



OPEN MEETING

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

**Thursday, April 14, 2022 – 1:30 P.M.
Board Room/Virtual Meeting**

Laguna Woods Village owners/residents are welcome to participate in all open committee meetings and submit comments or questions regarding virtual meetings using one of two options:

1. Join the Committee meeting via a Zoom link at: <https://zoom.us/j/96276504972> or by calling (669) 900-6833; Access Code: 962 7650 4972
2. Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and unit number must be included.

NOTICE AND AGENDA

This Meeting May Be Recorded

1. Call to Order
2. Acknowledgement of Media
3. Approval of the Agenda
4. Approval of Meeting Report for March 10, 2022
5. Chair's Remarks
6. Department Head Update
7. Member Comments (Items not on the agenda)

Consent:

8. Financial Statement
9. Utilization of Open Activities

Reports: (Receive and File or Provide Recommendations)

10. Clubhouse 4 Chair Samples
11. Operating Rules Update
 - Garden Centers
 - Tennis Center

Items for Discussion and Consideration: (Entertain a Motion to)

12. Duplicate Bridge July 4 Annual Rollover Exception
13. Duplicate Bridge Tournament Room Reservation Rental Rate

Items for Future Agendas:

- Golf Greens Committee Update
- Club Insurance

Concluding Business:

- Committee Member Comments
- Date of Next Meeting: Thursday, May 12, 2022 at 1:30 p.m.
- Adjournment

*A quorum of the GRF Board or more may also be present at the meeting.

Yvonne Horton, Chair
Brian Gruner, Staff Officer
Telephone: 597-4270

OPEN MEETING

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

Thursday, March 10, 2022 – 1:30 p.m.
Board Room/Virtual Meeting

- MEMBERS PRESENT:** Yvonne Horton, Chair, Elsie Addington, Maggie Blackwell, Annie McCary, Diane Casey, Dennis Boudreau, Ajit Gidwani
- MEMBERS ABSENT:** Ryna Rothberg, Cush Bhada, Pearl Lee
- OTHERS PRESENT:** Bunny Carpenter, Joan Milliman, Debbie Dotson, Egon Garthoffner, Anthony Liberatore
- STAFF PRESENT:** Brian Gruner, Jennifer Murphy, Tom McCray, Jackie Kupfert

Call to Order

Chair Horton called the meeting to order at 1:33 p.m.

Acknowledgement of Media

There was no press present.

Approval of Agenda

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

Approval of Committee Report for January 13, 2022

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

Chair's Remarks

Chair Horton thanked all 65 Library volunteers as without their help during COVID many residents would not have been able to use this resource. These volunteers increased usage by 220%.

Report of the Recreation and Special Events Director

Mr. Gruner stated the following operational updates: emergency signage has been posted at all facilities to ensure proper information is provided when 911 is contacted; delivery services charges are increasing and will have a financial impact operationally; quarter distribution is

resuming on Monday, March 14 in the Community Center Recreation office during normal business hours of Monday through Friday, 8 a.m. to 5 p.m.; the Recreation Department is working closely with the Finance Department and IT to generate delinquent reports for notification to those residents that have not paid for Recreation fees charged; a quote to install cameras in all clubhouses is in process.

Mr. Gruner stated the following facility updates: Garden Center 2 gate was activated on Tuesday, March 8 and a new gate code was instituted at Garden Center 1; staff has received 18 volunteer applications for the Garden Centers with interviews starting next week; the Equestrian Center has a new mini-horse named Sebastian; four new shade structures have been installed and the rose garden has been updated at the front entrance at the Equestrian Center; Clubhouse 6 volunteer applicants will be interviewed beginning March 21 with anticipation of opening this clubhouse soon; Pool 2 is closed for annual maintenance with Pool 1 to be closed next for annual maintenance; the Performing Arts Center has ongoing renovations in the dining room kitchens, rehearsal room and billiards room and will be closing due to asbestos abatement.

Ms. Murphy stated the following events: the Performing Arts Center will host Stevie Nicks Illusions concert at 7pm on Saturday; St. Patrick's Day dinner will be hosted at Clubhouse 5 on March 17 with tickets on sale at the Clubhouse 5 office; monthly free movies normally at the Performing Arts Center will be moved to Clubhouse 7 on March 21 and will show Jungle Cruise; AARP tax program which is sponsored by PC Club will be at Clubhouse 7 during the asbestos abatement process; the Village Bazaar booth sales are full and the event will be in the Clubhouse 5 parking lot, 10 a.m. to 2 p.m. on April 2; the annual Village Games have returned with registration open now at the Community Fitness Center during regular business hours; the Village Games will be held April 11 through May 2; Easter at the Equestrian Center will be held on April 16, 9 to 11 a.m. with many activities for families and entrance is free; the Health and Wellness Expo will be hosted at Clubhouse 5 on April 23, 10 a.m. to 2 p.m. and entrance is free.

Member Comments (Items Not on the Agenda)

Members were called to speak regarding the new pool schedule; installing more pergolas; Lawn Bowling guests, tournament purse winnings and non-club use of the facility; Clubhouse 4 art studio card access and studio hours; kids swim resuming.

Chair Horton stated Pool 2 normally opens at 7 a.m. but due to maintenance closure, Pool 4 opens at 8 a.m. for resident use. Pool 5 opens at 6 a.m. and Pool 1 opens at 8 a.m. Chair Horton stated installation of shade/pergolas should be addressed by the Maintenance & Construction committee. Chair Horton stated Clubhouse 4 is not staffed past normal business hours, so rooms may not be open later due to no staff onsite. Mr. Gruner stated the Lawn Bowling club has approximately 126 members with only approximately 25 non-residents. GRF approved 20% non-resident members within a club. Mr. Gruner stated the club

confirmed there is no tournament purse prize. Mr. Gruner stated Kids Swim will return Memorial Day weekend at Pool 6.

CONSENT

A motion was made to approve the consent calendar.

Motion passed unanimously.

REPORTS

Revenue Resources Ad Hoc Update - Chair Horton stated it is with regret that we inform you of the disbandment of the Revenue Resources Ad Hoc committee. With staff levels at an all-time low, supply chain issues and costs rising exponentially, it is not prudent at this time to continue meeting.

This committee may reconvene in the future which would be announced at CAC to ensure the community is apprised of its reinstatement.

