



OPEN SESSION

REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE GOLDEN RAIN FOUNDATION OF LAGUNA WOODS A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION

Tuesday, May 4, 2021, 9:30 a.m.
24351 El Toro Road, Laguna Woods, California
Virtual Meeting

The purpose of this meeting is to conduct the regular Golden Rain Foundation Board Meeting in accordance with *Civil Code §4930* and was hereby noticed in accordance with *Civil Code §4920*

- 1. Call Meeting to Order / Establish Quorum – President Carpenter**
- 2. Pledge of Allegiance – Director Milliman**
- 3. Acknowledgment of Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
 - a. March 25, 2021 – Agenda Prep Open Meeting
 - b. April 6, 2021--Regular Open Meeting
- 6. Report of the Chair**
- 7. CEO Report**
- 8. Open Forum (Three Minutes per Speaker)**

At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The Board reserves the right to limit the total amount of time allotted for the Open Forum. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/98131257242> or by calling (949) 268-2020 or email meeting@vmsinc.org to request to speak
- 9. Responses to Open Forum Speakers**
- 10. Consent Calendar**

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

Recommendation from the Finance Committee:

- a. Consistent with its statutory obligations a subcommittee of the Board consisting of the Treasurer and at least one other board member reviewed and approved preliminary Golden Rain Foundation financials for the month of March 2021 by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes.

11. Unfinished Business - None

12. New Business

- a. Entertain a Motion to Revise the GRF Code of Ethics Policy
- b. Entertain a Motion to Establish an Information Technology Steering Advisory Committee (will be sent under separate cover)

13. The Board will take a 5 break (if needed)

14. Committee Reports

- a. Report of the Finance Committee/Financial Reports – Director Hopkins update from the committee. The committee met on April 21, 2021; next meeting June 23, 2021, at 1:30 p.m. as a virtual meeting.
 - (1) GRF Treasurer's Report – Director Hopkins
 - (2) GRF Finance Committee Report
- b. Strategic Planning Committee—Director Pearlstone update from the committee. The committee met on March 17, 2021; next meeting TBA.
- c. Report of the Community Activity Committee – Director Pearlstone update from the committee. The committee met on April 8, 2021; next meeting May 13, 2021, at 1:30 p.m. as a virtual meeting.
 - (1) Equestrian Center Ad Hoc Committee – President Carpenter. The committee met on March 4, 2021; next meeting May 6, 2021 at 1:00 p.m.
- d. Report of the Landscape Committee – Director Horton update from the committee. The committee met on March 10, 2021; next meeting May 12, 2021 at 1:30 p.m. as a virtual meeting.
- e. Report of the Maintenance & Construction Committee – Director Garthoffner update from the committee. The committee met on April 14, 2021 in closed session; next meeting June 9, 2021 at 9:30 a.m. as a virtual meeting.
 - (1) Report of the Clubhouse 1 Renovation Ad Hoc Committee – Director Garthoffner. The Committee met on March 23, 2021; next meeting TBA.
 - (2) Energy Solutions Ad Hoc Committee – Director Stephens

- f. Report of the Media and Communications Committee—Director Milliman update from the committee. The committee met on April 19, 2021; next meeting May 17, 2021, at 1:30 p.m. as a virtual meeting.
- g. Report of the Mobility & Vehicles Committee – Director Tibbetts update from the Mobility & Vehicles Committee. The Committee met on April 7, 2021; next meeting June 2, 2021, at 1:30 p.m. as a virtual meeting.
- h. Report of the Security & Community Access Committee – Director Tibbetts update from the Security & Community Access Committee. The Committee met on April 26, 2021; next meeting June 28, 2021, 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 April 21, 2021; next hearings on May 19, 2021 at 9:00 a.m. and 1:00 p.m. as a virtual meeting.
- i. Report of the Disaster Preparedness Task Force – Director Stephens. The Task Force met on March 30, 2021; next meeting May 25 2021 at 9:30 a.m. as a virtual meeting.

15. 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.*

- Resolution Pertaining to the Distribution of Publications by Non-Residents of Laguna Woods (sent back to Committee 4/6/21)

16. Directors' Comments

17. 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.*

Closed Session Agenda

VMS Board Update

Approved the Agenda

Approved the Minutes of:

(a) March 25, 2021 – Special Closed Meeting

(b) April 6, 2021 – Regular Closed Session

Discuss and Consider Personnel Matters

Discuss and Consider Contractual Matters

Discuss Legal/Legislation Matters

Discuss Member Disciplinary Matters

18. Adjournment

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OPEN MEETING

**MINUTES OF THE BOARD OFFICERS OF
THE GOLDEN RAIN FOUNDATION OF LAGUNA WOODS
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

**Thursday, March 25, 2021 – 9:30 a.m.
Virtual Meeting**

GRF Agenda Prep Meeting

Directors Present: Bunny Carpenter, Bert Moldow, Egon Garthoffner, Yvonne Horton, Jim Hopkins, Maggie Blackwell, Gan Mukhopadhyay, Sue Stephens, Joan Milliman, Don Tibbetts

Directors Absent: Jon Pearlstone

Staff Present: CEO Jeff Parker, COO Siobhan Foster, Cheryl Silva and Grant Schultz

Others Present: None

1. Call Meeting to Order and Establish Quorum
President Carpenter called the meeting to order at 9:30 a.m.
2. Approval of the Agenda

Director Horton made a motion, seconded by Director Hopkins, to approve the agenda as presented.

Hearing no objections, the agenda was approved.
3. Discuss and Consider Items to be placed on the Tuesday, April 6, 2021, Board Meeting Open & Closed Agendas
4. Director Comments
 - Discussion ensued among the directors regarding the Energy Solutions Subcommittee
 - Director Garthoffner requested that the Maintenance and Construction Committee meet every month.

Minutes of the GRF Agenda Prep Meeting

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- By consensus, the Board authorized Jeff Parker-CEO to add administrative support to help with the Maintenance and Construction Committee and the Energy Solutions Subcommittee

5. Adjournment

The meeting was adjourned at 10:46 a.m.

DocuSigned by:

Joan Milliman

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Joan Milliman, Secretary of the Board
Golden Rain Foundation



OPEN SESSION

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

Tuesday, April 6, 2021, 9:30 a.m.
24351 El Toro Road, Laguna Woods, California
Virtual Meeting

Directors Present: Egon Garthoffner, Joan Milliman, Sue Stephens, Yvonne Horton, James Hopkins, Don Tibbetts, Gan Mukhopadhyay, Maggie Blackwell, Jon Pearlstone

Directors Absent: Bunny Carpenter, Bert Moldow

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

Others Present: **Third:** John Frankel
United: Elsie Addington
Mutual 50: John Carter
VMS: Judith Troutman

1. Call Meeting to Order / Establish Quorum – Vice President Garthoffner, Chair

Vice President Garthoffner called the meeting to order at 9:28 a.m. and established that a quorum was present.

2. Pledge of Allegiance

Director Hopkins 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

Vice President Garthoffner asked for a motion to approve the agenda.

Director Blackwell make a motion to approve the agenda. Director Horton seconded the motion.

Hearing no objection, the agenda was approved by unanimous consent.

5. Approval of Minutes

- a. February 18, 2021—Agenda Prep Open Meeting
- b. March 2, 2021 – Regular Open Meeting

Vice President Garthoffner asked for a motion to approve the minutes.

Director Milliman made a motion to approve the minutes of February 18, 2021, Agenda Prep Open Meeting and March 2, 2021, Regular Open Meeting. Director Blackwell seconded the motion.

Hearing no corrections, the minutes of February 18, 2021, Agenda Prep Open Meeting and March 2, 2021, Regular Open Meeting were approved by unanimous consent.

6. Report of the Chair

Vice President Garthoffner commented he has no special report for today.

7. VMS Recognition of Excellence Awards

Siobhan Foster, COO introduced the video showing the VMS Recognition of Excellence Awards.

8. CEO Report

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

Jeff Parker-CEO thanked the boards for participating in the Budget Workshops last week. He thanked Vice President Garthoffner and the board for allowing VMS to show the VMS Recognition of Excellence Awards recognizing our outstanding employees.

- a. According to the Orange County Health Care Agency (OCHCA) the COVID-19 cases continue to decline. There are 250,683 confirmed COVID-19 cases in Orange County—146 cases reported. The City of Laguna Woods reports 407 confirmed cases. The seven-day testing positivity rate in Orange County is 1.7%. The State of California has vaccinated 18,023,603 individuals so far. Orange County has moved to the less restrictive orange tier.

Brian Gruner, Director of Recreation and Special Events, gave a presentation to show what activities and facilities can reopen now that we have moved down to the COVID-19 orange tier.

- Activity and Business Tiers as of March 5, 2021
- Outdoor Recreational Facilities based on the Current Tier Level
- Gym and Fitness Center based on the Current Tier Level
- Movie Theaters based on the Current Tier Level
- Card Rooms (Bridge) based on the Current Tier Level
- Restaurants based on the Current Tier Level
- All Retail based on the Current Tier Level
- Limitations on Expectations

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Brian Gruner answered questions from the board.

9. Open Forum (Three Minutes per Speaker)

Vice President Garthoffner asked staff to read member comments:

Eileen Paulin, Director of Media and Communications, read the following Member's comments:

- a. A Member stated that, according to Next Door, small venues can start opening without masks and social distancing. When is this happening here?
- b. A Member commented that the coronavirus can mutate and feels those who are unvaccinated should not be allowed to attend events.

10. Responses to Open Forum Speakers

The following are responses to the open forum speakers:

- a. Vice President Garthoffner asked Brian Gruner to give a response regarding small venue gatherings.
- b. Brian Gruner, Director of Recreation and Special Events, responded that the Village is following the state and county guidelines that discourages indoor gatherings at this time.
- c. Director Milliman responded that the information on "Next Door" is not reliable and should be checked.

11. Consent Calendar

Recommendation from the Finance Committee:

- 11a.** Consistent with its statutory obligations a subcommittee of the board consisting of the Treasurer and at least one other board member reviewed and approved preliminary Golden Rain Foundation financials for the month of February 2021 and by this vote ratified that such review be confirmed in this month's board member open session meeting minutes.

Vice President Garthoffner asked for approval of the Consent Calendar.

Director Milliman made a motion, seconded by Director Blackwell to approve the Consent Calendar.

Hearing no objection, the Consent Calendar was approved by unanimous consent.

