



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, June 1, 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 Garthoffner**
- 3. Acknowledgment of Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
 - a. April 22, 2021 – Agenda Prep Open Meeting
 - b. May 4, 2021--Regular Open Meeting
- 6. Report of the Chair**
 - a. Tribute to Director Bert Moldow
- 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 April 2021 by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes.
- b. Approve a Resolution to Update Committee Appointments

11. Unfinished Business

- a. Entertain a Motion to Approve a Resolution Pertaining to the Distribution of Publications by Non-Residents of Laguna Woods (**March Initial Notification—April Referred back to Committee**)
- b. Entertain a Motion to Introduce a Resolution to Revise the Code of Ethics (**May Resolution Approved—June Resolution Revised—Must postpone 28-days for member review and comments to comply with Civil Code §4360**)

12. New Business

- a. Entertain a Motion to Approve Access Key Hardware Device (Amazon)
- b. Entertain a Motion to Approve a Resolution for Appointment of Officers to Update Assistant Treasurer ex Officio

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 June 14, 2021 at 9:30 a.m. as a virtual meeting.
- c. Report of the Community Activity Committee – Director Pearlstone update from the committee. The committee met on May 13, 2021; next meeting June 10, 2021, at 1:30 p.m. as a virtual meeting.
 - (1) Equestrian Center Ad Hoc Committee – President Carpenter. The committee met on May 6, 2021; next meeting TBA.
- d. Report of the Landscape Committee – Director Horton update from the committee. The committee met on March 10, 2021; next meeting June 9, 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 May 17, 2021; next meeting June 21, 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 May 19, 2021; next hearings on June 16, 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 May 25, 2021; next meeting July 27 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.*

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) May 4, 2021 – Regular Closed Session

Discuss and Consider Personnel Matters

Discuss and Consider Contractual Matters

Discuss Legal/Legislation Matters
Discuss Member Disciplinary Matters

18. Adjournment



OPEN MEETING

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

**Thursday, April 22, 2021 – 9:30 a.m.
Virtual Meeting**

GRF Agenda Prep Meeting

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

Directors Absent: Bert Moldow

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. and established that a quorum was present.

2. Approval of the Agenda

Director Blackwell made a motion to amend the agenda to add announcements and private matters to the agenda. The motion was seconded by Director Milliman.

Hearing no objections, the agenda was amended and approved unanimously.

This item was added to the agenda

3. Announcements

President Carpenter made some announcements about the Management Agreement, a letter she received from Janet Powers and the Client Services Meeting

Jeff Parker-CEO commented that the Client Services Meeting is held every other month on the second Monday and there is a different topic each time.

President Carpenter commented that the President's Meeting would now meet every other month, alternating with the Client Services Meeting, which four GRF board members could attend.

Minutes of the GRF Agenda Prep Meeting

April 22, 2021

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Jeff Parker-CEO updated the board on the CFO recruitment.

President Carpenter commented about the contract for cable and internet services.

4. Discuss and Consider Items to be placed on the Tuesday, May 4, 2021, Board Meeting Open & Closed Agendas

Director Blackwell made a motion to approve the May 4, 2021, open and closed agendas. Director Milliman seconded the motion.

Hearing no objection, the May 4, 2021, open and closed agendas were approved by unanimous consent.

5. Director Comments

There were no member comments.

Staff was dismissed from the meeting.

This item was added to the agenda

6. The Board Discussed Private Matters

7. Adjournment

The meeting was adjourned at 11:00 a.m.

DocuSigned by:

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

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

Directors Absent: Bert Moldow

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

Others Present: **Third:** Ralph Engdahl
Mutual 50: Ryna Rothberg, John Carter
VMS: Diane Phelps

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

President Carpenter called the meeting to order at 9:32 a.m. and established that a quorum was present.

2. Pledge of Allegiance

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

3. Acknowledgment of Media

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

4. Approval of Agenda

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

5. Approval of Minutes

- a. March 25, 2021 – Agenda Prep Open Meeting
- b. April 6, 2021—Regular Open Meeting

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Hearing no objections, the minutes of March 25, 2021, Agenda Prep Open Meeting, were approved by unanimous consent.

Hearing no objections, the minutes of April 6, 2021, Regular Open Meeting were approved by unanimous consent.

6. Report of the Chair

President Carpenter commented about the meeting at Laguna Hills City Council regarding the project located at the former Laguna Hills Mall. The state mandates that all new development provide low income housing.

7. CEO Report

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

- According to the Orange County Health Care Agency (OCHCA) the COVID-19 cases continue to decline. There are 253,848 confirmed COVID-19 cases in Orange County—68 cases reported April 30. The City of Laguna Woods reports 413 confirmed cases. The seven-day testing positivity rate in Orange County is 1.4%. The State of California has vaccinated 29,846,479 individuals so far. Orange County has moved to the less restrictive tier. The yellow tier allows increased capacity in our recreational facilities.
- Budget process begins the end of May and information has been sent out to the board members.
- New resident orientation will be virtual. Contract Becky Jackson to make reservations.
- Fall Prevention Virtual Lecture by Laguna Woods Social Services, in partnership with MemorialCare Saddleback Medical Center and the Foundation of Laguna Woods Village, is hosting a free, virtual class on age-friendly care on Thursday, May 20, from 2 to 3 p.m.
- Pools 4 and 6 will now allow any two residents onto the same reservation.
- Return of the Village Bazaar on Saturday, June 5, from 10 a.m. to 2 p.m.
- Next bulky item pickup will be held on the third Saturday of the month.

8. Open Forum (Three Minutes per Speaker)

At this time Members only were allowed to 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

President Carpenter asked staff for member comments:

- A Member commented about GRF Investments.

9. Responses to Open Forum Speakers

The following are responses to the open forum speakers:

- President Carpenter responded that GRF has investigated the GRF

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investments.

- Director Hopkins responded the GRF Board is in compliance with the Davis-Stirling Act, Civil Code §5380 and §5515.

10. Consent Calendar

All matters listed under the Consent Calendar were recommended for action by committees and will be enacted by the Board by one motion. In the event an item was 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:

- 10a.** 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 and by this vote ratified that such review be confirmed in this month's board member open session meeting minutes.

President Carpenter asked for approval of the Consent Calendar.

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

11. Unfinished Business--none

12. New Business

- a.** Entertain a Motion to Revise the GRF Code of Ethics Policy

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

RESOLUTION 90-21-16 **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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Director Milliman made a motion to approve the resolution adopting the Code of Ethics Policy for GRF Directors. Director Blackwell seconded the motion.

Directors Milliman and Mukhopadhyay made a Scribner's correction on page 10 of 12 item 5., bullet point 3, remove "all to serve impartially"

Discussion ensued among the directors.

A member commented about the Code of Ethics Policy.

President Carpenter called for the vote and the motion passed by of 8-0-2 (Directors Horton and Pearlstone abstained).

b. Entertain a Motion to Establish an Information Technology Steering Advisory Committee

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

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.

Director Milliman made a motion to approve the resolution to form an Information Technology Advisory Committee (ITAC). Director Blackwell seconded the motion.

Discussion ensued among the directors.

Director Blackwell made an amendment to remove the committee members from the

resolution and list them separately in the minutes. Director Milliman seconded the amendment.

Discussion ensued among the directors.

Director Blackwell withdrew her amendment.

Director Blackwell made an amendment to withdraw the resolution. Director Milliman seconded the motion.

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

Director Milliman made a motion to 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 following persons to serve on the ITAC committee: James Hopkins, Chair (GRF), Bunny Carpenter (GRF), Sue Margolis (United), Andre Torng (United), Debbie Dotson (Third), Lynn Jarrett (Third). Director Blackwell seconded the motion.

President Carpenter called for the vote and the motion as amended was approved by unanimous consent.

13. The Board took a 5-minute break.

14. Committee Reports

14a. 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 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

14b. Strategic Planning Committee—Director Pearlstone gave an update from the committee. The committee met on March 17, 2021; next meeting TBA.

14c. Report of the Community Activity Committee – Director Pearlstone gave an 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.

Director Blackwell commented about the Greens Committee representing four golf clubs.

- (1) Equestrian Center Ad Hoc Committee – President Carpenter gave an update on the committee. The committee met on March 4, 2021; next meeting May 6, 2021 at 1:00 p.m.

14d. Report of the Landscape Committee – Director Horton gave an update from the committee. The committee met on March 10, 2021; next meeting June 9, 2021 at 1:30

p.m. as a virtual meeting.

14e. Report of the Maintenance & Construction Committee – Director Garthoffner gave an update from the committee. The committee met on April 14, 2021; 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 gave an update from the committee. The committee met on March 23, 2021; next meeting TBA.
- (2) Energy Solutions Ad Hoc Committee – Director Stephens gave an update from the committee. The next meeting TBA.

14f. Report of the Media and Communications Committee—Director Milliman gave an update on the committee. The Committee met on April 19, 2021; next meeting will be held on May 17, 2021, at 1:30 p.m. as a virtual meeting.

14g. Report of the Mobility & Vehicles Committee – Director Tibbetts gave an update on the committee. The Committee met on April 7, 2021; next meeting June 2, 2021, at 1:30 p.m. as a virtual meeting.

14h. Report of the Security & Community Access Committee – Director Tibbetts gave an update on the committee. The Committee meeting 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 gave an update on the hearings. The Traffic Hearings were held on April 21, 2021; next hearings will be held on May 19, 2021, at 9:00 a.m. and 1:00 p.m. as virtual meetings.

14i. 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.

15. 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.*

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

16. Directors' Comments

There were no director comments.

- Directors Milliman and Hopkins commented on a good meeting.

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.*

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

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

During the March 25, 2021, Special Closed Meeting, the Board:

Approved the Agenda

Discussed Land Lease Proposal

Discussed Legal Matters

During the April 6, 2021, Closed Session, the Board:

Heard VMS Board Update

Approved the Agenda

Approved the Minutes of:

(a) February 24, 2021 – Special Closed Meeting

(b) March 2, 2021 – Regular Closed Meeting

Discussed and Considered Personnel Matters

Discussed and Considered Contractual Matters

Discussed Legal/Legislation Matters

Discussed Member Disciplinary Matters

18. Adjournment

The meeting was adjourned at 5:00 p.m.

