



## **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, September 7, 2021, 9:30 a.m.**  
24351 El Toro Road, Laguna Woods, California  
**Virtual Meeting**

### **NOTICE OF THE AGENDA**

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*

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- 1. Call Meeting to Order / Establish Quorum – President Carpenter**
- 2. Pledge of Allegiance – Director Pearlstone**
- 3. Acknowledgment of Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
  - a. July 22, 2021–Agenda Prep Open Meeting
  - b. August 3, 2021--Regular Open Meeting
- 6. Report of the Chair**
- 7. CEO/COO Report**
  - a. Meet the Managers Video
- 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 to thirty minutes. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/98131257242> or email [meeting@vmsinc.org](mailto:meeting@vmsinc.org) to have your message read during the Open Forum.*
- 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 July 2021 by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes

**11. Unfinished Business**

- a. Entertain a Motion to Adopt Amended Resolutions for 2022 Fee Increase for Lockers, Golf Driving Range, Caterer and Storage Units (**JULY Initial Notification—AUGUST Resolutions amended—SEPTEMBER 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**)
- b. Entertain a Motion to Approve the 2022 GRF Business Plan and Reserves Funding Plan
- c. Entertain a Motion to Approve the 2022 GRF Capital Plan

**12. New Business**

- a. GRF Strategic Planning Committee Presentation and Reschedule Next Meeting (Oral Report)
- b. Entertain a Motion to Introduce a Resolution to Update the Harassment Policy (**SEPTEMBER Initial Notification—Must postpone 28-days for member review and comments to comply with Civil Code §4360**)
- c. Entertain a Motion to Approve Restaurant 19 MBT Restaurant Ventures, Inc. Bar Furniture Donation
- d. Entertain a Motion to Approve Broadband Services Fee Increase (**SEPTEMBER Initial Notification—Must postpone 28-days for member review and comments to comply with Civil Code §4360**)
- e. Entertain a Motion to Approve the Transfer Fee Resolution (**SEPTEMBER Initial Notification—Must postpone 28-days for member review and comments to comply with Civil Code §4360**)

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

**14. Committee Reports**

- a. Report of the Finance Committee/Financial Reports – Director Hopkins update from the committee. The committee met on August 25, 2021; next meeting October 20, 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 June 28, 2021; next meeting TBA.

- c. Report of the Community Activity Committee – Director Pearlstone update from the committee. The committee met on July 8, 2021; next meeting September 9, 2021, at 1:30 p.m. as a virtual meeting.
  - (1) Equestrian Center Ad Hoc Committee – President Carpenter. The committee met on July 7, 2021; next meeting November 4, 2021, at 1:00 p.m. as a virtual meeting.
- d. Report of the Landscape Committee – Director Horton update from the committee. The committee met on June 9, 2021; next meeting September 8, 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 August 11, 2021 in closed session; next meeting October 13, 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 July 9, 2021; next meeting TBA.
- f. Report of the Media and Communications Committee—Director Milliman update from the committee. The committee met on August 16, 2021; next meeting September 20, 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 July 28, 2021; next meeting October 6, 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 August 30, 2021; next meeting October 25, 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 August 18, 2021; next hearings on September 15, 2021, at 9:00 a.m. as a virtual meeting.
- i. Report of the Disaster Preparedness Task Force – Director Blackwell. The Task Force met on July 27, 2021; next meeting September 28, 2021, at 9:30 a.m. as a virtual meeting.
- j. Information Technology Advisory Committee – Director Hopkins commented that the Information Technology Advisory Committee has been meeting in closed session. The Committee met on September 3, 2021, at 1:30 p.m.; next meeting will be held on September 10, 2021 at 1:30 p.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 vote on these items at a future Board Meeting.**

- a. GRF Investment Policy

- b. GRF Code of Ethics Policy Modification

## **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) August 3, 2021 – Regular Closed Session*

*(b) August 23, 2021 – Special 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, July 22, 2021 – 9:30 a.m.  
Willow Room/Virtual Meeting**

**GRF Agenda Prep Meeting**

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

Directors Absent: Jon Pearlstone

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

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**

President Carpenter requested to remove agenda item 6 from the agenda. Hearing no objections, the amended agenda was approved by unanimous consent.

**3. Announcements**

President Carpenter made the following announcements:

- Kids Swimming: Looking into data to dedicate one day for a “kids swim day,” however, every child under 12 is not vaccinated. In the past Pool 6 was used for youth swimming, however, it is currently being used for adults while the boiler is being repaired at Pool 1. Jeff Parker-CEO needs to look into the recommendations by the OC Health Agency regarding pool use for children.
- Insurance Update by Jeff Parker-CEO
- Mask regulations need to be posted at the door to the facilities. The requirement in OC is to wear mask if you go into a public room. To be discussed in Closed Session.
- One of the clubs decided to enforce a mask policy and anyone that was not vaccinated could not attend. Clubs write their own rules. We could ask all clubs to only enforce rules that have been approved by the GRF Board.

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- Clubhouse 7 incident under potential litigation. Add to closed session under directors' comments.

**4. Discuss and Consider Items to be placed on the Tuesday, August 3, 2021, Board Meeting Open & Closed Agendas**

Hearing no objection, the August 3, 2021, open and closed agendas were approved by unanimous consent.

**5. Director Comments--none**

- 6.** Discuss Private Matters was removed from the agenda.

**7. Adjournment**

The meeting was adjourned at 10:45 a.m.

DocuSigned by:  
*Joan Milliman*  
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Joan Milliman, Secretary of the Board  
Golden Rain Foundation



**OPEN SESSION**

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

**Tuesday, August 3, 2021, 9:30 a.m.**  
24351 El Toro Road, Laguna Woods, California  
**Board Room/Virtual Meeting**

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

Directors Absent: None

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

Others Present: Third: Cush Bhada, John Frankel, Ralph Engdahl  
VMS: Stephanie Brown

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

President Carpenter called the meeting to order at 9:30 a.m. and established that a quorum was present.

**2. Pledge of Allegiance**

Director Mukhopadhyay led the Pledge of Allegiance to the Flag.

**3. Acknowledgment of Media**

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

**4. Approval of Agenda**

President Carpenter requested to move Committee Appointments to unfinished business for discussion.

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

## **5. Approval of Minutes**

- a. June 24, 2021 – Agenda Prep Open Meeting
- b. July 6, 2021 – Regular Open Meeting

Hearing no changes or objections, the minutes of June 24, 2021, Agenda Prep Open Meeting, were approved by unanimous consent.

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

## **6. Report of the Chair**

President Carpenter announced GRF Board candidate nominations will open on September 11, 2021, and will close on September 21, 2021. She announced the resignation of Sue Stephens and thanked her for her service on the GRF Board. The August 9, 2021, GRF Budget Meeting will be virtual due to the increase in COVID cases. GRF will be discussing the Delta variant in closed session.

## **7. CEO/COO Report**

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

- GRF Board will have the second GRF budget presentation on August 9, 2021, at 1:30 p.m. This meeting will be televised and held virtually.
- Update on COVID-19: some individuals are still getting COVID and a new variant circulating within the United States. The California Department of Public Health (CDPH) recommends that all individuals, even if you have been fully vaccinated, still wear a mask when indoors. VMS will not shut down any facilities, or mandate masks or ask for vaccinated status, at this point.
- Bart Mejia, Facilities Engineer, started this week and Manuel Gomez, Director of Maintenance and Construction, will start on August 16.
- OC Vector Control is asking residents to “tip, toss and take action” to keep mosquito population under control.
- Seal coating is scheduled to occur throughout the Village beginning now through August 27, 2021.
- A bi-weekly Manor Alterations news bulletin is posted on the website which contains a permit status log
- Disaster Preparedness Task Force is sponsoring the American Red Cross webinar presentation on earthquake and flood preparedness on Thursday, August 10, 2021, at 10 a.m.

Discussion ensued among the directors.

## **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](mailto:meeting@vmsinc.org) to request to speak.*



President Carpenter asked staff for member comments:

- A Member commented about the online reservation system for tennis courts.
- A Member spoke against the online Kourts reservation system for tennis reservations.
- A Member commented about the DVR rental and TV channels.
- A Member commented about the Village Breeze and Laundry Rooms' original double function as social centers.
- A Member commented about the lack of new movies.
- A Member commented about the delay in reopening of Pool 1.

## **9. Responses to Open Forum Speakers**

The following are responses to the open forum speakers:

- Director Mukhopadhyay asked the percentage of residents vaccinated in Laguna Woods Village.
- Jeff Parker-CEO commented that 85% of residents have been vaccinated and individuals can go to the OC Health Department website and put in a zip code to find out the number of vaccinated individuals in your area.
- Director Pearlstone commented about a quality cable system. Residents are encouraged to come to the Media and Communications Committee with questions about the cable system.
- Brian Gruner, Director of Recreation and Special Events, responded about the tennis courts and pool 1. He is meeting with the Tennis Club working on solution to reservations. Pool 1 boiler is expected next week and will be installed. Should take about two weeks before opening. Other pools available are 2,4,5 and 6.
- Eileen Paulin, Director of Media and Communications, responded about new movies and cable channels and the DVR boxes. GRF is limited to the small movie inventory available to us right now.
- Director Dotson thanked the member about the laundry rooms information.

## **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 June 2021, and by this vote ratified that such review be confirmed in this month's board member open session meeting minutes.

President Carpenter called for the vote on the Consent Calendar.

Hearing no objections, the Consent Calendar is approved by unanimous consent.

## 11. Unfinished Business

- 11a.** Entertain a Motion to Introduce Amended Resolutions to Approve 2022 Locker, Golf Driving Range, Caterer and Storage Fee Increases (**JULY Initial Notification—AUGUST Resolutions Amended--Must postpone 28-days for member review and comments to comply with Civil Code §4360**)

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

### **RESOLUTION 90-21-xx** **2022 Locker Fees**

**WHEREAS**, according to Resolution G-89-115, which established guidelines for shared costs and fees, certain fees can be imposed upon users of various recreational facilities in order to control crowding and minimize over-usage, and to recover operating costs; and

**WHEREAS**, by way of Resolution 90-06-32, the Board of Directors adopted a Recreation Division Fee Schedule which lists fees charged to residents and non-residents to use GRF shared facilities; and

**WHEREAS**, on October 15, 2020, the Community Activities Committee (CAC) directed staff to develop a comprehensive financial analysis of the Recreation and Special Events Department operating budget including current chargeable service fees, resident user versus monthly manor assessment costs and alternate revenue sources; and;

**WHEREAS**, at the April 15, 2021, CAC meeting, staff presented the Recreation and Special Events Department Financial Analysis to facilitate the committee's discussion of fee sharing objectives, facility utilization, revenue and operating expenses. The CAC identified locker fees that are low to compared to market comparisons; and;

**WHEREAS**, at the May 13, 2021, CAC meeting, the committee recommended the following increases, subject to Finance Committee affirmation and board approval:

### **Proposed 2022 Locker Fees**

Description	2021 Annual Fee	2022 Proposed Fee
Lockers:		
Clubhouse 1 billiard room	\$10	\$25
PAC Billiard room	\$9	\$25
Clubhouse 4 outside lockers	\$13	\$25
Clubhouse 4 inside jewelry	\$8	\$25
Community Center table tennis	\$11	\$25

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; and

**WHEREAS**, at the June 23, 2021, Finance Committee meeting, the committee affirmed the CAC recommendation of the fee increases for facility lockers beginning January 1, 2022; and

**NOW THEREFORE BE IT RESOLVED**, [DATE], the Board of Directors of this Corporation hereby approves of the fee increases for facility lockers beginning January 1, 2022; and

**RESOLVED FURTHER**, that this resolution shall be effective January 1, 2022, and Resolution 90-12-12 is hereby superseded and canceled and fees updated according to this resolution, 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.

AUGUST 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.

Director Milliman made a motion to introduce the resolutions to approve 2022 locker fee increases for 28-day review. Director Pearlstone seconded the motion.

Discussion ensued among the directors.

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

**RESOLUTION 90-21-xx**  
**Golf Fees Pricing Policy**

**WHEREAS**, according to Resolution 90-12-132, which established guidelines for shared costs and fees, certain fees can be imposed upon users of various recreational facilities in order to control crowding and minimize over-usage, and to recover operating costs; and

**WHEREAS**, the Board of Directors may periodically review the fees and make adjustments for reasons defined in the Shared Cost Guidelines; and

**WHEREAS**, on October 15, 2020, the Community Activities Committee (CAC) directed staff to develop a comprehensive financial analysis of the Recreation and Special Events Department operating budget including current chargeable service fees, resident user versus monthly manor assessment costs and alternate revenue sources; and

**WHEREAS**, at the April 15, 2021, CAC meeting, staff presented the Recreation

and Special Events Department Financial Analysis to facilitate the committee's discussion of fee sharing objectives, facility utilization, revenue and operating expenses. The CAC identified golf driving range fees that are low compared to market comparisons:

**WHEREAS**, at the May 13, 2021, CAC meeting, the committee recommended the following increases, subject to Finance Committee affirmation and board approval:

**Proposed 2022 Golf Driving Range Fees**

Description	2021 Annual Fee	2022 Proposed Fee
Golf Driving Range:		
Quarter bucket of balls	\$1	\$2
Small bucket of balls	\$2	\$4
Large bucket of balls	\$3	\$6

; and

**WHEREAS**, at the June 23, 2021, Finance Committee meeting, the committee affirmed the CAC recommendation of the fee increases for golf driving range beginning January 1, 2022; and

~~**NOW THEREFORE BE IT RESOLVED**, [DATE], that the Board of Directors of the Corporation hereby approves the following policy for golf fees and amounts set forth on the attached Schedule of Golf Fees:~~

Cart Fees

- A Cart Rental Fee shall be charged to residents and their guests who wish to use a GRF-owned golf cart or pull cart; a Cart Registration Fee shall be charged for the use of a golf cart not owned by GRF.

Club Rental Fees

- A Club Rental Fee shall be charged to residents and their guests who wish to use a GRF-owned set of golf clubs.

Driving Range Fees

- A Bucket Fee shall be charged to residents and their guests for hitting a bucket of balls on the Driving Range.

Greens Fees, 27-Hole Course

- Greens Fees shall be charged to residents and their guests per round of golf.
- Greens Fee amount shall be set according to the attached schedule for Residents and Guests.

Greens Fees, 9-Hole Course

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- Greens Fees shall be charged to residents and their guests per round of golf.
- Greens Fee amount shall be set according to the attached schedule for Residents and Guests.

**NOW THEREFORE BE IT RESOLVED**, [DATE], the Board of Directors of this Corporation hereby approves of the fee increases for golf driving range beginning January 1, 2022; and

**RESOLVED FURTHER**, that this resolution shall be effective January 1, 2022, and Resolution 90-18-03 adopted January 2, 2018, is hereby superseded and canceled and fees updated according to this resolution, and

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

AUGUST 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.

Director Milliman made a motion to introduce the resolutions to approve golf driving range increase for 28-day review. Director Dotson seconded the motion.

Discussion ensued among the directors.

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

**RESOLUTION 90-21-xx**  
**2022 Catering Fee**

**WHEREAS**, GRF currently charges caterers servicing club/organization and resident private parties a caterers' fee of \$1.00 per plate when providing services within GRF facilities; and

**WHEREAS**, resolution 90-12-132 established guidelines for shared costs and fees; certain fees can be imposed upon users of various recreational facilities to control crowding, mitigate over-usage, and recover operating costs; and

**WHEREAS**, on October 15, 2020, the Community Activities Committee (CAC) directed staff to develop a comprehensive financial analysis of the Recreation and Special Events Department operating budget including current chargeable service fees, resident user versus monthly manor assessment costs and alternate revenue sources; and

**WHEREAS**, at the April 15, 2021, CAC meeting, staff presented the Recreation

and Special Events Department Financial Analysis to facilitate the committee's discussion of fee sharing objectives, facility utilization, revenue and operating expenses. The CAC identified catering fees that are low compared to market comparisons:

**WHEREAS**, at the May 13, 2021, CAC meeting, the committee recommended the following increases, subject to Finance Committee affirmation and board approval:

**Proposed Catering Fees**

Description	2021 Annual Fee	2022 Proposed Fee
Catering fee: Plate	\$1	\$2

; and

**WHEREAS**, at the June 23, 2021, Finance Committee meeting, the committee affirmed the CAC recommendation of the fee increase for caterers servicing club/organizations and resident private parties beginning January 1, 2022; and

**NOW THEREFORE BE IT RESOLVED**, [DATE], that the Board of Directors of this Corporation hereby approves the fee increase for caterers servicing club/organizations and resident private parties beginning January 1, 2022; and

**RESOLVED FURTHER**, that this resolution shall be effective January 1, 2022, and Resolution 90-16-18 is hereby superseded and canceled and fees updated according to this resolution, and

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

**AUGUST 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.

Director Milliman made a motion to introduce the resolutions to approve caterer fee increase for 28-day review. Director Dotson seconded the motion.

Discussion ensued among the directors.

President Carpenter called for the vote; hearing no objections the motion passed unanimously.

**RESOLUTION 90-21-xx**  
**2022 Storage Area Fees**

**WHEREAS**, resolution 90-12-132 established guidelines for shared costs and

fees; certain fees can be imposed upon users of various recreational facilities to control crowding, mitigate over-usage, and recover operating costs; and

**WHEREAS**, on October 15, 2020, the Community Activities Committee (CAC) directed staff to develop a comprehensive financial analysis of the Recreation and Special Events Department operating budget including current chargeable service fees, resident user versus monthly manor assessment costs and alternate revenue sources; and

**WHEREAS**, at the April 15, 2021, CAC meeting, staff presented the Recreation and Special Events Department Financial Analysis to facilitate the committee's discussion of fee sharing objectives, facility utilization, revenue and operating expenses. The CAC identified storage area fees that are low to compared to market comparisons:

**WHEREAS**, in addition, staff was directed to identify and recommend rental fees for storage areas at clubhouses currently utilized by clubs without a fee. At the June 10, 2021, CAC meeting, staff presented storage areas currently utilized by clubs without a fee. The CAC recommended the following new storage descriptions and fees, subject to affirmation by the Finance Committee and board approval:

**Proposed 2022 Storage Areas Fees**

Description	2021 Annual Fee	2022 Proposed Fee
Storage areas:		
Small (12" x 24" x 20" & up)	---	\$25
Medium (30" x 24" x 30" & up)	---	\$50
Large (5' x 5' & up)	---	\$100

; and

**WHEREAS**, at the June 23, 2021, Finance Committee meeting, the committee affirmed the CAC recommendation of the fee increases for club storage areas beginning January 1, 2022; and

**NOW THEREFORE BE IT RESOLVED**, [DATE], that the Board of Directors of this Corporation hereby approves of the fee increases for club storage areas beginning January 1, 2022;

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

AUGUST Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and

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

Director Milliman made a motion to introduce the resolution to approve storage fee increase for 28-day review. Director Blackwell seconded the motion.

Discussion ensued among the directors.

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

**This item was moved from the Consent Calendar to Unfinished Business.**

**11b. Approve a Resolution to Update Committee Appointments**

**RESOLUTION 90-21-27**  
**GRF Committee Appointments**

**RESOLVED** August 3, 2021, that the following persons are hereby appointed and ratified to serve on the Committees of this Corporation:

**Strategic Planning Committee**

Jon Pearlstone, Chair (GRF)  
James Hopkins (GRF)  
Gan Mukhopadhyay, 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)



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Yvonne Horton (GRF)  
Deborah Dotson, Alternate (GRF)  
~~Bunny Carpenter, Alternate (GRF)~~  
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)  
Deborah Dotson (GRF)  
~~Gan Mukhapadhyay, Alternate (GRF)~~  
Steve Parsons (Third)  
Robert Mutchnick (Third)  
Craig Wayne, 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)  
Deborah Dotson (GRF)  
Sue Margolis (United)  
Andre Torng (United)  
Debbie Dotson (Third)  
Lynn Jarrett (Third)  
Reza Karimi (Third)

**Landscape Committee**

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

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Andre Torng (United)  
Azar Asgari, Alternate (United)  
Vacant (Mutual 50)

**Maintenance & Construction Committee**

Egon Garthoffner, Chair (GRF)  
Gan Mukhapadhyay (GRF)  
Deborah Dotson, **Alternate** (GRF)  
~~Sue Stephens (GRF)~~  
John Frankel (Third)  
Ralph Engdahl (Third)  
Carl Randazzo, (United)  
Brian Gilmore (United)  
Reza Bastani, Alternate (United)  
John Carter (Mutual 50)  
Advisor: Richard Palmer, Steve Leonard, Bill Walsh

**Clubhouse Renovation Ad Hoc Committee**

Egon Garthoffner, Chair (GRF)  
Gan Mukhapadhyay (GRF)  
Deborah Dotson (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, **Cathy Garris**

**Energy Solutions Ad Hoc Committee (Dissolve Committee)**

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

**Media and Communications**

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

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**Broadband Ad Hoc Committee**

Joan Milliman, Chair (GRF)  
Jim Hopkins (GRF)  
Jon Pearlstone (GRF)  
Debbie Dotson (GRF)  
Annie McCary (Third)  
Lynn Jarrett (Third)  
Elise Addington (United)  
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)  
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  
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

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**Laguna Woods Village Traffic Hearings**

(Chair will alternate between Boards)

Yvonne Horton (GRF)

Deborah Dotson (GRF)

~~Sue Stephens (GRF)~~

John Frankel (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, Jon Pearlstone

**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 90-21-25 adopted July 6, 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.

President Carpenter made a motion to dissolve the Customer Experience Subcommittee from the Strategic Planning Committee. Director Blackwell seconded the motion.

Discussion ensued among the directors.

Director Pearlstone requested to postpone the vote to dissolve the Customer Experience Subcommittee from the Strategic Planning Committee for the purpose of discussing with legal counsel in closed session.

Director Milliman made a motion to continue the discussion of the Customer Experience Subcommittee to closed session. Director Dotson seconded the motion.

President Carpenter called for the vote to continue the discuss of the Customer Experience Subcommittee to closed session and the motion passed by a vote of 7-2-0 (Director Hopkins and Tibbetts opposed).

Director Milliman made a motion to approved the Resolution to Update the Committee Appointments. Director Dotson seconded the motion.

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

## **12. New Business**

- a.** Entertain a Motion to Approve the Termination of Premium Channels 751 and 752 and Price Increase for Showtime

Staff recommends the board approve the termination of premium channels 751 and 752 and price increase for Showtime from \$14.25 to \$15.68 (a 10% increase).

Director Milliman made a motion to approve the termination of premium channels 751 and 752 and price increase for Showtime from \$14.25 to \$15.68 per month. Director Blackwell seconded the motion.

Discussion ensued among the directors.

President Carpenter called for the vote. Hearing no objections, the motion passed unanimously.

**13.** The Board took a 5-minute break at 10:51 a.m.

## **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. At the last committee meeting, the committee discussed investments and GRF financials. The committee met on June 23, 2021; next meeting August 25, 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 did not meet last month. The committee met on June 28, 2021; next meeting August 23, 2021, at 9:30 a.m. as a virtual meeting.

- 14c.** Report of the Community Activity Committee – Director Pearlstone gave an update from the committee. At the last meeting, the committee approved the fee increases discussed today, discussed resident issues with the amenities, and ways to bring in revenue. The committee met on July 8, 2021; next meeting September 9, 2021, at 1:30 p.m. as a virtual meeting.
- (1) Equestrian Center Ad Hoc Committee – President Carpenter gave an update on the committee. There will be a special meeting on August 5 and the committee will now be meeting quarterly. At August meeting, the committee will be to go over all the fees for the Equestrian Center. The committee met on July 7, 2021; next meeting August 5, 2021, at 1:00 p.m. as a virtual meeting.
- 14d.** Report of the Landscape Committee – Director Horton gave an update from the committee. The committee did not meet in July. The committee met on June 9, 2021; next meeting September 8, 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 did not meet in July, but there was a closed workshop to review the entire project log for the month of June. The committee walked the golf driving range to review the cost for renovations. The committee met on June 9, 2021; next meeting August 11, 2021, at 9:30 a.m. as a virtual meeting.
- (1) Report of the Clubhouse Facilities Renovation Ad Hoc Committee – Director Garthoffner gave an update from the committee. The committee decided to not move forward with an outside consultant for recommendations. Brian Gruner was asked to give estimates on how to increase meeting space. The name of the committee was changed because they are looking at all clubhouses. The committee met on July 9, 2021; next meeting TBA.
- (2) Energy Committee will now be handled under the Maintenance & Construction Committee. They are looking at electrical charges.
- 14f.** Report of the Media and Communications Committee—Director Milliman gave an update on the committee. The committee discussed inaccurate information shared on social media. Residents can find accurate information in the Village Breeze and on the website, on Village Television's This Day with Jeff Parker, What's Up In the Village emails and [info@lagunawoodsvillage.com](mailto:info@lagunawoodsvillage.com). The committee met on July 19, 2021; next meeting will be held on August 16, 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 is discussing the fixed bus routes, journey ridership and Boost ridership programs. They also discussed guidance from County/State mandates for mask requirements in public Transportation as it

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relates to COVID-19 restrictions. The committee met on July 28, 2021; next meeting October 6, 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 discussed the bicycle registration program to be held August 30, 2021. Accidents and thefts are down except for bicycle violations. Foot patrol size has been increased. The committee met on June 28, 2021; next meeting August 23, 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. Three people were adjudicated for traffic violations. The Traffic Hearings were held on July 21, 2021; next hearings will be held on August 18, 2021, at 9:00 a.m. as a virtual meeting.

**14i.** Report of the Disaster Preparedness Task Force – Director Blackwell gave an update on the task force. The task force discussed how to help pets in a disaster. Residents are encouraged to register their pets. The Task Force met on July 27, 2021; next meeting will be September 28, 2021, at 9:30 a.m. as a virtual meeting.

**14j.** Information Technology Advisory Committee – Director Hopkins commented that the first meeting was July 30. The committee is looking at moving the old software to entirely new software. The plan is to have the entire transition done by 2023.

**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.*

**15a.** Approve the Resolution to Update the GRF Investment Policy (**Referred to GRF Finance Committee**)

**16. Directors' Comments**

- Director Blackwell encouraged resident to take the American Red Cross training on Earthquake disasters on August 10.
- Director Dotson encouraged two-way communication. Residents can communicate at the committee or board level. Come directly to the source to get your information.

**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 11:39 a.m.

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

*During the July 6, 2021, Closed Session, the Board:*

*Heard VMS Board Update*

*Approved the Agenda*

*Approved the Minutes of:*

*(a) May 28, 2021 – Special Closed Meeting*

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*(b) June 1, 2021 – Regular Closed Meeting*  
*CEO Report*  
*Discussed and Considered Personnel Matters*  
*Discussed and Considered Contractual Matters*  
*Discussed Legal/Legislation Matters*

**18. Adjournment**

The meeting was adjourned at 3:06 p.m.

DocuSigned by:

*Joan Milliman*

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Joan Milliman, Secretary of the Board  
Golden Rain Foundation



## **STAFF REPORT**

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**DATE:** August 3, 2021

**FOR:** Board of Directors

**SUBJECT:** Proposed 2022 Locker, Golf Driving Range, Caterer and Storage Area Fees

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### **RECOMMENDATION**

Review and authorize the Finance Committee and Community Activities Committee (CAC) recommended fee adjustments for facility lockers, golf driving range, caterers servicing club/organizations and resident private parties, and club storage areas beginning January 1, 2022.

### **BACKGROUND**

Pricing for facility lockers, golf driving range, caterers servicing clubs/organizations and resident private parties, and club storage areas were established by four resolutions:

1. Resolution 90-12-132 (ATT 1) adopted on November 6, 2012, established guidelines for shared costs and fees; certain fees can be imposed upon users of various recreational facilities to control crowding, mitigate over-usage, and recover operating costs.
2. Resolution 90-12-12 adopted on February 7, 2012, established GRF pricing policy relative to Locker Rental Fees. Proposed Resolution 90-21-xx 2022 Locker Fees (ATT 2)
3. Resolution 90-18-03 adopted on January 2, 2018, established a policy for golf fees and amounts set forth in the Schedule of Golf Fees (ATT 3).
4. Resolution 90-16-18 adopted on April 5, 2016, adjusted the catering fee (ATT 4).

On October 15, 2020 the CAC directed staff to develop a comprehensive financial analysis of the Recreation and Special Events Department operating budget including current chargeable service fees, resident user versus monthly manor assessment costs and alternate revenue sources.

### **DISCUSSION**

At the April 15, 2021, CAC meeting, staff presented the Recreation and Special Events Department Financial Analysis to facilitate the committee's discussion of fee sharing objectives, facility utilization, revenue and operating expenses. The CAC identified three fees that are low to compared to market comparisons:

1. Facility lockers;
2. Golf driving range;
3. Caterers servicing club/organization and resident private parties at GRF facilities; and
4. Storage areas.

At the May 13, 2021 CAC meeting, the committee recommended the following increases, subject to Finance Committee affirmation and board approval:

**Table 1: Proposed 2022 Locker, Golf Driving Range, and Catering Fees**

Description	2021 Annual Fee	2022 Proposed Fee
Lockers:		
Clubhouse 1 billiard room	\$10	\$25
PAC Billiard room	\$9	\$25
Clubhouse 4 outside lockers	\$13	\$25
Clubhouse 4 inside jewelry	\$8	\$25
Community Center table tennis	\$11	\$25
Golf Driving Range:		
Quarter bucket of balls	\$1	\$2
Small bucket of balls	\$2	\$4
Large bucket of balls	\$3	\$6
Catering fee:		
Plate	\$1	\$2

ATT 2, ATT 3 and ATT 4 reflect the proposed locker, golf driving range, and catering fees.

In addition, staff was directed to identify and recommend rental fees for storage areas at clubhouses currently utilized by clubs without a fee. At the June 10, 2021 CAC meeting, staff presented storage areas currently utilized by clubs without a fee (Attachment 6). The CAC recommended the following new storage descriptions and fees, subject to affirmation by the Finance Committee and board approval:

**Table 2: Proposed 2022 Storage Areas Fees**

Description	2021 Annual Fee	2022 Proposed Fee
Storage areas:		
Small (12" x 24" x 20" & up)	---	\$25
Medium (30" x 24" x 30" & up)	---	\$50
Large (5' x 5' & up)	---	\$100

ATT 5 reflects the proposed storage are fees.

At the June 23, 2021 Finance Committee meeting, the committee affirmed the CAC recommendation of the fee increases for facility lockers, golf driving range, caterers servicing club/organizations and resident private parties, and club storage areas beginning January 1, 2022. Proposed Resolution for 2022 Storage Area Fee (Attachment 5).

On July 6, 2021, the GRF Board introduced a resolution for the 2022 Locker, Golf Driving Range, Catering Fees and Storage Area Fees. President Carpenter recommended the four old resolutions be cancelled and superceded by new revised resolutions. As a result, four new

resolutions are proposed to be introduced and placed on 28-day review to comply with Civil Code §4360.

### **FINANCIAL ANALYSIS**

Increasing fees provides additional revenue and assists keeping assessments low. Based upon 2019 actuals and utilization, the proposed fee increases would generate approximately \$108,250 in additional revenue:

Description	Projected Additional Annual Revenue
Lockers	\$6,610
Golf driving range:	
Quarter bucket of balls	\$32,700
Small bucket of balls	\$28,440
Large bucket of balls	\$22,300
Catering fee	\$12,000
Storage areas	\$6,200
Total	\$108,250

Prepared By: Jennifer Murphy, Recreation Manager

Reviewed By: Brian Gruner, Recreation and Special Events Director  
Steve Hormuth, Interim Finance Director  
Siobhan Foster, COO

### **ATTACHMENT(S)**

ATT1: Resolution 90-12-132 (guidelines for shared costs and fees)

ATT2: Resolution 90-12-12 (locker rental fees); redlined resolution 90-21-xx 2022 Locker Fees

ATT3: Resolution 90-18-03 (golf fees); redlined resolution 90-21-xx 2022 Golf Fees Pricing Policy

ATT4: Resolution 90-16-18 (catering fee); relined resolution 90-21-xx 2022 Catering Fees

ATT5: Resolution 90-21-xx (storage area fees)

ATT6: Facility Locker and Storage Analysis

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Golden Rain Foundation  
Community Activities Community  
June 10, 2021

**ENDORSEMENT (to Finance Committee)**

**Proposed 2022 Locker, Golf Driving Range, Caterer and Storage Area Fees**

Authorize the Community Activities Committee recommendation to approve the proposed fee increases for facility lockers, golf driving range, caterers servicing club/organizations and resident private parties, and club storage areas beginning January 1, 2022.

A motion was made to recommend board approval of the proposed fee increases for facility lockers, golf driving range, caterers servicing club/organizations and resident private parties, and club storage areas beginning January 1, 2022.

Motion passed unanimously.

Golden Rain Foundation  
Finance Committee  
June 23, 2021

**ENDORSEMENT (to Board)**

**Proposed 2022 Locker, Golf Driving Range, Caterer and Storage Area Fees**

Authorize the Finance Committee recommendation to approve the proposed fee increases for facility lockers, golf driving range, caterers servicing club/organizations and resident private parties, and club storage areas beginning January 1, 2022.

A motion was made to recommend board approval of the proposed fee increases for facility lockers, golf driving range, caterers servicing club/organizations and resident private parties, and club storage areas beginning January 1, 2022.

Motion passed without objection.

**GUIDELINES FOR SHARED COSTS AND FEES**

**RESOLVED**, November 6, 2012, that the following Guidelines for the sharing of costs and for the levying and collection of fees reflect the policies and practices which have developed over the history of Laguna Woods Village. The Guidelines are subject to change from time to time at the discretion of the Golden Rain Foundation Board of Directors (GRF).

A. General Principles and the Shared Cost Concept:

- I. Shared costs are costs of furnishing, maintaining, or operating facilities and services which all Laguna Woods Village residents use or enjoy, or have the right to use or enjoy. They are costs budgeted as Golden Rain Foundation operating or reserve expenditures shared equally throughout Laguna Woods Village by manor. The monthly assessment by each manor ownership reflects an equal portion of these costs per the amended Trust Agreement dated March 30, 1964, Paragraph 6: "Golden Rain costs shall be included in monthly assessment on a pro-rata basis to members of respective corporations."
- II. Reasonable fees may be imposed pursuant to the Trust Agreement, as amended.

B. Exceptions to the Shared Cost Concept:

I. Utilization Control

In order to control crowding, to minimize over-usage, or to impose reasonable limitations on guests, fees may be imposed on users of a shared cost facility or service.

II. Financial Support of a Facility/Service

Reasonable fees may be imposed on the users of a new or existing shared cost facility or service if GRF determines that fees would be appropriate to help offset costs and reduce assessments.

III. Exclusive Use of Facility by Resident

Where only a small number of residents are allowed access to a facility, GRF may impose a fee to recover certain costs of operating that facility.

C. Special Facilities:

Since the inception of Laguna Woods Village, two facilities have consistently been declared to be free from the imposition of fees for use thereof by Laguna Woods Village residents.

I. The first of such special facilities is the aquatics and necessary related facilities. The special classification of aquatics derives from the view traditionally held by the Laguna Woods Village community that the "swimming pool" is an integral part of residential real property.

II. The second such special facility is the Laguna Woods Village Transportation System. Its special classification derives from assurances of the original developer that the community bus system would furnish certain fare-free bus transportation to Laguna Woods Village residents. Rendition of this free bus service has been endorsed and continued by the first and subsequently elected Golden Rain Foundation Boards of Directors.

Additionally, there are other facilities where it would be difficult to collect fees or where it may not prove to be cost effective.

D. Definition of Fees:

Inasmuch as GRF provides multipurpose facilities and services, a formula for determining fees shall be applied to each such facility or service separately in order to determine an appropriate fee amount. When establishing fees, GRF will review direct costs of operating the facility, reserve requirements for equipment and facility improvements, and utilization.

I. Facilities Fee - A payment imposed on the user of a shared facility in order to control use or recover a portion of the facility costs. The fee should represent an equitable and reasonable division of cost between the user and the monthly assessment.

II. Administrative Service Fee - A payment imposed on the user of a service provided by administrative personnel of the Managing Agent or a contracted service provider.

III. Entertainment Fee - A fee assessed to individuals for a Recreation coordinated event.

IV. Additional Occupant Fee - A payment imposed for each additional occupant over two in a manor, whether owner or tenant, for the right to use community facilities or services.

V. Nonresident/Guest Fees - A payment imposed on a nonresident, including all non-Laguna Woods Village organizations, for use of a community facility or service.

In the event that the owner(s) of any manor shall lease said manor to a tenant or tenants, such tenant(s) shall be entitled to the use of all GRF facilities or services as aforesaid during the term of said lease and the owner(s) shall not be entitled to such use of said facilities or services.