12. Unfinished Business

- 12a.** Entertain a Motion to Adopt a Resolution Pertaining to the Distribution of Publications by Non-Residents of Laguna Woods

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

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RESOLUTION 90-21-XX
**Distribution of Publications by Non-Residents of
Laguna Woods Village**

WHEREAS, the 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, the Board recognizes the need to revise Distribution of Publications by Non-Residents of Laguna Woods Village Resolution to reflect **current insurance requirements**;

NOW THEREFORE BE IT RESOLVED, April 6, 2021, that the Board of Directors of this Corporation hereby adopts the revised Distribution of Publications by Non-Residents of Laguna Woods Policy, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 90-15-17, adopted March 3, 2015, is hereby suspended in its entirety and canceled; 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.

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

Director Milliman made a motion to approve the resolution pertaining to the Distribution of Publications by Non-Residents of Laguna Woods. The motion was seconded by Director Horton.

Discussion ensued among the directors and members.

Vice Present Garthoffner called for the vote on the motion. Hearing no objection, the motion passed.

Director Blackwell made a motion to reconsider approval of this resolution until next month for revisions to the resolution. Director Horton seconded the motion.

Discussion ensued among the directors and members.

Vice Present Garthoffner called for the vote on the motion to reconsider approval of the resolution. Hearing no objection, the motion passed.

Director Milliman made a motion to send the resolution back to committee to make the appropriate changes. Director Horton seconded the motion.

Discussion ensued among the directors.

Vice President Garthoffner called for the vote and the motion passed by majority vote of 8-0-1 (Director Pearlstone abstained).

13. New Business--None

14. The Board took a 5-minute break.

15. Committee Reports

15a. Report of the Finance Committee/Financial Reports – Director Hopkins gave an update from the committee and showed a presentation on the GRF Treasurer's Report. The committee met on February 17, 2021; next meeting April 21, 2021, at 1:30 p.m. as a virtual meeting.

(1) GRF Treasurer's Report – Director Hopkins

15b. Strategic Planning Committee—Director Pearlstone gave an update from the committee. The committee met on March 17, 2021; next meeting TBA.

15c. Report of the Community Activity Committee – Director Pearlstone gave an update from the committee. The committee met on March 11, 2021; next meeting April 8, 2021, at 1:30 p.m. as a virtual meeting.

(1) Equestrian Center Ad Hoc Committee – Director Horton gave an update on the committee. The committee met on March 4, 2021; next meeting TBA.

15d. Report of the Landscape Committee – Director Horton gave an update from the committee. The committee met on March 10, 2021; next meeting May 12, 2021 at 1:30 p.m. as a virtual meeting.

15e. Report of the Maintenance & Construction Committee – Director Garthoffner gave an update from the committee. The committee met on February 10, 2021; next meeting April 14, 2021, at 9:30 a.m. as a virtual meeting.

(1) Report of the Clubhouse 1 Renovation Ad Hoc Committee – Director Garthoffner gave an update from the committee. The next meeting TBA.

(2) Energy Solutions Ad Hoc Committee – Director Stephens gave an update from the committee. The next meeting TBA.

15f. Report of the Media and Communications Committee—Director Milliman gave an update on the committee. The Committee met on February 22, 2021; next meeting will be held on April 19, 2021, at 1:30 p.m. as a virtual meeting.

15g. Report of the Mobility & Vehicles Committee – Director Tibbetts gave an update on the committee. The Committee met on February 3, 2021; next meeting April 7, 2021, at 1:30 p.m. as a virtual meeting.

15h. Report of the Security & Community Access Committee – Director Tibbetts gave

an update on the committee. The Committee meeting on February 22, 2021; next meeting April 26, 2021, at 1:30 p.m. as a virtual meeting.

- (1) Report of the Laguna Woods Village Traffic Hearings – Director Horton gave an update on the hearings. The Traffic Hearings were held on March 17, 2021; next hearings will be held on April 21, 2021 at 9:00 a.m. and 1:00 p.m. as virtual meetings.

15i. Report of the Disaster Preparedness Task Force – Director Stephens gave an update on the task force. The Task Force met on March 30, 2021; next meeting will be May 25, 2021 at 9:30 a.m. as a virtual meeting.

15j. Software Research Group – Director Hopkins gave an update from the research group. The Research Group met on October 2, 2020; next meeting TBA.

- 16. Future Agenda Items** - *All matters listed below are items for a future Board Meeting. No action will be taken by the Board on these agenda items at this meeting.*

- None

- 17. Directors' Comments**

- Directors Milliman and Hopkins commented on a good meeting.

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

The meeting was recessed at 11:37 a.m.

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

During the February 24, 2021, Special Closed Meeting, the Board:

Approved the Agenda

Discussed Code of Conduct and Discipline Matters

Discussed Legal Matters

During the March 2, 2021, Closed Session, the Board:

Heard VMS Board Update

Approved the Agenda

Approved the Minutes of:

(a) February 5 – Regular Closed Session

Discussed Member Disciplinary Matters

Discussed and Considered Personnel Matters

Discussed and Considered Contractual Matters

Discussed Legal/Legislation Matters

Discussed COVID-19 Emergency Issues

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19. Adjournment

The meeting was adjourned at 2:00 p.m.

DocuSigned by:

Joan Milliman

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Joan Milliman, Secretary of the Board
Golden Rain Foundation

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STAFF REPORT

DATE: May 4, 2021
FOR: Board of Directors
SUBJECT: Code of Ethics Policy for GRF Directors

RECOMMENDATION

The GRF Board Code of Conduct Advisory Committee recommends adoption of the Harassment Policy.

BACKGROUND

On July 5, 2005, the board of directors adopted Resolution 90-05-53 instituting Director Guidelines pertaining to board member conduct. These guidelines have been revised periodically, including on April 2, 2013 (Resolution 90-13-34), February 24, 2014 (90-14-11), January 6, 2015 (90-15-04), and March 7, 2017 (Resolution 90-17-12). Each ensuing resolution suspended and cancelled the preceding resolution.

On April 2, 2013, the guidelines were titled and became known as the Golden Rain Foundation Director Code of Conduct.

On December 1, 2020, the board of directors entertained a motion to establish an advisory committee to review the GRF Code of Conduct and Anti-Harassment Policy. Director Milliman made a motion to establish the GRF Board Code of Conduct Advisory Committee with Directors Carpenter, Milliman, Stanley, Stephens and Horton. The motion passed without objection.

DISCUSSION

On April 1, 2021, the board reviewed the proposed Code of Ethics Policy for GRF Directors prepared by the GRF Board Code of Conduct Advisory Committee and reviewed by legal counsel. Board members were given the opportunity to provide input and feedback prior to finalization of the guidelines for consideration by the board of directors.

FINANCIAL ANALYSIS

None.

Prepared By: Siobhan Foster, COO

Reviewed By: Grant Schultz, Assistant Corporate Secretary

ATTACHMENT(S)

ATT 1: Resolution 90-21-XX

ATT 2: Code of Ethics Policy for GRF Directors (Clean)

ATT 3: Code of Ethics Policy for GRF Directors (Redline)

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RESOLUTION 90-21-XX

Code of Ethics Policy for GRF Directors

WHEREAS, the Board of Directors of the Golden Rain Foundation (GRF) has recognized the need to amend the Code of Ethics Policy for GRF Directors; and

NOW THEREFORE BE IT RESOLVED, May 4, 2021 the Board of Directors of this Corporation hereby adopts the Code of Ethics Policy for GRF Directors; as attached to the official minutes of this meeting; and;

RESOLVED FURTHER, that Resolution 90-17-12 is hereby suspended and cancelled; and

RESOLVED FURTHER, that a copy of this resolution shall be given to every candidate for the GRF board of directors; and

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

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CODE OF ETHICS POLICY FOR GRF DIRECTORS

The Board of Directors has adopted the following code of ethics policy for its board and committee members. This policy is intended to provide guidance with ethical issues and a mechanism for addressing unethical conduct.

A. BOARD RESPONSIBILITIES

The general duties for directors are to enforce the association's governing documents, collect and preserve the association's financial resources, ensure the association's assets against loss, and keep the common areas in a state of good repair. To fulfill that responsibility, directors must:

- attend board meetings, regularly
- review material provided in preparation for board meetings,
- review the association's financial reports,
- make reasonable inquiry before making decisions, and
- be familiar with the GRF governing documents.

B. PROFESSIONAL CONDUCT

In general, directors and committee members must conduct all dealings with vendors and employees with honesty and fairness, and safeguard information that belongs to the association.

1. **Self-Dealing**. Self-dealing occurs when directors or committee members make decisions that materially benefit themselves or their relatives at the expense of the association. "Relatives" include a person's spouse, parents, siblings, children, mothers and fathers-in-law, sons and daughters-in-law, brothers and sisters-in-law and anyone who shares the person's residence. Benefits include money, privileges, special benefits, gifts or other items of value. Accordingly, no director or committee member may:

- solicit or receive any compensation from the association for serving on the board or any committee,
- make promises to vendors unless with prior approval from the board,
- solicit or receive, any gift, gratuity, favor, entertainment, loan, or any other thing of value for themselves or their relatives from a person or company who is seeking a business or financial relationship with the association,
- seek preferential treatment for themselves or their relatives,
- use association property, services, equipment or business for the gain or benefit of themselves or their relatives, except as is provided for all members of the association.

2. **Confidential Information**. Directors and committee members are responsible for protecting the association's confidential information. As such, they may not use confidential information for the benefit of themselves or their relatives. Except when disclosure is duly authorized or legally mandated, no director or committee member may disclose confidential information, even after

they are retired from the board or committee. Confidential information includes, without limitation:

- private personal information of fellow directors and committee members,
- private personnel information of the association's employees,
- disciplinary actions against members of the association,
- assessment collection information against members of the association, and
- legal disputes in which the association is or may be involved-- directors may not discuss such matters with persons not on the board without the prior approval of the association's legal counsel. Failure to follow these restrictions could constitute a breach of the attorney-client privilege and loss of confidential information.

3. **Misrepresentation**. Directors and committee members may not knowingly misrepresent facts. All association data, records and reports must be accurate and truthful and prepared in a proper manner.

4. **Interaction with Employees**. To ensure efficient management operations, avoid conflicting instructions from the board to management and avoid potential liability, committee members and directors shall observe the following guidelines:

- The president of the board shall serve as liaison between the board and management and provide direction on day to day matters.
- Except for the president, committee chair and/or designee, other committee members and directors may not give direction to management, employees or vendors.
- Directors may not contact management after hours unless there is an emergency representing a threat of harm to persons or property.
- If directors or committee members are contacted by employees with complaints, the employees shall be instructed to contact management or the board as a whole.
- No director may threaten or retaliate against an employee who brings information to the board regarding improper actions of a director or committee member.
- Directors and committee members are prohibited from harassing or threatening employees, vendors, directors, committee members, and owners, whether verbally, physically or otherwise.