DocuSigned by:

Joan Milliman

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Joan Milliman, Secretary of the Board
Golden Rain Foundation

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RESOLUTION 90-21-xx
GRF Committee Appointments

RESOLVED June 1, 2021, that the following persons are hereby appointed and ratified to serve on the Committees of this Corporation:

Business Planning Committee

Sue Stephens, Chair (GRF)
James Hopkins (GRF)
Steve Parsons (Third)
Deborah Dotson (Third)
Donna Rane-Szostak, Alternate (Third)
Sue Margolis (United)
Manuel Armendariz (United)
Brian Gilmore, Alternate (United)
Al Amado, (Mutual 50)

Strategic Planning Committee

Jon Pearlstone, Chair (GRF)
James Hopkins (GRF)
Gan Mukhapadhyay, Alternate (GRF)
Robert Mutchnick (Third)
Cush Bhada (Third)
Steve Parsons, Alternate (Third)
Sue Margolis (United)
Andre Torng (United)
Cash Achrekar (United)
Advisor: Dick Rader

Customer Experience Subcommittee

Jon Pearlstone (GRF)
Cush Bhada (Third)
Robert Mutchnick (Third)
Andre Torng (United)

Facilities Subcommittee

Gan Mukhopadhyay (GRF)
Cush Bhada (Third)
Carl Randazzo (United)

Future Strategic Planning Items Subcommittee

Jim Hopkins (GRF)

Community Activities Committee

Jon Pearlstone, Chair (GRF)
Yvonne Horton (GRF)
Bunny Carpenter, Alternate (GRF)
Deborah Dotson (Third)
Reza Karimi (Third)
Annie McCary, Alternate (Third)

Elsie Adddington (United)
Andre Torng (United)
Cash Achrekar, Alternate (United)
Ryna Rothberg, (Mutual 50)
Advisor: Roland Boudreau, Juanita Skillman

Equestrian Center Ad Hoc Committee

Bunny Carpenter, Chair (GRF)
Yvonne Horton (GRF)
Cush Bhada (Third)
Annie McCary, (Third)
Advisors: Gary Empfield, Stefanie Brown, Bunny Lipinski, Susan Hemberg

Finance Committee

James Hopkins, Chair (GRF)
Gan Mukhapadhyay (GRF)
Egon Garthoffner, Alternate (GRF)
Steve Parsons (Third)
Robert Mutchnick (Third)
Deborah Dotson, Alternate (Third)
Azar Asgari (United)
Carl Randazzo (United)
Diane Casey, Alternate (United)
Al Amado, (Mutual 50)
Advisor: Rosemarie diLorenzo

Information Technology Advisory Committee (ITAC)

James Hopkins, Chair (GRF)
Bunny Carpenter (GRF)
Sue Margolis (United)
Andre Torng (United)
Debbie Dotson (Third)
Lynn Jarrett (Third)

Landscape Committee

Yvonne Horton, Chair (GRF)
Maggie Blackwell (GRF)
Lynn Jarrett, (Third)
Reza Karimi, (Third)
Donna Rane-Szostak, Alternate (Third)
Manuel Armendariz, (United)
Andre Torng (United)
Vacant (Mutual 50)

Maintenance & Construction Committee

Egon Garthoffner, Chair (GRF)
Gan Mukhapadhyay (GRF)
~~Bert Moldow, Alternate~~ (GRF)
Sue Stephens, Alternate (GRF)
John Frankel (Third)

Ralph Engdahl (Third)
Deborah Dotson, Alternate (Third)
Carl Randazzo, (United)
Brian Gilmore (United)
Reza Bastani, Alternate (United)
John Carter (Mutual 50)
Advisor: Richard Palmer, Steve Leonard, Bill Walsh

Clubhouse 1 Renovation Ad Hoc Committee

~~Bert Moldow, Chair (GRF)~~
Egon Garthoffner, ~~Chair~~ (GRF)
Gan Mukhapadhyay (GRF)
John Frankel (Third)
Cush Bhada (Third)
Ralph Engdahl, Alternate (Third)
Manuel Armendariz (United)
Carl Randazzo (United)
Sue Margolis, Alternate (United)
Advisors: Steve Leonard, Bill Walsh

Energy Solutions Ad Hoc Committee

Sue Stephens, Chair (GRF)
~~Bert Moldow, (GRF)~~
Egon Garthoffner (GRF)
Advisors: Steve Leonard, Bill Walsh

Media and Communications

Joan Milliman, Chair (GRF)
Maggie Blackwell (GRF)
Bunny Carpenter, Alternate (GRF)
Annie McCary (Third)
Lynn Jarrett (Third)
Deborah Dotson, Alternate (Third)
Neda Ardani (United)
Elsie Addington, (United)
Cash Achrekar, Alternate (United)
Ryna Rothberg, (Mutual 50)
Advisors: Carmen Pacella, Tom Nash, Juanita Skillman, Lucy Parker
Theresa Frost

Broadband Ad Hoc Committee

Joan Milliman, Chair (GRF)
Jim Hopkins (GRF)
Jon Pearlstone (GRF)
Annie McCary (Third)
Debbie Dotson (Third)
Lynn Jarrett (Third)
Advisor: Dick Rader

Mobility & Vehicles Committee

Don Tibbetts, Chair (GRF)
Egon Garthoffner (GRF)
Joan Milliman, Alternate (GRF)
Craig Wayne (Third)
Reza Karimi (Third)
Cush Bhada, Alternate (Third)
Elsie Addington, (United)
Reza Bastani (United)
Neda Ardani, Alternate (United)
Margaret Bennett (Mutual 50)
Advisor: Vashi Williams

Security and Community Access

Don Tibbetts, Chair (GRF)
Maggie Blackwell (GRF)
~~Bert Moldow, Alternate (GRF)~~
Cush Bhada (Third)
Craig Wayne (Third)
Donna Rane-Szostak, Alternate (Third)
Manuel Armendariz (United)
Reza Bastani (United)
Andre Torng, Alternate (United)
Margaret Bennett (Mutual 50)

OTHER COMMITTEES:

Disaster Preparedness Task Force

Carlos Rojas, Chair
~~Bert Moldow, (GRF)~~
~~Maggie Blackwell (GRF)~~
Sue Stephens (GRF)
Annie McCary, (Third)
John Frankel, (Third)
Donna Rane-Szostak, Alternate (Third)
Diane Casey (United)
Cash Achrekar, (United)
Reza Bastani, Alternate (United)
Board Members by Rotation (Mutual 50)
Advisors: Tom Soule, Bruce Bonbright

Laguna Woods Village Traffic Hearings

(Chair will alternate between Boards)
Yvonne Horton (GRF)
Sue Stephens (GRF)
John Frankel (Third)
Deborah Dotson (Third)
Cush Bhada, Alternate (Third)
Neda Ardani (United)
Elsie Addington, Alternate (United)

Board Members by Rotation (Mutual 50)

Insurance Ad Hoc Committee

Sue Margolis, Chair (United)
Cash Achrekar, Co-Chair (United)
Bunny Carpenter (GRF)
James Hopkins (GRF)
Rosemarie DiLorenzo (VMS)
Wei-Ming Tao (VMS)
Robert Mutchnick (Third)
Reza Karimi (Third)
Advisor: Diane Fortner

Purchasing Ad Hoc Committee

Bunny Carpenter, Chair (GRF)
Yvonne Horton (GRF)
Steve Parsons (Third)
Donna Rane-Szostak (Third)
Ralph Engdahl, Alternate (Third)
Carl Randazzo (United)
Cash Achrekar (United)

Select Audit Task Force

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

RESOLVED FURTHER, that Resolution 90-21-06 adopted February 2, 2021, 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: May 25, 2021
FOR: Board of Directors
SUBJECT: Distribution of Publications by Non-Residents of Laguna Woods Village

RECOMMENDATION

Adopt the policy for the distribution of publications by non-residents of Laguna Woods Village.

BACKGROUND

On March 3, 2015, the Golden Rain Foundation (GRF) adopted Resolution 90-15-17 and the policy governing the distribution of publications by non-residents of Laguna Woods Village within Laguna Woods Village. The policy that prohibits the distribution of unsolicited publications by non-residents specifies how publications requested by residents may be distributed to residents.

DISCUSSION

On September 1, 2020, Eileen Paulin, Media and Communications Director, provided background to the board of directors regarding distribution of telephone directories and community maps, noting procedures have become lax, and publishers are not applying for a permit to distribute. In addition, staff has received complaints from residents when bulk quantities of telephone books are left in common areas.

Following discussion, 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 and passed by majority vote.

On November 4, 2020, legal counsel reviewed Resolution 90-15-17 with the board. The board requested that appropriate insurance clauses be added to the resolution and policy and the amended documents be brought back to the board for consideration.

When the resolution was returned to the GRF board, it was rejected based on concerns that it might preclude distribution of community telephone books. On May 17, 2021, The Media and Communications Committee again reviewed the resolution and added the wording indicated in the attached redline version.

The committee also expressed concerns that additional insurance wording was overbearing. Upon the recommendation of Dan Yost VMS Risk Manager, the wording was streamlined. It is Mr. Yost's opinion that the recommended version covers all necessary insurance coverage.

Prepared By: Susan Logan-McCracken, Communications Specialist

Reviewed By: Francis Gomez, Operations Manager
Eileen Paulin, Media and Communications Director

ATTACHMENT(S)

ATT 1: Resolution 90-21-XX

ATT 2: Distribution of Publications by Non-Residents of Laguna Woods Village Policy

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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, GRF intends to permit distribution of telephone directories specific to the community; and

WHEREAS, Parties distributing publications that are allowed by this resolution must complete and submit a distribution permit which is available from the Security Office; 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, June 1, 2021, that the Board of Directors of this Corporation hereby introduces 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.

JUNE 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 the next available Board Meeting no less than 28 days from the postponement to comply with Civil Code §4360.