**RESOLVED FURTHER**, that Resolution G-89-115 adopted November 7, 1989 is hereby superseded and cancelled; and

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



**RESOLUTION 90-12-12**

**WHEREAS**, according to Resolution G-89-115, which established guidelines for shared costs and fees, certain fees can be imposed upon users of various recreational facilities in order to control crowding and minimize over-usage, and to recover operating costs; and

**WHEREAS**, by way of Resolution 90-06-32, the Board of Directors adopted a Recreation Division Fee Schedule which lists fees charged to residents and non-residents to use GRF shared facilities; and

**NOW THEREFORE BE IT RESOLVED**, February 7, 2012, that the Board of Directors of the Corporation hereby adopts the GRF Pricing policy relative to Locker Rental Fees:

**Locker Rental Fees**

- A Locker Rental Fee shall be charged, annually, for each type of locker for which a fee is associated per Recreation Division Policy Section II, Paragraph XIII.I.1.a – e.
- The fee shall be based on the annualized estimated replacement cost, the estimated annual maintenance and administrative costs, and 1% shared (subsidized) by the community at large, and rounded up to the nearest dollar.
- The fee will be adjusted annually on the basis of changes to the estimated replacement, maintenance, and administrative costs, and percentage(s) shared by the community at large.
- The GRF Board of Directors will periodically review the estimated annual cost of each locker type and determine what shared percentage to apply in order to maintain an equitable and reasonable division between the user and the monthly assessment (per Resolution G-89-115, Guidelines for Shared Costs and Fees).

**RESOLVED FURTHER**, that Resolution 90-06-32 adopted May 2, 2006 is hereby amended (Recreation Division Fee Schedule) as to the Locker Rental Fees, and Resolution 90-10-103 adopted December 7, 2010 is hereby superseded and cancelled; 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.

Without objection, the reading of the resolution approving the revised Recreation Division Policy with respect to "Section III.XXV.A.14 – Golf Facilities" which was postponed from last month to satisfy the 30-day notification requirement was waived.

A motion was made and seconded to approve the resolution and Director Dvorak provided a brief summary of the resolution.

By a vote of 10-0-0, the motion carried and the Board of Directors adopted the following resolution:

**RESOLUTION 90-21-XX****2022 Locker Fees**

**WHEREAS**, according to Resolution G-89-115, which established guidelines for shared costs and fees, certain fees can be imposed upon users of various recreational facilities in order to control crowding and minimize over-usage, and to recover operating costs; and

**WHEREAS**, by way of Resolution 90-06-32, the Board of Directors adopted a Recreation Division Fee Schedule which lists fees charged to residents and non-residents to use GRF shared facilities; and

**WHEREAS**, on October 15, 2020 the Community Activities Committee (CAC) directed staff to develop a comprehensive financial analysis of the Recreation and Special Events Department operating budget including current chargeable service fees, resident user versus monthly manor assessment costs and alternate revenue sources; and;

**WHEREAS**, at the April 15, 2021 CAC meeting, staff presented the Recreation and Special Events Department Financial Analysis to facilitate the committee's discussion of fee sharing objectives, facility utilization, revenue and operating expenses. The CAC identified locker fees that are low to compared to market comparisons; and;

**WHEREAS**, at the May 13, 2021 CAC meeting, the committee recommended the following increases, subject to Finance Committee affirmation and board approval:

**Proposed 2022 Locker Fees**

Description	2021 Annual Fee	2022 Proposed Fee
Lockers:		
Clubhouse 1 billiard room	\$10	\$25
PAC Billiard room	\$9	\$25
Clubhouse 4 outside lockers	\$13	\$25
Clubhouse 4 inside jewelry	\$8	\$25
Community Center table	\$11	\$25
tennis		

; and

**WHEREAS**, at the June 23, 2021 Finance Committee meeting, the committee affirmed the CAC recommendation of the fee increases for facility lockers beginning January 1, 2022; and

**NOW THEREFORE BE IT RESOLVED**, [DATE], the Board of Directors of this Corporation hereby approves of the fee increases for facility lockers beginning January

1, 2022; and

**RESOLVED FURTHER**, that this resolution shall be effective January 1, 2022 and Resolution 90-12-12 is hereby superseded and canceled and fees updated according to this resolution, 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.

AUGUST Initial Notification

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



**RESOLUTION 90-18-03**  
**Golf Fees Pricing Policy**

**WHEREAS**, according to Resolution 90-12-132, which established guidelines for shared costs and fees, certain fees can be imposed upon users of various recreational facilities in order to control crowding and minimize over-usage, and to recover operating costs; and

**WHEREAS**, the Board of Directors may periodically review the fees and make adjustments for reasons defined in the Shared Cost Guidelines; and

**NOW THEREFORE BE IT RESOLVED**, January 2, 2018, that the Board of Directors of the Corporation hereby introduces the following policy for golf fees and amounts set forth on the attached Schedule of Golf Fees:

**Cart Fees**

- A Cart Rental Fee shall be charged to residents and their guests who wish to use a GRF-owned golf cart or pull cart; a Cart Registration Fee shall be charged for the use of a golf cart not owned by GRF.

**Club Rental Fees**

- A Club Rental Fee shall be charged to residents and their guests who wish to use a GRF-owned set of golf clubs.

**Driving Range Fees**

- A Bucket Fee shall be charged to residents and their guests for hitting a bucket of balls on the Driving Range.

**Greens Fees, 27-Hole Course**

- Greens Fees shall be charged to residents and their guests per round of golf.
- Greens Fee amount shall be set according to the attached schedule for Residents and Guests.

**Greens Fees, 9-Hole Course**

- Greens Fees shall be charged to residents and their guests per round of golf.
- Greens Fee amount shall be set according to the attached schedule for Residents and Guests.

**RESOLVED FURTHER**, that Resolution 90-13-10 adopted February 5, 2013, is hereby superseded and canceled; and

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

**NOVEMBER Initial Reading**

**30-days notification to comply with Civil Code §4360 has been satisfied.**

### **SCHEDULE OF GOLF FEES**

Adopted by Resolution 90-18-03

<b>DESCRIPTION</b>	<b>2017 Fee</b>	<b>2018 Fee</b>
<b>Carts &amp; Clubs</b>		
Cart Registration, Single Use	\$8.00	\$8.00
Cart Registration, Annual Pass	\$60.00	\$60.00
Cart Rental, 18 Holes	\$15.00	\$15.00
Cart Rental, 9 Holes	\$8.00	\$8.00
Cart Rental, Hand Pulled	\$1.00	\$1.00
Club Rental	\$25.00	\$25.00
Club Storage (locker), Annual Fee	\$45.00	\$45.00
Club Storage (locker) , Monthly	\$12.00	\$12.00
<b>Driving Range</b>		
Driving Range, Large Bucket	\$3.00	\$3.00
Driving Range, Small Bucket	\$2.00	\$2.00
Driving Range, Quarter Bucket	\$1.00	\$1.00
<b>Greens Fee, 27 Hole Course, 18 Holes</b>		
Residents	\$11.00	\$16.00
Guests, Weekday	\$35.00	\$35.00
Guests, Weekend	\$55.00	\$55.00
<b>Greens Fee, 27 Hole Course, 9 Holes</b>		
Residents	\$6.00	\$8.00
Guests, Weekday	\$18.00	\$18.00
Guests, Weekend	\$28.00	\$28.00
<b>Greens Fee, Par 3 Course, 18 Holes</b>		
Residents	\$8.00	\$10.00
Guests	\$16.00	\$16.00
<b>Greens Fee, Par 3 Course, 9 Holes</b>		
Residents	\$4.00	\$6.00
Guests	\$7.00	\$8.00

**RESOLUTION 90-21-XX**  
**Golf Fees Pricing Policy**

**WHEREAS**, according to Resolution 90-12-132, which established guidelines for shared costs and fees, certain fees can be imposed upon users of various recreational facilities in order to control crowding and minimize over-usage, and to recover operating costs; and

**WHEREAS**, the Board of Directors may periodically review the fees and make adjustments for reasons defined in the Shared Cost Guidelines; and

**WHEREAS**, on October 15, 2020 the Community Activities Committee (CAC) directed staff to develop a comprehensive financial analysis of the Recreation and Special Events Department operating budget including current chargeable service fees, resident user versus monthly manor assessment costs and alternate revenue sources; and

**WHEREAS**, at the April 15, 2021 CAC meeting, staff presented the Recreation and Special Events Department Financial Analysis to facilitate the committee's discussion of fee sharing objectives, facility utilization, revenue and operating expenses. The CAC identified golf driving range fees that are low to compared to market comparisons:

**WHEREAS**, at the May 13, 2021 CAC meeting, the committee recommended the following increases, subject to Finance Committee affirmation and board approval:

**Proposed 2022 Golf Driving Range Fees**

Description	2021 Annual Fee	2022 Proposed Fee
Golf Driving Range:		
Quarter bucket of balls	\$1	\$2
Small bucket of balls	\$2	\$4
Large bucket of balls	\$3	\$6

; and

**WHEREAS**, at the June 23, 2021 Finance Committee meeting, the committee affirmed the CAC recommendation of the fee increases for golf driving range beginning January 1, 2022; and

~~**NOW THEREFORE BE IT RESOLVED**, [DATE], that the Board of Directors of the Corporation hereby approves the following policy for golf fees and amounts set forth on the attached Schedule of Golf Fees:~~

#### Cart Fees

- A Cart Rental Fee shall be charged to residents and their guests who wish to use a GRF-owned golf cart or pull cart; a Cart Registration Fee shall be charged for the use of a golf cart not owned by GRF.

#### Club Rental Fees

- A Club Rental Fee shall be charged to residents and their guests who wish to use a GRF-owned set of golf clubs.

#### Driving Range Fees

- A Bucket Fee shall be charged to residents and their guests for hitting a bucket of balls on the Driving Range.

#### Greens Fees, 27-Hole Course

- Greens Fees shall be charged to residents and their guests per round of golf.
- Greens Fee amount shall be set according to the attached schedule for Residents and Guests.

#### Greens Fees, 9-Hole Course

- Greens Fees shall be charged to residents and their guests per round of golf.
- Greens Fee amount shall be set according to the attached schedule for Residents and Guests.

**NOW THEREFORE BE IT RESOLVED**, [DATE], 2021, the Board of Directors of this Corporation hereby approves of the fee increases for golf driving range beginning January 1, 2022; and

**RESOLVED FURTHER**, that this resolution shall be effective January 1, 2022 and Resolution 90-18-03 adopted January 2, 2018, is hereby superseded and canceled and fees updated according to this resolution, and

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

AUGUST Initial Notification

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



## SCHEDULE OF GOLF FEES

Adopted by Resolution 90-21-xx

DESCRIPTION	2021 Fee	2022 Fee
<b>Carts &amp; Clubs</b>		
Cart Registration, Single Use	\$8.00	\$8.00
Cart Registration, Annual Pass	\$60.00	\$60.00
Cart Rental, 18 Holes	\$15.00	\$15.00
Cart Rental, 9 Holes	\$8.00	\$8.00
Cart Rental, Hand Pulled	\$1.00	\$1.00
Club Rental	\$25.00	\$25.00
Club Storage (locker), Annual Fee	\$45.00	\$45.00
Club Storage (locker) , Monthly	\$12.00	\$12.00
<b>Driving Range</b>		
Driving Range, Large Bucket	\$3.00	\$6.00
Driving Range, Small Bucket	\$2.00	\$4.00
Driving Range, Quarter Bucket	\$1.00	\$2.00
<b>Greens Fee, 27 Hole Course, 18 Holes</b>		
Residents	\$11.00	\$16.00
Guests, Weekday	\$35.00	\$35.00
Guests, Weekend	\$55.00	\$55.00
<b>Greens Fee, 27 Hole Course, 9 Holes</b>		
Residents	\$6.00	\$8.00
Guests, Weekday	\$18.00	\$18.00
Guests, Weekend	\$28.00	\$28.00
<b>Greens Fee, Par 3 Course, 18 Holes</b>		
Residents	\$8.00	\$10.00
Guests	\$16.00	\$16.00
<b>Greens Fee, Par 3 Course, 9 Holes</b>		
Residents	\$4.00	\$6.00
Guests	\$7.00	\$8.00

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**RESOLUTION 90-16-18**

**Increase Catering Fee**

**WHEREAS**, GRF currently charges caterers servicing club/organization and resident private parties a caterers' fee of \$0.80 per plate when providing services within GRF facilities; and

**WHEREAS**, this fee has not been changed since at least 2007;

**NOW THEREFORE BE IT RESOLVED**, April 5, 2016, the catering fee is hereby increased to \$1.00 per plate and this fee will be automatically ~~increased by 10% on January 1, 2017~~ reviewed and each year thereafter.

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

Director Troutman read a proposed a resolution to approve charging a \$25 kitchen fee when the kitchen is used for meal preparation/service while renting a small dining room and a \$50 kitchen fee, shall be charged while renting a large dining room or main lounge, which was postponed in March to satisfy the 30-Day notification to comply with Civil Code §4360. Director Troutman moved to approve the resolution. Director Johnston seconded the motion. Discussion ensued.

Member Maxine McIntosh (68-C), Maggie Blackwell (71-D) and Gail Gomez (4013-3B) commented on the resolution.

Without objection the Board agreed to clarify the intent of the resolution by adding "when major appliances in the kitchen are used" to the resolution.

By a vote of 8-1-0 (Director Beckett opposed) the motion carried and the Board approved the following resolution:

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**RESOLUTION 90-21-XX**  
**2022 Catering Fee**

**WHEREAS**, GRF currently charges caterers servicing club/organization and resident private parties a caterers' fee of \$1.00 per plate when providing services within GRF facilities; and

**WHEREAS**, resolution 90-12-132 established guidelines for shared costs and fees; certain fees can be imposed upon users of various recreational facilities to control crowding, mitigate over-usage, and recover operating costs; and

**WHEREAS**, on October 15, 2020 the Community Activities Committee (CAC) directed staff to develop a comprehensive financial analysis of the Recreation and Special Events Department operating budget including current chargeable service fees, resident user versus monthly manor assessment costs and alternate revenue sources; and

**WHEREAS**, at the April 15, 2021 CAC meeting, staff presented the Recreation and Special Events Department Financial Analysis to facilitate the committee's discussion of fee sharing objectives, facility utilization, revenue and operating expenses. The CAC identified catering fees that are low to compared to market comparisons:

**WHEREAS**, at the May 13, 2021 CAC meeting, the committee recommended the following increases, subject to Finance Committee affirmation and board approval:

**Proposed Catering Fees**

Description	2021 Annual Fee	2022 Proposed Fee
Catering fee:		
Plate	\$1	\$2

; and

**WHEREAS**, at the June 23, 2021 Finance Committee meeting, the committee affirmed the CAC recommendation of the fee increase for caterers servicing club/organizations and resident private parties beginning January 1, 2022; and

**NOW THEREFORE BE IT RESOLVED**, [DATE], that the Board of Directors of this Corporation hereby approves the fee increase for caterers servicing club/organizations and resident private parties beginning January 1, 2022.; and

**RESOLVED FURTHER**, that this resolution shall be effective January 1, 2022 and Resolution 90-16-18 is hereby superseded and canceled and fees updated according to this resolution, and

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

AUGUST Initial Notification

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

**RESOLUTION 90-21-XX**  
**2022 Storage Area Fees**

**WHEREAS**, resolution 90-12-132 established guidelines for shared costs and fees; certain fees can be imposed upon users of various recreational facilities to control crowding, mitigate over-usage, and recover operating costs; and

**WHEREAS**, on October 15, 2020 the Community Activities Committee (CAC) directed staff to develop a comprehensive financial analysis of the Recreation and Special Events Department operating budget including current chargeable service fees, resident user versus monthly manor assessment costs and alternate revenue sources; and

**WHEREAS**, at the April 15, 2021 CAC meeting, staff presented the Recreation and Special Events Department Financial Analysis to facilitate the committee's discussion of fee sharing objectives, facility utilization, revenue and operating expenses. The CAC identified storage area fees that are low to compared to market comparisons:

**WHEREAS**, in addition, staff was directed to identify and recommend rental fees for storage areas at clubhouses currently utilized by clubs without a fee. At the June 10, 2021 CAC meeting, staff presented storage areas currently utilized by clubs without a fee. The CAC recommended the following new storage descriptions and fees, subject to affirmation by the Finance Committee and board approval:

**Proposed 2022 Storage Areas Fees**

Description	2021 Annual Fee	2022 Proposed Fee
Storage areas:		
Small (12" x 24" x 20" & up)	---	\$25
Medium (30" x 24" x 30" & up)	---	\$50
Large (5' x 5' & up)	---	\$100

; and

**WHEREAS**, at the June 23, 2021 Finance Committee meeting, the committee affirmed the CAC recommendation of the fee increases for club storage areas beginning January 1, 2022; and

**NOW THEREFORE BE IT RESOLVED**, [DATE], 2021, that the Board of Directors of this Corporation hereby approves of the fee increases for club storage areas beginning January 1, 2022.;

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

AUGUST Initial Notification

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



## FACILITY LOCKER AND STORAGE ANALYSIS

Laguna Woods Village Storage Report						
Facility	Location	Storage Type	Size	Used By	Proposed Rental Fee	Facility Impact
Clubhouse 1 \$1,600 total projected revenue	Main Ballroom	Open Storage	Large	Garden Club	\$100	High- Clubs Take Away Space From GRF Facility Programing
			Large	Players Club	\$100	
			Large	Reform Temple	\$100	
			Large	Folk Dancers	\$100	
			Large	Mac Club	\$100	
			Large	Joyful Christians	\$100	
	Dining Room 2					
		Cabinet A	Small	Empty	\$25	Minimal
		Cabinet B	Small	Discovering Documenterie	\$25	Minimal
		Cabinet E	Small	Rock and Rollers	\$25	Minimal
		Cabinet F	Small	Empty	\$25	Minimal
		Cabinet G	Small	Bunco	\$25	Minimal
		Cabinet H	Small	NARF	\$25	Minimal
		Cabinet I	Small	Taiwanese Club	\$25	Minimal
		Cabinet J	Small	Mayflower Church	\$25	Minimal
		Cabinet K	Small	Empty	\$25	Minimal
		Cabinet L	Small	TOPS	\$25	Minimal
		Cabinet M	Small	Square Dancers	\$25	Minimal
		Cabinet N	Small	Discussion Club	\$25	Minimal
		Cabinet O	Small	America Italia Club	\$25	Minimal
		Cabinet P	Small	Pinnacle Club	\$25	Minimal
		Cabinet Q	Small	Unkown		
	Dining Room 3					
		Cabinet A	Small	Canine Club	\$25	Minimal
		Cabinet B	Small	Empty	\$25	Minimal
		Cabinet C	Small	Reform Temple	\$25	Minimal
		Cabinet F	Small	American Italian Club	\$25	Minimal
		Cabinet G	Small	Empty	\$25	Minimal
		Cabinet H	Small	Joyful Christian	\$25	Minimal
		Cabinet I	Small	Archery Club	\$25	Minimal
		Cabinet J	Small	Joyful Christian	\$25	Minimal
		Cabinet K	Small	American Italian Club	\$25	Minimal
		Cabinet L	Small	American Italian Club	\$25	Minimal
Facility	Location	Storage Type	Size	Used By	Proposed Rental Fee	Facility Impact
Clubhouse 1 Cont.						
		Cabinet M	Small	American Italian Club	\$25	Minimal
		Cabinet N	Small	American Italian Club	\$25	Minimal
		Cabinet O	Small	Empty	\$25	Minimal
		Cabinet P	Small	Rainbow Club	\$25	Minimal
		Cabinet Q	Small	Porcelain/China Painters	\$25	Minimal
		Storage Room	Small	American Legion	\$25	No Additional Space in Room
	Art Room					
		Kitchen Cabinet	Small	Reform Temple	\$25	Minimal
		Kitchen Cabinet	Small	Emeritus	\$25	Minimal
		Kitchen Cabinet	Small	Emeritus	\$25	Minimal
		Organ	Large	Mayflower Church	\$100	
	Multi Purpose					
		Rolling Cabinet	Medium	Karaoke Club- Private	\$50	Medium
	By Mini Gym					
		2 Metal Cabinet	Medium	Mayflower Church	\$50	Minimal

Facility	Location	Storage Type	Size	Used By	Proposed Rental Fee	Facility Impact
PAC						
\$2,300 total projected revenue	Kitchen 1					
	34 Cabinets	Small	29 Rented-Variou s Clubs	\$25	Minimal	
	Kitchen 2					
	34 Cabinets	Small	28 Various Clubs	\$25	Minimal	
	Notes: A total of 11 cabinets not used by clubs.					
	Dining Room 1					
	6 Cabinets	Medium	1 Rented- Spiritual Living	\$50	Minimal	
	Dining Room 2					
	6 Cabinets	Medium	2 Rented- Camera Club	\$50	Minimal	
			1st Christian Church		Minimal	
	Notes: A total of 9 cabinets not used by clubs.					
Facility	Location	Storage Type	Size	Used By	Proposed Rental Fee	Facility Impact
Clubhouse 4						
	Old Bridge Room					
		Entire Room	Large	Clown Alley	No Fee- Club Owned	
				Old Pros	No Fee- Club Owned	
Facility	Location	Storage Type	Size	Used By	Proposed Rental Fee	Facility Impact
Clubhouse 5						
\$1,050 total projected revenue	Back Stage	7 Cabinets	Medium	Chicago Club	\$50	Minimal
			Medium	Boomers Club	\$50	Minimal
			Medium	New York Club	\$50	Minimal
			Medium	Hadassah Club	\$50	Minimal
			Medium	Aliso Club	\$50	Minimal
			Medium	American Ballroom	\$50	Minimal
			Medium	California Club	\$50	Minimal
		4 Cabinets	Medium	Republican Club	\$50	Minimal
			Medium	Nifty's Club	\$50	Minimal
			Medium	National Counsel	\$50	Minimal
			Medium	New Jersey Club	\$50	Minimal
		2 Cabinets	Medium	ORT	\$50	Minimal
			Medium	Komedy Club	\$50	Minimal
	Room 1	8 Cabinets	Medium	RUMI Class	\$50	Minimal
			Medium	Scrabble	\$50	Minimal
			Medium	HUR Bible Study	\$50	Minimal
			Medium	City of Hope	\$50	Minimal
			Medium	Greek Club	\$50	Minimal
			Medium	ARMID	\$50	Minimal
			Medium	From The Wings	\$50	Minimal
			Medium	Men's Reform Temple	\$50	Minimal

Facility	Location	Storage Type	Size	Used By	Proposed Rental Fee	Facility Impact
<b>Clubhouse 6</b>						
\$450 total projected revenue	Store room	5 Cabinets	Medium	Republican Club	\$50	Minimal
			Medium	Bommer Club	\$50	Minimal
			Medium	German Club	\$50	Minimal
			Medium	Garden Club	\$50	Minimal
			Medium	Disaster Storage	\$50	Minimal
	Kitchen					
			Medium	Japanese Club	\$50	Minimal
			Medium	Topic Masters	\$50	Minimal
		4 Cabinets	Medium	RV Wheelers	\$50	Minimal
			Medium	Dutch Club	\$50	Minimal
			Medium	Open	\$50	Minimal
			Medium	Open	\$50	Minimal
			Medium	Korean Club	\$50	Minimal
			Medium	Hadassah	\$50	Minimal
Facility	Location	Storage Type	Size	Used By	Proposed Rental Fee	Facility Impact
<b>Clubhouse 7</b>						
\$500 total projected revenue	Coat Room	2 Cabinets	Small	Ballroom Dance	\$25	Medium- Most of Coat Room is Used for Club Storage Leaving Limited Space for Operational Uses
	Kitchen	1 Cabinet	Small	Ballroom Dance	\$25	
	Coat Room	1 Cabinet	Small	City Of Hope	\$25	
	Coat Room	1 Cabinet	Small	Korean American	\$25	
	Coat Room	1 Cabinet	Small	Womens' 9 Hole Golf	\$25	
	Coat Room	1 Cabinet	Small	Life After Life	\$25	
	Coat Room	1 Cabinet	Small	Crazy Quilters	\$25	
	Coat Room	1 Cabinet	Small	Garden Center	\$25	Medium
	Coat Room	1 Cabinet	Small	Village Church	\$25	Medium
	Kitchen	1 Cabinet	Small	Taiwanese Club	\$25	Medium
	Kitchen	2 Cabinets	Small	Cribbage Club	\$25	Medium
	Kitchen	1 Cabinet	Small	Concerned Citizens	\$25	Medium
	Kitchen	1 Cabinet	Small	Square Dance Club	\$25	Medium
	Kitchen	1 Cabinet	Small	Entre N Bridge	\$25	Medium
(freestanding)	Pantry	1 Cabinet	Large	Village Church	\$100	

Facility	Location	Storage Type	Size	Used By	Proposed Rental Fee	Facility Impact
Village Greens						
\$300 total projected revenue	Room 1					
		Closet	Large	18 Hole Men's Club	\$100	None
	Room 2					
		Closet	Large	9 Hole Men and Women	\$100	None
	Room 3					
		Closet	Large	18 Hole Women's Club	\$100	None
	Paddle Tennis/ Pickle Ball Courts					
		Shed	Large	Both Clubs	No Fee- Club Owned	Minimal
		Bin	Medium	Both Clubs	No Fee- Club Owned	Minimal
		Bin	Medium	Both Clubs	No Fee- Club Owned	Minimal
		Bin	Medium	Both Clubs	No Fee- Club Owned	Minimal
		Bin	Medium	Both Clubs	No Fee- Club Owned	Minimal
<b>Legend</b>						
<b>Minimal-</b> Does not affect operations						
<b>Medium-</b> Operations are hindered; lose of space for operational storage						
<b>High-</b> severely impacts operations; restrictive programing due to lack of storage						
<b>Highlights-</b> offers explanation on various issues to the specific clubhouse						
<b>Storage Size Table</b>						
Small	12x 24x20 & up			Total projected annual revenue: \$6,200		
Medium	30x24x30 & up					
Large	5 ft x 5 ft & up					

## STAFF REPORT

**DATE:** September 7, 2021  
**FOR:** Board of Directors  
**SUBJECT:** 2022 Business Plan – Version 4

### RECOMMENDATION

Staff recommends the Board approve the 2022 Business Plan Resolution (Attachment 1) and the 2022 Reserves Funding Plan Resolution (Attachment 2) at the Board meeting on September 7, 2021.

### BACKGROUND

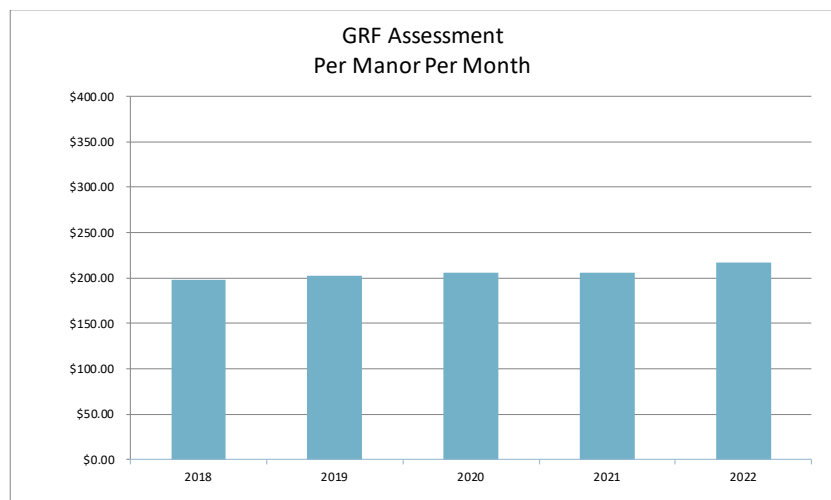
The proposed business plan for GRF was reviewed several times from May to August at special meetings of the GRF Board. Comments and directives have been incorporated into this version of the budget presented for adoption.

### DISCUSSION

### BUSINESS PLAN SUMMARY

The proposed budget for the 2022 plan year (Attachment 2) shows that the sum of \$41,271,680 will be required by the Corporation to meet its annual expenses of operation for the year 2022. Additionally, \$2,598,144 is planned for reserve contributions and \$764,160 is planned for Contingency fund contributions. After deducting \$1,222,656 derived from prior years' surplus and the sum of \$10,168,650 expected to be received from various sources as revenue during 2022, the Board of Directors hereby estimates that the net sum of \$33,242,678 will be required to be paid by the Corporation members. These documents present an overview of the proposed 2022 Plan – Version 4 and reflect a net increase of \$1,821,078 in the Total Basic Assessment, or \$11.90 per manor per month (PMPM) or 5.8% when compared to current year.

YEAR	Assessment
2018	\$198.57
2019	\$202.83
2020	\$205.60
2021	\$205.60
2022 (proposed)	\$217.50
YEAR	Assessment



## BUSINESS PLAN BY DEPARTMENT

Brief notations for line items with significant change from current year are noted below as increases or (decreases) in the assessment, and listed in order of appearance on the proposed Business Plan by Department – Version 4 (Attachment 3). The business plan is presented by department with a brief synopsis of each area of operation and significant change from current year, listed in order of appearance.

### Office of the CEO

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**Scope:** Provides liaison with each of the corporation board of directors; directs services, programs, and operations, ensuring that all activities are within policy guidelines set by the boards, the management agreement, the governing documents, and the business plans of each corporation; provides support to all boards of directors in matters pertaining to membership and occupancy; recommends changes in governing rules, policies, and membership qualifications to the corporations, as needed. Functions include executive management, corporate secretary, and community services.

**Staffing:**

2018 Plan	2019 Plan	2020 Plan	2021 Plan	2022 Plan
16.00	20.00	20.00	17.06	19.50

*Full-Time Equivalents for all Corporations*

**Budget:** The net cost of this department is \$740,179 for the GRF portion, all of which is included in the operating assessment. This budget increases the assessment by \$23,072 primarily due to the addition of a Senior Management Analyst to provide increased analysis and audit of certain programs. The department also added a Community Services Supervisor to focus on the department priorities of enhancing the resale process and redesigning website layout to better serve members. This position was partially offset by the reduction of a part-time Administrative Specialist.

### Department of Media and Communications

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**Scope:** Provides management of media and communications, public relations, TV studio, and media services. Provides operation and maintenance of all broadband activities, including cable network operations; provides operation and maintenance of high speed internet.

2018 Plan	2019 Plan	2020 Plan	2021 Plan	2022 Plan
21.47	23.00	23.00	25.03	23.35

*Full-Time Equivalents for all Corporations*

**Budget:** The net cost of this department is \$2,146,923 for the GRF portion, all of which is included in the operating assessment. This budget decreases the assessment by (\$146,355) due to more high-speed internet revenue and more advertising revenue anticipated during the 2022 election year, partially offset by increased programming and franchise costs, consulting and postage.

### Department of Information Services

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**Scope:** Coordinates and manages the development, implementation, and maintenance of all automated and operational systems related to fiscal and management information activities, and maintenance of all automated and operational data network systems; oversees all call center operations pertaining to resident maintenance service as well as receives, organizes and processes resident service requests.

**Staffing:**

2018 Plan	2019 Plan	2020 Plan	2021 Plan	2022 Plan
34.00	33.50	33.50	34.80	36.00

*Full-Time Equivalents for all Corporations*

**Budget:** The net cost of this department is \$1,578,916 for the GRF portion, all of which is included in the operating assessment. This budget increases the assessment by \$479,364 due to increased software licensing costs required by a shift to the cloud.

### Department of General Services

---

**Scope:** Responsible for operating, maintaining, repairing, and replacing the community physical assets or resources, with the following major areas of operation: community center facility, janitorial, streets and sidewalks, service center facility, fleet maintenance and transportation.

**Staffing:**

2018 Plan	2019 Plan	2020 Plan	2021 Plan	2022 Plan
94.57	93.07	91.57	86.00	87.00

*Full-Time Equivalents for all Corporations*

**Budget:** The net cost of this department is \$5,268,640 for the GRF portion, all of which is included in the operating assessment. This budget increases the assessment by \$98,557 due to planned wage adjustments and increased equipment maintenance cost, partially offset by sponsorship and administrative revenue.

### Department of Financial Services

---

**Scope:** Provides accounting, budget and financial planning, purchasing, mail and copy services, and warehouse functions for all entities. Coordinates and manages banking relationships, investments, audits, tax preparation, and collection services. Also provides compensation research and guidelines for VMS.

**Staffing:**

2018 Plan	2019 Plan	2020 Plan	2021 Plan	2022 Plan
29.50	30.00	31.00	31.00	31.00

*Full-Time Equivalents for all Corporations*

**Budget:** The net cost of this department is \$1,867,569 for the GRF portion, all of which is included in the operating assessment. This budget increases the assessment by \$173,236 due to planned wage adjustments and related compensation expenses, and a contractual increase in payroll fees.

### Department of Security Services

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**Scope:** Provides oversight of all security operations, including: monitoring of gates, field supervision, routine motor patrol, maintaining a traffic control program and security dispatch center; assisting local law enforcement agencies and maintaining relations with OC Sheriff, OC Fire Authority and other outside agencies as necessary to achieve compliance within the community; and social services including individual and family counseling, facilitation of caregivers, bereavement and support groups, and referrals to community programs, agencies and services.

**Staffing:**

2018 Plan	2019 Plan	2020 Plan	2021 Plan	2022 Plan
115.61	118.19	119.68	118.68	117.55

*Full-Time Equivalents for all Corporations*

**Budget:** The net cost of this department is \$6,605,911 for the GRF portion, all of which is included in the operating assessment. This budget increases the assessment by \$258,136 due to planned wage adjustments and an increase in allocated costs.



### Department of Landscape Services

---

Scope: Provides the following major functions: nursery, composting, grounds maintenance, irrigation, small equipment repair, pest control, and tree maintenance.

Staffing:

2018 Plan	2019 Plan	2020 Plan	2021 Plan	2022 Plan
133.87	142.27	149.00	145.50	146.50

*Full-Time Equivalents for all Corporations*

Budget: The net cost of this department is \$1,192,043 for the GRF portion, all of which is included in the operating assessment. This budget increased the assessment by \$51,286 due to planned wage adjustments, the addition of one FTE, and increased fertilizer and pesticide costs, partially offset by higher allocations to departments.

### Department of Recreation Services

---

Scope: Responsible for the planning and execution of a comprehensive recreation program for all residents of Laguna Woods Village. Facilities and activities include: library, clubhouses, performing arts center, equestrian center, golf courses, village greens clubhouse and restaurant & lounge, swimming pools, fitness centers, garden centers, bocce courts, pickleball courts, and special events to improve resident enjoyment in the community.

Staffing:

2018 Plan	2019 Plan	2020 Plan	2021 Plan	2022 Plan
86.73	85.11	86.36	82.29	84.79

*Full-Time Equivalents for all Corporations*

Budget: The net cost of this department is \$6,609,666 for the GRF portion, all of which is included in the operating assessment. This budget increased the assessment by \$429,430 primarily due to additional 2.50 FTE. The 2021 Plan assumed GRF facilities would be open in March whereas the 2022 Plan assumes the facilities will be open all year.

### Department of Human Resource Services

---

**Scope:** Responsible for the development, administration and implementation of all human resources and safety/environmental functions, ensuring that programs and policies are designed to meet organizational goals and protect the company, the community and staff in accordance with best practices and governmental laws and regulations. Provides risk management and insurance functions for all entities.

**Staffing:**

2018 Plan	2019 Plan	2020 Plan	2021 Plan	2022 Plan
9.40	8.40	8.40	8.40	9.40

*Full-Time Equivalents for all Corporations*

**Budget:** The net cost of this Department is \$3,144,147, of which \$294,805 is included in the Human Resource Services line of the operating assessment and \$2,849,342 is included in the Insurance line of the operating assessment.

The budget increased the basic assessment by \$1,373,191, of which an increase of \$1,407,464 was due to higher anticipated insurance premiums and the movement of the Risk Manager from Financial Services to Human Resources, offset by a decrease of (\$34,273) attributed to higher allocations to departments.

### Department of Maintenance & Construction

---

**Scope:** Responsible for operating, maintaining, repairing, and replacing the community's physical assets or resources, including maintenance operations, building maintenance, manor alterations and permits, damage restoration, facilities management, and construction and project management.

**Staffing:**

2018 Plan	2019 Plan	2020 Plan	2021 Plan	2022 Plan
185.50	185.50	186.50	179.10	179.10

*Full-Time Equivalents for all Corporations*

**Budget:** The net cost of this department is \$1,949,034 for the GRF portion, all of which is included in the operating assessment. This budget lowers the assessment by (\$156,732) due to reductions in project management, partially offset by planned wage adjustments and related benefits expense.

### (Surplus)/Deficit Recovery

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The contribution to (Surplus)/Deficit Recovery is (\$1,222,656) due to the addition of a surplus recovery. In the 2022 Business Plan, net operating costs are offset by an operating surplus recovery from 2020 in the amount of \$8.00 PMPM.