Golf Greens Committee Update - Mr. McCray stated the committee toured the golf course for generating ideas for improvements. The following improvements have been discussed and/or implemented: in-house installation of railings to green tees that are more difficult to walk; addressing normal progression of SoCal Golf Assoc rerating of the golf course which is a standard practice; moving starting points of some rated tee markers; recommended addition of a mat to one of the tees on course 3 to reduce damage to the grass. This committee has been very constructive.

Member was called to speak regarding the reinstatement of tee times for the Tuesday Skins Game, now called a scramble, due to the service it provides to the community.

Men's Golf Club Annual Memorial Tournament - Ms. Murphy read member emails and members were called to speak regarding the following: those in favor of hosting the Men's Golf Club Annual Memorial Golf Tournament allowing fundraising for the Foundation which assists those residents in need; the Men's Golf Club paying \$800 for setting up the event; fees not charged currently

Discussion ensued.

Motion was made to grant the Men's Golf Club use of the golf course for the Annual Memorial Tournament on May 21 with the stipulation of paying guest fees in full.

Motion passed 3-1-1.

Operating Rules

Pickleball - Mr. Gruner presented the proposed Pickleball operating rule change of the addition of (maximum of 15 minutes) to #10.

Discussion ensued.

A motion was made to approve staff recommended changes to the Pickleball Operating Rules to state players may play one game only (maximum of 15 minutes) if others are waiting to play.

Motion passed unanimously.

Garden Centers - Mr. Gruner stated proposed changes to the Garden Center operating rules are being introduced to ensure fairness for all gardeners.

The following changes were recommended:

L5 and M3 should match in verbiage

O1 only addresses Garden Center 2 tree plots and may need to address Garden Center 1- would like staff to rework the verbiage

O3 has fruit trees listed with no mention of citrus

O6 may need to state fallen flowers only as flowers are not allowed

Change H1 to no pets allowed in the Garden Centers (with exception of service animals)

G2 may be changed to include resident partner

Discussion ensued regarding the following: organic waste receptacle at the Garden Centers; Chinese interpretation; omission of alcohol/drugs use referenced in B5; GRF smoking restrictions; service animal allowance on property.

Chair Horton stated green waste goes in the dumpsters at the Garden Centers. Mr. Gruner stated the translation is for the disciplinary process only. Chair Horton stated B5 is omitted as the use of alcohol and drugs cannot be enforced due to legality of alcohol permitted on GRF property. Chair Horton stated state and federal law protects service animals which are the only animals allowed at the Garden Centers.

Staff was instructed to institute changes and present to the April CAC meeting.

ITEMS FOR DISCUSSION AND CONSIDERATION

Duplicate Bridge Tournament Room Reservation Rental Rate and July 4 Annual Rollover Exception - Ms. Murphy stated to review and recommend to cancel and supersede Resolution 90-11-28 to show the cancellation of the exception rate during the annual February Duplicate Bridge tournament and recommend the Duplicate Bridge Club's request

for an exception to the Permanent/Rollover Reservation Policy for a July 4 automatic annual rollover.

Discussion ensued.

Members were called to speak regarding the following: changing the tournament to the last weekend of January; GRF will not receive monies if no tournament is held; in favor of staff recommendation; thank you to Clubhouse 2 supervisor Laura Cooley and Recreation Manager Jennifer Murphy for their continued assistance; residents only have to ask for room reservations, not clubs.

A motion was made to cancel and supersede Resolution 90-11-28 to show the cancellation of the exception rate during the annual February Duplicate Bridge tournament and recommend the Duplicate Bridge Club's request for an exception to the Permanent/Rollover Reservation Policy for a July 4 automatic annual rollover.

Motion passed unanimously.

Charity Golf Tournaments - Mr. Gruner stated to review and recommend the Recreation Department schedule and coordinate up to three community charity golf events sponsored by Laguna Woods Village golf clubs at the Laguna Woods Village 27-Hole Golf Course.

Discussion ensued.

Staff was directed to present this recommendation to the Golf Greens Committee, then present to the Community Activities Committee and then present to the GRF board for final review.

Saddle Club Donation - Equestrian Center Shade Structures - Ms. Murphy stated to review and recommend the donation of two shade shelters for the Laguna Woods Village Equestrian Center in accordance with the Donation Policy.

A motion was made to accept the staff recommendation of the donation two shade shelters for the Laguna Woods Village Equestrian Center.

Motion passed unanimously.

Old Pros Donation - Equestrian Center - Ms. Murphy stated to review and recommend a resolution of the donation of \$1,000 for the Laguna Woods Village Equestrian Center in accordance with the Donation Policy.

A motion was made to accept the staff recommendation of the donation of \$1,000 for the Laguna Woods Village Equestrian Center.

Motion passed unanimously.

Village Community Fund Phase Two - Equestrian Center - Ms. Murphy stated to review and recommend Phase Two Village Community Fund (VCF) Equestrian Center Help the Herd fundraising campaign proposal in the amount of \$33,565.

A motion was made to accept staff recommendation of Phase Two Village Community Fund (VCF) Equestrian Center Help the Herd fundraising campaign proposal in the amount of \$33,565.

Motion passed unanimously.

ITEMS FOR FUTURE AGENDAS

Club Insurance – Staff was directed to keep this item under Future Agendas.

CONCLUDING BUSINESS

Committee Member Comments

None

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held both in the board room and virtually via the Zoom platform at 1:30 p.m. on Thursday, April 14, 2022.

Adjournment

There being no further business, the Chair adjourned the meeting at 4:03 p.m.