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Distribution of Publications by Non-Residents of Laguna Woods Village

The Distribution of Publications by Non-Residents of Laguna Woods Village policy provides the Golden Rain Foundation ("GRF") and interested parties the guidelines that must be followed regarding the distribution of all First Amendment publications within Laguna Woods Village by non-residents. The distribution of unsolicited publications by non-residents is strictly prohibited ~~with the exception of telephone directories specific to the community which shall be required to follow only Section 3: A, B and C of this policy.~~ Only publications specifically requested by resident(s) may be distributed to said resident(s).

1. Any non-resident individual or entity (the "Applicant") wishing to distribute publications within Laguna Woods Village shall ~~apply for and receive a permit from Security Services after supplying satisfactory insurance, then~~ 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:
 - A. A subscriber list showing names and addresses of residents who have solicited the publication.
 - B. The name of the individual or entity intending to distribute such publication within Laguna Woods Village.
 - C. The address, phone number, email address and other pertinent identifying information so as to permit contact with the Applicant.
 - D. 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.
 - E. The date(s) upon which the Applicant intends to deliver its publication.
 - F. 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).
 - G. Provide proof of insurance as outlined in Section 2 of this policy.
2. Prior to approval and issuance of Gate Entry Pass, the Applicant must submit the following insurance requirements:
 - A. Proof of commercial general liability insurance coverage of \$1,000,000 each Occurrence and \$1,000,000 Aggregate Combined Single Limit for Bodily Injury and Property

~~Damage. Coverage must include Premises/Operations, Products/Completed Operations, Broad Form Property Damage, Independent Contractors and Personal Injury, and shall be provided on an occurrence policy form (not claims-made). This type of coverage is offered to small businesses by many insurers on a business-owners policy. This may require purchase of some nominal limit of property insurance, but the discounted pricing for these policies is frequently lower than a stand-alone Commercial General Liability policy.~~

~~B. Additional insured and endorsements from your insurance company naming the Golden Rain Foundation of Laguna Woods and Village Management Services Inc. as additional insureds and the evidence for this coverage is to be provided as an endorsement, separate and in addition to the Certificate of Insurance.~~

~~C. Additionally, the following is required: "General Liability: Certificate holder is additional insured on a primary and non-contributory basis" or similar Primary provision wording.~~

~~D. Proof of automobile liability coverage of \$1,000,000 Combined Single Limit each accident for Bodily Injury and Property Damage.~~

~~E. Proof of worker's compensation and employer's liability coverage reflecting statutory minimums as required by law and \$1,000,000 Employer's Liability. If you do not have any employees, you may obtain what is sometimes referred to as a "certificate only" policy from State Compensation Insurance Fund (SCIF). The annual premium is usually a few hundred dollars per year.~~

B.F. An Acknowledgment by the Applicant that it shall only be entitled to distribute its publication following approval of Applicant's Application and insurance documents and the issuance of a Gate Entry Pass by Village Management Services Inc. The application shall further state the Applicant shall be required to produce a Gate Entry Pass prior to gaining access to the Laguna Woods Village community and as requested by Security Services personnel.

3. Additionally, the Applicant is required to adhere to the following basic rules:

A. While on the premises of Laguna Woods Village, knocking on doors, business solicitation or other behavior that 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. Publications that are distributed door to door may only be left on the surface of the thresholds of front doors. Publications may not be hung from doorknobs.

- D. The Applicant, its employees or agents must bring and present the approved Application for Pass(es) to Distribute Publications and Gate Entry Pass to the Security Department prior to gaining access to the Laguna Woods Village community.
4. Return completed application to the Resident Services Department at P.O. Box 2220, Laguna Hills, CA 92654-2220 or via email at residentservices@vmsinc.org.
 5. The provisions of this policy may be enforced by the Security Department. Any reports may be filed by calling the Security Department at 949-580-1400 or by emailing violations.security@vmsinc.org.

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STAFF REPORT

DATE: June 1, 2021
FOR: Board of Directors
SUBJECT: Code of Ethics Policy for GRF Directors

RECOMMENDATION

Adopt of the updated Code of Ethics Policy for GRF Directors.

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.

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.

On May 4, 2021, the board discussed the proposed policy. Director Milliman made a motion to approve Resolution 90-21-16 adopting the Code of Ethics Policy for GRF Directors. Director Blackwell seconded the motion. Directors Milliman and Mukhopadhyay corrected a scrivener's error on page 10 of 12, item 5, bullet point 3, to delete the duplicative "to serve impartially." The motion passed by a vote of 8-0-2.

DISCUSSION

Following adoption of the policy, the board discussed potential enhancements to the policy including the proposed addition of a provision indicating that action taken against a director, including censure, may be disclosed to the owners within GRF. The removal of the signature blank is also proposed as it not necessary as board member adherence to the policy is implied.

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)



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, June 1, 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 90-21-16 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 committeemembers,
- private personnel information of the association's employees,
- disciplinary actions against members of the association,
- assessment collection information against members of theassociation, 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.
- 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.
- Action taken against a director, including censure, may be disclosed to the owners within GRF.

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

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 committeemembers,
- private personnel information of the association's employees,
- disciplinary actions against members of the association,
- assessment collection information against members of theassociation, 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.
- ~~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.
- Action taken against a director, including censure, may be disclosed to the owners within GRF.

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: _____

STAFF REPORT

DATE: April 26, 2021
FOR: Security & Community Access Committee
SUBJECT: Access Key Hardware Device

RECOMMENDATION

Staff recommends entering into an agreement with Amazon.com, Inc. and allowing installation of access key hardware devices at each gatehouse at no cost to GRF.

BACKGROUND

The Security Services Department provides continuous (24-hour) security operations for Laguna Woods Village using: field supervision; routine motor patrol; routine foot patrol operations; and a security dispatch center, receiving and dispatching appropriate response to calls on a 24-hour basis. Additionally, the Security Services Department is responsible for monitoring access at each gatehouse.

At present, an Amazon.com, Inc. driver enters via the guest lane and yields to a Gate Ambassador for entry when making a delivery. The Gate Ambassador obtains the unit information for the delivery and opens the gate for the vehicle.

DISCUSSION

Amazon.com, Inc. offers an access key hardware device that communicates with the delivery driver via an app for entry without having to wait. The program, called Key for Business (KFB), is designed to increase accuracy, convenience, and consistency of deliveries.

How it Works

Amazon.com, Inc. will install a small 3 x 2.5 in. cellular device at each gatehouse out of the public's eye. The device connects to its delivery app that only allows access to authorized and authenticated drivers. The authentication is only given once per delivery, when located at the property, with the correct package. The KFB program monitors access to the Community by its drivers including who, when, and how long the driver was on-site.

FINANCIAL ANALYSIS

There is no cost or commitment. Liability for lost, stolen, or damaged devices and packages remain on Amazon.com, Inc.

Prepared By: Francis Gomez, Operations Manager

Reviewed By: Carlos Rojas, Chief of Security Services

ENDORSEMENT (to Board)

Discuss and Consider the Access Key Hardware

Amazon.com, Inc. offers an access key hardware device that communicates with the delivery driver via an app for entry without having to wait. The program, called Key for Business (KFB), is designed to increase accuracy, convenience, and consistency of deliveries.

How it Works

Amazon.com, Inc, will install a small 3 x 2.5 in. cellular device at each gatehouse out of the public's eye. The device connects to its delivery app that only allows access to authorized and authenticated drivers. The authentication is only given once per delivery, when located at the property, with the correct package. The KFB program monitors access to the Community by its drivers including who, when, and how long the driver was on-site.

On April 26, 2021, the Security and Community Access Committee and 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. By consensus, the motion carried.

RESOLUTION 90-21-xx**Appointment of Officers**

RESOLVED, on June 1, 2021, pursuant to Golden Rain Foundation Bylaws which sets guidelines, terms and responsibilities for the election of Officers to this Corporation the following persons are hereby elected to the office indicated next to their names to serve:

Bunny Carpenter	President
Egon Garthoffner	1 st Vice President
Don Tibbetts	2 nd Vice President
Joan Milliman	Secretary
James Hopkins	Treasurer

RESOLVED FURTHER, that the following Staff person is hereby appointed as ex Officio officer of this Corporation:

Jeff Parker	Vice President ex Officio
Siobhan Foster	Assistant Secretary ex Officio
Steve Hormuth	Assistant Treasurer ex Officio

RESOLVED FURTHER, that Resolution 90-21-02, adopted January 5, 2021, 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.

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GRF Financial Report

As of April 30, 2021



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$10,474
Non-Assessment Revenue	\$3,536
Total Revenue	\$14,010
Total Expense	13,111
Net Revenue/(Expense)	\$899

GRF Financial Report

As of April 30, 2021



OPERATING ONLY INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$9,506
Non-Assessment Revenue	\$2,592
Total Revenue	\$12,098
Total Expense ¹	\$11,491
Operating Surplus	\$607