### **Reserve Funds Contribution**

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The contribution to reserve funds is proposed to decrease from \$19.00 to \$17.00 per manor per month based on a 30-year funding plan. Reserves provide the funding necessary to maintain, repair, replace, or restore major common-area components. GRF anticipates these costs and prepares for future expenditures based on a 30-year reserves plan. Contributions to the Reserve Funds will be supplemented by an increase of the Trust Facility fee from \$5,000 to \$7,500 per eligible transfer.

### **Contingency Fund Contribution**

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The contribution to the Contingency fund is proposed to increase from \$0.00 to \$5.00 per manor per month to replenish available funds for unexpected costs not included in the budget.

### **FINANCIAL ANALYSIS**

The financial impact of this proposed business plan would be a GRF assessment of \$217.50 PMPM, an increase of \$11.90 PMPM or 5.8% when compared to current year.

**Prepared By:** Jose Campos, Financial Services Manager

**Reviewed By:** Steve Hormuth, Interim Financial Services Director  
Jeff Parker, Chief Executive Officer

### **ATTACHMENT(S)**

**ATT1: GRF 2022 Business Plan Resolution**  
**ATT2: GRF 2022 Reserves Funding Plan Resolution**  
**ATT3: GRF 2022 Business Plan by Department – Version 4**  
**ATT4: GRF 2022 Business Plan by Account – Version 4**  
**ATT5: GRF 2022 Budget Comparison Report – Operating Fund**  
**ATT6: 2022 Summary of Allocations**  
**ATT7: 2022 Staffing Report**  
**ATT8: GRF 2022 Reserves and Restricted Funds Plan**

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**RESOLUTION 90-21-XX****2022 BUSINESS PLAN RESOLUTION**

**RESOLVED**, September 7, 2021, that the Business Plan of this Corporation for the year 2022 is hereby adopted and approved; and

**RESOLVED FURTHER**, that pursuant to said Business Plan, the Board of Directors of this Corporation hereby estimates that the sum of \$41,271,680 will be required by the Corporation to meet its annual expenses of operation for the year 2022. Additionally, \$2,598,144 is planned for reserve contributions and \$764,160 is planned for Contingency fund contribution. After deducting \$1,222,656 derived from prior years' surplus and the sum of \$10,168,650 expected to be received from various sources as revenue during 2022, the Board of Directors hereby estimates that the net sum of \$33,242,678 will be required to be paid by the Corporation members in accordance with the terms of that certain Trust Agreement dated March 2, 1964, as amended, and the bylaws of the Corporation; and

**RESOLVED FURTHER**, that this Corporation shall charge each member the sum of \$217.50 per month per membership of said Corporation, for its share of the aforesaid net expenses and reserve contributions for the year 2022; and

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

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**RESOLUTION 90-21-XX****2022 RESERVES FUNDING PLAN RESOLUTION**

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

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

**NOW THEREFORE BE IT RESOLVED**, September 7, 2021, that the Board has developed and hereby adopts the Replacement Reserves 30-Year Funding Plan (attached) with the objective of maintaining replacement reserve balances at or above a threshold of \$7,500,000 while meeting its obligations to repair and/or replace major components; and

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

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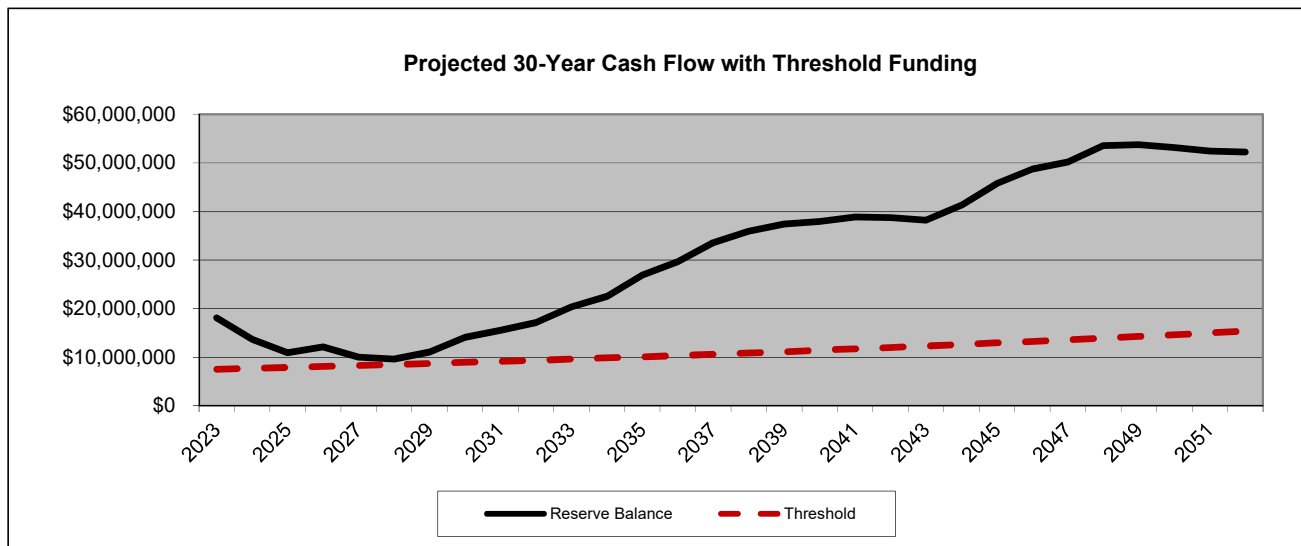
**GOLDEN RAIN FOUNDATION & TRUST**  
**2022 RESERVES PLAN**  
**Reserves 30-Year Funding Plan**

**Threshold (Min Balance): \$7,500,000**

Indexed for inflation

Year	Assessment		Transfer Fee		Investment Income	Planned Expenditures <sup>1</sup>	Reserve Balance
	Per Manor Per Month	Total Contributions	Transfer Fee Amount	Facilities Fee Contributions			
2021	\$ 19.00	\$ 2,903,808	\$ 5,000	\$ 3,585,000	\$ 183,137	\$ (7,794,318)	\$ 18,060,342
2022	\$ 17.00	\$ 2,598,144	\$ 7,500	\$ 5,377,500	\$ 179,986	\$ (8,099,200)	\$ 18,116,772
2023	\$ 17.00	\$ 2,598,144	\$ 7,500	\$ 5,852,250	\$ 314,925	\$ (13,191,456)	\$ 13,690,635
2024	\$ 17.00	\$ 2,598,144	\$ 7,500	\$ 5,852,250	\$ 243,523	\$ (11,479,341)	\$ 10,905,211
2025	\$ 17.00	\$ 2,598,144	\$ 7,500	\$ 5,852,250	\$ 227,746	\$ (7,486,261)	\$ 12,097,090
2026	\$ 17.00	\$ 2,598,144	\$ 7,500	\$ 5,852,250	\$ 218,630	\$ (10,781,600)	\$ 9,984,514
2027	\$ 17.00	\$ 2,598,144	\$ 7,500	\$ 5,852,250	\$ 193,770	\$ (9,042,455)	\$ 9,586,223
2028	\$ 18.00	\$ 2,750,976	\$ 7,500	\$ 5,852,250	\$ 204,484	\$ (7,327,297)	\$ 11,066,636
2029	\$ 18.00	\$ 2,750,976	\$ 7,500	\$ 5,852,250	\$ 249,287	\$ (5,807,789)	\$ 14,111,360
2030	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 293,751	\$ (7,603,636)	\$ 15,557,533
2031	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 323,762	\$ (7,494,939)	\$ 17,142,414
2032	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 371,214	\$ (5,919,473)	\$ 20,350,213
2033	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 424,549	\$ (7,001,602)	\$ 22,529,218
2034	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 489,882	\$ (4,826,332)	\$ 26,948,826
2035	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 561,151	\$ (6,538,572)	\$ 29,727,463
2036	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 626,937	\$ (5,517,307)	\$ 33,593,151
2037	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 688,308	\$ (7,111,607)	\$ 35,925,910
2038	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 726,145	\$ (7,993,359)	\$ 37,414,754
2039	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 746,139	\$ (8,971,667)	\$ 37,945,284
2040	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 760,528	\$ (8,593,799)	\$ 38,868,071
2041	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 768,169	\$ (9,675,308)	\$ 38,716,990
2042	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 761,434	\$ (10,046,682)	\$ 38,187,800
2043	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 786,835	\$ (6,448,143)	\$ 41,282,550
2044	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 862,117	\$ (5,109,508)	\$ 45,791,217
2045	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 936,109	\$ (6,727,571)	\$ 48,755,813
2046	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 979,609	\$ (8,306,821)	\$ 50,184,659
2047	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 1,027,286	\$ (6,396,770)	\$ 53,571,233
2048	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 1,062,778	\$ (9,620,697)	\$ 53,769,372
2049	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 1,058,384	\$ (10,456,436)	\$ 53,127,378
2050	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 1,044,887	\$ (10,522,104)	\$ 52,406,219
2051	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 1,036,266	\$ (9,941,940)	\$ 52,256,603

<sup>1</sup> Planned Expenditures include Capital Plan, supplemental appropriations, and carryover items from prior years.



# GOLDEN RAIN FOUNDATION & TRUST

## 2022 BUSINESS PLAN - BY DEPARTMENT

DESCRIPTION	2018	2019	2020	2021	2022	ASSESSMENT		
	ACTUALS	ACTUALS	ACTUALS	PLAN	PLAN	Per Manor Per Month		
						2021	2022	Change
Department								
Operating Contributions (Expenses net of Revenues):								
Office of the CEO	\$787,788	\$709,155	\$665,818	\$717,107	\$740,179	\$4.71	\$4.84	\$0.13
Media and Communications	2,619,989	3,011,027	1,605,084	2,293,278	2,146,923	15.02	14.05	(0.97)
Information Services	1,395,743	1,469,308	1,702,660	1,099,552	1,578,916	7.19	10.33	3.14
General Services	5,846,000	5,169,567	4,256,538	5,170,083	5,268,640	33.83	34.47	0.64
Financial Services	1,510,569	1,825,562	2,383,621	1,694,333	1,867,569	11.09	12.22	1.13
Security Services	5,470,496	5,524,260	5,833,457	6,347,775	6,605,911	41.51	43.22	1.71
Landscape Services	1,434,946	1,208,904	1,063,921	1,140,757	1,192,043	7.46	7.80	0.34
Recreation Services	6,133,945	6,308,203	5,469,944	6,180,236	6,609,666	40.44	43.25	2.81
Human Resource Services	390,910	1,000,120	301,845	329,078	294,805	2.15	1.93	(0.22)
Insurance	1,265,678	1,374,364	2,008,516	1,441,878	2,849,342	9.43	18.64	9.21
Maintenance & Construction	1,146,976	1,411,103	1,041,364	2,105,766	1,949,034	13.78	12.75	(1.03)
Non Work Center	229,620	3,858	9,907	(2,050)	0	(0.01)	0.00	0.01
Net Operating Expenses	\$28,232,660	\$29,015,431	\$26,342,675	\$28,517,792	\$31,103,030	\$186.60	\$203.50	\$16.90
(Surplus)/Deficit Recovery	\$0	\$0	\$0	\$0	(\$1,222,656)	\$0.00	(\$8.00)	(\$8.00)
Total Operating Contributions	\$28,232,660	\$29,015,431	\$26,342,675	\$28,517,792	\$29,880,374	\$186.60	\$195.50	\$8.90
Fund Contributions:								
Reserve Funds	\$2,903,808	\$2,598,144	\$2,903,808	\$2,903,808	\$2,598,144	\$19.00	17.00	(\$2.00)
Contingency Fund	152,832	305,664	764,160	0	764,160	0.00	5.00	5.00
Total Fund Contributions	\$3,056,640	\$2,903,808	\$3,667,968	\$2,903,808	\$3,362,304	\$19.00	\$22.00	\$3.00
TOTAL BASIC ASSESSMENTS	\$31,289,300	\$31,919,239	\$30,010,643	\$31,421,600	\$33,242,678	\$205.60	\$217.50	\$11.90

# GOLDEN RAIN FOUNDATION & TRUST 2022 BUSINESS PLAN - BY ACCOUNT

							ASSESSMENT		
DESCRIPTION		2018	2019	2020	2021	2022	Per Manor Per Month		
		ACTUALS	ACTUALS	ACTUALS	PLAN	PLAN	2021	2022	Change
Revenues:									
1	Golf Greens Fees	\$1,467,191	\$1,351,798	\$1,241,594	\$1,515,000	\$1,602,000	\$9.91	\$10.48	(\$0.57)
2	Golf Operations	289,809	231,543	273,504	252,450	356,190	1.65	2.33	(0.68)
3	Merchandise Sales	312,636	338,214	269,630	444,360	468,050	2.91	3.06	(0.15)
4	Clubhouse Rentals and Event Fees	646,842	720,100	123,440	593,442	640,906	3.88	4.19	(0.31)
5	Rentals	102,979	125,879	142,958	151,880	165,400	0.99	1.08	(0.09)
6	Broadband Services	4,907,713	4,797,351	5,186,355	5,215,900	5,818,200	34.14	38.07	(3.93)
7	Investment Income	0	0	0	50	0	0.00	0.00	0.00
8	Unrealized Gain/(Loss) on AFS Investments	(208,978)	0	0	0	0	0.00	0.00	0.00
9	Miscellaneous	1,119,143	1,115,511	655,785	1,110,405	1,117,904	7.27	7.31	(0.04)
Total Revenue		\$8,637,335	\$8,680,396	\$7,893,266	\$9,283,487	\$10,168,650	\$60.75	\$66.52	(\$5.77)
Expenses:									
10	Employee Compensation	\$17,759,474	\$17,950,037	\$16,656,527	\$18,782,680	\$19,392,615	\$122.90	\$126.89	\$3.99
11	Exp. Related to Compensation	5,425,352	5,145,248	4,913,404	5,610,988	6,003,011	36.71	39.28	2.57
12	Materials and Supplies	1,543,267	1,757,167	1,564,387	1,780,056	1,765,658	11.65	11.55	(0.10)
13	Cost of Merchandise Sold	211,310	238,432	192,232	338,465	315,315	2.21	2.06	(0.15)
14	Community Events	430,812	563,596	125,189	394,686	463,081	2.58	3.03	0.45
15	Electricity	868,997	875,691	705,598	861,852	886,055	5.64	5.80	0.16
16	Sewer	81,822	77,338	67,047	81,205	84,696	0.53	0.55	0.02
17	Water	694,692	605,107	645,378	699,700	700,310	4.58	4.58	0.00
18	Trash	188,688	220,868	191,847	207,499	148,028	1.36	0.97	(0.39)
19	Natural Gas	217,034	244,948	164,840	212,924	232,781	1.39	1.52	0.13
20	Telephone	247,588	284,506	316,676	330,343	359,369	2.16	2.35	0.19
21	Fuel & Oil for Vehicles	510,572	511,609	370,940	536,250	544,500	3.51	3.56	0.05
22	Legal Fees	506,476	994,184	336,669	347,530	329,196	2.27	2.15	(0.12)
23	Professional Fees	633,835	597,035	571,281	671,147	564,743	4.39	3.70	(0.69)
24	Rentals	223,201	213,295	200,704	217,712	216,114	1.42	1.41	(0.01)
25	Outside Services	1,733,410	2,036,707	2,252,750	2,371,924	2,961,494	15.52	19.38	3.86
26	Repairs and Maintenance	803,550	660,523	954,116	886,851	1,215,359	5.80	7.95	2.15
27	Other Operating Expense	686,780	598,345	443,005	890,093	850,861	5.82	5.57	(0.25)
28	Income Taxes	(25,511)	32,003	593,124	2,000	1,000	0.01	0.01	0.00
29	Property and Sales Tax	100,000	125,556	125,795	23,015	26,822	0.15	0.18	0.03
30	Insurance	1,265,678	1,374,364	2,008,550	1,435,948	2,844,643	9.40	18.61	9.21
31	Cable TV Programming	5,084,489	5,127,580	3,792,055	4,039,087	4,328,000	26.44	28.32	1.88
32	Uncollectible Accounts	17,360	9,432	1,416	15,250	12,100	0.10	0.08	(0.02)
33	(Gain)/Loss on Sale Warehouse	133,344	(520)	(56,922)	(25,000)	(25,000)	(0.16)	(0.16)	0.00
34	Cost Allocation to Mutuals	(2,472,224)	(2,547,224)	(2,900,667)	(2,910,926)	(2,949,071)	(19.03)	(19.32)	(0.29)
Total Expenses		\$36,869,996	\$37,695,827	\$34,235,941	\$37,801,279	\$41,271,680	\$247.35	\$270.02	\$22.67
35	(Surplus)/Deficit Recovery	\$0	\$0	\$0	\$0	(\$1,222,656)	\$0.00	(\$8.00)	(\$8.00)
Net Operating		\$28,232,660	\$29,015,431	\$26,342,675	\$28,517,792	\$29,880,374	\$186.60	\$195.50	\$8.90
Fund Contributions:									
36	Reserve Funds	\$2,903,808	\$2,598,144	\$2,903,808	\$2,903,808	2,598,144	19.00	17.00	(\$2.00)
37	Contingency Fund	152,832	305,664	764,160	0	764,160	0.00	5.00	5.00
Total Fund Contributions		\$3,056,640	\$2,903,808	\$3,667,968	\$2,903,808	\$3,362,304	\$19.00	\$22.00	\$3.00
TOTAL BASIC ASSESSMENTS		\$31,289,300	\$31,919,239	\$30,010,643	\$31,421,600	\$33,242,678	\$205.60	\$217.50	\$11.90

**Golden Rain Foundation of Laguna Woods  
Budget Comparison Report by Account**

**12/31/2022**

GOLDEN RAIN FOUNDATION

**Attachment 5**

	2018 Actuals	2019 Actuals	2020 Actuals	2021 Budget	2022 Budget	Assessment Increase/ (Decrease)	VAR %
<b>Non-Assessment Revenues:</b>							
Golf Green Fees							
42001000 - Golf Green Fees - Residents	\$1,225,612	\$1,125,468	\$1,192,949	\$1,269,000	\$1,357,000	(\$88,000)	(7%)
42001500 - Golf Green Fees - Guests	241,579	226,330	48,645	246,000	245,000	1,000	0%
Total Golf Green Fees	1,467,191	1,351,798	1,241,594	1,515,000	1,602,000	(87,000)	(6%)
<b>Golf Operations</b>							
42002000 - Golf Driving Range Fees	110,420	71,640	63,000	70,000	168,440	(98,440)	(141%)
42003000 - Golf Cart Use Fees	162,484	142,948	190,109	162,000	165,300	(3,300)	(2%)
42004000 - Golf Lesson Fees	15,985	13,775	17,540	18,000	20,000	(2,000)	(11%)
42005000 - Golf Club Storage Fees	920	3,180	2,855	2,400	2,400	0	0%
42005500 - Golf Club Rental Fees	0	0	0	50	50	0	0%
Total Golf Operations	289,809	231,543	273,504	252,450	356,190	(103,740)	(41%)
<b>Merchandise Sales</b>							
41501000 - Merchandise Sales - Pro Shop	201,529	179,145	139,787	180,000	225,000	(45,000)	(25%)
41501500 - Merchandise Sales - Warehouse	0	20,277	15,596	21,000	17,999	3,001	14%
41502500 - Merchandise Sales - Fitness	1,135	926	290	1,110	926	184	17%
41503500 - Merchandise Sales - Broadband	30,055	28,196	17,125	31,000	25,125	5,875	19%
41504500 - Merchandise Sales - Nursery	3,789	0	0	0	0	0	0%
41504800 - Merchandise Sales - Fuel & Oil	0	41,529	86,160	146,250	134,000	12,250	8%
41505000 - Bar Sales	76,127	68,140	10,672	65,000	65,000	0	0%
Total Merchandise Sales	312,636	338,214	269,630	444,360	468,050	(23,690)	(5%)
<b>Clubhouse Rentals and Event Fees</b>							
42501000 - Clubhouse Room Rentals - Residents	323,965	421,484	49,177	332,026	361,066	(29,040)	(9%)
42501500 - Clubhouse Room Rentals - Exception Rate	63,419	13,915	2,517	14,082	16,663	(2,581)	(18%)
42502000 - Clubhouse Event Fees - Residents	252,622	276,589	69,015	242,334	257,277	(14,943)	(6%)
42502500 - Clubhouse Event Fees - Non Residents	988	918	776	0	900	(900)	0%
42503000 - Village Greens Room Rentals - Residents	5,068	6,008	1,489	4,000	4,000	0	0%
42503500 - Village Greens Room Rentals - Non Residents	780	1,185	467	1,000	1,000	0	0%
Total Clubhouse Rentals and Event Fees	646,842	720,100	123,440	593,442	640,906	(47,464)	(8%)
<b>Rentals</b>							
43001000 - Garden Plot Rental	44,299	44,599	57,020	55,560	57,000	(1,440)	(3%)
43001500 - Shade House Rental Space	360	360	429	0	400	(400)	0%
45506500 - Rental Fee	0	22,600	30,070	38,000	54,000	(16,000)	(42%)
48001500 - Lease Revenue	58,320	58,320	55,440	58,320	54,000	4,320	7%
Total Rentals	102,979	125,879	142,958	151,880	165,400	(13,520)	(9%)
<b>Broadband Services</b>							
45001000 - Ad Insertion	985,218	676,513	823,585	700,000	900,000	(200,000)	(29%)
45001500 - Premium Channel	390,250	367,466	349,239	400,000	350,000	50,000	13%
45002000 - Cable Service Call	95,835	111,778	83,229	100,000	98,000	2,000	2%
45002500 - Cable Commission	92,981	87,038	93,870	90,000	93,000	(3,000)	(3%)
45003000 - High Speed Internet	1,541,444	1,599,058	1,692,744	1,750,000	2,200,000	(450,000)	(26%)
45003500 - Equipment Rental	1,694,604	1,833,463	1,867,437	1,908,400	1,908,400	0	0%
45004000 - Video Production	46,795	44,033	49,004	45,000	46,000	(1,000)	(2%)
45004500 - Video Re-Production	2,443	2,956	297	1,500	300	1,200	80%
45005000 - Message Board	22,325	21,350	23,100	20,000	20,500	(500)	(3%)
45005500 - Advertising	35,819	53,699	203,850	201,000	202,000	(1,000)	0%
Total Broadband Services	4,907,714	4,797,353	5,186,355	5,215,900	5,818,200	(602,300)	(12%)
<b>Investment Income</b>							
49001000 - Investment Income - Nondiscretionary	0	0	0	50	0	50	100%
Total Investment Income	0	0	0	50	0	50	100%
<b>Unrealized Gain/(Loss) On AFS Investments</b>							
49008100 - Unrealized Gain/(Loss) On Available For Sale Investments	(208,978)	0	0	0	0	0	0%
Total Unrealized Gain/(Loss) on AFS Investments	(208,978)	0	0	0	0	0	0%
<b>Miscellaneous</b>							
43501000 - Horse Boarding Fee	63,493	58,825	60,335	65,736	75,000	(9,264)	(14%)
43501500 - Horse Feed Fee	28,764	27,068	27,099	28,700	37,000	(8,300)	(29%)
43502000 - Horse Trailer Parking Fee	480	480	855	480	480	0	0%
43502500 - Horse Lesson Fee - Resident	23,498	14,178	3,403	14,500	14,500	0	0%
43503500 - Horse Rental & Trail Ride Fee - Resident	0	0	0	1,728	1,728	0	0%
44001000 - Fitness Fee - Guests	1,168	0	0	0	0	0	0%
44001500 - Pool Fee - Guests	2,399	(30)	0	0	0	0	0%
44002000 - Bridge Room Fee - Guests	62,193	58,276	12,380	51,829	35,000	16,829	32%
44002500 - Parking Fees - Non Residents	43,355	44,135	28,185	45,000	45,000	0	0%
44003000 - Class Fees	153,662	152,687	33,825	120,368	117,800	2,568	2%
44003500 - Locker Rental Fee	5,276	4,984	4,865	4,461	11,454	(6,993)	(157%)
44004500 - Clubhouse Labor Fee	39,740	39,782	4,535	32,694	34,335	(1,641)	(5%)
44005000 - Clubhouse Equipment Fee	0	750	0	0	0	0	0%
44005500 - Clubhouse Catering Fee	19,038	17,391	5,486	16,799	26,102	(9,303)	(55%)
44006000 - Tickets Sales - Residents	50	630	0	805	630	175	22%
44006500 - Sponsorship Income	40,585	45,050	4,246	42,000	75,000	(33,000)	(79%)
44008000 - Club Group Organization Registration Fee	0	0	4,650	0	0	0	0%

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**Golden Rain Foundation of Laguna Woods  
Budget Comparison Report by Account**

**12/31/2022**

GOLDEN RAIN FOUNDATION

**Attachment 5**

	2018 Actuals	2019 Actuals	2020 Actuals	2021 Budget	2022 Budget	Assessment Increase/ (Decrease)	VAR %
46001000 - RV Storage Fee	110,559	108,265	112,283	110,000	110,000	0	0%
46002000 - Traffic Violation	89,606	113,871	61,586	100,000	100,000	0	0%
46003500 - Security Standby Fee	4,500	3,496	233	4,500	3,500	1,000	22%
46004000 - Estate Sale Fee	3,290	3,285	450	4,000	4,100	(100)	(3%)
46004500 - Resident Violations	3,388	0	1,000	0	0	0	0%
44501000 - Additional Occupant Fee	221,697	191,223	191,860	214,855	204,855	10,000	5%
44502000 - Variance Processing Fee	(36)	0	0	0	0	0	0%
44503500 - Resale Processing Fee	18,144	7,272	3,600	15,000	5,000	10,000	67%
44504000 - Resident Id Card Fee	20,570	17,275	6,125	25,000	19,300	5,700	23%
44504500 - Notary Fee	10	0	0	0	0	0	0%
44506000 - Photo Copy Fee	74,286	76,396	21,082	80,000	75,000	5,000	6%
44506500 - Auto Decal Fee	45,567	108,171	35,275	110,000	60,000	50,000	45%
47001000 - Cash Discounts - Accounts Payable	19	4,526	0	0	0	0	0%
47001500 - Late Fee Revenue	8,966	9,810	9,409	13,500	11,600	1,900	14%
47002000 - Collection Administrative Fee	7,000	0	0	0	0	0	0%
47002800 - Fuel & Oil Administrative Fee	0	3,090	10,800	0	34,800	(34,800)	0%
46005500 - Disaster Task Force	5,568	4,531	764	5,000	4,500	500	10%
49009000 - Miscellaneous Revenue	22,308	94	11,456	3,450	11,220	(7,770)	(225%)
Total Miscellaneous	1,119,143	1,115,511	655,785	1,110,405	1,117,904	(7,499)	(1%)
Total Non-Assessment Revenue	8,637,335	8,680,396	7,893,266	9,283,487	10,168,650	(885,163)	(10%)
Expenses:							
Employee Compensation							
51011000 - Salaries & Wages - Regular	11,756,692	12,478,298	12,174,885	13,461,744	13,970,633	508,889	4%
51021000 - Union Wages - Regular	3,348,113	3,120,550	2,804,255	3,438,744	3,488,359	49,615	1%
51041000 - Wages - Overtime	248,272	228,204	140,167	159,746	167,765	8,019	5%
51051000 - Union Wages - Overtime	63,331	44,792	37,595	58,427	44,271	(14,156)	(24%)
51061000 - Holiday & Vacation	1,492,350	1,451,774	1,582,534	1,133,680	1,188,828	55,148	5%
51071000 - Sick	401,219	396,138	396,252	462,423	484,917	22,494	5%
51081000 - Sick - Part Time	0	0	0	24,283	0	(24,283)	(100%)
51091000 - Missed Meal Penalty	68,254	44,683	36,556	23,933	29,080	5,147	22%
51101000 - Temporary Help	111,705	126,815	32,729	19,700	18,762	(938)	(5%)
51981000 - Compensation Accrual	269,539	58,784	(548,446)	0	0	0	0%
Total Employee Compensation	17,759,474	17,950,037	16,656,526	18,782,680	19,392,615	609,935	3%
Compensation Related							
52411000 - F.I.C.A.	1,274,658	1,310,154	1,259,660	1,404,785	1,450,604	45,819	3%
52421000 - F.U.I.	24,525	24,062	20,481	20,683	20,136	(546)	(3%)
52431000 - S.U.I.	216,581	184,174	139,996	129,040	128,475	(565)	0%
52441000 - Union Medical	1,175,578	1,068,125	986,122	1,122,277	1,179,064	56,787	5%
52451000 - Workers' Compensation Insurance	1,163,623	956,875	749,587	863,142	897,555	34,413	4%
52461000 - Non Union Medical & Life Insurance	1,065,155	1,206,780	1,321,808	1,349,027	1,535,743	186,716	14%
52461500 - VUL Premium	20,372	6,743	0	0	0	0	0%
52461550 - VUL Interest	(643)	2,200	0	0	0	0	0%
52471000 - Union Retirement Plan	208,859	219,785	228,260	270,051	313,800	43,749	16%
52481000 - Non-Union Retirement Plan	258,491	265,860	285,206	451,983	477,635	25,651	6%
52981000 - Compensation Related Accrual	18,152	(99,510)	(77,717)	0	0	0	0%
Total Compensation Related	5,425,352	5,145,248	4,913,404	5,610,989	6,003,011	392,022	7%
Materials and Supplies							
53001000 - Materials & Supplies	1,069,309	1,373,794	1,221,335	1,355,861	1,344,679	(11,181)	(1%)
53002500 - Printed Membership Materials	1,239	0	0	0	0	0	0%
53003000 - Materials Direct	(2,404)	33,335	56,416	0	0	0	0%
53003500 - Materials Direct - Grf	437,677	306,841	256,258	387,019	385,618	(1,401)	0%
53004000 - Freight	37,446	43,197	30,378	37,176	35,361	(1,815)	(5%)
Total Materials and Supplies	1,543,267	1,757,167	1,564,387	1,780,056	1,765,659	(14,397)	(1%)
Cost of Goods Sold							
53101000 - Cost Of Sales - Warehouse	9,373	18,736	2,570	15,615	7,815	(7,800)	(50%)
53101500 - Cost Of Sales - Pro Shop	171,689	143,244	99,459	140,000	142,000	2,000	1%
53102000 - Cost Of Sales - Alcohol	19,508	21,557	3,935	21,600	21,500	(100)	0%
53103400 - Cost Of Sales - Fuel & Oil	0	41,529	86,160	146,250	134,000	(12,250)	(8%)
53103500 - Earthquake Materials	10,712	13,366	108	15,000	10,000	(5,000)	(33%)
Total Cost of Goods Sold	211,310	238,432	192,232	338,465	315,315	(23,150)	(7%)
Community Events							
53201000 - Community Events	430,812	563,596	125,189	394,686	463,081	68,395	17%
Total Community Events	430,812	563,596	125,189	394,686	463,081	68,395	17%
Utilities and Telephone							
53301000 - Electricity	868,997	875,691	705,598	861,852	886,055	24,203	3%
53301500 - Sewer	81,822	77,338	67,047	81,205	84,696	3,491	4%
53302000 - Water	694,692	605,107	645,378	699,700	700,310	610	0%
53302500 - Trash	188,688	220,868	191,847	207,499	148,028	(59,471)	(29%)
53303500 - Gas	217,034	244,948	164,840	212,924	232,781	19,857	9%
53304000 - Telephone	247,588	284,506	316,676	330,343	359,369	29,026	9%
Total Utilities and Telephone	2,298,821	2,308,457	2,091,386	2,393,523	2,411,239	17,716	1%
Fuel and Oil							

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**Golden Rain Foundation of Laguna Woods  
Budget Comparison Report by Account  
12/31/2022  
GOLDEN RAIN FOUNDATION**

**Attachment 5**

	2018 Actuals	2019 Actuals	2020 Actuals	2021 Budget	2022 Budget	Assessment Increase/ (Decrease)	VAR %
53304500 - Fuel & Oil For Vehicles	510,572	511,609	370,940	536,250	544,500	8,250	2%
Total Fuel and Oil	510,572	511,609	370,940	536,250	544,500	8,250	2%
Legal Fees							
53401500 - Legal Fees	506,476	994,184	336,669	347,530	329,196	(18,334)	(5%)
Total Legal Fees	506,476	994,184	336,669	347,530	329,196	(18,334)	(5%)
Professional Fees							
53402000 - Audit & Tax Preparation Fees	126,167	130,132	133,883	136,200	143,010	6,810	5%
53402500 - Payroll System Fees	150,359	169,100	170,233	150,000	172,500	22,500	15%
53403500 - Consulting Fees	351,909	291,803	260,165	378,947	243,233	(135,714)	(36%)
53404500 - Fees	5,400	6,000	7,000	6,000	6,000	0	0%
Total Professional Fees	633,835	597,035	571,281	671,147	564,743	(106,404)	(16%)
Equipment Rental							
53501000 - Space, Rent/Lease	239	0	0	0	0	0	0%
53501500 - Equipment Rental/Lease Fees	222,962	213,295	200,704	217,712	216,114	(1,598)	(1%)
Total Equipment Rental	223,201	213,295	200,704	217,712	216,114	(1,598)	(1%)
Outside Services							
53601000 - Bank Fees	32,245	100,810	75,631	53,400	70,000	16,600	31%
53601500 - Credit Card Transaction Fees	144,695	173,485	199,571	159,980	190,444	30,464	19%
53602000 - Merchant Account Fees	19,125	19,610	3,597	13,671	17,069	3,398	25%
53602500 - Licensing Fees	3,500	8,300	3,500	22,500	6,000	(16,500)	(73%)
53603000 - Permit Fees	7,139	69	0	7,200	2,200	(5,000)	(69%)
54603500 - Outside Services CC	73,505	2,064	45,117	0	0	0	0%
53704000 - Outside Services	1,453,201	1,732,371	1,925,334	2,115,173	2,675,781	560,607	27%
Total Outside Services	1,733,410	2,036,708	2,252,750	2,371,924	2,961,494	589,569	25%
Repairs and Maintenance							
53701000 - Equipment Repair & Maint	457,095	285,946	694,940	459,179	801,623	342,444	75%
53702000 - Street Repair & Maint	0	0	0	1,000	3,500	2,500	250%
53702500 - Building Repair & Maint	336,958	360,811	237,899	410,654	395,054	(15,600)	(4%)
53703000 - Elevator /Lift Maintenance	7,324	10,644	17,207	11,935	11,099	(836)	(7%)
53703500 - Water Softener	2,174	3,122	4,070	4,083	4,083	0	0%
Total Repairs and Maintenance	803,550	660,523	954,116	886,851	1,215,359	328,508	37%
Other Operating Expense							
53604000 - Pest Control Fees	2,743	8,095	4,402	55,798	19,815	(35,983)	(64%)
53801000 - Mileage & Meal Allowance	8,273	9,701	2,823	13,776	14,245	469	3%
53801500 - Travel & Lodging	4,959	5,793	1,579	6,008	6,259	252	4%
53802000 - Uniforms	123,834	113,695	98,880	128,581	128,010	(571)	0%
53802500 - Dues & Memberships	11,228	15,075	12,695	16,981	20,418	3,437	20%
53803000 - Subscriptions & Books	7,549	9,489	6,151	10,409	10,577	168	2%
53803500 - Training & Education	58,431	54,717	20,266	97,452	86,168	(11,284)	(12%)
53804000 - Staff Support	40,987	68,181	45,144	98,100	101,900	3,800	4%
53901000 - Benefit Administrative Fees	33	8,452	2,459	4,000	4,000	0	0%
53901500 - Volunteer Support	4,364	10,397	1,479	16,800	14,850	(1,950)	(12%)
53902000 - Physical Examinations	43,252	49,284	33,747	42,100	42,100	0	0%
53902500 - Recruiting Fees	133,326	61,929	41,650	100,000	90,000	(10,000)	(10%)
53903000 - Safety	115,838	79,620	59,715	107,215	93,802	(13,413)	(13%)
54001000 - Board Relations	7,049	6,172	3,129	19,805	13,005	(6,800)	(34%)
54001500 - Public Relations	55,077	40,168	24,112	1,000	1,000	0	0%
54002000 - Postage	17,539	16,445	33,727	21,192	53,610	32,418	153%
54002500 - Filing Fees / Permits	48,093	37,039	51,048	147,376	148,103	727	0%
54502500 - Cable Promotions	4,208	4,094	0	3,500	3,000	(500)	(14%)
Total Other Operating Expense	686,780	598,345	443,005	890,092	850,861	(39,230)	(4%)
Income Taxes							
54301000 - State & Federal Income Taxes	(25,511)	32,003	593,124	2,000	1,000	(1,000)	(50%)
Total Income Taxes	(25,511)	32,003	593,124	2,000	1,000	(1,000)	(50%)
Property and Sales Tax							
54301500 - State & Local Taxes	96,849	122,405	122,270	19,900	23,242	3,342	17%
54302000 - Property Taxes	3,151	3,151	3,525	3,115	3,580	465	15%
Total Property and Sales Tax	100,000	125,556	125,795	23,015	26,822	3,807	17%
Insurance							
54401000 - Hazard & Liability Insurance	1,127,724	1,280,014	1,739,534	1,257,267	2,426,417	1,169,150	93%
54401500 - D&O Liability	57,433	57,343	55,406	59,507	69,400	9,892	17%
54402000 - Property Insurance	72,443	29,655	205,359	95,574	324,866	229,292	240%
54402500 - Auto Liability Insurance	4,566	4,434	1,163	10,000	10,000	0	0%
54403000 - General Liability Insurance	3,511	2,656	7,088	3,600	3,960	360	10%
54403500 - Property Damage	0	263	0	10,000	10,000	0	0%
Total Insurance	1,265,678	1,374,364	2,008,550	1,435,947	2,844,642	1,408,695	98%
Cable Programming/Copyright/Franchise							
54501000 - Cable - Programming Fees	4,736,006	4,828,389	3,536,870	3,752,088	4,015,000	262,912	7%
54501500 - Cable - Copyright Fees	66,222	0	0	0	0	0	0%
54502000 - Cable - City of Laguna Woods Franchise Fees	282,261	299,191	255,185	287,000	313,000	26,000	9%

