



**OPEN MEETING**

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

**Thursday, March 14, 2019 – 1:30 p.m.**

**Laguna Woods Village Community Center Board Room  
24351 El Toro Road**

**AGENDA**

1. Call to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of Meeting Report for January 10, 2019
5. Chair's Remarks
6. Department Head Update
  - a. Recreation and Special Events - Jennifer Murphy
  - b. Equestrian - Kristin Olsen
  - c. Garden Center - Mark Costello
7. Member Comments (Items Not on the Agenda)

**Consent:**

8. National Vending Update
9. Dashboard
10. Recreation eBlast

**Reports:**

11. Shade Structure for Pool 5
12. Comprehensive Staff Training Day
13. Drop-In Lounge TV Proposal
14. Increase of Tree Plot Fees

**Items for Discussion and Consideration:**

15. Senior Brains Foundation
16. Congressional Town Hall
17. Clubhouse 4 Renaming Survey Results
18. Set Up Fees
19. Drop-In Lounge Volunteers

**Items for Future Agendas:**

20. Financial Statement

**Concluding Business:**

21. Committee Member Comments
22. Date of Next Meeting – May 9, 2019 at 1:30 p.m.
23. Adjournment

Annette Sabol Soule, Chair  
Brian Gruner, Staff Officer  
Telephone: 597-4270

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# **OPEN MEETING**

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

Thursday, January 10, 2019 – 1:30 p.m.  
Board Room

**MEMBERS PRESENT:** Annette Sabol Soule-Chair, Beth Perak, Ryna Rothberg, Juanita Skillman, Joan Milliman, Cush Bhada, Andre Torng, Leon St. Hilaire, Shaun Tumpane

**MEMBERS ABSENT:** Diane Phelps, Sue Margolis, Steve Parsons

**OTHERS PRESENT:** Dick Palmer, Maxine McIntosh, Maggie Blackwell and Dick Rader were present in audience

**STAFF PRESENT:** Brian Gruner, Jennifer Murphy, Jackie Kupfert, Tom McCray, Sean Cincotta, Siobhan Foster, Eileen Paulin

### **Call to Order**

Chair Sabol Soule called the meeting to order at 1:34 p.m.

### **Acknowledgement of Media**

There was no press present.

### **Approval of Agenda**

A motion was made to add verbiage on #11 to read, “and Glossary and Mandatory Adherence”; to change #17 to Review of CAC Charter; renumber in accordance to #17 addition.

The motion carried unanimously.

### **Approval of Committee Report for November 8, 2018**

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

### **Chair’s Remarks**

Chair Sabol Soule is delighted to be here and welcomes the full house. Responses to emails will be conducted Monday-Friday only. Emergency email responses will be handled as they occur.

### **Report of the Recreation and Special Events Director**

Mr. Gruner wished everyone a Happy New Year. Recreation was very active beginning with Veteran's Day hosting Col. Patrick Byrne as a guest speaker. The monthly dinners for January are sold out. Recreation will be introducing a Parisian dinner to replace the steak dinner in January with upscale dinner events to come. The Performing Arts Center hosted James Darren on New Year's

Eve and introduced the Celebrity Series for 2019 which includes such performers as the Nelson twins and the Flamingos. The Holiday Festival was on December 2 and included the Spark of Love toy drive for the fire department. The Christmas Buffet hosted at Clubhouse 5 was well attended. Clubhouse 5 also hosted a well-attended New Year's Eve party with entertainment by Soulicious.

Facility enhancements include Clubhouse 1 testing of structural integrity and potential presence of asbestos in order to proceed with enhancements. Clubhouse 4 had OSHA compliance issues that have been corrected with the paint booth ventilation as the last to be addressed. Pool 5 is being replastered with estimated completion by end of January to early February. All pools will receive new pool furniture in 2019. The Garden Centers will have a common area introduced as plans are being finalized. All chairs at the clubhouses will be replaced. The Library received new lounge chairs.

Operational improvements include a survey conducted in conjunction with Saddleback Emeritus to better improve class needs was mailed to all residents. 500 completed surveys have been received thus far. Staff will be attending the CPRS mini-conference at the Laguna Hills Community Center on January 24. The staff manual is being reviewed for improvements.

Ms. Murphy reported that our bus excursion is full for the Hilbert Museum and the Stressless Mindfulness Meditation class is also full. The Lunar New Year celebration at the Performing Arts Center will be on Sunday, Jan 27 and is almost sold out. This event will also host a multicultural fair (11am-2pm) in addition to the evening performance which begins at 6:30 p.m. Monthly dinners are currently taking place in January. Recreation may host a Mardi Gras dinner and a new caterer may be added to the caterer list. Valentine's Day Dinner Dance will be hosted at Clubhouse 1 with Close Harmony entertaining us for \$35 (includes dinner, entertainment, beer and wine). Paint class with Penni Rubin will be hosted January 18 in the Clubhouse 6 Multipurpose Room. Cost is \$96 per person. Paint and Pour will be hosted on February 7 at Clubhouse 1. This event has sold out as well. Timeless Melodies will be at Clubhouse 2 and will feature the music of Richard Rodgers. This will be a two-part series: February 5 will feature Early Broadway and March 5 will feature Rogers and Hammerstein compilations.

Mr. McCray reported that golf is a bit quieter as the days are shorter. The range shack at the driving range is nearly complete and will assist with better customer service. Mr. McCray is meeting next week to discuss the scope of driving range landscaping improvements. A shoe fitting day by FootJoy will be hosted soon. A Nine and Wine event will be hosted one Thursday each month at the Par 3 course to encourage usage; appetizers will be provided. Short game and driving clinics will also be hosted. Pickleball and paddle tennis are coming along nicely: court primer has been applied, but five solid days of no rain will be needed to complete the court surface. The courts are scheduled to be open the first part of February. A tennis post broke due to rust and will be repaired tomorrow.

Mr. Cincotta reported the course is doing very well despite the high heat we had over the summer. An irrigation problem has been addressed. Mr. Cincotta thanked CAC and GRF for all the support his staff receives. The maintenance office building will be updated in 2019.

#### **MEMBER COMMENTS (Items Not on the Agenda)**

Members spoke on the following topics: Equestrian riding trail safety while crossing roads, physically active clubs given priority on room reservations with wood flooring which would minimize

activity on concrete flooring, staff conducting a survey to assess cost of a shade covering for pool 5, inquiry about the closure of Clubhouse 1 Main Lounge on New Year's Day, club rentals of transportation to take residents to club events, the absence of a hearing loop in Clubhouse 6 and the Clubhouse 4 sewing room inefficiencies for hosting the general election.

Chair Sabol Soule directed staff to review the equestrian trail options. Chair Sabol Soule inquired to number of line dancing reservations on a concrete floor. Mr. Gruner stated the club currently meets 15 times at the Performing Arts Center and staff is trying to find time/space accommodation. Director Milliman directed staff to pursue a sun shade option for pool 5. Mr. Gruner will reconsider keeping the Clubhouse 1 Main Lounge open on New Year's Day. Chair Sabol Soule requested staff to inquire about a hearing loop in the Board Room. Director Perak stated we may be able to revisit the usage of vans for clubs, but not available at this time. Director Skillman stated Recreation will be working with the Registrar of Voters to improve future elections.

### **CONSENT**

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

### **REPORTS**

**Proposed Amendments to GRF Recreation and Special Events Department Policies and Procedures and Glossary and Mandatory Adherence** – Ms. Murphy recommended the approval of the proposed amendments to the GRF Recreation and Special Events Department Policies and Procedures.

A motion was made to approve amendments to GRF Recreation and Special Events Department Policies and Procedures with insertion of Glossary and Mandatory Adherence.

Discussion ensued.

The motion carried unanimously.

**Hearing Well Expo** – Mr. Gruner stated the staff recommendation to deny the Hearing Well Club request to advertise to outside communities for the May 11, 2019 Hearing Well Expo at Clubhouse 7.

A motion was made to deny the Hearing Well Club request to advertise to outside communities for the May 11, 2019 Hearing Well Expo at Clubhouse 7.

Discussion ensued.

The motion carried unanimously.

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

**Drop-In Lounge TV** - Mr. Gruner stated the removal of the Drop-In Lounge TV due to altercations between residents.

Staff was directed to review options for television usage.

**New Name for Clubhouse 4** – Mr. Gruner stated Clubhouse 4 may need to be renamed to better reflect current clubhouse activities.

Staff was directed to conduct a survey.

**Comprehensive Staff Training Day** – Mr. Gruner stated his interest in a comprehensive staff training day that would require the closure of one clubhouse for a portion of one day.

Staff was directed to choose a date and resubmit to CAC as a staff report.

**Increase of Tree Plot Fees** - Mr. Gruner stated tree plot rates at the Garden Centers may need to be increased due to large tree maintenance needed (for those that need maintenance only).

Staff was directed to produce a staff report to present at next CAC meeting.

**Review of the CAC Charter** – Chair Sabol Soule requested the CAC review the CAC Charter provided on the dais.

Staff was directed to make noted changes.