5. **Proper Decorum**. Directors and committee members are obligated to act with proper decorum. Although they may disagree with the opinions of others on the board or committee, they must act with respect and dignity and observe the following guidelines:

- never make personal attacks on colleagues, staff or residents.
- refrain from behavior that could possibly create a hostile work environment.
- to serve impartially all to serve impartially the GRF Corporation as well as the Housing Mutuals' corporations, as represented by the Corporate Members

- never engage in any writing, publishing, or speech making that defames any member of a board, resident or staff.
- refrain from any statements, discussions and deliberations of any outside political affiliations
- refrain from posting or responding to any content on any social media platform relating to official GRF business, actions taken by GRF or otherwise relating to GRF's corporate powers and duties and staff's performance and duties.

Directors and committee members must focus on issues, not personalities, and conduct themselves with courtesy toward each other and toward employees, managing agents, vendors and members of the association. Directors and committee members shall act in accordance with board decisions and shall not act unilaterally or contrary to the board's decisions.

C. WHEN CONFLICTS OF INTEREST ARISE

Situations may arise that are not expressly covered by this policy or where the proper course of action is unclear. Directors and committee members should immediately raise such situations with the board. If appropriate, the board may seek guidance from the GRF Counsel.

1. **Disclosure & Recusal**. Directors and committee members must immediately disclose the existence of any conflict of interest, whether their own or others. Directors and committee members must withdraw from participation in decisions in which they have a material interest.

2. **Violations of Policy**. Directors and committee members who violate the GRF's Code of Ethics policy and governing documents are deemed to be acting outside the course and scope of their authority. Anyone in violation of this policy may be subject to disciplinary action, including, but not limited to:

- censure,
- removal from committees,
- removal as an officer of the board,
- request for resignation from the board,
- recall by the membership, and
- legal proceedings.

The following procedure will be adhered to whenever a director has violated this policy.

- officers and legal counsel will meet and determine whether or not the policy has been violated.
- legal counsel will notify the director in writing of the violation(s) and copy the Compliance Department,
- the Compliance Department will provide a 10-day Notice of Hearing to the director who has the right to respond before judgment, and
- Following the hearing, the director will be notified of judgment and any disciplinary action.

Directors should consider resigning from the board if they find they can no longer adhere to this Code of Ethics policy.

I have read and understand the above Golden Rain Foundation Directors' Code of Ethics. I understand that I have various duties to GRF and that I will be in breach of such duties if I divulge confidential information to persons who are not on the Board of Directors. I further understand that these duties extend into the future so that I will be bound by this confidentiality requirement even after I no longer serve on the Board of Directors.

Signature: _____ Date: _____

Print Name: _____

CODE OF ETHICS POLICY FOR GRF DIRECTORS

The Board of Directors has adopted the following code of ethics policy for its board **and committee members**. This policy is intended to provide guidance with ethical issues and a mechanism for addressing unethical conduct.

A. BOARD RESPONSIBILITIES

The general duties for directors are to enforce the association's governing documents, collect and preserve the association's financial resources, **ensure** the association's assets against loss, and keep the common areas in a state of good repair. To fulfill that responsibility, directors must:

- **attend board meetings, regularly**
- review material provided in preparation for board meetings,
- review the association's financial reports,
- make reasonable inquiry before making decisions, and
- **be familiar with the GRF governing documents.**

B. PROFESSIONAL CONDUCT

In general, directors and committee members must conduct all dealings with vendors and employees with honesty and fairness, and safeguard information that belongs to the association.

1. **Self-Dealing**. Self-dealing occurs when directors or committee members make decisions that materially benefit themselves or their relatives at the expense of the association. "Relatives" include a person's spouse, parents, siblings, children, mothers and fathers-in-law, sons and daughters-in-law, brothers and sisters-in-law and anyone who shares the person's residence. Benefits include money, privileges, special benefits, gifts or other **items** of value. Accordingly, no director or committee member may:

- solicit or receive any compensation from the association for serving on the board or any committee,
- make promises to vendors unless with prior approval from the board,
- solicit or receive, any gift, gratuity, favor, entertainment, loan, or any other thing of value for themselves or their relatives from a person or company who is seeking a business or financial relationship with the association,
- seek preferential treatment for themselves or their relatives,
- use association property, services, equipment or business for the gain or benefit of themselves or their relatives, except as is provided for all members of the association.

2. **Confidential Information**. Directors and committee members are responsible for protecting the association's confidential information. As such, they may not use confidential information for the benefit of themselves or their relatives. Except when disclosure is duly authorized or legally mandated, no director or committee member may disclose confidential information, **even after**

they are retired from the board or committee. Confidential information includes, without limitation:

- private personal information of fellow directors and committee members,
- private personnel information of the association's employees,
- disciplinary actions against members of the association,
- assessment collection information against members of the association, and
- legal disputes in which the association is or may be involved-- directors may not discuss such matters with persons not on the board without the prior approval of the association's legal counsel. Failure to follow these restrictions could constitute a breach of the attorney-client privilege and loss of confidential information.

3. **Misrepresentation**. Directors and committee members may not knowingly misrepresent facts. All association data, records and reports must be accurate and truthful and prepared in a proper manner.

4. **Interaction with Employees**. To ensure efficient management operations, avoid conflicting instructions from the board to management and avoid potential liability, committee members and directors shall observe the following guidelines:

- The president of the board shall serve as liaison between the board and management and provide direction on day to day matters.
- Except for the president, committee chair and/or designee, other committee members and directors may not give direction to management, employees or vendors.
- Directors may not contact management after hours unless there is an emergency representing a threat of harm to persons or property.
- If directors or committee members are contacted by employees with complaints, the employees shall be instructed to contact management or the board as a whole.
- No director may threaten or retaliate against an employee who brings information to the board regarding improper actions of a director or committee member.
- Directors and committee members are prohibited from harassing or threatening employees, vendors, directors, committee members, and owners, whether verbally, physically or otherwise.

5. **Proper Decorum**. Directors and committee members are obligated to act with proper decorum. Although they may disagree with the opinions of others on the board or committee, they must act with respect and dignity and observe the following guidelines:

- never make personal attacks on colleagues, staff or residents.
- refrain from behavior that could possibly create a hostile work environment.
- to serve impartially all ~~GRF Corporate Members who are the owners/stakeholders in the housing Mutuals (Third, United and Mutual 50)~~ to serve impartially the GRF Corporation as well as the

Housing Mutuals' corporations, as represented by the Corporate Members

- never engage in any writing, publishing, or speech making that defames any **member of a board, resident or staff**.
- **refrain** from any statements, discussions and deliberations ~~of the board~~ of any **outside** political affiliations
- refrain from posting or responding to any content on any social media platform relating to official GRF business, actions taken by GRF or otherwise relating to GRF's corporate powers and duties and staff's performance and duties.

Directors and committee members must focus on issues, not personalities, and conduct themselves with courtesy toward each other and toward employees, managing agents, vendors and members of the association. Directors **and committee members** shall act in accordance with board decisions and shall not act unilaterally or contrary to the board's decisions.

C. WHEN CONFLICTS OF INTEREST ARISE

Situations may arise that are not expressly covered by this policy or where the proper course of action is unclear. Directors and committee members should immediately raise such situations with the board. If appropriate, the board may seek guidance from the GRF Counsel.

1. **Disclosure & Recusal**. Directors and committee members must immediately disclose the existence of any conflict of interest, whether their own or others. Directors and committee members must withdraw from participation in decisions in which they have a material interest.

2. **Violations of Policy**. Directors and committee members who violate the GRF's Code of Ethics policy and governing documents are deemed to be acting outside the course and scope of their authority. Anyone in violation of this policy may be subject to disciplinary action, including, but not limited to:

- censure,
- removal from committees,
- removal as an officer of the board,
- request for resignation from the board,
- recall by the membership, and
- legal proceedings.

The following procedure will be adhered to whenever a director has violated this policy.

- officers and legal counsel will meet and determine whether or not the policy has been violated.
- legal counsel will notify the director in writing of the violation(s) and copy the Compliance Department,
- the Compliance Department will provide a **10-day** Notice of Hearing to the director **who** has the right to respond before judgment, and

- Following the hearing, the director will be notified of judgment and any disciplinary action.

Directors should consider resigning from the board if they find they can no longer adhere to this Code of Ethics policy.

I have read and understand the above Golden Rain Foundation Directors' Code of Ethics. I understand that I have various duties to GRF and that I will be in breach of such duties if I divulge confidential information to persons who are not on the Board of Directors. I further understand that these duties extend into the future so that I will be bound by this confidentiality requirement even after I no longer serve on the Board of Directors.

Signature: _____ Date: _____

Print Name: _____



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

**Tuesday, May 4, 2021
24351 El Toro Road, Laguna Woods, CA
Virtual Meeting**

ADDENDUM TO THE AGENDA

The following agenda item was revised after the agenda packet was delivered to the board. Please include the following item in your agenda packet:

OPEN AGENDA

12b. Information Technology Steering Advisory Committee

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STAFF REPORT

DATE: May 4, 2021
FOR: Board of Directors
SUBJECT: Information Technology Advisory Committee

RECOMMENDATION

Approve the formation of the Information Technology Advisory Committee (ITAC) in accordance with the Golden Rain Foundation (GRF) of Laguna Woods Amended Bylaws and appoint and ratify the persons to serve on the ITAC upon formation.

BACKGROUND

Section 7.1.2 of the GRF Amended Bylaws states:

The Board of Directors or Standing Committees may establish ad hoc advisory or other Committees to perform special functions. The Membership, duties and powers shall be appropriate to the special function to be performed, but the authority of each Committee is limited to advising the Board or Standing Committee as appropriate and all action is subject to the specific approval of the Board (or Mutual Boards, if a joint Committee).

Section 7.5 of the GRF Amended Bylaws states:

All GRF Standing Committees will have a written charter that was voted on by the Board. All other types of Committees should have a written mission statement that the participants develop.

DISCUSSION

ATT 1 to this report details the mission statement, as well as duties and responsibilities of the proposed ITAC. ATT 2 contains the persons proposed to serve on the ITAC upon formation.

FINANCIAL ANALYSIS

None.