____ *Yvonne Horton* ____

Yvonne Horton, Chair

**Golden Rain Foundation of Laguna Woods
Profoma Recreation Services Summary of Operations
2/28/2022**

	Admin	Aquatics/Fitness	Bar Services	Clubhouses	Equestrian	Garden Centers	Golf	PAC	YTD ACTUAL	YTD BUDGET	VAR\$ B/(W)
Non-Assessment Revenues:											
Golf Green Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$303,880	\$0	\$303,880	\$266,996	\$36,884
Golf Operations	0	0	0	0	0	0	62,932	0	62,932	61,360	1,572
Merchandise Sales	0	27	6,020	0	0	0	38,400	0	44,447	48,486	(4,039)
Clubhouse Rentals and Event Fees	988	0	0	41,283	3,142	0	5,178	55,652	106,243	92,821	13,422
Rentals	0	0	0	0	0	9,979	9,000	0	18,979	18,566	413
Miscellaneous	5,503	17,892	0	6,831	21,017	0	10	0	51,253	66,810	(15,557)
Total Non-Assessment Revenue	6,491	17,919	6,020	48,114	24,159	9,979	419,400	55,652	587,734	555,039	32,695
Expenses:											
Employee Compensation	90,214	67,669	1,212	88,880	44,724	2,701	249,362	35,205	579,967	645,949	65,981
Expenses Related to Employee Compensation	29,909	24,703	472	30,671	10,859	773	101,992	11,370	210,750	241,997	31,247
Materials and Supplies	149	7,336	0	10,288	23,413	1,876	11,387	1,415	55,863	135,344	79,481
Cost of Goods Sold	0	0	2,528	0	0	0	27,254	0	29,782	27,964	(1,818)
Community Events	319	769	0	2,259	0	0	0	19,348	22,696	58,239	35,543
Utilities and Telephone	140	40,297	0	89,698	1,222	5,429	39,235	21,274	197,294	168,764	(28,530)
Equipment Rental	0	4,095	0	0	0	0	13,079	0	17,173	12,226	(4,947)
Outside Services	2,467	87,907	21	2,026	510	204	28,348	1,969	123,451	142,162	18,711
Repairs and Maintenance	0	924	0	513	2,702	0	1,352	160	5,650	17,882	12,232
Other Operating Expense	17,491	58	0	1,510	140	0	2,027	183	21,410	35,638	14,228
Property and Sales Tax	0	2	433	0	0	0	2,763	0	3,198	2,864	(334)
Total Expenses	140,689	233,760	4,665	225,845	83,570	10,983	476,797	90,924	1,267,234	1,489,029	221,794
Net Cost (before allocations)	\$134,198	\$215,841	(\$1,355)	\$177,731	\$59,411	\$1,005	\$57,398	\$35,272	\$679,500	\$933,990	\$254,489
Allocated To Departments	(90,130)	0	0	(6,528)	0	0	0	0	(96,658)	(102,674)	(6,015)
Allocated From Departments	38,470	23,134	1,609	87,461	7,846	1,009	19,022	15,040	193,591	238,731	45,139
Net Cost	\$82,537	\$238,975	\$254	\$258,664	\$67,257	\$2,013	\$76,420	\$50,312	\$776,433	\$1,070,047	\$293,613

	2020 Total	2021 Total	2022-Jan	2022-Feb	2022-Mar	Cumulative Total During COVID
Activities						
Tennis	15,105	18,449	2,573	1,636	1,642	39,405
Pickleball (Outdoor)	14,580	19,317	1,626	1,424	1,402	38,349
Pickleball (Indoor)		1,618	247	226	301	2,392
Paddle Tennis	1,873	2,575	111	56	257	4,872
Swim	27,905	83,512	2,994	6,835	5,101	126,347
Lawn Bowling	2,497	5,461	642	689	691	9,980
Golf	82,809	138,613	12,787	11,907	13,104	259,220
Driving Range	36,806	46,995	3,904	3,402	3,734	94,841
Lessons	720	617	8	38	7	1,390
Library-Residents Served	2,270	17,717	2,341	2,251	2,652	27,231
Bocce Ball	30	544	116	35	14	739
Fee Based Classes	1,145	11,312	723	700	700	14,580
Fitness		57,895	8,314	8,923	10,536	85,668
Clubhouse 4		23,539	2,802	3,117	4,710	34,168
Badminton		3,960	557	554	646	5,717
Volleyball		1,513	201	230	248	2,192
Archery		890	206	133	276	1,505
Shuffleboard		420	14	83	26	543
Billiards		1,419	323	203	91	2,036
Drop-In Lounge		1,583	431	514	128	2,656
Game Rooms		2,179	685	297	391	3,552
PC Room		4,142	64	373	1,442	6,021
Mac Room		2,752	0	159	578	3,489
Table Tennis		10,577	1,283	1,262	1,901	15,023
Video Lab/Studio		1,064	69	109	159	1,401
Radio Room		25	13	0	0	38
Fitness Room		2,229	1,419	376	519	4,543
Clubhouse 5 Gym		4,614	513	671	713	6,511
Bridge Room		9,023	1,228	1,500	1,773	13,524
Room Reservations						
Community Center		563	146	133	175	1,017
Clubhouse 1		18,320	2,793	1,784	7,123	30,020
Clubhouse 2		16,843	2,139	2,572	4,110	25,664
Clubhouse 5		28,480	4,083	4,798	5,981	43,342
Clubhouse 7		701	396	394	1,087	2,578
Total	185,740	539,461	55,751	57,384	72,218	910,554

In July and August 2021 respectively, outdoor Pickleball and Paddle Tennis sign in sheets were not being tallied; combined indoor/outdoor Pickleball beginning in September.

GARDEN CENTERS OPERATING RULES



A. Introduction/Purpose

1. The Garden Centers are recreational facilities managed by the Laguna Woods Village Recreation Department and its staff. The Garden Centers are a functioning farm that provides a relaxing enjoyable environment for the residents to tend, grow and harvest their own fruits, ~~and~~ vegetables and flowers.
2. The rules and regulations have been designed to:
 - a. Ensure the gardens are safe
 - b. Ensure that community gardens are a pleasant place to visit and admire
 - c. Establish fairness and equality among gardeners
 - d. Prevent damage to the land and groundwater

B. General Operating Information

1. Golden Rain Foundation (GRF) establishes the hours of operation, assign personnel and otherwise oversee the operation of the Garden Centers. In an ongoing effort to improve, **the operating rules are subject to change at any time**. Any updates will be posted on the bulletin boards and distributed via e-mail and/or website.
2. You may contact the **Garden Center at (949) 268-2387**.
3. Staff is responsible for enforcing the Operating Rules to serve the best interest of all residents who use, or wish to use, the Garden Center facilities. Staff oversees the Garden Centers; staff hours are posted at ~~each of the Garden Center offices~~ and on the Laguna Woods Village website.
4. Operating Hours: **Sunrise to Sunset**.
- ~~5. **Controlled substances and smoking are prohibited.**~~

C. Who May Rent a Garden and/or Tree Plot

1. Any authorized Occupant or Lessee, as defined by United Laguna Woods Mutual and Third Laguna Hills Mutual, may ~~apply for request~~ a Garden Center Use Permit. One permit is issued per manor. Use Permits are only accepted on official forms provided by GRF. All persons using a plot must be listed with the following contact information: resident ID number, manor number, address, home phone number, cell number, and e-mail if applicable. Use Permits will be renewed annually in compliance with current adopted GRF policies.
2. All fees are according to the GRF Schedule of Fees and must be paid ~~at the time of Use Permit submittal.~~ Upon receipt of the Garden Center invoice.

