



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, October 6, 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 Pearlstone**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of the Minutes**
 - a. September 1, 2020 – Regular Open Session Meeting**
- 6. Report of Chair**
- 7. VMS Update – Director Brown**
- 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 August 2020 and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes.
- b. Resolution to Update GRF Committee Assignments

12. Unfinished Business

- a. Entertain a Motion to Approve Amendments to the Golden Rain Foundation Recreation and Special Events Department Policies and Procedures (**SEPTEMBER Initial Notification—28-day review for member review and comments to comply with Civil Code §4360 has been satisfied**)
- b. Discussion and Consider the Location for the Peace Pole

13. New Business

- a. Entertain a Motion to Approve the Equestrian Application for Village Community Fund-Help the Herd Program
- b. Entertain a Motion to Approve the UPS Entry License Agreement 2020

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 September 23, 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 – Director Pearlstone. The Committee met on September 10, 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 October 27, 2020 at 9:30 a.m. as a virtual meeting.

- d. Report of the Landscape Committee – Director Horton. The Committee met on August 12, 2020; next meeting November 9, 2020 at 1:30 p.m.
- e. Report of the Maintenance & Construction (M&C) Committee – Director Garthoffner. The Committee met in closed session on 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 September 2, 2020; next meeting TBA.
- f. Report of the Media and Communications Committee – President Carpenter. The Committee met on September 21, 2020; next meeting October 19, 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 September 16, 2020; next Traffic Hearings October 21, 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 September 29, 2020; next meeting November 24, 2020 at 9:30 a.m.
- j. GRF Bylaw Ad Hoc Committee – President Carpenter. The Committee met on September 16, 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.*

- a. Approve the 2021 GRF Resident and Guest Fees (**October 2020 postponed the vote until after the next Community Activities Committee 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) September 1, 2020 – Regular Closed Session

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, September 1, 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, James Hopkins and Joan Milliman (arrived 10:24 AM)

Directors Absent: none

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

Others Present: Laurie Poole, Esq. of Adams Stirling PLC
VMS: James Tung, Dick Rader
United: Juanita Skillman
Third: John Frankel

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

Director Moldow requested to remove agenda items 11c from the Consent Calendar to Unfinished Business. Requested the next meeting date for agenda item 15e (2) be changes to September 2, 2020.

President Carpenter called for the vote and the amended agenda passed by majority vote.

5. Approval of Minutes

5a. August 4, 2020--Regular Open Meeting

Director Horton made the motion to approve the minutes of August 4, 2020, Regular Open Session. The motion was seconded by Director Mukhopadhyay and passed by majority vote.

6. Report of the Chair

President Carpenter commented the GRF portion of the assessments will not increase in 2021. She introduced the new board member elected on August 31, 2020: Joan Milliman (2020).

7. VMS Board Update – Director Tung gave an update from the VMS Board. He showed a presentation regarding the follow topics:

- Making reservations online for racket sports using the new software called “Kourts” residents can also make reservations for swimming pools by contacting swimreservations@vmsinc.org.
- Parking on street sweeping days will be announced on Village TV
- Changes to the Media and Communications Department
- Transportation Department reported new revenue from sponsorships

8. CEO Report

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

- New reservation system called “Kourts” will be used to make online reservations for racket sports.
- Orange County COVID-19 cases have decreased and Orange County has been taken off the watch list. Orange County reported the numbers have started to decrease 47,782 cumulative cases to date, 323 positive cases received, 956 cumulative deaths to date, 9 reported deaths. Currently 352 cases have been hospitalized and 94 cases are currently in ICU. 51 cases have been reported in Laguna Woods.
- Coin distribution program allows residents to pick up two \$10 rolls of quarters for laundry services at Clubhouse 3 and 5.
- The 2020 asphalt paving program is set to be completed during the month of September. The map for the areas to be worked on is posted on the website.
- Census takers will start door-to-door visits for the 2020 Census.
- Labor Day Holiday schedule is listed on the website.

9. Open Forum (Three Minutes per Speaker)

President Carpenter passed the gavel to First Vice President Egon Garthoffner from 10:01 A.M. to 10:05 A.M.

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

- A Member requested a room for a new club to helping retired members use their talents in the community and thanked the board for the face covering mask resolution;
- A Member commented about paying assessments when residents have limited access to amenities because of COVID-19;
- A Member commented about the finance and budget and asked why the GRF

Board did not proceed with the PAC Project.

10. Responses to Open Forum Speakers

Several Directors responded to and provided input regarding member comments.

- Director Horton responded that he can form a club for his project ;
- Laurie Pool, Esq. responded about restrictions caused by COVID-19. There are still expenses that need to be paid by the assessments. Legally, members must pay assessments even when amenities are not available.
- Director Garthoffner commented about Score and commented that he should form a club and find a room. He also commented on why the PAC Project was proceeding forward in a different direction based on need and priority through the M & C Committee and M & C Department. Action Status will be placed in the Globe.
- Director Moldow commented about the audio in the online meeting.

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 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:

11b. 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

RESOLUTION 90-20-41

**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.

11c. Rescind the Supplemental Appropriations for the Performing Arts Center (PAC) Improvement Project (This item was moved from the Consent Calendar to Unfinished Business)

11d. Resolution to Update GRF Committee Assignments

RESOLUTION 90-20-42
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, 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)
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 Hopkin (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, Chair (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)
Advisors: Richard Palmer

Clubhouse 1 Renovation Ad Hoc Committee

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

Director Moldow made a motion to approve the Consent Calendar. The motion was seconded by Director Troutman and the motion passed by majority vote.

12. Unfinished Business

12a. Entertain a Motion to Approve the 2021 GRF Business Plan and Reserves Funding Plan

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

RESOLUTION 90-20-43
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.

RESOLUTION 90-20-44
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.

Director Troutman made a motion to adopt the resolution approving the 2021 GRF Business

Plan and Reserves Funding Plan. The motion was seconded by Director Horton.

Discussion ensued among the directors.

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

12b. Entertain a Motion to Approve the 2021 GRF Capital Plan

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

RESOLUTION 90-20-45
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.

Director Troutman made a motion to adopt the resolution approving the 2021 GRF Capital Plan. The motion was seconded by Director Moldow.

Discussion ensued among the directors.

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

12c. Rescind the Supplemental Appropriations for the Performing Arts Center (PAC) Improvement Project (This item was moved from the Consent Calendar to Unfinished Business)

RESOLUTION 90-20-46
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.

Director Troutman made a motion to rescind resolution 90-20-28 to award a contract and resolution 90-20-29 supplemental funding for the Performing Arts Center improvements. The motion was seconded by Director Horton.

Discussion ensued among the directors.

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

13. New Business

13a. Entertain a Motion to Approve the MemorialCare Donation for the Wellness Bus.

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

RESOLUTION 90-20-47 **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.

Director Troutman made a motion to approve the MemorialCare Donation for the Wellness Bus. The motion was seconded by Director Tibbetts.

Discussion ensued among the directors.

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

13b. Entertain a Motion to Approve Obsolete Equipment Policy

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

RESOLUTION 90-20-48 **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 1, 2020, 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.

Director Troutman made a motion to approve the Obsolete Equipment Policy. The motion was seconded by Director Milliman.

Discussion ensued among the directors.

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

13c. Entertain a Motion to Introduce Amendments to Golden Rain Foundation Recreation and Special Events Department Policies and Procedures

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

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, [date], 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.

Director Troutman made a motion to introduce the amendments to the GRF Recreation and Special Events Department Policies and Procedures for 28-day review. The motion was seconded by Director Milliman.

Discussion ensued among the directors.

President Carpenter called for the vote and the motion passed my majority vote.

13d. Entertain a Motion to Approve Revisions to the Finance Committee Charter

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

RESOLUTION 90-20-49
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.

Director Troutman made a motion to approve revisions to the Finance Committee Charter. The motion was seconded by Director Moldow.

Discussion ensued among the directors.

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

13e. Discuss and Consider Distribution of Telephone Directories and Community Maps

**ADOPTED OCTOBER 1983, Resolution G-83-47
REVISED JULY 1998, Resolution G-98-55
REVISED MARCH 2015, Resolution 90-15-17
REVISED SEPTEMBER 2020, Resolution 90-20-xx**

**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 September 1, 2020, 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.

Eileen Paulin, Media and Communications Director, discussed the background about the distribution of telephone directories and community maps. She recommended that the publisher be contacted and told that individual distribution must be done and we will not accept delivery at the Community Center. Regarding the maps, a more user friendly map was put in the Village Breeze. She reported that she had extra copies of the Village Breeze.

Director Troutman made a motion to endorse the resolution for distribution of publications by non-residents of Laguna Woods Village with revisions by legal counsel. The motion was seconded by Director Milliman.

Discussion ensued among the directors.

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

14. The Board took a 5 minute break at 11:40 a.m.

15. Committee Reports

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

15b. Strategic Planning Committee—Director Pearlstone. First meeting TBA.

15c. Report of the Community Activity Committee – President Carpenter gave an updated from the Committee. The Committee is reviewing outdoor exercise equipment and online reservation systems. The Committee met on August 13, 2020; next meeting September 10, 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 September 23, 2020, at 9:30 a.m. as a virtual meeting.

15d. Report of the Landscape Committee – Director Horton gave an update from the Landscape Committee. The Committee discussed the Aliso Creek area and using manure from the stables for compost. The Committee met on August 12, 2020; next TBA.

15e. Report of the Maintenance & Construction Committee – Director Garthoffner

gave an update from the Maintenance & Construction Committee. The Committee is looking at the HVAC system, lighting, theater curtains, dining rooms, ADA fire and safety components for the PAC; solar lighting for the employee parking lot; and water leaks at the Community Center. The Committee met on 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
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 September 2, 2020 at 2:00 p.m. as a virtual meeting.

15f. Report of the Media and Communications Committee—Director Stephens gave an update on the Committee. The Committee is working on publication deliver and Broadband Services. The Committee met on August 17, 2020; next meeting will be held on September 21, 2020, at 1:30 p.m. as a virtual meeting.

15g. Report of the Mobility & Vehicles Committee – Director Tibbetts gave an update from the Mobility & Vehicles Committee. The Committee is working on sponsorship revenue, and vehicle inventory. The Committee met on August 5, 2020; next meeting October 7, 2020, at 1:30 p.m. as a virtual meeting.

15h. Report of the Security & Community Access Committee – Director Tibbetts gave an update from the Security & Community Access Committee. He announced that Gate 11 project is completed. 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 will be held on September 16, 2020 at 9:00 a.m. and 1:00 p.m. as a virtual meeting.

15i. Report of the Disaster Preparedness Task Force – Director Troutman. She discussed the history of the Task Force, the needs for the 2021 budget and the California Shake Out on October 15th. The Task Force met on July 28, 2020; next meeting September 29, 2020 at 9:30 a.m. as a virtual meeting.

15j. GRF Bylaw Ad Hoc Committee –President Carpenter. The Committee met on August 21, 2020; next meeting September 3, 2020, at 2:00 p.m. as a virtual meeting.

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.*

17. Directors' Comments

- Director Tibbetts and Stephens welcomed Director Milliman back to the board.
- Director Horton commented she had her car stolen and Security responded quickly.

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

The meeting was recessed at 12:40 p.m.