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**Golden Rain Foundation of Laguna Woods**  
**Budget Comparison Report by Account**  
**12/31/2022**  
GOLDEN RAIN FOUNDATION

**Attachment 5**

	<u>2018 Actuals</u>	<u>2019 Actuals</u>	<u>2020 Actuals</u>	<u>2021 Budget</u>	<u>2022 Budget</u>	Assessment Increase/ (Decrease)	VAR %
Total Cable Programming/Copyright/Franchise	5,084,489	5,127,580	3,792,055	4,039,088	4,328,000	288,912	7%
Net Allocation to Mutuals							
48501000 - Allocated To Grf Departments	(6,687,103)	(6,389,122)	(6,578,836)	(7,245,705)	(7,650,357)	(404,652)	(6%)
48502500 - Mutual General Operating	(123,357)	(5,382)	0	0	0	0	0%
54602500 - Allocated Expenses	4,338,236	3,847,280	3,678,169	4,334,779	4,701,286	366,508	8%
Total Net Allocation To Mutuals	(2,472,224)	(2,547,224)	(2,900,667)	(2,910,926)	(2,949,071)	(38,145)	(1%)
Uncollectible Accounts							
54602000 - Bad Debt Expense	17,360	9,432	1,416	15,250	12,100	(3,150)	(21%)
Total Uncollectible Accounts	17,360	9,432	1,416	15,250	12,100	(3,150)	(21%)
(Gain)/Loss on Sale or Trade							
54101000 - (Gain)/Loss - Warehouse Sales	133,344	(520)	(56,922)	(25,000)	(25,000)	0	0%
Total (Gain)/Loss on Sale or Trade	133,344	(520)	(56,922)	(25,000)	(25,000)	0	0%
Total Expenses	36,869,996	37,695,827	34,235,941	37,801,279	41,271,680	3,470,400	9%
Excess of Revenues Over Expenses	<u>(\$28,232,660)</u>	<u>(\$29,015,431)</u>	<u>(\$26,342,675)</u>	<u>(\$28,517,792)</u>	<u>(\$31,103,030)</u>	<u>\$2,585,237</u>	<u>9%</u>

## Laguna Woods Village Department Allocations

	2022 Plan	GRF	United	Third
<b>OFFICE OF THE CEO</b>	<b>\$1,645,836</b>	<b>\$740,179</b>	<b>\$454,410</b>	<b>\$451,247</b>
100 - OFFICE OF THE CEO	1,764,472	692,158	480,758	591,556
240 - COMMUNITY SERVICES	(118,635)	48,021	(26,348)	(140,308)
<b>MEDIA AND COMMUNICATIONS</b>	<b>\$2,146,923</b>	<b>\$2,146,923</b>	<b>\$0</b>	<b>\$0</b>
010 - MEDIA AND COMMUNICATIONS ADMIN	320,106	320,106	0	0
020 - CABLE TV NETWORK	3,245,079	3,245,079	0	0
030 - TV STUDIO	640,065	640,065	0	0
040 - MEDIA SERVICES	(358,623)	(358,623)	0	0
050 - HIGH SPEED INTERNET	(1,699,705)	(1,699,705)	0	0
<b>DEPARTMENT OF INFORMATION SERVICES</b>	<b>\$3,236,961</b>	<b>\$1,578,916</b>	<b>\$990,901</b>	<b>\$667,144</b>
360 - INFORMATION SERVICES	1,517,001	1,517,001	0	0
200 - RESIDENT SERVICES ADMIN	329,691	12,316	186,499	130,877
950 - PROPERTY SERVICES	1,390,269	49,600	804,402	536,268
<b>DEPARTMENT OF GENERAL SERVICES</b>	<b>\$8,103,814</b>	<b>\$5,268,640</b>	<b>\$1,074,243</b>	<b>\$1,760,931</b>
902 - GENERAL SERVICES ADMIN	48,418	48,418	0	0
320 - COMMUNITY CENTER FACILITY	1,041,690	1,041,690	0	0
935 - JANITORIAL	1,347,475	0	369,653	977,822
936 - STREETS & SIDEWALKS	1,963,910	476,211	704,590	783,109
940 - SERVICE CENTER	199,614	199,614	0	0
945 - GRF JANITORIAL	1,590,418	1,590,418	0	0
960 - FLEET MAINTENANCE	193,865	193,865	0	0
970 - TRANSPORTATION	1,718,424	1,718,424	0	0
<b>DEPARTMENT OF FINANCIAL SERVICES</b>	<b>\$3,463,711</b>	<b>\$1,867,569</b>	<b>\$804,625</b>	<b>\$791,517</b>
300 - FINANCIAL SERVICES	2,504,221	1,265,196	625,513	613,513
241 - MAIL AND COPY SERVICE	348,363	127,890	112,916	107,557
311 - WAREHOUSE	152,259	123,261	16,700	12,298
370 - PURCHASING	457,867	350,222	49,495	58,149
380 - TAXES	1,000	1,000	0	0
<b>DEPARTMENT OF SECURITY SERVICES</b>	<b>\$6,939,399</b>	<b>\$6,605,911</b>	<b>\$174,611</b>	<b>\$158,876</b>
400 - SECURITY SERVICES	5,958,634	5,602,428	185,275	170,931
210 - COMPLIANCE	523,761	546,480	(10,664)	(12,055)
220 - SOCIAL SERVICES	457,004	457,004	0	0
<b>DEPARTMENT OF LANDSCAPE SERVICES</b>	<b>\$14,388,559</b>	<b>\$1,192,043</b>	<b>\$5,925,568</b>	<b>\$7,270,947</b>
500 - LANDSCAPE ADMIN	728,077	145,385	241,405	341,287
510 - IMPROVEMENT/ RESTORATION	817,427	0	388,214	429,213
511 - NURSERY/COMPOSTING	516,098	37,572	187,602	290,924
520 - GRF GROUNDS MAINTENANCE	623,915	623,915	0	0
530 - GROUNDS MAINTENANCE	6,481,390	28,749	2,846,447	3,606,194
540 - IRRIGATION	2,071,010	191,525	830,107	1,049,379
550 - SMALL EQUIPMENT REPAIR	471,248	34,487	209,627	227,135
560 - PEST CONTROL	702,436	44,534	274,512	383,390
570 - TREE MAINTENANCE	1,976,959	85,877	947,656	943,426



## Laguna Woods Village Department Allocations

	2022 Plan	GRF	United	Third
<b>DEPARTMENT OF RECREATION SERVICES</b>	<b>\$6,609,666</b>	<b>\$6,609,666</b>	<b>\$0</b>	<b>\$0</b>
600 - RECREATION ADMIN	480,378	480,378	0	0
521 - GARDEN CENTERS	171,566	171,566	0	0
580 - GOLF MAINT - 27 HOLE	659,856	659,856	0	0
581 - GOLF MAINTENANCE - 9 HOLE	130,371	130,371	0	0
602 - BAR SERVICES	5,683	5,683	0	0
603 - LIBRARY	26,251	26,251	0	0
611 - CLUBHOUSE 1	446,734	446,734	0	0
612 - CLUBHOUSE 2	463,378	463,378	0	0
613 - PERFORMING ARTS CENTER	565,092	565,092	0	0
614 - CLUBHOUSE 4	399,233	399,233	0	0
615 - CLUBHOUSE 5	466,569	466,569	0	0
616 - CLUBHOUSE 6	112,239	112,239	0	0
617 - CLUBHOUSE 7	172,298	172,298	0	0
620 - EQUESTRIAN	391,922	391,922	0	0
670 - GOLF OPERATIONS - 27 HOLE	500,495	500,495	0	0
672 - VILLAGE GREENS CAFÉ	(14,678)	(14,678)	0	0
680 - GOLF OPERATIONS - 9 HOLE	106,021	106,021	0	0
690 - AQUATICS	934,971	934,971	0	0
691 - FITNESS	591,285	591,285	0	0
<b>DEPARTMENT OF HUMAN RESOURCE SERVICES</b>	<b>\$16,654,731</b>	<b>\$3,144,148</b>	<b>\$4,304,879</b>	<b>\$9,205,705</b>
700 - HUMAN RESOURCE SERVICES	588,109	294,805	146,652	146,652
350 - INSURANCE	16,066,622	2,849,342	4,158,227	9,059,053
<b>DEPARTMENT OF MAINTENANCE &amp; CONSTRUCTION</b>	<b>\$34,350,565</b>	<b>\$1,949,034</b>	<b>\$18,777,826</b>	<b>\$13,623,705</b>
900 - MAINTENANCE OPERATIONS	1,262,573	384,406	439,084	439,084
904 - MAINTENANCE SERVICES	3,736,541	119,673	2,614,460	1,002,408
909 - DAMAGE RESTORATION	3,991,760	61,797	1,833,273	2,096,689
910 - BUILDING MAINTENANCE	3,016,179	63,546	1,693,701	1,258,932
911 - APPLIANCE	1,228,229	8,217	1,065,204	154,809
912 - CARPENTRY	4,213,048	190,333	1,848,261	2,174,454
913 - ELECTRICAL	1,072,978	103,505	803,999	165,474
914 - PLUMBING	3,629,177	82,215	2,831,472	715,490
917 - INTERIOR COMPONENTS	1,256,770	121,336	1,092,844	42,591
920 - CONSTRUCTION/PROJECT MANAGEMENT	6,658,763	413,332	2,553,948	3,691,483
925 - MANOR ALTERATIONS AND PERMITS	540,509	2,500	269,794	268,215
926 - FACILITIES MANAGEMENT	149,388	132,408	0	16,980
932 - PAINT	3,594,650	265,767	1,731,785	1,597,097
<b>NON WORK CENTER</b>	<b>\$17,251,351</b>	<b>(\$5,545,661)</b>	<b>\$16,644,703</b>	<b>\$6,152,309</b>
<b>TOTAL</b>	<b>\$114,791,518</b>	<b>\$25,557,369</b>	<b>\$49,151,766</b>	<b>\$40,082,383</b>

**Laguna Woods Village  
Department Staffing  
Full Time Equivalents**

	2018 Plan	2019 Plan	2020 Plan	2021 Plan	2022 V4 Plan	Increase (Decrease)
<b>ALL DEPARTMENTS</b>	<b>726.65</b>	<b>741.04</b>	<b>751.01</b>	<b>727.86</b>	<b>734.19</b>	<b>6.33</b>
<b>Office of the CEO</b>	<b>16.00</b>	<b>20.00</b>	<b>20.00</b>	<b>17.06</b>	<b>19.50</b>	<b>2.44</b>
100 Office of the CEO	7.00	9.00	10.00	7.00	9.00	2.00
240 Community Services	9.00	11.00	10.00	10.06	10.50	0.44
<b>Department of Media and Communications</b>	<b>21.47</b>	<b>23.00</b>	<b>23.00</b>	<b>25.03</b>	<b>23.35</b>	<b>(1.68)</b>
010 Media and Communications Admin	1.00	1.50	1.50	3.83	3.50	(0.33)
020 Cable TV Network	10.47	11.50	11.50	11.70	11.10	(0.60)
030 TV Studio	7.00	7.00	7.00	6.50	6.50	-
040 Media Services	2.00	2.00	2.00	2.00	2.25	0.25
050 Internet Service	1.00	1.00	1.00	1.00	-	(1.00)
<b>Department of Information Services</b>	<b>34.00</b>	<b>35.50</b>	<b>35.50</b>	<b>34.80</b>	<b>36.00</b>	<b>1.20</b>
360 Information Systems	11.00	10.50	10.50	10.30	11.00	0.70
200 Resident Services Admin	5.00	5.00	5.00	4.50	5.00	0.50
950 Property Services	18.00	20.00	20.00	20.00	20.00	-
<b>Department of General Services</b>	<b>94.57</b>	<b>93.07</b>	<b>91.57</b>	<b>86.00</b>	<b>87.00</b>	<b>1.00</b>
902 General Services Admin	6.00	4.50	4.00	4.00	4.00	-
935 Janitorial	18.00	19.00	18.00	18.00	18.00	-
936 Streets and Sidewalks	16.00	16.00	16.00	16.00	17.00	1.00
945 GRF Janitorial	20.00	20.00	20.00	17.00	17.00	-
960 Fleet Maintenance	13.00	13.00	12.00	12.00	12.00	-
970 Transportation	21.57	20.57	21.57	19.00	19.00	-
<b>Department of Financial Services</b>	<b>29.50</b>	<b>30.00</b>	<b>31.00</b>	<b>31.00</b>	<b>31.00</b>	<b>-</b>
300 Financial Services	18.50	19.00	20.00	20.00	20.00	-
241 Mail and Copy Service	3.00	3.00	3.00	3.00	3.00	-
311 Warehouse	3.00	3.00	3.00	3.00	3.00	-
370 Purchasing	5.00	5.00	5.00	5.00	5.00	-
<b>Department of Security Services</b>	<b>115.61</b>	<b>118.19</b>	<b>119.68</b>	<b>118.68</b>	<b>117.55</b>	<b>(1.13)</b>
400 Security Services	111.14	113.69	114.68	107.68	105.55	(2.13)
210 Compliance	-	-	-	6.00	7.00	1.00
220 Social Services	4.47	4.50	5.00	5.00	5.00	-

**Laguna Woods Village  
Department Staffing  
Full Time Equivalents**

	2018 Plan	2019 Plan	2020 Plan	2021 Plan	2022 V4 Plan	Increase (Decrease)
<b>Department of Landscape Services</b>	<b>133.87</b>	<b>142.27</b>	<b>149.00</b>	<b>145.50</b>	<b>146.50</b>	<b>1.00</b>
500 Landscape Admin	9.00	8.50	10.00	11.00	11.00	-
510 Improvement/Restoration	-	-	-	5.00	5.00	-
511 Nursery/Composting	4.00	4.00	4.00	5.00	5.00	-
512 Composting	1.00	1.00	1.00	-	-	-
520 GRF Grounds Maintenance	-	6.90	8.00	8.00	8.00	-
530 Grounds Maintenance	79.65	79.65	83.50	82.50	82.50	-
540 Irrigation	16.50	16.50	17.00	17.00	17.00	-
550 Small Equipment Repair	4.00	4.00	4.00	4.00	4.00	-
560 Pest Control	5.00	5.00	5.00	5.00	6.00	1.00
570 Tree Maintenance	14.72	16.72	16.50	8.00	8.00	-
<b>Department of Recreation Services</b>	<b>86.73</b>	<b>85.11</b>	<b>86.36</b>	<b>82.29</b>	<b>84.79</b>	<b>2.50</b>
600 Recreation Admin	4.25	5.25	16.48	15.00	12.60	(2.40)
521 Garden Centers	1.00	1.00	2.00	2.00	2.00	-
580 Golf Maintenance 27-Hole	20.26	17.64	18.14	18.64	17.64	(1.00)
581 Golf Maintenance 9-Hole	2.00	2.00	2.00	2.00	2.00	-
602 Bar Services	0.60	0.60	0.60	0.60	0.60	-
610 Community Center Rec Rooms	0.75	0.75	-	-	-	-
611 Clubhouse 1	4.75	4.75	3.25	2.66	3.00	0.34
612 Clubhouse 2	4.29	4.29	2.70	2.36	2.70	0.34
613 Performing Arts Center	7.65	8.65	5.25	4.53	6.75	2.22
614 Clubhouse 4	3.96	3.96	3.00	2.66	2.83	0.17
615 Clubhouse 5	4.25	4.25	3.70	3.19	3.70	0.51
616 Clubhouse 6	1.95	1.95	0.20	0.20	0.20	-
617 Clubhouse 7	2.70	2.70	1.30	1.13	1.30	0.17
620 Equestrian	4.50	4.50	4.50	4.50	5.33	0.83
670 Golf Operations 27-Hole	12.96	12.96	11.38	12.28	12.28	-
680 Golf Operations 9-Hole	1.96	1.96	1.96	1.96	1.96	-
690 Aquatics	-	-	1.00	1.00	1.00	-
691 Fitness	8.90	7.90	8.90	7.58	8.90	1.32
<b>Department of Human Resource Services</b>	<b>9.40</b>	<b>8.40</b>	<b>8.40</b>	<b>8.40</b>	<b>9.40</b>	<b>1.00</b>
700 Human Resource Services	9.40	8.40	8.40	8.40	9.40	1.00

**Laguna Woods Village  
Department Staffing  
Full Time Equivalents**

	2018 Plan	2019 Plan	2020 Plan	2021 Plan	2022 V4 Plan	Increase (Decrease)
<b>Department of Maintenance &amp; Construction</b>	<b>185.50</b>	<b>185.50</b>	<b>186.50</b>	<b>179.10</b>	<b>179.10</b>	<b>-</b>
900 Maintenance Operations	7.00	7.00	6.00	6.00	7.00	1.00
904 Maintenance Services	4.00	4.00	7.00	7.00	8.00	1.00
909 Damage Restoration	6.00	7.00	7.00	8.00	10.00	2.00
910 Building Maintenance	9.00	9.00	10.00	10.00	10.00	-
911 Appliance	5.00	5.00	5.00	5.00	5.00	-
912 Carpentry	43.00	42.00	42.00	37.80	36.80	(1.00)
913 Electrical	10.00	10.00	10.00	10.00	9.00	(1.00)
914 Plumbing	24.00	24.00	24.00	23.80	23.80	-
917 Interior Components	9.00	9.00	8.00	7.00	7.00	-
918 Handyman Services	-	2.00	-	-	-	-
920 Construction/Project Management	8.00	8.00	8.00	8.00	7.00	(1.00)
925 Manor Alterations and Permits	9.00	9.00	11.00	12.00	16.00	4.00
926 Facilities Management	6.00	6.00	5.00	5.00	5.00	-
932 Paint	45.50	43.50	43.50	39.50	34.50	(5.00)

**GOLDEN RAIN FOUNDATION & TRUST**  
**2022 RESERVES AND RESTRICTED FUNDS PLAN**  
**Five-Year Cash Flow Projections**

<i>Fund</i>	<i>Year</i>	<i>Beginning Balance</i>	<i>Investment Income</i>	<i>Contributions</i>	<i>Assessment PMPM</i>	<i>Expenditures*</i>	<i>ENDING BALANCE</i>
<b>RESERVE FUND</b>	2021	\$ 19,182,715	\$ 183,137	\$ 6,488,808	\$ 19.00	\$ (7,794,317)	\$ 18,060,343
	<b>2022</b>	<b>\$ 18,060,343</b>	<b>\$ 179,985</b>	<b>\$ 7,975,644</b>	<b>\$ 17.00</b>	<b>\$ (8,099,200)</b>	<b>\$ 18,116,772</b>
	2023	\$ 18,116,772	\$ 314,925	\$ 8,450,394	\$ 17.00	\$ (13,191,456)	\$ 13,690,635
	2024	\$ 13,690,635	\$ 243,524	\$ 8,450,394	\$ 17.00	\$ (11,479,341)	\$ 10,905,212
	2025	\$ 10,905,212	\$ 227,745	\$ 8,450,394	\$ 17.00	\$ (7,486,261)	\$ 12,097,089
	<i>Consolidated reporting of Equipment, Facilities, and Trust Facilities Fee Funds.</i>						
<b>CONTINGENCY FUND</b>	2021	\$ 997,171	\$ 5,905	\$ 1,411,617	\$ 0.00	\$ (1,569,362)	\$ 845,331
	<b>2022</b>	<b>\$ 845,331</b>	<b>\$ 11,661</b>	<b>\$ 2,064,160</b>	<b>\$ 5.00</b>	<b>\$ (1,422,656)</b>	<b>\$ 1,498,496</b>
	2023	\$ 1,498,496	\$ 37,100	\$ 916,992	\$ 6.00	\$ (204,000)	\$ 2,248,588
	2024	\$ 2,248,588	\$ 53,590	\$ 1,069,824	\$ 7.00	\$ (208,000)	\$ 3,164,002
	2025	\$ 3,164,002	\$ 73,387	\$ 1,222,656	\$ 8.00	\$ (212,000)	\$ 4,248,045
	<i>2021 includes operating surplus of \$1.4M, insurance payment of (\$992K) to be paid from the Contingency Fund, and (\$600K) legal expenses 2022 includes (\$1,223K) transfer from CNF to OPR and 2021 Operating Surplus of \$1.3M</i>						
<b>TOTAL</b>	2021	\$ 20,179,886	\$ 189,042	\$ 7,900,425	\$ 19.00	\$ (9,363,679)	\$ 18,905,674
	<b>2022</b>	<b>\$ 18,905,674</b>	<b>\$ 191,646</b>	<b>\$ 10,039,804</b>	<b>\$ 22.00</b>	<b>\$ (9,521,856)</b>	<b>\$ 19,615,268</b>
	2023	\$ 19,615,268	\$ 352,025	\$ 9,367,386	\$ 23.00	\$ (13,395,456)	\$ 15,939,223
	2024	\$ 15,939,223	\$ 297,114	\$ 9,520,218	\$ 24.00	\$ (11,687,341)	\$ 14,069,214
	2025	\$ 14,069,214	\$ 301,132	\$ 9,673,050	\$ 25.00	\$ (7,698,261)	\$ 16,345,135

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

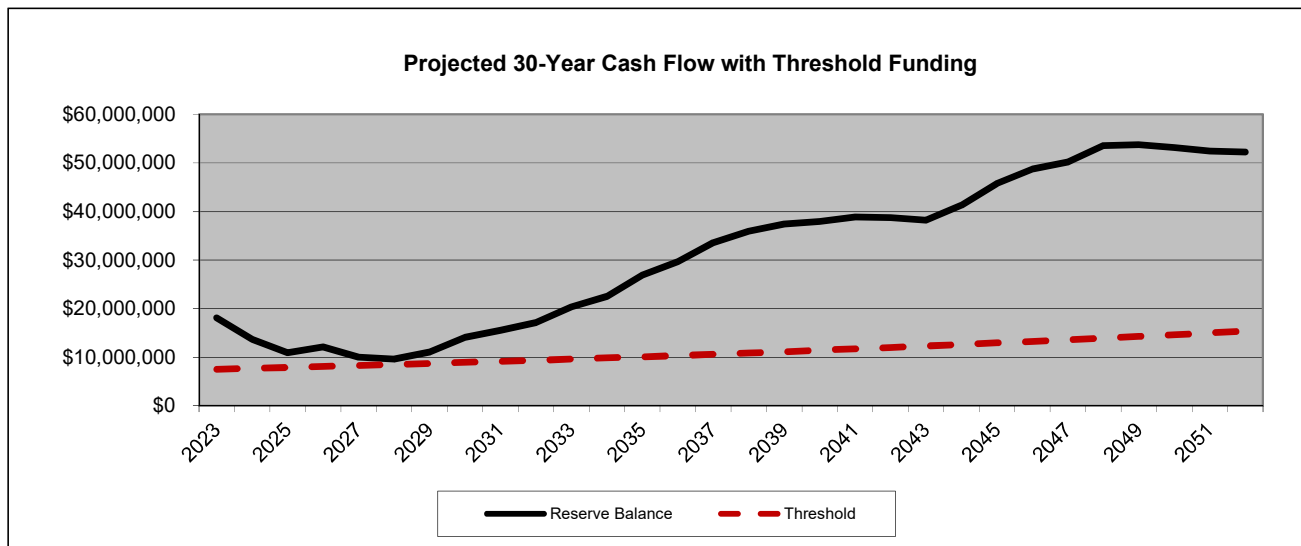
**GOLDEN RAIN FOUNDATION & TRUST**  
**2022 RESERVES PLAN**  
**Reserves 30-Year Funding Plan**

**Threshold (Min Balance): \$7,500,000**

Indexed for inflation

Year	Assessment		Transfer Fee		Investment Income	Planned Expenditures <sup>1</sup>	Reserve Balance
	Per Manor Per Month	Total Contributions	Transfer Fee Amount	Facilities Fee Contributions			
2021	\$ 19.00	\$ 2,903,808	\$ 5,000	\$ 3,585,000	\$ 183,137	\$ (7,794,318)	\$ 18,060,342
2022	\$ 17.00	\$ 2,598,144	\$ 7,500	\$ 5,377,500	\$ 179,986	\$ (8,099,200)	\$ 18,116,772
2023	\$ 17.00	\$ 2,598,144	\$ 7,500	\$ 5,852,250	\$ 314,925	\$ (13,191,456)	\$ 13,690,635
2024	\$ 17.00	\$ 2,598,144	\$ 7,500	\$ 5,852,250	\$ 243,523	\$ (11,479,341)	\$ 10,905,211
2025	\$ 17.00	\$ 2,598,144	\$ 7,500	\$ 5,852,250	\$ 227,746	\$ (7,486,261)	\$ 12,097,090
2026	\$ 17.00	\$ 2,598,144	\$ 7,500	\$ 5,852,250	\$ 218,630	\$ (10,781,600)	\$ 9,984,514
2027	\$ 17.00	\$ 2,598,144	\$ 7,500	\$ 5,852,250	\$ 193,770	\$ (9,042,455)	\$ 9,586,223
2028	\$ 18.00	\$ 2,750,976	\$ 7,500	\$ 5,852,250	\$ 204,484	\$ (7,327,297)	\$ 11,066,636
2029	\$ 18.00	\$ 2,750,976	\$ 7,500	\$ 5,852,250	\$ 249,287	\$ (5,807,789)	\$ 14,111,360
2030	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 293,751	\$ (7,603,636)	\$ 15,557,533
2031	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 323,762	\$ (7,494,939)	\$ 17,142,414
2032	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 371,214	\$ (5,919,473)	\$ 20,350,213
2033	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 424,549	\$ (7,001,602)	\$ 22,529,218
2034	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 489,882	\$ (4,826,332)	\$ 26,948,826
2035	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 561,151	\$ (6,538,572)	\$ 29,727,463
2036	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 626,937	\$ (5,517,307)	\$ 33,593,151
2037	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 688,308	\$ (7,111,607)	\$ 35,925,910
2038	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 726,145	\$ (7,993,359)	\$ 37,414,754
2039	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 746,139	\$ (8,971,667)	\$ 37,945,284
2040	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 760,528	\$ (8,593,799)	\$ 38,868,071
2041	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 768,169	\$ (9,675,308)	\$ 38,716,990
2042	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 761,434	\$ (10,046,682)	\$ 38,187,800
2043	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 786,835	\$ (6,448,143)	\$ 41,282,550
2044	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 862,117	\$ (5,109,508)	\$ 45,791,217
2045	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 936,109	\$ (6,727,571)	\$ 48,755,813
2046	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 979,609	\$ (8,306,821)	\$ 50,184,659
2047	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 1,027,286	\$ (6,396,770)	\$ 53,571,233
2048	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 1,062,778	\$ (9,620,697)	\$ 53,769,372
2049	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 1,058,384	\$ (10,456,436)	\$ 53,127,378
2050	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 1,044,887	\$ (10,522,104)	\$ 52,406,219
2051	\$ 19.00	\$ 2,903,808	\$ 7,500	\$ 5,852,250	\$ 1,036,266	\$ (9,941,940)	\$ 52,256,603

<sup>1</sup> Planned Expenditures include Capital Plan, supplemental appropriations, and carryover items from prior years.



## STAFF REPORT

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**DATE:** September 7, 2021  
**FOR:** Board of Directors  
**SUBJECT:** 2022 Capital Plan

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### **RECOMMENDATION**

Staff recommends the Board approve by resolution the 2022 Capital Reserve Expenditures Plan at the board meeting on September 7, 2021.

### **BACKGROUND**

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

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

A narrower focus over the next five years is provided by the CIP. This document details the proposed projects and budgetary estimates for all GRF equipment and facility needs. A summary of the five-year CIP is reflected in Table 1 below. Annual funding is obtained as part of the business planning process.

Table 1

	Proposed 2022	Estimated 2023	Estimated 2024	Estimated 2025	Estimated 2026	TOTAL
CIP Total	\$7,274,363	\$12,932,800	\$11,033,584	\$7,054,471	\$9,960,532	\$48,255,750

The proposed 2022 funding of \$7,274,363 is \$5,844,656 less than the \$13,119,019 projected for 2022 in the current year reserves plan, primarily attributable to deferral of Clubhouse 1 improvements to reflect a more realistic timeline.

## **FINANCIAL ANALYSIS**

The proposed projects for 2022 total \$7,274,363, as summarized below. This report provides a brief description of each project recommended for the upcoming budget year, divided into the categories commensurate with the location of the projects.

	Equipment	Facilities	Total
<b>Aquatics</b>			<b>\$9,000</b>
CH 5 Pool Cover	\$9,000		\$9,000

- Funding of \$9,000 is recommended to replace the Clubhouse 5 pool cover. The prior cover was in poor condition due to surpassing its useful life of 10 years and has been disposed of.

	Equipment	Facilities	Total
<b>Broadband Services</b>			<b>\$629,500</b>
Set Top Boxes	\$300,000		\$300,000
Infrastructure	\$250,000		\$250,000
Signal Receivers and Transcoders	\$25,000		\$25,000
UPS Battery for Power Supplies	\$22,000		\$22,000
Village Television Studio Equipment	\$17,500		\$17,500
ENG Cameras (2)	\$15,000		\$15,000

- Funding of \$300,000 is recommended for the purchase of approximately 1,000 Set Top Boxes in anticipation of the demand for digital services and replacement of failed units at the end of their useful lives.
- Funding of \$250,000 is recommended to replace aging cable infrastructure. The existing cable infrastructure is 20-years old. It is normal that metal enclosures and underground conduits deteriorate over time. By reinvesting in this infrastructure project, it is anticipated to add an additional 20 years of service to this system. Splitting the nodes for additional service capacity (spectrum/bandwidth) will be needed to support resident bandwidth growth as identified in The Broadband Group analysis. Funds will be utilized to immediately repair failed components and to continue the inspection of the entire network to determine future repairs.
- Funding of \$25,000 is recommended to replace end-of-life and end-of-support broadband headend equipment. This equipment provides ROVI iGuide data to the set top boxes and HD DTAs, allows for the staging of set-top boxes, adding and removal of packages to set top boxes and retrieval of Pay-Per-View purchases for billing.



- Funding of \$22,000 is recommended to replace the UPS Battery for power supplies. The batteries power amplifiers to boost signal to ensure proper signal strength in each manor. Replacement of the power supplies every 5 years is to promote continuous 24/7 operation of the cable outside plant during power outages. GRF has experienced a number of outages (both planned & unplanned), over the years the power plant is aging with underground cabling, transformers, switches, etc.
- Funding of \$17,500 is recommended to replace the current news desk, first built in the late 1980's, renovated in 2000 and again in 2016. Directors of the various boards and some guests on a number Village Television programs have commented that the desk is too high and/or uncomfortable, needs ergonomic improvements, and appears dated. Replacement will provide viewers of Village Television with an enhanced, more modern viewing experience. Board members, advertising clients and staff will appear with an up to date professional studio experience.
- Funding of \$15,000 is recommended to replace two electronic news gathering (ENG) cameras, utilized to produce programs and segments for Village Television, as well as produce commercials and infomercials on behalf of the Media Services 55 client base. The expected serviceable life of the proposed camera package is 5 years based on industry standards for comparable equipment; the cameras have been in continual use since 2011. Over the last year, the cameras have exhibited failure patterns requiring increased maintenance costs and production down-time. In addition, the image sensors and accompanying control circuitry within the cameras have shown imaging problems due to aging.

	Equipment	Facilities	Total
<b>Clubhouses</b>			<b>\$1,277,000</b>
CH 1 Assessment/Renovation		\$1,250,000	\$1,250,000
CH 5 Stage Curtains (Ballroom)	\$27,000		\$27,000

- Funding of \$1,250,000 is recommended for year 1 of a multi-year project to assess and renovate Clubhouse 1. In 1964, Clubhouse 1 became the first clubhouse constructed in Laguna Woods Village. This facility has many amenities for the residents, including the main lounge, multi-purpose rooms, fitness center, swimming pool, shuffleboard courts, billiards, etc. Clubhouse 1 is the most visited recreational facility in Laguna Woods Village with approximately 226,615 visits in 2019. An assessment report of the facility was completed and reviewed by the Board. In 2021 a programmatic study was ordered. The purpose of this study was to summarize the utilization and current productivity of all current spaces and provide alternative solutions to maximize utilization of the facility present and future. The Board will review all findings and determine the direction of Clubhouse 1. Some structural, mechanical, electrical, plumbing, life safety, and ADA aspects of the facility may need to be upgraded to comply with current codes.

- Funding of \$27,000 is recommended to replace aging stage curtains, necessitated by the current curtain age and condition, installed in 1998. New synthetic curtains require little maintenance compared to velour curtains that lose its fire proofing coating over a five-year period. Synthetic curtains only need one fire retardant application at time of manufacture and lasts the lifetime of the curtain.

	Equipment	Facilities	Total
<b>Computers</b>			<b>\$1,683,000</b>
Financial Software	\$1,500,000		\$1,500,000
Village Website Replacement	\$175,000		\$175,000
CAD Format Plotter	\$8,000		\$8,000

- Funding of \$1,500,000 is recommended for the investigation, selection, development and implementation of an Enterprise Resource Planning (ERP) software solution to replace the existing financial software system AX 2012, the obsolete framework of Stellar and reduce the number of stand-alone systems currently in use. To successfully manage and maintain over 12,000 homes demands a wide variety of business systems, the primary one is an ERP for all employees to receive and access accurate and timely data. Laguna Woods Village serves nearly 18,000 residents, with property assets ranging in the billions of dollars.

The ERP system will be rolled out in phases. The first phase will include the implementation of an application framework to manage and operate the customer service, service management and resident portal systems as well as the creation and deployment of a series of web enabled screens relating to automated resident services. Subsequent phases will include the replacement of AX 2012 and subsequent property management and banking modules.

- Funding of \$175,000 is recommended for update of the current Village Website, with the goal of improving the user experience and ease of use. The new website will be built on a new platform and is expected to reduce the number of phone calls to Resident Services and the CEO's Office. The primary work would be done by consultants.
- Funding of \$8,000 is recommended for a replacement of the CAD Format Plotter. This printer is currently being used by the staff for all large prints including CAD drawings, engineering plans and HR fliers. It also includes a 36-inch scanner with Contact Image Sensor (CIS) technology and a monitor. The current plotter has issues operating on current computer operating system. The production of this plotter and the replacement parts are discontinued and the repair of this device is costly and not feasible.

	Equipment	Facilities	Total
<b>Fitness</b>			<b>\$35,500</b>
CH 1 Treadmills (3)	\$30,500		\$30,500
CH 1 Elliptical Trainer	\$5,000		\$5,000

- Funding of \$30,500 is recommended for three treadmills in Clubhouse 1. Between the two fitness centers about 4,000 residents and their guests use the facility each week. The treadmills are one of the most popular pieces of cardio equipment. The average lifespan of our treadmills is 5 - 7 years. Based on the advice of our maintenance mechanic, the three treadmills that are up for replacement are 14 - 15 years old. Waits up to two months or more have been experienced when replacement parts are backordered and there are some parts that are either not available or they are very expensive.
- Funding of \$5,000 is recommended to purchase an additional elliptical trainer. The average lifespan of the Ellipticals/Cross Trainers is 5 - 7 years. Based on the advice of the maintenance mechanic, the elliptical that will be replaced is 13 years old. Like the treadmills, availability of replacement parts is limited and extended wait times have been experienced.

	Equipment	Facilities	Total
<b>Golf Facilities</b>			<b>\$87,000</b>
Rough Mower	\$87,000		\$87,000

- Funding of \$87,000 is recommended for the replacement of a Rough Mower, which has reached the end of its serviceable life, requiring excessive maintenance and repairs restricting work progress and productivity. The 27-Hole Golf Course is one of the most widely used amenities at Laguna Woods Village. To maintain the aesthetic appeal and functionality of the golf courses and driving range, the golf maintenance crew relies on specialized equipment to address specific maintenance needs.