#### **ITEMS FOR FUTURE AGENDAS**

Drop-In Lounge TV  
New Name for Clubhouse 4  
Comprehensive Staff Training Day  
Increase of Tree Plot Fees  
Shade Sails for Clubhouse 5 Pool

#### **CONCLUDING BUSINESS**

##### **Committee Member Comments**

Director Bhada stated Recreation staff does a great job.  
Director Milliman stated Recreation keeps meeting positive.  
Director Perak stated excellent meeting and congratulated Chair Sabol Soule on her first meeting. She also congratulated those on the Ad-Hoc Committee for their hard work on the policies.  
Director Skillman stated the Library will have their annual book/dvd sale on Saturday, March 9.  
Director Torng thanked staff for their work.  
Director Rothberg enjoys Mr. Cincotta's reports.  
Advisor St. Hilaire thanked staff for improved events.  
Advisor Tumpane thanked Mr. Gruner for meeting with him prior to the meeting.  
Chair Sabol Soule thanked the Ad-Hoc Committee for their hard work on the policies. Chair Sabol Soule thanked staff for all the assistance and appreciates the improved events.

##### **Date of Next Meeting**

The next regular meeting of the GRF Community Activities Committee will be held at 1:30 p.m. at the Community Center in the Board Room on Thursday, March 14, 2019.

**Adjournment**

There being no further business, the Chair adjourned the meeting at 4:20 p.m.

  
Annette Sabol Soule, Chair



NATIONAL  
VENDING

## Client Commission Statement

November, 2018

Attachment 1

Property Name	Service	Machine Location	Period	Gross Sales	Net Sales	Recd by NV	Paid to Client
Laguna Woods Village	Bev'g Vending	Golf Pro Shop-Village Greens	11	\$422.20	\$389.99	\$58.50	\$29.25
Laguna Woods Village	Bev'g Vending	9 Hole Golf Shack	11	\$213.90	\$188.55	\$28.28	\$14.14
Laguna Woods Village	Bev'g Vending	Clubhouse 3	11	\$200.80	\$182.90	\$27.44	\$13.72
Laguna Woods Village	Bev'g Vending	Maintenance Bldg	11	\$193.75	\$176.81	\$26.52	\$13.26
Laguna Woods Village	Bev'g Vending	Clubhouse 1	11	\$178.80	\$160.15	\$24.02	\$12.01
Laguna Woods Village	Snack Vending	Clubhouse 1	11	\$177.10	\$172.83	\$25.92	\$12.96
Laguna Woods Village	Snack Vending	Clubhouse 5	11	\$171.40	\$167.27	\$25.09	\$12.55
Laguna Woods Village	Bev'g Vending	Clubhouse 5	11	\$161.20	\$143.75	\$21.56	\$10.78
Laguna Woods Village	Bev'g Vending	Vehicle Maintenance	11	\$148.10	\$134.76	\$20.21	\$10.11
Laguna Woods Village	Snack Vending	Clubhouse 3	11	\$138.05	\$134.72	\$20.21	\$10.11
Laguna Woods Village	Snack Vending	Golf Pro Shop-Village Greens	11	\$131.45	\$128.28	\$19.24	\$9.62
Laguna Woods Village	Bev'g Vending	Community Center Bldg 2nd Floor	11	\$120.25	\$106.54	\$15.98	\$7.99
Laguna Woods Village	Snack Vending	Community Center Bldg 2nd Floor	11	\$108.30	\$105.69	\$15.85	\$7.93
Laguna Woods Village	Bev'g Vending	Clubhouse 4	11	\$107.70	\$96.90	\$14.53	\$7.27
Laguna Woods Village	Bev'g Vending	Clubhouse 1	11	\$105.85	\$94.65	\$14.20	\$7.10
Laguna Woods Village	Snack Vending	Vehicle Maintenance	11	\$93.00	\$90.76	\$13.61	\$6.81
Laguna Woods Village	Snack Vending	Clubhouse 4	11	\$89.90	\$87.73	\$13.16	\$6.58
Laguna Woods Village	Bev'g Vending	Clubhouse 7-Driving Range	11	\$81.40	\$65.66	\$9.85	\$4.93
Laguna Woods Village	Snack Vending	9 Hole Golf Shack	11	\$56.70	\$55.33	\$8.30	\$4.15
Laguna Woods Village	Bev'g Vending	Clubhouse 7-Driving Range	11	\$53.45	\$50.11	\$7.51	\$3.76
Laguna Woods Village	Snack Vending	Maintenance Bldg	11	\$45.55	\$44.45	\$6.66	\$3.33
Laguna Woods Village	Snack Vending	Clubhouse 7-Driving Range	11	\$41.85	\$40.84	\$6.13	\$3.07
Laguna Woods Village	Bev'g Vending	Stables Equestrian	11	\$39.60	\$35.40	\$5.31	\$2.66
Laguna Woods Village	Bev'g Vending	Clubhouse 2	11	\$25.75	\$21.91	\$3.29	\$1.65
				<b>\$3,106.05</b>	<b>\$2,875.98</b>	<b>\$431.37</b>	<b>\$215.69</b>



NATIONAL  
VENDING

## Client Commission Statement

December, 2018

Attachment 2

Property Name	Service	Machine Location	Period	Gross Sales	Net Sales	Recd by NV	Paid to Client
Laguna Woods Village	Snack Vending	Clubhouse 3	12	\$250.55	\$244.51	\$36.67	\$18.34
Laguna Woods Village	Snack Vending	Clubhouse 4	12	\$231.25	\$225.68	\$33.85	\$16.93
Laguna Woods Village	Bev'g Vending	Clubhouse 3	12	\$172.45	\$153.92	\$23.09	\$11.55
Laguna Woods Village	Bev'g Vending	Golf Pro Shop-Village Greens	12	\$170.30	\$154.44	\$23.16	\$11.58
Laguna Woods Village	Bev'g Vending	Clubhouse 5	12	\$166.05	\$147.69	\$22.15	\$11.08
Laguna Woods Village	Bev'g Vending	Clubhouse 4	12	\$154.95	\$136.28	\$20.44	\$10.22
Laguna Woods Village	Snack Vending	Clubhouse 1	12	\$149.60	\$145.99	\$21.90	\$10.95
Laguna Woods Village	Bev'g Vending	Maintenance Bldg	12	\$133.75	\$113.63	\$17.05	\$8.53
Laguna Woods Village	Snack Vending	Maintenance Bldg	12	\$133.45	\$130.23	\$19.54	\$9.77
Laguna Woods Village	Bev'g Vending	Clubhouse 1	12	\$127.90	\$113.54	\$17.03	\$8.52
Laguna Woods Village	Snack Vending	Clubhouse 5	12	\$122.15	\$119.21	\$17.88	\$8.94
Laguna Woods Village	Snack Vending	Vehicle Maintenance	12	\$114.75	\$111.98	\$16.80	\$8.40
Laguna Woods Village	Bev'g Vending	Vehicle Maintenance	12	\$112.45	\$100.03	\$15.01	\$7.51
Laguna Woods Village	Bev'g Vending	Clubhouse 1	12	\$107.20	\$96.13	\$14.42	\$7.21
Laguna Woods Village	Bev'g Vending	Community Center Bldg 2nd Floor	12	\$97.70	\$87.21	\$13.08	\$6.54
Laguna Woods Village	Snack Vending	Community Center Bldg 2nd Floor	12	\$88.95	\$86.81	\$13.02	\$6.51
Laguna Woods Village	Bev'g Vending	9 Hole Golf Shack	12	\$60.75	\$53.37	\$8.01	\$4.01
Laguna Woods Village	Bev'g Vending	Clubhouse 7-Driving Range	12	\$56.55	\$50.27	\$7.54	\$3.77
Laguna Woods Village	Snack Vending	Clubhouse 7-Driving Range	12	\$49.75	\$48.55	\$7.28	\$3.64
Laguna Woods Village	Snack Vending	9 Hole Golf Shack	12	\$45.65	\$44.55	\$6.68	\$3.34
Laguna Woods Village	Snack Vending	Golf Pro Shop-Village Greens	12	\$45.00	\$43.92	\$6.59	\$3.30
Laguna Woods Village	Bev'g Vending	Clubhouse 7-Driving Range	12	\$34.15	\$30.25	\$4.54	\$2.27
Laguna Woods Village	Bev'g Vending	Clubhouse 2	12	\$24.15	\$20.96	\$3.15	\$1.58
				<b>\$2,649.45</b>	<b>\$2,459.15</b>	<b>\$368.88</b>	<b>\$184.44</b>



## Upcoming Recreation Events 2019

- March 17: St. Patrick's Day Dinner at Clubhouse 2 at 5:30 p.m.
- March 18: Movie (The Greatest Showman) at PAC at 7:30 p.m.
- March 21: Health and Wellness Expo at Clubhouse 5 at 11 a.m.
- March 22: Health and Wellness Expo at Clubhouse 5 at 11 a.m.
- March 23: Saturday Night Dance at Clubhouse 5 at 6:30 p.m.
- March 25: Brisket Dinner at Clubhouse 5 at 5:00 p.m.
- April 6: Village Bazaar at Clubhouse 5 at 10 a.m.
- April 6: Celebrity Show: The Flamingos at PAC at 6:00 p.m. & 8:30 p.m.
- April 8: Village Games Kicks off
- April 20: Easter at the Equestrian Center at 10:00 a.m.