Prepared By: Siobhan Foster, COO

Reviewed By: Chuck Holland, CIO

ATTACHMENT(S)

ATT 1: ITAC Mission Statement

ATT 2: Resolution 90-21-XX

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Information Technology Advisory Committee Mission Statement

WHEREAS, an Information Technology Advisory Committee (ITAC) has been established pursuant to Article 7, Section 7.1.2 and Section 7.5, of the bylaws of this corporation:

A. MISSION

ITAC shall advise and assist the Golden Rain Foundation (GRF) Board of Directors in fulfilling its responsibilities by:

1. Reviewing information technology (IT) proposals prepared by staff and applicable consulting services to:
 - a. Define current technology environment, perform gap analysis and identify technology overlap that can streamline business processes and reduce the number of supported systems, emphasizing operational efficiencies/cost savings.
 - b. Make recommendations to create and implement a digital transformation roadmap that meets current and future Laguna Woods Village IT needs.
2. Reviewing, evaluating and selecting an enterprise resource planning (ERP) system and any additional software required to move IT operations into the cloud to meet the long-term needs of Laguna Woods Village up to and including:
 - a. Evaluating business and operational needs;
 - b. Evaluating existing systems and software solutions; and
 - c. Evaluating and selecting an ERP and software solutions.

B. ROLES AND RESPONSIBILITIES

The following functions shall be the common recurring activities of ITAC in carrying out its responsibilities. These functions should serve as a guide with the understanding that ITAC may review, analyze and evaluate additional software solutions and procedures as may be appropriate in light of changing business, legislative, regulatory, legal or other conditions.

1. Perform the duties imposed upon all advisory committees as established in the GRF bylaws.
2. Review and submit for approval any financial requirements or capital budgets to the GRF Finance Committee and the GRF Board of Directors.
3. Review and evaluate potential software, project plan and implementation plan as they relate to future ERP solutions, including financial, security and operational impacts of investments and expenditures, and make recommendations to the board.
4. Receive regular reports from staff concerning the implementation progress, including project plan initiatives, costs and timelines.
5. ITAC shall review and reassess, as needed, the adequacy of this mission statement and recommend to the board any improvements to ITAC that are considered necessary or advisable.
6. Serve as a liaison between the IT Department and the GRF Finance committee and the GRF Board of Directors.

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RESOLUTION 90-21-XX

Information Technology Advisory Committee Appointments

WHEREAS, the formation of the Information Technology Advisory Committee (ITAC) is being considered by the board of directors on May 4, 2021, and;

WHEREAS, the following persons are proposed to serve on the ITAC upon formation of the advisory committee;

NOW THEREFORE BE IT RESOLVED, May 4, 2021 the Board of Directors of this Corporation hereby appoint and ratify the following persons to serve on the ITAC upon formation of the advisory committee:

Information Technology Advisory Committee (ITAC)

James Hopkins, Chair (GRF)

Bunny Carpenter (GRF)

Sue Margolis (United)

Andre Torng (United)

Debbie Dotson (Third)

Lynn Jarrett (Third)

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

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GRF Financial Report

As of March 31, 2021



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$7,856
Non-Assessment Revenue	\$2,442
Total Revenue	\$10,298
Total Expense	9,867
Net Revenue/(Expense)	\$431

GRF Financial Report

As of March 31, 2021



OPERATING ONLY INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$7,130
Non-Assessment Revenue	\$1,873
Total Revenue	\$9,003
Total Expense ¹	\$8,610
Operating Surplus	\$393

1) excludes depreciation

GRF Financial Report

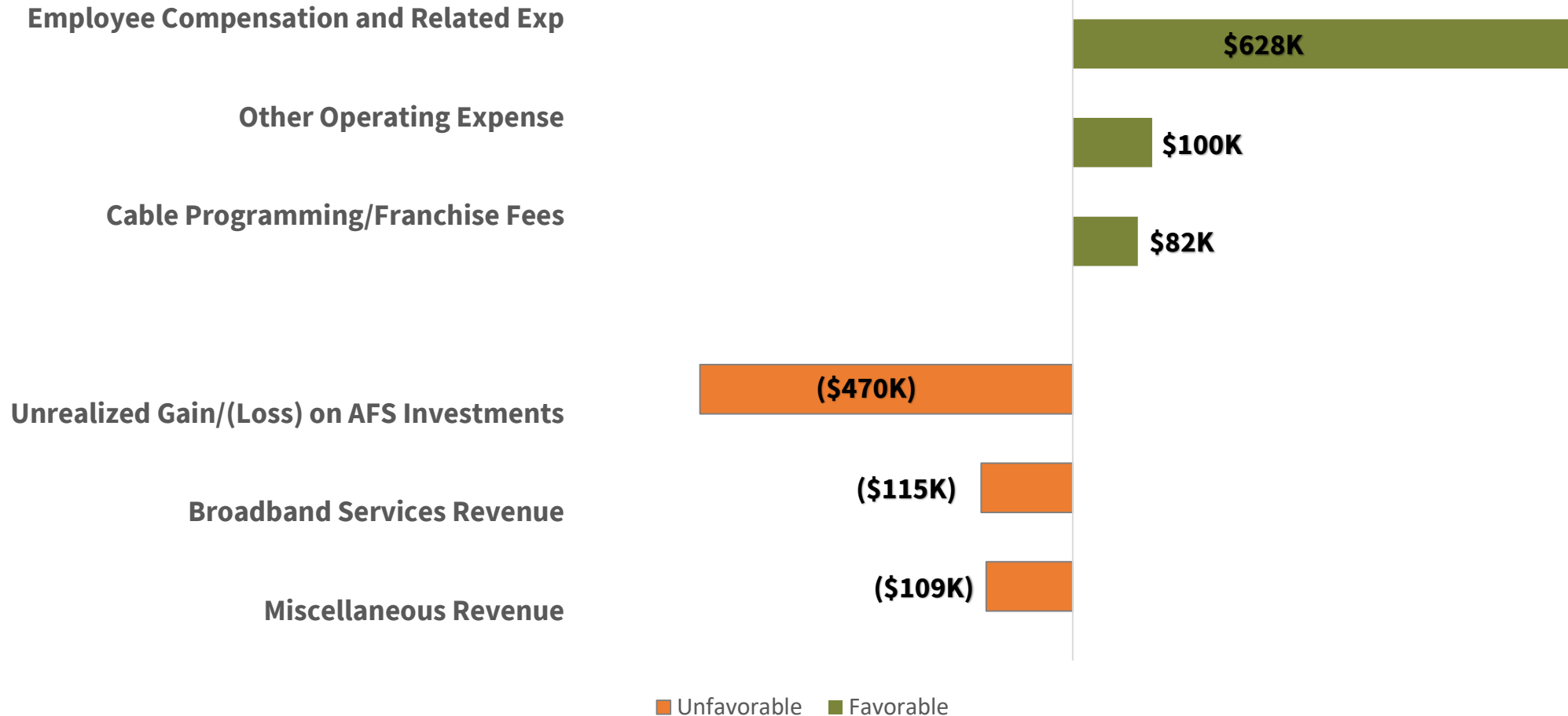
As of March 31, 2021



INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$7,856	\$7,856	\$0
Non-Assessment Revenue	\$2,442	\$3,173	(\$731)
Total Revenue	\$10,298	\$11,029	(\$731)
Total Expense	\$9,867	\$10,769	\$902
Net Revenue/(Expense)	\$431	\$260	\$171

