



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, February 2, 2021, 9:30 a.m.
24351 El Toro Road, Laguna Woods, California
Virtual Meeting

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

Directors Absent: None

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

Others Present: **Third:** John Frankel
United: Azar Asgari
Mutual 50: Ryna Rothberg, John Carter, Al Amado
VMS: Judith Troutman
Leslie Mogul, Susan Hemberger

1. Call to Meeting to Order / Establish Quorum

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

2. Pledge of Allegiance

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

3. Acknowledgment of Media

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

4. Approval of Agenda

President Carpenter asked for any changes to the agenda.

- President Carpenter requested to move 11b to Unfinished Business and move

13b to CEO Report. Add 16b. Broadband Report by Media and Communications to Future agenda items.

Director Moldow made a motion to approve the agenda and requested to move agenda item 15k to 15e(2) Energy Solutions.

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

5. Approval of Minutes

- a. January 4, 2021--Special Open Meeting (Board Officers)
- b. January 5, 2021—Regular Open Meeting

Hearing no corrections, the minutes of January 4, 2021, Special Open Meeting were approved by unanimous consent.

Director Milliman stated corrections for the January 5, 2021 minutes.

Hearing no other corrections, the minutes of January 5, 2021, Regular Open Meeting were approved by unanimous consent.

6. Report of the Chair

President Carpenter introduced Leslie Mogul, Director of Philanthropy from the Village Community Fund.

7. Village Community Fund Presentation – Leslie Mogul

Leslie Mogul presented a check for \$2,000 from the Village Community Fund to GRF for the Help the Herd project. Susan Hemberger of the Saddle Club discussed how the money will be used at the Equestrian Center.

8. CEO Report

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

- According to the Orange County Health Care Agency (OCHCA), there are 232,391 confirmed COVID-19 cases in Orange County—1,355 deaths reported. The City of Laguna Woods reports 341 confirmed cases and 27 deaths. The seven-day testing positivity rate in Orange County is 12.9%. Cases currently hospitalized are 1,362 with 392 in ICU. Need to be 8% to open outdoor dining and outdoor activities.
- Vaccine distribution will be administered by MemorialCare at Clubhouse 7 on the weekends. The vaccination program has been successful with over 5,000 residents vaccinated in the first two weeks. Vaccine distribution will continue every weekend until further notice. Working to get transportation for residents who are home bound and want to be vaccinated.
- Contact Becky Jackson to schedule an appointment for virtual new resident orientation meetings at becky.jackson@vmsinc.org.
- The City of Laguna Woods will offer free walk-up COVID-19 testing every Wednesday and Saturday from 9 a.m. to 3 p.m. at City Hall.
- COVID-19 vaccine frequently asked questions can be found on the website.

- To accommodate the vaccine distribution at Clubhouse 7, the driving range and tennis courts will be closed on the weekend.
- Bulky Item Pick-up will be held on the third Saturday of each month.
- Coin Exchange Program will be offered on Thursdays beginning February 18, 2021, on the first and third Thursdays at the PAC for United Mutual residents and the second and fourth Thursday at Clubhouse 5 for Third Mutual residents.
- New pool hours for pools 1, 2, 4 and 5. Check the website for the new hours. Make reservations at the Recreation Department.

Jeff Parker-CEO and Siobhan Foster-COO answered questions from the board.

9. Open Forum (Three Minutes per Speaker)

President Carpenter asked staff to read member comments:

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

- A Member requested that residents be allowed to use the tennis courts during the vaccine distribution at Clubhouse 7. Residents can be asked to park across the street at Clubhouse 2.
- A Member commented about an invoice she received for leaky pipes.

10. Responses to Open Forum Speakers

The following responses to the open forum speakers:

- Director Milliman responded that parking across the street and walking over to the tennis courts is a good idea.
- Director Moldow responded that the leaky pipes are a mutual consideration.
- Jeff Parker-CEO commented that staff is looking at walk ups for tennis play.
- Ernesto Munoz, Director of Maintenance and Construction, commented that his staff will look into the leaky pipe complaint.
- Director Hopkins commented that complaints should be taken to the appropriate committee and passed to the respective mutual.

11. Consent Calendar

Recommendation from the Finance Committee:

11a. Consistent with its statutory obligations a subcommittee of the Board consisting of the Treasurer and at least one other board member reviewed and approved preliminary Golden Rain Foundation financials for the month of November 2020 and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes.

11b. Approve the Resolution to Update the Committee Appointments
This item was moved to New Business 13d.

President Carpenter asked for approval of the Consent Calendar.