D. Signing Required Release and Waiver of Liability Agreement

- ~~1. 4.~~ All ~~g~~Gardeners and partners are required to sign a **Hold Harmless, Release and Waiver of Liability Agreement** ~~annually, or upon staff's request~~. This signed

agreement will be maintained on file. This agreement limits GRF's liability and waives any claim a gardener may have, including injury or damage absent gross negligence or willful misconduct. Forms are available online, at or from the Garden Center office or the Recreation Office. The waiver agreement form will periodically be updated and require a new signature.

2. Guests must be accompanied by an authorized ~~resident~~ resident at all times ~~or partnering gardener or staff.~~

E. Temporary Working of Your Plot by a Designated Person

- ~~1.~~ 1. No one may work a garden for another gardener unless they are a resident of Laguna Woods Village and listed on the Use Permit as a partner with the appropriate contact information. If an individual is found to be working a plot without being listed on the Use Permit, the Use Permit holder will be subject to disciplinary action which could result in loss of gardening privileges.
2. Certain circumstances may prevent a gardener from obtaining a resident partner; such cases will be reviewed on a case by case basis by Recreation staff.

F. In Case of Emergency

1. Emergency telephones that connect directly with the Security Office are available at both Garden Centers.
 - a. At Garden Center One, the emergency telephone is located at the Moulton side front gate.
 - b. At Garden Center Two, there is one emergency phone outside of the office and another on the east side of the storage building (tool shed and restroom) near the Maintenance Center.
2. In **severe emergencies please call 911.**

G. Gardener Responsibilities

1. Gardeners are responsible for keeping their plots weed and debris free **at all times.**
- ~~2.~~ 2. Gardeners/partners must do their own gardening. ~~and may share their plot with other residents provided those residents have been properly registered as a partner and have signed a Hold Harmless, Release and Waiver of Liability Agreement.~~
- ~~3.~~ 3. Gardeners are not allowed to sublease or otherwise turn their plot over to someone ~~else to work~~ who is not legally documented on the Use Permit as a partner.
- ~~4.~~ 4. The Use Permit holder must ~~grow/harvest/maintain~~ work his/her plot ~~all 12 months at least six months of the calendar year and maintain the plot at all times~~ all 12 months. Work must commence within 30 days of permit ~~execution~~ issuance.
- ~~5.~~ 5. Gardeners are obligated to plant fruits, vegetables and/or flowers. ~~12 months out of the year.~~
- ~~6.~~ 6. Seasonal gardeners, e.g. "snowbirds", summer "desert escapees" are **required** REQUIRED to SHARE their plot(s) with a partner who may maintain the plot in the opposing seasons. ~~other seasonal gardeners~~ partners.
- ~~7.~~ 7. Mulch outside of plots is prohibited.

- ~~8.~~ 8. Gravel is not permitted for use in garden or tree plots. Gravel is only permitted for use in the Garden Center Two walkways.~~Two pathways.~~
- ~~9.~~ 9. The disposal of trash and debris is the responsibility of each gardener. Large green waste and general trash dumpsters are located strategically throughout the facilities. Do not place debris in walk areas or leave debris in wheelbarrows. Green waste items need to be placed in the green waste trash bins.
- ~~10.~~ 10. All walkways must be kept clear and wheelbarrows must be emptied and returned to their proper storage areas. Gardeners using tools furnished by GRF are responsible for the proper care, cleaning, return, and storage of these tools to the tool ~~sheds-~~sheds from which they were obtained.
- ~~10-11.~~ 11. Gardeners are permitted to plant within their assigned garden space only. Planting in any common area, such as in the parking lot, within medians and around structures, is not allowed unless approved by Recreation staff.
- ~~11-12.~~ 12. All items stored within the garden plot must be **essential** to gardening. Pesticides of any kind may not be stored at the Garden Center. Items such as wooden stakes, tomato cages, etc. must be kept in a neat and orderly manner. Materials may not be stored against either ~~the~~ perimeter ~~fencing~~encing of the plot or Garden Center.
- ~~12-13.~~ 13. Gardeners are required to adhere and comply with all Garden Center Operating Rules, Recreation Department Policy, GRF Governing Documents, and all applicable laws. Failure to do so may result in ~~loss of permit~~disciplinary action or loss of gardening privileges and subject to a hearing before the GRF Board for disciplinary action.-

H. Pets/Animals at the Garden Centers

1. Pets are ~~not allowed~~permitted within the Garden Centers and must be kept under control at all times. Pet owners are responsible for cleaning up after their pets and must dispose of waste prior to exiting the Garden Centers. ~~N~~not allowed at either Garden Center.
2. Do not feed wildlife in the Garden Centers.

I. Annual Fees

1. As part of the initial plot rental process, residents will be given a statement with the amount due for their plot(s). All checks will be made payable to GRF. The rental fees along with all applicable documentation must be submitted to the Recreation Office. GRF may revoke the Use Permit of any gardener who is 30 days delinquent in payment of his/her plot rental.
- ~~2.~~ 2. Plot rentals are for one calendar year and renewed annually. ~~The plot rental package will be sent out to all current plot renters. The forms and rental fees must be returned to the Recreation Department.~~
- ~~2.~~ 3. The resident ~~will receive their~~may begin working the plot upon receipt of plot rental fees.

J. Assignment of Garden Plots/Spaces

1. ~~4.~~ 1. Garden plots are leased on an available basis and only one is allowed per manor.
 - a. If needed, ~~S~~staff will prepare ~~any~~ plot offered to a lessee, so that it is weed free, rototilled (if free of gravel), all prior existing non-gardening miscellaneous items

removed, as well as any deteriorating structures, and has access to a functioning water source.

2. Plots vary in location, actual size and previous improvements. Any fencing around a plot must be maintained by the current Use Permit holder.
3. There is a limit of one garden plot ~~of approximately 200 square feet~~ and/or one tree plot per manor. Anyone with more than one garden plot and/or more than one tree plot prior to May 3, 2016 will be allowed to keep a maximum of two garden plots not to exceed approximately 400 square feet and/or two tree plots.
4. When a Use Permit holder decides to relinquish his/her plot, he/she ~~must notify staff~~ may designate the pre-registered partner as the new Use Permit holder in writing to a Garden Center administrative staff.
 - 4.a. ~~However, if the the new designated Use Permit holder has another plot, he/she must relinquish a matching number of plot(s) which will become available to new garden plot applicants.~~
5. Use Permits shall be personal to the gardener and shall not be assignable to any other person and shall not pass on to any successors or assignees unless the plot is shared by another resident who is a registered partner in accordance with Section G.2. of these Operating Rules. If during the lease agreement a resident moves or becomes deceased, the resident sharing the plot will have an opportunity to become the Use Permit Holder. It will be offered in the order in which the names of the partners appear on the current Use Permit.
6. When a garden plot becomes vacant, all permanent structural improvements made to the plot become the property of GRF. Other gardeners are not allowed to remove items from the plot.