	Equipment	Facilities	Total
<b>Landscape</b>			<b>\$347,000</b>
Centralized Irrigation System (Phase 3)	\$200,000		\$200,000
Utility Loaders (2)	\$60,000		\$60,000
Navigation Mowers – Walkers (3)	\$45,000		\$45,000
48" Lazer Lawn Mowers (3)	\$30,000		\$30,000
60" Lazer Lawn Mower	\$12,000		\$12,000

- Funding of \$200,000 is recommended for phase 3 of the five-year replacement of the centralized irrigation system. The current centralized irrigation system was installed in 2001. The current system cannot be utilized to track problems in the field, requiring staff to physically visit every system to verify functionality. The Landscape Services Department recommends replacement of the system over the course of five years. Initial funding of \$300,000 was approved in 2020 and 2021; and the next funding phase of \$200,000 is recommended in 2022.

- Funding of \$147,000 is recommended to replace a variety of mowers and miscellaneous landscaping equipment that requires replacement due to age.

	Equipment	Facilities	Total
<b>Other Equipment</b>			<b>\$130,000</b>
Building Maintenance Operations Equipment	\$50,000		\$50,000
Maintenance Services Equipment	\$50,000		\$50,000
Miscellaneous Fleet/Paving Equipment	\$30,000		\$30,000

- Funding of \$50,000 is recommended for building maintenance operations equipment. By including contingency funding in the Capital Plan, unforeseen maintenance tools and equipment can be purchased without deferring service requests or decreasing productivity.
- Funding of \$50,000 is recommended for maintenance services equipment. Contingency funds for equipment support operational needs when unforeseen requirements result in equipment purchases to meet or improve service levels. Equipment purchases under \$25,000 will be completed at the discretion of the CEO and purchases over \$25,000 must follow normal board approval process for supplemental appropriations.
- Funding of \$30,000 is recommended for the replacement or addition of miscellaneous equipment as needed for fleet, paving, and janitorial use.

	Equipment	Facilities	Total
<b>Other GRF Facilities</b>			<b>\$577,576</b>
Building E Assessment and Design Development		\$200,000	\$200,000
Slope Renovation		\$153,576	\$153,576
Miscellaneous Projects		\$125,000	\$125,000
Trailer for Office Work Space	\$50,000		\$50,000
GRF Reserve Study		\$25,000	\$25,000
Garden Center 2 - Roofs		\$18,000	\$18,000
Equestrian Siding/Enclosure of Hay Barn		\$6,000	\$6,000

- Funding of \$200,000 is recommended for Building E Assessment and Design Development. Building E is a one-story building with wooden frame and has an area of 5,300 SF. It contains staff offices for Landscape, Security, and Maintenance Departments. Building E was originally a warehouse building that consisted of concrete slab and corrugated sheet metal. In 1976, it was converted to a single-story wood-framed building atop the existing slab. It has experienced structural movement.
- Funding of \$153,576 is recommended for Slope Renovation, previously budgeted in operations. A vendor will be contracted to renovate GRF slopes so in-house crews can continue to provide existing service levels.

- Funding of \$125,000 is recommended for miscellaneous projects. By including contingency funding in the Capital Plan, unforeseen projects can be completed in an economical and timely fashion without going through the formal board review process required for supplemental appropriations. Projects under \$25,000 will be completed at the discretion of the CEO and projects over \$25,000 must follow normal board approval process for supplemental appropriations.
- Funding of \$50,000 is recommended for a trailer for office work space. Office space is needed at the nursery for operations and computer access.
- Funding of \$25,000 is recommended for an outsourced GRF Reserve Study to determine the funding necessary to maintain, repair, replace, or restore major common-area components over the next 30 years.
- Funding of \$18,000 is recommended for replacement of existing composition shingle roofs of Garden Center 2 with new composition shingle roofs. There have been several leak issues that were remediated, including the replacement of skylights and carpet along with dry downs. The roof replacement will eliminate the current leak and repair issues.
- Funding of \$6,000 is recommended for equestrian siding/enclosure of hay barn. The unprotected hay barn allows the hay to be exposed to the elements such as rain and moisture ruining the hay. The siding/enclosure will protect the feed and allow for the quality of the feed to be maintained.

	Equipment	Facilities	Total
<b>Paving</b>			<b>\$904,091</b>
Asphalt Paving and Sealcoat Programs		\$704,091	\$704,091
Parkway Concrete Repairs		\$200,000	\$200,000

- Funding of \$704,091 is recommended for the Asphalt Paving and Sealcoat Programs. GRF streets and parking lots provide residents vehicular access to their manors and facilities within the Community. The anticipated serviceable life of the new pavement is estimated to be 25 years. The recommended asphalt paving and sealcoat budget is \$604,091 and sealcoat work for GRF pavement is completed on a five-year cycle, budgeted at \$100,000.
- Funding of \$200,000 is recommended for parkway concrete repairs. In coordination with paving, staff has identified concrete areas that require repair or replacement. With recommended funding of \$200,000, the parkway concrete repairs program is designed to repair damaged GRF curb/gutter, driveway aprons, and sidewalks adjacent to the planned paving overlay areas prior to asphalt paving work and add requisite accessibility Americans with Disabilities Act (ADA) ramps, as needed.

	Equipment	Facilities	Total
<b>Security</b>			<b>\$176,696</b>
Gate 12 Security Upgrade		\$66,696	\$66,696
Security Building HVAC System		\$65,000	\$65,000
Shepherd's Crook		\$35,000	\$35,000
Solar powered radar signs (2)	\$10,000		\$10,000

- Funding of \$66,696 is recommended for the Gate 12 security upgrade. Due to heavy vehicle and pedestrian traffic, Gate 12's entrance, exit, and surrounding areas are not equipped with cameras or surveillance systems to assist Security and law enforcement when trying to limit, prevent, and investigate crimes that are committed within this area, including Rules and Regulations violations. The lack of equipment inhibits the ability to research and identify vehicles entering and exiting Gate 12, since there is no vehicle license plate reading system that has become very beneficial in other areas of the Village when investigating and preventing criminal activity.
- Funding of \$65,000 is recommended for the replacement of the Security Building HVAC system. Maintenance costs are rising due to the age of the current system, major down times occur as high-priced mechanisms begin to fail, and users complain of some offices not properly cooled. Old ducting and leaks require constant repair maintenance and rust is forming in key areas due to age.
- Funding of \$35,000 is recommended for approximately 300 LF of new Shepherd's Crook to replace the existing barbed wire fencing along GRF property. The City of Laguna Woods discontinued the use of barbed wire in perimeter barriers in 2017.
- Funding of \$10,000 is recommended for replacement of two solar powered radar signs. The Security Department is down to two remaining devices. These solar-powered units combine a police traffic radar unit with a 12" LED display panel that shows approaching drivers what their current speed is. They serve as a deterrent to speeding vehicles, reduce traffic collisions, and promote safe driving.

	Equipment	Facilities	Total
<b>Vehicles</b>			<b>\$1,418,000</b>
Misc Vehicle Purchases	\$200,000		\$200,000
Transportation Bus	\$200,000		\$200,000
Standard Pickup Truck (7)	\$175,000		\$175,000
Work Van (4)	\$160,000		\$160,000
Security Vehicle (4)	\$140,000		\$140,000
F-150 Truck (4)	\$140,000		\$140,000
F-250 Crew Cab (3)	\$126,000		\$126,000
Utility Vehicle (8)	\$120,000		\$120,000
Equipment Trailer (3)	\$45,000		\$45,000
Add: F-250 Crew Cab	\$42,000		\$42,000
Add: Utility Vehicles (2)	\$30,000		\$30,000
Add: Small Pickup Truck	\$25,000		\$25,000
Add: Equipment Trailer	\$15,000		\$15,000

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

- **REPLACEMENTS:** Staff evaluated the fleet and recommends funding of \$1,306,000 for the vehicle replacements noted above. These components of the fleet are used by various departments to transport crews and equipment to job sites and to perform work. Because the funding is appropriated well in advance of the actual purchase, General Services Fleet Maintenance personnel will reevaluate utilization and repair costs prior to purchase to ensure that the appropriate individual vehicle is selected for replacement.
- **ADDITIONS:** Funding of \$112,000 is recommended for new vehicles to support Landscape Services.

**Prepared By:** Jose Campos, Financial Services Manager

**Reviewed By:** Steve Hormuth, Interim Finance Director  
 Siobhan Foster, Chief Operating Officer  
 Jeff Parker, Chief Executive Officer

#### **ATTACHMENT(S)**

ATT1: 2022 Capital Plan Resolution  
 ATT2: 2022 Capital Plan Items  
 ATT3: 2022 CIP 5-Year

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**RESOLUTION 90-21-XX**

**2022 CAPITAL PLAN RESOLUTION**

**RESOLVED**, September 7, 2021, that the Capital Reserve Expenditures Plan of this Corporation for the year 2022 is hereby adopted and approved; and

**RESOLVED FURTHER**, that pursuant to said Business Plan, the sum of \$7,274,363 is hereby authorized to be expended in 2022 for the purposes provided therein, of which \$4,426,000 is designated from the Equipment Fund and \$2,848,363 from the Facilities Fund; 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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## 2022 CAPITAL PLAN ITEMS

	EQUIPMENT	FACILITIES	TOTAL
<b>Aquatics</b>			<b>\$9,000</b>
CH 5 Pool Cover	9,000		9,000
<b>Broadband Services</b>			<b>629,500</b>
Set Top Boxes	300,000		300,000
Infrastructure	250,000		250,000
Signal Receivers and Transcoders	25,000		25,000
UPS Battery for Power Supplies	22,000		22,000
Village Television Studio Equipment	17,500		17,500
ENG Cameras (2)	15,000		15,000
<b>Clubhouses</b>			<b>1,277,000</b>
CH 1 Assessment/Renovation		1,250,000	1,250,000
CH 5 Stage Curtains (Ballroom)	27,000		27,000
<b>Computers</b>			<b>1,683,000</b>
Financial Software	1,500,000		1,500,000
Village Website Replacement	175,000		175,000
CAD Format Plotter	8,000		8,000
<b>Fitness</b>			<b>35,500</b>
CH 1 Treadmills (3)	30,500		30,500
CH 1 Elliptical Trainer	5,000		5,000
<b>Golf Facilities</b>			<b>87,000</b>
Rough Mower	87,000		87,000
<b>Landscape</b>			<b>347,000</b>
Centralized Irrigation System	200,000		200,000
Utility Loaders (2)	60,000		60,000
Navigation Mowers - Walkers (3)	45,000		45,000
48" Lazer Lawn Mowers (3)	30,000		30,000
60" Lazer Lawn Mower	12,000		12,000
<b>Other Equipment</b>			<b>130,000</b>
Building Maintenance Operations Equipment	50,000		50,000
Maintenance Services Equipment	50,000		50,000
Miscellaneous Fleet/Paving Equipment	30,000		30,000
<b>Other GRF Facilities</b>			<b>577,576</b>
Building E Assessment and Design Development		200,000	200,000
Slope Renovation		153,576	153,576
Miscellaneous Projects		125,000	125,000
Trailer for Office Work Space	50,000		50,000
GRF Reserve Study		25,000	25,000
Garden Center 2 - Roofs		18,000	18,000
Equestrian Siding/Enclosure of Hay Barn		6,000	6,000
<b>Paving</b>			<b>904,091</b>
Asphalt Paving and Sealcoat Programs		704,091	704,091
Parkway Concrete Repairs		200,000	200,000
<b>Security</b>			<b>176,696</b>
Gate 12 Security Upgrade		66,696	66,696
Security Building HVAC System		65,000	65,000
Shepherd's Crook		35,000	35,000
Solar powered radar signs (2)	10,000		10,000



## 2022 CAPITAL PLAN ITEMS

	EQUIPMENT	FACILITIES	TOTAL
<b>Vehicles</b>			<b>1,418,000</b>
Misc Vehicle Purchases	200,000		200,000
Transportation Bus	200,000		200,000
Standard Pickup Truck (7)	175,000		175,000
Work Van (4)	160,000		160,000
Security Vehicle (4)	140,000		140,000
F-150 Truck (4)	140,000		140,000
F-250 Crew Cab (3)	126,000		126,000
Utility Vehicles (8)	120,000		120,000
Equipment Trailer (3)	45,000		45,000
Add: F250 Crew Cab	42,000		42,000
Add: Utility Vehicles (2)	30,000		30,000
Add: Small Pickup Truck	25,000		25,000
Add: Equipment Trailer	15,000		15,000
<b>TOTAL</b>	<b>\$4,426,000</b>	<b>\$2,848,363</b>	<b>\$7,274,363</b>

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

Attachment 3

Category/Fund/Description	2022	2023	2024	2025	2026	Total
<b>Aquatics</b>						
<b>Equipment Fund</b>						
CH 5 Pool Heaters	\$ -	\$ -	\$ 18,000	\$ -	\$ -	\$ 18,000
CH4 Pool Cover	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000
CH5 Pool Cover	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ 9,000
<b>Facility Fund</b>						
CH 1 Pool & Spa Plastering	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
CH 2 Pool Deck	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000
CH 2 Pool Replastering	\$ -	\$ -	\$ -	\$ 55,000	\$ -	\$ 55,000
Locker Room Ventilation System (Pools 1, 2, 4, 5)	\$ -	\$ -	\$ 1	\$ -	\$ -	\$ 1
Pool Solar Heaters	\$ -	\$ 210,000	\$ -	\$ -	\$ -	\$ 210,000
<b>Aquatics Total</b>	<b>\$ 9,000</b>	<b>\$ 310,000</b>	<b>\$ 38,001</b>	<b>\$ 55,000</b>	<b>\$ 15,000</b>	<b>\$ 427,001</b>
<b>Broadband Services</b>						
<b>Equipment Fund</b>						
Board Room Cameras & Equipment	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000
Broadband Fiber Network Calibration	\$ -	\$ -	\$ 105,000	\$ -	\$ -	\$ 105,000
Broadband Infrastructure	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000
Broadband Set Top Boxes	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,500,000
Broadband Signal Receivers and Transcoders	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ 50,000
Broadband Standby Satellite Dish	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ 12,000
Broadband UPS Battery for Power Supplies	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ 22,000
Control Room Digital Upgrade	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000
Encoder/Ad Insertion Equipment	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
ENG Camera	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Remote Broadcast Cameras at CHs	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000
Village Television Studio Equipment	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	\$ 87,500
<b>Broadband Services Total</b>	<b>\$ 629,500</b>	<b>\$ 667,500</b>	<b>\$ 872,500</b>	<b>\$ 679,500</b>	<b>\$ 567,500</b>	<b>\$ 3,416,500</b>
<b>Clubhouses</b>						
<b>Equipment Fund</b>						
CH 1 Commercial Appliances	\$ -	\$ 64,000	\$ -	\$ -	\$ -	\$ 64,000
CH 1 Commercial Dishwasher and booster	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
CH 1 Fountain Equipment	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ 6,000
CH 1 Pool & Locker Rm Shower Heaters	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
CH 2 Commercial Appliances	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
CH 2 Convection Oven	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000
CH 5 Commercial Pool Equipment/pumps	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
CH 5 Convection Oven	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000
CH1 Clubhouse Tables	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000
CH1 Drop in Lounge (Equipment)	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000

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

Attachment 3

CH1 Main Lounge Sound System	\$	-	\$	-	\$	40,000	\$	-	\$	-	\$	40,000
CH1 Mounted Projector - Main Lounge	\$	-	\$	20,000	\$	-	\$	-	\$	-	\$	20,000
CH5 Portable Stages	\$	-	\$	5,000	\$	-	\$	-	\$	-	\$	5,000
CH5 Projector (Ballroom)	\$	-	\$	6,000	\$	-	\$	-	\$	-	\$	6,000
CH5 Screen (Ballroom)	\$	-	\$	-	\$	15,000	\$	-	\$	-	\$	15,000
CH5 Sound Board	\$	-	\$	-	\$	7,000	\$	-	\$	-	\$	7,000
CH5 Stage Curtains (Ballroom)	\$	27,000	\$	-	\$	-	\$	-	\$	-	\$	27,000
CH5 Stage Lighting - Dimmer Rack	\$	-	\$	10,000	\$	-	\$	-	\$	-	\$	10,000
CH5 Video Switcher	\$	-	\$	-	\$	-	\$	-	\$	11,000	\$	11,000
CH6 Sound System	\$	-	\$	-	\$	10,000	\$	-	\$	-	\$	10,000
CH7 Tables	\$	-	\$	20,000	\$	-	\$	-	\$	-	\$	20,000
PAC Pool Tables	\$	-	\$	-	\$	-	\$	16,000	\$	-	\$	16,000
<b>Facility Fund</b>												
CH 1 Assessment / Renovation	\$	1,250,000	\$	4,625,000	\$	4,625,000	\$	-	\$	-	\$	10,500,000
CH 1 Fountain Replaster & Tile	\$	-	\$	15,000	\$	-	\$	-	\$	-	\$	15,000
CH 2 Annex Building Assessment / Renovation	\$	-	\$	50,000	\$	250,000	\$	1,850,000	\$	-	\$	2,150,000
CH 4 Assessment / Renovation	\$	-	\$	-	\$	80,000	\$	500,000	\$	3,700,000	\$	4,280,000
CH 4 Expanded Community Gathering Area	\$	-	\$	-	\$	100,000	\$	-	\$	-	\$	100,000
CH 4 Lounge renovation	\$	-	\$	-	\$	75,000	\$	-	\$	-	\$	75,000
CH 5 Assessment / Renovation	\$	-	\$	-	\$	-	\$	80,000	\$	250,000	\$	330,000
CH 5 Flooring	\$	-	\$	-	\$	-	\$	6,000	\$	-	\$	6,000
CH 6 Assessment / Renovation	\$	-	\$	-	\$	-	\$	50,000	\$	-	\$	50,000
CH 7 Assessment / Renovation	\$	-	\$	-	\$	-	\$	-	\$	80,000	\$	80,000
CH 7 Flat Roof Replacement	\$	-	\$	-	\$	25,000	\$	-	\$	-	\$	25,000
CH 7 HVAC System	\$	-	\$	-	\$	175,000	\$	-	\$	-	\$	175,000
CH4 Metal Raku Roof Cover	\$	-	\$	25,000	\$	-	\$	-	\$	-	\$	25,000
PAC Roof Replacement	\$	-	\$	254,700	\$	-	\$	-	\$	-	\$	254,700
<b>Clubhouses Total</b>	\$	<b>1,277,000</b>	\$	<b>5,274,700</b>	\$	<b>5,452,000</b>	\$	<b>2,523,000</b>	\$	<b>4,056,000</b>	\$	<b>18,582,700</b>
<b>Computers</b>												
<b>Equipment Fund</b>												
Access Control System Refresh ID Cards	\$	-	\$	-	\$	-	\$	-	\$	89,000	\$	89,000
CAD Format Plotter	\$	8,000	\$	-	\$	-	\$	-	\$	-	\$	8,000
Community WiFi Hotspots - RUCKS	\$	-	\$	60,000	\$	-	\$	-	\$	-	\$	60,000
Financial Software	\$	1,500,000	\$	-	\$	-	\$	-	\$	-	\$	1,500,000
Fleet/Fuel Management Software	\$	-	\$	35,000	\$	-	\$	-	\$	-	\$	35,000
HR Management and Payroll Software - Hosted	\$	-	\$	-	\$	-	\$	100,000	\$	-	\$	100,000
Network Server Hardware and Software	\$	-	\$	500,000	\$	-	\$	-	\$	-	\$	500,000
Network Switching, Routing, and Security Hardware	\$	-	\$	-	\$	-	\$	-	\$	350,000	\$	350,000
Phone System	\$	-	\$	370,000	\$	-	\$	-	\$	-	\$	370,000
Vehicle Computers	\$	-	\$	20,000	\$	-	\$	-	\$	-	\$	20,000
Village Website Replacement	\$	175,000	\$	-	\$	-	\$	-	\$	-	\$	175,000
<b>Computers Total</b>	\$	<b>1,683,000</b>	\$	<b>985,000</b>	\$	<b>-</b>	\$	<b>100,000</b>	\$	<b>439,000</b>	\$	<b>3,207,000</b>

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

Attachment 3

Fitness												
Equipment Fund												
CH1 Elliptical Trainers	\$	5,000	\$	-	\$	-	\$	22,100	\$	27,100		
CH1 Recumbent Cross Trainer	\$	-	\$	17,000	\$	-	\$	-	\$	17,000		
CH1 Treadmills	\$	30,500	\$	27,000	\$	27,000	\$	27,000	\$	138,500		
CH1 Update Fitness Equipment	\$	-	\$	-	\$	-	\$	85,000	\$	85,000		
Facility Fund												
CH 1 Fitness Center HVAC	\$	-	\$	-	\$	-	\$	100,000	\$	-	\$	100,000
CH 1 Fitness Flooring	\$	-	\$	45,000	\$	-	\$	-	\$	-	\$	45,000
Fitness Total	\$	35,500	\$	89,000	\$	27,000	\$	127,000	\$	134,100	\$	412,600
Golf Facilities												
Equipment Fund												
Bowling Greens Roller	\$	-	\$	15,000	\$	-	\$	-	\$	-	\$	15,000
Chemical Sprayer	\$	-	\$	55,000	\$	-	\$	-	\$	-	\$	55,000
Core Processor	\$	-	\$	32,000	\$	-	\$	-	\$	-	\$	32,000
Golf 9-Hole Patio Cover	\$	-	\$	-	\$	-	\$	-	\$	13,000	\$	13,000
Golf 9-Hole Patio Furniture	\$	-	\$	-	\$	-	\$	5,000	\$	-	\$	5,000
Irrigation Component; 250 Saddles	\$	-	\$	200,000	\$	-	\$	-	\$	-	\$	200,000
Irrigation System Components; Heads	\$	-	\$	175,000	\$	-	\$	-	\$	-	\$	175,000
Mowers - Fairway	\$	-	\$	80,000	\$	-	\$	-	\$	-	\$	80,000
Par Three Course Irrigation Renovation	\$	-	\$	-	\$	800,000	\$	-	\$	-	\$	800,000
Pond Aerator	\$	-	\$	-	\$	10,000	\$	-	\$	-	\$	10,000
Rough Mower, GM 3100	\$	-	\$	-	\$	45,000	\$	-	\$	-	\$	45,000
Rough Mower; 72	\$	-	\$	-	\$	-	\$	45,000	\$	-	\$	45,000
Rough Mower; ReelMaster 5610, #2	\$	87,000	\$	-	\$	-	\$	-	\$	-	\$	87,000
Tow Behind Top Dresser	\$	-	\$	27,000	\$	-	\$	-	\$	-	\$	27,000
VG - Cart Barn Air Compressor	\$	-	\$	-	\$	-	\$	-	\$	7,500	\$	7,500
VG - Commercial Appliances	\$	-	\$	-	\$	-	\$	-	\$	110,000	\$	110,000
VG - Lounge Furniture	\$	-	\$	-	\$	10,000	\$	-	\$	-	\$	10,000
VG - Water and Ice Machine	\$	-	\$	-	\$	8,000	\$	-	\$	-	\$	8,000
Facility Fund												
Golf 27-Hole Restrooms	\$	-	\$	-	\$	-	\$	20,000	\$	-	\$	20,000
Golf Course Starter Shacks	\$	-	\$	-	\$	200,000	\$	-	\$	-	\$	200,000
VG - HVAC System	\$	-	\$	-	\$	-	\$	-	\$	115,000	\$	115,000
VG - Renovation	\$	-	\$	-	\$	600,000	\$	-	\$	-	\$	600,000
Golf Facilities Total	\$	87,000	\$	584,000	\$	1,673,000	\$	70,000	\$	245,500	\$	2,659,500
Landscape												
Equipment Fund												
48" Laser Lawn Mowers w/Mulch Kits	\$	30,000	\$	55,000	\$	31,500	\$	57,750	\$	60,638	\$	234,888
60" Lazer Mower w/Mulch Kit	\$	12,000	\$	-	\$	-	\$	14,700	\$	15,400	\$	42,100
Centralized Irrigation System	\$	200,000	\$	200,000	\$	300,000	\$	-	\$	-	\$	700,000
Mini Skid Steer Trencher 07	\$	-	\$	30,000	\$	-	\$	-	\$	-	\$	30,000

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

Attachment 3

Mini Skid Steer Trencher Dingo 2000	\$	-	\$	-	\$	-	\$	26,000	\$	-	\$	26,000
Navigator Mowers - Walkers	\$	45,000	\$	31,500	\$	33,075	\$	34,730	\$	36,465	\$	180,770
Toro Dingo 323 (2)	\$	60,000	\$	-	\$	-	\$	-	\$	-	\$	60,000
Utility Tractor w/Loader Kubota	\$	-	\$	-	\$	-	\$	-	\$	43,400	\$	43,400
<b>Landscape Total</b>	<b>\$</b>	<b>347,000</b>	<b>\$</b>	<b>316,500</b>	<b>\$</b>	<b>364,575</b>	<b>\$</b>	<b>133,180</b>	<b>\$</b>	<b>155,903</b>	<b>\$</b>	<b>1,317,158</b>
<b>Other Equipment</b>												
<b>Equipment Fund</b>												
Building Maintenance Operations Equipment	\$	50,000	\$	50,000	\$	50,000	\$	50,000	\$	50,000	\$	250,000
EQ Arena Groomer/Planer	\$	-	\$	5,000	\$	-	\$	-	\$	-	\$	5,000
EQ Hot Walker/Horse Conditioner	\$	-	\$	-	\$	15,000	\$	-	\$	-	\$	15,000
EQ Sun Shades	\$	-	\$	-	\$	5,000	\$	-	\$	-	\$	5,000
Lawn Bowling Shade Covers	\$	-	\$	30,000	\$	-	\$	-	\$	-	\$	30,000
Maintenance Services Equipment	\$	50,000	\$	50,000	\$	50,000	\$	50,000	\$	50,000	\$	250,000
Misc Fleet/Paving Equipment	\$	30,000	\$	30,000	\$	30,000	\$	30,000	\$	30,000	\$	150,000
Misc Painting Equipment	\$	-	\$	-	\$	-	\$	61,000	\$	-	\$	61,000
Miscellaneous Equipment	\$	-	\$	-	\$	-	\$	7,000	\$	-	\$	7,000
<b>Other Equipment Total</b>	<b>\$</b>	<b>130,000</b>	<b>\$</b>	<b>165,000</b>	<b>\$</b>	<b>150,000</b>	<b>\$</b>	<b>198,000</b>	<b>\$</b>	<b>130,000</b>	<b>\$</b>	<b>773,000</b>
<b>Other GRF Facilities</b>												
<b>Facility Fund</b>												
Building D Assessment and Design Development	\$	-	\$	-	\$	-	\$	50,000	\$	180,000	\$	230,000
Building E Assessment and Design Development	\$	200,000	\$	2,000,000	\$	-	\$	-	\$	-	\$	2,200,000
Community Center Building/Site Renovation	\$	-	\$	-	\$	-	\$	-	\$	1,600,000	\$	1,600,000
EMS System - Consultant Fee	\$	-	\$	-	\$	-	\$	30,000	\$	-	\$	30,000
EQ Lighting Musco System	\$	-	\$	100,000	\$	-	\$	-	\$	-	\$	100,000
EQ Replacement and Painting of Wooden Aspects of Building	\$	-	\$	18,000	\$	-	\$	-	\$	-	\$	18,000
EQ Siding/Enclosure of Hay Barn	\$	6,000	\$	-	\$	-	\$	-	\$	-	\$	6,000
EQ Trail System Renovation	\$	-	\$	10,000	\$	-	\$	-	\$	-	\$	10,000
EQ Wooden Fencing & Mounting Block Replacement	\$	-	\$	10,000	\$	-	\$	-	\$	-	\$	10,000
Equipment Covered Shelter-550 Landscape	\$	-	\$	-	\$	80,000	\$	-	\$	-	\$	80,000
Garden Center 2 - Roofs (Off. Baths, other)	\$	18,000	\$	-	\$	-	\$	-	\$	-	\$	18,000
GRF Reserves Study	\$	25,000	\$	-	\$	-	\$	25,000	\$	-	\$	50,000
Miscellaneous Projects	\$	125,000	\$	125,000	\$	125,000	\$	125,000	\$	125,000	\$	625,000
Senate Bill 326 Load Bearing Component Inspectitons	\$	-	\$	-	\$	-	\$	-	\$	50,000	\$	50,000
Slope Renovation	\$	153,576	\$	153,576	\$	153,576	\$	153,576	\$	153,576	\$	767,880
Tennis Court Resurfacing	\$	-	\$	-	\$	-	\$	-	\$	60,000	\$	60,000
Tennis Facility Bldg/Site Renovate	\$	-	\$	-	\$	-	\$	-	\$	50,000	\$	50,000
Trailer for Office Work Space	\$	50,000	\$	-	\$	-	\$	-	\$	-	\$	50,000
Vehicle Maintenance HVAC	\$	-	\$	-	\$	-	\$	60,000	\$	-	\$	60,000
<b>Other GRF Facilities Total</b>	<b>\$</b>	<b>577,576</b>	<b>\$</b>	<b>2,416,576</b>	<b>\$</b>	<b>358,576</b>	<b>\$</b>	<b>443,576</b>	<b>\$</b>	<b>2,218,576</b>	<b>\$</b>	<b>6,014,880</b>
<b>Paving</b>												
<b>Facility Fund</b>												
Asphalt Paving and Sealcoat Programs	\$	704,091	\$	503,524	\$	627,932	\$	630,215	\$	618,953	\$	3,084,715



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

Attachment 3

Parkway Concrete Repairs	\$	200,000	\$	200,000	\$	200,000	\$	200,000	\$	200,000	\$	1,000,000
<b>Paving Total</b>	<b>\$</b>	<b>904,091</b>	<b>\$</b>	<b>703,524</b>	<b>\$</b>	<b>827,932</b>	<b>\$</b>	<b>830,215</b>	<b>\$</b>	<b>818,953</b>	<b>\$</b>	<b>4,084,715</b>
<b>Security</b>												
<b>Equipment Fund</b>												
(2) Solar powered radar signs	\$	10,000	\$	-	\$	-	\$	-	\$	-	\$	10,000
<b>Facility Fund</b>												
Camera Surveillance System	\$	-	\$	-	\$	-	\$	425,000	\$	-	\$	425,000
Gate 12 Security Upgrade	\$	66,696	\$	-	\$	-	\$	-	\$	-	\$	66,696
Security Bldg HVAC System	\$	65,000	\$	-	\$	-	\$	-	\$	-	\$	65,000
Security Bldg Roof Replacement	\$	-	\$	-	\$	-	\$	50,000	\$	-	\$	50,000
Shepherds Crook	\$	35,000	\$	35,000	\$	35,000	\$	35,000	\$	-	\$	140,000
<b>Security Total</b>	<b>\$</b>	<b>176,696</b>	<b>\$</b>	<b>35,000</b>	<b>\$</b>	<b>35,000</b>	<b>\$</b>	<b>510,000</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>756,696</b>
<b>Vehicles</b>												
<b>Equipment Fund</b>												
F-250 Crew Cab (3)	\$	126,000	\$	126,000	\$	-	\$	-	\$	-	\$	252,000
Electric/Hybrid Vehicles (4)	\$	-	\$	-	\$	-	\$	150,000	\$	-	\$	150,000
Equipment Trailer	\$	60,000	\$	45,000	\$	45,000	\$	45,000	\$	45,000	\$	240,000
F-250 Crew Cab	\$	42,000	\$	-	\$	-	\$	-	\$	-	\$	42,000
F-250 Truck (4)	\$	140,000	\$	140,000	\$	140,000	\$	140,000	\$	140,000	\$	700,000
Ford Transit Work Van (4)	\$	160,000	\$	160,000	\$	160,000	\$	160,000	\$	160,000	\$	800,000
In-Car Video Surveillance Equipment	\$	-	\$	25,000	\$	-	\$	-	\$	-	\$	25,000
Miscellaneous Vehicle Purchases	\$	200,000	\$	200,000	\$	200,000	\$	200,000	\$	200,000	\$	1,000,000
Mule Utility Vehicle (2)	\$	30,000	\$	-	\$	-	\$	-	\$	-	\$	30,000
Mule Utility Vehicles (8)	\$	120,000	\$	120,000	\$	120,000	\$	120,000	\$	120,000	\$	600,000
Security Vehicles (4)	\$	140,000	\$	140,000	\$	140,000	\$	140,000	\$	140,000	\$	700,000
Small Pick up Truck	\$	25,000	\$	-	\$	-	\$	-	\$	-	\$	25,000
Standard Pick up Truck (7)	\$	175,000	\$	175,000	\$	175,000	\$	175,000	\$	175,000	\$	875,000
Tractor/Loader	\$	-	\$	55,000	\$	55,000	\$	55,000	\$	-	\$	165,000
Transportation Bus	\$	200,000	\$	200,000	\$	200,000	\$	200,000	\$	200,000	\$	1,000,000
<b>Vehicles Total</b>	<b>\$</b>	<b>1,418,000</b>	<b>\$</b>	<b>1,386,000</b>	<b>\$</b>	<b>1,235,000</b>	<b>\$</b>	<b>1,385,000</b>	<b>\$</b>	<b>1,180,000</b>	<b>\$</b>	<b>6,604,000</b>
<b>Grand Total</b>	<b>\$</b>	<b>7,274,363</b>	<b>\$</b>	<b>12,932,800</b>	<b>\$</b>	<b>11,033,584</b>	<b>\$</b>	<b>7,054,471</b>	<b>\$</b>	<b>9,960,532</b>	<b>\$</b>	<b>48,255,750</b>

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# Strategic Planning Committee

June 28, 2021

# Presentation Outline

1. Customer Service Experience – Participation Enhancement
2. Facilities - Clubhouses
3. Future Development Concepts

# 1. Customer Experience – Participation Enhancement

# Committee Direction

- Objective: structure plan to resolve 90% of resident services issues on-line within next five-years
- Plan: transition residents to on-line services
  - Incentivize/encourage
  - Support/education
  - Monitor
- Ultimate solution is new ERP system where one login provides access to on-line services

# Participation Enhancement

- January 1, 2022 - steer residents to TicketPro, ForeUp, and Kourts for PAC ticket sales, tee times and courts/swim reservations
- Incentivize/encourage
  - Consider pricing structure to offer discount for online PAC ticket purchases and tee times
  - Implement regular prize drawings for Kourts users

# Participation Enhancement

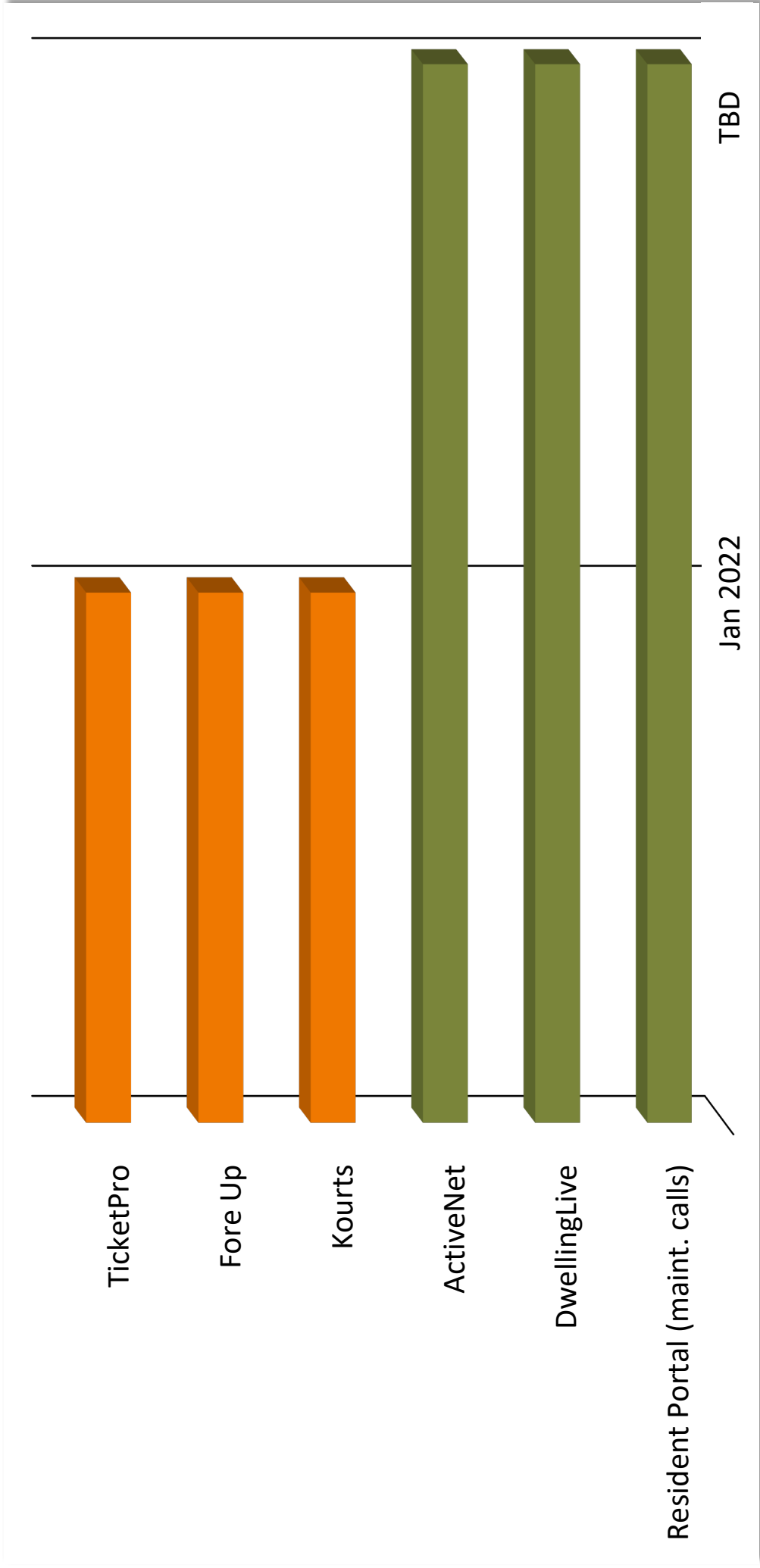
- Support/education
  - Concierge
    - Offer in-person training at published times for any on-line systems in PC and Mac rooms
    - Implement on-line chatroom feature to answer user questions each hour
  - Education
    - Develop new YouTube video trainings, how to guides, etc.
- Monitor
  - Track participation
  - Survey users
- “Resident ambassadors” – leverage resident volunteers in concierge/education function



# Anticipated Savings

- TicketPro and ForeUp
  - Reduce staffing and reallocation of job responsibilities to increase service levels
  - Estimated savings of \$50,000

# Look Ahead – Transition to On-line Systems



## 2. Facilities – Clubhouses

# Clubhouses

- Facilities committee rather than CH 1 committee?
- All facilities and potential facilities need to be considered at same time
  - Make most cost-effective decisions and get best use from our facilities
- What is the best use of our clubhouses?