1) excludes depreciation

GRF Financial Report

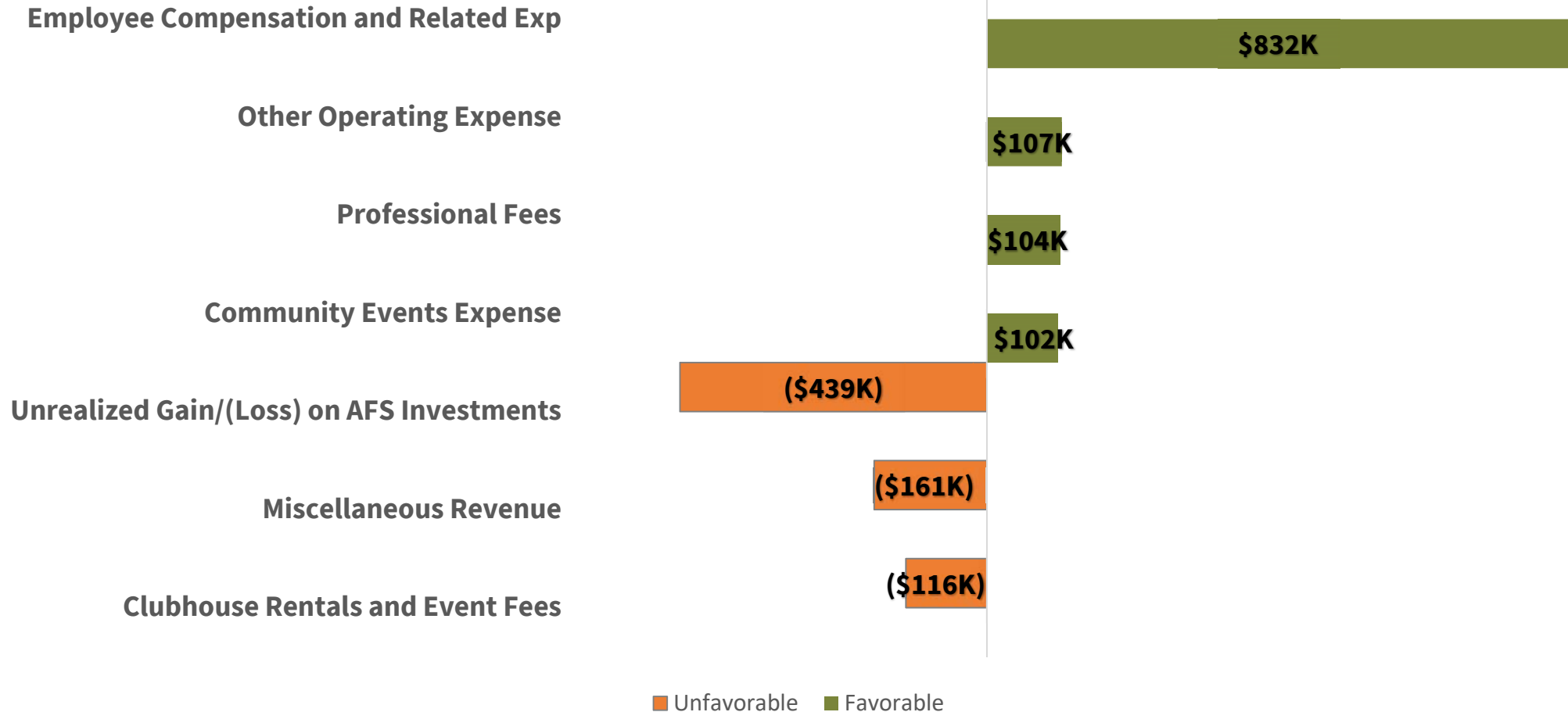
As of April 30, 2021



INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$10,474	\$10,474	\$0
Non-Assessment Revenue	\$3,536	\$4,287	(\$751)
Total Revenue	\$14,010	\$14,761	(\$751)
Total Expense	\$13,111	\$14,416	\$1,305
Net Revenue/(Expense)	\$899	\$345	\$554

