3,473,566
Parkway Concrete Repairs	\$ 200,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 800,000
Paving Total	\$ 879,069	\$ 864,419	\$ 786,564	\$ 872,544	\$ 870,970	\$ 4,273,566
Security						
Equipment Fund						
Dispatch Center	\$ 43,000	\$ -	\$ -	\$ -	\$ -	\$ 43,000
Portable Radios	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Speedminders	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000

**GOLDEN RAIN FOUNDATION
5-YEAR CAPITAL IMPROVEMENT PLAN**

Attachment 1

Category/Fund/Description	2021	2022	2023	2024	2025	Total
Facility Fund						
Camera Surveillance System	\$ -	\$ -	\$ -	\$ -	\$ 425,000	\$ 425,000
Community Center Emergency Generator	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000
Security Bldg HVAC System	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ 65,000
Security Bldg Roof Replacement	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000
Shepherds Crook	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 175,000
Security Total	\$ 108,000	\$ 460,000	\$ 35,000	\$ 35,000	\$ 500,000	\$ 1,138,000
Vehicles						
Equipment Fund						
F-250 Crew Cab (3)	\$ 126,000	\$ 84,000	\$ -	\$ -	\$ -	\$ 210,000
Electric/Hybrid Vehicles (4)	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000
Equipment Trailer	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 225,000
F-250 Truck (4)	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 700,000
F-650 Dump Truck	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ 125,000
Fleet/Fuel Management System	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ 400,000
Ford Transit Work Van (4)	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 800,000
In-Car Video Surveillance Equipment	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
Miscellaneous Vehicle Purchases	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
Mule Utility Vehicles (8)	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 600,000
Security Vehicles (4)	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 700,000
Standard Pick up Truck (5)	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 625,000
Transportation Bus	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Vehicles Total	\$ 1,206,000	\$ 1,364,000	\$ 1,130,000	\$ 930,000	\$ 1,080,000	\$ 5,710,000
Grand Total	\$ 5,097,069	\$ 13,119,019	\$ 13,074,864	\$ 8,031,044	\$ 7,002,470	\$ 46,324,466

STAFF REPORT

DATE: September 1, 2020
FOR: Board of Directors
SUBJECT: Sponsorship of Wellness Bus Route

RECOMMENDATION

That the Board of Directors approve the proposed sponsorship of the Transportation Wellness Route by MemorialCare for a twelve-month period, effective September 1, 2020, in the amount of \$35,000.

BACKGROUND

Understanding the ongoing need for the Golden Rain Foundation (GRF) to generate revenue to control increases in future resident assessments, the Media and Communications Department has established a mutually beneficial relationship with MemorialCare on behalf of GRF.

Currently, the MemorialCare agreement with GRF covers the cost of publication of the Village Breeze, the official print information source for Village residents. MemorialCare has also entered into an increased FY 2021 advertising contract with Media 55 Services and agreed to sponsor a monthly health show on TV6.

DISCUSSION

At the present time, one of the existing bus routes, the Wellness Route, travels to the MemorialCare Saddleback campus. MemorialCare is proposing to enter into an agreement with GRF to sponsor this route for \$35,000 for a twelve-month term, effective September 1, 2020, in return for:

- A windshield wrap with the MemorialCare brand logo;
- A logo in the back window of the bus, no larger than 12-square inches; and
- Option to provide programming for a monitor inside the bus.

Revenue from the proposed Wellness Route sponsorship is not included in the proposed 2021 budget. The sponsorship of the route would result in \$35,000 in new revenue for GRF.

The GRF Mobility and Vehicles Committee unanimously recommended approval of the proposed sponsorship on August 5, 2020

FINANCIAL ANALYSIS

The General Services Department estimates that the annual cost of operating the Wellness Route is approximately \$55,000. MemorialCare is proposing to fund the annual sponsorship at \$35,000 per annum. Fulfilling the obligations delineated in the proposed sponsorship would cost GRF approximately \$2,000 in one-time expense to produce the windshield wrap and install a small video monitor in the bus.

Prepared By: Eileen Paulin, Director Media and Communications

Reviewed By: Chris Laugenour, Director of General Services

Committee Routing: Mobility & Vehicles Committee

ATTACHMENT

ATT 1: Resolution 90-20-XX

RESOLUTION 90-1X-xx

Donation for Wellness Bus Route

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

WHEREAS, the Golden Rain Foundation currently operates a fixed route system including a Wellness route that focuses on medical office; and

WHEREAS, MemorialCare has agreed to donate sponsorship funding to offset the operational cost of the Wellness route; and

WHEREAS, the Mobility & Vehicle Committee recommended approval of the sponsorship on August 5, 2020; and

NOW THEREFORE BE IT RESOLVED, September 1, 2020, that the Board of Directors of this Corporation hereby accepts the \$35,000 donation from Memorial Care for the Transportation Wellness route; and

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

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STAFF REPORT

DATE: September 1, 2020
FOR: Board of Directors
SUBJECT: Obsolete Equipment Policy

RECOMMENDATION

That the Board of Directors amend the Obsolete Equipment Policy to define the classification of surplus vehicles that are offered to residents for purchase through the sealed bid process.

BACKGROUND

In 2015, the Golden Rain Foundation updated its policy relating to the surplus of obsolete equipment to ensure that residents are given the opportunity to purchase vehicles that reach the end of their useful life through the sealed bid process. This policy has been effectively utilized by residents to purchase used vehicles at a reasonable cost for personal use.

However, there are several classifications of vehicles offered for sale to residents that do not receive bids. This causes unnecessary work for staff in preparing the vehicles for auction and also results in excessive vehicle storage at the Service Center. The unwanted vehicles that residents do not bid on include passenger buses, large trucks, mowers, utility mules, and specialty equipment.

DISCUSSION

To enhance staff efficiency and provide expedited revenue from the sale of obsolete vehicles, an amendment to the Obsolete Equipment Policy is proposed to define which specific classification of vehicles would be offered to residents for sale through the sealed bid process. Based on bids received over the past few years, staff is recommending that sedans, small to mid-size pickup trucks, and passenger vans be identified as the vehicles offered to the residents.

Approval this proposed policy amendment would ensure that vehicles are surplus in a timely and efficient manner, while maintaining the ability for resident to purchase used vehicles that they are able to utilize.

The proposed policy amendment was reviewed and unanimously approved by the Golden Rain Foundation Finance Committee on August 19, 2020.

FINANCIAL ANALYSIS

There is no direct financial impact associated with the proposed policy amendment. However, large equipment would be sent to the contracted auctioneer earlier, resulting in revenue being received in an expeditious manner

Prepared By: Chris Laugenour, Director General Services

Reviewed By: Betty Parker, CFO

Committee Routing: Finance Committee

ATTACHMENT(S)

ATT 1: Resolution 90-16-41

ATT 2: Resolution 90-20-XX

RESOLUTION 90-16-41

OBSOLETE EQUIPMENT POLICY

WHEREAS, in the normal course of business the Golden Rain Foundation (GRF) replaces items of equipment that have reached the end of their economic lives, have become expensive or impossible to maintain or have otherwise become obsolete; and

WHEREAS, GRF determines through its capital planning process or via supplemental appropriation which items of capital equipment are to be replaced; and

WHEREAS, unless otherwise expressly authorized by the Board of Directors of this Corporation, all items shall be disposed of; and

WHEREAS, GRF desires to optimize the proceeds from the disposal of such equipment;

NOW THEREFORE BE IT RESOLVED, September 6, 2016 that all GRF equipment to be disposed of will be sold using a variety of selling methods, with a minimum 30-day notice prior to sale, including off-site auctioneer, on-site auctioneer, on-site sales, sealed bid process, and online classified advertisements to provide the maximum net proceeds as determined by the Purchasing & Supply Manager; and

RESOLVED FURTHER, that parts can be removed from certain obsolete vehicles and equipment if those parts are difficult to procure or the value of keeping the parts is more than the estimated sale of the obsolete equipment; and

RESOLVED FURTHER, that all items will be publicized at no additional cost to the community in available media, such as on TV6, in the community newspaper, and on the community website, and

RESOLVED FURTHER, that the Purchasing & Supply Manager will inform equipment dealers and others who may be interested in purchasing any of the obsolete equipment; and

RESOLVED FURTHER, that any notice will include a place and times for inspection of the equipment and a date or deadline for bidding; and, that a minimum acceptable bid amount will be set on all equipment to be disposed of that has an estimated value of \$1,000 or more, as determined by the manager of the user department in conjunction with the Purchasing & Supply Manager; and

RESOLVED FURTHER, vehicles to be disposed of shall be noticed to the residents for a sealed bid auction with a minimum reserve; if the minimum reserve is not met at the sealed bid auction the vehicle will be sent to public auction; and

RESOLVED FURTHER, that when using the sealed bid process, all bids will be opened by the Purchasing & Supply Manager, and the highest bid will be accepted; and

RESOLVED FURTHER, that all such sales will be for cash and will be consummated, including removal of the obsolete equipment from GRF premises, within two weeks of acceptance of bid, and

RESOLVED FURTHER, that any equipment that is deemed to pose a significant threat to the safety of a purchaser or user, or would cost more money to sell than the estimated value of the item, or remains unsold after all reasonable efforts are made, will be disposed of in the proper waste receptacle and in compliance with applicable laws and ordinances after notification to the GRF Treasurer; and

RESOLVED FURTHER, that any individual participating in the decision to dispose of an obsolete item shall be precluded from purchasing that item; and

RESOLVED FURTHER, that Resolution 90-15-41 adopted August 4, 2015 is hereby superseded and cancelled; and

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

RESOLUTION 90-20-xx

OBSOLETE EQUIPMENT POLICY

WHEREAS, in the normal course of business the Golden Rain Foundation (GRF) replaces items of equipment that have reached the end of their economic lives, have become expensive or impossible to maintain or have otherwise become obsolete; and

WHEREAS, GRF determines through its capital planning process or via supplemental appropriation which items of capital equipment are to be replaced; and

WHEREAS, unless otherwise expressly authorized by the Board of Directors of this Corporation, all items shall be disposed of; and