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

During the August 4, 2020, Regular Closed Session, the Board:

Approved the Agenda

Approved the Minutes of:

(a) June 27 & 28, 2020 – Special Email Closed Meeting

(b) June 29, 2020 – Special Email Closed Meeting

(c) July 7, 2020—Regular Closed Session

(d) July 18, 2020 – Special Emergency Closed Meeting

(e) July 24, 2020 – Special Closed Meeting

Discussed Member Disciplinary Matters

Discussed and Considered Personnel Matters

Discussed Legal/Legislation Matters

Discussed COVID-19 Emergency Issues

During the August 14, 2020, Special Closed Meeting, the Board:

Approved the Agenda

Discuss Contractual Matters

19. Adjournment

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

Judith P Troutman

Judith Troutman, Secretary of the Board
Golden Rain Foundation

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RESOLUTION 90-20-xx
GRF Committee Appointments

RESOLVED October 6, 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)
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)
Sue Margolis (United)
Brian Gilmore, (United)
Andre Torng, Alternate (United)

Landscape Committee

Yvonne Horton, Chair (GRF)
Bert Moldow (GRF)
Lynn Jarrett, (Third)
Reza Karimi, (Third)
Cush Bhada, 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)
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)

PAC Renovation Ad Hoc Committee

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

Media and Communications

Sue Stephens, Chair (GRF)
Bunny Carpenter (GRF)
~~Joan Milliman (GRF)~~
Annie McCary (Third)
Lynn Jarrett (Third)
Craig Wayne, Alternate (Third)
Doug Gibson, Alternate (Third)
~~Juanita Skillman, (United)~~
Elsie Addington, (United)

Neda Ardani (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)
Cush Bhada (Third)
Doug Gibson (Third)
Annie McCary, Alternate (Third)
John Frankel, 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)
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)
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

Insurance Ad Hoc Committee (new)

Jon Pearlstone, Chair
Cash Achrekar, Co-Chair (United)
Anthony Liberatore (United)
Carl Randazzo (United)
Andre Torng (United)
Jon Pearlstone (GRF)
Advisor: Diane Fortner

RESOLVED FURTHER, that Resolution 90-20-42 adopted September 1, 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: October 6, 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.

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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.

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Laguna Woods Village®

**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

1. 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

1. Guests must be accompanied by a resident at all times.
2. Facilities may have age limitations, which may be found in the operating rules for the respective facility.
3. 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.
4. Guests must pay all applicable guest fees in accordance with the GRF fee list.
5. 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.
6. 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)

1. Complete the Gate Clearance Form at least four business days prior to the event.
2. List the first name and last name of all nonresident guests (including catering staff, entertainers, speakers, etc.).
3. 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

1. 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.
2. Facilities may not be used to conduct a business by individuals.
3. GRF facilities are smoke free.
4. Use of Styrofoam products of any kind is prohibited.
5. 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.

- 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, October 6, 2020, that the Board of Directors of this Corporation hereby adopts 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

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

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STAFF REPORT

DATE: October 6, 2020
FOR: Board of Directors
SUBJECT: Peace Pole Placement

RECOMMENDATION

Review the placement of the new peace pole on Golden Rain Foundation (GRF) property in Aliso Creek Park, as approved by the board of directors on April 7, 2020 (Attachment 1).

BACKGROUND

In 1992, the Golden Rain Foundation (GRF) Joint Grounds and Water Committee recommended planting peace groves of trees around a peace pole in Aliso Creek Park. The Concerned Citizens club dedicated a commemorative monument on Sunday, April 26, 1992 (Peace for Earth Day), including a six-foot high pole with inscribed bronze plates, and situated 50-feet west of the giant sycamore tree (Attachment 2). It is presumed that this pole deteriorated over time as it is no longer present.

DISCUSSION

The new peace pole, installed on September 8, 2020 by the Recreation and Special Events Department for observance of the International Day of Peace on September 21, 2020, is eight-feet tall, constructed of white vinyl PVC with the message "May Peace Prevail on Earth" in eight languages (Mandarin Chinese, English, Farsi, Hebrew, Hindi, Korean, Spanish and Vietnamese), and a brass dedication plate. The new pole is installed in the same location as the original pole, situated 50-feet west of the giant sycamore tree in the Aliso Creek Park on GRF property (Attachment 2) inside the peace grove consisting of six golden rain trees.

The board of directors requested this item be included on the agenda for discussion, as a few residents have expressed concerns that the location restricts outdoor activities.

FINANCIAL ANALYSIS

None; the project was funded by the Concerned Citizens Club. The cost of the pole and dedication plate was approximately \$250 plus \$195 in materials and labor expenses for installation of the pole.

Prepared By: Jennifer Murphy, Recreation Manager

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

ATTACHMENT(S)

ATT 1: Minutes and Staff Report for Item 13f, April 7, 2020 (Board approval of Peace-Pole)
ATT 2: Peace Pole Location Map

Attachment 1

Golden Rain Foundation Regular Session
April 7, 2020
Page 15 of 19

RESOLVED FURTHER, that this resolution shall be effective January 1, 2020, at which time, retroactive billing for the 2020 storage fees will occur, and Resolution 90-20-12 adopted March 3, 2020, is hereby superseded and canceled; and

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

APRIL Initial Notification

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

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

Discussion ensued among the directors.

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

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

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

Discussion ensued among the directors.

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

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

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

Discussion ensued among the directors.

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

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

STAFF REPORT

DATE: April 7, 2020
FOR: Board of Directors
SUBJECT: Peace Pole Project

RECOMMENDATION

Approve re-constructing the peace pole at the Aliso Creek Park.

BACKGROUND

A Peace Pole is a monument that displays the message "May Peace Prevail on Earth" in the language of the country where it has been placed, and usually includes at least three additional translations. Peace poles are the most recognized international peace symbol with more than 200,000 peace poles in almost every country throughout the world.

In 1992, the GRF Joint Grounds and Water Committee recommended planting peace groves of trees around a peace pole at the Aliso Creek Park. The Concerned Citizens club dedicated a commemorative monument on Sunday, April 26, 1992 (Peace for Earth Day); a 6-foot high pole with inscribed bronze plates, situated 50 feet west of the giant sycamore tree. It is presumed that this pole deteriorated over time as it is no longer present.

DISCUSSION

The Concerned Citizens club has organized a committee to pursue the re-construction of a peace pole near the giant sycamore tree at Aliso Creek Park. The committee is proposing an 8' tall white vinyl PVC peace pole in eight languages and a dedication brass plate. The pole is custom made and hand crafted by the World Peace Sanctuary. The recommended languages are Chinese (Mandarin), English, Farsi, Hebrew, Hindi, Korean, Spanish and Vietnamese. A dedication ceremony is scheduled for September 21, 2020 on International Day of Peace.

FINANCIAL ANALYSIS

The proposed project is funded by the Concerned Citizens club with direction from GRF on proper installment and placement. The cost of the pole and dedication plate is estimated at \$250; staff estimates \$195 in materials and labor expenses for installing the peace pole. The club would be billed after work is complete cover those costs.

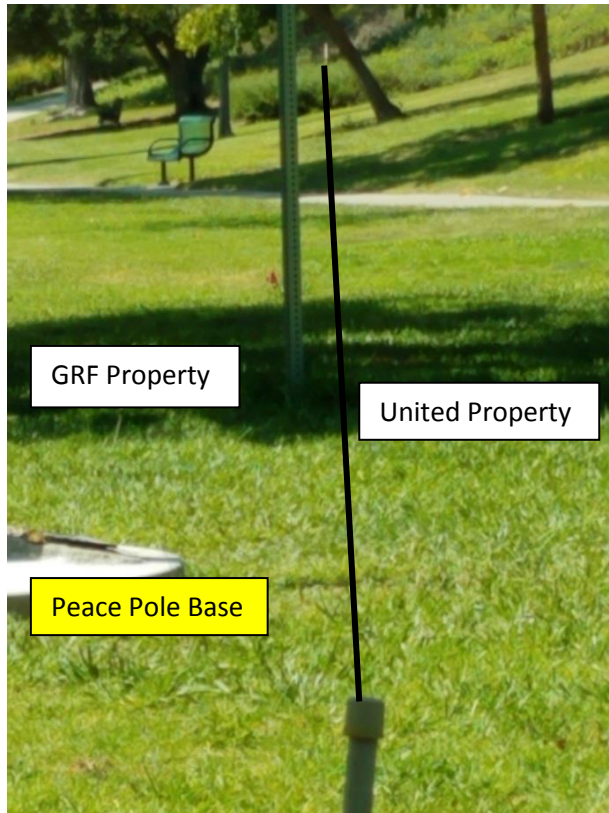
Prepared By: Jennifer Murphy, Recreation Manager

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

ATTACHMENT(S)

None

ATTACHMENT 2



STAFF REPORT

DATE: October 6, 2020
FOR: Board of Directors
SUBJECT: Village Community Fund Project Application—Equestrian Center Help the Herd

RECOMMENDATION

Authorize the Golden Rain Foundation (GRF) Equestrian Ad Hoc Committee to submit a project application to the Village Community Fund (VCF) requesting the creation of a charitable tax-deductible fund to benefit the Equestrian Center and GRF horses.

BACKGROUND

The VCF is a non-profit 501(c)(3) community benefit organization that fosters projects benefiting senior adults and the local Laguna Woods Village community, and raises funds to carry out its mission. All projects go through rigorous review before being accepted by VCF. A club or group of concerned residents, working with GRF's cooperation and ultimate approval, will develop and plan the proposed project, including timetable and budget. The resident group or club is responsible for raising the tax-deductible funds which will be donated to VCF and earmarked for the project.

DISCUSSION

The Recreation and Special Events Department manages the Equestrian Center including the budget, facility maintenance, and care of the GRF horses utilized in the riding program.

On July 15, 2020, the Equestrian Ad Hoc Committee recommended that Committee Member Hemberger discuss the possibility of submitting a project application to the VCF for the creation of a charitable tax-deductible fund to benefit the Equestrian Center and GRF horses with review from the Equestrian Ad Hoc Committee and Recreation and Special Events Department staff.

At the August 25, 2020 Equestrian Ad Hoc Committee meeting, Committee Member Hemberger presented the proposed VCF project application (Attachment 1) and Help the Herd Wish List (Attachment 2). The Equestrian Ad Hoc Committee directed Committee Member Hemberger to present to the proposed VCF project application and Help the Herd Wish List to the Community Activities Committee (CAC) at its regularly scheduled September meeting.

On September 10, 2020, the CAC reviewed the proposed VCF project application and Help the Herd Wish List. The CAC voted unanimously 5 to 0 to endorse the program and directed staff to present the proposed application and wish list to the GRF board of directors on October 6, 2020 for consideration.

FINANCIAL ANALYSIS

There is financial impact to the annual operational budget. Funding received from VCF would support supplemental horse and facility needs as outlined on the Help the Herd Wish List.

Prepared By: Jennifer Murphy, Recreation Manager

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

ATTACHMENT(S)

Attachment 1: VCF Project Application

Attachment 2: Help the Herd Wish List



Community Activities Committee (CAC)

ENDORSEMENT (to board)

Equestrian Application for Village Community Fund-Help the Herd Program

The committee reviewed a resident request recommending that the GRF Equestrian Ad Hoc Committee submit a project application to Village Community Fund which would create a charitable tax-deductible fund to benefit the Laguna Woods Village Equestrian Center and GRF horses. Staff was directed to move this item to the October GRF meeting to recommend approval of the board of directors.