K. Watering/Irrigation

Any gardener watering their garden plot must be present at the Garden Center in their plot the entire period of time the water is turned on, even if an alternative irrigation system is in place.

1. All watering at the Garden Centers is subject to the El Toro Water District rules and any other governing agency or municipality.
2. All hoses must be equipped with a positive self-closing shut-off hose nozzle.
3. Staff shall be notified when faucets or valves are found to be leaking. Water shut off valves must be accessible from outside the plot. All fences must have an opening at the faucet for easy access by Garden Center staff.
4. Irrigation work that will require shutting off water to a garden area must be done by a Garden Center staff member or a GRF approved technician.
5. If an alternative irrigation system is in place such as an automatic irrigation or drip irrigation system, **timers are required and must be set at the lowest possible setting for appropriate watering of garden plot.** Gardeners must still be present while the systems are on.
6. All gardeners are responsible for prudent, non-wasteful watering practices, and for

preventing water runoff from damaging adjacent gardensplots.

7. No alternative irrigation systems other than drip or soaker systems are permitted in a plot.
8. Gardeners must keep the amount of time the water is turned off-on to as short a time period as possible. Electronic solar and battery-operated water timers are allowed.

L. General Gardening Information

1. Garden plots **must** be planted and maintained year-round.
2. Summer gardens must be planted by May 31 and must be cleaned up by November 15.
3. Plot holders who do not actively garden during short periods (less than four-one months) ~~either have to~~ **must** plant a cover crop or, cover their plot with plastic ~~or to~~ maintain their plot free of weeds. The registered partner may maintain the plot in the plot holder's absence.
4. GRF reserves the right to prohibit or limit any plantings that are not in the best interest of the Community or the Garden Centers.
5. All plants with invasive roots or plants that are larger than the plot size are prohibited and must be removed or grown in a container.
 - a) For example - banana ~~trees~~, mint, canna lilies, bird of paradise, sugar cane and ginger
 - a)b) Trees may not be planted in garden plots including pots/planters.
6. Shading a neighbor's garden plot with any plant or material is prohibited. Tall plants/creeping vines are to be planted along a fence that is not attached to another plot or planted in the center of the garden plot. These plantings must not exceed 6 feet in height.

M. Garden/Vegetable Plot Specifics

1. **Staff must approve any fence or other structure prior to it being built and follow GRF guidelines. Failure to obtain approval and following the guidelines is subject to removal of the fence at Lessee's expense and/or -loss of lease.**
2. **Each gardener is responsible for walkways within and around their plots.** Walkways must be clear of weeds and obstacles. No intrusion of growing material into the walkways. ~~Berries, bougainvillea and other climbing vines and plants that have thorns must be planted a minimum of 24 inches away from the fence and may not extend beyond the individual garden property line.~~
3. No trees may be planted in any garden plots.
4. Plot holders may grow vegetables, fruits, herbs, flowers and edible weeds in their plot.
5. Edible weeds must be harvested and not allowed to go to seed.
6. Plot holders must utilize at least 75% of the plot for planting. Plots are not to be used to store materials/tools not associated with gardening or be used as an entertaining area.

7. The plot soil must be maintained in an aerated state and **no** modification or amendment to the soil may be added which will~~shall~~ impede the future use of the plot, including but not limited to gravel and vermiculite.
8. Plot holders may grow plants considered invasive, such as bamboo, mint and Asian Yams, as long as it is in an above ground mobile container, planter, etc. Invasive plants, such as bamboo, mint and Asian Yams and trees already existing in the garden plot must be removed by the gardener.
9. The following water-intensive crops are prohibited: rice and sugar cane.
10. Crops should be rotated.
11. Crops must be harvested and not left on the ground to rot and go to waste.
12. Plot holders should grow a variety of plants and should never grow less than two types of plants at any one time.
13. All plants, planters, planter boxes and trellises must be placed inside the plot perimeter. Plants may not over hang into the walk way. The Garden Center coordinator has the right to trim the excess plants over hanging into the walkway without prior notification.

N. Shade House Spaces

1. Each bench space is approximately 16 square feet and will be assigned on a one per manor basis.
2. The shade house will be kept locked at all times when it is not in use by those with Use Permits. Keys will be issued to all shade house permit holders. Keys must be returned to the Recreation Office when the Use Permit is terminated.
3. All materials stored under the benches, such as pots, potting mixtures, etc., must be kept in a neat and orderly condition and must be maintained at least **eight (8) inches** above the ground in order to reduce the opportunity for rodent nest sites. Storage of materials not essential to shade house gardening activities is prohibited.
4. Each shade house gardener is responsible for elimination of all debris and weeds in their half of the walkways around their bench space.

O. Fruit Tree Areas

1. ~~In Garden Center Two, tree plots bordering the Recreational Vehicle Storage Lot B, are designated as dwarf and semi-dwarf citrus tree plots. Tree plots bordering the bridle trail, are designated as fruit, dwarf and semi-dwarf citrus tree plots.~~ All new trees planted in tree plots in both Garden Centers will be dwarf and semi-dwarf fruit trees only. Trees that are not fruit trees currently planted in both Garden Centers may be grandfathered in at Garden Center staff discretion. Untended or unapproved trees may be removed by Garden Center staff after notification to tree plot Use Permit holders.
2. In both Garden Centers, existing trees maximum height is 15 feet.
3. **New trees** ~~need~~ must obtain written approval in advance by the Recreation Department and ~~in most circumstances are~~ will be limited to dwarf and semi dwarf fruit trees.

4. Gardeners are reminded of the steep sloping grades that exist in the tree area and lessees are to maintain safe walks, steps and slope retaining walls at all times.
5. Gardeners are expected to prune and care for their trees so they do not spread disease. Trees ~~should are~~ not to grow over other's plots or block walk-ways, and may not rise more than 15 feet in pruned condition.
6. Tree plots must be kept free of weeds, fallen fruit, leaves, vegetables and leavesflowers.
 - ~~6.~~ a. No vegetation plants are allowed in tree plots.
7. ~~Permanent f~~Fences are prohibited around tree plots. Temporary fencing may be installed with staff approval. Temporary fencing is only permitted for 30 days during harvest time to protect the produce from falling or -being taken before ripeness. Failure to tear down the temporary fence as directed by staff will be subject to staff removing the fence at Lessee's expense and/or loss of lease.
 - a. If the tree produces fruit year-round, a permanent fence approval will need to be obtained from the Garden Center Administrative office.