WHEREAS, GRF desires to optimize the proceeds from the disposal of such equipment;

NOW THEREFORE BE IT RESOLVED, [DATE] that all GRF equipment to be disposed of will be sold using a variety of selling methods, with a minimum 30-day notice prior to sale, including off-site auctioneer, on-site auctioneer, on-site sales, sealed bid process, and online classified advertisements to provide the maximum net proceeds as determined by the Purchasing & Supply Manager; and

RESOLVED FURTHER, that parts can be removed from certain obsolete vehicles and equipment if those parts are difficult to procure or the value of keeping the parts is more than the estimated sale of the obsolete equipment; and

RESOLVED FURTHER, that all items will be publicized at no additional cost to the community in available media, such as on TV6, in the community newspaper, and on the community website, and

RESOLVED FURTHER, that the Purchasing & Supply Manager will inform equipment dealers and others who may be interested in purchasing any of the obsolete equipment; and

RESOLVED FURTHER, that any notice will include a place and times for inspection of the equipment and a date or deadline for bidding; and, that a minimum acceptable bid amount will be set on all equipment to be disposed of that has an estimated value of \$1,000 or more, as determined by the manager of the user department in conjunction with the Purchasing & Supply Manager; and

RESOLVED FURTHER, **passenger vehicles, which includes sedans, mid-size trucks, and passenger vans**, to be disposed of shall be noticed to the residents for a sealed bid auction with a minimum reserve; if the minimum reserve is not met at the sealed bid auction the vehicle will be sent to public auction; and

RESOLVED FURTHER, that when using the sealed bid process, all bids will be opened by the Purchasing & Supply Manager, and the highest bid will be accepted; and

RESOLVED FURTHER, that all such sales will be for cash and will be consummated, including removal of the obsolete equipment from GRF premises, within two weeks of acceptance of bid, and

RESOLVED FURTHER, that any equipment that is deemed to pose a significant threat to the safety of a purchaser or user, or would cost more money to sell than the estimated value of the item, or remains unsold after all reasonable efforts are made, will be disposed of in the proper waste receptacle and in compliance with applicable laws and ordinances after notification to the GRF Treasurer; and

RESOLVED FURTHER, that any individual participating in the decision to dispose of an obsolete item shall be precluded from purchasing that item; and

RESOLVED FURTHER, that Resolution 90-16-41 adopted September 6, 2016 is hereby superseded and cancelled; and

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

STAFF REPORT

DATE: September 1, 2020
FOR: Board of Directors
SUBJECT: Amendments to Golden Rain Foundation Recreation and Special Events
Department Policies and Procedures

RECOMMENDATION

Recommends adoption of Resolution 90-20-xx authorizing the proposed amendments to the Golden Rain Foundation (GRF) Recreation and Special Events Department Policy and Procedures.

BACKGROUND

The Recreation and Special Events Department is responsible for the planning and execution of a comprehensive recreation program for Laguna Woods Village residents. The department coordinates events and programs to ensure that residents are provided a comprehensive, diversified program. This includes management of the day-to-day operation of recreational facilities and amenities, including the booking and monitoring of room reservations. Facility and amenity operating rules are codified in the GRF Recreation and Special Events Department Policies and Procedures.

The policy was last amended in October 2019; Resolution 90-19-17: Glossary and Mandatory Adherence and Resolution 90-19-39: Clubs/Groups/Organizations Revisions, (Attachments 1 and 2).

DISCUSSION

At the May 14, 2020 CAC meeting, the committee discussed and requested that GRF legal counsel review and make policy verbiage changes to prevent clubs/groups/individuals from having exclusive rights to vendors and/or entertainment performer(s).

At the June 11, 2020 CAC meeting, the committee further discussed club exclusive rights to vendors/entertainers and proposed additional edits to the policy pertaining to the use of GRF recreation facilities, Saddleback Emeritus lecture topics at the Performing Arts Center, club membership, and club fundraisers (Attachment 3).

At the August 13, 2020 CAC meeting, the committee passed a motion to recommend approval of the proposed amendments and present the resolution to the GRF Board for consideration.

The following policy amendments would enhance the understandability of the Recreation and Special Events Department Policies and Procedures for residents and staff implementation.

1. Facility staff shall be responsible for safety precautions, efficiency and programs in connection with the performance of services and to determine safe procedures and protect facilities and equipment. Security and Compliance shall be notified and investigate all hazards, unsafe conditions and accidents brought to its attention,

documented and reported to the GRF Board. GRF directors may inspect conditions and bring any hazards or unsafe conditions to the board's attention for appropriate action.

- a. Emergencies (1) involving manifest danger to life or property, (2) immediately necessary for the preservation and safety of the physical assets of the Development, (3) for the safety of the members and residents or (4) as may be required to avoid the suspension of any necessary services to Owners and/or their residents, but not exceed authorized amounts for that expected purpose. Notwithstanding the foregoing authority, if at all possible, Staff shall confer immediately with GRF and obtain GRF's prior written approval regarding every such unbudgeted expenditure and suspension of service and in any event shall provide a written report regarding the same within forty-eight (48) hours of such emergency expenditures.
2. Classes may be held in all facilities except Clubhouses 2, 6 and 7, Pool 2, the Computer Learning Centers, the Community Fitness Center, the Village Greens facility and the Performing Arts Center unless the class is approved by the Recreation and Special Events Department.
3. Clubs/Groups/Organizations and individuals must not allow entertainers, vendors, caterers and other contracted service entities to sign an exclusive contract agreement; nor shall a statement be included in the general contract agreement, when utilizing GRF property.
4. The club/group/organization must be substantially supported by revenue from its members and from up to four Recreation and Special Events Department-authorized fundraisers per calendar year.
 - a. A club/group/organization may have up to four fundraisers per year to benefit their group, raise funds for a GRF project or the Laguna Woods Village Foundation; controlled and supervised by the sponsor.
 - b. Companies or individuals may not hold fundraisers to conduct or promote a business for the benefit of themselves.
5. The club/group/organization must have a minimum membership of 80 percent Laguna Woods Village residents.

FINANCIAL ANALYSIS

There is no financial impact.

Prepared By: Jennifer Murphy, Recreation Manager

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

ATTACHMENT(S)

Attachment 1- Resolution 90-19-17: Glossary and Mandatory Adherence

Attachment 2- Resolutions 90-19-39: Clubs/Groups/Organizations Revisions

Attachment 3- Amended GRF Recreation and Special Events Department Policies and
Procedures



Community Activities Committee (CAC)

August 13, 2020

ENDORSEMENT (to board)

Amendments to GRF Recreation and Special Events Department Policies and Procedures

The committee reviewed a staff report recommending that the board of directors approve the proposed amendments to the Golden Rain Foundation (GRF) Recreation and Special Events Department Policy and Procedures. Motion was made to recommend that the board approve the proposed amendments to the GRF Recreation and Special Events Department Policy and Procedures with recommended edits. Motion passed unanimously.

RESOLUTION 90-19-17**Proposed Amendments to GRF Recreation and Special Events Department Policies and Procedures and Glossary and Mandatory Adherence**

WHEREAS, the Golden Rain Foundation has established a Recreation and Special Events Department Policies and Procedures to streamline and reduce confusion regarding use of its facilities by residents;

WHEREAS, On September 13, 2018, the CAC formed an Ad-Hoc Committee comprised of Committee Members and Residents to review and recommend revisions to the GRF Recreation and Special Events Department Policies and Procedures;

WHEREAS, the emphasis of the review was on commercial activities conducted by Laguna Woods Village Clubs, Groups and Organizations;

WHEREAS, the Community Activities Committee recommends the amendments to the Recreation and Special Events Department Policies and Procedures with the insertion of the Glossary and Mandatory Adherence (attachment 1 and attachment 2); and,

NOW THEREFORE BE IT RESOLVED, February 5, 2019, that the Board of Directors of this Corporation hereby introduces the proposed amendments to GRF Recreation and Special Events Department Policies and Procedures and Glossary and Mandatory Adherence;

RESOLVED FURTHER, that Resolution 90-16-15 adopted December 16, 2016, Resolution 90-15-52 adopted October 6, 2015, Resolution 90-15-53 adopted October 6, 2015, Resolution 90-16-32 adopted August 2, 2016, and Resolution 90-16-42 adopted September 6, 2016, are hereby superseded and cancelled to the extent that they differ; and

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

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 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 introduces 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.



**Golden Rain Foundation
Recreation and Special Events Department
Policies and Procedures**

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Golden Rain Foundation Recreation Department Policy

The Recreation and Special Events Department (Recreation) is responsible for planning and executing a comprehensive recreation program for all Laguna Woods Village residents. Recreation coordinates events and programs to ensure that residents are provided with an enjoyable, diversified program. Access to Golden Rain Foundation (GRF) facilities is available for residents. Specific facility and amenity operating rules may be found on the Laguna Woods Village website. Residents may request an exception to the policy via Recreation Committee Request Form. Recreation may refer certain applications directly to the GRF board. Call 949-597-4273 or email recreation@vmsinc.org for more information.

A. GRF Authority and Enforcement

GRF is authorized to take disciplinary or suspension action against a member found to be in violation of Recreation policy. The GRF board of directors has the authority to impose monetary fines, suspend member privileges and/or bring forth legal action. Member (be it via a club/group/organization or individual) is entirely responsible for ensuring that the rules, regulations and policies are followed. This includes any co-occupant, lessee or guest.

Access to GRF Recreation Facilities

A. Residents

- Residents must be prepared to show their Laguna Woods Village ID card upon request. Inability to provide Laguna Woods Village ID card may result in denied access to facility or event.