### 3. Future Development Concepts

# Garden Center 1



# Garden Center 1

- Size: 3 acres (including parking lot)
- Zoning: residential multifamily (RMF)
- Option: relocate Garden Center 1 to Moulton Parkway and Via Campo Verde
- Possible uses:
  - New multi-family housing units
  - Land lease for multi-family units
  - Other



# RV Lot A





# RV Lot A

- Size: approximately 6 acres
- Zoning: open-space recreation (OSR)
- Option: relocate RV Lot A to Moulton Parkway and Via Campo Verde
- Possible uses following rezoning to RMF:
  - New multi-family housing units
  - Land lease for multi-family units
  - Other

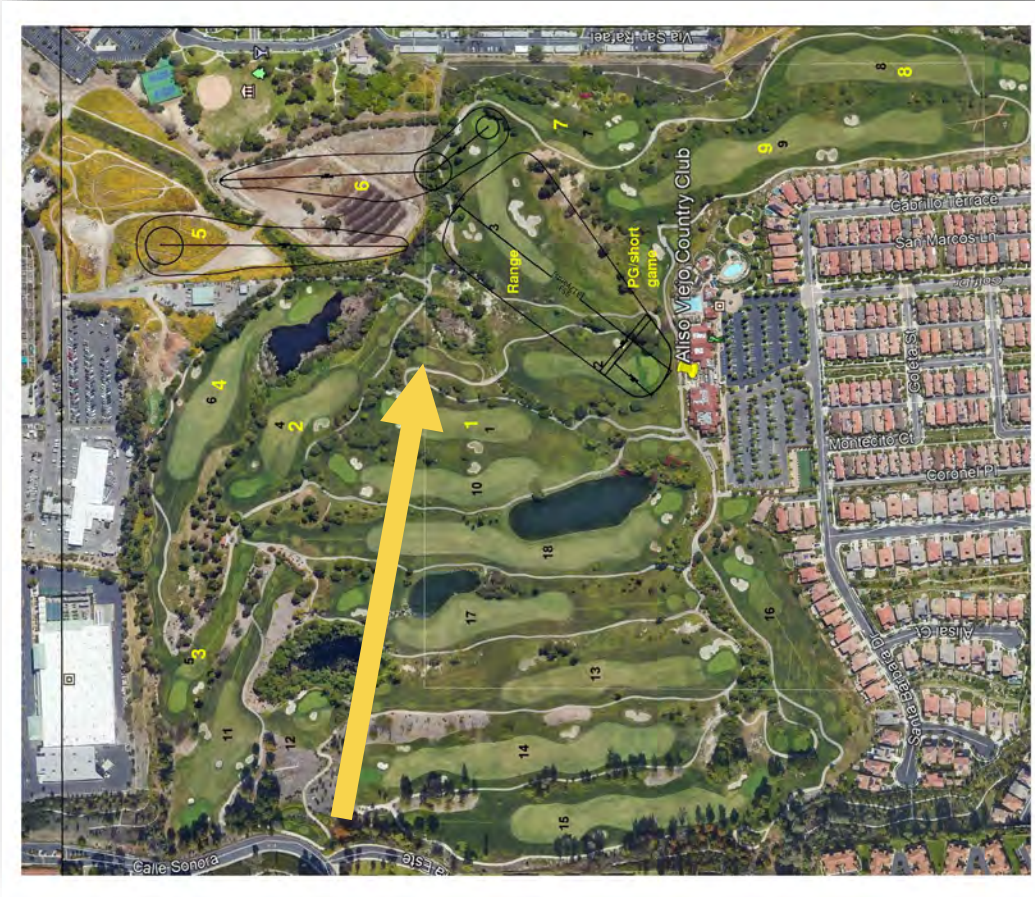
# Lot Behind Community Center



# Lot Behind Community Center

- Size: 3.15 acres
- Zoning: open-space recreation (OSR)
- Possible uses :
  - Amphitheater
  - Partnership with Saddleback Emeritus for joint facility
    - May require rezoning to community facilities – public/institutional (CF-P/I)
  - Other

# Golf Course Expansion



# Golf Course Expansion

- Size: 6 acres on southwest corner of Moulton Parkway and Via Campo Verde
- Zoning: open-space recreation (OSR)
- Possible use :
  - Relocation of Aliso Viejo Country Club golf course holes 5 and 6 (ClubCorp)
- Lease term/purchase price: TBD



# Questions



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## **STAFF REPORT**

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**DATE:** September 7, 2021  
**FOR:** Board of Directors  
**SUBJECT:** Harassment and Nuisance Policy

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### **RECOMMENDATION**

The board adopt the updated Harassment and Nuisance Policy.

### **BACKGROUND**

On October 1, 2019, the board adopted a Harassment and Nuisance Policy (Resolution 90-19-47) to set forth guidelines to address alleged violations of harassment and/or nuisance that occurs in GRF facilities. Previously, language for nuisance violations was included with the Recreation and Special Events Department policies.

### **DISCUSSION**

The updated policy sets forth guidelines regarding harassment and nuisance complaints and to sanction behavior that makes residents, directors, Village Management Service Inc. ("VMS") staff or vendor personnel reasonably feel harassed, threatened or otherwise unsafe. The policy is also intended to address any behavior disturbing the quiet enjoyment of residents using common facilities within Laguna Woods Village.

In addition to reflecting changes in state law, the updated policy enhances current policy by introducing the concepts of proper decorum and harassment based on protected classes, as well as outlining the processes for investigation of allegations and board member or committee member discipline.

### **FINANCIAL ANALYSIS**

None.

**Prepared By:** Siobhan Foster, COO

**Reviewed By:** Francis Gomez, Operations Manager

### **ATTACHMENT(S)**

ATT 1: Harassment and Nuisance Policy

ATT 2: Harassment and Nuisance Resolution

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**Harassment and Nuisance Policy**  
**Resolution 90-19-47; Adopted October 1, 2019**  
**Resolution 90-21-xx; Amended [Date], 2021**

This policy is an Operating Rule as defined in the Davis-Stirling Common Interest Development Act and, to the extent it may conflict with any previous Operating Rules, supersedes and prevails over such previous rules. All Operating Rules, whether characterized as rules, policies, procedures or otherwise are subject to the provisions of the Bylaws ("Bylaws") currently in effect for Golden Rain Foundation of Laguna Hills ("GRF"). Unless otherwise specified, all the capitalized terms in this Harassment and Nuisance Policy ("Policy") have the same meaning as set forth in the Bylaws.

## **I. PURPOSE**

This policy sets forth guidelines regarding harassment and nuisance complaints and to sanction behavior that makes Residents, Directors, Village Management Service Inc. ("VMS") Staff or Vendor personnel reasonably feel harassed, threatened or otherwise unsafe. The policy is also intended to address any behavior disturbing the quiet enjoyment of Residents using common facilities within Laguna Woods Village.

- 1. Prohibition against harassment.** GRF does not condone, endorse, or otherwise tolerate Harassment against GRF Members, Residents, Directors, VMS Staff or Vendors.
- 2. Protected speech and purpose.** This Policy is not intended to limit lawful free speech. However, speech intended to coerce, intimidate or threaten violence is not protected. The purpose of the Policy is to provide GRF Members and Residents a procedure to address any disputes regarding alleged Harassment.

## **II. DEFINITIONS**

**Committee** - Any committee that has been approved by the Board.

**Community** - Laguna Woods Village; including, but not limited to, all amenities.

**Board** - GRF's Board of Directors.

**Directors** - Persons who are elected or appointed to serve on the Board. Directors are volunteer officials who are responsible for the oversight of GRF's operations and ensuring that GRF's Governing Documents are followed and enforced.

**Employee(s)** - Employees of VMS.

**Governing documents** - GRF's governing documents, which include the Articles of Incorporation, the GRF Trust Agreement, the Bylaws, the Rules and Regulations and any Resolutions or Policies of the Board, all of which may be lawfully amended or modified from time to time.

**GRF Member** - Owners within all Housing Mutuals who have paid dues to GRF.

**Harassment** - Coercion, intimidation, threats or other unwelcome conduct (whether communicated in writing, verbally or otherwise), which is severe enough to interfere with a GRF Member's or Resident's ability to enjoy any privileges, services or facilities operated by GRF.

**Housing Mutual** - Third Laguna Hills Mutual, The Towers Mutual No. Fifty and United Laguna Woods Mutual.

**Neighbor-to-Neighbor Dispute** - A dispute or complaint(s) by one GRF Member or Resident against another GRF Member or Resident, which involves a violation of GRF's Governing Documents or impacts GRF at large or its Common Areas.

**Protected Classes** - Includes race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, familial status, source of income, disability, age, medical condition, genetic information, citizenship, primary language, immigration status, arbitrary characteristics as protected by the Unruh Civil Rights Act and all other classes of individuals protected from discrimination under federal or state fair housing laws, individuals perceived to be a member of any of the preceding classes or any individual or person associated with any of the preceding classes as provided in the California Code of Regulations §12005(y) or any successor statute.

**Resident** - An approved occupant who lives in Laguna Woods Village, including nonowners approved for occupancy.

**Staff** - Employees of VMS authorized to act on behalf of United Laguna Woods Mutual, Third Laguna Hills Mutual and GRF.

**Third Party** - Includes (1) all GRF Members and Residents, and any of their tenants, family members, guests or invitees; (2) vendors including their employees, agents, and sub-contractors; and (3) directors.

**Vendors** - Persons working for a service provider serving VMS, GRF or any of the Housing Mutuals.

**VMS** - The self-owned professional management company for Laguna Woods Village. It is a mutual-benefit corporation that was established to provide professional management services to the Community.

All other terms use the definitions as found in the Governing Documents, including the Bylaws.

### III. CONDITIONS

**A. Proper decorum.** No Residents, GRF Members, Directors, Committee Members or Employees are permitted to:

1. Engage in personal attacks, insults or belittling of any individual (whether a Resident, GRF Member, Director, Committee Member, Employee, Vendor, guest or invitee) by name or otherwise, or make any statement that can reasonably be construed as insulting, offensive, belittling or abusing by any means, including, but not limited to, making annoying telephone calls as described in Penal Code §653m, sending correspondence including, but not

limited to, the use of public or private mail, facsimile, electronic mail, social media and/or other electronic posting;

2. Destroy personal property of any other Resident, GRF Member, Director, Committee Member, Employee, Vendor, guest or invitee;
3. Use threatening or abusive language or gestures;
4. Bully, harass, intimidate or otherwise interfere with a Director, Committee Member, Employee or Vendor in the performance of their job/duties;
5. Engage in unwelcome conduct toward Residents, GRF Members, Directors, Committee Members, Employees or Vendors including, without limitation, unlawfully harassing, intimidating, molesting, attacking, striking, stalking, threatening, sexually assaulting, battering, abusing and telephoning, including, but not limited to, making annoying telephone calls as described in Penal Code §653m, sending correspondence by any means, including, but not limited to, the use of public or private mail, facsimile, electronic mail, social media and/or other electronic posting, and destroying personal property.

#### **B. Noise and Nuisance**

1. GRF Directors and Committee Members are not permitted to do anything that will unreasonably embarrass, disturb or annoy others, including, without limitation, Residents, GRF Members, Directors, Committee Members, Employees and Vendors.
2. No GRF Member or Resident is permitted to engage in any abusive or harassing behavior or any form of intimidation or aggression, whether verbal or physical, against any Resident, GRF Member, Vendor, guest and invitee, Director, Committee Member or Employee. If the Board elects not to act on a nuisance complaint by a GRF Member, or if the complaining party believes GRF's action is not sufficient, the GRF Member is permitted to pursue additional legal rights under governing documents and/or the law.
3. GRF Members and Residents are advised they do not have a right to live in a noise- and odor-free environment. Normal levels of noise and environmental pollutants are to be expected. This Policy is designed to prohibit only unreasonable activities.
4. The interests and rights of all Residents regarding loud and disturbing noise must be considered. Such consideration precludes, without limitation, unreasonably noisy activities, excessively loud outdoor entertainment and/or frequent music, radios, stereos, televisions, parties, barking dogs and power tools, and noise from cars, motorcycles and other vehicles.

5. No nuisance, illegal, hazardous or noxious activities, including without limitation, the unreasonable accumulation of waste or litter is permitted within the community. Rubbish and debris shall be placed in the designated and proper receptacles.
6. Odors emanating from any other portion of the development that create an unreasonably offensive or unsanitary condition, or that constitute a nuisance, are prohibited.
7. Because what constitutes a nuisance is largely subjective, the Board is not obligated to become involved in disputes unless the “nuisance” causes substantial interference rather than mere inconvenience and impacts the community at large.

#### **IV. HARASSMENT**

##### **A. Policy**

1. GRF does not condone, endorse, or otherwise tolerate Harassment against its GRF Members, Residents, Directors, Committee Members, Employees or Vendors. Harassment of a GRF Member, Resident, Director, Committee Member, Employee or Vendor based on his or her membership as part of a Protected Class by a Third Party is prohibited.
2. This Policy is not intended to limit lawful free speech. However, speech intended to coerce, intimidate or threaten violence is not protected. The purpose of the Policy is to provide GRF, GRF Members, Residents, Directors, Committee Members, Employees or Vendors a procedure to address any disputes regarding alleged Harassment.
3. GRF is not empowered to act on all actual, alleged or potential Harassment, or related disputes and controversies. It is limited by the authority provided in its Governing Documents and the law. Equally important, GRF Members and Residents have their own rights under the law that they can exercise. GRF Members and Residents should seek their own legal counsel about their rights.

##### **B. Harassment Based on Protected Classes**

1. Notwithstanding the foregoing and the fact that GRF has no obligation to enforce the law, recent federal and California regulations/guidelines impose certain obligations on GRF with regard to the investigation and treatment of any reported Harassment on the basis of a Protected Class.
2. The guidelines were enacted to further define and address housing discrimination in the form of Harassment on the basis of a Protected Class.
3. Any form of Harassment on the basis of a Protected Class in housing or within housing developments is a form of illegal discrimination. GRF is considered a “housing provider.”

4. As such, the Board is required to evaluate alleged Harassment from the perspective of a housing provider, and to investigate when a GRF Member or Resident has reported being subjected to Harassment to the extent that it may amount to illegal housing discrimination.
5. GRF is required to investigate all reported claims of potential Harassment of GRF Members and Residents and, as appropriate, take all action permitted to address such harassing behavior (24 C.F.R. 100.600).
6. Failure of GRF to fulfill its duty under the above may potentially subject GRF to direct liability for:
  - a. GRF's own conduct that results in a discriminatory housing practice;
  - b. failing to take prompt action to correct and end a discriminatory housing practice where GRF knew or should have known of the discriminatory conduct; and
  - c. failing to fulfill a duty to take prompt action to correct and end a discriminatory housing practice by a Third Party where GRF knew or should have known of the discriminatory conduct. The duty to take prompt action may derive from an obligation to the aggrieved person created by contract or lease, including GRF's Governing Documents (80 Fed. Reg. at 63730).
7. For purposes of determining liability for failure to take prompt action to correct or end a discriminatory housing practice, the prompt action may not include any action that penalizes or harms the aggrieved person, such as eviction of the aggrieved person (80 Fed. Reg. at 63730).
8. The direct and vicarious liability provisions apply to all types of discriminatory housing practices, not just those based on quid pro quo or hostile environment harassment. Failure to comply with these provisions may result in deference by the courts and may be used to interpret the California Fair Employment and Housing Act (FEHA) (Gov. Code § 12900 et seq).

## **V. INVESTIGATION OF ALLEGATIONS**

When an alleged Harassment report is submitted, the Board will review the matter at an executive Board meeting and make a reasonable business judgment decision based on the information in the report, whether the allegations, if true, constitute a Neighbor-to-Neighbor Dispute, Harassment, another violation of the Governing Documents or otherwise. The Board may request further documents or evidence of the dispute or complaint, call one or more complaining parties to a Board meeting, and confer with other Residents, GRF Members, Staff, Vendors or legal counsel as part of its investigation of the matter.

The Board reserves the right to take any action necessary or to not take any action if, in its discretion, it concludes the allegations do not violate the Governing Documents or relevant law. Investigations may include an investigation by a third-party investigator. GRF will take reasonable steps to mitigate and/or eliminate any continuing abusive or hostile work environment.

## **VI. REPORTING AND ENFORCEMENT**

### **A. General**

1. GRF is authorized to take disciplinary action against a GRF Member if they or their Resident, co-occupant, tenant, guest or invitee violates the Governing Documents. GRF may take any lawful action against anyone it determines has committed Harassment within the Community and while using the amenities.
2. The Board has the discretion to determine which actions are violations of this Policy and which actions do not require further action by GRF.
3. This Policy does not apply to activities within the areas governed by the Housing Mutuals and GRF will not pursue such issues within those areas.
4. The Board may, after a hearing, impose monetary fines, suspend the GRF Member(s) privileges and/or initiate legal action. GRF Member(s) are entirely responsible for ensuring that the Governing Documents are followed by anyone they allow into the community. This includes any co-occupant, tenant, guest or other invitee.

### **B. Board Member or Committee Member Discipline**

1. The Board may take disciplinary actions against a GRF Director or Committee member who violates this Policy. Prior to taking any disciplinary action, the Board's officers and legal counsel shall review the evidence and investigate the alleged violation.
2. If it is determined that this Policy has been violated, legal counsel will notify the Director or Committee member in writing and copy the Compliance Division of the violation and instruct the Compliance Division to provide a 10-day Notice of Hearing to the Director or Committee member. Following the hearing by the Board, the Director or Committee Member will be notified of the Board's decision regarding any disciplinary action.
3. Such disciplinary action may include removal of the Director or Committee Member from all Committees. If the disciplined Committee Member was appointed to the Committee(s) by a Housing Mutual pursuant to Section 7.3 of the Bylaws, the Board may request that the President of the Housing Mutual immediately remove the Committee Member from all Committees. Failure of the President of the Housing Mutual to remove the Committee Member upon request may result in a demand to the Housing Mutual's board of directors that such Committee Member be removed from all Committees.



4. If the conduct of the Director or Committee Member also violates GRF's Code of Ethics Policy, additional disciplinary action may be taken against that Director or Committee Member in accordance with the Code of Ethics Policy.

#### **C. Neighbor-to-Neighbor Dispute**

1. Resolution 90-04-72, adopted October 5, 2004, by the Board established a member discipline process for the purpose of holding disciplinary hearings in a timely manner and ensuring progressive discipline. The Board is obligated to evaluate and impose if appropriate, member discipline under its Bylaws and § 5855 of the Davis-Stirling Act.
2. The GRF Member disciplinary process is coordinated by the Compliance Division. A complaint may be registered by calling the Security Department at 949-580-1400 or the Compliance Division at 949-268-CALL or [compliance@vmsinc.org](mailto:compliance@vmsinc.org).

#### **D. Third-Party Dispute**

1. By way of the initial investigation, should Staff identify objective evidence of a violation by a GRF Member or their Resident or guests, Staff will send a letter to the offending party describing the allegation(s) and the disciplinary action that may ensue if not corrected.

### **VII. VMS HARASSMENT BY BOARD MEMBER, COMMITTEE MEMBER OR ADVISOR**

VMS has a legal obligation to provide its Employees with a workplace free from any type of inappropriate conduct by Directors, Committee Members and/or advisors. Complaints of a violation of this policy toward Employees may be submitted in writing to VMS' Director of Human Resources and the Board President. If the situation is an emergency requiring intervention, call the Security Department.

Staff will report the violation to the Board President and the Compliance Division for further action.

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**RESOLUTION 90-21-XX****Harassment and Nuisance Policy**

**WHEREAS**, on October 7, 2019, the board adopted the Harassment and Nuisance Policy to set forth guidelines for harassment and nuisance complaints; and

**WHEREAS**, the board recognizes the need to update the policy to reflect changes in state law, introduce concepts of proper decorum and harassment based on protected classes, and outline the processes for investigation of allegations and board member or committee member discipline; and

**NOW THEREFORE BE IT RESOLVED**, October 5, 2021 the Board of Directors of this Corporation hereby revises the Harassment and Nuisance policy, as attached to the official minutes of this meeting; and

**RESOLVE FURTHER**, that Resolution 90-19-47 adopted October 1, 2019, is hereby superseded 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.

**SEPTEMBER 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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## **STAFF REPORT**

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**DATE:** September 7, 2021  
**FOR:** Board of Directors  
**SUBJECT:** Restaurant 19- MBT Restaurant Ventures, INC., Bar Lounge Furniture Donation

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### **RECOMMENDATION**

Review and approve the proposed restaurant furniture donation agreement between the Golden Rain Foundation and MBT Restaurant Ventures, Inc. (Attachment 1).

### **BACKGROUND**

The Village Greens Clubhouse re-construction was completed in November 2011. The new building added over 9,000 square feet of additional space which included a restaurant kitchen, indoor/outdoor dining and a bar lounge. Due to high utilization, the dining room and patio furniture was replaced in 2018. However, the bar lounge tables and chairs were not replaced.

### **DISCUSSION**

The restaurant and bar area is a highly utilized amenity in Laguna Woods Village, serving thousands of people annually. The bar stools and tables are displaying signs of dilapidation and are in need to be replaced in the near future.

The current contracted restaurant operator, MBT Restaurant Ventures, INC., is offering to purchase and donate the following restaurant furniture at no cost to GRF (Attachments 2 and 3) from respected commercial furniture design company IKONIK:

- 33 Barstools
- 6 Bar Tables

The restaurant furniture outlined above would be donated in its entirety to GRF.

In accordance with the GRF Donation policy approved on May 5, 2020 (Resolution 90-20-21), the attached donation agreement has been created.

### **FINANCIAL ANALYSIS**

The proposed bar lounge furniture is estimated to cost \$30,686.80 and will be donated to GRF at no cost. VMS staff will conduct routine maintenance and repair as required.

**Prepared By:** Brian Gruner, Recreation and Special Events Director

**Reviewed By:** Siobhan Foster, COO  
Steve Hormuth, Interim Finance Director

**ATTACHMENT(S)**

ATT 1: GRF Donation Agreement Form

ATT 2: Letter of Intent and Photos of Current Furniture

ATT 3: Ikonik Purchasing Agreement

Attachment 1



## **Donation Agreement**

### **Between Golden Rain Foundation and MBT Restaurant Ventures Inc.**

This Agreement, entered into this \_\_\_\_ day of \_\_\_\_\_, 2021, is by and between the Golden Rain Foundation ("GRF"), a California non-profit mutual benefit corporation and \_\_\_\_\_ ("Donor").

**WHEREAS**, GRF and Donor recognize the important of community facilities and amenities; and

**WHEREAS**, GRF and Donor acknowledge the benefit of donations when they have a purpose consistent with GRF goals and are in the best interest of Laguna Woods Village;

**WHEREAS**, the Donor has offered to donate Restaurant Furniture for the exclusive use of 19 Restaurant and Lounge.

**WHEREAS**, the \_\_\_\_\_ Department Director or COO reviewed and affirms the proposed donation meets the criteria for acceptance contained in the GRF Donation Policy:

- a. Meet a true need of the facility;
- b. Not interfere with the intended current or future use of the facility; and
- c. Not require the relocation of other equipment or infrastructure to accommodate the donation.

**NOW THEREFORE BE IT RESOLVED**, \_\_\_\_\_ (date) that GRF and Donor in accordance with the described conditions and obligations, hereinafter set forth and agree as follows:

**Section 1**     The donation, known as **Restaurant Furniture** described below, is donated in its entirety to GRF, hereafter owned by GRF and managed on behalf of the residents of Laguna Woods Village by Village Management Services Inc. (VMS).

**Section 2**     **Donation description:** Furniture as described in Exhibit "A"  
**Space of facility:** 19 Restaurant and Lounge  
**Location:** As above  
**Additional information:**

**Section 3**     **Amount of donation**  
**Item cost:** \$30,686.80

**Section 5** MBT Restaurant Ventures Inc. will be purchasing the Restaurant Furniture at their sole expense. The Restaurant Furniture will remain in the Restaurant and Lounge.

**Section 6** MBT Restaurant Ventures Inc., will indemnify and defend GRF, its officers, directors, or agents for any and all claims relating to the purchase and use of the Restaurant Furniture.

GRF shall not be liable for any loss, damage, or injury of any kind or character to any person or property caused by or arising from the purchase and use of the Restaurant Furniture, except as occasioned by the gross negligence of GRF.

\_\_\_\_\_  
Date  
**MBT Restaurant Ventures Inc.**

\_\_\_\_\_  
Date  
**Golden Rain Foundation**



Attachment 2

August 11, 2021

To Whom It May Concern,

Being consistent with all the purchases and expenses that we have endured over the years (Over \$100,000.00) to improve the facilities and services for the residents and their guests, I request that an investment to upgrade the facility be facilitated expeditiously. As you can see from the photos, the bar furniture is in poor condition as they are about seven years old and heavily used.

- The table tops are worn out and table legs repaired.



- The chairs seats are worn, chair legs breaking and seats are loose



Due to the poor shape of current bar furniture (bar stools and tables) and increasing complaints that I've been receiving from residents. I have reached out to the Hatch Design Group for their expertise in this matter (see attached quote). Their reputation is stellar; Examples of their work - Big Canyon Country club, the most exclusive golf club in Orange county, King Fish restaurant on El Toro road and the 5 freeway.

The current look of the furniture does not match the look of the building. I feel that replacing the furniture is in the best interest and safety of the residents. The 19 Restaurant is committed to the residents and purchasing the furniture is a gesture of good will.

Sincerely,  
Tony Hibbard  
19 Restaurant and Lounge

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Attachment 3



**PURCHASE AGREEMENT**

Short Form

**CONTRACT # LHC01**

July 7, 2021

This Agreement is entered into by and between

Ikonik Supply Co., Inc. ("ISC")  
a California Corporation  
3198-G Airport Loop Drive  
Costa Mesa, CA 92626

AND

19 Restaurant & Lounge ("Client")  
Tony Hibbart  
24122 Moulton Pkwy, Gate 12  
Laguna Woods, CA 92637

For the purchase of the items set forth on the attached EXHIBIT A, concerning the project described below:

Project Description: 19 Restaurant & Lounge

Project Address: 24122 Moulton Pkwy, Gate 12, Laguna Woods, CA 92637

**TERMS AND CONDITIONS**

Prices are subject to manufacturer's price changes at time of shipment.

Plumbing, electrical work and final connection to equipment is not included as part of this Agreement.

All warranties on equipment are per manufacturers' standard warranties unless noted otherwise in FF&E List.

Custom fabricated items will be considered approved and accepted by Client when ordered.

ISC and their suppliers shall assume no responsibility for any item that has been delivered to the jobsite. Insurance protecting these items from any liability shall be the responsibility of Client.

ISC shall assume no responsibility for damaged items that have been received and signed for at the jobsite by others.

A security interest will remain with the seller until such time as payment has been made in full for all items included in this Agreement.

All projects located in the state of California have applicable sales tax included in this Agreement. For all projects located outside California, applicable sales tax is not included in this Agreement and shall be paid by Client directly to the proper taxing agency having jurisdiction thereof. Client agrees to reimburse ISC for all sales tax expenses incurred by ISC for projects located outside California.

In an effort to resolve any conflicts that arise, the Client and ISC agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to nonbinding mediation as a condition precedent to any binding dispute

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Ikonik Supply Co., Inc. | 3198-G Airport Loop Dr., Costa Mesa, CA 92626 | P: 714-755-5481 | [www.ikoniksupply.com](http://www.ikoniksupply.com)

resolution. If mediation is unsuccessful, disputes shall be resolved by litigation in a court of competent jurisdiction, or if the parties mutually agree in writing, by binding arbitration in accordance with the rules of the American Arbitration Association in Orange County, California. Any litigation or arbitration shall be commenced and proceed in Orange County, California. The entire Agreement shall be governed by the laws of the State of California.

Compensation for all items listed on EXHIBIT A is a total of **Thirty Thousand Six Hundred Eighty-Six Dollars and Eighty Cents (\$37,694.56)**. Payments are due as follows:

95%	Down payment of <b>\$29,152.46</b> due prior to ISC's release of orders.
100%	Down payment of <b>\$1,534.34</b> due prior to delivery.

Orders will be released upon receipt of down payment and this signed Agreement. The signed Agreement must have an original signature and be that of an Owner, Partner, or authorized representative.

Each invoice shall be due and payable upon receipt and delinquent ten days after its date. In the event of delinquency, interest on the delinquent amount shall be imposed as a penalty for nonperformance of the legitimate agreement set forth in this Agreement from the invoice date through the date of payment at the rate of 1.5% per month. Client shall be responsible for all collection costs and attorneys' fees to enforce collection of any moneys owed by Client pursuant to this Agreement and/or any change authorizations or other modifications to this Agreement.

Reimbursable Expenses are in addition to compensation for FF&E Services and include expenses incurred by ISC and ISC's employees and consultants in the interest of the Project. Reimbursable expenses include, but are not limited to the following:

- Out of town travel expenses, including air fare, hotel, car rental, cab fare, parking fees, other travel related expenses, and \$55 per diem for meals, tips and incidentals.
- Travel time for travel in excess of 30 miles from the ISC offices shall be billed hourly.
- Postage and delivery charges, specifications and other documents in the interest of the Project are to be reimbursed at cost plus 15% handling fee.
- Fees paid for securing approval of authorities having jurisdiction over the Project.
- Customs bond, brokerage and clearance fees.
- If authorized in advance by Client, expense of overtime work requiring higher than regular rates.
- Expenses of additional insurance coverage or limits, including professional liability insurance, requested by Client in excess of that normally carried by ISC and ISC's subcontractors.

Unless otherwise provided, this Agreement will be governed by the laws of the state of California.

In recognition of the relative risks, rewards, and benefits of the Project to both the Client and ISC, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, ISC's total liability in the aggregate to the Client for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out of this Agreement from any cause or causes, shall not under any circumstances (except as otherwise prohibited by law), exceed the amount of the fee paid to ISC for Services on this Project.

This Agreement represents the entire and integrated agreement between Client and ISC and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Client and ISC.

Two copies of this agreement are enclosed. If the terms and conditions, as outlined, are in accordance with your understanding, please indicate your acceptance by signing below. The signed Agreement must have an original signature and be that of an Owner, Partner, or authorized representative. Please return both signed copies to ISC for execution. One fully executed copy will be returned to you for your records.