## Exciting News!

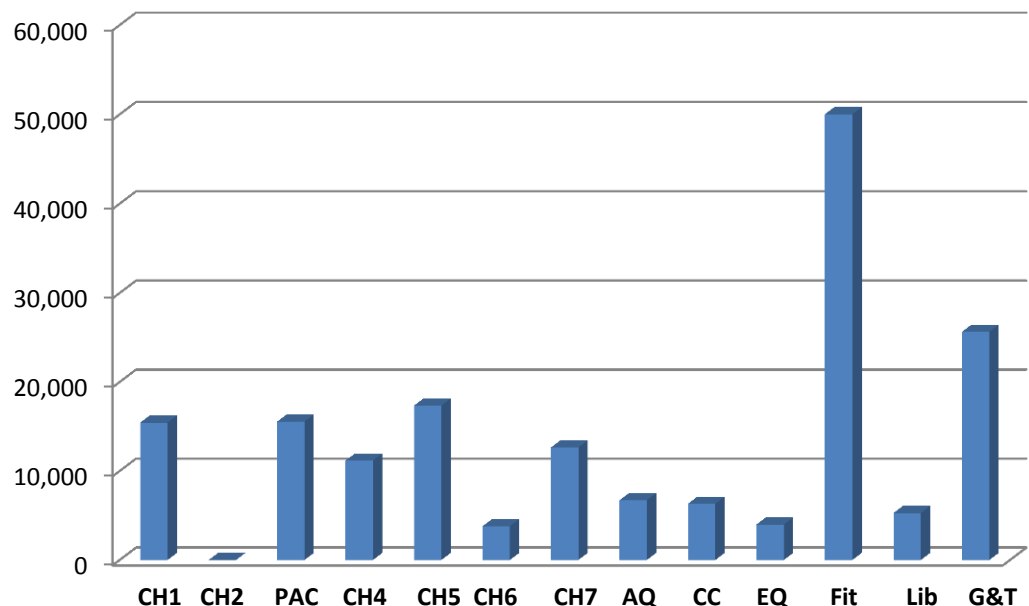
**A new feature for residents to view room availability for reservations online is expected to be launched in April.**



## Top Recommended Classes

- 1** Stressless Mindfulness Meditation
- 2** Yoga with Kim Min
- 3** ESL (English as a Second Language)

## Facility Usage (2019 YTD)



**featured program**

The Health and Wellness Expo will be hosted at Clubhouse 5 on Thursday, March 21 and Friday, March 22, 11 a.m. to 3 p.m. each day. There will be speakers, sponsor fair and fitness and aquatic demos with lots of goodies handed out!

**SUNDAY,  
FEB3**

Clubhouse 5  
Doors open 2:30 p.m.  
Kickoff 3:30 p.m.



**Watch the Big Game on the Big Screen**

On Sunday, February 3, come to the Clubhouse 5 Main Lounge, where the game will be shown on the big screen. Free admission. Doors open at 2:30 p.m.; kickoff is at 3:30 p.m. Hot dogs are available for purchase. The GRF no-host bar will open at 2:30 p.m. For more information, call [949-597-4382](tel:949-597-4382) or email [recreation@vmsinc.org](mailto:recreation@vmsinc.org).

**TUESDAY,  
FEB5**

Clubhouse 2  
1:30 p.m.



**Timeless Melodies: Rodgers and Hart**

Relive the exciting early days of Broadway with the music of Richard Rodgers and Larry Hart as historian Larry Maurer traces Rodgers' music with his unpredictable partner. For 23 years, Hart's lyrics made a perfect marriage with Rodgers' melodies. For more information, call [949-597-4286](tel:949-597-4286) or email [recreation@vmsinc.org](mailto:recreation@vmsinc.org).

**THURSDAY,  
FEB7**

Clubhouse 1  
Main Lounge  
9:30 a.m. to 1 p.m.



**2019 Dog Licensing and Vaccination Day**

Vaccination services are offered from 9:30 a.m. to 1 p.m. Dog license services are offered from 10 a.m. to 1 p.m. Dog license fees: neutered/spayed dogs, \$24 each; unaltered dogs, \$48 each. By law, all Laguna Woods Village Residents are required to have a current dog license and rabies vaccination for January 1 through December 31, 2019. Senior citizens 65 and older receive a 50 percent discount on dog licenses. Sponsored by the Laguna Woods Dog Club. For more information, call the Laguna Woods Dog Club at [949-855-1938](tel:949-855-1938).

**MONDAY,  
FEB11**

Clubhouse 7  
5:30 p.m.



**Soup and Salad Buffet at Clubhouse 7**

Jolanda's menu features hot chicken salad with cranberry mold, fresh fruit salad and spinach salad topped with strawberries and toasted almonds. Soups are curried zucchini, old-fashioned vegetable and fresh mushroom. Dessert includes brownies and lemon squares. Tickets are on sale for \$12 at Clubhouse 7. For more information, call [949-268-2417](tel:949-268-2417) or email [recreation@vmsinc.org](mailto:recreation@vmsinc.org).

**WEDNESDAY,  
FEB13**

Clubhouse 1  
5:30 p.m.



**Italian Buffet at Clubhouse 1**

Martinez's menu includes chicken parmesan, lasagna with Italian meat sauce, fresh green salad, hot garlic bread and spumoni ice cream. Tickets are on sale for \$12 at Clubhouse 1. Purchase tickets by noon the day before. For more information, call [949-597-4281](tel:949-597-4281) or email [recreation@vmsinc.org](mailto:recreation@vmsinc.org).

**THURSDAY,  
FEB14**

Clubhouse 1  
6 p.m.



**Valentine's Day Dinner Dance**

Join us for a Valentine's Day Dinner Dance with entertainment by Close Harmony. Tickets are on sale for \$35 at Clubhouse 1. Tickets include complimentary beer and wine and keepsake photos. Doors open at 5:30 p.m., dinner is at 6 p.m. and entertainment begins at 7 p.m. For more information, call [949-597-4281](tel:949-597-4281) or email [recreation@vmsinc.org](mailto:recreation@vmsinc.org).

**SATURDAY,  
FEB16**

Performing Arts  
Center 7 p.m.



**Mark Cordes Is The Spouse Whisperer**

Come spend the evening with comedian Mark Cordes as he examines the ups and downs of dating, relationships, marriage, divorce and other aspects of this thing called life. This is one show that will have the audience laughing hysterically as Mark educates the crowd on the do's and don'ts of relationships. Tickets are on sale now for \$15 and \$25. For more information, call [949-597-4289](tel:949-597-4289) or email [recreation@vmsinc.org](mailto:recreation@vmsinc.org).

**MONDAY,  
FEB18**

Performing Arts  
Center 7:30 p.m.



**Movie Night: Mamma Mia! Here We Go Again**

Five years after the events of "Mamma Mia!" (2008), Sophie prepares for the grand reopening of the Hotel Bella Donna as she learns more about her mother's past. No tickets necessary for complimentary movie and popcorn. Soda and snacks are available for purchase. For more information, call [949-597-4289](tel:949-597-4289) or email [recreation@vmsinc.org](mailto:recreation@vmsinc.org).

**FRIDAY,  
MAR 1**  
Clubhouse 1  
Dining Room 3  
10 a.m. to noon



### ESL Classes (Ongoing)

The South Coast Literacy Council offers English-as-a-second-language classes to Laguna Woods Village Residents. No registrations required; free drop-in class. The council is looking for tutors; those interested in tutoring may email [sclclagunawoods@gmail.com](mailto:sclclagunawoods@gmail.com). For more information, call **949-597-4273** or email [recreation@vmsinc.org](mailto:recreation@vmsinc.org).

**MONDAY,  
MAR 4**  
Clubhouse 5  
Fitness Room  
7 to 8:30 a.m.



### Mindful Movement Yoga (Ongoing)

Achieve greater fitness, wellness and relaxation with classes designed specifically for active seniors that focus on breathing, mind-body connection, strength and balance. Suitable for beginning and experienced yoga students. Free drop-in class. For more information, call **949-597-4273** or email [recreation@vmsinc.org](mailto:recreation@vmsinc.org).

**MONDAY,  
MAR 4**  
Clubhouse 5  
Fitness Room  
1 to 1:50 p.m.



### Get Fit with Patsy Moore (Ongoing)

Classes are free for SilverSneakers and Silver&Fit members, first class is free for new students \$25 for five classes. For more information, call **949-597-4273** or email [recreation@vmsinc.org](mailto:recreation@vmsinc.org).

**MONDAY,  
MAR 4**  
Clubhouse 5  
Fitness Room  
5 p.m.



### Cycling with Alisha

Alisha Sullivan, an instructor with more than 30 years of group fitness experience, will lead class participants through indoor cycling, which builds muscle strength and endurance, burns calories and offers a low-impact, cardiovascular workout. Classes are \$5 each. Register in the Recreation office, at Clubhouse 5 office or by calling Recreation at **949-268-2417** or email [recreation@vmsinc.org](mailto:recreation@vmsinc.org).

**TUESDAY,  
MAR 5**  
Community Center  
Fitness Center  
7 to 8 p.m.



### Circuit Class (Ongoing)

This small class allows instructors to focus on soft equipment and group workouts. Eight-week class (16 classes total) is \$20; first class is free. Register at the Community Fitness Center or at [assistant.fitness@vmsinc.org](mailto:assistant.fitness@vmsinc.org). For more information, call **949-268-2275**.

**TUESDAY,  
MAR 5**  
Clubhouse 2  
Sequoia Ballroom  
1:30 to 3:30 p.m.



### Timeless Melodies: Rodgers and Hammerstein (Part II)

In the second half of Timeless Melodies' two-part event, witness the magic of Richard Rodgers and Oscar Hammerstein. Tickets are on sale for \$5 in the Clubhouse 2 office. For more information, call **949-597-4286** or email [recreation@vmsinc.org](mailto:recreation@vmsinc.org).