B. Guests/Other

- Guests must be accompanied by a resident at all times.
- Facilities may have age limitations, which may be found in the operating rules for the respective facility.
- Guests may not enroll in/attend Recreation-coordinated classes, use any of the Clubhouse 4 workshops (except as students during a Saddleback Emeritus class) or check out materials from the library.
- Guests must pay all applicable guest fees in accordance with the GRF fee list.
- City staff or city council for city business and/or city events pay resident rates, plus any additional costs for technicians and others, in accordance with the GRF fee list.
- Guests must abide by age restrictions and guest limits that are identified for certain facilities:

Facility	Age Minimum	Guest Limit Per Resident
Billiards	12	N/A
Bocce	12	N/A
Bridge room	10	2 at a time 4 total per day
Gymnasium	12	2
Golf facilities	11	1 prime time 3 nonprime time
Tennis	6	1 prime time 3 nonprime time
Fitness centers	16	2

Facility	Age Minimum	Guest Limit Per Resident
Equestrian Center	10	N/A
Lawn bowling	18	N/A
Paddle tennis/ Pickleball	6	1 court/3 guest
Shuffleboard	10	N/A
Pools	0-15 child 16+ adult	5
Hot pools	16	5
Table tennis	6	N/A

C. Gate clearance/Community access for guest(s)

- Complete the Gate Clearance Form at least four business days prior to the event.
- List the first name and last name of all nonresident guests (including catering staff, entertainers, speakers, etc.).
- Groups containing six guests or less may be called in directly to Gate Clearance at 949-597-4301. Submit forms to community.access@vmsinc.org. Failure to submit form will result in denied entry for guests and/or a fine.

Use of GRF Recreation Facilities

A. All facilities/general

- Everyone must sign in at events/meetings or check in at the facilities (i.e. billiards or drop-in lounges). Attendance sheets must be turned in to clubhouse staff at the end of all events/meetings.
- Facilities may not be used to conduct a business by individuals.
- GRF facilities are smoke free.
- Use of Styrofoam products of any kind is prohibited.
- Technical special effects must be approved by the facility supervisor or senior technician.

Updated: 8/13/2020

6. Facility staff shall be responsible for safety precautions, efficiency and programs in connection with the performance of services and to determine safe procedures, protect facilities and equipment. Security and Compliance shall be notified and investigate all hazards, unsafe conditions and accidents brought to its attention, documented and reported to the GRF Board. GRF directors may inspect conditions and bring any hazards or unsafe conditions to the board's attention for appropriate action.

~~6. —a. Emergencies (1) involving manifest danger to life or property, (2) immediately necessary for the preservation and safety of the physical assets of the Development, (3) for the safety of the members and residents or (4) as may be required to avoid the suspension of any necessary services to Owners and/or their residents, but not exceed authorized amounts for that expected purpose. Notwithstanding the foregoing authority, if at all possible, Staff shall confer immediately with GRF and obtain GRF's prior written approval regarding every such unbudgeted expenditure and suspension of service and in any event shall provide a written report regarding the same within forty-eight (48) hours of such emergency expenditures. Facility staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce policy. Users must use/wear all required safety equipment and safety guards, and operate the equipment in accordance with operator's manuals, manufacturer's instructions and recommendations, and any other appropriate instructions.~~

7. Use of equipment by residents is at the discretion of the facility staff and may require training prior to use; facilities and equipment must be used in a safe manner and in such a way as to not cause a hazard, damage or undue wear and tear.
8. Facility user must sign and/or provide required documents annually and/or as requested for the applicable facility (waivers, insurance information, reservation permits and agreements). Agreement, waivers and/or all other documents remain in effect until replaced.
9. Scheduled club/group/organization tournaments and activities at the specifically designated facility take priority; club rules prevail as long as they are not in conflict with Recreation operating rules and regulations.
10. Everyone must follow proper rules of etiquette for each activity/sport.
11. Everyone must wear appropriate attire and appropriate footwear for each activity/sport.
12. No resident may remove any furniture, equipment or supplies from any facility (including from one clubhouse room to another, from pool deck to locker room, etc.).
13. Facility user must leave the facility and equipment in the same condition in which it was found. This includes properly bundling trash for disposal and reimbursing GRF for any extra materials and/or labor necessary to return the facility to its original condition.
14. In order to balance use and avoid overuse of facilities, staff will impose time and frequency limits on rooms and equipment.
15. Facilities, ticket sales, posting of flyers, etc. are available on a first-come first-served basis.
16. When there is a waiting list, the first resident on the list will be contacted first. The resident has three options:
 - a. Accept the opening;
 - b. Pass and retain his/her position on the list; or
 - c. Pass and be removed from the list.

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17. Facility user shall not discriminate in any way against any person on the basis of race, age, color, religion, national origin, sexual orientation, gender, physical handicap, mental condition or marital status in connection with the activities of any individual or club/group/organization.
18. Facility user shall be solely responsible for all Individuals or club/group/organization's statements, actions and/or failures to act. Facility user understands and agrees that GRF does not endorse, approve or authorize such conduct and therefore expressly disclaims all responsibility and liability without exception.

19. Clubs/Groups/Organizations and Individuals must not allow entertainers, vendors, caterers and other contracted service entities to sign an exclusivity contract agreement; nor shall a statement be included in the general contract agreement, when utilizing GRF property.

19-20. Facility user agrees that GRF and Village Management Services Inc. (VMS) staff and directors are not responsible for any program, activity or content thereof, which takes place during facility users' use of GRF facilities. If the City of Laguna Woods requires a special event permit relating to the use of this GRF facility, facility user agrees to comply with city requirements. In the event that the city requires the facility user to obtain insurance in order to obtain a special event permit from the city, facility user shall name GRF, VMS, staff and directors, as additional insureds. If requested, facility user agrees to provide GRF a copy of the policy or a specific endorsement that shows this coverage.

20-21. Tours, filming and/or photography in any recreation facility for commercial purposes must be approved in advance through the Marketing and Communications Division.

21-22. No user of GRF facilities shall act in any of the following manners, and no GRF facility shall be used for any of the following purposes that constitutes a/an:

- a. Violation of GRF rules;
- b. Interference with the rights of other GRF members and/or users of GRF facilities;
- c. Nuisance;
- d. Indecent act;
- e. Illegal act; or
- f. Inconsistency with the stated purpose of the rental agreement.

22-23. Facility user will not violate any local, state or federal law and will be solely responsible for all violations of local, state and/or federal laws. GRF is authorized to investigate any claim that any local, state or federal law has been or is being violated. GRF, its directors, officers or staff shall not be liable, at law or in equity, as a result of an individual or club/group/organization's failure to comply with this rule. GRF is authorized to cooperate with all government authorities relating to alleged violations of local, state and/or federal laws. In the event that GRF determines, in its sole discretion, that the facility user has violated any local, state and/or federal law, GRF may immediately, without further notice, terminate the GRF permit, and the facility user shall thereupon immediately cease all activities under the permit.

B. Games of chance/Opportunity drawings

1. Games of chance or opportunity drawings are permitted only in accordance with applicable local, state and federal laws.

C. Gathering signatures for petitions, initiatives and/or election campaigns

1. Gathering signatures for petitions and/or initiatives is permitted under the following criteria:
 - a. The petition must remain in the possession of the signature gatherer.

- b. The signature gatherer must be outside of the GRF facility and not interfere with ingress or egress of the facility.
 - c. The signature gatherer may not disturb or interrupt any program or activity.
 - d. When invited by a club, the signature gatherer must remain in the specified room.
2. The use of tables, chairs or other furniture is prohibited.

D. Continuing education program

- 1. Emeritus program
 - a. GRF provides the facilities at no cost.
 - b. Classes may be held in all clubhouses except Clubhouses 2, 6 and 7; Pool 2; the Computer Learning Centers; the Community Fitness Center; the Village Greens Facility; and the Performing Arts Center unless the class is ~~related to performing arts and is~~ approved by Recreation.
 - c. Recreation works with Saddleback College to facilitate the Saddleback Emeritus program.
 - d. Nonresident students must use a Saddleback pass to attend classes in which they are registered, may arrive at the facility no more than 15 minutes prior to the scheduled start time for the class and must leave the facility immediately after the scheduled end time for the emeritus class.
 - e. A parking pass is required if the student is driving into the community; parking passes may be purchased a week prior to the first week of classes.
 - f. All participants must sign in or check in at the facility; GRF sign-in sheets must be turned into clubhouse staff at the end of class.
 - g. All participants must sign the general liability and photo release form and is bound to adhere to all community rules.
- 2. Recreation department-coordinated classes
 - a. Class punch cards are only refundable if they were purchased within the past 12 months and never punched.
 - b. No refunds will be made after the first class for classes without punch cards.

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, signatures, addresses and telephone numbers 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 toward 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. Who do not occupy the same residence.
9. Executive club officers must be residents of Laguna Woods Village.
 - a. One officer must be a resident owner/shareholder.
10. The club/group/organization must have a minimum membership of ~~90-80~~ 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 Recreation 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. Recreation reserves the right to obtain financial information from any Laguna Woods Village club.

B. Fundraisers

1. A club/group/organization may have up to four fundraisers per year to benefit their group, raise funds for a GRF project or the Laguna Woods Village Foundation; controlled and supervised by the sponsor. Companies or individuals may not hold fundraisers to conduct or promote a business for the benefit of themselves. Up to ~~four~~^{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 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 Recreation.

Updated: 8/13/2020

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 Recreation.
 - 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.

D. Flyers

1. All flyers must be stamped in advance by Recreation.
2. GRF does not endorse any event/trip/product/service advertised on flyers.
3. Flyers are permitted only in designated locations and are subject to space availability.
4. If flyer is in a foreign language, an exact English translation must be provided on the back side.
5. Only two flyers per club/group/organization are allowed at any one time.
6. Flyer size is 8.5 by 11 inches only.
7. Sponsor logo identification is not permitted on flyers.
8. Flyers must be for an event within Laguna Woods Village or a trip coordinated by a club/group/organization; general information flyers are prohibited.
9. Flyers must contain the date of the event, name and contact information (resident phone number or email) of the club representative.
10. Use of "LW" or "LWV," either alone or in combination with other letters, is prohibited unless associated with club email or website addresses.

Updated: 8/13/2020

11. Flyers may be submitted no more than three days prior to when they are posted.
12. Flyers may not be posted more than 60 days prior to the earliest date on the flyer; multiple dates may not be displayed longer than 30 days following the earliest date; thereafter, flyers must be resubmitted with revised dates.
13. Flyers must be submitted to Recreation; club/group/organization may not directly post flyers on the flyer racks.
14. Flyers not approved by Recreation will be removed and discarded.
15. Flyers, unless more restrictively stated, must contain the phrase "For Laguna Woods Village Residents and their guests only."