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

12. Unfinished Business

12a. Entertain a Motion to Introduce a Resolution to Update the Recreation and Special Events Department Policy to include Security Officers at Special Events

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

RESOLUTION 90-21-05
RECREATION AND SPECIAL EVENTS DEPARTMENT POLICY UPDATE

WHEREAS, the Recreation and Special Events Department is responsible for the planning and execution of comprehensive recreation programs and events for all residents of Laguna Woods Village; and

WHEREAS, Laguna Woods Village offers seven different reservable facilities for club events, resident parties and general gatherings. Facilities are able to accommodate groups as small as two people in a conference room, dinner parties up to 400 guests, and large indoor/outdoor events up to 800 participants; and

WHEREAS, the Security Services Department provides continuous (24-hour) security operations for the Laguna Woods Village through the use of: field supervision; routine motor patrol; routine foot patrol operations; and

WHEREAS, to date, only outside entities have been able to provide security services to residents and guests;

NOW THEREFORE BE IT RESOLVED, February 2, 2021, that the Board of Directors hereby approves amendment to the Recreation and Special Events Department Policy to allow clubs/residents to obtain fee-based security services when hosting specialty events at the overtime bill rate for the Security Services Department;

RESOLVED FURTHER, that select specialty club/resident events have Security Officers present for the safety of residents, guests, staff and property. Events requiring Security Officers will be determined by type, location, estimated attendance, serving of alcoholic beverages, high profile guest appearance(s) and/or events that draw attention from the news media;

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

January 2021 Initial Notification—28-day notification for member review and comments to comply with Civil Code §4630 has been satisfied.

Director Milliman made a motion to approve the resolution to update the Recreation and

Golden Rain Foundation Regular Session
February 2, 2021
Page 5 of 15

Special Events Department Policy to allow clubs/residents to obtain fee-based security services when hosting specialty events at the overtime bill rate for the Security Services Department. Director Moldow seconded the motion.

Discussion ensued among the directors.

Director Blackwell made an amendment to add: "Whereas, to date, only outside entities have been able to provide security services to residents and guests." Director Milliman seconded the motion and the amendment passed by unanimous consent.

President Carpenter called for the vote on the resolution as amended and the motion passed by unanimous consent.

- 12b.** Approve the Resolution to Update the Committee Appointment
This item was removed from the Consent Calendar

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

RESOLUTION 90-21-06
GRF Committee Appointments

RESOLVED February 2, 2021, that the following persons are hereby appointed and ratified to serve on the Committees of this Corporation:

Business Planning Committee

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

Strategic Planning Committee

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

Golden Rain Foundation Regular Session
February 2, 2021
Page 6 of 15

Customer Experience Subcommittee

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

Facilities Subcommittee

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

Future Strategic Planning Items Subcommittee

Jim Hopkins (GRF)

Community Activities Committee

Jon Pearlstone, Chair (GRF)
Yvonne Horton (GRF)
Bunny Carpenter, **Alternate** (GRF)
Deborah Dotson (Third)
Reza Karimi (Third)
Annie McCary, Alternate (Third)
Andre Torng (United)
Cash Achrekar (United)
Elsie Adddington, 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)
~~Jon Pearlstone (GRF)~~
Gan Mukhapadhyay (GRF)
Egon Garthoffner, Alternate (GRF)
Steve Parsons (Third)
Robert Mutchnick (Third)
Deborah Dotson, Alternate (Third)
Azar Asgari (United)
Carl Randazzo (United)
Diane Casey, Alternate (United)
Al Amado, (Mutual 50)
Advisor: Rosemarie diLorenzo

Golden Rain Foundation Regular Session
February 2, 2021
Page 7 of 15

Landscape Committee

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

Maintenance & Construction Committee

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

Clubhouse 1 Renovation Ad Hoc Committee

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

Energy Solutions Ad Hoc Committee

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

Media and Communications

Joan Milliman, Chair (GRF)
Maggie Blackwell (GRF)
Bunny Carpenter, **Alternate** (GRF)
Annie McCary (Third)
Lynn Jarrett (Third)
Deborah Dotson, Alternate (Third)

Golden Rain Foundation Regular Session
February 2, 2021
Page 8 of 15

Elsie Addington, (United)
Neda Ardani (United)
Cash Achrekar, Alternate (United)
Ryna Rothberg, (Mutual 50)
Advisors: Carmen Pacella, Tom Nash, Juanita Skillman, Lucy Parker
Theresa Frost

Broadband Ad Hoc Committee

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

Mobility & Vehicles Committee

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

Security and Community Access

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

OTHER COMMITTEES:

Disaster Preparedness Task Force

Carlos Rojas, Chair
Bert Moldow, (GRF)
Sue Stephens (GRF)
John Frankel, (Third)

Golden Rain Foundation Regular Session
February 2, 2021
Page 9 of 15

Annie McCary, (Third)
Donna Rane-Szostak, Alternate (Third)
~~Diane Casey (United)~~
Cash Achrekar, (United)
Reza Bastani, Alternate (United)
~~Andre Tornng, (United)~~
Board Members by Rotation (Mutual 50)
Advisors: Tom Soule, Bruce Bonbright

Laguna Woods Village Traffic Hearings

(Chair will alternate between Boards)
Yvonne Horton (GRF)
Sue Stephens (GRF)
John Frankel (Third)
Deborah Dotson (Third)
Cush Bhada, Alternate (Third)
Neda Ardani (United)
Elsie Addington, Alternate (United)
Board Members by Rotation (Mutual 50)

Insurance Ad Hoc Committee (new)

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

Purchasing Ad Hoc Committee

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

Select Audit Task Force

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

Golden Rain Foundation Regular Session
February 2, 2021
Page 10 of 15

~~**GRF Bylaws Ad Hoc Committee**~~

~~Sue Margolis, Chair (United)~~

~~Bunny Carpenter (GRF)~~

~~Bert Moldow (GRF)~~

~~Steve Parsons (Third)~~

~~Lynn Jarrett (Third)~~

~~Elsie Addington (United)~~

~~John Carter (Mutual 50)~~

~~Sue Stephens (Mutual 50)~~

RESOLVED FURTHER, that Resolution 90-21-04 adopted January 5, 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.

Director Milliman made a motion to approve the resolution to update the committee appointments. Director Blackwell seconded the motion.

Discussion ensued among the directors.

Hearing no other changes, the resolution to update the committee appointments was approved as amended by unanimous consent.

13. New Business

13a. Discuss and Consider Planned Maintenance and Construction Projects and Programs for 2021

Ernesto Munoz, Director of Maintenance and Construction, gave an overview of the 2021 GRF Board approved Capital Plan and Annual Programs and answered questions from the board. He asked if the GRF Board had any changes to the schedule.

Discussion ensued among the directors.

Director Milliman made a recommendation to continue with 2021 GRF Board approved Capital Plan and Annual Programs.

Jeff Parker-CEO commented that the 2021 Maintenance and Construction Projects were approved back in September 2020. Staff needs to know if the newly elected GRF Board Members have any changes.

Director Milliman made a motion to send the 2021 Maintenance and Construction (M&C) Projects back to the M&C Committee to continue working through the process. The motion was seconded by Director Hopkins.

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

Golden Rain Foundation Regular Session
February 2, 2021
Page 11 of 15

13b. COVID-19 Vaccine Distribution – Jeff Parker, CEO
This item was discussed under agenda item 9. CEO Report

13c. Entertain a Motion to Approve the Equestrian Center Additional Services and Fees (FEBRUARY Initial Notification—Most postpone 28-days for member review and comment to comply with Civil Code §4360)

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

RESOLUTION 90-21-XX
Amended Equestrian Center 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, to minimize over-usage, and to recover operating costs; and

WHEREAS, the Board periodically reviews fees as part of the business planning process to determine adequacy of revenues and shared costs and their adoption of the 2021 Business Plan including certain fee changes;

NOW THEREFORE BE IT RESOLVED, February 2, 2021 that the Board of Directors of the Corporation hereby introduces a revised GRF Pricing policy relative to the Equestrian Center:

Horse Boarding

- A Horse Boarding Fee shall be charged, monthly, to residents who wish to board their horse(s) at the Equestrian Center.
- The fee, rounded up to the nearest dollar, shall be based on the estimated monthly cost to board a resident's owned or leased horse and **70%** shared (subsidized) by the community at large.
- The fee will be adjusted annually on the basis of changes to the operational costs, depreciation costs, and percentage shared by the community at large.
- The GRF Board of Directors will periodically review the estimated monthly cost of boarded horses 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 90-12-132, Guidelines for Shared Costs and Fees).
- The cost of feed will be fully absorbed by the resident based on their selection from the menu of options.
- Specialty care services such as turn out, additional feed, lunging, and other types of services are established at a per-service cost determined by the Board to be comparable to market value of services.