Agreed to and accepted in the City of Costa Mesa,  
County of Orange, CA by 19 Restaurant & Lounge, by:

Signature: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Tax ID: \_\_\_\_\_

Agreed to and accepted by Ikonik Supply Co., Inc.  
(Contractor's License #B274980), by:

Signature: \_\_\_\_\_

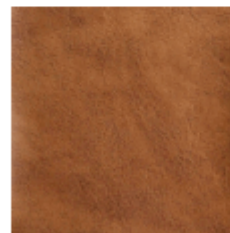
Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_


**EXHIBIT A**

<b>ITEM #</b>	<b>QTY</b>	<b>DESCRIPTION</b>	<b>PRICE</b>
BW-01	1 Lot	<u>48" PULLMAN</u>	TBD*
	6 Each	<u>48" Pullman</u>	
		<b>WAITING ON CLIENT APPROVAL.</b>	
		<b>Lead Time: 10-12 Weeks.</b>	
		Lead times commence upon receipt of signed contract, deposit, receipt of COMs, and approved shop drawings/finish samples. Lead times are an estimate only and are contingent upon production schedules at time of order.	
		Item Description: Custom fabricated pullman boothwork per HDG plans, drawings, details & specifications.	
		Finish: W1 To match Designer's Sample; Booth kickbase to be Black Forbo	
		Dimensions: See CCS Construction Documents	
		Booth Back: Plain with 1:6 slope with 6" Headroll	
		COM/COL: COM1, Source: Majilite, Pattern: Satchel, Color: Tan (24 yards for seat and headroll)	
		COM/COL: COM2, Source: Kravet, Pattern: 35271, Color: 16 (12 yards for back)	
		Reference: CCS Construction Documents	
		Notes/Instructions:	
		Submit CFA of received COM/COL to HDG for approval prior to fabrication.	
		Submit shop drawings to HDG for approval prior to fabrication.	
		All dimensions are approximate and subject to field verification.	
		Seat to be padded with no-sag springs and high density foam appropriate for indoor use that complies with TB 117-2013 without the use of flame retardant chemicals.	
	24 Yards	<u>COM1, Seat and Headroll Fabric</u>	
		<b>WAITING ON CLIENT APPROVAL.</b>	
		<b>Lead Time: 6-8 Weeks. (Currently in Stock as of 06/17/2021)</b>	
		Leadtimes commence upon receipt of signed contract, deposit and approved CFA sample.	
		Leadtimes are an estimate only and are contingent upon production schedules at time of order.	
		Pattern Number: JXAPF1V	
		Pattern Name: Satchel	
		Color: Tan	
		Width: 54"	
		Repeat: N/A	
		Content: 100% Nylon Fiber Matrix	
		Manufacturer Finish: N/A	

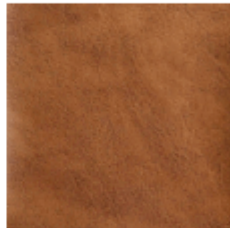


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ITEM #	QTY	DESCRIPTION	PRICE
		Add'l Finishing Required: N/A Reference: Item BW1.1 Specification & Finish Sample or Picture. Notes/Instructions: Durability Testing: Exceeds 100,000 double rubs (Wyzenbeek) Flammability Testing: Passes Cal 117-2013, NFPA 260 Cleaning Instructions: See manufacturer's detailed cleaning instructions.  Entire order to be from same dye lot. Please send CFA to HDG attention Kristi Richardson for approval.	
	12 Yards	<u>COM2, Back Fabric</u> <b>WAITING ON CLIENT APPROVAL.</b>  <b>Lead Time: 4-6 Weeks. (Currently in stock as of 06/17/2021)</b> Leadtimes commence upon receipt of signed contract, deposit and approved CFA sample. Leadtimes are an estimate only and are contingent upon production schedules at time of order.  Pattern Number: 35271-16 Pattern Name: 35271 Color: 16 Width: 55" Repeat: Horizontal - 3.63", Vertical - 3.63" Content: 77% Polyester, 23% Rayon Manufacturer Finish: N/A Add'l Finishing Required: N/A Reference: Item BW2.1 Specification & Finish Sample or Picture. Notes/Instructions: Durability Testing: Exceeds 30,000 double rubs (Wyzenbeek) Flammability Testing: Passes Cal 117-2013 Cleaning Instructions: See manufacturer's detailed cleaning instructions.  Entire order to be from same dye lot. Please send CFA to HDG attention Kristi Richardson for approval.	
BW-02	1 Lot	<u>CORNER FAMILY BOOTH</u>	TBD*
	1 Each	<u>Corner Family Booth</u> <b>WAITING ON CLIENT APPROVAL.</b>  <b>Lead Time: 10-12 Weeks.</b> Lead times commence upon receipt of signed contract, deposit, receipt of COMs, and approved shop drawings/finish samples. Lead times are an estimate only and are contingent upon production schedules at time of order. Item Description: Custom fabricated corner boothwork per HDG plans, drawings, details & specifications. Finish: W1 To be submitted for Designer's approval; Booth kickbase to be Black Forbo	


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ITEM #	QTY	DESCRIPTION	PRICE
		<p>Dimensions: See CCS Construction Documents</p> <p>Booth Back: Channel with 1:6 slope</p> <p>COM/COL: COM1, Source: Majilite, Pattern: Satchel, Color: Tan (20 yards for seat and back)</p> <p>Reference: CCS Construction Documents</p> <p>Notes/Instructions:</p> <p>Submit CFA of received COM/COL to HDG for approval prior to fabrication.</p> <p>Submit shop drawings to HDG for approval prior to fabrication.</p> <p>All dimensions are approximate and subject to field verification.</p> <p>Seat to be padded with no-sag springs and high density foam appropriate for indoor use that complies with TB 117-2013 without the use of flame retardant chemicals.</p>	
	33 Yards	<p><u>COM1, Seat and Back Fabric</u></p> <p><b>WAITING ON CLIENT APPROVAL.</b></p> <p><b>Lead Time: 6-8 Weeks. (Currently in Stock as of 06/17/2021)</b></p> <p>Leadtimes commence upon receipt of signed contract, deposit and approved CFA sample. Leadtimes are an estimate only and are contingent upon production schedules at time of order.</p>  <p>Pattern Number: JXAPF1V</p> <p>Pattern Name: Satchel</p> <p>Color: Tan</p> <p>Width: 54"</p> <p>Repeat: N/A</p> <p>Content: 100% Nylon Fiber Matrix</p> <p>Manufacturer Finish: N/A</p> <p>Add'l Finishing Required: N/A</p> <p>Reference: Item BW2.1 Specification &amp; Finish Sample or Picture.</p> <p>Notes/Instructions:</p> <p>Durability Testing: Exceeds 100,000 double rubs (Wyzenbeek)</p> <p>Flammability Testing: Passes Cal 117-2013, NFPA 260</p> <p>Cleaning Instructions: See manufacturer's detailed cleaning instructions.</p> <p>Entire order to be from same dye lot.</p> <p>Please send CFA to HDG attention Kristi Richardson for approval.</p>	
MW-01	1 Lot	<p><u>LOW WALLS, BOOTH DECKS &amp; PARTITIONS</u></p> <p><b>WAITING ON CLIENT APPROVAL.</b></p> <p><b>Lead Time: 10-12 Weeks.</b></p> <p>Lead times commence upon receipt of signed contract, deposit, and approved shop drawings/finish samples. Lead times are an estimate only and are contingent upon production schedules at time of order.</p> <p>Custom Item: Shall be custom fabricated per HDG plans, drawings, details &amp; specifications.</p> <p>Wood Species: W1 To match Designer's approval</p> <p>Dimensions: See CCS Construction Documents</p>	TBD



<i><b>ITEM #</b></i>	<i><b>QTY</b></i>	<i><b>DESCRIPTION</b></i>	<i><b>PRICE</b></i>
		<p>Reference: CCS Construction Documents</p> <p>Notes/Instructions:</p> <p>Provide any necessary lighting and/or hardware as noted in HDG Construction Documents.</p> <p>No particle board or similar type product to be used unless expressly approved by HDG.</p> <p>Submit shop drawing/finish sample to HDG for approval prior to fabrication.</p>	
SE-01	12 Each	<p><b><u>BARSTOOL 1</u></b></p> <p><b>Lead Time: 10-12 Weeks.</b></p> <p>Lead times commence upon receipt of signed contract and deposit. Lead times are an estimate only and are contingent upon production schedules at time of order. Please note, this order originates from overseas. HDG shall have no control over container shipment delays due to weather, delays in customs, or any other unforeseen issues.</p>  <p>Model Name/#: HB Cabana Bar / 1903-WSB-HB</p> <p>Finish: Wood: P47 Bordeaux, Footrest: P38 Black</p> <p>In-Grade Fabric: Pattern: Arlington; Color: 608 Sandstone; Content: 100% Polyurethane; Abrasion: 500,000 D.R.</p> <p>Dimensions: 21"W x 25"D x 43"H, 30"SH</p> <p>Glides: Supply suitable adjustable glides suitable for use on hard surface tile flooring.</p> <p>Reference: HDG Construction Documents &amp; Item Picture</p> <p>Notes/Instructions:</p> <p>Seat to be padded with high density foam appropriate for indoor use that complies with TB 117-2013 without the use of flame retardant chemicals.</p> <p>Submit CFA of received COM/COL to HDG for approval prior to fabrication.</p> <p>Submit glide sample to HDG for approval.</p> <p>Qty. Includes (x2) for attic stock.</p>	\$7,231.00
SE-02	21 Each	<p><b><u>BARSTOOL 2</u></b></p> <p><b>Lead Time: 10-12 Weeks.</b></p> <p>Lead times commence upon receipt of signed contract and deposit. Lead times are an estimate only and are contingent upon production schedules at time of order. Please note, this order originates from overseas. HDG shall have no control over container shipment delays due to weather, delays in customs, or any other unforeseen issues.</p>  <p>Model Name/#: HB Cabana Bar / 1903-TWLG-HB</p> <p>Finish: Wood: P47 Bordeaux, Footrest: P38 Black</p> <p>In-Grade Fabric: Pattern: Arlington; Color: 608 Sandstone; Content: 100% Polyurethane; Abrasion: 500,000 D.R.</p> <p>Dimensions: 21"W x 25"D x 43"H, 30"SH</p>	\$10,578.00

<i>ITEM #</i>	<i>QTY</i>	<i>DESCRIPTION</i>	<i>PRICE</i>
		<p>Glides: Supply suitable adjustable glides appropriate for use on both carpet and tile flooring.</p> <p>Reference: HDG Construction Documents &amp; Item Picture</p> <p>Notes/Instructions:</p> <p>Seat to be padded with high density foam appropriate for indoor use that complies with TB 117-2013 without the use of flame retardant chemicals.</p> <p>Submit CFA of received COM/COL to HDG for approval prior to fabrication.</p> <p>Submit glide sample to HDG for approval.</p> <p>Qty. includes (x1) for attic stock</p>	
TB-01	3 Sets	<p><u>30" x 48" TABLE BASE</u></p> <p><b>WAITING ON CLIENT APPROVAL.</b></p> <p><b>Lead Time: 4-6 Weeks.</b> Lead times commence upon receipt of signed contract and deposit. Lead times are an estimate only and are contingent upon production schedules at time of order.</p>  <p>Model Name/ #: B900-BLK bolt down with wall cleat</p> <p>Finish: Black Wrinkle</p> <p>Dimensions: 28"H x 8" J-Bolt cover plate x 3" Dia. column, 20" wall cleat.</p> <p>Top Plate: 7-5/8" Square</p> <p>Reference: Item Picture</p> <p>Notes/Instructions:</p> <p>For use with TT1 table top.</p> <p>(1) Bases and (1) Wall Cleat per table top.</p> <p>Overall table height with base attached: 29.5"</p> <p>Base and wall cleat must provide stable and adequate support for 30" x 48" x 1.5" wood table top.</p>	TBD
TB-02	1 Set	<p><u>40" X 55" TABLE BASE</u></p> <p><b>WAITING ON CLIENT APPROVAL.</b></p> <p><b>Lead Time: 4-6 Weeks.</b> Lead times commence upon receipt of signed contract and deposit. Lead times are an estimate only and are contingent upon production schedules at time of order.</p>  <p>Model Name/ #: B900-BLK bolt down</p> <p>Finish: Black Wrinkle</p> <p>Dimensions: 28"H x 8" J-Bolt cover plate x 3" Dia. column</p> <p>Top Plate: 7-5/8"</p> <p>Reference: Equipment Floor Plan &amp; Item Picture</p>	TBD

ITEM #	QTY	DESCRIPTION	PRICE
		Notes/Instructions: For use with TT2 table top. (2) Bases per table top. Overall table height with base attached: 29.5" Base must provide stable and adequate support for 40" x 55" x 1.5" wood table top.	
TB-03		<u>SPARE NUMBER</u>	Spare #
TB-04		<u>SPARE NUMBER</u>	Spare #
TB-05	2 Each	<u>30" X 30" TABLE BASE (BAR HT.)</u> <b>Lead Time: 4-6 Weeks.</b> Lead times commence upon receipt of signed contract and deposit. Lead times are an estimate only and are contingent upon production schedules at time of order. 	\$541.00
		Model Name/ #: B200-20-SAG-BLK with Foot Rail Finish: Black Wrinkle Dimensions: 41"H x 20"Dia. base x 3"Dia. column Top Plate: 7-5/8" Square Glides: Self-adjusting appropriate for use on both carpet and tile flooring Reference: Equipment Floor Plan & Item picture Notes/Instructions: For use with TT5 table top. (1) Base per table top. Overall table height with base attached: 42.5" Base must provide stable and adequate support for 30" x 30" x 1.5" wood table top.	
TB-06	4 Sets	<u>30" x 52" TABLE BASE (BAR HT.)</u> <b>Lead Time: 4-6 Weeks.</b> Lead times commence upon receipt of signed contract and deposit. Lead times are an estimate only and are contingent upon production schedules at time of order. 	\$1,081.00
		Model Name/ #: Custom w/ one middle Stretcher connecting the two prong bases Finish: Black wrinkle Dimensions: 41"H x 22" spread x 3" Dia. column Top Plate: 7-5/8" Square	

<i>ITEM #</i>	<i>QTY</i>	<i>DESCRIPTION</i>	<i>PRICE</i>
		Glides: Self-adjusting appropriate for use on carpet flooring. Reference: Equipment Floor Plan & Item Picture Notes/Instructions: For use with TT6 table top. (2) Bases per table top. Overall table height with base attached: 42.5" Base set must provide stable and adequate support for 30" x 52" x 1.5" wood table top.	
TB-07		<u>SPARE NUMBER</u>	Spare #
TB-08		<u>SPARE NUMBER</u>	Spare #
TT-01	3 Each	<u>30" X 48" TABLE TOP</u> <b>WAITING ON CLIENT APPROVAL.</b>  <b>Lead Time: 10-12 Weeks.</b> Lead times commence upon receipt of signed contract, deposit, and approved shop drawings/finish samples. Lead times are an estimate only and are contingent upon production schedules at time of order. Item Description: Custom fabricated table top per HDG plans, drawings, details & specifications. Dimensions: 30" x 48" x 1.5" Wood Species/Cut: W2: White Oak; Finish sample to be submitted for Designer's Approval Stain/Finish: To match HDG approved sample W2 / Clear finish with Matte Sheen Edge Detail: Eased. See edge detail drawing. Reference: Equipment Floor Plan & item detail drawing. Notes/Instructions: For use with TB1 base & wall cleat set. (1) Base & (1) wall cleat per table top. Overall table height with base attached: 29.5" Submit finished corner sample to HDG for approval prior to fabrication.	TBD
TT-02	1 Each	<u>40" X 55" TABLE TOP</u> <b>WAITING ON CLIENT APPROVAL.</b>  <b>Lead Time: 10-12 Weeks.</b> Lead times commence upon receipt of signed contract, deposit, and approved shop drawings/finish samples. Lead times are an estimate only and are contingent upon production schedules at time of order. Item Description: Custom fabricated table top per HDG plans, drawings, details & specifications. Dimensions: 40" x 55" x 1.5" Wood Species/Cut: W2: White Oak; Finish to be submitted for Designer's Approval Stain/Finish: To match HDG approved control sample W2 /Clear finish with Matte sheen Edge Detail: Eased. See edge detail drawing.	TBD

19 Restaurant & Lounge #LHC01  
July 8, 2021  
Page 7 of 9

<i>ITEM #</i>	<i>QTY</i>	<i>DESCRIPTION</i>	<i>PRICE</i>
		Reference: Equipment Floor Plan & item detail drawing. Notes/Instructions: For use with TB2 table base. (2) Bases per table top. Overall table height with base attached: 29.5" Submit finished corner sample to HDG for approval prior to fabrication.	
TT-03		<u>SPARE NUMBER</u>	Spare #
TT-04		<u>SPARE NUMBER</u>	Spare #
TT-05	2 Each	<u>30" X 30" TABLE TOP</u> <b>Lead Time: 10-12 Weeks.</b> Lead times commence upon receipt of signed contract, deposit, and approved shop drawings/finish samples. Lead times are an estimate only and are contingent upon production schedules at time of order. Item Description: Custom fabricated table top per HDG plans, drawings, details & specifications. Dimensions: 30" x 30" x 1.5" Wood Species/Cut: W2: White oak Stain/Finish: To match HDG control sample W? / Matte conversion varnish, Oiled, etc. Edge Detail: Eased. See edge detail drawing. Reference: Equipment Floor Plan & item detail drawing. Notes/Instructions: For use with TB5 table base. (1) Base per table top. Overall table height with base attached: 42.5" Submit finished corner sample to HDG for approval prior to fabrication.	\$943.00
TT-06	4 Each	<u>30" X 52" TABLE TOP</u> <b>Lead Time: 10-12 Weeks.</b> Lead times commence upon receipt of signed contract, deposit, and approved shop drawings/finish samples. Lead times are an estimate only and are contingent upon production schedules at time of order. Item Description: Custom fabricated table top per HDG plans, drawings, details & specifications. Dimensions: 30" x 52" x 1.5" Wood Species/Cut: W2: White Oak To be submitted for Designer's Approval. Stain/Finish: To match HDG approved control sample W2 / Clear finish with Matte Sheen Edge Detail: Eased. See edge detail drawing. Reference: Equipment Floor Plan & item detail drawing. Notes/Instructions: For use with TB6 table base. (2) Bases per table top. Overall table height with base attached: 42.5" Submit finished corner sample to HDG for approval prior to fabrication.	\$3,404.00

<i>ITEM #</i>	<i>QTY</i>	<i>DESCRIPTION</i>	<i>PRICE</i>
TT-07		<u>SPARE NUMBER</u>	Spare #
TT-08		<u>SPARE NUMBER</u>	Spare #
X-01	1 Lot	<u>DESIGN FEE</u>	\$1,000.00 *
Z-01	1 Lot	<u>TB, TT, INSTALLATION</u> Includes: 1. Installation at jobsite per detailed layout. 2. Preparation of items for use. 3. Removal & disposal of all packing material in GC provided trash receptacle. 4. Walk through to ensure satisfaction. Not Included: 1. Additional trips not due to installer negligence. Notes/Instructions: Must have free and clear access during regular work hours.  List of items included in this package: TB5, TB6, TB7, TB8 TT5, TT6, TT7, TT8	\$1,265.00 *
Z-02	1 Lot	<u>BW, MW INSTALLATION</u> Includes: 1. Installation at jobsite per detailed layout. 2. Preparation of items for use. 3. Removal & disposal of all packing material in GC provided trash receptacle. 4. Walk through to ensure satisfaction. Not Included: 1. Additional trips not due to installer negligence. Notes/Instructions: Must have free and clear access during regular work hours.  List of items included in this package: MW1 BW1, BW2	TBD*
<b>SUBTOTAL:</b>			<b>\$26,043.00</b>
<b>SALES TAX: 7.75%</b>			<b>\$1,842.80</b>
<b>FREIGHT:</b>			<b>\$2,801.00</b>
<b>TOTAL:</b>			<b><u>\$30,686.80</u></b>

\* - Denotes non-taxable items



## **STAFF REPORT**

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**DATE:** September 7, 2021  
**FOR:** GRF Board of Directors  
**SUBJECT:** Media & Communications Committee Recommendation for Broadband Services fee increase

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### **RECOMMENDATION**

The Media and Communications Committee (MACC) recommends that Broadband Services fee be increased by 5% for 2022 and the Finance Committee endorsed this recommendation prior to consideration by the Board of Directors.

### **BACKGROUND**

In January 2006, GRF authorized the implementation of enhanced digital services. On February 5, 2013, the Board of Directors adopted Resolution 90-13-20 to offset the expense of providing digital cable services based on subscriber choices. The Broadband Services Committee found it necessary to revise the fee structure and digital tier system to facilitate the community's analog to digital transition. The Board of Directors authorized staff to charge subscribers for digital services based on the fee structure established by the Broadband Services Division. That new fee structure became effective on May 1, 2013.

Since that time, the number of digital subscribers has nearly doubled, set box technology and associated costs have increased as well as digital transport costs.

At the July 19, 2021, GRF MACC meeting, the Broadband Services Division reported that fees have not increased since 2013.

### **DISCUSSION**

The MACC recommends a 5% increase in fees for premium programming services and broadband digital services beginning in 2022 to offset increasing premium programming and digital equipment costs. After discussion as to which committee should propose this to GRF, the MACC passed a motion by unanimous vote to send the recommendation for fee increases to the Finance Committee for its endorsement and recommendation to the GRF Board of Directors.

This 5% fee increase will offset subscriber equipment costs, annual premium programming fee increases, and increasing material costs to provided digital programming services.

### **FINANCIAL ANALYSIS**

The Broadband Services fee increase will be reflected as a nominal increase in Premium Channel and Cable Service call revenue reflected in the 2022 budget.

The GRF MACC recommends the following increases related to providing Broadband digital services based on the fee structure contained in Table 1 below:

**Table 1: Proposed Broadband Services Fees**

Description	2020 Fee	2021 Fee	Proposed Adjustment	Proposed 2022 Fee
<b>Service Call Fees</b>				
TV Installation Fee	\$40	\$40	5%	\$42
Additional TV Installation Fee	\$20	\$20	5%	\$21
OTT Smart TV Set Up Fee (1 <sup>st</sup> device)	--	--	new service	\$60
OTT Smart TV Set Up Fee (2 <sup>nd</sup> device)	--	--	new service	\$40
Service Call	\$30	\$30	5%	\$31.50
Cable Outlet Standard Extension Fee	\$50	\$50	5%	\$52.50
Cable Outlet Major Extension Starting Fee plus	\$100	\$100	5%	\$105
Tivo Single Device Installation	\$50	\$50	5%	\$52.50
Tivo Whole Home Installation	\$100	\$100	5%	\$105
<b>STB/Cable Card Fees</b>				
<b>Cable Card</b>	<b>\$95</b>	<b>\$95</b>	<b>(45%)</b>	<b>\$52.25</b>
Cable Card Programming Access Fee (monthly)	\$4.95	\$4.95	5%	\$5.20
HD Converter Fee 1 <sup>st</sup> device (monthly)	\$7.95	\$7.95	5%	\$8.35
HD Converter Fee 2 <sup>nd</sup> device (monthly)	\$2.95	\$2.95	5%	\$3.10
Digital HD Set Top Box (monthly)	\$13.25	\$13.25	5%	\$13.91
Digital HD Set Top Box 2 Tuner (1 <sup>st</sup> STB) monthly	\$19.25	\$19.25	5%	\$20.21
Digital HD Set Top Box 2 Tuner DVR (2 <sup>nd</sup> STB) monthly	\$13.25	\$13.25	5%	\$13.91
Tivo Whole Home STB 6 Tuner DVR (monthly)	\$24.95	\$24.95	5%	\$26.20
Tivo Whole Home Qi3 STB (monthly)	\$7.95	\$7.95	5%	\$8.35
Tivo Bridge Adapter for Whole Home Service	\$50	\$50	5%	\$52.50
<b>Pay TV Subscriber Fees</b>				
Cinemax Package (monthly)	\$14.25	\$14.25	5%	\$14.96
HBO Package (monthly)	\$17.25	\$17.25	5%	\$18.11
Showtime Package (monthly)	\$14.25	\$14.25	10%	\$15.68
Starz/Encore Package (monthly)	\$14.25	\$14.25	5%	\$14.96
Foreign Language Channels (various monthly fees)	\$10-\$15	\$10-\$15	5%	\$11-\$16
Playboy Channel (monthly)	\$15	\$15	5%	\$15.75
<b>Broadband Equipment Fees</b>				
Polaris Remote Control	\$12	\$12	0%	\$12
Tivo Remote Control	\$15	\$15	0%	\$15
Power Cords	\$15	\$15	0%	\$15
<b>No Return Equipment Fees</b>				
HD Converter Recovery Fee (lost/stolen)	\$60	\$60	0%	\$60
Digital HD Set Top Box (lost/stolen)	\$100	\$100	0%	\$100



**Please note:**

Pricing for Broadband Equipment Fees and No Return Equipment Fees do not increase because there is no increased expense related to these fees, Demand for Cable Cards has decreased and GRF has a large inventory, therefore it is recommended that the cost for these be decreased.

**Prepared By:** Paul Ortiz, Broadband Services General Manager

**Reviewed By:** Eileen Paulin, Director Media and Communications  
Steve Hormuth, Financial Services Interim Director

**ATTACHMENT:**

ATT 1: Resolution 90-21-XX Digital Cable Services Fee Structure and Tier System

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Finance Committee – August 25, 2021

**ENDORSEMENT (to board)**

**Broadband Services Fees**

Eileen Paulin, Director of Media and Communication, presented a staff report recommending changes to the current Broadband Services fees as outlined in the staff report.

A motion was made and carried unanimously to recommend the board approve increases to the Broadband Services fees at next open session board meeting.

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**RESOLUTION 90-21-XX**

**Digital Cable Services Fee Structure and Tier System**

**WHEREAS**, the Media and Communications Committee has recommended adjustments in the fee schedule to address higher costs for digital access and programming fees,

**WHEREAS**, the Finance Committee has reviewed and endorsed the adjustments in the fee schedule that are included in the staff report and have recommended that the GRF board place this item into 28-day notice for review and comments by the community in large,

**NOW THEREFORE BE IT RESOLVED**, on [DATE], 2021, the Board of Directors of this Corporation hereby adopts the proposed Digital Pay Tier System Fee Schedule as attached to the official minutes of this meeting; and

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

September 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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## **STAFF REPORT**

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**DATE:** September 7, 2021  
**FOR:** Board of Directors  
**SUBJECT:** Trust Facilities Fee Increase

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### **RECOMMENDATION**

Staff recommends that the Board approve a resolution to increase the GRF Trust Facilities Fee from \$5,000 to \$7,500; units with a sales price less than or equal to \$150,000 shall pay a Trust Facilities Fee of \$3,000. New rates are to be effective January 1, 2022.

### **BACKGROUND**

GRF has a policy to charge a capital contribution on all resale transactions, in accordance with Civil Code §4580. A Trust Facilities Fee of \$1,500 was approved by Resolution 90-11-87 and charged on escrows opening after January 1, 2012. The policy wording has changed slightly over the years and a fee increase to \$5,000 has been in place since January 1, 2018.

On August 30, 2021 the GRF Board reviewed the adequacy of fees and increasing non-assessment revenue assumptions for the 2022 Business Plan. At that meeting, a motion was made and carried by a vote of 9-1 (Director Pearlstone opposed) to increase the GRF Trust Facilities Fee from \$5,000 to \$7,500. Another motion was made and approved unanimously to waive the fee if the unit is sold to a current owner of a unit inside the Village. A third motion was made and approved to raise the sales price exception threshold from \$75,000 to \$150,000 and raise the exception fee from \$2,500 to \$3,000.

### **DISCUSSION**

The Trust Facilities Fee, a key source of revenue for reserves planning and improvements, helps keep monthly assessment costs down as a result of buyers contributing to reserves at the time of purchase through the resale process.

### **FINANCIAL ANALYSIS**

GRF is collecting approximately \$3.7 Million a year through the current Trust Facilities Fee. To reflect a fee increase to \$7,500 per transfer, the 30-year reserves plan includes a projected revenue stream of just over \$5.4 Million annually. Through this additional revenue, the GRF Board was able to avoid additional reserve contributions and instead reduced the projected reserve contributions from \$19 to \$17 per manor per month in 2022.

**Prepared By:** Jose Campos, Finance Manager

**Reviewed By:** Steve Hormuth, Interim Finance Director

### **ATTACHMENT(S)**

**ATT 1: Policy Resolution**

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### **RESOLUTION 90-21-XX**

#### **Trust Facilities Fee from \$5,000 to \$7,500**

**WHEREAS**, as Trustee of the Golden Rain Foundation Trust, the Board of Directors of the Golden Rain Foundation is required to maintain and improve the recreational and other amenities available to all residents of Laguna Woods Village; and

**WHEREAS**, The Board of Directors finds that reinstatement of the capital contribution to the Trust originally required to be made for each manor sold will ensure the continuation of the amenities that make Laguna Woods Village unique; and

**NOW THEREFORE BE IT RESOLVED**, September 7, 2021, that as Trustee of the Golden Rain Foundation Trust, a declaration of Trust recorded March 6, 1964, the Board will impose a fee, to be known as the "Trust Facilities Fee", in accordance with all terms and conditions contained in this policy statement and in California Civil §4580 (as amended by Senate Bill 1128, Stats 2010 Chapter 322, §2, effective January 1, 2011) on all transactions involving the purchases of a separate interest in any of the Trustors' common interest developments (United Laguna Woods Mutual, Third Laguna Hills mutual and Mutual Fifty, each of which is hereinafter referred to as a "Trustor") within the City of Laguna Woods, as an obligation of the Purchaser(s); ***effective January 1, 2022. For purposes of determining Effective Date, purchase contracts entered prior to January 1, 2022, in which escrow opens before January 1, 2022, and closes on or before March 31, 2022, are deemed transactions occurring prior to the Effective Date:*** and

**RESOLVED FURTHER**, the Trust Facilities Fee will be a fixed amount, as provided herein and as determined from time to time by the Trustee of the Golden Rain Foundation Trust. The entirety of each such fee, when and as paid by the purchaser(s) shall be deposited into the Trust Facilities Fee Fund and shall be applicable to all such transactions, excluding the following transfers of a separate interest:

1. Where ownership of a separate interest is joined between a current beneficiary of a Trustor and a non-beneficiary spouse, domestic partner or other relative of such beneficiary;
2. Where ownership of a separate interest is transferred to a nonbeneficiary of a Trustor by gift or through inheritance from a beneficiary of a Trustor;
3. Where ownership of a separate interest is transferred by a beneficiary of a Trustor to the current qualifying resident (as defined in the Bylaws of each Trustor) of the separate interest, where the transferor has never been a qualifying resident and has previously paid a Trust Facilities Fee;



4. Where ownership of a separate interest is being transferred to a trust whose settler or principal beneficiary is the transferor, or to another trust for estate planning purposes;
5. Where ownership of a separate interest is purchased by a current owner, who has held interest in their current interest for at least one year.

**RESOLVED FURTHER**, effective with escrows opened, or purchase contracts signed, on or after January 1, 2022, the Trust Facilities Fee shall be set at ~~\$5,000~~7,500 for units with a sales price of ~~\$75~~150,000 or higher and ~~\$2,500~~3,000 for units that sell below ~~\$75~~150,000, until modified by the Trustee; and

**RESOLVED FURTHER**, in accordance with California Civil Code §4580 each new purchase of a separate interest in any of the Trustors' common interest developments within the City of Laguna Woods to which this Trust Facilities Fee applies (i.e., all new purchases other than a transfer qualifying for any of the exclusions set forth in subparagraphs 1-~~4~~5 above) shall, in compliance with California Civil Code §4580, have the option to either:

- (i) pay the fee in its entirety at the time of transfer; or
- (ii) pay the fee amount pursuant to an installment payment plan for a period of seven years.

If the purchaser elects to pay the fee in installment payments under the second of the above statutorily permitted options, then the Trustee may also collect additional amounts not to exceed the actual costs for billing and financing on the amount owed (as set forth below, and in compliance with the Davis-Stirling Act, as the same may be amended from time to time), and if the purchaser sells their separate interest prior to the end of the installment payment plan period, he or she shall pay the remaining balance of the fee owed to the Trustee prior to transfer. A fee of \$10 will be imposed for any late payments.

The Golden Rain Foundation Board shall assess a one-time fee for the preparation of the promissory note. The Golden Rain Foundation Board shall also assess a handling fee of \$252.00 until later modified by the Board and interest, if applicable, at the minimum rate allowed by law. The monthly payment of the Trust Facilities Fee, the handling fee and interest, if applicable, shall be due on the 1<sup>st</sup> day of each month; and

**RESOLVED FURTHER**, Resolution 90-18-48, adopted November 6, 2018, is hereby superseded and cancelled ***to the extent that it differs, effective January 1, 2022;*** and

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



September Initial Notification

Should the Board endorse the proposed 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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# GRF Financial Report

As of July 31, 2021



INCOME STATEMENT (in thousands)	ACTUAL
Assessment Revenue	\$18,330
Non-Assessment Revenue	\$7,244
Total Revenue	\$25,574
Total Expense	\$23,469
Net Revenue/(Expense)	\$2,105

# GRF Financial Report

As of July 31, 2021



OPERATING ONLY INCOME STATEMENT (in thousands)	ACTUAL
Assessment Revenue	\$16,636
Non-Assessment Revenue	\$4,763
Total Revenue	\$21,399
Total Expense <sup>1</sup>	\$20,535
Operating Surplus	\$864

1) excludes depreciation

# GRF Financial Report

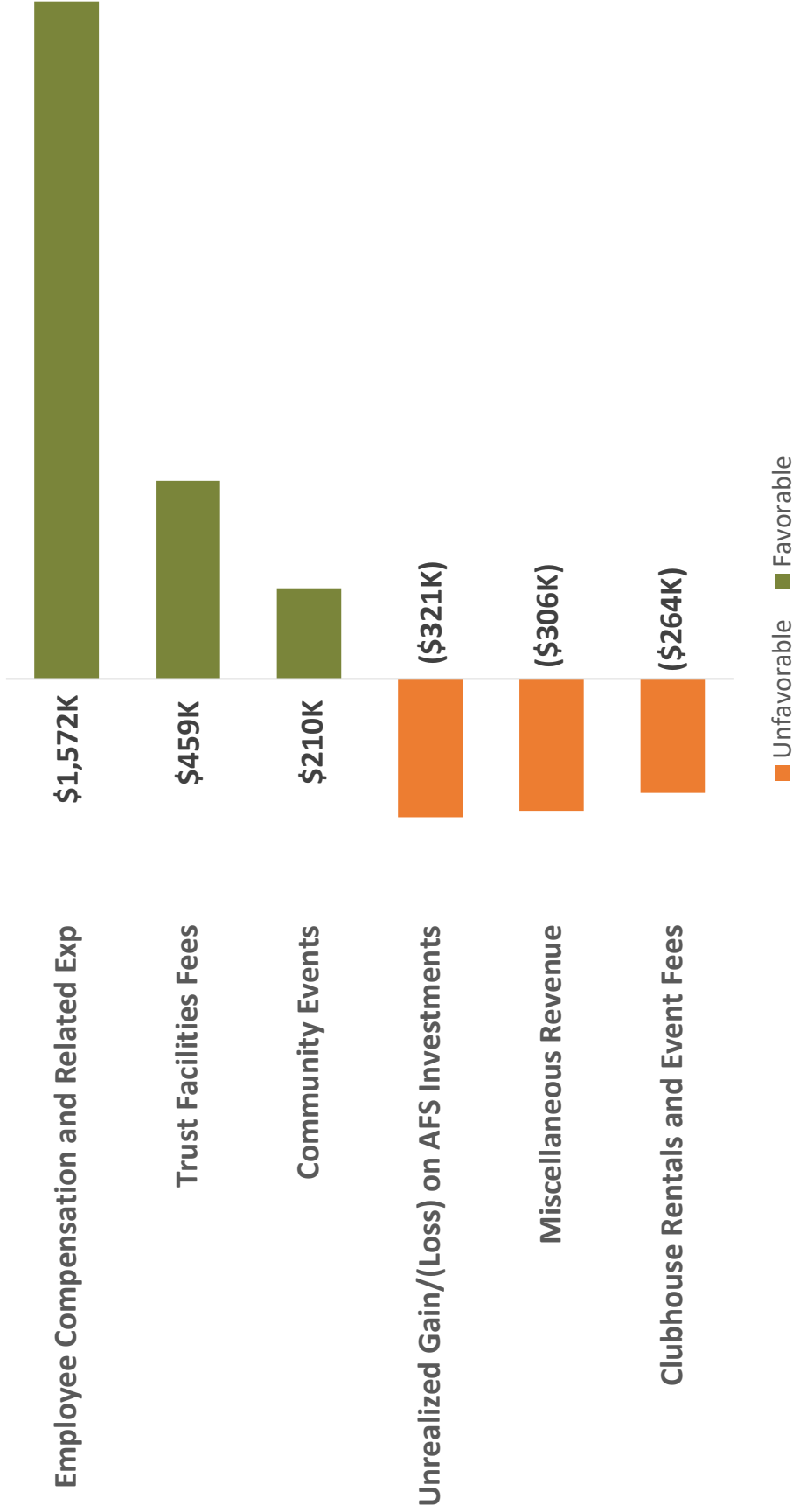
As of July 31, 2021



INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$18,330	\$18,330	\$0
Non-Assessment Revenue	\$7,244	\$7,718	(\$474)
Total Revenue	\$25,574	\$26,048	(\$474)
Total Expense	\$23,469	\$25,498	\$2,029
Net Revenue/(Expense)	\$2,105	\$550	\$1,555