**WEDNESDAY,  
MAR 6**  
Clubhouse 5  
Fitness Room  
2:30 to 3:30 p.m.



### Silver Glove Fitness Classes (Ongoing)

Silver Glove Fitness noncontact boxing is a fun, challenging and always-changing workout. Exercises help improve balance, coordination and overall strength. \$35 for five classes. Purchase punch cards in the Recreation office or Clubhouse 5 office. For more information, call **949-597-4273** or email [recreation@vmsinc.org](mailto:recreation@vmsinc.org).

**WEDNESDAY,  
MAR 6**  
Clubhouse 1  
Main Lounge  
Doors open 5 p.m.  
Buffet 5:30 p.m.



### Mardi Gras Dinner

Menu features vegetable gumbo soup, calico salad with roasted corn and red onions with dressing on the side, chicken jambalaya, red beans and rice, blackened catfish with tartar sauce, smothered green beans, corn maque choux and bread pudding with custard sauce. Tickets are on sale at the Clubhouse 1 office for \$18. For more information, call **949-597-4281** or email [recreation@vmsinc.org](mailto:recreation@vmsinc.org).

**THURSDAY,**  
**MAR 7**  
Clubhouse 5  
office



### Village Bazaar Registration Begins

One 8-by-10-foot indoor/outdoor booth is \$10; booth includes one 8-foot table and two chairs. One booth per manor. Space is limited. The Village Bazaar, where attendees can browse for-sale wares and second-hand items from Laguna Woods Village artisans and vendors, is scheduled for Saturday, April 6, 10 a.m. to 2 p.m. Refreshments will be available for purchase. For more information, call 949-597-4382 or email [recreation@vmsinc.org](mailto:recreation@vmsinc.org).

**FRIDAY,**  
**MAR 8**  
Clubhouse 6  
Multipurpose Room  
1:30 to 4:45 p.m..



### Painting Class with Penni Rubin

Acrylic Painting Using Design Elements is a painting class with and award-winning artist Penni Rubin. Class will cover composition and color theory, plus ways to speed up your painting and develop skills. \$96 fee; materials not included. Preregistration required in the Clubhouse 5 office or Recreation office. For Residents only. For more information, call 949-597-4382 or email [recreation@vmsinc.org](mailto:recreation@vmsinc.org).

**MONDAY,**  
**MAR 11**  
Clubhouse 7  
5:30 p.m.



### Soup and Salad Buffet

Buffet menu features hot chicken salad with cranberry mold, fresh fruit salad and spinach salad topped with strawberries and toasted almonds. Tickets are on sale at Clubhouse 7 for \$12. Purchase tickets by noon the day before. For more information, call 949-268-2417 or email [recreation@vmsinc.org](mailto:recreation@vmsinc.org).

**MONDAY,**  
**MAR 4**  
Clubhouse 5  
Fitness Room  
5 p.m.



### Cycling with Alisha

Alisha Sullivan, an instructor with more than 30 years of group fitness experience, will lead class participants through indoor cycling, which builds muscle strength and endurance, burns calories and offers a low-impact, cardiovascular workout. Classes are \$5 each. Register in the Recreation office, at Clubhouse 5 office or by calling Recreation at 949-268-2417 or email [recreation@vmsinc.org](mailto:recreation@vmsinc.org).

**SUNDAY,**  
**MAR 17**  
Clubhouse 1  
Main Lounge  
Doors open 5 p.m.  
Buffet 5:30 p.m.



### St. Patrick's Day Dinner

Menu features Irish potato soup, Caesar salad with cherry tomatoes, corned beef with mustard, roast chicken, cabbage casserole, parselied potatoes, boiled carrots, rolls and Irish soda bread, butter and crème de mint sundaes with Maraschino cherries. GRF no-host bar, \$3 bottled Guinness, \$4 Jameson Irish whiskey. Tickets are on sale for \$16 in the Clubhouse 1 office. For more information, call 949-597-4281 or email [recreation@vmsinc.org](mailto:recreation@vmsinc.org).

**MONDAY,**  
**MAR 18**  
Clubhouse 5  
Fitness Center  
10 to 11 a.m.



### Stress-less Mindfulness Meditation

Stress-less Mindfulness Meditation with Dr. Lois Rubin assists with insomnia, anxiety relief, pain and stress; improves concentration and memory; reduces blood pressure and cardiac risk; and enhances the immune response. For more information, call Recreation at 949-597-4382 or email [recreation@vmsinc.org](mailto:recreation@vmsinc.org).

**MONDAY,**  
**MAR 18**  
Performing Arts Center  
7:30 p.m.



### Movie Night: Bohemian Rhapsody

Bohemian Rhapsody is a foot-stomping celebration of Queen, their music and their extraordinary lead singer, Freddie Mercury. The film traces the meteoric rise of the band through their iconic songs and revolutionary sound. No tickets necessary for complimentary movie and popcorn. Other refreshments are available for purchase. For more information, call 949-597-4289 or email [recreation@vmsinc.org](mailto:recreation@vmsinc.org).

**TUESDAY,**  
**MAR 19**  
Clubhouse 1  
Pool  
5 to 5:50 p.m.



### Aquatic Fitness with Casey Chavez

A water noodle is required; free weights are optional. For more information, call 949-597-4273 or email [recreation@vmsinc.org](mailto:recreation@vmsinc.org). Tuesdays and Thursdays, \$5 per class  
Session 1: March 19 to April 25, \$60  
Session 2: April 30 to June 20, \$80  
Session 3: June 25 to August 15, \$80  
Session 4: August 20 to October 10, \$80

**THURSDAY,  
MAR 21**

**Community Center  
Elm Room  
6:30 to 9 p.m.**



### Guided Autobiography Writing Class

Write your life story, two pages at a time. The Recreation Department presents Guided Autobiography with instructor, Sheri Kohlmann. This eight-week class is designed to assist individuals in recalling, organizing and sharing their life stories and experiences. Connect your past, present and future by exploring your memories and documenting your life stories and experiences. This deeply meaningful process allows you to reflect on significant events and lessons, and gives you a strong sense of direction and purpose. Eight sessions, \$149; free preview Thursday, March 14, 7 to 8 p.m. Register in the Recreation office. For more information, call 949-597-4273 or email [recreation@vmsinc.org](mailto:recreation@vmsinc.org).

**SATURDAY,  
MAR 23**

**Clubhouse 5  
6 p.m.**



### Saturday Night Dance: Disco Night

Show off your best disco dancing moves to The Funky Hippeez. GRF no-host bar 6 to 8:30 p.m. \$5 admission at the door. For more information, call 949-597-4382 or email [recreation@vmsinc.org](mailto:recreation@vmsinc.org).

**MONDAY,  
MAR 25**

**Clubhouse 5  
5:30 p.m.**



### Brisket Dinner

Jolanda's menu includes vegetable soup, green garden salad, sliced brisket of beef, mashed potatoes and dessert (sugar free ice cream on request). Tickets are on sale at Clubhouse 5 for \$13. Residents are welcome to bring their own wine; the clubhouse will supply glasses. Purchase tickets by noon the day before. For more information, call 949-597-4382 or email [recreation@vmsinc.org](mailto:recreation@vmsinc.org).



### Bus Excursion Reservation Update, Upcoming Outings

The Department of Recreation Services has improved its bus excursion reservation system. Reservations will be made via a lottery instead of by phone. Residents can enter a lottery "card" in person at the Recreation office or via email at [recreation@vmsinc.org](mailto:recreation@vmsinc.org). Lottery cards may be submitted for up to four excursions at a time (most current four excursions only). One card may hold up to two seats only. Requests received by email will receive a reply receipt via email. Information will be entered into a spreadsheet for randomization. The lottery deadline is three weeks prior to each excursion. Cards will be drawn on each excursion's lottery deadline, and Residents with reservations will be contacted within 48 hours. Those not drawn will be placed on a wait list and be called in order as cancellations are received.

Bus excursion dates and/or locations are subject to change. For more information, call 949-597-4273 or email [recreation@vmsinc.org](mailto:recreation@vmsinc.org).

Upcoming bus excursions, lottery dates and departure times:  
Irvine Regional Park farmers market: Tuesday, April 16, 9:30 a.m.;  
lottery Tuesday March 26  
Mission San Juan Capistrano: Wednesday, May 15, 10 a.m.;  
lottery Wednesday April 24  
Angels baseball (1:07 p.m. game time): Sunday, June 9, noon;  
lottery Monday, May 20

## **STAFF REPORT**

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**DATE:** March 14, 2019  
**FOR:** Community Activities Committee  
**SUBJECT:** Pool 5 Shade Structure

---

### **RECOMMENDATION**

Due to cost, scope of work and lack of demand, staff does not recommend designing and building a permanent pool shade structure over Pool 5.

### **BACKGROUND**

At the January CAC meeting the committee directed Staff to research the feasibility of designing and installing a permanent shade structure over Pool 5 per a resident's inquiry.

Currently, Pool 1 has a permanent shade structure to protect sun sensitive swimmers.

### **DISCUSSION**

In response to this inquiry, Staff met with Shadewest, a company specializing in shade structures throughout North America, to assess the feasibility and provide cost estimates of the project.

The project would require large and deep footings to secure the structure during high winds and inclement weather. The footings would be constructed on the hillside extending over the walls of the pool and large holes drilled into the pool deck to accommodate the other support footings. Due to the large size, the shade material would be reinforced to be sun and wind resistant.

Demand for adding a second shaded pool is very low.