GRF Financial Report

As of April 30, 2021

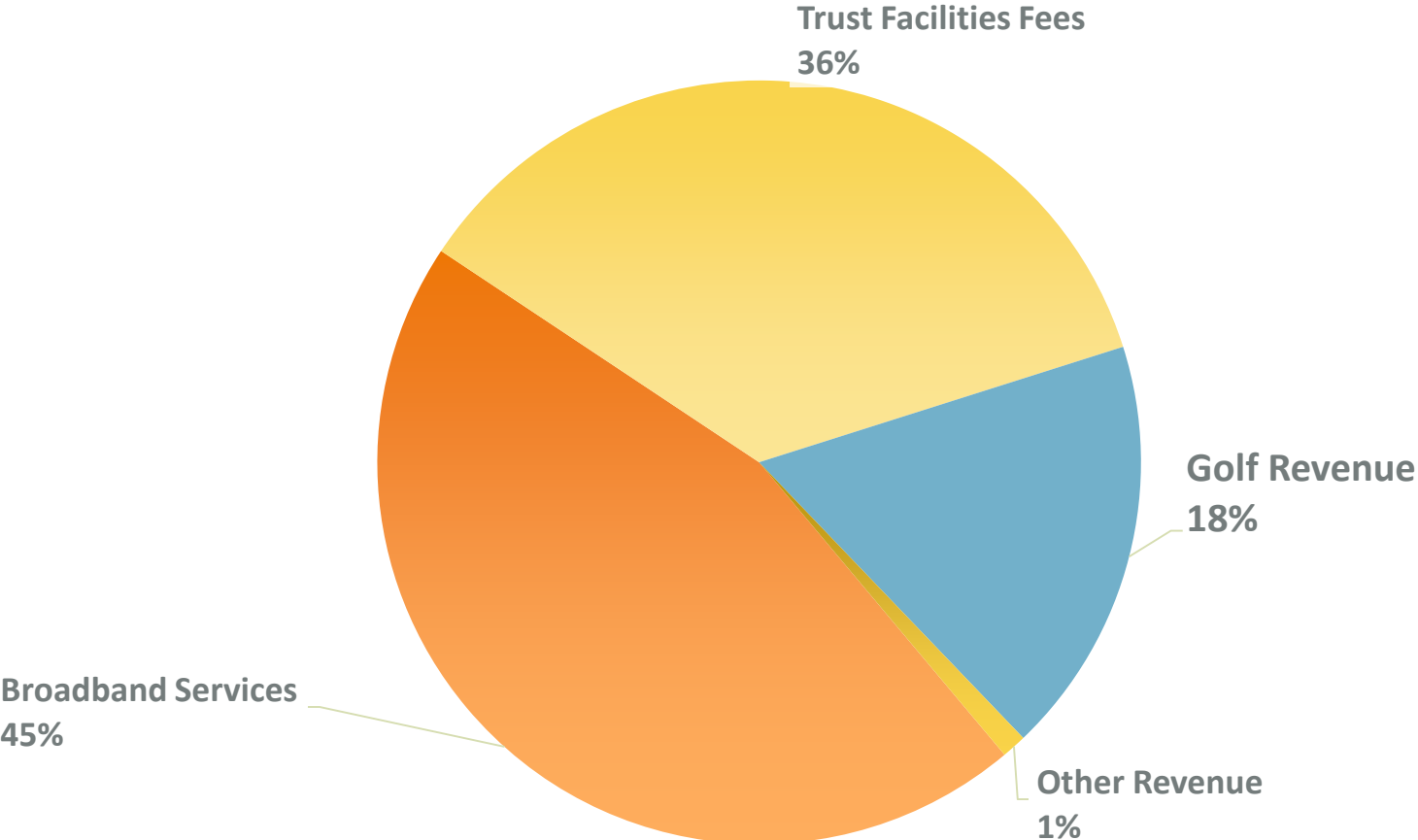


GRF Financial Report

As of April 30, 2021



Total Non-Assessment Revenue \$3,535,558

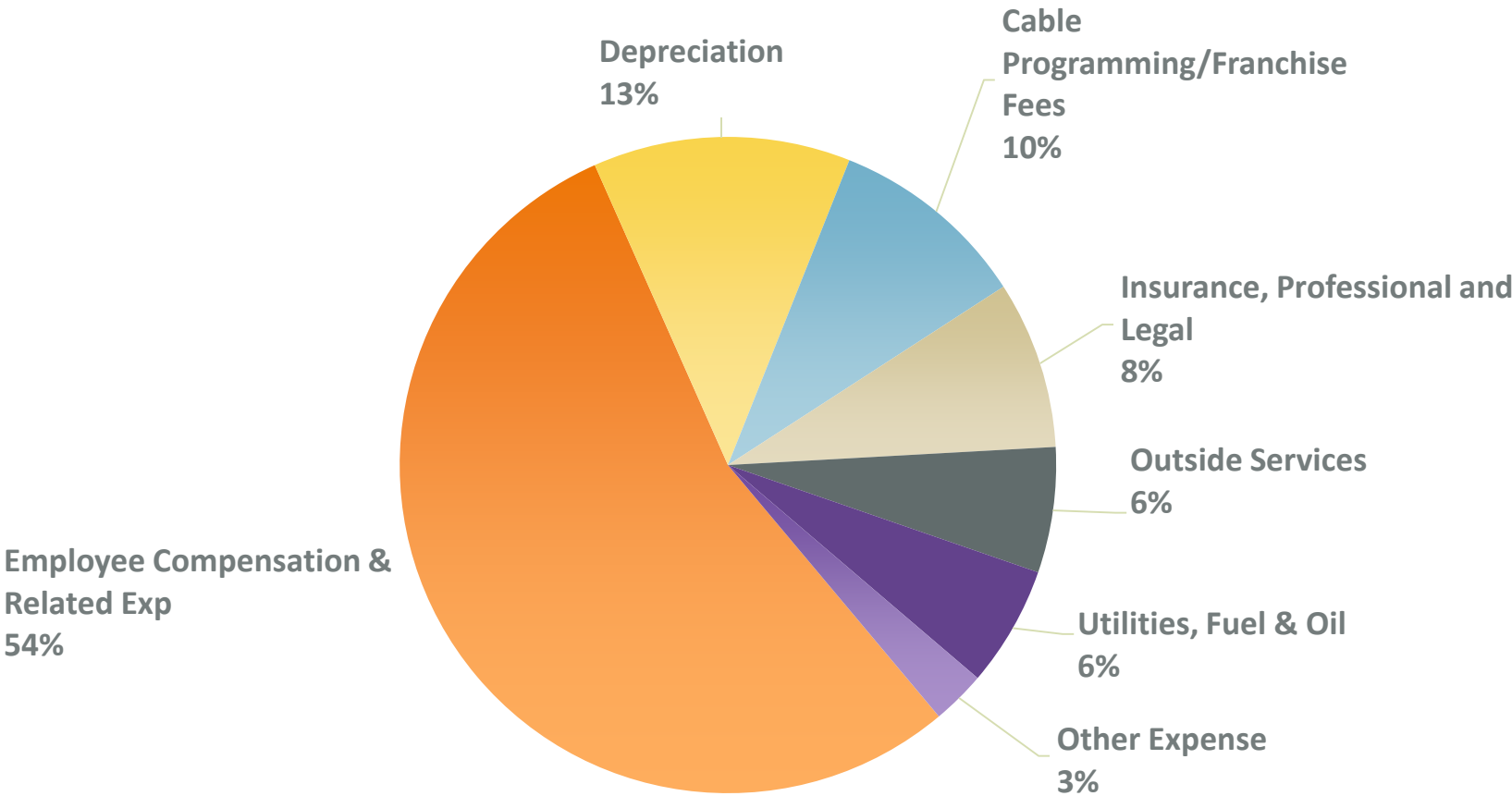


GRF Financial Report

As of April 30, 2021



Total Expenses \$13,111,014

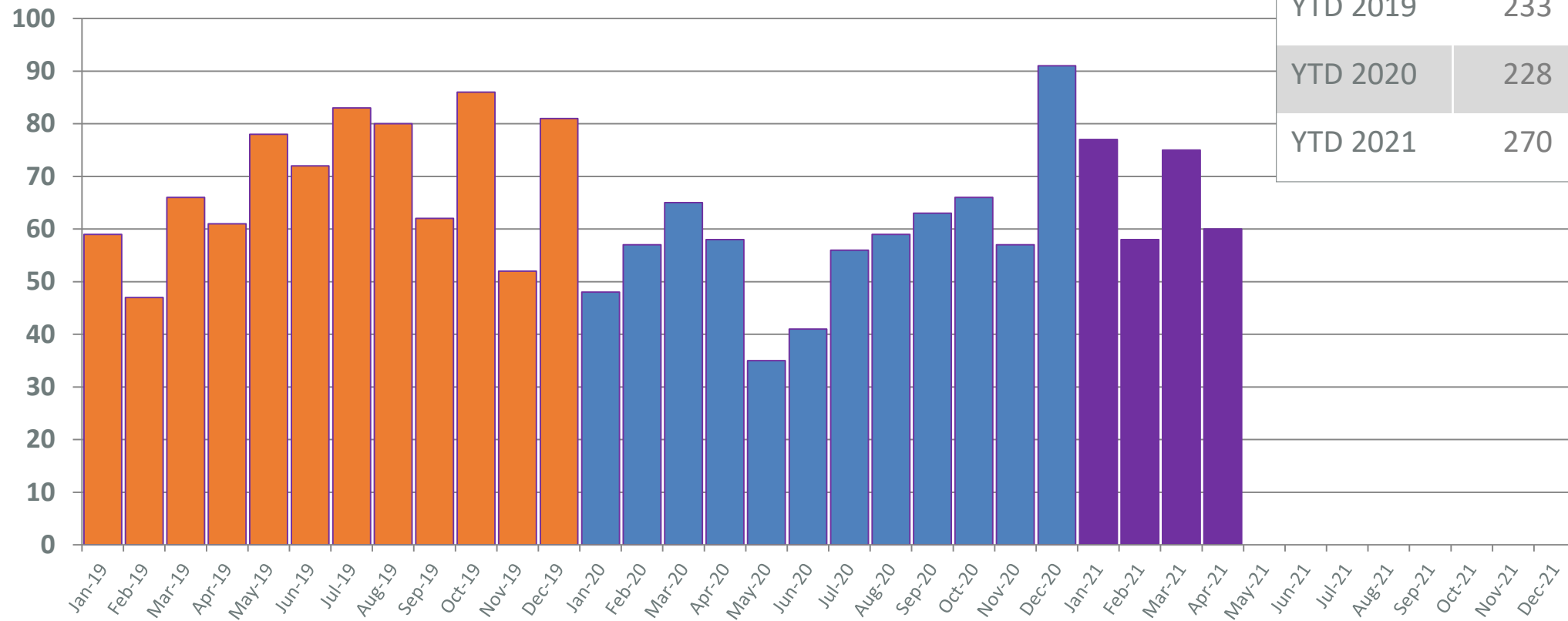


GRF Financial Report

As of April 30, 2021



RESALE HISTORY – Consolidated



	NO. OF RESALES	AVG. RESALE PRICE
YTD 2019	233	\$328,072
YTD 2020	228	\$313,799
YTD 2021	270	\$348,279

GRF Financial Report

As of April 30, 2021

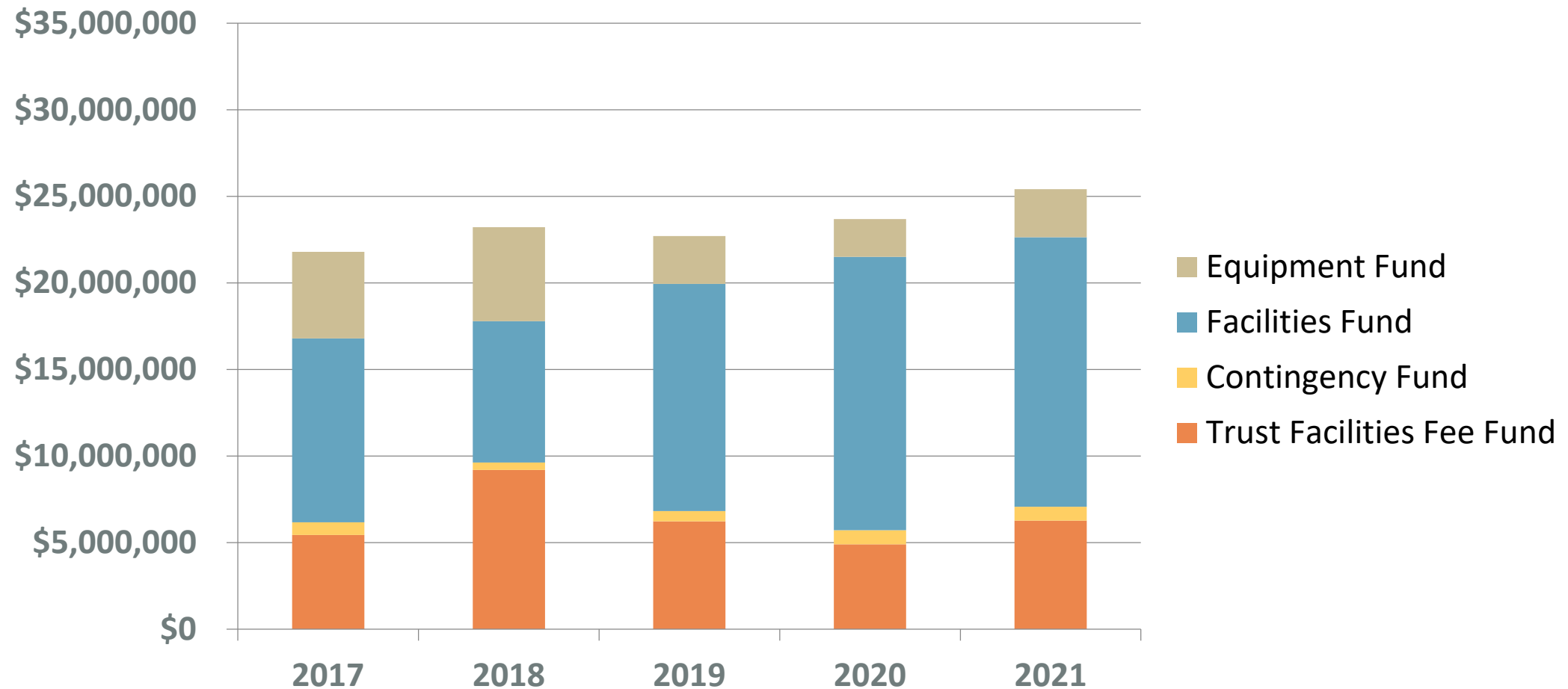


FUND BALANCES (in Thousands)	ENDING BALANCE	WORK IN PROGRESS	ADJUSTED BALANCES
Equipment	\$4,618	\$1,845	\$2,773
Facilities	18,714	3,139	15,575
Contingency	1,101	300	801
Trust Facilities Fees	6,263	0	6,263
TOTAL	\$30,696	\$5,284	\$25,412

GRF Financial Report

As of April 30, 2021

ADJUSTED FUND BALANCES



GRF Financial Report

As of April 30, 2021



ADJUSTED FUND BALANCES

FUND ENCUMBRANCES (in Thousands)	TOTAL APPROPRIATIONS	REMAINING ENCUMBRANCE
Aquatics & Fitness	\$352	\$213
Broadband Services	728	652
Clubhouses	4,514	3,497
Computers	1,336	838
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	1,236
Paving	879	879
Security	399	388
Vehicles	1,966	1,314
TOTAL	\$15,428	\$11,147



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 (5191) commented on the corporation's investment policy, the current investment portfolio and pending legislation (AB1101) that may provide further guidance on investments.

Chris Powers (5191) 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.

James Hopkins, Chair

OPEN MEETING

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

Thursday, May 13, 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, Jennifer Murphy, 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 April 8, 2021

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

Chair's Remarks

Chair Pearlstone stated a show of great respect for Director Moldow as he passed recently and will strive to keep some of his ideas moving forward to honor his memory. The fee structure project will be discussed today in hopes of recommending minor changes that may provide budget stability. Chair Pearlstone stated major changes will be coming in regards to availability of activities due to improvement of the pandemic. He recommends the committee support staff with these changes as it will take several months to phase in new activities mostly due to the difficulty in replacing staff due to COVID layoffs.

Report of the Recreation and Special Events Director

Mr. Gruner stated staff continues to follow the conditional modified operating procedures based on state and county guidelines. At this time, Orange County is in the orange tier with anticipation of moving to the yellow tier next Wednesday. The current Orange County statistics are as follows: adjusted daily case rate per 100,000 is 1.8, test positivity rate is 1% and tests per 100,000 is 277. Staff is eagerly anticipating the state to fully reopen with no restrictions including not wearing masks on June 15 according to Governor Newsom. Mr. Gruner stated staff is preparing to reopen activities but will be an incremental process due to staffing as many are not working at their assigned facility. Management is diligently working to hire enough staff to safely reopen facilities and to ensure proper customer service levels.

Mr. Gruner stated the following facility updates: the Library is reopened with modifications; Clubhouse 4 utilization is still low and the reservable times may be expanded to three or four times per week instead of only two which may also include weekends; Pool 1 is still closed due to a new boiler that must be built and shipped which may delay the reopening until the end of June or early July; the Golf Greens committee has not finalized a skins game solution, but the skins games participants have been able to book the normal tee times using the online reservation system, foreUP. Maggie Blackwell is the Golf Greens committee secretary and those who must miss the meeting may find a suitable substitute for fair voting; foreUP is working very well with minor hiccups and has improved the billing process with staff assisting those who need assistance setting up charge accounts; aerification of the golf course is complete.