Horse Trailer Storage & Horse Transportation Fees

- If space allows, residents may store their horse trailers at the Equestrian Center. The fee to store a horse trailer shall be 50% of the charge for a recreational vehicle in the RV Storage Lots.
- GRF shall be reimbursed the cost of transporting a horse for a resident. The costs include: labor, fuel, and wear and tear on the trailer and vehicle

Trail Ride Fees

- A separate fee shall be charged for trail rides for residents and their guest(s).
- The fees, rounded up to the nearest dollar, shall be based on: the estimated hourly cost of labor and the cost of the horse used to lead the trail ride; and
 - for residents, 64% shared (subsidized) by the community at large
 - for guests, 25% mark up.
- The fee will be adjusted annually on the basis of changes to the operational costs, depreciation costs, percentage shared by the community at large for residents, and percentage mark up for guests.

Lesson Fees

- Fees shall be charged for individual and group lessons for residents and their guest(s).
- The fees, rounded up to the nearest dollar, shall be based on: the estimated hourly cost of labor and the cost of the horse used to provide the lesson; and
 - for residents, 64% shared (subsidized) by the community at large
 - for guests, 25% mark up.
- The fee will be adjusted annually on the basis of changes to the operational costs, depreciation costs, percentage shared by the community at large for residents, and percentage mark up for guests.

Horse Rental Fee

- A resident fee and a guest fee shall be charged for the use of a GRF owned horse for lessons and trail rides.
- The fees, rounded up to the nearest dollar, shall be based on the estimated hourly cost of a GRF owned horse; and
 - for residents, 64% shared (subsidized) by the community at large
 - for guests, 25% mark up.
- The fee will be adjusted annually on the basis of changes to the operational costs, depreciation costs, percentage shared by the community at large for residents, and percentage mark up for guests.

RESOLVED FURTHER, that this resolution shall be effective March 2, 2021, and Resolution 90-20-20 adopted May 5, 2020, is hereby superseded and canceled; and

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

FEBRUARY Initial Notification--Must postpone 28-days for member review and comment to comply with Civil Code Section 4360.

Director Milliman made a motion to approve the resolution to amend Equestrian Center Pricing Policy for discussion and postpone the final vote for 28 days per Civil Code 4360. The motion was seconded by Director Horton.

Brian Gruner, Director of Recreation and Special Events, gave a background of the Equestrian Center additional services and expenses and the reason for the fees.

Discussion ensued among the directors.

Hearing no objection, the motion to place the resolution on 28-day review was approved by unanimous consent.

14. The Board took a 5-minute break.

15. Committee Reports

15a. Report of the Finance Committee/Financial Reports – Director Hopkins gave an update from the committee. The committee met on December 16, 2020; next meeting February 17, 2021, at 1:30 p.m. as a virtual meeting.

- (1) GRF Treasurer's Report – Director Hopkins
- (2) GRF Finance Committee Report

15b. Strategic Planning Committee—Director Pearlstone gave an update from the committee. The committee met on December 30, 2020, in closed session; next meeting TBA.

15c. Report of the Community Activity Committee – Director Pearlstone gave an update from the committee. The committee met on January 14, 2020; next meeting February 11, 2021, at 1:30 p.m. as a virtual meeting.

- (1) Equestrian Center Ad Hoc Committee – President Carpenter gave an update on the committee. The committee met on October 27, 2020; next meeting March 4, 2021 at 1 p.m.

15d. Report of the Landscape Committee – Director Horton. The committee met on November 30, 2020; next February 10, 2021 at 1:30 p.m. as a virtual meeting.

15e. Report of the Maintenance & Construction Committee – Director Garthoffner gave an update from the committee. The committee met on December 9, 2020 in closed session; next meeting February 10, 2021, at 9:30 a.m. as a virtual meeting.

- (1) Report of the Clubhouse 1 Renovation Ad Hoc Committee – Director Moldow gave an update from the committee. The Committee met on October 23, 2020; next meeting TBA.
- (2) Energy Solutions Research Group – Director Moldow gave an update from the research group on alternative energy.

15f. Report of the Media and Communications Committee—Director Milliman gave an update on the committee. The Committee met on January 18, 2021; next meeting will be held on February 22, 2021, as a virtual meeting.

15g. Report of the Mobility & Vehicles Committee – Director Tibbetts update on the committee. The Committee met on October 7, 2020; next meeting February 3, 2021, at 1:30 p.m. as a virtual meeting.

15h. Report of the Security & Community Access Committee – Director Tibbetts gave an update on the committee. The Committee meeting on December 28, 2020 was canceled; next meeting February 22, 2021, at 1:30 p.m. as a virtual meeting.

- (1) Report of the Laguna Woods Village Traffic Hearings – Director Horton gave an update on the hearings. The Traffic Hearings last met on January 20, 2021; next Traffic Hearings will be held on February 17, 2021 at 9:00 a.m. and 1:00 p.m. as a virtual meeting.