### **FINANCIAL ANALYSIS**

The estimated cost to design, engineer, manage, construct and include contingencies is \$250,000, which would require a supplemental appropriation from the Facilities Fund to proceed in the current year, or inclusion in the 2020 Capital Plan.

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

**Reviewed By:** Siobhan Foster, Chief Operating Officer  
Betty Parker, Chief Financial Officer

### **ATTACHMENT(S)**

ShadeWest E-Mail Quote

## Attachment 1

**Kupfert, Jacqueline**

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**From:** Alfred Gomez <al@shadewest.com>  
**Sent:** Tuesday, February 26, 2019 3:41 PM  
**To:** Gruner, Brian  
**Subject:** RE: Pool 5 Shade Sail

Brian,  
I've consulted with the Shade Structure manufacture and a preliminary budget for this project is \$150,000 to \$170,0000  
Let me know if you need any additional information at this time.

Al Gomez



(562) 505-9926

[Al@ShadeWest.com](mailto:Al@ShadeWest.com)

CA Contractors License # 706917

**From:** Gruner, Brian <[Brian.Gruner@vmsinc.org](mailto:Brian.Gruner@vmsinc.org)>  
**Sent:** Tuesday, February 26, 2019 9:45 AM  
**To:** Alfred Gomez <[al@shadewest.com](mailto:al@shadewest.com)>  
**Subject:** RE: Pool 5 Shade Sail

Thank you Al.

**Brian Gruner**  
Recreation and Special Events Director  
Laguna Woods Village  
Tele: (949) 597-4270

**Laguna Woods Village\***  
*Where new adventures begin*



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**From:** Alfred Gomez [<mailto:al@shadewest.com>]  
**Sent:** Tuesday, February 26, 2019 9:38 AM  
**To:** Gruner, Brian  
**Subject:** Re: Pool 5 Shade Sail

Brian  
I'll get back to you this afternoon.  
Sorry for the delay.  
Al

Sent from my iPhone

Agenda Item #11  
Page 2 of 2

## **STAFF REPORT**

---

**DATE:** March 14, 2019  
**FOR:** Community Activities Committee  
**SUBJECT:** Comprehensive Staff Training Day

---

### **RECOMMENDATION**

Staff recommends closing all Department of Recreation and Special Events facilities on Wednesday August 14, 2019 from 1 to 4 p.m. for a comprehensive training day for all departmental employees.

### **BACKGROUND**

At the January Community Activities Committee (CAC) meeting, Staff recommended approval to close all Department of Recreation and Special Events facilities for a comprehensive training day for all Recreation employees.

The proposed comprehensive employee development and training day is new and has not been conducted in previous years. Staff development training is a best management practice in the recreation and special events field as well as for high performing corporations such as Starbucks.

### **DISCUSSION**

Comprehensive training is critical in customer service oriented corporations. Training provides an opportunity to exchange ideas; review and/or introduce new operational procedures and enhancements; focus on team building; develop customer service skills, ensure consistent delivery; and understand the vision and objectives of the department and corporation.

Clubhouse supervisors will develop and train staff members. The training will include a corporate and departmental overview, breakout sessions focusing on customer service, operating procedures, emergency procedures, situational role playing and team building activities.

### **FINANCIAL ANALYSIS**

A loss of revenue from golf operations and room rentals is estimated to be \$2,700 and \$140, respectively. In addition, staff is getting paid to attend the training; those not scheduled to work that day would be asked to come in and attend, costing up to \$4,500 if every team member comes.

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

**Reviewed By:** Siobhan Foster, Chief Operating Officer

**ATTACHMENT(S)**  
None

Agenda Item #12  
Page 1 of 1

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## **STAFF REPORT**

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**DATE:** March 14, 2019  
**FOR:** Community Activities Committee  
**SUBJECT:** Drop-In Lounge Television

---

### **RECOMMENDATION**

Affirm the reinstallation of the Drop-In Lounge television with restricted programming and closed captioning to Village Television (TV6). In addition Staff recommends the purchase and installation of two secured electronic tablets that can be used for accessing other news and entertainment. Residents may use their own headphones or purchase a set for \$1. Use of the tablets is on a first come first serve basis via registration in the office. Usage time is limited to one hour if other Residents are waiting to access the tablets.

### **BACKGROUND**

The Drop-In Lounge located at Clubhouse 1 is open seven days a week from 8 a.m. to 10 p.m. The Lounge is a gathering area for Residents to have a cup of coffee, socialize, work on a jigsaw puzzle, read a magazine, conduct work and/or relax.

Until December 17, 2018, a wall mounted television was present within the lounge; users had the ability to select programming and volume level.

Altercations and arguments occurred among Residents who had conflicting viewing preferences and interests resulting in Security being called to the lounge. The abusive behaviors hindered the enjoyment and necessitated the removal of the television for safety purposes on Monday, December 17, 2018.

On January 10, 2019, Staff provided an overview of the events leading to the removal of the television and options moving forward. The CAC requested Staff review and provide a recommendation on reinstalling the television without the ability for patrons to change channels and adjust volume. Further, the CAC directed Staff to explore the option of incorporating tablets for time restricted individual use.

### **DISCUSSION**

Staff has received requests to reinstall the television in the Drop-In Lounge. After exploring various alternatives, the Department of Recreation and Special Events intends to purchase and install a 43" LED SMART television with programming restricted to Village Television (TV6) including limited closed captioning. Restricting channel change access would mitigate the cause of past disagreements among the Residents visiting the lounge. The safety and common interests of all Residents is the utmost priority.

Village Television (TV6) airs local origination programming seven days a week, covering community news, highlights of community events, feature stories, entertainment programs, as well as live broadcasts of homeowner's association meetings and live broadcasts of the Laguna Woods City Council meetings. Full length feature films are shown Monday and Friday at 6 p.m.

The addition of tablets will further enhance the users experience and enjoyment of the Drop-In Lounge. In addition, users can view their own programing without disrupting others providing a safer environment. Residents may use their own headphones or purchase a set for \$1. Use of the tablets is on a first come first serve basis via office registration. Usage time is limited to one hour if other Residents are waiting to access the tablets.

### **FINANCIAL ANALYSIS**

Installation of a 43" wall mounted television will cost approximately \$330 with minimal staff time. The purchase of two iPad Pro tablets with secured kiosk will cost approximately \$1,740. Headphones will be available for purchase for \$1.

Table 1: Equipment Cost Breakdown

1	SAMSUNG 43" (1080P) Smart LED TV	\$300
1	Full Motion TV Wall Mount Kit for 19" - 70" Displays	\$30
2	Apple iPad Pro (32GB, Wi-Fi, Gold) - 12.9" Display	\$1,300
2	Maclocks Secure Space Enclosure Kiosk	\$440
	Total Cost	\$2,070

**Prepared By:** Jennifer Murphy, Recreation Manager

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

### **ATTACHMENT**

Attachment 1 – Village Television Guide, March 2019 Weekly Programs.