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Attachment 1 (page 1)

VILLAGE COMMUNITY FUND

PROJECT APPLICATION

The Village Community Fund (VCF), a non-profit 501(c)(3) community benefit organization, serves to foster projects that benefit senior adults and our local Laguna Woods Village community, and raise funds to carry out our mission. All projects go through a rigorous procedure before being accepted by VCF. A club or group of concerned residents, working with GRF's cooperation and ultimate approval, will develop and plan the proposed project, including timetable and budget.

The resident group or club is responsible for raising the tax-deductible funds which will be donated to VCF and earmarked for the project. Most projects are coordinated with the Recreation Department.

For your project to be considered for funding, please complete both sides of this application and return via email to: villagecommunityfund@gmail.com.

PROJECT NAME: Help the Herd/Adopt-A-Horse

CLUB OR GROUP NAME: GRF Equestrian Center Ad hoc Committee

PRIMARY CONTACT INFORMATION

Name (and title, if applicable): Susan Hemberger, committee member

Phone 973-222-0845

Email susanhemberger@yahoo.com

NUMBER OF ACTIVE CLUB OR GROUP MEMBERS: 9

NAMES OF PROJECT COMMITTEE MEMBERS: Bunny Carpenter, Yvonne Horton, Cush Bhada, Annie McCary, Stefanie Brown, Bunny Lipinski, Andre Torng, Gary Empfield, Susan Hemberger

PROJECT DESCRIPTION: The GRF Equestrian Center Ad hoc committee would like to create a charitable tax-deductible fund to benefit the LWV Equestrian Center and GRF horses.

PROJECT BUDGET: On-going contributions

PROJECT FUNDS APPROVED BY GRF (if any, attach detail) None, at this time

NAME OF YOUR GRF Contact: Bunny Carpenter, Committee Chair

Attachment 1 (page 2)

PURPOSE OF PROJECT: To obtain funding (outside of GRF budget) to purchase additional items for the care of the GRF horses. Items included, but not limited to: tack, supplements, grooming supplies, geriatric care, etc.

TIMELINE: (Describe project phases including beginning and ending dates)

Phase 1 (Oct. 2020) "Help the Herd"- funds collected will benefit all the GRF horses. Phase 2 (Spring 2021) "Adopt-A-Horse"- donations can be made to the care of a specific horse. Phase 3 (Fall 2021) "Support the Equestrian Center"-donations can be made to benefit upgrades in the facility. *Time lines may be adjusted

REQUESTER

Signature Susan A. Hemberger Date August 31, 2020
Name and Title Susan Hemberger, GRF Equestrian Center Advisor committee member

GRF APPROVAL

Signature _____ Date _____
Name and Title _____

VMS APPROVAL

Signature _____ Date _____
Name and Title _____

VCF APPROVAL

Signature _____ Date _____
Name and VCF Title _____

NOTE: Once your completed application has been reviewed by VCF and determined to be an appropriate project for VCF funding, a member of your Club's board or group will be invited to make a presentation to the Village Community Fund Board of Trustees and advisors on this project.

We want to hear from you! For additional information or questions, please contact us:

Call: 949-467-1030

Email: villagecommunityfund@gmail.com

Visit our website: VillageCommunityFund.org

Tax ID#82-379360

Attachment 2

VCF *Help the Herd* Wish List

Examples of items to be purchased by private donations through the VCF *Help the Herd* initiative:

TACK

Saddles
Bridles
Matching halters and lead ropes
Matching pads

SUPPLEMENTS

Beet Pulp
Senior Mix
Biotin Daily
Antigest
Bran
Equiox
Pellets (orchard, timothy, alfalfa)
Salt
Coconut oil

MISCELLANEOUS

Farrier work	Laundry detergent
Floating	Fly masks
Surgery (Jeff)	Superbodyshine
Thrush Buster	Treats
Hoof Conditioner	MTG
Fly Spray	Betadine Solution
Vet visits	Cotton balls
Buckets	Shampoo
Medicated Shampoo	Conditioner

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STAFF REPORT

DATE: October 6, 2020
FOR: Board of Directors
SUBJECT: Entry License Agreement – United Parcel Service

RECOMMENDATION

Authorize the proposed Entry License Agreement by and between the Golden Rain Foundation (GRF) and United Parcel Service (UPS) for the purpose of installing one delivery POD at Clubhouse 1 and one delivery POD at Clubhouse 5 for the transfer of parcels from golf carts for delivery during the holiday season from October 26, 2020 to January 4, 2021.

BACKGROUND

For several years, GRF has permitted UPS to install one delivery POD in the Clubhouse 1 overflow parking lot adjacent to the Library and one POD in the Clubhouse 5 rear parking lot to expedite package delivery and eliminate large delivery trucks within Laguna Woods Village during the holiday season. The Security and Recreation and Special Events Departments, Library, and Risk Management Division have been and remain supportive of the use of this temporary location.

DISCUSSION

UPS is seeking to enter into the proposed Entry License Agreement with GRF for the 2020 holiday season, from October 26, 2020 to January 4, 2021. Key agreement provisions include:

- Permitted Activities: Install one delivery POD in the Clubhouse 1 overflow parking lot adjacent to the Library and one POD in the rear Clubhouse 5 parking lot for the transfer of parcels from golf carts for delivery. POD dimensions are 8' wide, 12' long, and 8' high.
- Term: October 26, 2020 through January 4, 2021.
- Cancellation: Agreement is cancellable by with party upon written notice.
- Indemnification: UPS agrees to indemnify, defend and hold harmless GRF and Village Management Services, Inc. (VMS) from and against any loss, damage, injury, death, liability, claims, cost, expense, fines or penalties of any kind caused by or resulting from UPS' use of subject property as detailed in the agreement.
- Insurance: UPS agrees to maintain in full force and effect commercial general liability insurance, commercial automobile liability insurance, and workers' compensation and employer's liability insurance in the amounts outlined in the agreement during the term

of the agreement. UPS must provide Proof of insurance and all required endorsements to the Risk Manager before commencement of permitted activities.

- Fee: There is no fee associated with the use of GRF property.

FINANCIAL ANALYSIS

There is no financial impact associated with the proposed Entry License Agreement.

Prepared By: Siobhan Foster, COO

Reviewed By: Jeffrey C. Parker, CEO

ATTACHMENT(S)

ATT 1: Entry License Agreement

Exhibit A: Site Overview

ENTRY LICENSE AGREEMENT

This entry license agreement ("AGREEMENT") is made by and between United Parcel Service ("PERMITTEE") and the Golden Rain Foundation of Laguna woods ("OWNER").

PERMITTED ACTIVITIES: PERMISSION IS HEREBY GIVEN TO THE PERMITTEE TO ENTER LAGUNA WOODS VILLAGE ("SUBJECT PROPERTY") FOR THE PURPOSE OF INSTALLING TWO DELIVERY PODS FOR THE TRANSFER OF PARCELS FROM GOLF CARTS FOR DELIVERY ("PERMITTED ACTIVITIES"). ONE DELIVERY POD WILL BE LOCATED AT CLUBHOUSE 1, 24232 CALLE ARAGON, LAGUNA WOODS, CALIFORNIA, AND ONE DELIVERY POD WILL BE LOCATED AT CLUBHOUSE 5 PARKING, 24262 PUNTA ALTA, LAGUNA WOODS, CALIFORNIA. THE DELIVERY PODS ARE EIGHT FEET WIDE, TWELVE FEET LONG AND EIGHT FEET IN HEIGHT. THE DELIVERY PODS WILL BE PLACED IN THE CLUBHOUSE 1 OVERFLOW PARKING LOT AND CLUBHOUSE 5 BACK PARKING LOT, AS ILLUSTRATED IN EXHIBIT A OF THIS AGREEMENT.

TERM: FROM OCTOBER 26, 2020 THROUGH JANUARY 4, 2021.

CANCELLATION: AGREEMENT TO BE CANCELABLE BY EITHER PARTY UPON WRITTEN NOTICE.

INDEMNIFICATION: PERMITTEE AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS GRF, TOGETHER WITH ITS MANAGING AGENT, VILLAGE MANAGEMENT SERVICES, INC., AND THEIR RESPECTIVE DIRECTORS, OFFICERS, MEMBERS, AGENTS, EMPLOYEES, VOLUNTEERS, SUCCESSORS AND ASSIGNS (COLLECTIVELY, THE "INDEMNITEES") FROM AND AGAINST ANY LOSS, DAMAGE, INJURY, DEATH, LIABILITY, CLAIM, COST, EXPENSE (INCLUDING, BUT NOT LIMITED TO, ATTORNEYS' FEES), FINES OR PENALTIES OF ANY KIND CAUSED BY OR RESULTING FROM THE PERMITTEE'S USE OF THE SUBJECT PROPERTY INCLUDING, WITHOUT LIMITATION, THE FOLLOWING:

- (a) Access or use of SUBJECT PROPERTY by PERMITTEE or its employees, agents, contractors, subcontractors, suppliers, subordinates, guests or affiliates.
- (b) Any act or omission of PERMITTEE or any of its owners, partners, officers, directors, employees, agents, contractors, subcontractors, suppliers, subordinates, guests or affiliates.
- (c) Any bodily injury, including without limitation, death, injury to owners, partners, officers, directors, employees, agents, contractors, subcontractors, suppliers, subordinates, guests or affiliates of PERMITTEE.
- (d) Any property damage, accident, fire or other casualty or damage on or to SUBJECT PROPERTY.
- (e) Any violation or alleged violation by PERMITTEE or its owners, partners, officers, directors, employees, agents, contractors, subcontractors, suppliers, subordinates, guests or affiliates of any law, ordinance or regulation.
- (f) Failure of PERMITTEE or its owners, partners, officers, directors, employees, agents, contractors, subcontractors, suppliers, subordinates, guests or affiliates to maintain SUBJECT PROPERTY in a safe, decent and sanitary condition.

- (g) Failure by PERMITTEE to maintain the insurance coverages required herein or the failure of the insurer to provide coverage or to pay claims under such policies.

INSURANCE: PERMITTEE agrees to maintain in full force and effect during the term of this AGREEMENT,

- (a) Commercial General Liability insurance including Blanket Contractual Liability with not less than One Million Dollars (\$1,000,000) limit per occurrence with Two Million Dollars (\$2,000,000) aggregate for the activities of PERMITTEE or its owners, partners, officers, directors, employees, agents, contractors, subcontractors, suppliers, subordinates, guests or affiliates. The policy shall be issued by an insurance company reasonably acceptable to GRF. Coverage must be on an occurrence policy form in full force and effect regardless of when a claim is made by PERMITTEE. The policy shall name Owner and its managing agent, and their officers, directors, agents, employees and members as additional insureds for all operations performed by or on behalf of PERMITTEE, and shall contain a provision that PERMITTEE's insurance is primary, and that the coverage of any insurance Owner and its managing agent is excess and non-contributing. PERMITTEE's insurance shall also contain a waiver of subrogation in favor of Owner and its managing agent.
- (b) Commercial Automobile Liability insurance with coverage for any auto or all owned, non-owned and hired vehicles with a combined single limit for bodily injury and property damage of not less than One Million Dollars (\$1,000,000) per accident.
- (c) Workers' Compensation and Employer's Liability insurance with limits of not less than One Million Dollars (\$1,000,000) for each accident, as well as per employee and in the aggregate for each disease. PERMITTEE's insurance shall contain a waiver of subrogation in favor of INDEMNITEES. PERMITTEE shall be solely liable for all injuries to its employees and employees of any persons or entities, or other persons hired by or otherwise in the direct or indirect control of PERMITTEE. Nothing contained herein shall be deemed to create any employer-employee relationship between INDEMNITEES and employees, owners, partners, subcontractors, suppliers, agents or subordinates of PERMITTEE.