GRF Financial Report

As of March 31, 2021

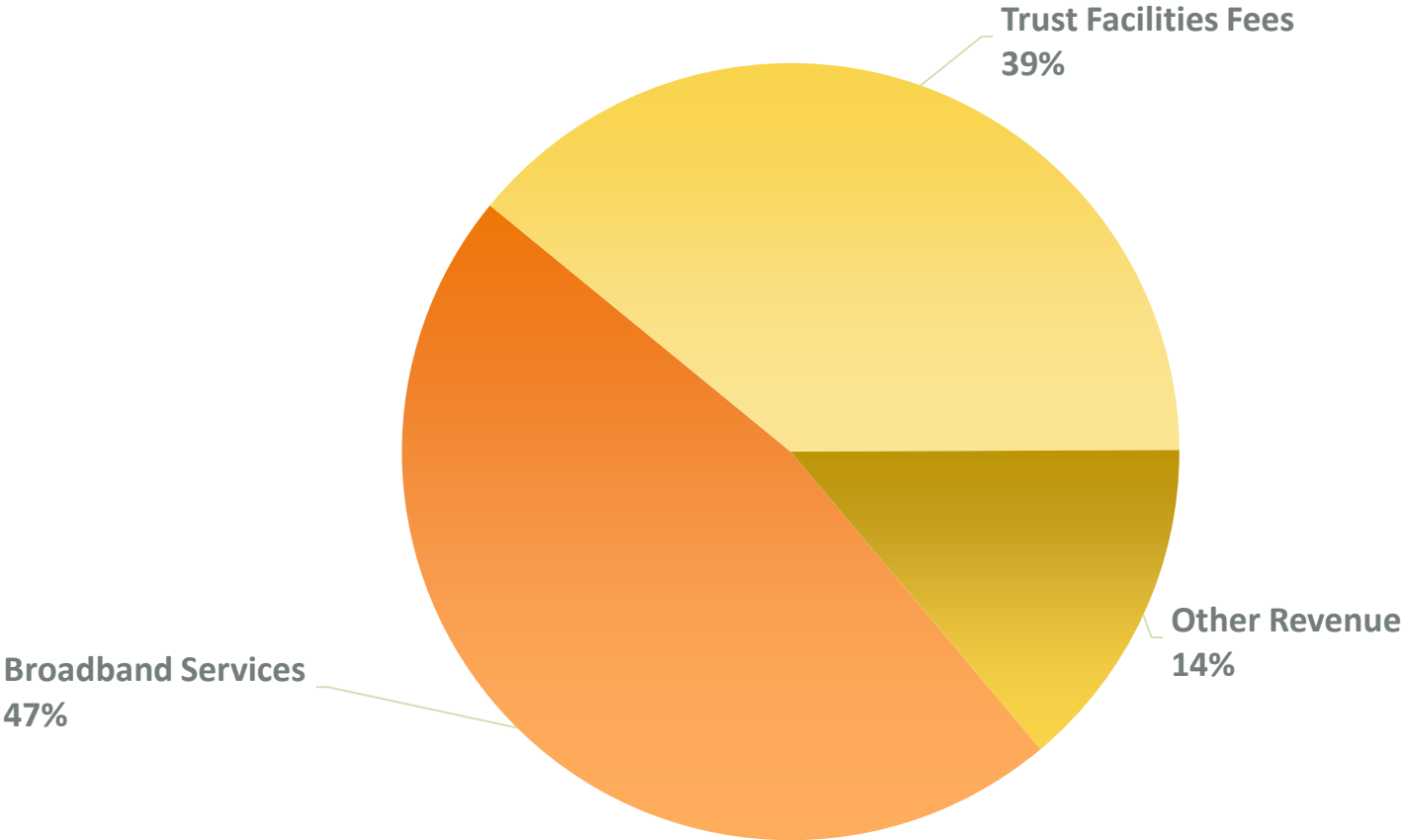


GRF Financial Report

As of March 31, 2021



Total Non-Assessment Revenue \$2,441,916

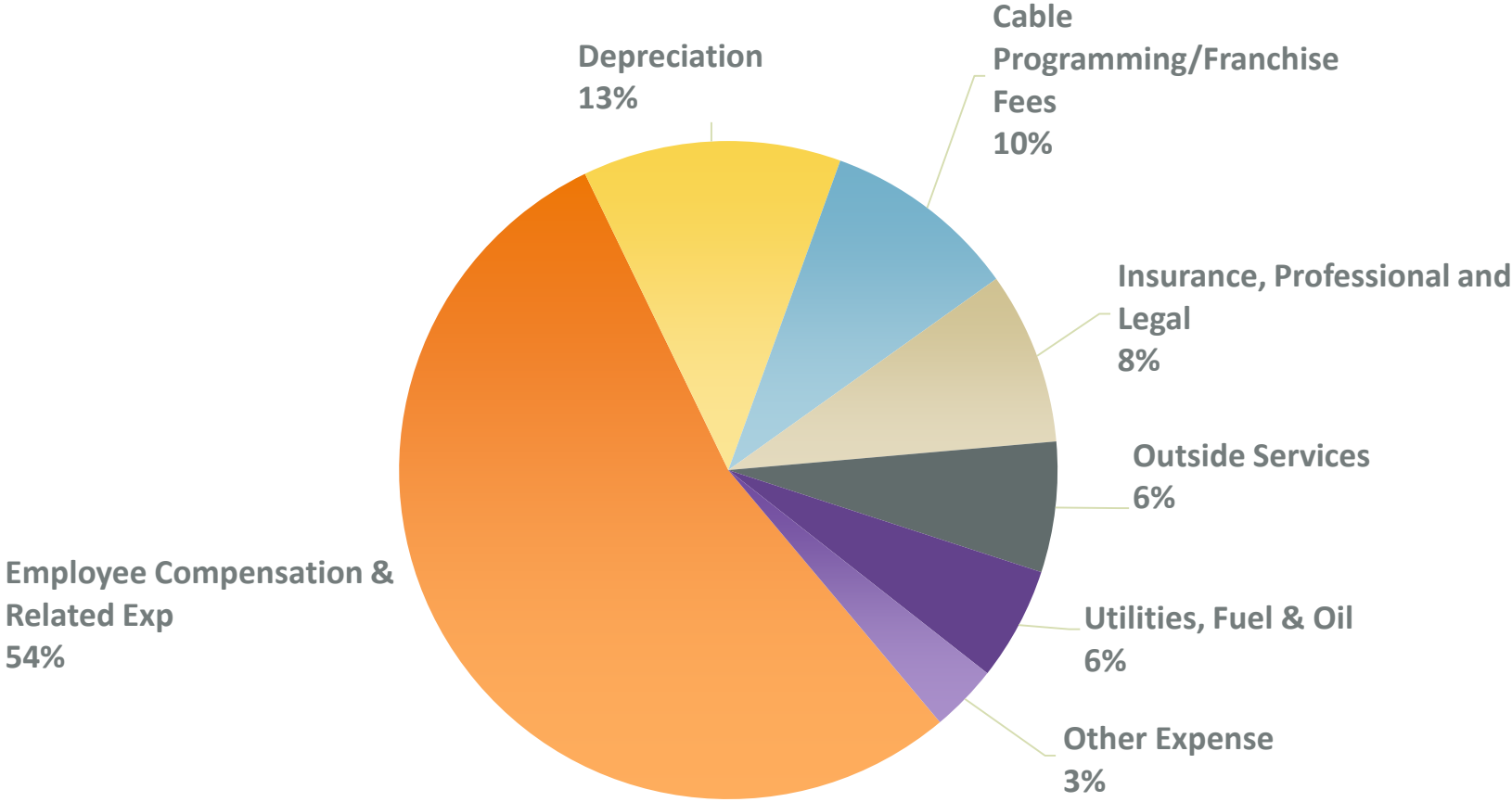


GRF Financial Report

As of March 31, 2021



Total Expenses \$9,866,565

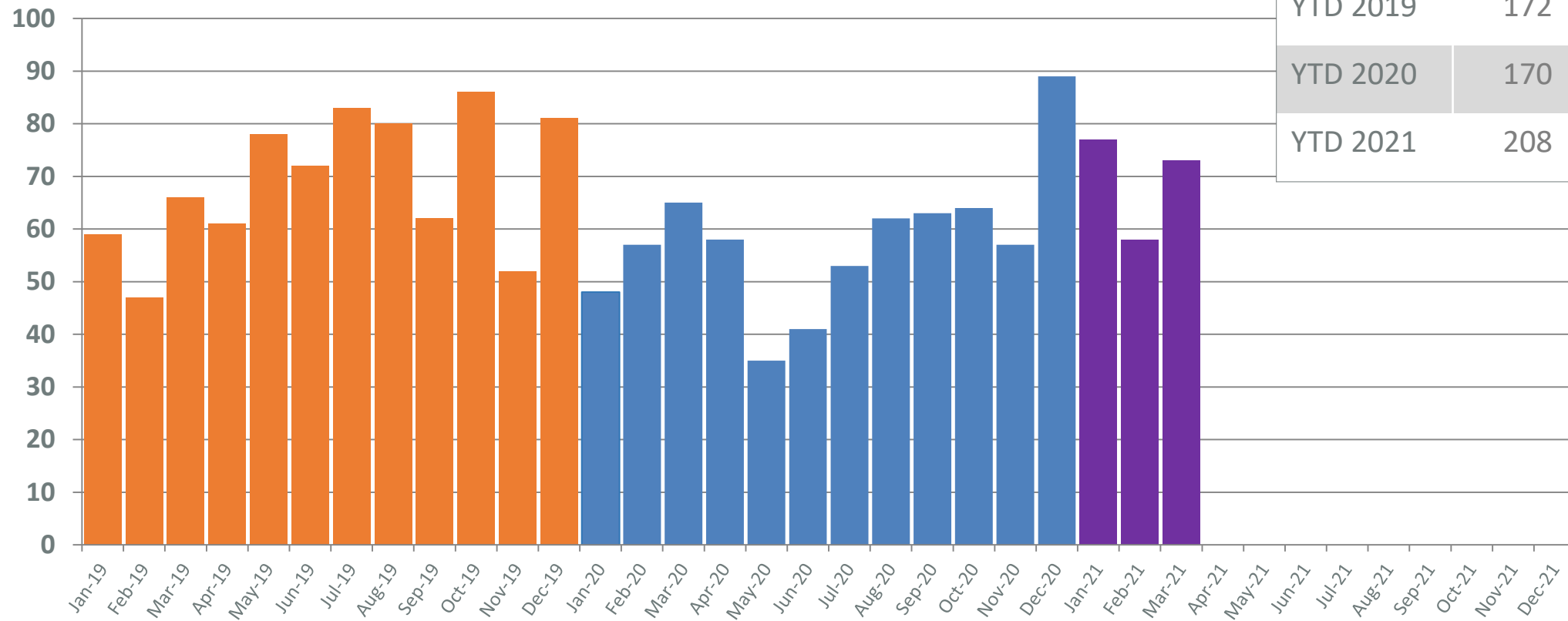


GRF Financial Report

As of March 31, 2021



RESALE HISTORY – Consolidated



	NO. OF RESALES	AVG. RESALE PRICE
YTD 2019	172	\$355,238
YTD 2020	170	\$337,999
YTD 2021	208	\$380,699

GRF Financial Report

As of March 31, 2021

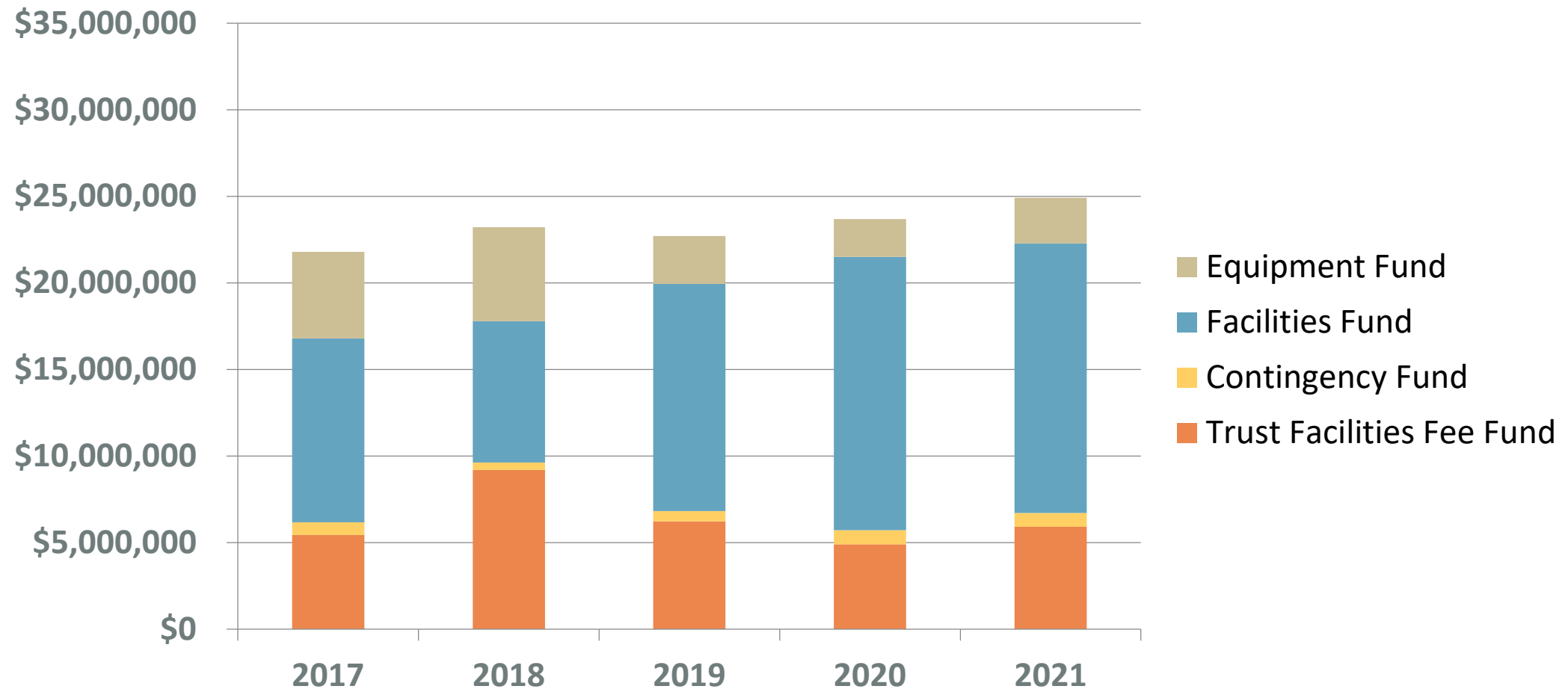


FUND BALANCES (in Thousands)	ENDING BALANCE	WORK IN PROGRESS	ADJUSTED BALANCES
Equipment	\$4,349	\$1,703	\$2,646
Facilities	18,672	3,117	15,555
Contingency	1,098	297	801
Trust Facilities Fees	5,914	0	5,914
TOTAL	\$30,033	\$5,117	\$24,916