# GRF Financial Report

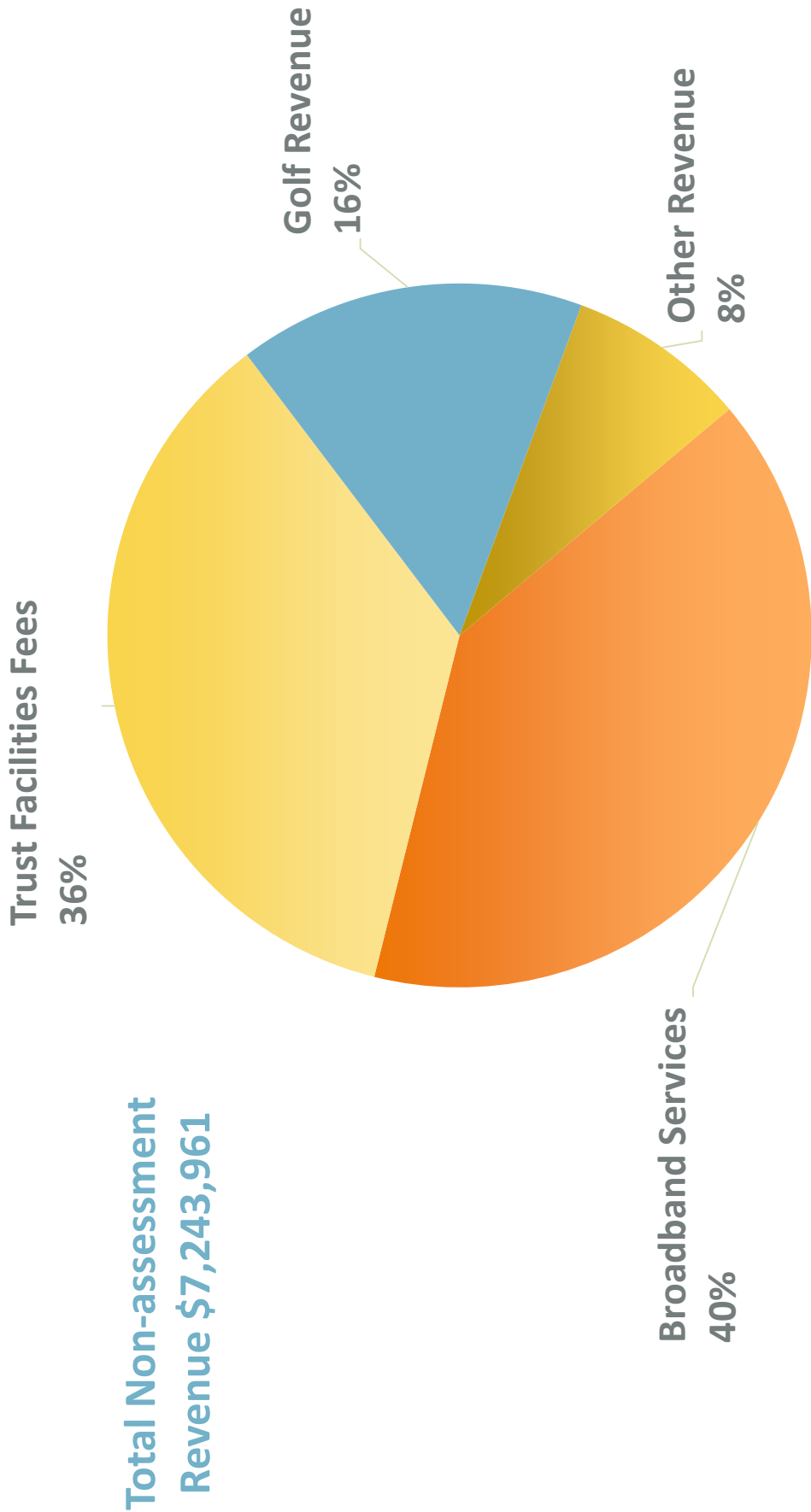
As of July 31, 2021





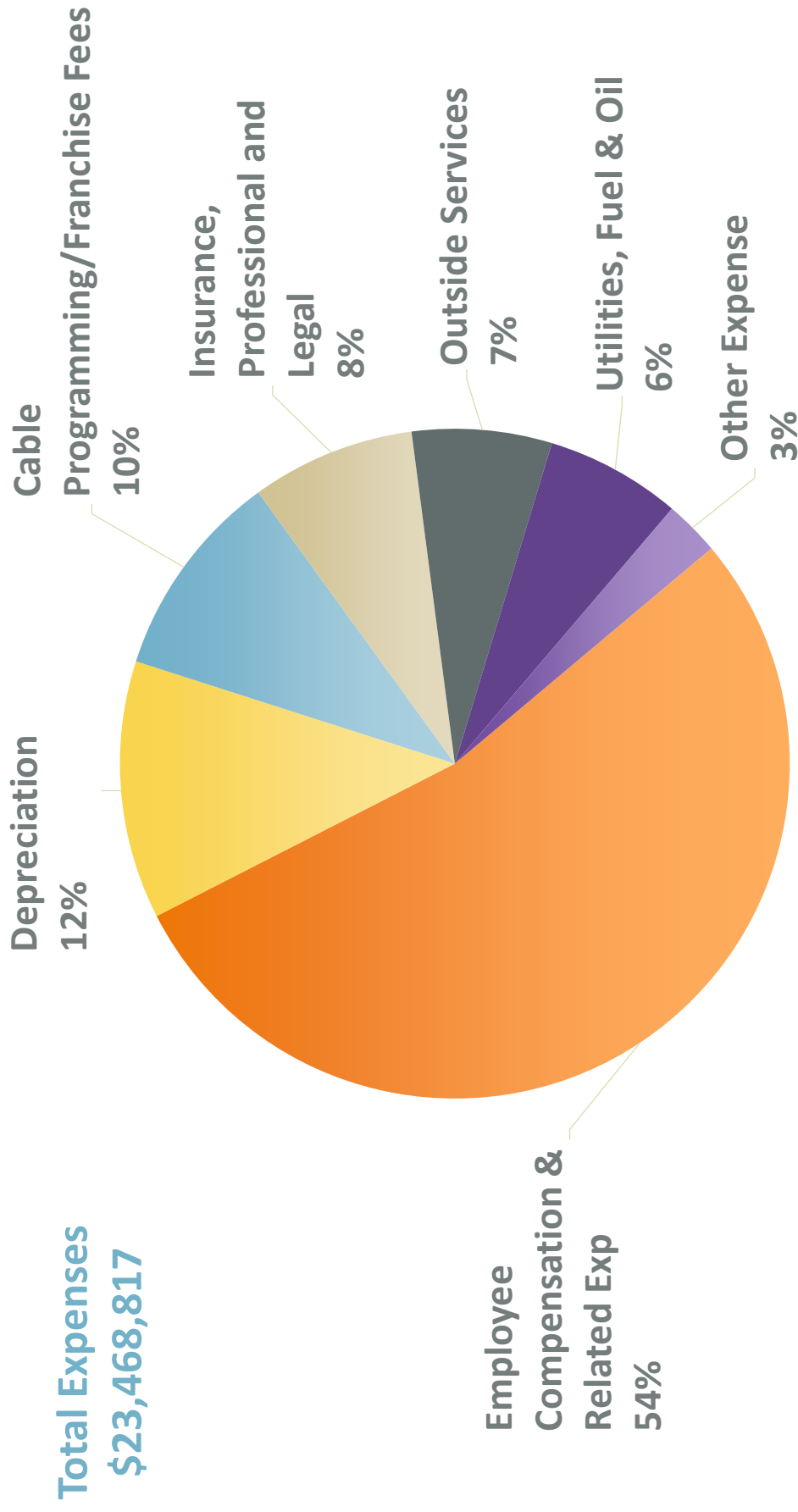
# GRF Financial Report

As of July 31, 2021



# GRF Financial Report

As of July 31, 2021



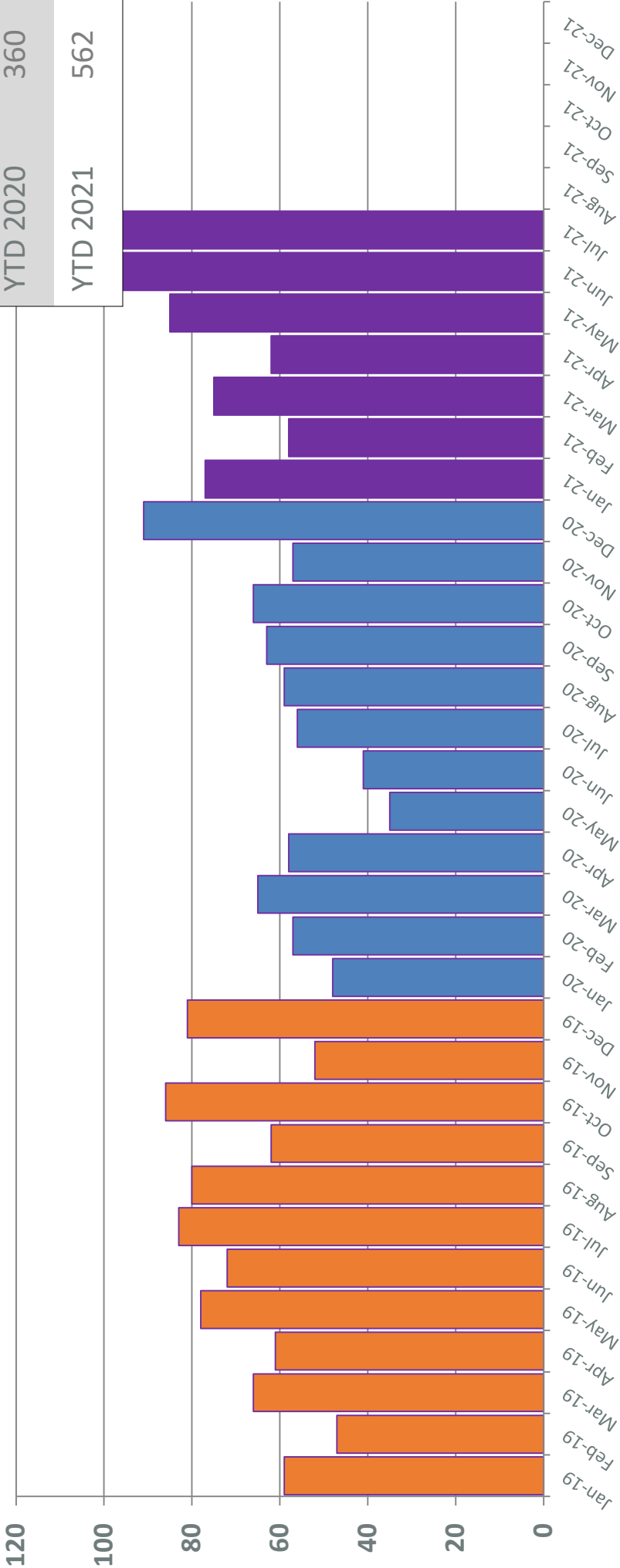
# GRF Financial Report

As of July 31, 2021



Resale History — Consolidated

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2019	466	\$327,356
YTD 2020	360	\$366,335
YTD 2021	562	\$330,299



# GRF Financial Report

As of July 31, 2021



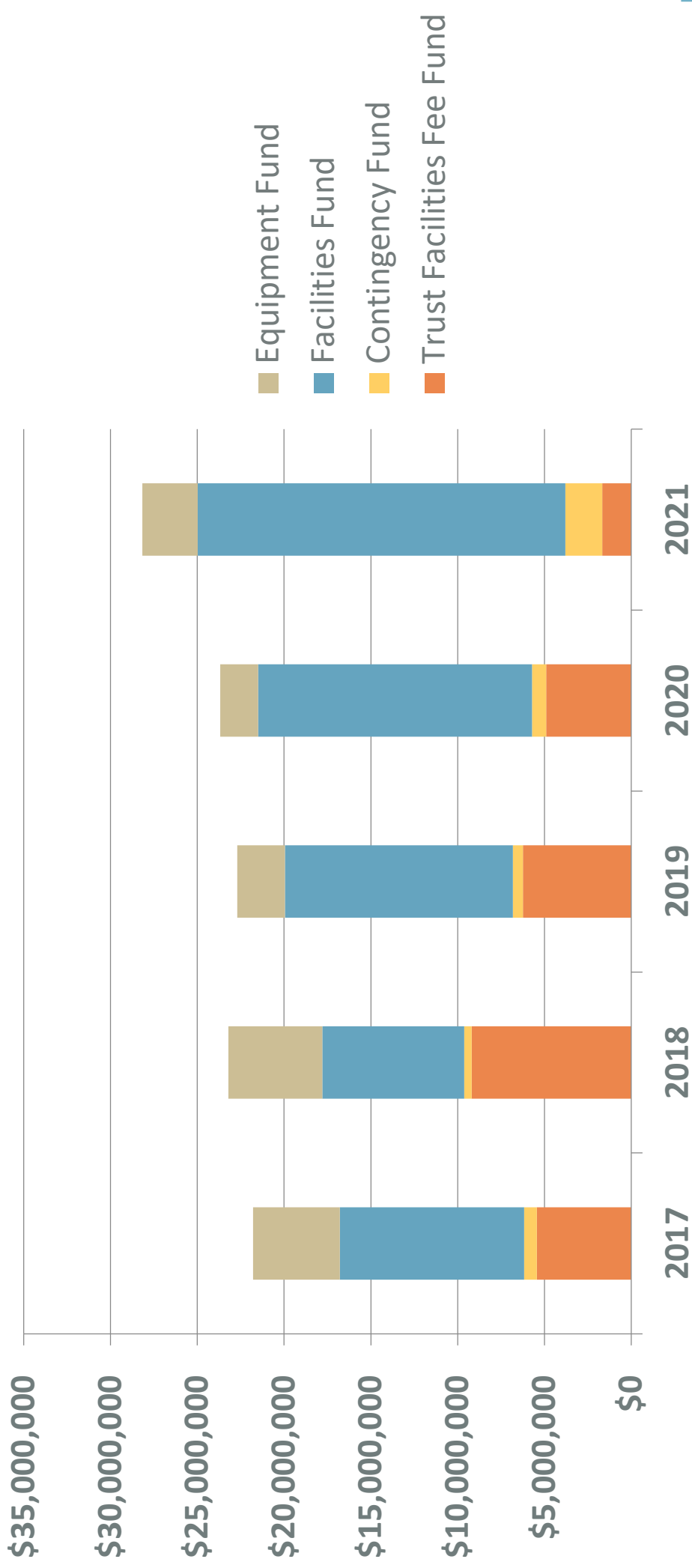
FUND BALANCES (in thousands)	ENDING BALANCE	WORK IN PROGRESS	ADJUSTED BALANCES
Equipment	\$4,741	\$1,557	\$3,184
Facilities	24,795	3,606	21,189
Contingency	2,470	334	2,136
Trust Facilities Fees	1,660	0	1,660
TOTAL	\$33,666	\$5,497	\$28,169

# GRF Financial Report

As of July 31, 2021



## Adjusted Fund Balances



# GRF Financial Report

As of July 31, 2021



## Adjusted Fund Balances

FUND ENCUMBRANCES (in thousands)		
	Total Appropriations	Remaining Encumbrance
Aquatics & Fitness	\$352	\$56
Broadband Services	728	600
Clubhouses	3,247	1,085
Computers	1,098	611
Community Center	619	143
Energy Projects	850	240
Golf Facilities	687	632
Landscaping	495	383
Other Equipment	300	235
Other GRF Facilities	1,831	1,117
Paving	879	683
Security	399	283
Vehicles	1,965	1,210
TOTAL	\$13,450	\$7,278

**Golden Rain Foundation of Laguna Woods**  
**Statement of Revenues & Expenses - Preliminary**  
**7/31/2021**  
(\$ IN THOUSANDS)

	CURRENT MONTH			YEAR TO DATE			PRIOR YEAR	TOTAL
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET
<b>Revenues:</b>								
Assessments:								
1 Operating	\$2,377	\$2,376		\$16,636	\$16,635		\$16,190	\$28,518
2 Additions to restricted funds	242	242		1,694	1,694		2,140	2,904
3 Total assessments	2,619	2,618		18,330	18,329		18,330	31,422
Non-assessment revenues:								
4 Trust facilities fees	528	305	223	2,592	2,132	459	1,723	3,656
5 Golf green fees	160	126	34	964	884	80	649	1,515
6 Golf operations	29	21	9	192	148	43	132	252
7 Merchandise sales	51	38	13	284	254	30	146	444
8 Clubhouse rentals and event fees	21	59	(38)	28	292	(264)	149	593
9 Rentals	12	12		82	92	(10)	85	152
10 Broadband services	482	421	60	2,898	3,029	(131)	2,910	5,216
11 Investment income	18	24	(6)	115	171	(55)	218	293
12 Unrealized gain/(loss) on AFS investments	78	14	64	(226)	95	(321)	657	162
13 Miscellaneous	58	94	(36)	316	622	(306)	424	1,110
14 Total non-assessment revenue	1,436	1,114	322	7,244	7,718	(474)	7,092	13,394
15 Total revenue	4,055	3,733	322	25,574	26,048	(474)	25,422	44,815
<b>Expenses:</b>								
16 Employee compensation and related	1,894	2,076	182	12,577	14,149	1,572	12,855	24,411
17 Materials and supplies	145	158	13	976	1,064	88	976	1,781
18 Cost of goods sold	41	27	(14)	207	196	(12)	98	338
19 Rental unit and guest suite direct costs							1	
20 Community Events	6	48	42	15	226	210	121	395
21 Utilities and telephone	260	260		1,265	1,299	34	1,224	2,394
22 Fuel and oil	54	45	(10)	272	313	41	211	536
23 Legal fees	21	29	8	103	203	100	185	348
24 Professional fees	31	49	17	266	440	174	387	671
25 Equipment rental	28	17	(11)	163	126	(37)	136	218
26 Outside services	290	199	(92)	1,583	1,391	(192)	982	2,372
27 Repairs and maintenance	45	57	13	529	549	20	402	887
28 Other Operating Expense	25	65	41	347	517	171	265	890
29 Income taxes					1	1	1	2
30 Property and sales tax	2	2	(1)	17	13	(4)	95	23
31 Insurance	215	202	(12)	1,488	1,416	(72)	1,065	2,428
32 Cable Programming/Copyright/Franchise	425	397	(29)	2,365	2,376	11	2,177	4,039
33 Investment expense				7	7		6	14
34 Net Allocation to Mutuals	(238)	(248)	(10)	(1,599)	(1,707)	(108)	(1,724)	(2,910)
35 Uncollectible Accounts		1	2	7	9	2		15
36 (Gain)/loss on sale or trade		(2)	(2)	(46)	(15)	31	35	(25)
37 Depreciation and amortization	445	445		2,924	2,924		2,899	2,924
38 Total expenses	3,689	3,827	138	23,469	25,498	2,029	22,398	41,752
39 Excess of revenues over expenses	\$366	(\$94)	\$460	\$2,105	\$550	\$1,555	\$3,024	\$3,064

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

### SUMMARY

For the year-to-date period ending July 31, 2021, GRF operations were better than budget by \$1,555K. Explanations for categories with significant variances are provided below.

- **Trust facilities fees Line 4** – \$459K Favorable due to more manors sold. Year-to-date revenue generated from the \$5,000 per manor transfer fee is 22% higher than anticipated. The Community had 562 resales versus a budget of 434; compared to 360 in 2020 for the same period.
- **Golf Green Fees Line 5** – \$80K Favorable due to operating at full capacity; higher revenue associated with guest players will drive further increases beginning June 15.
- **Clubhouse rentals and event fees Line 8** – (\$264K) Unfavorable due to facility closure during the pandemic; the budget assumed facilities would reopen in March. All facilities opened June 15<sup>th</sup> based on CA state guidelines; room reservations have begun for Clubhouses 1, 2 and 5 and the Village Greens. An offset can be found in Line 20, below.
- **Broadband Services Line 10** – (\$131K) Unfavorable due to less ad insertion as a result of ongoing COVID-19 pandemic causing advertisers to spend less. The variance was increased by less premium channel revenue.
- **Unrealized Gain/Loss on AFS Investments Line 12** – (\$321K) Unfavorable due to adverse conditions for bond investments during the reporting period. An entry is made monthly to reflect investment market conditions, which fluctuate.
- **Miscellaneous Revenue Line 13** – (\$306K) Unfavorable due to less fees collected during facility closures, including class fees, traffic violation fees, photo copy fees, auto decal fees, and Bridge room fees. Classes now ongoing with 16 instructors currently and another 10 to return soon.

### EXPENSE

- **Employee Compensation and Related Line 16** – \$1,572K Savings was primarily due to open positions in Security and Information Services; recruitment is in progress. Also, certain Janitorial and Recreation positions remained unfilled while clubhouses were closed and fewer hours than budgeted in Transportation due to the temporary consolidation of the commercial Routes.
- **Materials and Supplies Line 17** – \$88K favorable due to timing of expenditures in Streets & Sidewalks and Clubhouses; GRF Janitorial for clubhouses that were closed until June 15, resulting in lowered demand for cleaning supplies.
- **Community Events Line 20** – \$210K Favorable due to facility closure during the pandemic; the budget assumed facilities would reopen in March, recently opened on June 15<sup>th</sup> based on CA state guidelines. An offset can be found on Line 8, above.
- **Legal Fees Line 23** – \$100K Favorable due to timing of expenses, which are anticipated to increase as the year progresses due to pending legal actions.



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

- **Professional Fees Line 24** – \$174K Favorable due to movement of budgeted IT fees to the Outside Services category; additionally, timing of expenses in Office of the CEO, Project Management and Audit & Tax Fees.
- **Outside Services Line 26** – (\$192K) Unfavorable due to movement of budgeted IT fees from the Professional Fees category; offset by favorable expenditures in General Services Janitorial Services due to facility closures through June 15.
- **Other Operating Expense Line 28** – \$171K Favorable variance due to previous closure of facilities due to the COVID-19 pandemic; primarily attributable to staff support, training, safety, recruiting, pest control, uniforms and board relations.
- **Insurance Line 31** – (\$72K) Unfavorable due to higher premiums for property and casualty insurance. Significant changes in market conditions, catastrophic losses including wildfires in California, and a non-renewal situation required a new layered program structure to achieve the existing limits in a tight market.
- **Net Allocation Line 34** – (\$108K) Unfavorable due to fewer inter-departmental allocations.

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**REPORT OF THE SPECIAL OPEN MEETING OF THE GOLDEN RAIN FOUNDATION  
MAINTENANCE AND CONSTRUCTION COMMITTEE**

**Wednesday, August 11, 2021 – 9:30 A.M.**  
**Virtual On-line Meeting**

**MEMBERS PRESENT:** Egon Garthoffner - Chair, Gan Mukhopadhyay, Debbie Dotson, John Frankel, Ralph Engdahl, Carl Randazzo, Advisors Bill Walsh and Steve Leonard

**MEMBERS ABSENT:** Brian Gilmore, John Carter

**OTHERS PRESENT:** Bunny Carpenter, Dick Rader, Sue Stephens Juanita Skillman

**STAFF PRESENT:** Guy West – Staff Officer, Bart Mejia, Ian Barnette, Brian Gruner, Tom McCray, Laurie Chavarria

**1. Call to Order**

Chair Garthoffner called the meeting to order at 9:32 a.m.

**2. Acknowledgement of Media**

Chair Garthoffner noted no members of the media were present.

**3. Approval of the Agenda**

Staff Officer Guy West added a discussion on the SCE Charge Ready 2 program to the agenda Item 9a.

The agenda was approved as amended.

**4. Approval of Meeting Report for June 16, 2021**

Advisor Leonard noted that changes to the attendee list and a meeting date were needed on the first page of the meeting report for June 16th. Staff made the corrections during the meeting.

The meeting report for June 16, 2021 was approved as amended.

**5. Chair's Remarks**

Chair Garthoffner had no remarks.

## **6. Member Comments (Items Not on the Agenda)**

There were no member comments.

## **7. Department Head Update**

Mr. West introduced Facilities Manager, Baltazar (Bart) Mejia and gave a brief synopsis of his background and the work he will be overseeing for the Village. Mr. Mejia also gave an update on the solar light at the Employee Parking Light.

### **Consent:**

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

The consent calendar was pulled for Discussion.

## **8. Project Log**

Chair Garthoffner reviewed each item of the Project Log for the Committee. Mr. West responded to all questions and comments.

### **Reports:**

## **9. EV Growth in LWV and EV Charging Stations (Director Dotson)**

Director Dotson reviewed a PowerPoint presentation she prepared regarding the installation of electric vehicle charging stations, and answered questions from the Committee.

Discussion ensued regarding a report that provides the number of times a manor has new owners or new lessees; the benefit of sensibly deciding on how many charging stations are needed and where they should be placed; need cost benefit analysis before a decision could be made due to the 10-year operations and maintenance (O&M) requirement for each installed charging station; annual review of electric vehicle registrations is needed to keep track of growth; data related to the type and number of electric vehicles may not be accurate due to data input errors; electrical infrastructure in United will not support multiple electric vehicle charging in the carports; and the idea of placing EV charging stations at Clubhouse 7 only.

### **9(a). SCE Charge Ready 2 Program – Submitted Applications and Proposed Locations**

Staff Officer Guy West was going to review the nine applications, and proposed EV charging station locations that were submitted to SCE for grants through the Charge Ready 2 program, however the Committee did not want to review the presentation at this time. Staff was asked to wait to see what SCE comes back with.

Discussion ensued regarding the utilization of the existing EV charging stations at the Community Center; and a cost analysis for immediate and long-range expenditures for EV charging stations.

By consensus, staff was directed to schedule a meeting with the SCE Representative to discuss the program, and to help understand the probable costs involved. Additionally, staff was asked to provide an estimated cost analysis prior to a meeting being scheduled in September.

#### **10. First Floor Break Room in Resident Services**

Staff Officer Guy West provided the Committee with information related to the expenditures incurred to date.

#### **11. UV Lighting for PAC and Broadband HVAC Facilities**

Staff Officer Guy West provided an update on the cost to add a UV lighting system to the Performing Arts Center (\$22k) and Broadband Building (\$18k).

Discussion ensued regarding if the addition of the UV light equipment will cause any damage to the HVAC system; UV light systems placed in the supply plenums; the Broadband HVAC replacement will be like for like; effectiveness of ion generation and UV light systems; HEPA filters clean the air but may corrode the HVAC system over time; the mini-splits for the office at the PAC will have a filtration system; and that ion generation systems may not fully protect residents and staff from the COVID-19 virus.

#### **12. Senate Bill 326 Inspections**

This item was discussed during the Department Head Update.

#### **13. Driving Range Update**

Recreation Director Brian Gruner provided an update on an irrigation design proposal that was received from Fairway for \$6,000.

The tasks that need to be completed to move this project forward are the following three items –

1. Determine what grading is needed to ensure the site drains properly.
2. Determine the proper irrigation system for the terrain.
3. Contact a Landscape Company for costs on conditioning and installation of the turf.

By consensus, staff was asked to set up another field meeting with landscape and grading contractors to discuss next steps.

#### **14. Window Coverings for both Dining Rooms at the Performing Arts Center (PAC)**

Recreation Director Brian Gruner discussed the need for new window coverings in both dining rooms at the PAC, and provided a quote for the work. A further review of this topic and a recommendation will be discussed in closed session.

Chair Garthoffner asked Mr. Gruner to discuss the challenges that staff is facing with the existing sound system.

Additionally, Mr. Gruner provided an update on stage lighting and executing an agreement for an analysis and recommendation. A proposal was received from Nautilus out of San Diego in the amount of \$4,300.

Discussion ensued regarding the need to upgrade all outdated systems to effectively utilize the Performing Arts Center; Advisor Leonard has volunteered to review proposals for sound systems to help ensure the Performing Arts Center receives what is needed most.

#### **Items for Future Agendas:**

- Employee Parking Lot Lighting
- Building E Assessment
- Epoxy Line Remediation at the Golf Starter Building
- Electric Gate at Garden Center II

#### **Concluding Business:**

#### **15. Committee Member Comments**

- Advisor Walsh welcomed Mr. Mejia to VMS.
- Chair Garthoffner commented that a Clubhouse Renovation Ad-hoc Committee meeting will be scheduled soon.
- Director Mukhopadhyay commented on the Clubhouse 1 project.

**16. Date of Next Meeting:** October 13, 2021. *A special Committee Workshop or Special Open Committee meeting will be scheduled in September.*

**17. Recess:** The meeting was recessed at 12:30pm.

DRAFT
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Egon Garthoffner, Chair



OPEN MEETING  
THE GOLDEN RAIN FOUNDATION  
MEDIA AND COMMUNICATIONS COMMITTEE  
Monday, August 16, 2021, at 1:30 p.m.  
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; Alternates Bunny Carpenter and Deborah Dotson

**Members Absent:** None

**Others Present:** Egon Garthoffner and Norman Kahn

**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 was established by Chair Milliman.

**2. Acknowledgement of Media**

None present.

**3. Approval of the Agenda**

Approved by unanimous consent.

**4. Report**

Approved by unanimous consent.

**5. Chair's Remarks**

Chair Milliman discussed where to go for accurate information and answers. She read through and highlighted information from the "Got (the Right) Info?" fact sheet that was included in the agenda packet.

**6. Member Comments (Items Not on the Agenda)**

Parviz Riazi inquired about the discontinuation of standard-definition programming and when this decision was approved by the GRF board of directors. He articulated that

residents without the right equipment will not be able to receive CBS, NBC and ABC.

## **7. Director and Staff Responses to Member Comments**

In response to Mr. Riazi's comments, Mr. Ortiz discussed the GRF initiative to transition from standard definition to high definition.

- These channels have not been taken away, but rather moved to high-definition channels 402, 404 and 407.
- Most one- or two-year-old televisions can receive every channel listed on the channel card.
- GRF cannot support every piece of equipment, that's why we encourage residents to use a set-top box.
- Residents who don't want to pay the monthly fee for a set-top box can purchase a new TV, which would be able to receive all 150 channels listed on the card.
- The GRF initiative to transition to a high-definition cable network occurred over the past three years and it was done incrementally, 10 channels at a time.
- This initiative saves bandwidth, electricity and costs.

Chair Milliman reiterated that the channels were moved incrementally by one group at a time.

Ms. Paulin added that the gentleman is a relatively new resident and wasn't privy to the last three years of planning that went into this decision.

## **REPORTS**

### **8. Media and Communications Report - Eileen Paulin**

Ms. Paulin updated the committee on the website, which is still in next year's GRF budget pending final approval. Focus groups to discuss the needs of the website will not commence until the budget has passed, but the plan is to hold several small focus groups rather than one large one.

Ms. Paulin displayed the August/September Village Breeze that had been delivered to the Community Center. She anticipated that resident copies are likely in the mail. She highlighted from the issue:

- Questions for the Q&A column on page 26 taken from actual phone calls
- How Landscaping Services maintains and environmentally protects Aliso Creek on page 28
- Information about water conservation on page 59
- The cover, which features a photo of Laguna Beach taken just down the road from this community



Ms. Paulin announced that the contract with The Broadband Group (TBG) was approved by GRF.

She highlighted from the staff report that website traffic continues to be high and open rates on email continue to be strong.

She expressed appreciation for continued efforts of the committee on the important initiative to direct residents to where they can go for the right answers.

She mentioned that the Centers for Disease Control and Prevention recommended a COVID-19 booster shot for people who are immunosuppressed. She referred to the California Department of Public Health and the Orange County Health Care Agency for information and direction.

Since Village Television appearances have resumed, Ms. Paulin mentioned the department has been busy working on presentations and messaging. She also mentioned year-in-review presentation preparations are underway.

Advisor Pacella stated that the "Got (the Right) Info?" fact sheet that was included in the agenda packet is excellent. He suggested adding a button to the website homepage that leads directly to it. Ms. Paulin stated it was a great suggestion and that it is possible with the microsite. Chair Milliman concurred.

Referring to the staff report, Director McCary commended the incredible amount of work accomplished by the Department of Media and Communications. She reiterated Advisor Pacella's suggestion. She stated that she and other board members are working on the year-in-review reports. She commended and thanked the Media and Communications department for working with all the boards to get their year-in-review presentations ready.

Chair Milliman stated that the annual meetings are coming up.

Advisor Nash reiterated the importance of promoting on multiple platforms where residents can go for correct information. He mentioned monitoring social media and a discussion ensued.

## **9. Broadband Services Report - Paul Ortiz**

Mr. Ortiz highlighted from the Broadband Services report:

- Expiring programming contracts
- Broadband subscriber count report
- Broadband Services fee report
- High-speed internet subscriber counts

Ms. Paulin commended Mr. Ortiz for his work to find efficiencies and save costs.

## **ITEMS FOR DISCUSSION AND CONSIDERATION**

### **ITEMS FOR FUTURE AGENDAS**

#### **11. Focus Groups for Website**

#### **12. Review and Revise the Village Website Usage Policy**

#### **13. Community Survey**

### **CONCLUDING BUSINESS**

#### **14. Committee Member Comments**

Director McCary mentioned that her email address was hacked over the weekend by a phishing scam that asked contacts in her network to send funds via gift cards. She asked the committee for ideas to warn people about this type of cyberattack.

Director Dotson added that this was a sophisticated cyberattack and, after right clicking on the email address to show that her email was correct, she clicked on the email. When she realized it was a scam, she changed her password immediately, recommending others do the same if they get tricked. She advised changing passwords often and right clicking on the sender's email address. She will write about this topic in every issue of the Village Breeze and talk about it on a new Village Television show. Further discussion ensued.

Director Dotson requested adding community surveys as a future agenda item.

Director Ardani mentioned Fanny Mae's decision to suspend new NCB loan applications in United Mutual. Ms. Paulin stated this information went out in an email blast to realtors as well as to residents in the Friday "What's Up in the Village" email blast. Director Ardani requested that this continue to receive as much coverage as possible.

Advisor Skillman suggested coverage for all the different types of scams. She had received a phone call scam yesterday. She also suggested publishing an article on the demographics and statistics obtained about the Village from the 2020 census for the Village Breeze.

Advisor Parker suggested producing a couple of new videos on scams, possibly including personal examples like Director McCary's. She thanked Director Dotson for her efforts to inform residents about protecting themselves from scams. She commended the Department of Media and Communications for doing an excellent job.

Director Jarrett commended and thanked Ms. Paulin and Mr. Ortiz regarding the information they provided today.

Chair Milliman commended them for a fine job every time and that print media and video media were fantastic.

Ms. Paulin referred to a recently published article about HO-6 insurance that pertains to United Mutual. Director Ardani acknowledged the coverage and continuing to cover this very important topic.

Chair Milliman mentioned possibly sending an email blast to all United residents, encouraging them to talk to their board of directors.

Director Addington referred to an article she wrote on HO-6 insurance. Chair Milliman asked her to share it with Ms. Paulin.

**15. Date of Next Meeting - September 20, 2021, at 1:30 p.m.**

**16. Adjournment**

2:55 p.m.

*p.p. Joan Milliman / SLM*

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Joan Milliman, Chair  
Media and Communications Committee

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

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

**MEMBERS PRESENT:** Don Tibbetts (Chair), Maggie Blackwell, Cush Bhada, Margaret Bennett

**OTHERS PRESENT:** Bunny Carpenter

**STAFF PRESENT:** Carlos Rojas, Tom Siviglia, and Jayanna Hendley

**CALL TO ORDER**

Don Tibbetts, Chair, called the meeting to order at 1:33 p.m.

**ACKNOWLEDGEMENT OF PRESS**

The Media was not present.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MEETING REPORT**

The Committee will determine approval of the July 27, 2021 meeting report at the next committee meeting.

**CHAIRMAN'S REMARKS**

Chair Tibbetts had no comments.

**MEMBER COMMENTS ON NON-AGENDA ITEMS**

No member comments were received

**RESPONSE TO MEMBER COMMENTS ON NON-AGENDA ITEMS**

None

**REPORTS**

**Disaster Preparedness Task Force Report** Security Director, Carlos Rojas, reported that the Great CA Shakeout is coming up in October and that it will be a bit more active than last year's drill. Rojas also stated that we are waiting on the Fire Avert Devices to be delivered. Additionally, Tom Soule has re-opened the DPTF Office with emergency items for sale.

**RV Update** Carlos Rojas discussed the RV Lot vacancies listed on the document provided for this update. Carlos also advised the committee that the vacant spaces were in the process of being filled by residents on the waiting list.

**Noteworthy Incidents** Carlos Rojas reported that our officers have assisted in admonishing several individuals for trespassing over the past two months.

**Security Statistics** Carlos Rojas reported details and insights on these statistics. Members made comments and asked questions.

### **ITEMS FOR DISCUSSION AND CONSIDERATION**

**Security and Safety at the Equestrian Center** Carlos Rojas explained the document in the packet pertaining to this matter. Bunny Carpenter spoke and is questioning whether or not the gate at the Equestrian Center should be replaced. Cush Bhada recommended additional cameras to be installed at the Equestrian Center. Carlos Rojas suggested that Security conducts further investigation into the current camera situation, and report back to the committee with a Staff Report.

**Golf Cart Path Safety** Carlos Rojas discussed the document in the packet pertaining to this matter. Carlos asked for comments or questions regarding the issue. Maggie Blackwell commented that she would like to see taller signs posted at the golf course. Carlos suggested that educational material regarding Golf Course Safety be put together and advertised in the Village Breeze. Committee members agreed.

**Stop Signs and Pedestrians in Intersections** Carlos Rojas discussed the document in the packet pertaining to this matter. Carlos also explained that he believes this matter should be looked into further, and asked for direction to be given from the committee. Director Cush Bhada agreed that something does need to be done. Carlos Rojas stated that Security will work with Maintenance to determine what the engineering and costs of this project would look like.

**Monetary Penalty Increase for Speeding Violations** Carlos Rojas discussed the document attached in the packet pertaining to this item. Cush Bhada and Maggie Blackwell both agreed and verbalized that the current fines are justifiably appropriate and should not be increased.

### **ITEMS FOR FUTURE AGENDAS**

None

## **CONCLUDING BUSINESS**

### **DATE OF THE NEXT MEETING**

The next meeting is scheduled for Monday, October 25, 2021, at 1:30 p.m. in a virtual model meeting on Zoom.

### **ADJOURNMENT**

There being no further business to come before the Committee, Chair Tibbetts adjourned the meeting at 2:13 p.m.

***Don G Tibbetts***

[Don G Tibbetts \(Aug 31, 2021 14:27 PDT\)](#)

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Don Tibbetts, Chair

Aug 31, 2021

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REPORT OF THE LAGUNA WOODS VILLAGE  
TRAFFIC HEARINGS COMMITTEE

**August 18, 2021**

The Regular Meeting of the Laguna Woods Village Traffic Hearings Committee was held on Wednesday August 18, 2021 at 9:00 A.M., Virtual

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

**STAFF PRESENT:** Jayanna Hendley, Vanessa Ayala, Eulalio Diaz, Carlos Rojas

**Call to Order**

John Frankel, Chair, called the meeting to order at 9:09 A.M.

**Approval of Agenda**

Chair Frankel made a motion to approve agenda as presented.  
By unanimous consent, the motion passed.

**Approval of Meeting Reports**

Chair Frankel made a motion to approve the meeting report from July 21, 2021.  
By unanimous consent, the motion passed.

**Traffic Hearings**

- a. 9:15 a.m. Traffic Violation # 2109376 (Failure to Obey Stop Sign) – No Show, Guilty
- b. 9:30 a.m. Traffic Violation # 2109424 (Failure to Obey Stop Sign) – Rescheduled
- c. 9:45 a.m. Traffic Violation # 2112323 (Parked in Wrong Direction) – Guilty, No Fine
- d. 10:00 a.m. Traffic Violation # 2110046 (Speeding 11-15 MPH Over Limit) – No Show, Guilty
- e. 10:15 a.m. Traffic Violation # 2110075 (Parked on Sidewalk or Grass) – Guilty, No Fine
- f. 10:30 a.m. Traffic Violation # 2110077 (Parked on Sidewalk or Grass) – Guilty, No Fine
- g. 10:45 a.m. Traffic Violation # 2111985 (Speeding 16 MPH and Over) – Guilty, \$100 Fine

**Date of Next Meeting**

The next meeting is scheduled for Wednesday September 15, 2021, at 9:00 A.M., via virtualmeeting.

**Adjournment**

With no further business before the Committee, the meeting was adjourned at 11:11 A.M.

John Frankel

John Frankel (Aug 24, 2021 12:07 PDT)

Aug 24, 2021

John Frankel, Chair

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