Proof of insurance and all required endorsements shall be faxed to the attention of Dan Yost at 949 470-0510 or emailed to Dan.yost@vmsinc.org before commencement of PERMITTED ACTIVITIES.

WARRANTY: It is expressly understood and agreed that PERMITTEE takes the premises as is, and that OWNER makes no representation, covenant, warranty or promise that the said premises are for any particular use, including the use for which this agreement was entered into, and PERMITTEE has not relied on any such representation, covenant, warranty or promise.

FEE: Gratis.

ASSIGNMENT: This permit is for the sole use and privilege of PERMITTEE and cannot be assigned or transferred. Any attempt to do so may render this permit voidable at OWNER’S discretion.

SEVERABILITY: Invalidity or unenforceability of one or more provisions of this Agreement shall not affect any other provision of this Agreement.

OTHER PROVISIONS:

- (1) The PERMITTED ACTIVITIES shall be in compliance with all applicable laws. PERMITTEE shall keep the SUBJECT PROPERTY free and clear of all mechanic’s, materialman’s, contractor’s or subcontractor’s liens arising from the PERMITTED ACTIVITIES. PERMITTEE shall at its sole cost and expense comply with all laws, statutes, ordinances and governmental rules, regulations or requirements arising out of or related to the PERMITTED ACTIVITIES. All costs and expenses of the PERMITTED ACTIVITIES shall be the sole responsibility of the PERMITTEE.
- (2) PERMITTEE shall be responsible for all compliance with Federal, State and/or Local regulatory agencies concerning the PERMITTED ACTIVITIES.
- (3) PERMITTEE shall not alter the condition of the SUBJECT PROPERTY. PERMITTEE shall remove any and all temporary equipment from the SUBJECT PROPERTY. If PERMITTEE fails to remove any temporary equipment or restore the SUBJECT PROPERTY to its original condition, OWNER shall have the right, but not the obligation to perform such removal and/or restoration at PERMITTEE’S sole cost and expense.

I have read and understand and agree to comply with all of the above conditions.

UNITED PARCEL SERVICE

Luke Martin
Business Manager

Date

GOLDEN RAIN FOUNDATION OF LAGUNA WOODS

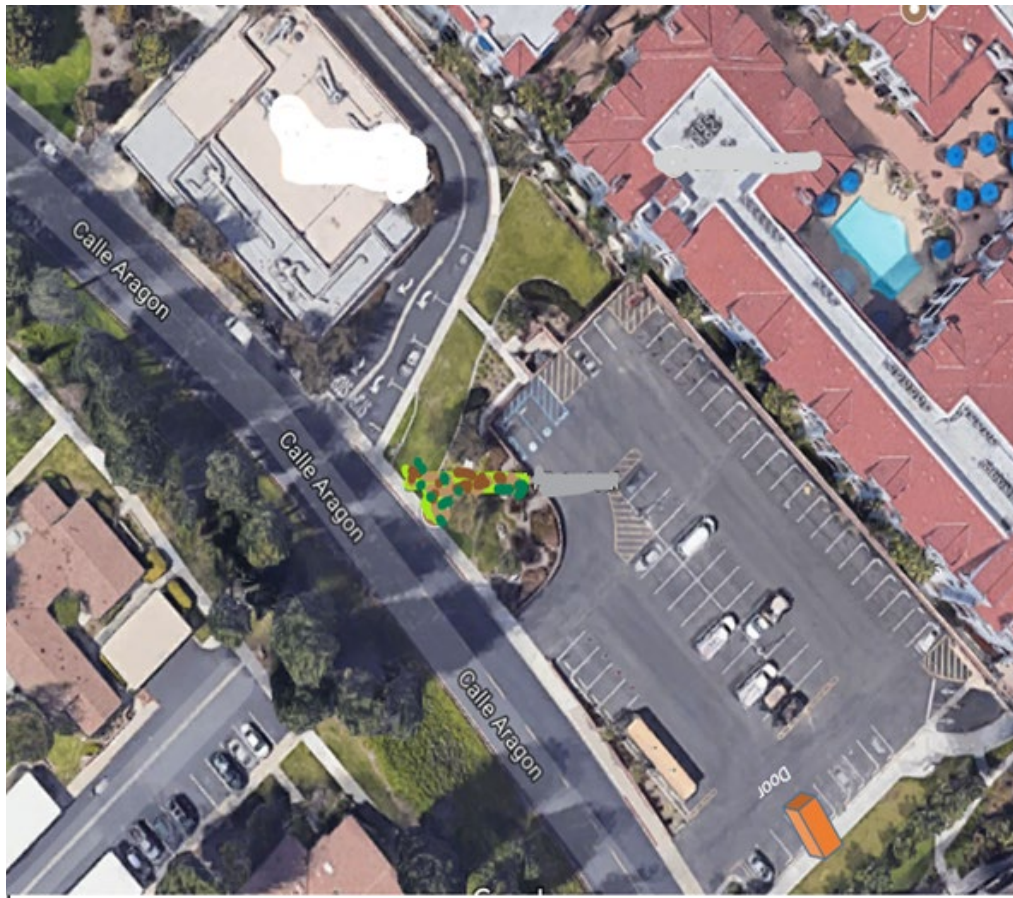
Bunny Carpenter
President

Date

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Exhibit A

Clubhouse 1 Overflow Parking Lot, Calle Aragon



Clubhouse 5 Parking Lot, Punta Alta



Financial Report

As of August 31, 2020



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$20,948
Non-assessment Revenue	\$8,023
Total Revenue	\$28,971
Total Expense	\$25,352
Net Revenue/(Expense)	\$3,619

1

Financial Report

As of August 31, 2020



OPERATING ONLY INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$18,503
Non-assessment Revenue	\$5,130
Total Revenue	\$23,633
Total Expense ¹	\$21,900
Operating Surplus	\$1,733

1) excludes depreciation

2

Financial Report

As of August 31, 2020

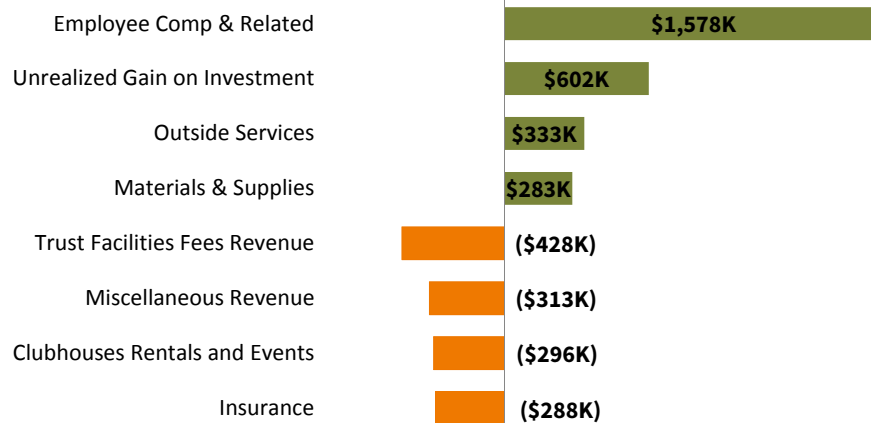


INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$20,948	\$20,948	\$0
Non-assessment Revenue	\$8,023	\$8,858	(\$835)
Total Revenue	\$28,971	\$29,806	(\$835)
Total Expense	\$25,352	\$28,002	\$2,650
Net Revenue/(Expense)	\$3,619	\$1,804	\$1,815

3

Financial Report

As of August 31, 2020



Unfavorable Favorable

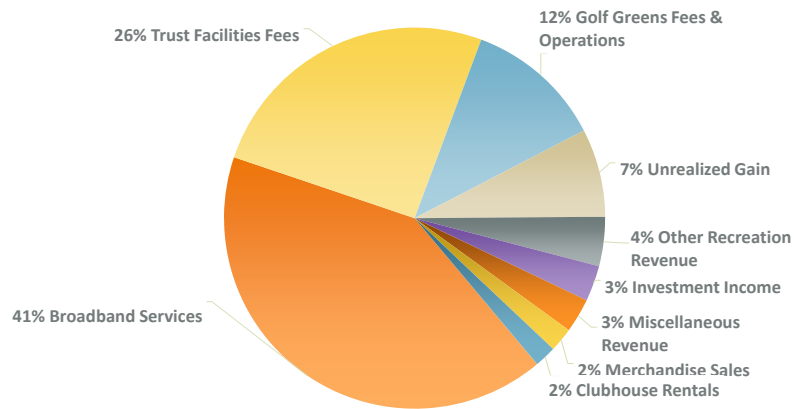
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Financial Report

As of August 31, 2020



Total Non Assessment Revenues \$8,022,784

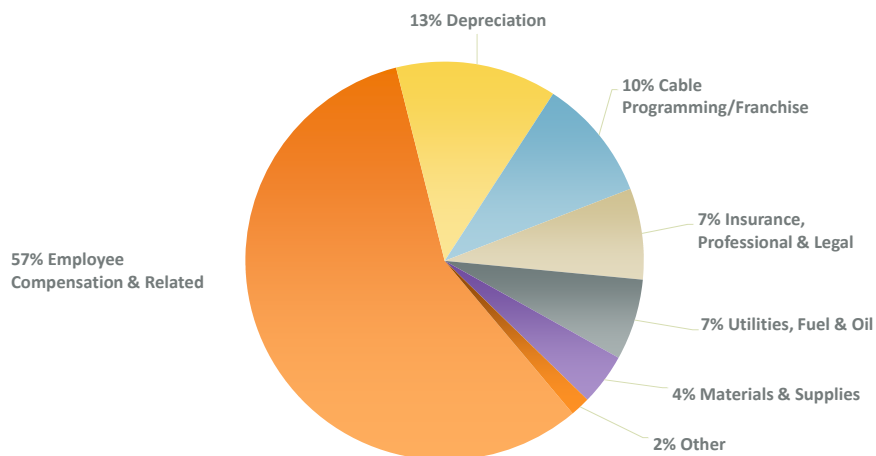


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Financial Report

As of August 31, 2020

Total Expenses \$25,351,476



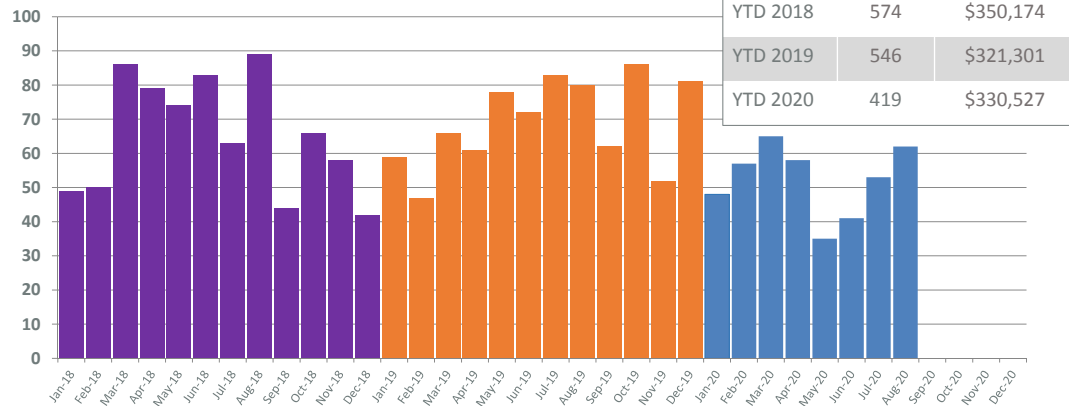
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Financial Report