GRF Financial Report

As of March 31, 2021

ADJUSTED FUND BALANCES



GRF Financial Report

As of March 31, 2021



ADJUSTED FUND BALANCES

FUND ENCUMBRANCES (in Thousands)	TOTAL APPROPRIATIONS	REMAINING ENCUMBRANCE
Aquatics & Fitness	\$352	\$213
Broadband Services	728	652
Clubhouses	4,514	3,884
Computers	1,336	979
Community Center	1,091	411
Energy Projects	850	350
Golf Facilities	687	626
Landscape	495	492
Other Equipment	300	250
Other GRF Facilities	1,831	1,238
Paving	879	879
Security	399	388
Vehicles	1,965	1,314
TOTAL	\$15,427	\$11,676

Golden Rain Foundation of Laguna Woods
Statement of Revenues & Expenses - Preliminary
3/31/2021
(\$ IN THOUSANDS)

	CURRENT MONTH			YEAR TO DATE			PRIOR YEAR	TOTAL
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET
Revenues:								
Assessments:								
1 Operating	\$2,377	\$2,376		\$7,130	\$7,129		\$6,939	\$28,518
2 Additions to restricted funds	242	242		726	726		917	2,904
3 Total assessments	2,619	2,618		7,856	7,855		7,856	31,422
Non-assessment revenues:								
4 Trust facilities fees	325	305	20	953	914	39	778	3,656
5 Golf green fees	133	126	7	384	379	6	308	1,515
6 Golf operations	25	21	4	82	65	17	54	252
7 Merchandise sales	42	38	4	96	101	(5)	88	444
8 Clubhouse rentals and event fees	1	54	(53)	(3)	54	(57)	154	593
9 Rentals	11	14	(3)	35	42	(7)	36	152
10 Broadband services	390	421	(31)	1,149	1,264	(115)	1,265	5,216
11 Investment income	18	24	(6)	45	73	(28)	88	293
12 Unrealized gain/(loss) on AFS investments	(167)	14	(180)	(429)	41	(470)	303	162
13 Miscellaneous	44	98	(53)	132	241	(109)	269	1,110
14 Total non-assessment revenue	824	1,114	(291)	2,442	3,173	(731)	3,342	13,394
15 Total revenue	3,442	3,733	(290)	10,297	11,029	(731)	11,198	44,815
Expenses:								
16 Employee compensation and related	1,871	2,115	245	5,322	5,950	628	5,973	24,411
17 Materials and supplies	131	162	31	464	459	(6)	460	1,781
18 Cost of goods sold	24	31	6	62	84	22	62	338
19 Community Events	6	29	23	8	71	63	113	395
20 Utilities and telephone	183	168	(15)	461	441	(20)	476	2,394
21 Fuel and oil	29	45	15	89	134	45	104	536
22 Legal fees	1	29	28	33	87	54	45	348
23 Professional fees	118	138	21	170	230	60	169	671
24 Equipment rental	29	20	(9)	65	54	(10)	79	218
25 Outside services	201	197	(4)	632	557	(75)	480	2,372
26 Repairs and maintenance	26	72	46	258	316	57	251	887
27 Other Operating Expense	42	73	31	126	226	100	152	890
28 Income taxes								2
29 Property and sales tax	2	2		6	5	(1)	50	23
30 Insurance	212	202	(10)	634	607	(27)	457	2,428
31 Cable Programming/Copyright/Franchise	329	397	68	948	1,030	82	946	4,039
32 Investment expense		4	4	3	4		3	14
33 Net Allocation to Mutuals	(219)	(247)	(29)	(668)	(735)	(67)	(725)	(2,910)
34 Uncollectible Accounts		1	1		4		4	15
35 (Gain)/loss on sale or trade		(2)	(2)		(6)		(22)	(25)
36 Depreciation and amortization	410	410		1,252	1,252		1,157	1,252
37 Total expenses	3,396	3,846	451	9,867	10,769	902	10,228	40,080
38 Excess of revenues over expenses	\$46	(\$114)	\$160	\$431	\$260	\$171	\$969	\$4,736

Statement of Revenue & Expense Variance Report - Preliminary as of March 31, 2021

SUMMARY

For the year-to-date period ending March 31, 2021, GRF operations were better than budget by \$171K. Explanations for categories with significant variances are provided below.

- **Trust facilities fees Line 4** – \$39K Favorable due to more manors sold. Year-to-date revenue generated from the \$5,000 per manor transfer fee is 4% higher than anticipated. The Community had 208 resales versus a budget of 186; compared to 170 in 2020 for the same period.
- **Clubhouse rentals and event fees Line 8** – (\$57K) Unfavorable due to facility closure during the pandemic.
- **Broadband Services Line 10** – (\$115K) Unfavorable due to less ad insertion as a result of ongoing COVID-19 pandemic causing advertisers to spend less. The variance was furthered by lower premium channel and equipment rental revenue.
- **Unrealized Gain/Loss on AFS Investments Line 12** – (\$470K) Unfavorable due to adverse conditions for bond investments during the reporting period. An entry is made monthly to reflect investment market conditions, which fluctuate.
- **Miscellaneous Revenue Line 13** – (\$109K) Unfavorable due to less fees collected during facility closures, including photo copy fees, auto decal fees, traffic violation fees, additional occupant fees, and class fees.

EXPENSE

- **Employee Compensation and Related Line 16** – \$628K Savings was primarily due to open positions in Security and Information Services; recruitment is in progress. Also, certain Janitorial positions remain unfilled while clubhouses are closed and fewer hours than budgeted in Transportation due to elimination of fixed route on Saturdays.
- **Community Events Line 19** – \$63K Favorable due to facility closure during the pandemic.
- **Utilities and telephone Line 20** – (\$20K) Unfavorable variance due to natural gas use at clubhouses and pools, as assumption was made previously that clubhouses would not be brought back in winter months.
- **Fuel and Oil Line 21** – \$45K Favorable due to lower price per gallon than anticipated at the time of budget preparation.
- **Legal Fees Line 22** – \$54K Favorable due to timing of invoices, invoices are expected in April.
- **Professional Fees Line 23** – \$60K Favorable due to movement of budgeted IT fees to the Outside Services category; an offset is found on line 25.
- **Outside Services Line 25** – (\$75K) Unfavorable variance due to movement of IT fees from the Professional Fees category; an offset is found on line 23. The variance was furthered by credit card transaction fees increase associated with Golf revenue.

Statement of Revenue & Expense Variance Report - Preliminary
as of March 31, 2021

- **Repairs and maintenance** Line 26 – \$57K Favorable variance in several areas of operation: Lower expense associated with Community Center janitorial services due to COVID-19 pandemic; and reduced roofing and glass repair and maintenance compared to budget.
- **Other Operating Expense** Line 27 – \$100K Favorable variance in several areas of operation due to the continued closure of facilities due to the COVID-19 pandemic; primarily attributable to training, recruitment, safety, staff support, pest control and uniforms.
- **Insurance** Line 30 – (\$27K) Unfavorable due to increased Hazard & Liability insurance premiums.
- **Cable Programming/Franchise** Line 31 – \$82K Favorable due to lower programming fees associated with fewer premium subscriptions and a one-time credit from NCTC.
- **Net Allocation** Line 33 – (\$67K) Unfavorable due to fewer inter-departmental allocations.

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FINANCE COMMITTEE MEETING
REPORT OF THE REGULAR OPEN SESSION

Wednesday, April 21, 2021 – 1:30 p.m.
Virtual Meeting

MEMBERS PRESENT: James Hopkins, Chair; Gan Mukhopadhyay, Steve Parsons, Robert Mutchnick, Azar Asgari, Carl Randazzo, Advisor: Rosemarie diLorenzo

MEMBERS ABSENT: Al Amado

STAFF PRESENT: Betty Parker, Steve Hormuth, Jose Campos, Christopher Swanson, Chris Laugenour

OTHERS:

VMS – Juanita Skillman, Diane Phelps

GRF – Bunny Carpenter, Yvonne Horton, Joan Milliman

United – Elsie Addington, United Advisor – Dick Rader

Third – Debbie Dotson, John Frankel, Craig Wayne

Call to Order

Director James Hopkins, Treasurer, chaired the meeting and was called to order at 1:33pm.

Acknowledgement of Media

The meeting was streamed online via Granicus.

Approval of Meeting Agenda

The meeting agenda was approved without exception.

Approval of the Regular Meeting Report of February 17, 2021

The meeting report was approved without exception.

Chair Remarks

Director Hopkins commented on the potential of transitioning from one banking institution to another. He further commented that the incoming CFO would be tasked with performing the cost benefit analysis and reporting back to the board.

Member Comments (Items Not on the Agenda)

Janet Powers - commented on the corporation's investment policy, the current investment portfolio and pending legislation (AB1101) that may provide further guidance on investments.

Chris Powers - commented on the difference between bonds and bond funds.

Department Head Update

Betty Parker, CFO, commented on the completion of the 2020 Audit, the annual spring mailing, 2022 Business Planning Workshops recordings and ongoing banking analysis.