# VILLAGE TELEVISION GUIDE

## Attachment 1 March 2019 Weekly Programs

March 4 to 10

March 11 to 17

March 18 to 24

March 25 to March 31

April 1 to April 7

MON	TUES	WED	THURS	FRI	SAT	SUN
7:55 Susan Tuttle 8:30 This Day 9:30 Welcome to My House 10:00 Chair Yoga 11:00 Trading Post 11:30 Write Now 12:00 Tales from the Woods 12:30 This Day 1:30 Trading Post 2:00 MOVIE Woman in Gold 5:00 This Day	7:55 Susan Tuttle 8:30 This Day 9:30 GRF Board Meeting 12:30 This Day 1:30 Trading Post 5:00 This Day 6:00 GRF Replay	7:55 Susan Tuttle 8:30 This Day 9:30 Discovering LWV 10:00 Wellness in the Woods 10:30 Artist Showcase 11:00 Trading Post 11:30 Camera Club 12:00 Laguna Woods Stories 12:30 This Day 1:30 Trading Post 2:00 Welcome to My House 4:30 SoCal Safari 5:00 This Day	7:55 Susan Tuttle 8:30 This Day 9:30 Thrive Show 10:00 Welcome to My House 10:30 Korean Kitchen 11:00 Trading Post 11:30 Sports Talk 12:00 Esther's Laguna Woods Show 12:30 This Day 1:30 GRF Replay 5:00 This Day 6:00 The Fizz Files	7:55 Susan Tuttle 8:30 This Day 9:30 Creative Expression 10:00 Social Security 10:30 Write Now Show 11:00 Trading Post 11:30 Good Day OC 12:30 This Day 1:30 Trading Post 2:00 MOVIE Bernie the Dolphin 5:00 This Day 6:00 Tales from the Woods 6:30 Beyond the Red Carpet 7:00 Movie Replay	7:55 Susan Tuttle 8:30 Beyond the Red Carpet 9:00 Tai Chi 9:30 SoCal Safari 10:00 Sports Talk 10:30 Camera Club 11:00 Trading Post 11:30 Social Security 12:00 Esther's Laguna Woods Show 12:30 Tee Time Golf 2:00 The Fizz Files	7:55 Susan Tuttle 8:30 Wellness in the Woods 9:00 Artist Showcase 9:30 Discovering LWV 10:00 Korean Kitchen 10:30 Thrive 11:00 Trading Post 11:30 Creative Expression 12:00 Laguna Woods Stories 12:30 Write Now 1:00 Senior Living 1:30 Good Day OC
7:55 Susan Tuttle 8:30 This Day 9:30 Welcome to My House 10:00 Chair Yoga 11:00 Trading Post 11:30 Write Now 12:00 Tales from the Woods 12:30 This Day 1:30 Trading Post 2:00 MOVIE A Star is Born 5:00 This Day	7:55 Susan Tuttle 8:30 This Day 9:30 United Board Meeting 12:30 This Day 1:30 Trading Post 5:00 This Day 6:00 United Replay	7:55 Susan Tuttle 8:30 This Day 9:30 Discovering LWV 10:00 Wellness in the Woods 10:30 Artist Showcase 11:00 Trading Post 11:30 Camera Club 12:00 LW Stories 12:30 This Day 1:30 Trading Post 2:00 Chicago Club 2:30 Love Letters 5:00 This Day 6:00 GRF Replay	7:55 Susan Tuttle 8:30 This Day 9:30 Thrive Show 10:00 Welcome to My House 10:30 Korean Kitchen 11:00 Trading Post 11:30 Sports Talk 12:00 Esther's Laguna Woods Show 12:30 This Day 1:30 United Replay 5:00 This Day 6:00 The Fizz Files	7:55 Susan Tuttle 8:30 This Day 9:30 Creative Expression 10:00 Social Security 10:30 Write Now Show 11:00 Trading Post 11:30 Good Day OC 12:30 This Day 1:30 Trading Post 2:00 MOVIE Nutcracker & the Four Seasons 5:00 This Day 6:00 Tales from the Woods 6:30 Beyond the Red Carpet	7:55 Susan Tuttle 8:30 Beyond the Red Carpet 9:00 Tai Chi 9:30 SoCal Safari 10:00 Sports Talk 10:30 Camera Club 11:00 Trading Post 11:30 Social Security 12:00 Esther's Laguna Woods Show 12:30 Tee Time Golf 2:00 The Fizz Files	7:55 Susan Tuttle 8:30 Wellness in the Woods 9:00 Artist Showcase 9:30 Discovering LWV 10:00 Korean Kitchen 10:30 Thrive 11:00 Trading Post 11:30 Creative Expression 12:00 Laguna Woods Stories 12:30 Write Now 1:00 Senior Living 1:30 Good Day OC
7:55 Susan Tuttle 8:30 This Day 9:30 Welcome to My House 10:00 Chair Yoga 11:00 Trading Post 11:30 Write Now 12:00 Tales from the Woods 12:30 This Day 1:30 Trading Post 2:00 MOVIE Mary, Queen of Scots 5:00 This Day 6:00 Movie Replay	7:55 Susan Tuttle 8:30 This Day 9:30 Third Board Meeting 12:30 This Day 1:30 Trading Post 5:00 This Day 6:00 Third Replay	7:55 Susan Tuttle 8:30 This Day 9:30 Discovering LWV 10:00 Wellness in the Woods 10:30 Artist Showcase 11:00 Trading Post 11:30 Camera Club 12:00 LW Stories 12:30 This Day 1:30 Trading Post 2:00 Chicago Club 2:30 Love Letters 4:30 SoCal Safari 5:00 This Day 6:00 United Replay	7:55 Susan Tuttle 8:30 This Day 9:30 Thrive Show 10:00 Welcome to My House 10:30 Korean Kitchen 11:00 Trading Post 11:30 Sports Talk 12:00 Esther's Laguna Woods Show 12:30 This Day 1:30 Third Replay 5:00 This Day 6:00 The Fizz Files	7:55 Susan Tuttle 8:30 This Day 9:30 Creative Expression 10:00 Social Security 10:30 Write Now 11:00 Trading Post 11:30 Good Day OC 12:30 This Day 1:30 Trading Post 2:00 MOVIE Green Book 5:00 This Day 6:00 Tales from the Woods 6:30 Beyond the Red Carpet 7:00 Movie Replay	7:55 Susan Tuttle 8:30 Beyond the Red Carpet 9:00 Tai Chi 9:30 SoCal Safari 10:00 Sports Talk 10:30 Camera Club 11:00 Trading Post 11:30 Social Security 12:00 Esther's Laguna Woods Show 12:30 Tee Time Golf 2:00 The Fizz Files	7:55 Susan Tuttle 8:30 Wellness in the Woods 9:00 Artist Showcase 9:30 Discovering LWV 10:00 Korean Kitchen 10:30 Thrive 11:00 Trading Post 11:30 Creative Expression 12:00 Laguna Woods Stories 12:30 Write Now 1:00 Senior Living 1:30 Good Day OC
7:55 Susan Tuttle 8:30 This Day 9:30 Welcome to My House 10:00 Chair Yoga 11:00 Trading Post 11:30 Write Now 12:00 Tales from the Woods 12:30 This Day 1:30 Trading Post 2:00 MOVIE Birdman of Alcatraz 5:00 This Day 6:00 Movie Replay	7:55 Susan Tuttle 8:30 This Day 9:30 Consumer News 10:00 Tee Time Golf 10:30 Senior Living 11:00 Trading Post 11:30 Sports Talk 12:00 SoCal Safari 12:30 This Day 1:30 Trading Post 2:00 Good Day OC 5:00 This Day	7:55 Susan Tuttle 8:30 This Day 9:30 Discovering LWV 10:00 Wellness in the Woods 10:30 Artist Showcase 11:00 Trading Post 11:30 Camera Club 12:00 Laguna Woods Stories 12:30 This Day 1:30 Trading Post 2:00 Chicago Club 2:30 Love Letters 4:30 SoCal Safari 5:00 This Day 6:00 Third Replay	7:55 Susan Tuttle 8:30 This Day 9:30 Thrive Show 10:00 Welcome to My House 10:30 Korean Kitchen 11:00 Trading Post 11:30 Sports Talk 12:00 Esther's Laguna Woods Show 12:30 This Day 1:30 Trading Post 5:00 This Day 6:00 The Fizz Files	7:55 Susan Tuttle 8:30 This Day 9:30 Creative Expression 10:00 Social Security 10:30 Write Now 11:00 Trading Post 11:30 Good Day OC 12:30 This Day 1:30 Trading Post 2:00 MOVIE Instant Family 5:00 This Day 6:00 Tales from the Woods 6:30 Beyond the Red Carpet 7:00 Movie Replay	7:55 Susan Tuttle 8:30 Beyond the Red Carpet 9:00 Tai Chi 9:30 SoCal Safari 10:00 Sports Talk 10:30 Camera Club 11:00 Trading Post 11:30 Social Security 12:00 Esther's Laguna Woods Show 12:30 Tee Time Golf 2:00 The Fizz Files	7:55 Susan Tuttle 8:30 Wellness in the Woods 9:00 Artist Showcase 9:30 Discovering LWV 10:00 Korean Kitchen 10:30 Thrive 11:00 Trading Post 11:30 Creative Expression 12:00 Laguna Woods Stories 12:30 Write Now 1:00 Senior Living 1:30 Good Day OC
7:55 Susan Tuttle 8:30 This Day 9:30 Welcome to My House 10:00 Chair Yoga 11:00 Trading Post 11:30 Write Now 12:00 Tales from the Woods 12:30 This Day 1:30 Trading Post 2:00 MOVIE Small Foot 5:00 This Day 6:00 Movie Replay	7:55 Susan Tuttle 8:30 This Day 9:30 GRF Board Meeting 12:30 This Day 1:30 Trading Post 5:00 This Day 6:00 GRF Replay	7:55 Susan Tuttle 8:30 This Day 9:30 Discovering LWV 10:00 Wellness in the Woods 10:30 Artist Showcase 11:00 Trading Post 11:30 Camera Club 12:00 LW Stories 12:30 This Day 1:30 Trading Post 2:00 Chicago Club 2:30 Love Letters 4:30 SoCal Safari 5:00 This Day	7:55 Susan Tuttle 8:30 This Day 9:30 Thrive Show 10:00 Welcome to My House 10:30 Korean Kitchen 11:00 Trading Post 11:30 Sports Talk 12:00 Esther's Laguna Woods Show 12:30 This Day 1:30 GRF Replay 5:00 This Day	7:55 Susan Tuttle 8:30 This Day 9:30 Creative Expression 10:00 Social Security 10:30 Write Now 11:00 Trading Post 11:30 Good Day OC 12:30 This Day 1:30 Trading Post 2:00 MOVIE Ralph Breaks the Internet 5:00 This Day 6:00 Tales from the Woods 6:30 Beyond the Red Carpet 7:00 Movie Replay	7:55 Susan Tuttle 8:30 Beyond the Red Carpet 9:00 Tai Chi 9:30 SoCal Safari 10:00 Sports Talk 10:30 Camera Club 11:00 Trading Post 11:30 Social Security 12:00 Esther's Laguna Woods Show 12:30 Tee Time Golf	7:55 Susan Tuttle 8:30 Wellness in the Woods 9:00 Artist Showcase 9:30 Discovering LWV 10:00 Korean Kitchen 10:30 Thrive 11:00 Trading Post 11:30 Creative Expression 12:00 Laguna Woods Stories 12:30 Write Now 1:00 Senior Living 1:30 Good Day OC

Agenda Item #13

Page 3 of 3

All scheduled programming is subject to change. Board meetings may run longer than scheduled and could affect other programs. Closed Captioning for "This Day" and monthly board meetings provided by GRF.

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## STAFF REPORT

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**DATE:** March 14, 2019  
**FOR:** Community Activities Committee  
**SUBJECT:** Tree Plot Fee Increase

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### **RECOMMENDATION**

Review and approve raising the annual tree plot rental fee from \$30 to \$50 per year, to offset operating costs associated with maintaining trees at Garden Centers 1 and 2; and revise Garden Center Rental Pricing Resolution 90-13-01 from a 90 percent to a 84 percent community shared percentage.