E. Performing Arts Center lobby poster area and lobby bulletin board, and Clubhouse 5 glass-enclosed bulletin board

1. All posters must be stamped in advance by Recreation.
2. Displaying posters is subject to space availability.
3. Performing Arts Center lobby posters must be no larger than 33 by 40 inches, Performing Arts Center bulletin boards posters must be no larger than 22 by 17 inches and Clubhouse 5 bulletin boards must be no larger than 11 by 17 inches.
4. Posters are not allowed to be adorned with lights.
5. Performing Arts Center lobby posters may be displayed a maximum of three months prior to the date of the event (or date of first event in a series).
6. The Performing Arts Center lobby poster area is for box office events.
7. The Performing Arts Center lobby bulletin board is for use by GRF or a club/group/organization that schedules an event in the Performing Arts Center auditorium on a regular basis but does not distribute tickets through the Performing Arts Center box office.
8. The Clubhouse 5 glass-enclosed bulletin board is for use by a club/group/organization that has events scheduled in the Clubhouse 5 Main Lounge and may be posted 60 days prior to event.
9. Posters not approved by Recreation will be removed.

Room Reservations

A. General

1. Requestor must be a Laguna Woods Village resident and be prepared to show Laguna Woods Village ID card upon request in order to check availability or make/change/cancel reservation (with the exception of memorials).
2. Requestor must submit a facility application form prior to making payment for a room reservation.
3. Reservations by individuals may only be booked for private or social gatherings.
4. Rooms may not be used to conduct a business. Marketing or solicitation of third-party products is strictly prohibited. Caterers and entertainers 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.
5. Individuals are prohibited from advertising events to the general public through media in general circulation outside of Laguna Woods Village. Staff works to assure that clubs/groups/organizations and individuals are placed in the appropriate-sized rooms for their event. Set minimum occupancy limits will be enforced.

6. Clubhouse rooms may be reserved between 8 a.m. and 10 p.m. seven days a week, except for New Year's Eve, which may be reserved until 1 a.m. Extended hours up to midnight may be scheduled with the facility supervisor three weeks in advance for Clubhouses 2 and 7; additional fees will apply for extended hours per the GRF fee list.
7. Reservations must be for a two-hour minimum room rental or four-hour minimum rental for the large ballrooms and main lounges. One-hour reservations may be made on a case-by-case basis with the approval of the facility supervisor; reservations for one hour may not request a room setup.
8. Length of reservation must include setup/decoration, caterer preparation and cleanup time.
9. The GRF pricing policies contain two rates: Resident rate and exception rate; (refer to the GRF fee list).
 - a. Resident rate applies to:
 - i. All Laguna Woods Village residents;
 - ii. Weddings and wedding receptions for residents and
 - iii. Private resident events such as birthdays, memorials and/or anniversary parties.
 - b. Exception rate applies to:
 - i. Any non-Laguna Woods Village organization or group for which a resident makes a reservation;
 - ii. Weddings and/or wedding receptions for non-residents and are limited to only siblings, children, parents and grandchildren of residents; and
 - iii. All club/group/organization reservations that have more than 50 percent nonresidents in attendance and are charging admittance or accepting donations (club/group/organization-approved fundraisers are exempt).
10. It is prohibited to use any room/facility for anything but the stated purpose.
11. Reservations may be canceled or moved as necessary to accommodate government elections, GRF and mutual meetings, facility renovations, GRF-approved requests, Recreation-coordinated communitywide events, etc. The Performing Arts Center rehearsal room reservations may be canceled or moved if the auditorium is booked.
12. Every reservation must submit a Facility Checkout Form to the clubhouse staff at the conclusion of the event indicating the number of residents and nonresidents.
13. Cancellation of a paid reservation requires at least 14 days' notice to Recreation to qualify for a full refund.
14. Refunds will be credited to the requestor's credit card or via check, by request.
15. "No shows" and cancellations less than 14 days of the reservation date will result in the complete forfeiture of the room reservation fees.
16. Bounce houses, tents, party rental equipment, mobile catering/salon trucks, outside caterers, etc. must be cleared by the insurance coordinator 60 days in advance (call 949-597-4202 for more information) and may require a permit by the City of Laguna Woods.

B. Types of reservations

1. Permanent/Rollover
 - a. Only a Laguna Woods Village club/group/organization may submit a request for a rollover reservation; individuals may not hold rollover reservations.
 - b. For clubs/groups/organizations rollover reservation information, see Page 8.

Updated: 8/13/2020

2. Lottery

- a. Requests for religious holiday events take priority over club/group/organization rollovers and lottery requests. Holiday must be named on lottery card.
- b. Only one card is permitted per event; duplicate cards will result in all cards for that event being moved to the end of the requests.
- c. An Individual or club/group/organization may submit up to four lottery cards each year.
- d. Lottery cards may be submitted between May 15 and June 15 for one-time special events for the upcoming year.

3. One time/Walk-in

- a. One-time reservations must be made at least two weeks in advance (except memorials); reservations made less than two weeks in advance must be approved by the facility supervisor where the reservation is being requested.
- b. Walk-in reservations open on August 1 for the upcoming year.

C. Setup and cleanup of room reservations

1. Room setup specifications for furniture and equipment (such as projectors, pianos, etc.) must be made with the facility staff a minimum of seven days prior to the reservation date.
2. Residents must make a request for technical services at least two weeks in advance of the reservation date. Notice to senior technician must be provided two weeks in advance for cancellations. Failure to notify senior technician of a cancellation within two weeks of the event will result in a two-hour minimum fee (refer to the GRF fee list).
3. Clubhouse 5 requires technicians for events that include projector, sound, lighting, three or more microphones and/or access to the sound booth.
4. Performing Arts Center auditorium and Clubhouse 5 sound and lighting equipment may only be operated by Recreation technicians. The senior technician may be reached at 949-268-2553.
5. The facility must be cleaned and returned to the exact condition in which it was accepted.
6. All cleanup must be accomplished by the end of the event. At the end of the cleanup period, the facility user is responsible for inspecting the premises with a staff member and signing off on the Facility Checkout Form. If the facility user fails to sign the Facility Checkout Form or fails to accomplish facility cleanup by permit end time, GRF reserves the right to reject any future applications. A cleanup fee may be charged for inadequate cleanup (refer to the GRF fee list).
7. Facility user is responsible for the following:
 - a. Bundling all trash and placing in the designated location as specified by staff;
 - b. All equipment used;
 - c. All table tops and chairs used; and
 - d. Any soiled or dampened floor or carpet areas.
8. For kitchen approval, the facility user is responsible for cleaning the following:
 - a. Clean all dishes, trays, coffee servers, etc., and stack them in their proper place in the pantry. Glassware and silverware must be towel dried but dishes do not require towel drying.
 - b. Wipe off, with a damp cloth, all tables used for eating and serving.
 - c. Thoroughly clean all large coffee urns and baskets.
 - d. Check with the staff regarding proper clean up instructions for grills, broilers and fryers.
 - e. Clean the areas around grills, broilers and fryers even if you do not use the equipment.

Updated: 8/13/2020

- f. Check the inside of the oven door and the stove top. If you use this equipment you must clean up any food splatters.
 - g. Clean the refrigerator if used.
 - h. Wipe off all sinks, counters and cutting boards (on top as well as shelf underneath).
 - i. Clean the barbecue if used.
9. All equipment, supplies, personal articles, displays, etc., must be removed prior to checkout and signoff of Facility Checkout Form. All items left at the facility will be discarded.
 10. The facility user is responsible for payment of any costs incurred by GRF due to damage of the facility, amenities or equipment resulting from facility users reservation/use of the facility, amenity or equipment.

D. Food

1. Facility user must bring their own food, have food dropped off or use a caterer from a Recreation - approved list (call 949-597-4227 or email recreation@vmsinc.org to obtain).
2. A \$25 for small kitchen/barbecue or \$50 for commercial kitchen fee will be charged when the oven, stove, silverware/plates or dishwasher are used; there is no charge to use the microwave and refrigerator.
3. No outside food or beverage is permitted at the Village Greens Facility (events must be catered by the 19 Restaurant & Lounge; call 949-206-1525).

E. Caterers

1. Recreation has complete authority in scheduling times for the caterer to arrive at the appropriate facilities to prepare food.
2. A caterer cannot enter any clubhouse facility without a Recreation staff member on the premises.
3. Storage of food is permitted only during the reservation period; additional time must be requested in advance and approved by the facility supervisor and may not exceed 24 hours; if approved, GRF holds no liability for food left unattended.
4. Caterer must pay caterer's fee in accordance with the GRF Fee list.

F. Alcohol

1. The facility user may bring in his or her own alcohol only when not charging for drinks.
2. A reservation of more than 100 people with alcohol requires a GRF bartender to be hired, unless otherwise approved by the Recreation Department.
3. Arrange a GRF bartender by calling 949-597-4381 at least three weeks prior to the event.
4. No outside alcohol is permitted at the Village Greens Facility.
5. GRF bartenders have the right to deny service.