Review Preliminary Financial Statements dated March 31, 2021

The committee reviewed the financial statements dated March 31, 2021. Questions were addressed.

GRF Vehicle Replacements Procedure

Chris Laugenour, General Services Director, presented a strategy that was shared with the Vehicle and Maintenance Committee for vehicle replacements. Discussion ensued. No action was taken.

Future Agenda Items

Biannual Presentation of Investment Portfolio
Microgrid Financial Impact
EV Project Financial Impact

Committee Member Comments

None.

Date of Next Meeting

Wednesday, June 23, 2021 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 3:11 p.m.

DRAFT

James Hopkins, Chair

OPEN MEETING

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

Thursday, April 8, 2021 – 1:30 p.m.
Virtual Zoom Webinar

MEMBERS PRESENT: Jon Pearlstone, Chair, Bunny Carpenter, Yvonne Horton, Andre Torng, Elsie Addington, Debbie Dotson, Reza Karimi, Dennis Boudreau, Juanita Skillman

MEMBERS ABSENT: Ryna Rothberg

OTHERS PRESENT: Dick Rader

STAFF PRESENT: Brian Gruner, Jackie Kupfert

Call to Order

Chair Pearlstone called the meeting to order at 1:30 p.m.

Acknowledgement of Media

There was no press present.

Approval of Agenda

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

Approval of Committee Report for March 11, 2021

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

Chair's Remarks

Chair Pearlstone stated he will present a shared fee analysis and input is encouraged, but more meetings will be necessary to complete this analysis. This analysis is being completed in order to establish a framework of fees, revenues and budgets that are fair to all residents in today's financial situation and challenges.

Report of the Recreation and Special Events Director

Mr. Gruner stated he will give a complete COVID update under agenda item #10 and encouraged the community to remain vigilant with COVID recommended precautions. He stated the following Orange County statistics: 95 new cases yesterday; adjusted daily case rate is 3 per 100,000; test positivity rate is at 1.6%; health equity quartile positivity rate is at

2.1%; administering 300 tests per day per 100,000 county residents. Orange County is currently in the orange tier with a state target date of reopening on June 15.

Mr. Gruner reported golf operations has implemented the foreUp tee time reservation system and the point of sale system in which both are working well. The golf operations team has done a tremendous job inputting resident information allowing our residents to book online reservations. The Equestrian Center arena footing project has been approved and modifications to the existing trail ramp where slippage has been an ongoing issue are being reviewed by staff. The Library plexiglass has been ordered with installation to happen within the next couple of weeks allowing this amenity to be open to residents on a limited basis.

Director Torng inquired as to hiring a consultant in regards to the foreUp reservation system to save money as there are four staff working overtime which equated to over \$7200 this month. Chair Pearlstone stated this will be discussed during the shared fee analysis portion of the meeting.

Member Comments (Items Not on the Agenda)

Member was called to speak on reservations for singles golf players within the new online reservation system. Mr. Gruner stated due to the volume of current tee times booked, we are not able to accommodate single player reservations at this time. Staff is grouping these single players into a threesome to maximize golf play and this has been communicated to the resident. Staff will continue to review for modifications and follow up with the resident.

Director Torng inquired as to hosting golf twosome or threesomes to assist in accommodating singles golf play. Director Karimi inquired as to the new system for reservations being permanent. Mr. Gruner stated this is permanent. He stated any new system presents difficulties and we must allow users time to adjust to the new system.

Advisor Boudreau stated Mr. McCray is fielding all resident inquiries regarding the new reservation system. Director Dotson inquired as to user instructions on the website. Mr. Gruner stated a tutorial video is being created.

Director Blackwell stated she was able to use the new system through practicing prior to the reservation time and also stated the first Greens Committee meeting went well today.

Staff was directed to update the committee via email on golf reservations.

CONSENT

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

Chair Pearlstone requested a financial report showing a full quarter as this month includes only February.

REPORTS

COVID Tier Presentation – Mr. Gruner presented current COVID tier information including what amenities are currently offered and what the community can expect once Orange County moves to the yellow tier and beyond. Mr. Gruner stated more amenities will be introduced once allowed by state and county guidelines and we have appropriate staffing levels in the Recreation Department.

Director Torng inquired as to golf fivesomes needing ten versus eight minutes in between tee times. Mr. Gruner stated the eight-minute tee time is appropriate at this time to keep tee times punctual.

Director Karimi inquired as to enforcing the indoor requirements of COVID safety. Mr. Gruner stated reservable clubhouse rooms may not be open until June 15 and tier guidance states no more than three households while indoors. Chair Pearlstone stated we are following state and county guidelines and addressing the staffing issue.

Shared Fee/Financial Analysis Update – Chair Pearlstone presented the financial analysis completed to date. Chair Pearlstone stated a proposal will be presented when complete, but does not propose any fee sharing changes at this time. Director Carpenter inquired as to the due date of newly proposed fees and as to limiting amount of increase due to lack of offerings with closures. Mr. Gruner stated staff is currently working on capitals for 2022 and then will transition to operating budget for 2022. The General Manager's office will review prior to entering the GRF board approval process beginning in June. Fee changes are not feasible until 2023 due to approved resolutions. Director Carpenter stated golf fees are not based on shared cost fees and increases for any fees are based on a formula that may be reviewed at future CAC meetings as done with Equestrian fees.

Discussion ensued.

Staff was directed to change weekly utilization to monthly; change to 3% each year over the next 5 years in the header; include fitness when available.

Chair Pearlstone would like to present a framework that ties in the fee schedule and what it generates at next CAC meeting.

ITEMS FOR DISCUSSION AND CONSIDERATION

Garden Center 2 Speed Bumps – Mr. Gruner stated the recommendation to review and provide staff direction as to whether to seek supplemental funding for the removal and replacement of the existing Garden Center 2 speed bumps with less intrusive bumps at a cost of \$14,180.

Discussion ensued.

Staff was directed to meet with Director Horton and Director Addington at Garden Center 2 to research removal of a section of the speed bumps or total removal of the speed bumps and to inquire the use of asphalt to minimize the impact of the speed bumps.

ITEMS FOR FUTURE AGENDAS

Laguna Woods Village Pre-reserved Golf Tee Times - Mr. Gruner stated the Greens Committee met today and will continue to meet to ensure an equitable resolution is presented.

Removal of Garden Center 1 Office Building – Staff was directed to keep this item under Items for Future Agendas.

Long Range Plans for Outdoor Activities – Staff was directed to keep this item under Items for Future Agendas.

Garden Center 2 Access Gate – Mr. Gruner met with Security Department and IT Department to review the gates at Garden Center 2. The vendor determined the motors are not operable due to non-use and compromised wires. Staff will continue to work on making the gates operable.

2021 Recreation Department Financial Forecast - Mr. Gruner stated staff will review the financial forecast with consideration of the COVID closure impact regarding potential revenue sources and anticipated expenditures for this year.

CONCLUDING BUSINESS

Committee Member Comments

Advisor Skillman inquired as to opening the Community Center Fitness Center. Mr. Gruner stated the Community Center is only accessible on a limited basis and reopening of the Fitness Center is being reviewed.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held at 1:30 p.m. via the Zoom Webinar platform on Thursday, May 13, 2021.

Adjournment

There being no further business, the Chair adjourned the meeting at 3:54 p.m.

Jon Pearlstone

Jon Pearlstone, Chair



OPEN MEETING
THE GOLDEN RAIN FOUNDATION
MEDIA AND COMMUNICATIONS COMMITTEE
Monday, April 19, 2021, at 1:30 p.m.
Laguna Woods Village Community Center
Virtual Meeting
24351 El Toro Road, Laguna Woods, CA 92637

REPORT

MEMBERS PRESENT: Chair Joan Milliman; Directors Elsie Addington, Neda Ardani, Maggie Blackwell and Lynn Jarrett; Advisors Tom Nash, Carmen Pacella, Lucy Parker and Juanita Skillman; Alternates Bunny Carpenter and Deborah Dotson

MEMBERS ABSENT: Directors Annie McCary and Ryna Rothberg; Advisor Theresa Frost

OTHERS PRESENT: Richard Rader, Doug Rook, James Hopkins, Arlene OC-CA

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

1. **Call to Order**
Meeting was called to order at 1:30 p.m. and a quorum established by Chair Milliman.
2. **Acknowledgement of Media**
None present.
3. **Approval of the Agenda**
Approved by unanimous consent.
4. **Approval of Meeting Report from February 22, 2021**
Approved by unanimous consent.
5. **Chair's Remarks**
Chair Milliman commented on the VMS year-in-review video presentation, the updated Media and Communications Committee charter and a reopening plan for Village amenities.

6. Member Comments (Items Not on the Agenda)

Richard Rader and Director Addington asked how to access the VMS year-in-review video presentation.

7. Director and Staff Responses to Member Comments

Ms. Rothrock and Mr. Ortiz answered Mr. Rader and Director Addington on how to navigate to the video on the Village Television YouTube channel, which is at this link: <https://www.youtube.com/watch?v=Z6txjMzwnZc>

REPORTS:

8. Media and Communications Report – Eileen Paulin

Ms. Paulin announced that Mr. Ortiz accepted the position of General Manager of Broadband Services.

Ms. Paulin also highlighted projects her department worked on last month:

- VMS Year-in-Review video presentation
- Vaccination program
- Launch of the bi-weekly Manor Alterations newsletter

Ms. Paulin mentioned that subscriptions have grown steadily for the weekly "What's Up in the Village" email newsletter.

9. Broadband Update – Paul Ortiz

Mr. Ortiz gave a PowerPoint presentation that included:

- Cable operations report and budget update through February 2021
- Overview of expiring programming contracts
- Pay subscription report
- Programming legislation report

After his presentation, Mr. Ortiz invited questions.

Director Addington asked about expiring programming. Mr. Ortiz explained how the process works and how contracts are negotiated on residents' behalf.

Director Dotson asked about internet bandwidth to support smart TVs and streaming services. Mr. Ortiz referenced The Broadband Group report recommendations on whether to split the nodes or install fiber to the curb, and a discussion ensued.