Mr. Gruner introduced Ms. Cobarruviaz, Equestrian Supervisor, to provide an update on the Equestrian Center. Ms. Cobarruviaz stated the following improvements: health and safety are a priority which include lighting improvements, both solar and cafe lights; trees added for shade for the horses; decorative plants and vines from the nursery have been added for beautification; implemented new services for boarders which is adding revenue; new lesson types will be available; the trail system has been cleaned and staff will create a trail map; the equine assisted learning program is being created; VCF Help the Herd funding is at approximately \$8,000; painting stalls and replacement of mangers project is being completed; the arena footing project will commence soon; guided facility tours will be offered once facility opens to non-boarders and guests; staff is working to connect our trails to the OC trail system.

Mr. Gruner stated the upcoming yellow tier only changes the capacity levels of our activities. Staff will be meeting with club presidents, continue working on the reopening plan and strive to improve the staffing shortage issue. Director Dotson stated the CDC changed guidelines today with President Biden stating if vaccinated, you may stop wearing masks in certain situations. She inquired as to informing the community of the reopening plan to ensure expectations are clear. Mr. Gruner stated many changes have been made regarding the CDC recommendations and staff monitors these regularly. Reopening of facilities depends upon staffing and he concurred with being transparent to the community. Director Carpenter

inquired as to the Equestrian Center opening on June 15. Mr. Gruner stated the Equestrian Center is scheduled to open on June 15. Director Carpenter stated a list of pricing for new programming will need to be ready at that time. Chair Pearlstone stated staff will have to determine the legalities of proof of immunization. Advisor Skillman stated the library has been open for a week with restrictions such as only 15 people are allowed at one time and masks are required to protect volunteers. These measures will continue for everyone's safety. Advisor Skillman disputed the Library utilization as those numbers represent reserved items only, not the use of the outdoor area of the library. Mr. Gruner clarified that these numbers are for residents served, not number of items checked out.

Chair Pearlstone stated the CDC guidelines are followed per state guidelines and the state guidelines supersede country guidelines. Director Karimi stated limitation on labor work force is prevalent in all work centers and several states announced discontinuation of extra unemployment benefits as of June 15. He stated we may need to utilize volunteers. Mr. Gruner stated that can be a consideration. Chair Pearlstone stated the priority is to get information out to the community. Mr. Gruner stated staff will work with the Marketing and PR department to disseminate reopening information.

Director Dotson inquired as to eliminating all reservations systems on June 15. Mr. Gruner stated the reservation systems will be reduced via a gradual reduction process with modifications. She stated the concern will be determining if someone is vaccinated. She stated it not our job to police this and individuals can decide on wearing a mask.

Member Comments (Items Not on the Agenda)

A member was called to speak regarding Emeritus classes returning as status quo and its impact on the community.

Mr. Gruner stated staff is currently discussing contract renewal with Saddleback Emeritus Institute. Emeritus representatives stated the number of classes will be reduced by approximately 10 which will equate to 75 class offerings. Some classes will remain online. Director Horton stated the parking lot at Clubhouse 4 is impacted with resident cars from buildings close by and inquired as to how this will be managed in the future. Mr. Gruner stated Security can assist with monitoring. Director Dotson stated parking is most concerning for the community and Emeritus brings value to the community. Chair Pearlstone inquired as to what the percentage of Emeritus attendees are residents. Mr. Gruner stated approximately 3,000 attend classes and approximately 2,000 are residents.

Director Addington stated a fee for a second and third vehicle would be more costly for residents, not Emeritus students. She stated the parking fee for Emeritus non-resident students is also impacting the parking for residents and appears low. Director Karimi inquired as to how much revenue Emeritus generates. Chair Pearlstone stated this will be discussed on future agendas. Director Horton stated non-resident Emeritus students pay \$50 for

parking. Director Carpenter stated \$50 is high. Chair Pearlstone stated this may be lower than the parking fee at Saddleback College.

Staff was directed to add Emeritus Update to a future CAC agenda which is to include a brief analysis of what the new Emeritus agreement will feature and the financial impact of this program.

CONSENT

None.

REPORTS

Shared Fee/Financial Analysis Update – Chair Pearlstone presented the Recreation Department Financial Analysis which assists with the review to manage costs for residents and minimize impact on assessments while not reducing customer service levels. He stated Mr. Gruner has been most cooperative and his commitment has been appreciated. Chair Pearlstone presented the objectives and implementation strategy.

Mr. Gruner presented a snapshot of utilization estimates which were used to calculate the estimated monthly cost per manor and monthly GRF cost per participant, recommended fee changes, proposed options for additional revenue, GRF potential revenue sources and a summary of current shared cost percentages. Chair Pearlstone stated the utilization figures were reviewed to help establish the top three fees that are considered very low compared to industry standards. Any fee adjustment considered would be done once and any increase in these fees may assist the Recreation Department to remain under budget. Chair Pearlstone stated that \$30M possibly needed for future facility upkeep may be offset with proposed additional revenue from outside sources, but we do not currently have the staffing to research these proposed revenue sources and additional staff would be necessary to complete this research. Chair Pearlstone stated the Recreation budget may be met if a cost of living increase, reduction of budget, lockdown of capitals and an increase of trust facility is reviewed closely.

Discussion ensued.

A motion was made to accept the three fee increases as stated on slide 5 of the Recreation presentation: Golf Driving Range bucket of balls (small = \$2.00; medium = \$4.00; large = \$6.00), clubhouse lockers minimum charge of \$25 (billiards at Clubhouse 1 and at PAC, Clubhouse 4 outdoor lockers, Clubhouse 4 jewelry indoor lockers, and Community Center Table Tennis lockers) and catering fee of \$2.00 per plate to be effective January 1, 2022.

Motion passed unanimously.

Staff was directed to review all locker fees which will remain unchanged for 2021 and to place this item on a future CAC agenda. Chair Pearlstone stated standardizing the shared cost percentages may not be feasible and generating additional revenue from outside sources is preferred. Chair Pearlstone stated a potential motion for next CAC would be to accept the proposed fee schedule and cost of living adjustment for the next three years at a not-to-exceed cap of 3%.

2021 Recreation Department Financial Forecast - Mr. Gruner presented the facility utilization and the 2021 quarterly report for the Recreation Department expenditures and revenue.

Chair Pearlstone inquired as to actual versus budget which appears as an excess of \$82,043 showing the Recreation Department as under budget.

Director Torng inquired as to shortage of revenue, lower expenses and the reason the Recreation Department is under budget. Chair Pearlstone stated expenses are lower for 2021. Mr. Gruner stated the shortage of revenue is based partially upon no guests allowed on golf course and guest green fees are substantially higher. Chair Pearlstone stated another expenditure was loss of golf tee times during COVID.

Staff was directed to include Clubhouse 4 utilization in the facility utilization report next month.

Garden Center Speed Bumps Update – Mr. Gruner stated the modifications made to the existing speed bumps at Garden Center 2.

Chair Pearlstone congratulated Director Horton and Director Addington for suggesting the modifications to the speed bumps. Director Addington thanked staff for completing this project as the gardeners seem pleased.

Aliso Creek Park Signage – Mr. Gruner stated amplified music has been a concern at the Aliso Creek park area and inquired as to modifying current signage. Chair Pearlstone would like an additional sign in lieu of a new sign.

Discussion ensued.

A motion was made to add a sign stating please no amplified music in this area.

Motion passed unanimously.

Mr. Gruner stated a current staff person may be able to replicate the current sign and add the new information. Staff will research both options of adding an additional sign or replicating the current sign to include proper verbiage.

Removal of Garden Center 1 Office Building Update - Mr. Gruner stated the removal of the Garden Center 1 office building project can be completed in-house through General Services. The foundation will remain for use of presentations or events.

A motion was made to remove the Garden Center 1 office building.

Discussion ensued.

Motion passed unanimously.

ITEMS FOR DISCUSSION AND CONSIDERATION

None

ITEMS FOR FUTURE AGENDAS

Laguna Woods Village Pre-reserved Golf Tee Times - Mr. Gruner stated the Greens Committee will continue to meet to ensure an equitable resolution for the skins game is reached and all other golf related items are fairly represented.

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 stated staff will continue to work on making the gates operable.

CONCLUDING BUSINESS

Committee Member Comments

Director Addington stated great meeting and thanked all for attending.

Advisor Skillman stated staffing reports indicate 20 part-time jobs are available for which residents may apply, but none are applying at this time. Open positions are posted on the website and may need to be included in the Friday eblast as staffing will be the main hindrance to reopening.

Chair Pearlstone stated reopening may be challenging and cautioned the committee to be prepared to field resident calls. Chair Pearlstone hopes to present a fee structure that will be fair to all residents.

Director Dotson stated some residents may not want to return due to COVID concerns and open positions should be publicized better.

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, June 10, 2021.

Adjournment

There being no further business, the Chair adjourned the meeting at 4:15 p.m.

DRAFT
Jon Pearlstone, Chair

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REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION EQUESTRIAN AD HOC COMMITTEE

Thursday, May 6, 2021 – 1 p.m.
Virtual Zoom Webinar

MEMBERS PRESENT: Bunny Carpenter, Chair, Yvonne Horton, Cush Bhada,
Sue Hemberger, Gary Empfield

MEMBERS ABSENT: Bunny Lipinski, Annie McCary, Stefanie Brown

OTHERS PRESENT: None

STAFF PRESENT: Jennifer Murphy, Laura Cobarruviaz, Jackie Kupfert

Call to Order

Chair Carpenter called the meeting to order at 1:11 p.m.

ITEMS FOR DISCUSSION AND CONSIDERATION

Help the Herd/Corporate Sponsorship

Ms. Hemberger reported \$8,255 has been donated to date with \$2,596 used already to purchase fly sheets, stall mats, protective boots and veterinary care for Mickey. Help the Herd promotion continues including Globe articles and announcement boards posted at the Equestrian Center. Horse Bios continue to be popular and Rascal is scheduled next. Ms. Hemberger also reported approval was granted to host a donor appreciation event that will be by invitation only. This event will host a short tour and light refreshments.