As of August 31, 2020



RESALE HISTORY - Consolidated



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Financial Report

As of August 31, 2020



FUND BALANCES (in Thousands)	ENDING BALANCES	WORK IN PROGRESS	ADJUSTED BALANCES
Equipment	\$4,837	\$2,872	\$1,965
Facilities	20,559	3,524	17,035
Contingency	855	121	734
Trust Facilities Fee	3,691	0	3,691
TOTAL	\$29,942	\$6,517	\$23,425

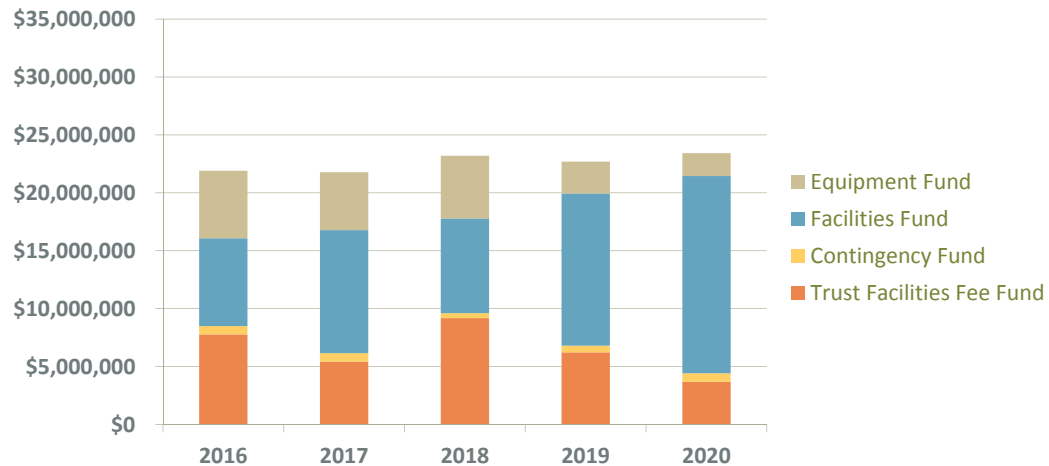
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Financial Report

As of August 31, 2020



ADJUSTED FUND BALANCES



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Financial Report

As of August 31, 2020



FUND ENCUMBRANCES

(in Thousands)

	TOTAL APPROPRIATIONS	REMAINING ENCUMBRANCE
Aquatics & Fitness	\$737	\$288
Broadband Services	1,000	451
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	1,990	827
Paving	1,935	954
Security	2,835	423
Vehicles	3,434	855
TOTAL	\$24,394	\$10,006

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Golden Rain Foundation of Laguna Woods
Statement of Revenues & Expenses - Preliminary
8/31/2020
(\$ 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		\$18,503	\$18,502		\$18,730	\$27,754
2	Additions to restricted funds	306	306		2,445	2,445		1,936	3,668
3	Total assessments	<u>2,619</u>	<u>2,618</u>		<u>20,948</u>	<u>20,948</u>		<u>20,666</u>	<u>31,422</u>
Non-assessment revenues:									
4	Trust facilities fees	325	309	16	2,048	2,476	(428)	2,608	3,714
5	Golf green fees	126	126		775	1,010	(235)	928	1,515
6	Golf operations	32	24	8	164	155	8	158	249
7	Merchandise sales	19	25	(6)	165	200	(34)	188	300
8	Clubhouse rentals and event fees	(2)	57	(59)	147	443	(296)	458	675
9	Rentals	11	6	5	96	86	10	84	109
10	Broadband services	402	427	(25)	3,312	3,412	(100)	3,151	5,119
11	Investment income	26	36	(11)	243	291	(48)	371	437
12	Unrealized gain/(loss) on AFS investments	(55)		(55)	602		602	354	
13	Miscellaneous	47	97	(49)	472	785	(313)	795	1,173
14	Total non-assessment revenue	<u>931</u>	<u>1,106</u>	<u>(175)</u>	<u>8,023</u>	<u>8,858</u>	<u>(835)</u>	<u>9,094</u>	<u>13,290</u>
15	Total revenue	<u>3,549</u>	<u>3,725</u>	<u>(175)</u>	<u>28,971</u>	<u>29,805</u>	<u>(834)</u>	<u>29,760</u>	<u>44,711</u>
Expenses:									
16	Employee compensation and related	1,643	2,032	389	14,498	16,076	1,578	15,675	24,079
17	Materials and supplies	86	159	72	1,062	1,345	283	1,068	1,910
18	Cost of goods sold	14	16	2	112	128	16	118	191
19	Rental unit and guest suite direct costs				1		(1)		
20	Community Events		39	39	121	291	170	324	457
21	Utilities and telephone	194	245	51	1,418	1,576	158	1,542	2,352
22	Fuel and oil	40	43	3	252	348	96	353	522
23	Legal fees	16	29	13	201	232	31	446	348
24	Professional fees	42	57	16	429	521	92	482	724
25	Equipment rental	14	18	3	150	146	(4)	141	222
26	Outside services	130	181	51	1,112	1,445	333	1,205	2,186
27	Repairs and maintenance	34	72	38	436	520	84	370	821
28	Other Operating Expense	28	68	40	293	548	255	357	869
29	Income taxes		2	2	1	17	16	1	25
30	Property and sales tax		9	8	95	68	(27)	97	105
31	Insurance	180	120	(60)	1,245	957	(288)	846	1,436
32	Cable Programming/Copyright/Franchise	344	332	(12)	2,521	2,580	58	3,354	3,862
33	Investment expense		3	3	6	28	21	23	41
34	Net Allocation to Mutuals	(232)	(262)	(30)	(1,956)	(2,108)	(151)	(1,663)	(3,161)
35	Uncollectible Accounts		1	1		10	10	5	15
36	(Gain)/loss on sale or trade		(6)	(6)	35	(45)	(80)	4	(68)
37	Depreciation and amortization	419	419		3,318	3,318		3,018	3,318
38	Total expenses	<u>2,954</u>	<u>3,578</u>	<u>624</u>	<u>25,351</u>	<u>28,001</u>	<u>2,649</u>	<u>27,766</u>	<u>40,252</u>
39	Excess of revenues over expenses	<u>\$596</u>	<u>\$147</u>	<u>\$449</u>	<u>\$3,619</u>	<u>\$1,805</u>	<u>\$1,815</u>	<u>\$1,994</u>	<u>\$4,459</u>

SUMMARY

For the year-to-date period ending August 31, 2020, Golden Rain Foundation operations were better than budget by \$1,815K, including \$1,757K 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** – (\$428K) Unfavorable variance due to fewer manors sold. Year to date revenue generated from the \$5,000 per manor transfer fee is 17% lower than anticipated. The Community had 419 resales versus a budget of 496; compared to 546 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** – (\$296K) Unfavorable due to closure of facilities on March 12 due to the COVID-19 pandemic.
- **Broadband Services Line 10** – (\$100K) 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** – \$602K 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** – (\$313K) Unfavorable variance due to less fees collected during facility closures since mid-March, including non-resident parking fees, class fees, auto decal fees, photo copy fees, bridge room guest fees, and sponsorships.

EXPENSE

- **Employee Compensation and Related Line 16** – \$1,578K 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** – \$283K Favorable variance in several areas of operation. Fleet services maintenance, streets and sidewalks and GRF janitorial all impacted by pandemic as vehicles were used less, street crew furloughed, GRF facilities required less cleaning products. Golf and Equestrian is favorable due to timing of expenditures. Further, materials requested by clubs are on hold until facilities and services reopen, which will be in 2021.

Resident Services had favorable expenditures for ID Cards and RFID, offsetting lower revenue in Miscellaneous Revenue category.

- **Community Events Line 20** – \$170K Favorable variance in several areas of Recreation due to shut down of events beginning on March 12.
- **Utilities and Telephone Line 21** – \$158K 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** – \$96K 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**– \$92K Favorable variance due to the timing of consulting fees for payroll consultant to be paid in September, and project management engineering consultant budget will be fully utilized in the coming months. Further, a savings resulted from unused contingency funds for lobbying in 2020.
- **Outside Services Line 26** – \$333K Favorable variance in Aquatics due to facilities closure. Pools 2 and 5 were reopened in June and Pool 4 opened August 1. The variance was furthered in Golf due to the closure, which was reopened in May.
- **Other Operating Expense Line 28**– \$255K 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** – (\$288K) 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. Subsequent to finalization of the 2020 budget, the Board approved a supplemental appropriation, providing funding of \$331K from Contingency funds.
- **Net Allocation to Mutuals Fees Line 34** – (\$151K) Unfavorable variance due to fewer inter-departmental allocations than anticipated.

OPEN MEETING

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

Thursday, September 10, 2020 – 1:30 p.m.
Virtual GoToMeeting

MEMBERS PRESENT: Jon Pearlstone-Acting Chair, Ryna Rothberg, Juanita Skillman, Andre Torng, Cush Bhada, Dennis Boudreau

MEMBERS ABSENT: Bunny Carpenter, Yvonne Horton, Annie McCary Janey Dorrell, Ed Tao

OTHERS PRESENT: Elsie Addington, John Frankel, Carmen Pacella

STAFF PRESENT: Brian Gruner, Jennifer Murphy, Tom McCray, Jackie Kupfert

Call to Order

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

Acknowledgement of Media

There was no press present.

Approval of Agenda

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

Approval of Committee Report for August 13, 2020

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

Chair's Remarks

Acting Chair Pearlstone stated he is appreciative of staff assistance in preparation of this meeting. There are a lot of topics on the agenda that we anticipate moving forward and may be better served waiting until next month when all are present. He welcomed all who are in attendance.

Report of the Recreation and Special Events Director

Mr. Gruner reported that the County of Orange was moved to a red tier category which allows for more businesses to open with conditions in place as the total numbers of COVID-19 are down. Recreation may be able to open more programs and facilities with restrictions and staff is reviewing all options, however this must be done strategically to ensure safety for all residents. The reopening of facilities in phase 1 (golf and driving range) and phase 2 (tennis, pickleball, paddle tennis, lawn bowling, swimming) has been completed and staff is drafting protocols to enter phase 3 which includes starting outdoor fitness classes on September 21. Kourts online reservation system was introduced and is going well as many residents are using this system. Online registration will be the

trend for the foreseeable future for all classes. He stated the drive-in movie went well with over 100 attendees.