ITEMS FOR DISCUSSION AND CONSIDERATION:

10. Recommendations from The Broadband Group Cable System Assessment

Referencing The Broadband Group Cable System Assessment and Business Case Scenarios study, Ms. Paulin discussed with the committee these recommendations:

- Succession planning for tech team
- The technicians' fleet needs air-conditioned vehicles
- The radio tower maintenance
- Splitting the nodes vs. fiber to the curb
- Content caches from West Coast Internet
- Franchise fees

Director Carpenter asked about the Broadband Ad Hoc Committee. Chair Milliman listed the names of directors who are on this committee: James Hopkins, Jon Pearlstone, Richard Rader, Lynn Jarrett, Annie McCary, Debbie Dotson and Joan Milliman.

Ms. Paulin mentioned the possibility of a second-phase study by The Broadband Group and a discussion ensued.

11. Distribution of Resident Telephone Directories

Members of the committee discussed the policy that regulates visitors entering the Village and distributing publications and other printed materials, such as the resident telephone directories. Chair Milliman thanked everyone for their feedback and said these points will be taken into consideration.

ITEMS FOR FUTURE AGENDAS:

- The Broadband Group recommendations
- Survey of Village residents
- Continued town halls by CEO Jeff Parker

CONCLUDING BUSINESS:

12. Committee Member Comments

Advisor Parker commended the meeting and mentioned new television delivery technology and how that likely will impact Village residents in the future.

Director Dotson mentioned that education will be key in adapting to the new technology.

Director Addington commended the meeting and thanked everyone involved.

Advisor Pacella commended the meeting and congratulated Mr. Ortiz. He also mentioned the value of CEO Jeff Parker's town-hall-style communications with the Village and recommended they continue after the pandemic and be added to future agendas.

Director Jarrett congratulated Mr. Ortiz, commended the meeting and thanked everyone involved.

Chair Milliman congratulated Mr. Ortiz and thanked everyone involved in the meeting.

13. Date of Next Meeting – Monday, May 17, 2021, at 1:30 p.m.

14. Adjournment

3:12 p.m.


Joan Milliman, Chair
Media and Communications Committee

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OPEN MEETING

**REPORT OF REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
MOBILITY AND VEHICLES COMMITTEE**

**Wednesday, April 7, 2021 – 2:30 p.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road, Laguna Woods, CA 92637**

MEMBERS PRESENT: Don Tibbets-Chair, Elsie Addington, Margaret Bennett,
Egon Garthoffner, Reza Karimi, Joan Milliman
(Alternate), Craig Wayne

ADVISORS:

MEMBERS ABSENT: Reza Bastani

OTHERS PRESENT:

STAFF PRESENT: Chris Laugenour, Francisco Perez, Elizabeth Cortez,
Kelli Newton

- 1. Call to Order**
Chair Tibbetts called the meeting to order at 1:31 p.m.
- 2. Acknowledgment of Media**
No media present.
- 3. Approval of the Agenda**
The agenda was approved by consensus.
- 4. Approval of Meeting Report for February 3, 2021**
The Regular Meeting Report of February 3, 2021 was approved by consensus.
- 5. Chair's Remarks**
None.
- 6. Member Comments (Items Not on the Agenda)**
Director Bennett questioned the requested financial information related to the Transportation programs.
- 7. Response to Member Comments**

In response to Director Bennett, Mr. Laugenour informed the committee an overview of expenditures for 2020 and 2021 year to date is provided in the Director's report. Staff is in the process of generating actuals by Transportation program.

Reports:

8. Director's Report

Ridership decreased substantially after March 2020, due to State required social distancing requirements and the closures of Clubhouses and GRF facilities. Ridership in all Transportation programs have stayed relatively the same since then, with the exception of Journey that has increased steadily.

Staff provided the committee with a copy of the GRF vehicle inventory and an overview of an annual vehicle replacement strategy based on vehicle age, maintenance cost, and mileage.

Also included in the Director's report is a list of recent surplus vehicles and financial expenditures for the Transportation department and Vehicle Maintenance department.

Items for Discussion and Consideration:

9. Vehicle Purchase – Four F350 Trucks

Staff presented to the committee a recommendation to purchase four F350 vehicles due to unanticipated regulatory requirements in lieu of purchasing four budgeted F-250 vehicles and authorize the utilization of funding from the Miscellaneous Vehicles capital account to cover the remaining balance.

After discussion, Director Addington made the motion to recommend to the GRF board the purchase of four F-350 vehicles. Director Karimi second the motion. Chair Tibbetts called for a vote, the motion was passed by unanimous consent.

Items for Future Agendas:

10. Alternative Fuel Vehicles

11. DOJ 5310 Grant

Concluding Business:

12. Committee Member Comments

None

13. Date of Next Meeting – Wednesday June 2, 2021 1:30 PM

14. Adjournment

The meeting was adjourned at 2:47 p.m.

Don Tibbetts

[Don Tibbetts \(Apr 8, 2021 22:01 PDT\)](#)

Don Tibbetts, Chair
GRF Mobility & Vehicles Committee

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

The Regular Meeting of the Security and Community Access Committee was held on Monday, April 26, 2021 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

MEMBERS PRESENT: Don Tibbetts (Chair), Maggie Blackwell, Cush Bhada, Manuel Armendariz, Reza Bastani

MEMBERS ABSENT: Bert Moldow, Craig Wayne, Donna Rane-Szostak, Margaret Bennett

ADVISORS PRESENT: None

ADVISORS ABSENT: None

OTHERS PRESENT: Mike Epstein

STAFF PRESENT: Carlos Rojas, Tom Siviglia, Jayanna Hendley, and Vanessa Ayala

CALL TO ORDER

Don Tibbetts, Chair, called the meeting to order at 1:54 p.m.

ACKNOWLEDGEMENT OF PRESS

The Media was not present.

APPROVAL OF AGENDA

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

APPROVAL OF MEETING REPORT

By way of consensus, the Committee approved the February 22, 2021 meeting report.

CHAIRMAN'S REMARKS

Chair Tibbetts had no comments.

MEMBER COMMENTS ON NON-AGENDA ITEMS

No member comments were received

RESPONSE TO MEMBER COMMENTS ON NON-AGENDA ITEMS

None

REPORTS

Disaster Preparedness Task Force Report Director of Security, Carlos Rojas, reported that a Good Neighbor Captain training will be present by the Red Cross on May 4th.

RV Update Carlos Rojas reported the vacancies within the RV Lots as 17 vacancies in Lot A, and 7 vacancies in Lot B.

Noteworthy Incidents Carlos Rojas reported that a Security Patrol Officer received a commendation for assisting a resident and taking action, which prevented potential further harm to the resident. Chief Rojas also reported that several Security Staff received commendations for taking action in stopping a theft in progress.

Security Statistics Carlos Rojas reported that the Security Statistics Report has returned as a regular agenda item, and he shared details and insights on these statistics. Members made comments and asked questions.

ITEMS FOR DISCUSSION AND CONSIDERATION

Emergency Equipment Update

Carlos Rojas stated that a Vehicle Replacement Plan is being activated in which company vehicles are replaced at 75,000 miles. Chief Rojas also reported that the Fire Avert Device Report will be discussed with United Mutual and Third Mutual for approval.

Gate Access System (RFID)

Carlos Rojas recommended that the committee accepts this report as a receive and file. Chief Rojas stated that there are more cons to having vehicle decals re-instated than there are pros. Members made comments and asked questions.

Access Key Hardware Device (AMAZON)

Chief Rojas discussed the process in which these devices would allow a more secure entry for verified Amazon deliveries. Chief Rojas also explained that this program will be implemented by Amazon at no cost to GRF, and it will need to be approved by the GRF Board. Members made comments and asked questions.

Gate 12 Update

Carlos Rojas recommended that this report be included in the 2022 Capital Improvement Projects. The committee approved this motion 4 to 1. Don Tibbetts, Maggie Blackwell, Manuel Armendariz, and Cush Bhada all voted in favor of the motion. Reza Bastani voted against the motion. Members made comments and asked questions.

ITEMS FOR FUTURE AGENDAS

None

CONCLUDING BUSINESS

Manuel Armendariz stated that he hopes the next meeting has a smoother start.

Don Tibbetts questioned why the Gate 5 arm was broken down for a while. Carlos Rojas advised that he was unaware of the specifics but believed it was due to waiting on a part to be delivered. Tom Siviglia confirmed this information.

Cush Bhada questioned the progress of the pedestrian sensors at the gates. Carlos Rojas stated that 6 have been replaced, and that the other 6 will be replaced upon determining the best support mechanism for the sensors. Chief Rojas stated he would send an email to Cush regarding which gate sensors have been replaced so far.

DATE OF THE NEXT MEETING

The next meeting is scheduled for Monday, June 28, 2021, at 1:30 p.m. in a virtual meeting.

ADJOURNMENT

There being no further business to come before the Committee, Chair Tibbetts adjourned the meeting at 2:53 p.m.

Don Tibbetts

Don Tibbetts (Apr 28, 2021 12:38 PDT)

Apr 28, 2021

Don Tibbetts, Chair

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REPORT OF THE LAGUNA WOODS VILLAGE
TRAFFIC HEARINGS COMMITTEE

April 21, 2021

The Regular Meeting of the Laguna Woods Village Traffic Hearings Committee was held on Wednesday April 21, 2021 at 9:00 A.M., Virtual

MEMBERS PRESENT: Chair: John Frankel, Yvonne Horton, Neda Ardani

MEMBERS ABSENT: Debbie Dotson, John Carter

STAFF PRESENT: Jayanna Hendley, Vanessa Ayala, Eulalio Diaz, Paul Nguyen

Call to Order

John Frankel, Chair, called the meeting to order at 9:19 A.M.

Approval of Agenda

Chair Frankel made a motion to approve agenda as presented. Director Horton seconded the motion.

By unanimous vote, the motion passed.

Approval of Meeting Reports

Chair Frankel made a motion to approve the meeting report from March 17, 2021. Director Horton seconded the motion.

By unanimous vote, the motion passed.

Traffic Hearings

- a. 9:00 a.m. Traffic Violation #2101045 (Unauthorized Charging) – Guilty, Reduced Fine \$25.00
- b. 9:00 a.m. Traffic Violation #2101704 (Unauthorized Charging) – Guilty, Reduced Fine \$25.00

Traffic Consent Calendar

Chair Frankel made a motion to approve the consent calendar. Director Horton seconded the motion.

By unanimous vote, the motion passed.

Date of Next Meeting

The next meeting is scheduled for Wednesday May 19, 2021, at 9:00 A.M., via virtual meeting.

Adjournment

With no further business before the Committee, the meeting was adjourned at 9:42 A.M.

john frankel
John Frankel (Apr 23, 2021 10:19 PDT)

Apr 23, 2021

John Frankel, Chair

Agenda Item # 14h(1)

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