### **BACKGROUND**

The Garden Centers have 257 tree plots, generating annual revenue of approximately \$7,710 from rental fees. Approximately 125 large trees are estimated to be over 15 feet tall. Tree plot lessees cannot maintain and prune these large trees causing them to overgrow, become unhealthy, and create a potentially hazardous environment.

On January 3, 2013 the GRF Board adopted a 90 percent community shared policy and resolution, 90-13-01.

### **DISCUSSION**

A tree trimming service could be contracted to trim and prune all trees over 15 feet at the garden centers. Trees would be assessed annually to ensure they are maintained and properly cared for on a consistent basis.

### **FINANCIAL ANALYSIS**

Tree rental fees would be the same as the garden plot fees; offsetting the community cost of maintaining the trees that benefit the tree plot lessee. Additional revenue generated from the annual fee increase is \$5,140; total annual revenue would be \$12,850.

Staff estimates the trimming cost ranges from \$50 for a small tree under 10 feet tall to \$300 for a large tree over 30 feet tall. There are approximately 125 trees between 15 and 30 feet in height. Average cost is estimated at \$150 per tree. The first year total cost for all large trees would be \$18,750.

Once trimmed, the cost drops significantly as there is less maintenance in future years; the smaller trees would be maintained the second year; alternating each year between the large and smaller trees. Fees would have to be re-evaluated after the first year.

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

**Reviewed By:** Siobhan Foster, Chief Operating Officer  
Betty Parker, Chief Finance Officer

**ATTACHMENT(S)**

Garden Center Rental Pricing Policy and Resolution 90-13-01

ENDORSEMENT (to GRF Finance and GRF)

**Recommendation to Approve Garden Center Rental Pricing Policy**

A motion was made by Director Feeney and seconded by Director Welch to move forward with the draft of the September 2011 GRF Resolution regarding Garden Center rental pricing policy (70% shared by the Community across the board). The motion was amended by Director Welch for a 70% shared percentage by the Community for all Garden Center rental fees except tree plots and those to be shared at 90%. Members unanimously voted in favor of the amendment and the original motion as amended.

A motion was made by Director Welch, seconded by Director Beldner, and carried unanimously to change the rototilling and plot clean up fees to chargeable services.

**RESOLUTION 90-13-01**

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

**NOW THEREFORE BE IT RESOLVED**, January 4, 2013, that the Board of Directors of the Corporation hereby adopts the GRF Pricing policy relative to Garden Center Fees:

Garden Center Rental Pricing Policy

- A Garden Plot Rental Fee shall be charged, annually, for each type of plot (Vegetable Plot, Tree Plot, and Shade House Plot)
- The Garden Plot Rental Fee, rounded up to the nearest dollar, shall be based on the estimated annual per square foot cost of the facility applied to the maximum square feet per size category of Vegetable plots and the average square feet for Tree and Shade House plots; and will be adjusted annually on the basis of annual operational costs, capital costs, and the percentage(s) shared (subsidized) by the community at large as illustrated in the table below:

Plot Type	Percentage Shared by the Community*
Vegetable Plots, 0-200 Sq.Ft.	70
Vegetable Plots, 201-400 Sq.Ft.	70
Vegetable Plots, 401-600 Sq.Ft.	70
Tree Plots	90
Shade House Plots	70

\*Per Resolution G-89-115, Guidelines for Shared Costs & Fees, 1% to 99%

- The GRF Board of Directors will periodically review the estimated annual cost of each plot 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 90-12-132, Guidelines for Shared Costs and Fees)

**RESOLVED FURTHER**, that rototilling and plot clean-up services will become a chargeable services and shall be removed from the Fee Schedule; and

**RESOLVED FURTHER**, that Resolution 90-06-32 adopted May 2, 2006 is hereby amended (Resident Division Fee Schedule); 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.

## SENIORS BRAINS FOUNDATION

We are soliciting your support, NOT Financial support, but to provide a room, ½ of the old bridge room in CH4 that is now used as junk storage, and a chance to promote this activity. Unfortunately the room has a leaky wall which need repaired before the room could be utilized. We intend to locate considerable intellectual property and prototype hardware in the room hence we need a secured and presentable room. Some of our group intends to bring many dignitaries for promoting the concept in local regions. Read on!

Our excellent variety of amenities and our bylaws attract middle to upper echelon retirees from all over the world. A lot of our members/owners have retired from high positions in almost all business acumen. Many of our folks do not want a long term permanent position after retirement, but are willing to donate (or work part time) in their familiar expertise from prior positions. Together the residents of the village bring over 500,000 man-years of diversified expertise in almost all business areas. Their desires to disseminate their knowledge, if properly channeled, could be utilized for local industry and for introducing innovative new products. Teams of experts could be formed and poised to undertake short term projects/contracts from local industries, who will be glad to fund such activities as these would be considerable cost savings for them. Profits from such activities could be made available for our Laguna Woods Foundation to assist needy senior residents of our village.

Laguna Woods Village offers many social, cultural, sports, and health activities. Previous attempts so far have not considered utilizing this great asset for any advantage, ie, the accumulated brain power of our residents.

Senior Brains Foundation concept is proposed here. A group of residents willing to take lead in this activity is being formed. This 501c3 organization shall put together teams of expert resident retirees in many areas of business acumen, whose services shall be offered to local industry in exchange for reasonable funds to sustain and grow the organization. If successful, this concept this concept could spread throughout the nation and contribute significantly to our National GDP and Laguna Woods Senior Brain Foundation will earn reputation as the founding chatper of this activity. Senior population is growing and most of them have significant knowledge which could be recaptured with this approach.

We like your support, NOT Financial support, but to provide a room, ½ of the old bridge room in CH4 that is now used as junk storage, and a chance to promote this activity. Unfortunately the room has a leaky wall which need repaired before the room could be utilized. We intend to locate considerable intellectual property and prototype hardware in the room hence we need a secured and presentable room. Some of our group intends to bring many dignitaries for promoting the concept in local regions.

# List of Volunteer Positions and Descriptions

- **Library:**
  - **NEED COMPUTER SKILLS FOR THE FOLLOWING POSITIONS:**
    - **Front desk:**
      - 11 shifts per week, 3 hours each: 10:00 AM – 1:00 PM, 1:00 PM – 4:00 PM. Each shift has 4-5 volunteers (including supervisor). Requires computer skills, friendly personality, able to shelve books and read the stacks.
    - **Ordering, catalog & processing new items:**
      - Books: 2 volunteers each working 6-10 hours weekly.
      - DVDs: 2 volunteers working 2-4 hours weekly.
      - CD Books: 1 volunteer working 2-4 hours weekly.
    - **Training front desk personnel:**
      - 1 volunteer as needed.
    - **Paperback books:**
      - Supervisor plus 2 volunteers, sort, label, and dispose of donations.
    - **Overdues & missing items:**
      - 1 volunteer working 6 hours weekly.
      - 1 volunteer to cover vacation time.
    - **Process donations & replacement of books:**
      - 2 volunteers working 3 hours weekly.
    - **Magazine ordering & processing:**
      - 2 volunteers working 2 hour weekly.
  - **NO COMPUTER SKILLS NEEDED FOR THE FOLLOWING:**
    - **Book mending:**
      - 1 volunteer working 2-3 hours weekly. Need specific skills.
    - **Jigsaw puzzles:**
      - 1 volunteer working 2-3 hours weekly.
    - **Book selection committee:**
      - 5-6 volunteers meeting monthly 2-3 hours & reviewing booking ahead list each month another 2 hours monthly.
    - **Foreign book processing:**
      - 2-3 volunteers working 2 hours monthly. Need to be able to identify languages (especially various Asian, Farsi, & Arabic). Label books and keep shelves in order.
- **Historical Society:**
  - **Hours:**
    - Hours are flexible Monday-Friday; we need volunteers for as many hours as possible/week.
  - **Duties:**
    - Scan newspapers, photos, et al documents to enable online access and preserve contents digitally for future generations (requires standing, with rest periods, as necessary)
  - **Office/clerical:**
    - Computer work (using Word, Excel, or Photoshop software) to update/improve archived documents, et al
    - Write articles for quarterly Historian Newsletter
    - Assist in recruiting residents whose knowledge of the history of the community should be preserved and recorded. Prep oral interview materials.
    - Assist with Anniversary Golf Tournament (functions to be determined)
    - Training will be provided for all jobs.
- **Lawn Bowling:**
  - **Hours:**

- 1:00 PM – 4:00 PM on Tuesday, Wednesday, Thursday, and Saturday. 9:00 AM – 1:00 PM on Monday, Friday, and Saturday. 4:00 PM – 6:00 PM on Sundays.

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- **Tasks:**
  - Answer messages left on the phone in the shack.
  - Writes down on the utilization sheets who will play for the day.
  - Set up the equipment for play including the mats and balls.
  - Purchase refreshments such as snacks, drinks, and coffee from Smart & Final for the Lawn bowling Clubhouse.
  - Set out the refreshments and make coffee.
  - Run the tournaments they have during the year in regards to handling sign ups and making a schedule of who plays who.
- **Skills:**
  - There are no skills necessary for this position.
- **Physical Capabilities:**
  - Be able to lift up to 10 pounds.