Mr. Gruner stated the following facility updates: Garden Center operations are going well; the online golf tee time reservation system may be introduced to the community in November; the new Equestrian Center supervisor will begin on October 5; GRF horse Moonstar transitioned to retirement at Sunny Oasis Pasture; the Tennis Center renovation is about complete which included an expansion of the patio deck, refurbishment of the restrooms and the clubhouse; Performing Arts Center and Clubhouse 1 renovations are in review which includes curtain refurbishment and other safety concerns at the Performing Arts Center and staff is working in conjunction with the Clubhouse 1 Ad Hoc Committee to assess the needs of this renovation; Clubhouse 5 and Performing Arts Center are the host facilities for the coin distribution on Thursdays and Fridays which is going well.

Director Torng inquired about Clubhouse 4 reopening. Mr. Gruner stated there is no reopen date yet and the following will need to be in place to ensure safety: protocols to be created, reservations for room use and extra staff onsite for monitoring usage. Acting Chair Pearlstone stated there will be a discussion on these openings/offerings later in the agenda.

Member Comments (*Items Not on the Agenda*)

Residents were called to speak on the following: limited accessibility of Recreation amenities and private pool use for Aquadettes practice.

Mr. Gruner stated facility operations are very different due to COVID. For example, at the pools, we must now have reservations to allow for safety in lieu of a resident's ability to come at their leisure. We are utilizing staff as we haven't in the past with new duties and assisting other departments. There is still approximately 70% of Recreation staff furloughed at this time. Current staff is continually training for the new roles in their positions.

Director Bhada inquired as to addressing the Aquadettes request for pool usage. Mr. Gruner stated we cannot accommodate at this time due to high utilization and consistency of club allowances.

Director Addington inquired as to an alternative for those who cannot utilize the online systems. Mr. Gruner stated residents may still use the phone or email to make reservations, but staff will encourage residents to use the online reservation system.

Director Bhada inquired as to instructions on how to use the online reservation system. Mr. Gruner stated it is on the website and residents can get a hard copy at the pools.

CONSENT

Mr. Gruner explained the facility utilization report is created by staff recording the usage of each facility/activity.

Director Torng inquired as to obtaining utilization percentage rates. Acting Chair Pearlstone stated we will be reviewing Recreation utilization and budget reports for the past three years and Equestrian was not included in the current utilization report. Ms. Murphy stated the Equestrian Center is only open for feeding and care at this time, but staff will provide prior year utilization for

the mentioned review. Acting Chair Pearlstone stated we will need a methodology for this study. Ms. Murphy stated the utilization numbers are generated from drop-in room/activity sign-in sheets and pre-registered classes/bookings which are more accurate in recording.

Director Skillman stated the library is functioning and should be included in this total. Ms. Murphy will contact the Library representative for these statistics.

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

REPORTS

None

ITEMS FOR DISCUSSION AND CONSIDERATION

Outdoor Fitness Equipment - Mr. Gruner reported committee members reviewed locations of Clubhouse 4 and Par 3, with consensus being the best locations are Clubhouse 4 and Aliso Creek. He stated boundary lines may be an issue at Aliso Creek between United and GRF. Staff obtained three quotes of equipment only as the location must be determined for proper quote on installation costs. Mr. Gruner would like staff direction from the committee.

A motion was made to utilize the Aliso Creek location for outdoor fitness equipment.

Discussion ensued including location, area survey of Aliso Creek, involving M & C Committee, limited parking at Aliso Creek location, cost of project which is to include a financial review, handicapped accessibility, sanitization of outdoor fitness equipment, potential lack of use of this equipment and moving existing Fitness Center equipment outdoors.

Motion was withdrawn.

Members were called to speak on the following: the addition of outdoor fitness classes, postponing the addition of this equipment and moving existing fitness center equipment outdoors for use.

A motion was made to direct staff to research moving some existing fitness equipment to outdoor areas that are covered properly and provide a detailed cost analysis.

Motion passed unanimously.

2021 Estimated Equestrian Fees - Mr. Gruner stated this agenda item will be tabled to the October CAC meeting to complete a comprehensive analysis of all Recreation fees.

Equestrian Application for Village Community Fund-Help the Herd Program - Mr. Gruner stated staff is looking for approval of this request to move forward for review at the next GRF Board meeting.

Acting Chair Pearlstone requested Equestrian Ad Hoc Committee member, Susan Hemberger, present this request. Ms. Hemberger stated this request is to obtain funding from the Village Community Fund for the care of GRF horses at the Equestrian Center. There is no cost to the community for this request and these funds would go directly to the care of the GRF horses.

Staff was directed to move this item to the October GRF meeting for review.

Recreation Committee Request Form-Additional Golf Course Perimeter Fencing-Community Walkway - Mr. Gruner stated the resident request to install additional fencing around the perimeter path to utilize the entire path for walkers.

Mr. Gruner stated that during the COVID-19 closure, residents were able to walk on the golf course, but with its reopening, the pathways have been restricted. Mr. McCray reported the area that would require fencing which would be costly to the community.

Staff was directed to send a respectful letter to resident explaining prohibitive cost.

Proposed Outdoor Activity List - Mr. Gruner highlighted tentative outdoor fitness class schedule and 10 classes may begin on September 21 with registration beginning next week. Staff is verifying scheduling with instructors. Staff would also like to host drive-up concerts pending the resolution of large gatherings change, move some fitness equipment outdoors and possibly host drive-up entertainment.

Acting Chair Pearlstone inquired about the status of Restaurant 19. Mr. Gruner stated Restaurant 19 is contracted out to Mr. Tony Hibbard and activities would have to be approved with the operator. Mr. Hibbard has not opened dining room or bar services at this time. Acting Chair Pearlstone inquired as to if the agreement is his final decision. Mr. Gruner stated Mr. Hibbard has full operational rights to Restaurant 19.

Ms. Murphy stated four classes are fee based and five classes are free of charge to residents and will be promoted as a four week session; each class may have a 14 person limit and registration scheduling will be through ActiveNet. The resident volunteer instructors will host 1-2 classes per week and the spin class may be up to five days per week. All others may be two classes per week. Acting Chair Pearlstone inquired about waivers. Ms. Murphy stated instructors will need to renew their contracts. She stated Dan Yost, Risk Manager, is reviewing all contracts and waivers and waivers will be online. Ms. Murphy stated the Clubhouse 2 back patio is a tile floor and grout could be a tripping hazard while other locations may be too sunny. All locations will have to be assessed individually for safety. Acting Chair Pearlstone inquired as to any budgetary impact and will existing staff be utilized. Ms. Murphy stated existing staff will be utilized and staff may need to assist those with online reservations. Ms. Murphy stated we may have to bring back additional staff. Mr. Gruner stated the operational procedures will have to be recreated.

Acting Chair Pearlstone would like to move forward with some new activities.

Garden Center Update

Garden Center 2 Gate - Mr. Gruner stated the gate at Garden Center 2 is not operational due to a card swipe system which does not allow for safe pedestrian access and the exiting side sensor plate is only designed for cars, not golf carts. This gate would need to be retrofitted to allow for pedestrians and other modes of transportation. The card swipe system would not allow for contractor access, Waste Management access and those gardeners that share the plot who may not be a resident or card coded for access if a resident. Mr. Gruner stated the gate is currently

locked at night and unlocked in the morning by Security. All options would require additional funding.

Discussion ensued.

Staff was directed to not move forward on researching the retrofitting of the gate.

Garden Center Operating Rules - Ms. Kupfert reported on the omission of a redundant line item which states disciplinary action if resident is “receiving more than six written warnings for the same violation within two program years.”

Staff was directed to omit the redundant line item.

Recreation Committee Request Form-Assessment of Public Gathering Area Safety - Mr. Gruner stated the resident request that Recreation provide an initial assessment of the value of having an outdoor amphitheater for multiple community gathering benefits. Mr. Gruner stated this item will be discussed at the next GRF Strategic Planning Committee meeting.

Staff was directed to stay in communication with the GRF Strategic Planning Committee with no action to be taken at this time. Staff will present at a future CAC meeting if project is to move forward.

ITEMS FOR FUTURE AGENDAS

Budget and Financial Analysis Report - Acting Chair Pearlstone stated staff has prepared documentation regarding fees, excessive loss and expenses and revenue for review. This will be discussed at the October CAC meeting.

CONCLUDING BUSINESS

Committee Member Comments

Director Skillman stated this was a very productive meeting as many discussions were important. Director Bhada thanked Acting Chair Pearlstone for a good meeting and stated everyone stay safe.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held at 1:30 p.m. via the GoToMeeting platform on Thursday, October 8, 2020.

Adjournment

There being no further business, the Acting Chair adjourned the meeting at 4:12 p.m.

Jon Pearlstone

Jon Pearlstone, Acting Chair

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REPORT OF THE EQUESTRIAN AD HOC COMMITTEE

Tuesday, August 25, 2020 – 9:30 a.m.
Virtual meeting

MEMBERS PRESENT: Bunny Carpenter-Chair, Yvonne Horton, Cush Bhada, Gary Empfield, Stefanie Brown, Bunny Lipinski, Susan Hemberger, Andre Torng, Annie McCary

MEMBERS ABSENT: None

STAFF PRESENT: Jennifer Murphy, Elizabeth Schied, Jackie Kupfert

Call to Order

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

MARKETING UPDATE

Ms. Murphy reported the interview link has been provided to the committee and will be aired during holes to fill. Ms. Murphy and Ms. Schied will do another interview once the riding program recommencement is announced. A second newsletter has been completed. The newsletter will be sent bi-monthly via eblast and encouragement for residents to subscribe will be included. This newsletter is also distributed at the Equestrian Center via hard copy. Chair Carpenter stated staff is doing a great job.

ITEMS FOR DISCUSSION AND CONSIDERATION

New Services at Equestrian Center

Ms. Schied reported she and Ms. Lipinski are working together, but no update at this time as the program remains closed.

Adopt-A-Horse Program/Sponsorship

Ms. Hemberger stated she is working on two sources of outside funding: corporate sponsorship (sample included in agenda packet) and Village Community Fund (VCF) application. Ms. Kupfert stated the proposed corporate sponsorship levels are the first draft and may be modified to better fit the needs of the Equestrian Center. Plaques posted are prohibited per GRF at this time and will need an exception should we move forward. Ms. Murphy stated the Globe advertising pricing is also included in the packet and could be an additional perk for the corporate sponsors. She also suggested we invite the sponsors to events with no table allocation to promote their product or service. Director Bhada inquired as to the sponsorship being annual or lifetime and stated plaques could be replaced with a collage and/or “tree” showing larger sponsorships on the top. Ms. Kupfert stated these would be annual sponsorships. Ms. Hemberger would like Ms. Kupfert to work closely with Equestrian staff to implement corporate sponsorships.

Ms. Hemberger stated she completed the application for funding from VCF. This paperwork was presented to Chair Carpenter and approved by the Equestrian Ad Hoc committee. Chair Carpenter instructed Ms. Hemberger to email the application to Ms. Kupfert for presentation to CAC in September and then to GRF for review.