Equine Assisted Learning Launch Program

Ms. Murphy stated the program launch has been delayed due to insurance carrier changes. The insurance coverage will cost at least \$3,000 annually and cost could increase if a stand-alone policy is necessary. The Social Services department reviewed the program proposal and stated hiring residents for this type of therapy is not allowed for privacy reasons. Susan McInerney, Social Services Manager, informed Ms. Murphy that this same type of therapy is free of charge within Social Services. Ms. McInerney requested the EAL program be monitored by Social Services as one area of concern is the statement regarding permission to share information which would violate COVID privacy laws within CA state law.

Chair Carpenter stated she would not like Social Services to oversee the program. She inquired as to the insurance policy covering only the instructor. Ms. Murphy and Ms. Cobarruviaz stated this activity is not currently covered as it is a new addition. It offers \$3M coverage instead of \$1M. Ms. Cobarruviaz stated we may be able to fundraise \$3,000 for the cost of additional insurance. Chair Carpenter inquired as to if the program is switched to equine learning instead of psychotherapy, would Social Services need to monitor the program. Ms. Murphy stated Social Services would only monitor if the program is therapy based, not a learning program. Chair Carpenter inquired as to therapy within Social Services

being available to all residents. Ms. Murphy stated all services are available to all residents. Ms. Cobarruviaz stated EAL (learning) does not discuss personal issues and Ms. Grider can adjust the program to EAL learning only instead of psychotherapy. She stated additional insurance will still be necessary.

Director Horton inquired as to Social Services employees being employed by VMS. Ms. Murphy stated they are VMS employees with one person from Memorial Care. Ms. Hemberger stated changing the program to learning would be a good trial step and then may be reviewed to become psychotherapy in the future. Chair Carpenter stated equine learning was a very positive experience and would be of value in our community.

Ms. Murphy and Ms. Cobarruviaz will work with Ms. Grider to adjust the program. Ms. Murphy inquired as to what party is to pay for the additional insurance costs. Director Horton inquired as to Ms. Grider using her insurance coverage from her current place of therapy work. Ms. Cobarruviaz stated this was already submitted and our insurance brokerage requires more coverage. Ms. Murphy stated this program would keep the GRF horses "working" and inquired as to qualifying as a VCF need. Ms. Hemberger stated we would need to inquire with VCF which may not get us immediate funds.

Staff was directed to obtain the correct insurance quote and present to the committee at a future special meeting to ensure this program is not delayed too much further.

Non-Resident Boarders Sponsored by Residents

Ms. Murphy stated there is no current policy and staff will create operating rules in accordance with the committee decision. Ms. Murphy stated the concern of a non-resident boarder taking precedence over a resident boarder and inquired as to non-resident boarders paying a higher fee than those who are residents. Chair Carpenter stated non-resident boarders should pay the same price as residents and the goal to fill the stalls may be more important than cost. Ms. Cobarruviaz stated the need to fill the barn is important and suggested the price remains the same at least until the stalls are full and the improvements are completed. She stated a fee increase of \$50 to \$100 for non-resident boarders may be necessary in the future, however, some boarders are immediate family sponsored boarders and resident friend sponsored boarders which makes it difficult to differentiate who should pay more than residents. Chair Carpenter concurred.

Action Item List Discussion

Rat Abatement Update

Ms. Cobarruviaz stated steel wool has been used to minimize entry for the rats; metal disc used on wires/pipes to minimize access; mangers will be replaced; reduction of areas prone to host rats; and peppermint oil has been applied to horses to minimize chewing on chestnuts.

Search for New Lesson Program Horses

Ms. Cobarruviaz inquired as to leasing horses instead of purchasing, such as half or full lease. If the leased horse retires or becomes injured, GRF is not responsible in keeping horse. She stated this has

been positive experience elsewhere with the only drawback being the leased horse can be taken back at any time. GRF would only be investing care and training of a leased horse instead of full purchase. Director Horton stated this program is a good idea. Director Bhada inquired as to the meaning of a horse lease. Ms. Cobarruviaz stated GRF assumes horse care at the Equestrian Center for full use of the program (vet bills can be negotiated) and the leased horse can be returned at any time with notice. Chair Carpenter inquired as to cost difference between the options. Ms. Cobarruviaz stated \$5,000 to \$10,000 for horse purchase versus assuming horse care only which is substantially less and there is no lease fee. The Equestrian Center currently charges \$249 per month, per boarder horse with some services as an extra charge. Ms. Hemberger agreed leasing a horse is preferred. Ms. Murphy agreed and leasing a horse would prevent euthanizing a GRF horse which is an additional savings. Director Horton inquired as to leasing current boarded horses. Ms. Cobarruviaz stated we can research partial leases with a discount off boarding fees. The Equestrian Center currently has three open stalls and two will be filled June 1. With the imminent move of Abby, the Equestrian Center will have two open stalls after June 1.

Arena Regrading & Surfacing Project – Update: approved by GRF

Ms. Cobarruviaz stated the contract will be completed by the Purchasing Department upon receipt of the paperwork from the vendor. Once received the project will commence which will take approximately two weeks to complete. The new lights have been installed and look very nice.

Painting Stall Interiors/Removal of Old Mangers Update

Ms. Cobarruviaz stated 11 stalls have been painted with more paint ordered to complete the project. The project will resume on Monday. Chair Carpenter inquired as to art class painting the silos. Ms. Murphy stated this would need to be approved by GRF.

Ms. Murphy stated staff and Ms. Hemberger are working with the Art Association who will auction off art completed at the Equestrian Center with monies donated to the Equestrian Center.

Staff was directed to do a staff report for CAC in June, 2021. Chair Carpenter stated sample photos should be included.

Third Feeding Schedule (including volunteer buddy shift)

Ms. Cobarruviaz stated the horses are looking healthy. We are currently understaffed, but still providing the extra feeding. The extra feeding time is allowing staff to be onsite later in the evenings providing a safer environment and support to boarders with questions. We may have a new instructor starting soon if hiring requirements are met.

Potential Projects

Branding of Boarder Packet

Ms. Murphy stated staff will work with the Marketing and PR Department to standardize the aesthetics of the packet. Chair Carpenter inquired as to who receives the boarder packet. Ms. Murphy and Ms. Cobarruviaz stated only boarders receive the packet.

New Services Update

Ms. Cobarruviaz stated the new services are generating over \$600 per month which will equate to approximately \$7,000 annually. Additional revenue may be generated once we have more staff and lessons available. Director Bhada stated simplification of the process to hire extra staff may be necessary. Chair Carpenter stated she is unaware of any hindrances. Ms. Murphy stated we have requested a full-time position to be approved and staff will present the option of adding more staff once the new hire is onsite. Director Bhada inquired as to a simple analysis of how much revenue we would generate if additional staff is approved. Ms. Cobarruviaz will research this information for the next meeting.

Chair Carpenter stated any potential pricing recommendations for the Equestrian Center needs must be competitive and within the range of affordability for our community. She also inquired as to a reopening celebration using tours to generate interest. Ms. Cobarruviaz stated she welcomes the idea of free tours and would like to begin these once we are able to open the Equestrian Center to the public. She suggested a morning and afternoon tour. Mr. Empfield stated the Saddle Club may be able to assist with greeting, waiver collection and tour, but cannot do twice per day, seven days per week at this time. Ms. Cobarruviaz stated we can begin with one per day, have a list of volunteers and staff may assist. She stated the possibility of a selfie with a school horse at the end of the tour and general petting of the horse will be reviewed. Ms. Murphy concurred stating the facility must be open to the public before we can schedule these tours. Mr. Empfield stated this should be advertised prior to its inception. Staff will ensure proper promotion of these tours will occur.

FUTURE BUSINESS

Riding Program Review

Ms. Cobarruviaz stated staff is reviewing the program to be financially sustainable and maintain quality programming. Staff has been rebuilding the boarder to staff relationship during COVID and will strive to continue to offer quality developmental riding for our clients. Ms. Cobarruviaz stated her goal is to analyze the total program to maximize revenue and minimize expenditures. Staff would like to implement using only seven to eight GRF horses for the riding program, using personal boarder horses for their individual boarder lessons. This option would open up four additional stalls for boarding creating more revenue for the Equestrian Center.

CONCLUDING BUSINESS

Member Comments

Director Horton inquired as to using bulk shavings to minimize costs. Ms. Cobarruviaz stated she will research this option once staffing is complete. A bay would need to be created for storage. Director

Horton stated there may be areas for this use onsite currently. Director Horton thanked Ms. Hemberger, Ms. Cobarruviaz and Ms. Murphy for a job well done.

Ms. Hemberger inquired as to volunteer program rules within the operating rules. Ms. Cobarruviaz stated she will review the operating rules.

Mr. Empfield stated we need to reeducate the differences of operations and lessons prior to reopening of the Equestrian Center.

Next meeting

The date of the next meeting will be July 7, 2021 at 1 p.m. via the Zoom Webinar platform.

Adjournment

Chair Carpenter adjourned the meeting at 2:33 p.m.

A handwritten signature in cursive script that reads "Bunny Carpenter".

Bunny Carpenter, Chair

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OPEN MEETING
THE GOLDEN RAIN FOUNDATION
MEDIA AND COMMUNICATIONS COMMITTEE
Monday, May 17, 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, Lynn Jarrett, Annie McCary and Ryna Rothberg; Advisors Theresa Frost, Tom Nash, Carmen Pacella, Lucy Parker and Juanita Skillman; Alternate Deborah Dotson

MEMBERS ABSENT: None

OTHERS PRESENT: Egon Garthoffner, Richard Rader and Doug Rook

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

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 April 19, 2021**
Approved by unanimous consent.
5. **Chair's Remarks**
Chair Milliman discussed the responsibilities of the Media and Communications Committee ensuring the accuracy of Village communications.

Chair Milliman reminded members of the three-minute time limit to discuss items not on the agenda.

6. **Member Comments (Items Not on the Agenda)**
None.
7. **Director and Staff Responses to Member Comments**
None.