○ **Video Learning Center:**

- **Hours :**
  - 1:00 PM – 4:00 PM Tuesday – Friday
- **Tasks:**
  - Assist residents in taking their old media such as from video cameras, 35 mm slides, VHS tapes, and convert them to modern digital formats.
  - Edit old media for residents.
  - Take old records and convert them to CDs.
  - Teach residents to create videos using camcorders, cameras, smartphones, and tablets.
  - Lend consumer level camcorder kits to members of the club and residents to record their personal and group events.
- **Skills :**
  - Familiarity with various types of video and editing equipment.
- **Physical Capabilities:**
  - There are no physical capabilities necessary for this position.

○ **Progressive Bridge:**

- **Hours:**
  - 7:30 AM – 12:30 PM on Wednesdays, and 12:30 PM – 4:30 PM on Thursdays
- **Tasks:**
  - Run the progressive bridge meetings
  - Answer questions about the game
  - Put out the refreshments and make coffee.
- **Skills:**
  - Be very familiar in how to play progressive bridge.
- **Physical Capabilities:**
  - There are no physical capabilities necessary for this position.

○ **CH4 Workshops:**

- **Photo Supervisor**
  - Monday-Friday 9:00 AM-12:30 PM, 1:30 PM-4:00 PM; Saturday, 9:00 AM-12:30 PM; closed Sunday
  - Have residents sign the attendance sheet and a waiver if it's their first time in.
  - Make yourself available to sell residents printer paper, mat board, etc.

- Unlock cupboards and equipment and over-see that all equipment is used correctly.
- Supervisor needs working knowledge of printers, Mac computers, software and mounting equipment.
- **Art Supervisor**
  - Monday-Saturday, 9:00 AM – 12:30 PM 12:30 PM – 4:00 PM; Sunday, 10:00 AM – 12:30 PM, 12:30 PM – 4:00 PM
  - Have residents sign the attendance sheet and a waiver if it's their first time in.
  - Unlock cupboards and over-see that all equipment is used correctly.
- **Woodshop Supervisor**
  - Monday-Saturday, 8:00 AM – 12:30 PM, 12:30 PM – 4:00 PM; Sunday, 8:00 AM – 1:30 PM
  - Have residents sign the attendance sheet and a waiver if it's their first time in.
  - Unlock cupboards and equipment and over-see that all equipment is used correctly and returned.
  - Supervisor needs working knowledge of saws, drills, sanders and hand tools.
- **Jewelry Supervisor**
  - Monday-Friday, 8:00 AM – 12:30 PM, 12:30 PM – 4:00 PM; Saturday, 8:00 AM – 12:30 PM; closed Sunday
  - Have residents sign the attendance sheet and a waiver if it's their first time in.
  - Unlock cupboards and equipment and over-see that all equipment is used correctly.
  - Supervisor needs working knowledge of kilns, gas torch and hand tools.
- **Sewing Supervisor**
  - Monday-Sunday, 9:00 AM – 12:30 PM, 12:30 PM – 4:00 PM
  - Have residents sign the attendance sheet and a waiver if it's their first time in.
  - Make yourself available to accept/sell resident's cloth, thread, etc.
  - Unlock cupboards and equipment and over-see that all equipment is used correctly.
  - Supervisor needs working knowledge of sewing machines and irons.
- **Glass\Lapidary Supervisor**
  - Monday-Saturday, 8:30 AM – 12:30 PM, 12:30 PM – 4:00 PM; closed Sunday
  - Have residents sign the attendance sheet and a waiver if it's their first time in.
  - Unlock cupboards and equipment and over see that all equipment is used correctly
  - Check tumblers and see all water is turned on/off.
  - Supervisor needs working knowledge of saws, kilns and polishers.
- **Ceramics Supervisor**
  - Monday-Sunday, 8:30 AM – 12:30 PM, 12:30 PM – 4:00 PM
  - Have residents sign the attendance sheet and a waiver if it's their first time in.
  - Make yourself available to sell residents tools, clay, etc.
  - Unlock cupboards and equipment and over see that all equipment is used correctly.
- **Slip Casting Supervisor**
  - Monday-Friday, 9:00 AM – 12:30 PM, 12:30 PM – 4:00 PM; Saturday, 9:00 AM – 2:30 PM; Sunday, 9:00 AM – 12:30 PM
  - Have residents sign the attendance sheet and a waiver if it's their first time in.

- Make yourself available to residents to pick-up pieces and purchase glazes, underglazes, slip, etc.
- Unlock cupboards and equipment and over see that all equipment is used correctly.
- Supervisor needs working knowledge of slips, glazes and underglazes.
- **Garden Center:**
  - **Hours:**
    - Volunteers are asked to be available a minimum of three hours weekly (Monday - Friday 6:00 AM – 6:00 PM) in the garden center where they garden. As a volunteer you are the eyes and ears of the Garden Center Coordinator. Volunteers are required to:
      - Assist resident gardeners in a kind and friendly manner. When in doubt, take a message so that the Garden Coordinator can contact the resident.
      - Become familiar with the water shut off locations as indicated on the garden center maps posted on the garden message boards.
      - Shut off the water when there is an irrigation leak and contact the Garden Center Coordinator if available, otherwise contact security dispatch.
      - Help clean and organize the tool sheds.
      - Report any maintenance problems in the garden center such as broken tools, rodent nesting sites, debris, etc.
      - Contact security dispatch or call 911 as needed for injuries and theft.
      - Report and safety hazards to the Garden Center Coordinator.
      - Police the garden center for trash in the common areas and close the dumpster lids whenever they are left open.
  - **Skills:**
    - Customer service, knowledge of gardening.
  - **Physical Capabilities:**
    - Being able to navigate the garden center and its various terrains.
- **Docent Tours**
  - **Hours:**
    - Tours are scheduled the first, second, third, and fourth Thursday morning of every month, with exception to major holidays in November and December. Docents should arrive at the Community Center at 8:45 a.m. Most Docents lead a group once a month, with a time commitment of approximately 2 ½ hours per tour. On occasion, two docents are assigned to a particular tour.
  - **Summary:**
    - The Docent Tour Volunteer will greet, welcome, and serve as a guide to guests who have an interest in learning more about Laguna Woods Village and touring the Village. Volunteers should have a friendly, outgoing personality, professional appearance and manner, and enjoy talking with people and sharing detailed information about the Village. The volunteer must be a good communicator, able to lead a group and project his/her voice as necessary. Periods of standing and walking are required, in order to show guests specific facilities at the Community Center and in Laguna Woods Village. There is no lifting involved. The staff will prepare the room and handle the tear down. The group size is limited to a total of 20 guests.
  - **Training:**
    - Docents are provided a procedure manual to help with talking points and general narratives. While in training, volunteers will always be paired with a seasoned Docent until they are ready to facilitate the tour solo.
- **Bus Specialists:**
  - 4 regular specialists, 4 on-call substitutes to be used as a fill-in for absent regular specialists, are under general supervision of the Transportation Department.
  - 3 hours per month for each meeting
  - **Abilities**

- Volunteers must have a working knowledge of the bus system and be able to present explanation how it works upon being asked.
- Works effectively with residents sharing the bus system in a constructive positive manner
- Listens to and objectively considers ideas and suggestions from staff
- Able to sit for periods of time
- **Duties**
  - Must attend monthly Bus Information meetings conducted on the third Thursday of each month in the Main dining room at Clubhouse 1 except for the month of December
  - Assist when needed to work with the residents on the buses whenever information needs to be shared regarding changes affecting the status of the routes. This will be on days other than the monthly safety meetings, volunteer basis only.
  - Act as a liaison between residents and department staff discussing concerns and suggestions for improvements
- Keeps staff informed of work progress, timetables and issues
- **TV6:**
  - **The Trading Post Volunteer:**
    - **Hours:**
      - Volunteers must commit to one day a week or as an on-call program substitute. The Trading Post is LIVE Mon-Fri at 11am, volunteers must be here at 10:30am and be prepared to block off approximately an hour of their time.
    - **Tasks:**
      - Will perform a variety of tasks that support the Channel 6 Trading Post program.
      - This will include reviewing/editing ads, reading live On-Air and organizing all ads after the live show.
      - This position ensures that the Trading Post half-hour program operates effectively and that the audience and members placing ads have a positive Trading Post experience.
      - Qualified applicants must be enthusiastic and outgoing, have excellent presentation and communication skills and must be able to work in a team environment.
      - For further information please contact (949) 597-4295
- **Friendly Visitors:**
  - We ask our volunteers to make a commitment for a minimum of one year to visit a resident wanting companionship. He/she visits twice a month for an hour each time and calls during the non-visiting week to chat shortly and set up a date and time to visit. (Total: 30 hours per year)
    - Volunteers attend two training sessions prior to placement. The sessions are 2 hours each.
    - We ask the volunteer to come to 9 monthly meetings (on the third Tuesday of the month at 10 AM in the Sycamore Room of the Community Service Building) to meet with other volunteers and to learn more about services available to the residents in our community. (9 hours)
    - We ask the volunteer to keep a log of all calls and visits and turn it in once a month for statistical purposes. (3 hours)
    - TOTAL – 45 hours per year.
  - **Skills Needed:**
    - Ability to drive to a resident's manor
    - A friendly demeanor and non-judgmental attitude
    - Ability to participate in compassionate conversation
    - Ability to keep a log of calls and visits.
    - An interview, application and confidentiality pledge are required.
- **PC:**
  - Inquire within the PC Rooms
- **Mac:**
  - Inquire within the Mac Learning Center