Ms. Hemberger stated the following phases will be implemented once paperwork is approved:

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Phase 1: Help the Herd - This program will be instituted to allow residents to donate any amount (directly to GRF horses). Ms. Schied created a wish list for this phase.

Phase 2: Adopt-A-Horse - This program is to be launched when the riding program is reopened.

Phase 3: General support of the Equestrian Center

Chair Carpenter agreed with this proposal and stated the new equestrian supervisor should be involved. She stated this possibly could be launched after the next meeting. Chair Carpenter stated Ms. Hemberger is doing a great job.

Waste Management

Director Horton stated Mr. Kurt Wiemann is waiting for approval on two licenses (from state and county) to start putting the manure waste in the mulch. Once approved, the manure removal cost will cease to exist.

Mr. Empfield inquired as to 100% of manure gone. Director Horton stated \$7200 a month will be saved and all can be used. She said it will be incorporated in the mulch that is made by the Landscape Department.

Code of Conduct

Ms. Murphy stated the committee requested a flyer code of conduct to be included in the boarder packet. Ms. Murphy presented the first draft. Chair Carpenter stated the flyer is aesthetically pleasing. Ms. Lipinski inquired as to point three regarding policies, rules and guidelines being posted. Ms. Murphy stated the boarder packet will include the operating rules for reference. Ms. Lipinski stated she would prefer a photo of the horses currently at the Equestrian Center instead of the stock photo used.

A motion was made to use Equestrian Center horses for the code of conduct flyer photo.

Director Brown stated the current photo embodies goal number one: a safe and friendly stable. She stated if a photo of a horse currently in the stable is used there may be an issue if that particular horse passes away. Ms. Lipinski stated we could update the photo if necessary. Director Brown stated it also goes against branding which was requested by the committee. Director McCary withdrew her second due to Director Brown's comment. Director Torng seconded the motion. He would like the more intimate feeling of using an existing horse from the stables as a photo. Director Bhada concurred with Director Brown as it will be in a packet, not posted and agrees the current photo displays the proper emotion of a friendly stable.

Motion failed 6-3.

2021 Equestrian Fees

Chair Carpenter stated the 2021 Equestrian Boarding Fees report was presented at the August CAC meeting. At CAC, staff was directed to come back with a proposal on how the fee is calculated as they would prefer it to be calculated like golf. Staff was instructed to keep the current fee. This is merely a presentation, not the finalized fee. Chair Carpenter prefers to have services offered to cover costs and staff will present at the September CAC meeting. Ms. Schied clarified the monthly fee is \$249, not \$243. Mr. Empfield stated the presentation shows an increase to \$285 and inquired as to how many boarded horses are at the barn currently. Ms. Schied stated we have eight empty stalls at the time and this does not account for an emergency stall. Ms. Murphy stated this report is based upon 22 horses and will be 27 horses if full. Director Torng stated calculation should be

based upon number of stalls available regardless of type (emergency, boarder, GRF) and should be based upon 80% full. Ms. Murphy stated there are 22 boarder horses and 14 GRF and staff horses with a total of 36 horses with the fees based upon this calculation.

Chair Carpenter stated the competitive rate is \$249 and we need to remain competitive to encourage new boarders. She is recommending fixed pricing based on the market. Mr. Empfield stated he is in agreement with a fixed fee for boarding if this is cost effective for the Equestrian Center upon annual review. Director Bhada inquired as to who is paying \$249 per month and who pays the balance. Chair Carpenter stated the boarders pay the \$249 and the remainder is considered shared cost with residents. She stated staff will look to cover costs with services offered. Director Horton stated when feed costs go up, that would be distributed to the boarders directly. Director Bhada inquired as to how the corporate sponsorship monies would be used. Ms. Murphy stated these monies would be distributed based upon the Equestrian Center needs. Director Torng inquired as to resident cost with only 22 horses. He stated we will need a different business model. Chair Carpenter stated due to shared cost and allocations staff was directed to reevaluate. Director Horton and Mr. Empfield stated we are paying for staff and other overheads that other facilities are not paying. Director Torng stated maybe we hire a consultant who can reduce the costs.

Ms. Murphy stated she pulled numbers about two to three months ago from other Orange County stables and Director Horton stated this cannot be compared as we do not have the same offerings. Ms. Murphy did not share her findings at this time. Mr. Empfield stated the Serrano stables charge approximately \$100 per month more but they have three feedings per day, three lit, large arenas, and three to four professional trainers. Director Bhada stated this will need to be reviewed again and inquired as to why we are charging more while not providing more services.

Director Brown stated her questions have not been answered to date and is waiting to hear of the proper way to request the information. She stated these allocations need to be reviewed closely. Director Brown stated the arena footing has not been attended in 20 years and this asset needs to be properly allocated with funding. She stated there is no revenue coming in for the 14 GRF horses at this time due to closure of the riding program. Chair Carpenter invited the Equestrian Ad Hoc committee to attend the CAC meeting. She stated the green book shows GRF is paying 91% of the Equestrian Center and is being asked to bring that number down. Director Torng inquired as to GRF subsidizing horses and is there a limitation on number of GRF horses allowed. Mr. Empfield stated the limitation of number of GRF horses is 12 horses + one staff horse + one emergency stall.

Chair Carpenter stated the riding program historically helped cover the costs of the GRF horses. Ms. Murphy stated the program had more riders per class than any other area stables. The ratio of instructor to rider must be adhered to safety standards so number of riders must be limited. Mr. Empfield stated Mr. Settipane had a successful lesson program. Ms. Murphy stated Ms. Toomer indicated she taught 12 to 15 students at a time. Ms. Hemberger stated no more than five in a group lesson should be allowed to receive better individual instruction and ensure safety. Ms. Lipinski stated we cannot make revenue until we reopen. She stated we can have two groups going at the same time which would allow for 10 to 12 riders and a variety of classes will increase revenue. Ms. Schied stated there are nine GRF horses with eight currently able to work. She stated two instructors will need added hours on the weekends to allow for more group lessons as they both have different schedules. Chair Carpenter stated cost of supporting GRF horses is reduced due to lack of riding program revenue. Director Torng stated there are two sides of staff: Recreation with administration and Equestrian with management.

Director Bhada inquired as to the distribution of corporate sponsorship monies collected. Ms. Murphy stated these monies can be allocated to improvements at the Equestrian Center. These corporate monies are deposited into a deferred account then allocated to a specific work center.

Action Item List Discussion

Ms. Murphy updated the committee on the following:

Sunning Pens - Ms. Murphy stated this update consists of two parts: shortage of shade and usage of sunning pens policy. Currently there is only a verbal understanding with nothing stated in operating rules. Ms. Schied stated the current sunning pens schedule: every 4th day a horse has a day in. An ongoing issue of arguing what pen is to be used and one person putting out six horses is creating a difficult environment. This goes against the long-standing verbal understanding of one person can put out two horses only. Ms. Schied receives strong push back and looking for guidance from the committee. Chair Carpenter stated to bring forth the operating rules to CAC for discussion and recommendation. Mr. Empfield confirmed the two horse rule and boarders may turn out horses for others after 9 a.m. Director Torng recommended a sign-up sheet. Chair Carpenter stated staff has trouble implementing due to boarder push back. Ms. Murphy stated staff would normally give a verbal warning and then submit to compliance. Staff would like to implement this new rule in the operating rules. Ms. Hemberger inquired as to assigning times to horses. Ms. Schied stated this would be difficult to monitor.

Ms. Murphy stated the boarders in attendance at the meeting were in favor of adding more shade structures for each pen at a cost of approximately \$5000 which could be submitted to VCF for covering of costs. Chair Carpenter would like to proceed with obtaining a donation to cover this cost. Director Bhada concurred. Director Horton stated she also researched shade options and each would need to be custom made. Ms. Schied stated the shade would be only a portion of each pen. Ms. Murphy inquired as to staff researching. Director Brown stated the sail type shade is a good idea. She stated it seems arbitrary to state only two horses per person at a time as some have multiple horses along with helping other boarders. Director Brown stated she agrees with no "parking" of other horses and agrees with the idea of the sign-up sheet. Ms. Scheid stated we are in the hot season at this time and when it rains it may take longer for the pen(s) to dry out. Director Bhada stated we should look for the proper coverage even if it costs more money. Ms. Schied stated the current shade option being reviewed is a hard structure and is less costly. Mr. Empfield stated this may be a problem if the stalls are continually muddy which is already an issue. Ms. Murphy inquired as to rotating schedule. Mr. Empfield stated a rotating schedule may create more unrest and suggested to just add only two horses. Ms. Schied stated it can be modified to include those that have multiple horses may assist another boarder. Ms. Schied inquired as to leased horses. Mr. Empfield stated a leased horse is the responsibility of the boarder; the proper paperwork would be the determiner of responsibility, not word of mouth and suggested staff refer to whoever is being billed.

Staff was directed to modify the operating rules to be presented at the next CAC meeting.

Tamping vs. Leveling - Ms. Murphy stated this service is not documented in any manner and we may need to charge if done more than once per year. Ms. Schied clarified leveling is making the stall floor flat and tamping is filling in the holes with machinery. Director Horton stated these go hand in hand and at any other barn, this is an extra service for which the

boarder pays with materials used as another charge. She suggested once a year for free and then the boarder is charged for any other times required. Mr. Empfield stated he added rubber mats in the stalls to prevent recurring stall floor maintenance.

Director McCary inquired as to documentation of the costs associated with this type of service. Chair Carpenter stated the fees were discussed in CAC and staff was asked for a work center detail report. Director Brown inquired as to sending this request to Director Pearlstone. Chair Carpenter stated yes, please send to Director Pearlstone. Chair Carpenter inquired as to this becoming a cost and stated it would be a good idea, but ensure that the fees are billed accordingly. Ms. Murphy stated Finance would be approached for fee structure. Ms. Murphy suggested one tamping service per year and requested staff record who received the service and when it was done. Director Bhada stated there are 36 stalls and may be done with a contracted professional completing three stalls per month. Mr. Empfield stated three stalls per month would be very costly and only needs to be done when necessary. Director Brown stated this should be on a schedule. She stated Nellie Gail has pricing listed for reference. Ms. Hemberger stated the supervisor should be scheduling this service. Ms. Murphy inquired as to leveling done and should staff create a capital project for this service. Mr. Empfield stated leveling has not been done due to expense. Director Horton stated mats are a great substitute to leveling and is the preference of the boarder.

Staff will implement this in the operating rules and consult with the Finance Department and report at next CAC.

Rat Abatement - Ms. Murphy stated Landscape placed ten bait stations and four Contrapest stations. The bait stations were 80 to 90% full and staff is attending these stations once a week. Director Brown stated there has been a reduction of rats. Director Horton stated she is glad this was brought in house as infestation is down.