P. Garden Product Policy

1. Any organic substance for use in the gardens should be approved by the U.S. Department of Agriculture's (USDA) National Organic Program or by the Organics Materials Review Institute (OMRI). To see if a substance is allowed in a community garden check the USDA National Organic Program National List, Subpart G, 205.601 and 205.602 or the OMRI Web site, www.omri.org
2. Organic Gardening: The form of agriculture that relies on techniques such as crop rotation, green manure, compost and biological pest control. Organic Gardening uses fertilizers and pesticides but excludes the use of manufactured (synthetic) fertilizers, pesticides (including herbicides, insecticides and fungicides), plant growth regulators, sludge and nano materials.

The following table includes, but is not limited to, substances that are recommended and those that are not.

PEST AND DISEASE CONTROL	Recommended	Not Recommended
	- bacillus thuringiensis(Bt) - soap spray	- <u>Roundup is forbidden</u>

FERTILIZERS	<ul style="list-style-type: none"> - Horticulture pepper/onion spray - sulfur - wood ashes - sour milk solution - lace wings - dormant oils - micro-cop or equivalent - diatomaceous earth (DE) - baking soda - borax, boric acid - sluggo - lady bugs - tanglefoot - marigolds - beneficial nematodes - netting - Pyrethrum* <p>* Pyrethrin: It is a naturally occurring insect-killing chemical taken from chrysanthemum flowers. In the flowers, these bug-killers exist as a mixture of six separate chemicals that together are called pyrethrum or pyrethrins. Pyrethrins (without piperonyl butoxide or other enhancers) are permitted for use on organically grown crops.</p>	<ul style="list-style-type: none"> - rotenone - pyrethrate, pyrethroids - nicotine sulfate - malathion - diazinon - sevin - organophosphates - Roundup - Finale - Dursban - organ chlorides - chlorpyrifos
	Recommended	Not Recommended
	<ul style="list-style-type: none"> - cotton Seed - kelp - compost - manure - blood, bone, horn, and hoof meals - liquid fish or seaweed - fertilizers classed as “organic” 	<ul style="list-style-type: none"> - ammonium sulfate - ammonium nitrate - muriate of potash - superphosphates - highly soluble chemical fertilizer - Ozmicote - Non organic Miracle Grow

Q. Authority, Enforcement of Rules and Revoke of Use Permit(s)

Is

1. ~~GRF and/or Garden Center staff are is~~ authorized to take disciplinary action ~~against a gardener found to be in violation of the Garden Center Operating Rules. The GRF Board and~~ has the authority to impose monetary fines, revoke Use Permit(s), and/or bring forth legal action ~~against a gardener found to be in violation of the Garden Center Operating Rules.~~ **The Garden Center Staff has the authority to revoke Use Permit(s) for violations of the Operating Rules. For violations of the Recreation Policy Rules or GRF governing documents, the GRF board may provide a notice of a hearing and impose fines and/or suspension of use of GRF facilities.**

~~2. Any gardener found to be in conflict with any of the Operating Rules may result in disciplinary action.~~

~~3.2.~~ Garden Center staff will make periodic checks of all garden plots/spaces to ensure they are being properly cared for and operating rules are adhered. If a safety issue exists, staff will take corrective action to ensure the safety of the Garden Centers. Any costs incurred will be at the gardener's expense.

~~4.3.~~ If a gardener is found to be in violation of the Operating Rules, the gardener shall be notified in writing of alleged violations and required to comply within a reasonable time from the date of the notice. Failure to comply within the allowable time may result in termination of the Use Permit and/or a Disciplinary Hearing before the GRF Board of Directors.

~~5.4.~~ Upon termination or revocation of a Use Permit, a gardener shall not be entitled to any refund or apportionment of any fee paid to GRF for any material planted, growing or otherwise located within the Garden Centers or for any improvements made on the premises by the gardener, and at the option of GRF, all or part of such material and improvements shall become the property of GRF. Gardeners are responsible for leaving plots weed and debris free and ready for the next gardener. If not, GRF may charge for clean-up when a garden is left in such a condition as to require clean up.

~~6.5.~~ **VIOLATIONS WARRANTING DISCIPLINARY ACTION**

- Theft of tools and equipment
- Theft of produce and plants
- Vandalism of tools, equipment
- The use of foul language and offensive behavior including but not limited to threats, intimidation, violence, racial/ethnic slurs and sexual harassment (GRF Nuisance Policy)
- ~~• The use of alcoholic beverages and illegal drugs of any kind in any area of the gardens~~
- Receiving more than three combined written warnings ~~within a program year~~
- Failure to pay registration fee by the deadline

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community at any time. The Recreation Department also reserves the right to enter any plot at any time.

违反下列规定者得取消会员花圃權力资格

1. 禁止盜窃工具或设备
2. 禁止盜窃他人植物或农产品
3. 禁止破坏工具或设备。
4. 禁止讲脏话或采取攻击行为，包括威胁，恐吓，暴力，种族歧视，性骚扰，及其他不法行為。
5. 禁止在菜圃园区內使用酒精饮料和非法毒品
6. 在计划年度内收到三份以上的书面警告得取消会员花圃權力资格
7. 在截止日期前尚未缴纳注册费者可能會被取消資格

위반 시정 조치 즉시 징계 조치

1. 공구 및 장비 절도
2. 농산물 및 식물 절도
3. 도구, 장비의 파손.
4. 위협, 협박, 폭력, 인종 / 민족적 비방 및 성희롱을 포함하되 이에 국한되지 않는 부정한 언어와 공격적 행동의 사용.
5. 정원의 어떤 지역에서든 알코올성 음료와 불법 약물의 사용
6. 프로그램 연도 내에 3 가지 이상의 서면 경고를 받는다.
7. 마감일까지 등록비 납부 실패

OPERATING RULES

Tennis

Date:



Laguna Woods Village®

A. General Rules:

1. The Tennis Complex is open every day from 7:00 am to 10:00 pm.
2. Lighted courts are available on courts 1/2/5/6/7 – bring quarters for coin-operation.
3. All residents and guests must sign in upon entering the facility.
4. Proper tennis attire (shirts required) for players and “non-marking shoes” for on-court play.
5. “Prime-time” for tennis play is during the hours of 7:00 am to 12:00 pm every day.
6. Club tournaments, leagues, and other events must be scheduled and posted one week in advance.
7. Residents may organize events requiring more than one court for up to 3 hours during non-prime-time and non-lighted hours, on a first-come first-served basis, if:
 - a. At least 7505% of the event players are Laguna Woods residents;
 - b. No other events are already scheduled at the same time/day; and
 - c. Such reservations are made at least one week in advance with the Recreation and Special Events Department
 - i. The event reservation notice will be posted on the appropriate courts.
8. Guests - must have resident present and may use one court only. 1 guest per resident in prime-time and up to 3 guests for other times. No guests under the age of 6 are permitted.
9. No pets other than service animals are allowed in the tennis facility and no music played while on court using any device.
10. Entry gates require LW-ID card (swipe or tap) for access – Do not prop open the gates!
11. Only Teaching Professionals approved by GRF can host lessons and never during prime-time, except on Sundays on Courts 4 and 8.

B. All Court Rules: (See tables on Page 3 for a summary of court rules)

1. Play time limits/reservation availability/walk-on usage varies by court number and time of day.
2. All players must be present to claim an open court.
3. All courts have a “whiteboard” for sign-up/sign-in and must be used properly with or without a reservation for all walk-on usage.
4. All players must post their start and stop time on the board and may not be changed (not to exceed the set court time limits).
5. Players with Kourts reservations may start early if their reserved court is available, but they must post their actual start and stop times on the whiteboard, not to exceed 1.5 hours.
6. Do not change start/end times on the whiteboard after claiming a walk-on or reserved court.
7. When time expires play may continue until a new group arrives and there are no other courts of equivalent time limit available, i.e. 1.0 or 1.5 hour courts.
8. Arriving players must take any open court, and not ask others playing beyond their time limit to move, unless the available courts are for lesser time limits, i.e. only 1.0 hour courts available.
9. Doubles play does not have priority over singles play at any time.
10. During “prime-time” an individual may practice by themselves until a group arrives to play, but an individual player may not hold a court if all players are not present and ready to start play.
11. During non-prime-time an individual may occupy any walk-on court to practice by themselves.
12. Players with advance Kourts reservations must claim their assigned court within 10 minutes of their start time or the reservation will be deemed canceled and the court will then be available for walk-on play until the next reservation time.

13. Reservations may be made up to 3 days in advance via Kourts for Courts 8/9/10 all day and 6/7 at night.
 14. Back-to-back reservations by the same group are not allowed and players should cancel Kourts reservations that will not be used as soon as possible. Likewise, the same group may not change their times and sign up back-to-back on walk-on courts.
- C. **Court 1: Walk-on Challenge Court** (sign-up board on Clubhouse wall near the court)
1. Used for two doubles teams to play one set in prime- time (maximum time is one hour).
 2. Winners stay for another round and play the next waiting team. If they win again both teams leave.
 3. The next two teams take the court, and the losers may sign up on the challenge board again.
 4. If no one is playing on the court, up to four people may play but they could be challenged by another twosome that comes and signs up on the board. On-court “score tubes” must be used.
 5. After 12 PM (non-prime-time) Court 1 reverts to a walk-on court for singles or doubles play with on-court time limited to 1.5 hours when others are waiting.
- D. **Courts 2-4: Walk-on - 1.0 hour** (sign-up board near the clubhouse main entrance)
1. During prime-time play is for singles or doubles and on-court time is limited to 1 hour when others are waiting.
 2. After 12 PM (non-prime-time) on-court time is limited to 1.5 hours when others are waiting.
- E. **Court 5: Walk-on - 1.5 hour** (sign-up board near entrance to Court 5)
1. Play is for singles or doubles, and on-court time is limited to 1.5 hours when others are waiting.
- F. **Courts 6-7: Walk-on Day & Night Reserved - 1.5 hour** (sign-up board near entrance to Court 5)
1. Play is for singles or doubles, and on-court time is limited to 1.5 hours when others are waiting.
 2. These courts may be reserved via Kourts for lighted night play with set reservation times of: (4:30-6:00), (6:00-7:30) or (7:30-9:00)
- G. **Courts 8-10: Reserved Courts – 1.5 hour** (sign-in board near entrance to Court 5)
1. May be reserved via Kourts for singles/doubles play in prime-time with set reservation times of: (7:30-9:00), (9:00-10:30), (10:30-12:00), (12:00-1:30), (1:30-3:00), ~~(3:00-4:30)~~, (4:30-6:00), or (6:00-7:30). Evening times may be reduced during Winter to avoid darkness.
- H. **Courts 9-10: Reserved Ball Machine & Backboard – 1.5 hour** (sign-in board near entrance to Court 5)
1. May be reserved via Kourts during non-prime-time for ball machine or backboard (Court 9) play with set reservation times of:
Winter Hours: (12:00-1:30), (1:30-3:00), or (3:00-4:30)
Summer Hours: (12:00-1:30), (1:30-3:00), (3:00-4:30), (4:30-6:00), (6:00-7:30)

Note: The Recreation Department reserves the right to review and adjust these Tennis Operating Rules to accommodate the needs of the community.

Tennis Court Rules for Prime-Time Hours

Court 1 – Challenge Court for doubles teams to play one set (maximum 1 hour); winners stay for next round; if that team wins again both teams leave; if no one is playing on the court, up to 4 may start play but may be challenged after one set.

Highlights of Court Play Priorities for Courts 2-10	PRIME-TIME 7:00 am–12:00 pm			
	COURTS			
	1-4	5	6/7	8/9/10
Set reservation times available	NO	NO	NO	YES*
On-court time limit	1 hour	1.5 hours	1.5 hours	1.5 hours
Walk-on if no show/no reservation	N/A	N/A	N/A	YES**
Individual player uses by themselves	YES#	YES#	YES#	NO
Can be bumped if not “signed-up” or have reservation	YES	YES	YES	NO
Doubles have priority over singles	NO	NO	NO	NO

Note: If another court is available, you must take the open court and not ask others to move from a court they occupy.