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RESOLUTION 90-20-XX

Amendments to Golden Rain Foundation Recreation and Special Events Department Policies and Procedures

WHEREAS, at the August 13, 2020 Community Activities Committee (CAC) meeting, CAC recommended that the board of directors approve the proposed amendments to the Golden Rain Foundation (GRF) Recreation and Special Events Department Policy and Procedures;

WHEREAS, the policy was last amended in October 2019; Glossary and Mandatory Adherence 90-19-17 and Clubs/Groups/Organizations Revisions 90-19-39;

WHEREAS, at the May 14, 2020 CAC meeting, the committee discussed and requested that GRF legal counsel review and make policy verbiage changes to prevent clubs/groups/individuals from having exclusive rights to vendors and/or entertainment performer(s);

WHEREAS, at the June 11, 2020 CAC meeting, the committee further discussed club exclusive rights to vendors/entertainers and proposed additional edits to the policy pertaining to the use of GRF recreation facilities, Saddleback Emeritus lecture topics at the Performing Arts Center, club membership, and club fundraisers;

WHEREAS, the policy amendments would enhance the understandability of the Recreation and Special Events Department Policies and Procedures for residents and staff implementation;

NOW THEREFORE BE IT RESOLVED, September 1, 2020, that the Board of Directors of this Corporation hereby introduces approval of the proposed amendments to the Golden Rain Foundation (GRF) Recreation and Special Events Department Policy and Procedures;

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

September Initial Notification

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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RESOLUTION 90-20-XX

FINANCE COMMITTEE CHARTER

WHEREAS, a Finance Committee has been established pursuant to Article 7, Section 7.1.1 of the bylaws of the Corporation;

NOW THEREFORE BE IT RESOLVED, September 1, 2020, the Board of Directors of this corporation hereby assigns the duties and responsibilities of this Committee, as follows:

1. Perform the duties imposed upon all standing committees as set forth in the resolution entitled, "General Duties of Standing Committees."
2. Serve as liaison between the GRF Board and the Financial Services Division.
3. Review monthly financial statements and other reports affecting the financial status of this corporation and review performance in relation to the annual operating budget.
4. Review the capital requirements, service levels and projected revenues related to the Financial Services Division operations and recommend appropriate action to the GRF Business Planning Committee.
5. Review the proposed GRF Business Plan, as presented by the GRF Business Planning Committee, and recommend to the GRF Board action regarding same, including the amount of the assessment required to meet the following year's operating budget and reserves.
6. Regularly review, in cooperation with the Financial Services Director, all insurance and risk management programs for the Laguna Woods Village Community, including GRF, the GRF Trust and the mutual housing corporations, and recommend to the Boards of the several corporations the actions to be taken to maintain adequate protection and coverage.
7. Review the investment of funds of GRF and the GRF Trust to determine that standards set by the GRF Board are being complied with, and recommend to the GRF Board changes in such investment standards and procedures as may be deemed advisable.
8. Direct the preparation of Requests for Proposal for the annual audits of the financial statements of the Laguna Woods Village Corporations and recommend firm(s) to be engaged.
9. Review reports and recommendations from the auditors and recommend to the Board any appropriate action in connection therewith.
10. Examine the need for one or more review(s) of the Managing Agent's organizational entities at least once each year. If a need for review(s) is perceived and determined to be feasible, recommend such to the Board. Direct the preparation and submittal of RFPs and subsequent contracts for reviews. Serve as liaison between review consultants and the Board, and make recommendations to the Board based on consultant's findings.
11. Review and determine the priority and propriety of any unplanned expenditures proposed by other committees to determine the impact on and adequacy of related reserves, and recommend appropriate action to the GRF Board.
12. Review financial policies and recommend appropriate action to the Board, as needed.

RESOLVED FURTHER, that the committee shall perform such other tasks as are assigned by the GRF President or the Board; and

RESOLVED FURTHER, that Resolution 90-16-40, adopted September 6, 2016 is hereby superseded and canceled.

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STAFF REPORT

DATE: September 1, 2020
FOR: GRF Open Meeting
SUBJECT: Discuss and Consider Distribution of Telephone Directories and Community Maps

RECOMMENDATION

That GRF Resolution 90-15-17 be enforced as it pertains to all entities, including independent telephone book publishers.

BACKGROUND

Distribution of print telephone directories by independent for-profit publishers has taken place in the Village for many years. Over the past years, procedures have become lax, and publishers are not applying for a permit to distribute.

In addition to copies delivered inside the Village, publishers deliver additional copies to the Community Center that are stored in Central Services and distributed upon request by VMS staff. One of the publishers also prints a foldout map of the community which the publisher delivers to guard gates for distribution. There is no current permit for this distribution.

Staff has received complaints from residents when bulk quantities of telephone books are left in common areas. The enforcement of resolution 90-15-17 will help eliminate some of the complaints because it stipulates how and where the books may be left.

Feedback from residents and members of the GRF Media and Communications Committee indicate that there is desire from many residents to receive the telephone books.

DISCUSSION

It is in the best interest of the community to notify and remind the publishers that they must comply with the procedures set forth in GRF Resolution 90-15-17. The telephone book distribution is permissible if the publishers follow the guidelines set forth in the resolution.

This includes completion and approval of an application to distribute within the Village as well as the notification to publishers that copies of the books will not be warehoused or distributed through the Community Center by VMS staff. There is no financial benefit to GRF for storing and distributing telephone books on behalf of independent publishers. The publishers should be notified that the Community Center is closed indefinitely and will not take delivery of excess copies of the books nor be responsible for distributing them.

Further, a determination needs to be made in regard to the distribution of a commercially published community map by gate ambassadors. GRF now has its own community map which

was designed to be easily readable for visitors navigating the Village. GRF has realized some advertising revenue from the publication of the map. It is prudent to discuss and decide whether distribution of a map from an independent publisher is in the best interest of the community.

FINANCIAL ANALYSIS

There is no financial impact associated with GRF approval of application review for permit to distribute telephone books within the Village.

There is potential for additional advertising revenue to GRF if the decision is made to only permit distribution of its own community map.

Prepared By: Eileen Paulin, Director Media and Communications

ATTACHMENT(S)

ATT 1: Resolution 90-15-17

**Distribution of Publications by Non-Residents of Laguna Woods
Village within Laguna Woods Village**

WHEREAS, Golden Rain Foundation of Laguna Woods (“GRF”) adopted a policy applicable to the distribution of all First Amendment publications within Laguna Woods Village by non-residents; and

WHEREAS, GRF’s Board of Directors has determined that it is appropriate that said policy be updated and revised;

NOW THEREFORE BE IT RESOLVED, that on March 3, 2015 the Board of Directors of this corporation hereby adopts the following policy for the distribution of publications by non-residents of Laguna Woods Village within Laguna Woods Village:

Distribution of unsolicited materials **publications** by non-residents is strictly prohibited. Only materials **publications** specifically requested by resident(s) may be distributed to said resident(s).

Any non-resident individual or entity (the “Applicant”) wishing to distribute publications within Laguna Woods Village shall complete and submit the Application for Pass(es) to Distribute Publications, obtain a Gate Entry Pass allowing entry for distribution, and comply with all applicable rules. The applicant shall provide the following information:

1. A subscriber list showing names and addresses of residents who have solicited the publication.
2. The name of the individual or entity intending to distribute such publication within Laguna Woods Village;

3. The address, phone number, fax number, e-mail address, and other pertinent identifying information so as to permit contact with the Applicant;
4. A brief description of the publication to be distributed, sufficient to allow GRF to determine if the publication that is actually distributed is the same publication described in the Application;
5. A brief statement as to the date(s) and frequency with which the Applicant intends to deliver its publication;
6. A statement to be executed by the Applicant pursuant to which the Applicant acknowledges that he, she, or it will be responsible for all acts of its employee or agents while they are distributing the publication on behalf of the Applicant within Laguna Woods Village, as well as agreeing to abide and be bound by all applicable Laguna Woods Village rules regarding distribution of publications (which is set forth on the reverse side of the Application);
7. An Acknowledgment by the Applicant that it shall only be entitled to distribute its publication following approval of Applicant's Application and the issuance of a Gate Entry Pass by GRF's managing agent. The application shall further state the Applicant shall be required to produce a Gate Entry Pass to Security personnel prior to gaining access to the Laguna Woods Village community.

RESOLVED FURTHER, that the basic rules for which all of the Applications shall be required to follow shall be as follows:

- a. While on the premises of Laguna Woods Village, knocking on doors, business solicitation, or other behavior which intrudes on the privacy of Laguna Woods Village residents is prohibited.
- b. Door-to-door distribution of **solicited** publications shall be permitted, so long as residents are not disturbed.
- c. Material **Publications** that is **are** distributed door-to-door may only be left on the surface of the thresholds of front doors. Material **Publications** may not be hung from doorknobs.
- d. The Applicant, its employees or agents must bring and present the Gate Entry Pass to Security personnel prior to gaining access to the Laguna Woods Village community.

RESOLVED FURTHER, this resolution shall in no way restrict legitimate distribution of political and/or campaign related ~~material~~ **publication**; and

RESOLVED FURTHER, that Resolution number G-98-55, dated July 7, 1998, is hereby superseded and all previous distribution policies are void; and

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

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Financial Report

As of July 31, 2020



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$18,330
Non-assessment Revenue	\$7,092
Total Revenue	\$25,422
Total Expense	\$22,398
Net Revenue/(Expense)	\$3,024

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Financial Report

As of July 31, 2020



OPERATING ONLY INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$16,190
Non-assessment Revenue	\$4,495
Total Revenue	\$20,685
Total Expense ¹	\$19,365
Operating Surplus	\$1,320

1) excludes depreciation

2

Financial Report

As of July 31, 2020

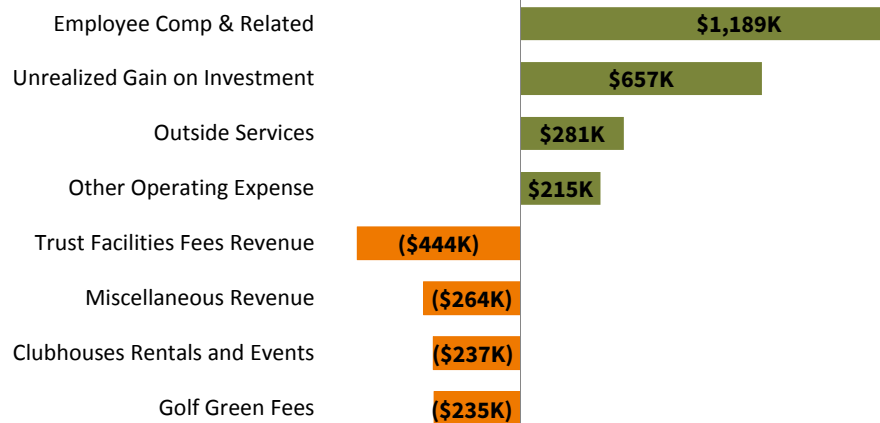


INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$18,330	\$18,330	\$0
Non-assessment Revenue	\$7,092	\$7,751	(\$659)
Total Revenue	\$25,422	\$26,081	(\$659)
Total Expense	\$22,398	\$24,423	\$2,025
Net Revenue/(Expense)	\$3,024	\$1,658	\$1,366