15i. Report of the Disaster Preparedness Task Force – Director Moldow gave an update on the task force. The Task Force met on January 26, 2021; next March 30, 2021 at 9:30 a.m. as a virtual meeting.

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

15k. Energy Solutions Research Group--This item was moved to 15e(2)

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

16a. Update Resolution on the Distribution of Telephone Directories and Community Maps

16b. Broadband Report by Media and Communications

- 17. Directors' Comments**

- Director Blackwell commented there is a conflict on February 22, 2021 with the Media and Communications and Security and Community Access Committees.

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

The meeting was recessed at 11:54 a.m.

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

During the January 5, 2021, Regular Closed Session, the Board:

VMS Board Update

Approved the Agenda

Approved the Minutes of:

(a) December 1, 2020 – Regular Closed Session

Discussed Member Disciplinary Matters

Discussed and Considered Personnel Matters

Golden Rain Foundation Regular Session
February 2, 2021
Page **15** of **15**

Discussed and Considered Contractual Matters
Discussed Legal/Legislation Matters
Discussed COVID-19 Emergency Issues

19. Adjournment

The meeting was adjourned at 4:49 p.m.

DocuSigned by:

Joan Milliman

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Joan Milliman, Secretary of the Board
Golden Rain Foundation

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

Room Reservations

A. General

1. Requestor must be a Laguna Woods Village resident and be prepared to show Laguna Woods Village ID card upon request in order to check availability or make/change/cancel reservation (with the exception of memorials).
2. Requestor must submit a facility application form prior to making payment for a room reservation.
3. Reservations by individuals may only be booked for private or social gatherings.
4. Rooms may not be used to conduct a business. Marketing or solicitation of third-party products is strictly prohibited. Caterers and entertainers are permitted as service providers to the group, and they may provide business cards and contact information. No monetary transactions may take place within GRF's facilities.
5. Individuals are prohibited from advertising events to the general public through media in general circulation outside of Laguna Woods Village. Staff works to assure that clubs/groups/organizations and individuals are placed in the appropriate-sized rooms for their event. Set minimum occupancy limits will be enforced.
6. Clubhouse rooms may be reserved between 8 a.m. and 10 p.m. seven days a week, except for New Year's Eve, which may be reserved until 1 a.m. Extended hours up to midnight may be scheduled with the facility supervisor three weeks in advance for Clubhouses 2 and 7; additional fees will apply for extended hours per the GRF fee list.
7. Reservations must be for a two-hour minimum room rental or four-hour minimum rental for the large ballrooms and main lounges. One-hour reservations may be made on a case-by-case basis with the approval of the facility supervisor; reservations for one hour may not request a room setup.
8. Length of reservation must include setup/decoration, caterer preparation and cleanup time.
9. The GRF pricing policies contain two rates: Resident rate and exception rate; (refer to the GRF fee list).
 - a. Resident rate applies to:
 - i. All Laguna Woods Village residents;
 - ii. Weddings and wedding receptions for residents and
 - iii. Private resident events such as birthdays, memorials and/or anniversary parties.
 - b. Exception rate applies to:

- i. Any non-Laguna Woods Village organization or group for which a resident makes a reservation;
 - ii. Weddings and/or wedding receptions for non-residents and are limited to only siblings, children, parents and grandchildren of residents; and
 - iii. All club/group/organization reservations that have more than 50 percent nonresidents in attendance and are charging admittance or accepting donations (club/group/organization-approved fundraisers are exempt).
10. It is prohibited to use any room/facility for anything but the stated purpose.
11. Reservations may be canceled or moved as necessary to accommodate government elections, GRF and mutual meetings, facility renovations, GRF-approved requests, Recreation-coordinated communitywide events, etc. The Performing Arts Center rehearsal room reservations may be canceled or moved if the auditorium is booked.
12. Every reservation must submit a Facility Checkout Form to the clubhouse staff at the conclusion of the event indicating the number of residents and nonresidents.
13. Cancellation of a paid reservation requires at least 14 days' notice to Recreation to qualify for a full refund.
14. Refunds will be credited to the requestor's credit card or via check, by request.
15. "No shows" and cancellations less than 14 days of the reservation date will result in the complete forfeiture of the room reservation fees.
16. Specialty club/resident events may have security personnel; additional fees apply (refer to the GRF fee list).
 - a. Events requiring security personnel are determined by type, size and/or nature of event.
17. Bounce houses, tents, party rental equipment, mobile catering/salon trucks, outside caterers, etc. must be cleared by the insurance coordinator 60 days in advance (call 949-597-4202 for more information) and may require a permit by the City of Laguna Woods.