Evacuation Site - Ms. Schied stated the Equestrian Center was historically used as an evacuation site and would like to continue this community service. She stated the following: the sunning pens would be used to hold 32 additional horses; research would be completed to estimate costs for feed; animal shelters would be contacted; protocols will be established to ensure the horse goes back to the proper owner. Director Bhada concurred and stated this community service can be used in marketing and public relations. He stated costs need to be calculated so as to properly charge and suggested time and a half or time and a quarter. Director McCary concurred with this community service and stated charges should be waived or at cost only. Director Horton stated equestrian centers don't charge except for the feed only. She stated staff can contact Lisa Bartlett's office for animal evacuation protocols. Mr. Empfield stated we only charged feed after the first two days of the last emergency. Chair Carpenter stated the Disaster Preparedness committee will be chaired by Carlos Rojas and this will be discussed. She suggested Mr. Empfield sit in on this meeting. Director Brown stated she was not charged during an emergency in Colorado and FEMA donated hay for assistance. Chair Carpenter requested this information be written in the EOP for Laguna Woods Village. Director Brown stated the Disaster Preparedness committee will include in the EOP both situations of our horses needing evacuation and our stables hosting those horses from areas that need evacuation.

Miscellaneous Discussion

Ms. Murphy stated the new supervisor may be starting late September to early October.

Ms. Hemberger inquired as to next step of Adopt-A-Horse program. Chair Carpenter stated for her to contact Ms. Kupfert for presenting at CAC.

Director Torng inquired as to filming and photo concerns with regards to waiting until the riding program is launched. Ms. Schied stated we can add what we have to offer and market current services. Chair Carpenter stated everything completed can be used. Ms. Hemberger stated Director Torng provided enough material for Village TV to run this spot. Chair Carpenter instructed Director Torng to work with Ms. Murphy and Ms. Kupfert.

ITEMS FOR FUTURE DISCUSSION

Equine Assisted Learning Program Launch - Director Brown stated a provider for the program has been located and some EAL programs are running now, but we remain closed at this time. Chair Carpenter stated this program would not be costly, but will need insurance and instructors. Ms. Murphy inquired as to new supervisor leading the EAL program. Director Brown stated this would be a separate person with proper certifications in equine assisted therapy and psychotherapy with Director Brown as a certified assistant. These certifications are from EAGALA (Equine Assisted Growth and Learning Association). She stated it may be easier to obtain insurance if staff is involved with this team of professionals. The person chosen is fully insured. Director Brown hopes to have a proposal at the next Equestrian Ad Hoc committee meeting in September. Ms. Murphy stated we have two types of instructors: a GRF contracted instructor with an 80/20 split in which staff assists with all things administrative and those instructors that pay a monthly fee to use the facility in which the instructor administers their own marketing and scheduling. Chair Carpenter inquired as to the resolution preventing residents to do instruction of this type. Ms. Murphy stated many residents currently teach and have a contract with GRF. They must have own insurance and must have a W-9 as their instructor revenue is reported.

Chair Carpenter directed staff to research and she will research as well.

MEMBER COMMENTS

Director Bhada stated great meeting and apologized for insensitivity of charging for emergency services.

Director McCary stated great meeting.

Ms. Hemberger stated she is looking forward to riding program reopening and is putting trust into staff to do the right thing.

Director Horton inquired as to reopening now that Orange County is off the bad list with the state.

Director Torng stated he wants to resolve the high costs incurred at the Equestrian Center.

Mr. Empfield stated outstanding meeting and looking forward to EAL program launch. He stated the quicker we can get the information to the boarders over there on what we are doing, the better.

Ms. Lipinski stated she is excited to be on this committee and when new hire accepts the role, we should invite her to attend these meetings. It is time for boarders to know we are supporting them.

Orange Park Acres has a COVID-19 waiver form she signed to participate in their riding program.

Director Brown stated there were very good contributions today and stated shade is needed and should be addressed fairly including GRF horses. She stated a manual is necessary for the Equestrian Center business and upkeep. She suggested VMS should be instructed to implement a new policy stating an onsite professional is required in the absence of an equestrian supervisor if more than two weeks.

Chair Carpenter thanked all for attending and appreciates the input.

CONCLUDING BUSINESS

Date of Next Meeting

The next Equestrian Ad Hoc committee meeting will be held on September 23, 2020 at 9:30 a.m. via GoToMeeting platform

Adjournment

There being no further business, the Chair adjourned the meeting at 12:25 p.m.

DRAFT

Bunny Carpenter, Chair

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OPEN MEETING
THE GOLDEN RAIN FOUNDATION
MEDIA AND COMMUNICATIONS COMMITTEE
Monday, September 21, 2020, at 1:30 p.m.
Laguna Woods Village Community Center
Virtual Meeting
24351 El Toro Road, Laguna Woods, CA 92637

REPORT

MEMBERS PRESENT: Directors Neda Ardani, Bunny Carpenter, Lynn Jarrett, Annie McCary, Joan, Milliman, Ryna Rothberg and Juanita Skillman; Advisor Tom Nash

MEMBERS ABSENT: Director Elsie Addington; Advisors Carmen Pacella and Frank Tybor

OTHERS PRESENT: None

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

1. **Call to Order**
Meeting was called to order at 1:33 p.m.
2. **Acknowledgement of Media**
None
3. **Approval of the Agenda**
Approved
4. **Approval of Meeting Report from August 17, 2020**
Approved
5. **Chair's Remarks**
None
6. **Member Comments (Items Not on the Agenda)**
Media and Communications Supervisor Ellyce Rothrock read member comments received in the Outlook meetings inbox.

Cable TV authentication: Resident Sam Samari requested adding authentication to the cable TV service so premium channels can be streamed via smart devices such as Apple TV.

Chuck Holland answered that we don't have online streaming services turned on because it is not budgeted. The technology has to be turned on for everyone or no one, and that carries a per-manor cost of 50 cents per manor per month in addition to a fee for each channel. He added that the channels need to be identified and a contract negotiated with each of those service providers to turn that on.

Director Joan Milliman mentioned computer-based alternatives for these services that don't require going through Broadband.

Media and Communications Director Eileen Paulin recommended continuing this discussion once we have a full analysis from The Broadband Group.

Closed captioning for Village TV programs: In a letter on behalf of the Steering Committee of Concerned Citizens of Laguna Woods Village, Resident Suzanne Model asked why Village TV does not automatically add closed captioning to its programs, as many residents are hearing impaired.

Paul Ortiz discussed closed captioning costs and added that these costs would need to be approved by GRF. Answering Director Milliman's question about the closed captioning button on television remotes, Mr. Ortiz explained that this will not work. He encouraged all the clubs to upload videos on YouTube, which provides captioning services for free. All videos on the Laguna Woods Village YouTube channel are captioned.

Revenue from shopping networks: Resident Doug Rook asked about the financials that show the revenue from the shopping networks.

After pulling up the report, Mr. Ortiz stated that revenues from Home Shopping Network and QVC were higher than budgeted and suspected that was because people are staying home and shopping more.

Town hall meetings for board member elections: Ms. Paulin mentioned a letter from Third Mutual Officer-Elect Deborah Dotson that suggested town hall-type meetings introducing candidates for the upcoming elections and recently elected board members.

Ms. Paulin discussed the upcoming Third Mutual virtual town hall meeting, Tuesday, September 29, at 1 p.m. on TV6, and streaming on Granicus.

Discontinued sports channels: Addressing a letter published in the September 17 Globe regarding the sports channels that were not renewed, Mr. Holland discussed the seven-figure costs that were going to increase. He also mentioned the numerous communications that had been distributed last year before the decision was made.

To answer Director Bunny Carpenter's question about alternatives to these channels, Mr. Holland mentioned YouTube TV, Hulu TV and MLB Network.

Ms. Paulin mentioned a plan had been approved to put up a large screen TV in 19 Restaurant where people could watch those channels. Due to the unforeseen pandemic, the plan currently is to create a viewing lounge where residents can go to watch those sports channels when pandemic restrictions are lifted.

Mr. Holland added that once the clubhouses open again, that will become available.

7. Director's and Staff Responses to Member Comments
None

REPORTS:

8. Media and Communications Report – Director Eileen Paulin

Ms. Paulin held up the fourth issue of the Village Breeze magazine and mentioned the fifth issue is close to going to press. She also mentioned overruns of the magazine may be distributed at the Village gates for residents who didn't receive their issue.

Ms. Paulin mentioned the next phase of pandemic communication and thanked Mr. Ortiz and Lisa Hart for producing shows that keep residents informed.

Ms. Paulin also reported on recently communicated messaging to residents, which include:

- Painting, concrete repair and carport cleaning, which are back in service
- The importance water conservation, especially with the prices going up
- Recognizing U.S. Census Bureau employees who will follow up in person with those who haven't responded to the census
- Recent board vacancies
- The coin distribution program, which is cutting back to one day a week
- CEO updates on Village Television
- Planned and unplanned power outages
- PSAs about such topics as hand sanitizers that are dangerous, how to wear a mask properly and mosquitoes
- A new transportation brochure and website landing page updates
- Special exercise classes, which are popular

Ms. Paulin mentioned the message boards, produced by Michelle Mitzel, are a great communication tool.

Ms. Paulin mentioned Media Services 55 promotions and that, although there had been a decrease advertising revenue, that is ramping up again pretty well. MemorialCare is sponsoring a monthly health care show that TV6 is producing.

Ms. Paulin announced that new resident orientations will start again virtually in October, although docent tours are still on hold.

Ms. Paulin mentioned the Equestrian Center newsletter has been streamlined and, because of large initiatives and staffing limitations, should be kept to two to three times a year like the Garden Center newsletters.

Ms. Paulin mentioned a big demand for PowerPoint presentations and that it's important to meet deadlines when going on TV6.

Ms. Paulin mentioned that website traffic is up and that the subscriber list is the cleanest it's ever been.

Ms. Paulin discussed United Mutual's election and a socially distanced meet-the-candidates that will be similar to the medical roundtable. Something similar is in the works for Third Mutual's new directors and ballot initiative. In addition, United is introducing a resolution that will require community education.

Director Annie McCary asked how she could better prepare board directors for TV6 interviews, which occur the day after their board meetings. Ms. Paulin encouraged the use of strong visuals and doing as much work on the PowerPoint slides ahead of the board meeting as possible.

Director Lynn Jarrett mentioned she attended El Toro Water District meeting, where she learned about a 2% cost increase that will equate to \$1 per manor per month. She thanked Ms. Paulin for communications on water conservation.

9. Broadband Update – Director Eileen Paulin

Ms. Paulin announced that all due diligence is done and the site inspection went well. Expect a preliminary report from The Broadband Group at next month's GRF Media and Communications Committee meeting.

Ms. Paulin mentioned one small outage, but things have been going well overall. When the pandemic first hit, the demand on the system was heavy, but that has been rectified.

Ms. Paulin also discussed, contract renewals, merchandise sales, and advertising revenue and trends.

ITEMS FOR DISCUSSION AND CONSIDERATION:

ITEMS FOR FUTURE AGENDAS:

CONCLUDING BUSINESS:

13. Committee Member Comments

Director McCary commended Ms. Paulin, Ms. Rothrock and all involved for a great, informative meeting that ran smoothly.

Director Jarrett inquired about the editorial advisory board meeting, to which Ms. Rothrock answered that the new date will be announced once rescheduled.

Director Ryna Rothberg suggested making legislative updates that affect HOAs a regular part of the Chair's report. Ms. Paulin mentioned communications on impactful legislation that have gone out to Village residents.

Mr. Ortiz announced that the City of Laguna Woods is taking steps to convert to HD.

14. Date of Next Meeting – October 19, 2020, at 1:30 p.m.

15. Adjournment

2:32 p.m.

DRAFT

Bunny Carpenter, Director
Media and Communications Committee