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Financial Report

As of July 31, 2020



Unfavorable Favorable

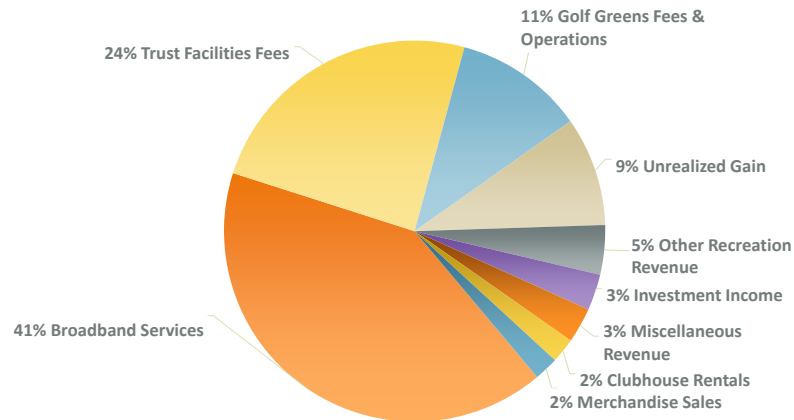
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Financial Report

As of July 31, 2020



Total Non Assessment Revenues \$7,092,020

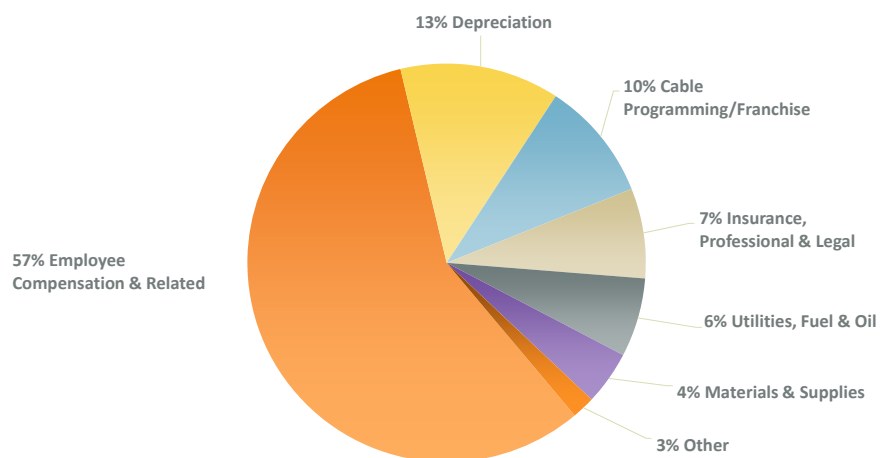


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Financial Report

As of July 31, 2020

Total Expenses \$22,397,706



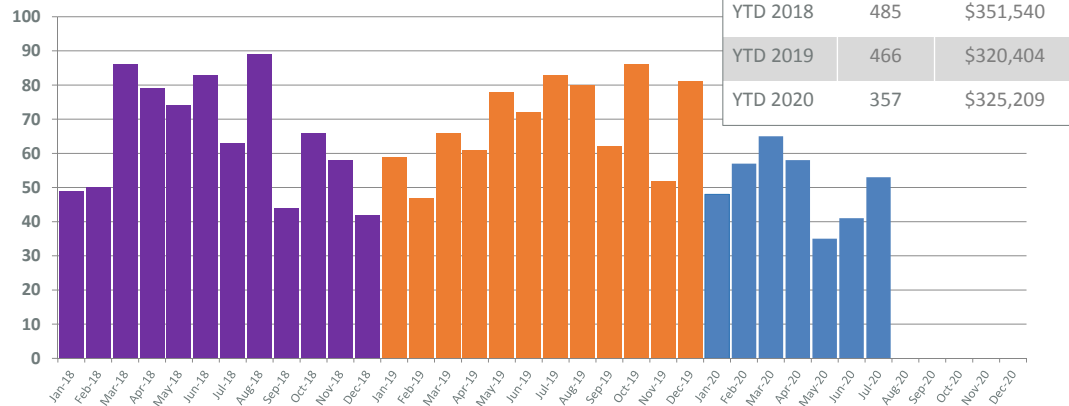
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Financial Report

As of July 31, 2020



RESALE HISTORY - Consolidated



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Financial Report

As of July 31, 2020



FUND BALANCES (in Thousands)	ENDING BALANCES	WORK IN PROGRESS	ADJUSTED BALANCES
Equipment	\$4,968	\$3,229	\$1,739
Facilities	14,571	3,463	11,108
Contingency	1,124	95	1,029
Trust Facilities Fee	9,375	0	9,375
TOTAL	\$30,038	\$6,787	\$23,251

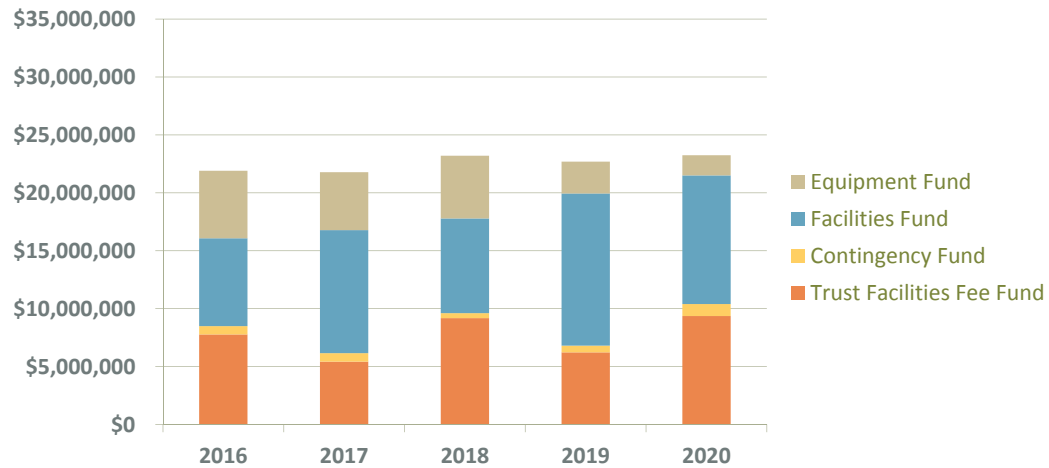
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Financial Report

As of July 31, 2020



ADJUSTED FUND BALANCES



9

Financial Report

As of July 31, 2020



FUND ENCUMBRANCES

(in Thousands)

	TOTAL APPROPRIATIONS	REMAINING ENCUMBRANCE
Aquatics & Fitness	\$737	\$289
Broadband Services	1,000	455
Clubhouses	4,881	3,824
Computers	2,123	368
Community Center	2,696	453
Energy Projects	1,100	508
Golf Facilities	916	677
Landscape	437	190
Other Equipment	310	188
Other GRF Facilities	1,658	849
Paving	1,935	1,009
Security	2,835	435
Vehicles	3,434	855
TOTAL	\$24,062	\$10,100

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Golden Rain Foundation of Laguna Woods
Statement of Revenues & Expenses - Preliminary
7/31/2020
(\$ IN THOUSANDS)

		CURRENT MONTH			YEAR TO DATE			PRIOR YEAR	TOTAL
		ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET
Revenues:									
Assessments:									
1	Operating	\$2,313	\$2,313		\$16,190	\$16,190		\$16,389	\$27,754
2	Additions to restricted funds	306	306		2,140	2,140		1,694	3,668
3	Total assessments	<u>2,619</u>	<u>2,618</u>		<u>18,330</u>	<u>18,329</u>		<u>18,083</u>	<u>31,422</u>
Non-assessment revenues:									
4	Trust facilities fees	273	309	(37)	1,723	2,166	(444)	2,263	3,714
5	Golf green fees	133	126	6	649	884	(235)	794	1,515
6	Golf operations	31	24	8	132	132		135	249
7	Merchandise sales	22	25	(3)	146	175	(29)	169	300
8	Clubhouse rentals and event fees	(9)	52	(61)	149	386	(237)	429	675
9	Rentals	14	6	8	85	80	5	71	109
10	Broadband services	408	427	(19)	2,910	2,986	(75)	2,745	5,119
11	Investment income	26	36	(10)	218	255	(37)	327	437
12	Unrealized gain/(loss) on AFS investments	68		68	657		657	354	
13	Miscellaneous	42	99	(57)	424	688	(264)	679	1,173
14	Total non-assessment revenue	<u>1,007</u>	<u>1,104</u>	<u>(96)</u>	<u>7,092</u>	<u>7,751</u>	<u>(659)</u>	<u>7,965</u>	<u>13,290</u>
15	Total revenue	<u>3,626</u>	<u>3,722</u>	<u>(96)</u>	<u>25,422</u>	<u>26,081</u>	<u>(659)</u>	<u>26,048</u>	<u>44,711</u>
Expenses:									
16	Employee compensation and related	1,842	2,032	191	12,855	14,044	1,189	13,649	24,079
17	Materials and supplies	142	153	11	976	1,187	211	962	1,910
18	Cost of goods sold	13	16	3	98	112	14	106	191
19	Rental unit and guest suite direct costs				1		(1)		
20	Community Events	3	52	49	121	252	131	299	457
21	Utilities and telephone	285	249	(36)	1,224	1,331	108	1,256	2,352
22	Fuel and oil	28	43	15	211	304	93	307	522
23	Legal fees	63	29	(34)	185	203	17	395	348
24	Professional fees	55	64	9	387	463	76	408	724
25	Equipment rental	18	18	(1)	136	128	(8)	125	222
26	Outside services	155	178	23	982	1,263	281	1,033	2,186
27	Repairs and maintenance	38	89	50	402	448	46	333	821
28	Other Operating Expense	33	78	45	265	480	215	305	869
29	Income taxes	1	2	1	1	15	14	1	25
30	Property and sales tax	19	9	(10)	95	60	(35)	77	105
31	Insurance	152	120	(32)	1,065	838	(228)	744	1,436
32	Cable Programming/Copyright/Franchise	282	317	35	2,177	2,248	71	2,999	3,862
33	Investment expense		3	3	6	24	18	23	41
34	Net Allocation to Mutuals	(234)	(271)	(37)	(1,724)	(1,846)	(121)	(1,450)	(3,161)
35	Uncollectible Accounts		1	1		9	9	5	15
36	(Gain)/loss on sale or trade	(16)	(6)	11	35	(39)	(74)	4	(68)
37	Depreciation and amortization	470	470		2,899	2,899		2,638	2,899
38	Total expenses	<u>3,348</u>	<u>3,647</u>	<u>298</u>	<u>22,398</u>	<u>24,423</u>	<u>2,025</u>	<u>24,220</u>	<u>39,833</u>
39	Excess of revenues over expenses	<u>\$277</u>	<u>\$75</u>	<u>\$202</u>	<u>\$3,024</u>	<u>\$1,658</u>	<u>\$1,366</u>	<u>\$1,828</u>	<u>\$4,878</u>

Statement of Revenue & Expense Variance Report - Preliminary

as of July 31, 2020

SUMMARY

For the year-to-date period ending July 31, 2020, Golden Rain Foundation operations were better than budget by \$1,366K, including \$1,252K due to closure of facilities mid-March due to the COVID-19 pandemic. Explanations for categories with significant variances are provided below.