REPORTS:

8. **Media and Communications Report – Eileen Paulin**

Ms. Paulin provided an update on the following:

- The final Village vaccination clinic on Saturday, May 15
- The large volume of phone calls and emails handled by the Media and Communications department
- The twice-monthly Manor Alterations newsletter
- Plans for next year to renovate and update the Laguna Woods Village website
- Plans to distribute a Village survey next year
- Working with The Broadband Group on recommendations from the report

9. **Broadband Update – Paul Ortiz**

Mr. Ortiz presented the first-quarter 2021 cable operations report, which included:

- Operating costs
- Non-assessment revenue
- Programming costs
- Franchise fees
- Net revenue and expenses

Mr. Ortiz' presentation also included the first-quarter 2021 Broadband Services operation report, which included internet, cable operation, Village television and Media Services.

He further discussed from his presentation expiring programming contracts report, pay subscription report and what future services may look like.

Mr. Ortiz took questions and comments, which included discussion on internet speeds and streaming.

ITEMS FOR DISCUSSION AND CONSIDERATION:

10. **Distribution of Publications by Non-Residents of Laguna Woods Village Policy**

Chair Milliman and the committee went over the Distribution of Publications by Non-Residents of Laguna Woods Village policy changes to be presented to the Golden Rain Foundation board of directors on June 1, 2021.

Director Addington moved that we accept the changes.

Discussion ensued.

Chair Milliman moved that "which shall be required to follow only Section 3: A, B and C of this policy" be stricken from the policy.

Director McCary seconded the motion to strike "which shall be required to follow only Section 3: A, B and C of this policy" from the policy.

The motion passed and there were no objections to amend the policy.

11. Broadband Group Recommendations

Ms. Paulin discussed working with The Broadband Group on:

- West Coast Internet contract
- Franchise tax fees
- The pros and cons of splitting nodes vs. fiber to the curb
- A five-year plan

A discussion on the advantages and disadvantages of cable vs. internet streaming ensued.

12. Survey of Village Residents

Ms. Paulin discussed a survey of Village residents as an initiative for next year.

13. Town Halls With CEO Jeff Parker

Ms. Paulin discussed resuming live town halls with CEO Jeff Parker, which were scheduled twice monthly prior to the pandemic. The plan is to bring those back.

ITEMS FOR FUTURE AGENDAS:

Mr. Ortiz will present a Broadband Services Fee Schedule for Services at next month's meeting.

CONCLUDING BUSINESS:

14. Committee Member Comments

Director Blackwell commented on transitioning to new technology and how that will take time and working together.

Advisor Nash commented on the Village survey and offered his services, having doctoral training on surveys.

Advisor Parker discussed COVID information on the Laguna Woods Village website and microsite.

Ms. Paulin mentioned laminating vaccination cards can cause the stickers to turn black and become unreadable. She advised taking a picture of vaccination cards but not laminating them.

Director Jarrett stated that this was one of the best meetings the committee has had this year with a lot of information sharing.

Director Addington stated it was a great meeting and appreciated all the patience with questions and comments.

Director Ardani stated it was a great meeting, very informative, and thanked everyone.

Director McCary stated it was a great meeting, informative, and thanked everyone.

Director Dotson thanked everyone, stated it was a good meeting and that change is inevitable.

Advisor Skillman stated that the April/May 2021 Village Breeze has a beautiful cover and good content inside. She requested extras be sent to the Village library.

Ms. Paulin stated that anyone who hasn't received their Village Breeze should email Ms. Rothrock at Ellyce.Rothrock@vmsinc.org.

Director Rothberg stated it was a very informative meeting.

Advisor Frost thanked everyone for a good meeting and discussion.

15. Date of Next Meeting – Monday, June 21, 2021, at 1:30 p.m.

16. Adjournment
3:28 p.m.


Joan Milliman, Chair
Media and Communications Committee

REPORT OF THE LAGUNA WOODS VILLAGE
TRAFFIC HEARINGS COMMITTEE

May 19, 2021

The Regular Meeting of the Laguna Woods Village Traffic Hearings Committee was held on Wednesday May 19, 2021 at 9:00 A.M., Virtual

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

MEMBERS ABSENT: John Carter

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

Call to Order

John Frankel, Chair, called the meeting to order at 9:16 A.M.

Approval of Agenda

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

By unanimous vote, the motion passed.

Approval of Meeting Reports

Chair Frankel made a motion to approve the meeting report from April 21, 2021.

Director Horton and Director Dotson seconded the motion.

By unanimous vote, the motion passed.

Traffic Hearings

- a. 9:00 a.m. Traffic Violation # 2104720 (No Valid Decal or Parking Permit Displayed) – Guilty, No Fine
- b. 9:15 a.m. Traffic Violation # 2104169 (Vehicle Used for Storage) -Guilty, No Fine
- c. 9:30 a.m. Traffic Violation # 2104168 (Expired Registration) – Guilty, Reduced Fine \$25.00
- d. 9:45 a.m. Traffic Violation # 2104167 (Abandoned Vehicle) – Guilty, No Fine

Traffic Consent Calendar

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

By unanimous vote, the motion passed.

Date of Next Meeting

The next meeting is scheduled for Wednesday June 16, 2021, at 9:00 A.M., via virtual meeting.

Adjournment

With no further business before the Committee, the meeting was adjourned at 9:50 A.M.

John Frankel
John Frankel (May 19, 2021 15:04 PDT)

May 19, 2021

John Frankel, Chair

Agenda Item # 14h(1)

Page 1 of 2

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**REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN
FOUNDATION DISASTER PREPAREDNESS TASK FORCE**

TUESDAY, May 25, 2021, 9:30 AM

VIRTUAL MEETING

MEMBERS PRESENT: Bruce Bonbright, John Frankel, Annie McCary, Donna Rane-Szostak, John Carter, Juanita Skillman, Sandy Benson, and Maggie Blackwell

OTHERS PRESENT: Joan Grampp, Grace Stencel, Dave Southworth, and Pat (Unkown Last Name)

STAFF PRESENT: Carlos Rojas, Tom Siviglia, Jayanna Hendley

THE MEETING WAS CALLED TO ORDER: Carlos Rojas called the meeting to order at 9:30 AM. A quorum was established.

ACKNOWLEDGEMENT OF THE PRESS: There was no media present.

APPROVAL OF THE MEETING REPORT: For March 30, 2021 was approved by Carlos Rojas and Juanita Skillman

APPROVAL OF AGENDA: The Agenda was approved by acclimation.

CHAIRS REMARKS: Carlos Rojas announced that facilities are opening back up now that the Coronavirus restrictions are being lifted little-by-little.

MEMBER COMMENTS: No comments.

REPORTS:

RADIO & COMMUNICATIONS: Bruce Bonbright reported on the Radio Drills for April 27, and May 25. Mr. Bonbright stated that on April 27, 2021 9 out of 14 radios responded to the drill. Mr. Bonbright also reported that on May 25, 2021 10 out of 14 radios responded. Mr. Bonbright stated that he will be working with the members responsible for the few radios that did not respond to ensure that their equipment is working properly. At this point, Chair Rojas commended Bruce Bonbright for his good work in leading the Radio program.

OFFICE MANAGER/ADVISOR: Tom Soule was not present. Carlos Rojas reported that they will be looking closely at inventory for sale to ensure that they are well-stocked for residents.

RECRUITMENT/RETENTION/TRAINING: Juanita Skillman reported that she is waiting for further information from Jayanna “JJ” Hendley regarding training. Jayanna Hendley reported that she is working with several members of the Disaster Preparedness Task Force to create a training curriculum that would be used to train future Good Neighbor Captains. Sandy Benson reported that she has contacted the Orange County Fire Authority and learned that they encourage the use of the “File of Life,” which is an emergency medical file that should be kept on refrigerators. Ms. Benson stated that she and 16 of her neighbors are now utilizing the “File of Life.” Members made comments and asked questions.

Village Energy Sub Committee: No Report

GRF BOARD: No report

UNITED BOARD: No report

THIRD BOARD: Annie McCary commented on the approval of the Fire Avert Device Pilot Program.

TOWERS: John Carter reported that the Towers is working with an outside consultant to improve their emergency preparation plan. Mr. Carter also stated that they are re-constituting their Floor Captains. Members made comments and asked questions.

PET EVACUATION SUBMIT COMMITTEE: Sandy Benson reported that she would be covering for Sharon Updike on this meeting. Ms. Benson thanked Carlos Rojas for the efforts made to advertise the initial pet document to residents. Ms. Benson reported that there will be a second document sent to residents by Security that will ask the residents for further information regarding their animals. Ms. Benson also stated that they have made excellent progress with their Disaster Prep plan and that it should be finalized by the end of Summer 2021. Carlos Rojas commended Sharon Updike and Sandy Benson for their work in this area.

DISCUSSIONS & CONSIDERATIONS:

Fire Avert Device Update: Tom Siviglia reported that the pilot program for the Fire Avert Device has been approved. Mr. Siviglia stated that the next step is to pick residents from the volunteer list and install the devices.

ITEMS FOR FUTURE AGENDA: None. Carlos Rojas told the committee to email any future Agenda Items to Jayanna “JJ” Hendley at Jayanna.hendley@vmsinc.org .

Member Comments:

Maggie Blackwell stated that she will be filling-in for Bert Moldow going forward due to his passing. Ms. Blackwell also suggested that the Pet Evacuation Sub Committee should send a message to pet-owners advising them to purchase a small wagon for ease of transport in regards to their animals.

Tom Siviglia offered a comment to Bruce Bonbright, stating that he would be in touch with him regarding the Radio Antennas placed at gatehouses. Mr. Siviglia also thanks Bruce Bonbright for his hard work.

Carlos Rojas asked Jayanna “JJ” Hendley when the next American Red Cross Virtual Training would be held. Ms. Hendley responded that the next training is scheduled for August 10, 2021 at 10:00 AM for Earthquake and Flood Preparedness.

NEXT MEETING: The next meeting is scheduled for Tuesday, July 27, 2021, 9:30AM via Virtual Meeting

ADJOURNMENT: 9:55 AM

Submitted By:

Carlos Rojas

Carlos Rojas (May 25, 2021 16:35 PDT)

Carlos Rojas, Committee Chair May 25, 2021

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