REVENUE

- **Trust Facilities Fees Line 4** – (\$444K) Unfavorable variance due to fewer manors sold. Year to date revenue generated from the \$5,000 transfer fee is 20% lower than anticipated. The Community had 357 resales versus a budget of 434; compared to 466 in 2019 for the same period.
- **Golf Green Fees Line 5** – (\$235K) 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.
- **Clubhouse Rentals Line 8** – (\$237K) Unfavorable due to closure of facilities on March 12 due to the COVID-19 pandemic.
- **Broadband Services Line 10** – (\$75K) Unfavorable variance due to less ad insertion and premium channel revenue; due to the pandemic, companies have been reluctant to spend on advertising. The variance was partially offset by increased high speed internet and unbudgeted print advertising revenue associated with the Village Breeze.
- **Unrealized Gain/(Loss) on AFS Investments Line 12** – \$657K 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** – (\$264K) Unfavorable variance due to less fees collected during facility closures since mid-March, including non-resident parking fees, late fees, class fees, auto decal fees, photo copy fees, bridge room guest fees, and sponsorships; offset by higher resident violations.

EXPENSE

- **Employee Compensation and Related Line 16** – \$1,189K Favorable variance due to the furlough of employees during COVID-19 pandemic. Impacted areas were primarily in Recreation Services (Clubhouse, Administration, and Fitness), Maintenance & Construction (Facility Management), and GRF Janitorial; M&C and Janitorial staff returned to work by August. The variance was furthered by less participation in non-union retirement benefits.
- **Materials and Supplies Line 17** – \$211K 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 July 31, 2020

- **Community Events Line 20** – \$131K Favorable variance in several areas of Recreation due to shut down of events on March 12.
- **Utilities and Telephone Line 21** – \$108K Favorable variance due to lower expenditures to date for golf course irrigation due to heavy rainfall March and April. Further, a savings occurred in electricity and natural gas due to facility closures during COVID-19 pandemic. Savings partially offset by increased data service needs, reflected in Telephone.
- **Fuel and Oil Line 22** – \$93K Favorable variance due to lower prices and less consumption of fuel due to COVID-19 pandemic for service vehicles and transportation.
- **Professional Fees Line 24**– \$76K Favorable variance due to the timing of consulting fees for several areas including Office of the CEO, Financial Services and Landscape Services.
- **Outside Services Line 26** – \$281K Favorable variance in Aquatics due to facilities closure. Pools 2 and 5 were reopened in June and Pool 4 is scheduled to open in August. The variance was furthered in Golf due to the closure, which was reopened in May.
- **Other Operating Expense Line 28**– \$215K Favorable variance due to the closure of facilities on March 12 due to the COVID-19 pandemic; primarily attributable to training, recruiting and uniforms.
- **Insurance Line 31** – (\$228K) Unfavorable variance due to higher premiums at 10/1/19 renewal for property and casualty insurance. Insurance premium increases were implemented after 2020 budget was finalized. Significant changes in market conditions, catastrophic losses including wildfires in California, and a non-renewal situation required a new layered program structure to achieve the existing limits in a tight market.
- **Net Allocation to Mutuals Fees Line 34** – (\$121K) Unfavorable variance due to fewer inter-departmental allocations than anticipated.
- **(Gain)/Loss on Sale Line 36** – (\$74K) Unfavorable variance due to realized investment loss, which partially offsets some of the unrealized gains reflected in line 12, above.



OPEN MEETING

**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
LANDSCAPE COMMITTEE**

Wednesday, August 12, 2020 – 1:30 P.M.

VIRTUAL MEETING

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

COMMITTEE MEMBERS PRESENT: Chair - Yvonne Horton, Bert Moldow, Lynn Jarrett, Manuel Armendariz, Elsie Addington

COMMITTEE MEMBERS ABSENT: Andre Torng, Reza Karimi

OTHERS PRESENT: Bunny Carpenter, Juanita Skillman

ADVISORS PRESENT: None.

STAFF PRESENT: Kurt Wiemann, Eve Morton, Maribel Flores

REPORT

1. Call to Order

Chair Horton called the meeting to order at 1:32 p.m.

2. Acknowledgement of Media

No press was present.

3. Approval of the Agenda

Director Jarrett made a motion to approve the agenda. Director Addington seconded. The committee was in unanimous support.

4. Approval of Meeting Report of February 12, 2020

Director Armendariz made a motion to approve the Meeting Report. Director Jarrett seconded. The committee was in unanimous support.

5. Committee Chair Remarks

None.

6. Department Head Update

Mr. Wiemann reported that there has been concern about the monkey puzzle trees in the creek area. They produce tree pods there that are quite large. They only drop every other year. It would be very difficult to remove the pods from the trees

and very expensive. He has placed signs there to warn residents of the falling seed pods. Their size is 18 inches by 24 inches.

The Landscape Department has been buying new equipment which was budgeted. They are looking into the possibility of using electric battery powered tools to reduce noise and pollution. Some of the electric tools tested in the past aren't as powerful as the gas-powered tools. Technology should come along in a few years where electric tools may work as well as gas-powered tools.

Consent:

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

None.

Reports:

None

Items for Discussion and Consideration:

7. Request for Tree Removal – 3024-A (Bissiri) and 3024-B (Hollie) --Three California Pepper Trees located between the rear of building 3024 and the Tennis Courts at Clubhouse 7

Director Moldow made a motion to accept staff's recommendation and approve removal of all three trees; staff will pay to remove the decaying tree and the requesting residents will pay to remove the other two trees. Director Armendariz seconded. The committee was in unanimous support.

8. Discuss Cost of Upgrading Landscaping at the Gates

Mr. Wiemann reported that most of the work to upgrade landscaping at the gates may be worked on by the new planting crew so an outside contractor will not be needed for this work. To increase accountability and service levels, he has reorganized the Landscape Department and the planting crew is part of that reorganization. Landscaping improvements have already taken place at three of the gates. He reported that staff will be able to work on most of the other gate landscaping in 2021.

There is now also an irrigation specialist on the planting crew which is helping to streamline irrigation issues.

9. Update on the Creek

Mr. Wiemann reported that there was a preliminary inspection last week of the mitigation site at the creek. The rule is that the Village must keep any non-native weeds at the creek to just five percent. He is hoping to be done with mitigation next year. He has petitioned the departments that oversee the creek to allow us to remove some of the cattails. According to the mitigation rules, staff is allowed to trim the cattails only in the summer months.

Creating a native turtle pond is an option being considered which would allow the Village to open some of the area by the bridge and a couple of other sections upstream. Mitigation credits are extremely expensive so are not really an option. There are five governmental agencies who govern the creek.

10. Update on Manure Disposal from the Stables

After staff was ordered by AQMD officials that we could no longer use our existing tub grinder and were waiting delivery of the new tub grinder, we were cited for having too much mulch in the mulch yard. However, we are now clear of that citation. The mulch yard looks great. We are now able to grind tree stumps so are no longer paying approximately \$30K per year to pay someone else to grind them. The Village produces about 2,500 cubic yards of green waste per month. The tree trimmers also dump into our mulch yard. Staff will be dispersing a lot of mulch this fall and winter.

Regarding the manure disposal at the Equestrian Center; initial conversations with the County was a “no” but we told them we could handle it. However, we need to revise our permit to do so. Also, an odor management plan will need to be put into place. We don’t plan on using the manured mulch around the units. It will only be used for other areas such as the horse trails, clubhouses, slopes, and in the Nursery.

Chair Jarrett stated that she will be showing a video of the tub grinder in action on her TV6 spot next week.

Items for Future Agendas:

Concluding Business:

11. Member Comments (Items Not on the Agenda)

The Community Center is closed and this will be a virtual meeting which Members may view on the Village website under Residents>Governance>Board Meeting Videos. Member comments will be read during the meeting and the committee will respond. Members can request to speak via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee meeting in the subject line of the email or call 949-268-2020 beginning one half hour before the meeting begins and throughout the remainder of the meeting. You must provide your name and unit number.

None.

12. Response to Member Comments

None.

13. Committee Member Comments

Director Armendariz stated that perhaps a fence should be put around the monkey puzzle trees at the creek which drop the heavy pods. Staff was asked to put together the cost to fence in those trees and bring that report to the next meeting.

Mr. Wiemann stated that the fence needs to be at three feet tall as to not be a tripping hazard.

14. Date of Next Meeting – TBD

15. Adjournment at 2:14 p.m.

~~Y. Horton~~
[Yvonne Horton \(Aug 25, 2020 12:06 PDT\)](#)

Yvonne Horton, Chair



OPEN MEETING

THE GOLDEN RAIN FOUNDATION MEDIA AND
COMMUNICATIONS COMMITTEE MEETING

Monday, August 17, 2020 at 1:30 p.m.
Laguna Woods Village Community Center
Virtual Meeting
24351 El Toro Road, Laguna Woods, CA 92637

REPORT

MEMBERS PRESENT: Chair Sue Stephens, Directors Elsie Addington, Bunny Carpenter, Lynn Jarrett, Annie McCary and Juanita Skillman; Advisors Tom Nash and Carmen Pacella

MEMBERS ABSENT: Director Ryna Rothberg; Advisor Frank Tybor

OTHERS PRESENT: None

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

1. **Call to Order**
Meeting was called to order at 1:29 p.m.
2. **Acknowledgement of Media**
None
3. **Approval of the Agenda**
Approved
4. **Approval of Meeting Report from June 15, 2020**
Approved
5. **Chair's Remarks**
Director Sue Stephens introduced herself and discussed her professional background and experience. She thanked VMS Director of Media and Communications Eileen Paulin and her staff for helping to acclimate her to the GRF Media and Communications Committee.
6. **Member Comments (Items Not on the Agenda)**
None
7. **Director's and Staff Responses to Member Comments**
None

REPORTS:

8. Media and Communications Report – Director Eileen Paulin

Ms. Paulin addressed post office issues with delivering the Village Breeze, which did mail.

Ms. Paulin mentioned that the June/July Employee Newsletter was published and distributed. She commended feature articles on adjusting to working at home during the pandemic and on Paul Ortiz' 40-year history with the company.

Ms. Paulin encouraged residents to register for power outage alerts.

Ms. Paulin discussed the emergency resolution that passed requiring face masks and to email questions about it to info@lagunawoodsvillage.com.

Ms. Paulin thanked all the people and organizations who generously donated masks to the Village.

Ms. Paulin reported on the success of the medical roundtable, that TV6 is continuing to broadcast six days each week and that open rates are good.

9. Broadband Update – Director Eileen Paulin

Ms. Paulin stated that internet subscriber counts are in the highest they have been to date.

Ms. Paulin stated that there have been no major contract renewals for channels since the last GRF Media and Communications Committee meeting.

Ms. Paulin discussed cable costs.

ITEMS FOR DISCUSSION AND CONSIDERATION:

Update on The Broadband Group (TBG) consulting project: Ms. Paulin reported that the project with TBG is on schedule. TBG will be doing a site inspection this Thursday.

Update on Third Mutual CC&R voting project: Ms. Paulin discussed Third's CC&Rs initiative. The mutual is working with the Lew Edwards consulting group, Directors Annie McCary, Robert Mutchnick and Third Board of Directors President Steve Parsons for the upcoming elections.

Inform committee of communication protocol for COVID-19 related messages: Ms. Paulin discussed the protocol for COVID-related messages, mentioning TV6 and the message boards.

Virtual New Resident Orientations: Ms. Paulin announced that new resident orientations are returning virtually; docent tours remain on hold.

Village Breeze Editorial Board meeting: VMS Media and Communications Supervisor Ellyce Rothrock announced that the Village Breeze editorial board meeting will be held Monday, August 31, at 1:30 p.m. The purpose of this meeting is to share feedback and impressions on content and design.

Ms. Paulin commended the strong participation in the August/September issue's haiku contest as well as the overall content.

Review of for-profit phonebook publishers distributing in the Village policy: Ms. Paulin discussed with the committee the phone book that is published and delivered to the Village and whether that should continue.

Director Lynn Jarrett stated the map in the Village Breeze lessens the need for the phone book.

Director McCary stated that she would not miss the phone book.

Director Juanita Skillman suggested not distributing the phone book during the pandemic and responding that we will get back to the publisher after the pandemic.

Chair Stephens suggested distributing the phone books from the administration building but not while the building is closed during the pandemic.

Ms. Paulin suggested distributing the phone books from City Hall. Chair Stephens and Director Skillman concurred.

Advisor Carmen Pacella stated that the phone book is not needed in the Village anymore and that residents don't want their information public if it is distributed at City Hall. He also mentioned that the Village Breeze map eliminates the need for the map that is in the phone book.

Chair Stephens asked if private phone numbers are included and if residents could opt out. Ms. Paulin responded that residents might forget to opt out.

Director Skillman stated that residents are not automatically included if they don't have a land line.

Discussion: Advisor Tom Nash stated that if the phone books already have been printed and are ready to distribute, we should follow through. Ms. Paulin responded that one of the publishers has not printed them yet.

Chair Stephens asked if this should go to the staff at City Hall to decide. Ms. Paulin and VMS TV Services Manager Paul Ortiz suggested City Hall as a stepping point.

Director Elsie Addington stated that the phone book should be continued.

ITEMS FOR FUTURE AGENDAS:

CONCLUDING BUSINESS:

13. Committee Member Comments

Director Skillman mentioned that U.S. Census workers are due to come into the Village in the next month for those residents who did not complete the form online or via mail.

Director Skillman suggested communicating to the residents that as soon as they receive their ballots to fill them out and place them in the collection box outside City Hall.

Director Skillman mentioned that Assembly Bill 3182 would hurt residents' leasing and renting capabilities.

Director Skillman clarified that Third's vote on CC&Rs needs a two-thirds vote of the quorum and not of the membership.

As an alternative to docent tours, Director Skillman suggested the orientation videos on the website, as they cover a lot of what the docent tours covered for new residents.

Director Bunny Carpenter discussed the importance of communicating why we cannot give refunds on assessments. She mentioned that insurance dues have increased and that we are absorbing that cost. Director Skillman reiterated that we are legally obligated to not refund unused dues.

Director Addington discussed that she is working on an article that will discuss how the surplus may be used to offset operating expenses and benefit residents.

Ms. Paulin stated that she is working with the Census groups to get further information to the residents.

Ms. Paulin referred to CEO Jeff Parker's statement regarding giving refunds.

Ms. Paulin recommended the locked box at City Hall for election ballots.

Ms. Paulin recommended residents use the electronic link in a piece the department is sending out regarding AB 3182. That link is important to recording resident votes.

Ms. Paulin mentioned some of the virtual tours are on the website.

Ms. Paulin announced that MemorialCare offered to underwrite the wellness route between the Village and the MemorialCare/Saddleback campus.

Director McCary welcomed Chair Stephens and commended her on the meeting.

14. Date of Next Meeting – September 21, 2020, at 1:30 p.m.

15. Adjournment
3 p.m.

DRAFT

Sue Stephens, Chair
Media and Communications Committee



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

The Regular Meeting of the Security and Community Access Committee was held on Monday, August 24, 2020 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

MEMBERS PRESENT: Don Tibbetts – Chair, Neda Ardani, Cash Achrekar, Cush Bhada, and John Dalis

MEMBERS ABSENT: None

ADVISORS PRESENT: Frank Tybor

ADVISORS ABSENT: Larry Cunningham

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

STAFF PRESENT: Carlos Rojas, Brian Gruner, and Debbie Ballesteros

CALL TO ORDER

Don Tibbetts, Chair, called the meeting to order at 1:30 p.m.

ACKNOWLEDGEMENT OF PRESS

The Media was not present.

APPROVAL OF AGENDA

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

APPROVAL OF MEETING REPORT

By way of consensus, the Committee approved the February 24, 2020 meeting report as amended.

CHAIRMAN'S REMARKS

Chair Tibbetts welcomed everyone back since the last meeting was in February. He explained that it was Chief Moy's last meeting and Chief Rojas' first meeting.

MEMBER COMMENTS ON NON-AGENDA ITEMS

None

RESPONSE TO MEMBER COMMENTS ON NON-AGENDA ITEMS

None

REPORTS

Gate Access Update

Carlos Rojas, Chief of Security, updated the Committee on Gate Access Project. He informed them that Gate 11 has been completed. Chief Rojas stated that so far the gate arms have been working well in the Community. This gate was the final gate needed to be completed to conclude the Gate Access Project.

Disaster Preparedness Task Force Report

Chief Rojas explained that the Security Director serves as the Chair of the Disaster Preparedness Task Force (DPTF) per the Resolution. He stated that his emphasis will be on becoming brilliant at the basics, focusing on the fundamentals of disaster preparedness. He informed the Committee that he is working on the emergency supplies that are located in different areas of the Village. His project before the next DPTF meeting will be what supplies we have, what supplies we need, and get rid of the items that no longer are in working order.

RV Update

Chief Rojas informed the Committee that right now, there are 11 spaces available for RV Lot A and none for RV Lot B. He explained that there have been no issues with the RV lots.

Noteworthy Incidents

Chief Rojas presented noteworthy incidents. He explained that earlier this year, there were several vehicles that were stolen. Most of them were found to have had the keys left inside the vehicle. Marketing sent out a Community wide message regarding the break ins, since then there has not been any more stolen vehicles.

Security Statistics

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

Chief Rojas went through reports and explained certain statistics to the Committee. The Committee commented and asked questions.

ITEMS FOR DISCUSSION AND CONSIDERATION

Emergency Equipment Update

Chief Rojas updated the Committee on the Emergency Equipment. He explained that the items were ordered. However, at the moment we are waiting for the approval from the Towers to allow the receiver to be placed on there. The Committee commented and asked questions.

Mandatory Security Officers at Specialty Events

Chief Rojas presented the Mandatory Security Officers at Specialty Events. The Committee commented and asked questions.

Director Bhada made a motion to approve the Mandatory Security Officers at Specialty Events. The motion died for a lack of a second.

By consensus, the Committee directed Staff to update the Staff Report with additional information and bring back to the next meeting.

ITEMS FOR FUTURE AGENDAS

- To be determined

CONCLUDING BUSINESS

Committee Member Comments

Director Cash stated that he wanted to commend Brian Gruner, Recreation and Special Events Director, for a great job on the Drive In Movie they recently had.

DATE OF THE NEXT MEETING

The next meeting is scheduled for Monday, October 26, 2019, at 1:30 p.m. in a virtual meeting.

ADJOURNMENT

There being no further business to come before the Committee, Chair Tibbetts adjourned the meeting at 2:14 p.m.

Don Tibbetts

[Don Tibbetts \(Aug 25, 2020 22:25 PDT\)](#)

Don Tibbetts, Chair

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