* Set reservations times are (7:30-9:00) - (9:00-10:30) - (10:30-12:00)

** Walk-on available if no reservation is made in advance for Courts 8/9/10 during prime-time.

During prime time an individual may practice by themselves but can be bumped by a group that arrives to play

Tennis Court Rules for Non-Prime-Time Hours

Highlights of Court Play Priorities for Courts 1-10	NON-PRIME TIME (After 12:00 pm)			
	COURTS			
	1-4	5	6/7	8/9/10
Set reservation times available	NO	NO	YES*	YES+
On-court time limit	1.5 hours	1.5 hours	1.5 hours	1.5 hours
Walk-on if no show/no reservation	N/A	N/A	YES**	YES**
Individual player uses by themselves	YES	YES	YES	YES
Can be bumped if not “signed-up” or have reservation	YES	YES	YES	YES**
Doubles have priority over singles	NO	NO	NO	NO

Note: If another court is available, you must take the open court and not ask others to move from a court they occupy.

* Set reservations times are (4:30-6:00) - (6:00-7:30) - (7:30-9:00)

+ Set reservation times for play or ball machine or backboard use on court 9 are (12:00-1:30) – (1:30-3:00) – (3:00-4:30)

** Walk-on available if no reservation is made in advance for Courts 8/9/10.

Note: An individual may practice by themselves on any walk-on court during non-prime time hours

Instruction provided by VMS approved teaching professional have court priority on court 4 and court 8 all day on Sundays and after 12:00 PM other days. The teaching professionals will post the lessons time 24 hours in advance.

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STAFF REPORT

DATE: April 14, 2022
FOR: Community Activities Committee
SUBJECT: Duplicate Bridge July 4 Annual Rollover Exception

RECOMMENDATION

Review and recommend board approval for the Duplicate Bridge Club's request for an exception to the Permanent/Rollover Reservation Policy for a July 4 automatic annual rollover.

BACKGROUND

GRF approved Recreation and Special Events Department Policy section regarding permanent/rollover reservations states, "the rollover must have a minimum of four identical reservations during the calendar year; all dates in the series must be for the same day of the month/week (such as 1st Tuesday, every Tuesday, etc.), at the same time and duration, and in the same room; no modifications (date, time, duration, location, etc.) are permitted" (Attachment 1).

At the March 10, 2022 CAC meeting, the Duplicate Bridge Club requested an exception to the GRF Annual Rollover policy. On April 5, 2022, GRF recommended the Duplicate Bridge Club request for an exception to the GRF Annual Rollover policy be reviewed further at CAC.

DISCUSSION

The Duplicate Bridge Club is requesting an exception to the Permanent/Rollover Reservation Policy for an automatic annual rollover to host a barbeque on July 4 at Clubhouse 7 in the Main Lounge each year (Attachment 2).

There are currently 14 annual rollover exceptions:

Club:	Event and Location:
18 Hole Men's Golf Club (6)	Appreciation Dinner (CH2); Family Pride (CH2); Member Guest Tournament (CH2); Memorial Tournament (CH2); Presidents Ball (CH5); Skins Tournament (CH2)
9 Hole Women's Golf Club (1)	Luncheon (CH2)
Baby Boomers (1)	Woodstock (CH2, CH7, VG)
Duplicate Bridge (1)	Tournament (CH7)
Dog Club (1)	Vaccination Day (CH1)
Laguna International Dancers (1)	Festival (CH2)
Reform Temple (2)	Rosh Hashanah (CH5); Yom Kipper (CH5)
Tennis Club (1)	USTA Tennis Tournament Dinner (CH2)

FINANCIAL ANALYSIS

If approved, the Duplicate Bridge Club would pay the appropriate room rental fee, per hours booked at the resident rate. Clubhouse 7 fees are as follows; \$38 (four hour minimum), \$7 per additional hour.

Prepared By: Jennifer Murphy, Recreation Manager

Reviewed By: Brian Gruner, Recreation and Special Events Director
Steve Hormouth, Finance Director

ATTACHMENT(S)

ATT 1: GRF Recreation Room Reservation Policy

ATT 2: Duplicate Bridge Exception to Policy Request

Attachment 1

Golden Rain Foundation Recreation Department Policy
Clubs/Groups/Organizations

C. Room reservations

1. For general procedures, see Page 10, Room Reservations Recreation Department Policy.
2. Only executive club officers of a club/group/organization may check availability or make/change/cancel reservations on behalf of the club/group/organization.
3. A Laguna Woods Village club/group/organization may submit a request for a rollover reservation subject to:
 - a. The rollover must have a minimum of four identical reservations during the calendar year; all dates in the series must be for the same day of the month/week (such as first Tuesday, every Tuesday, etc.), at the same time and duration, and in the same room; no modifications (date, time, duration, location, etc.) are permitted.
 - b. No more than 104 rollover dates per club/group/organization.
 - c. A rollover processing fee will be applied to annual billing in accordance with the GRF fee list.
 - d. Cancellations are permitted but requestor must retain at least four reservations (if less than four, permanent reservation status will be forfeited for the next year).
 - e. Any new rollover reservation request or change to an existing rollover reservation for the following year must be received by March 15.
 - f. Rollover reservations are mailed out for review on August 1 and payment/signed rental agreement are due by September 15.
 - g. No refunds, credits or transfers of fees will be honored after a payment and signed rental agreement is received by Recreation.
 - h. Requestor may not have more than one Saturday night per month in a main lounge; no more than two Saturday nights may be held down as rollover reservations in any main lounge.
 - i. Rollover reservations are not permitted in the Village Greens Facility.
 - j. Lottery requests for religious holiday events take priority over club/group/organization rollovers and lottery requests.

Attachment 2



Laguna Woods Village

Recreation Committee Request Form

PLEASE NOTE: THIS FORM IS NOT FOR ROUTING RECREATION REQUESTS

Your request is important to us and will be handled accordingly. For the policy of the Golden Rain Foundation (GRF), if your request falls outside the scope of the Recreation Department's authority, it will be forwarded to the Community Activities Committee (CAC) for review. If you are unsure whether your request falls into this category, please contact the on-site facility Supervisor or the Recreation Manager at 507-4482 in order to make that determination. If it does, you may receive written confirmation acknowledging receipt of your request. CAC will then review the request and determine the proper course of action. If necessary, CAC will make a recommendation to the GRF Board of Directors for action. You will then be notified of the Committee or Board's decision. Please be patient as this process may take several months.

Print Requestor Name: John Zuckler Date: 2/21/22

Print Individual, Club or Organization Name: Laguna Woods Duplicate Bridge Club

Manor: _____ Phone: _____ E-mail: _____

Request (please check one):

- Change/Exception to Policy Donation Staff Time Request
 Equipment Request Facility Request Other: _____

Explanation:

Please explain the circumstances of your request. Include approximate cost, dates, times and locations when necessary. Please use reverse side or attach a separate sheet if necessary.

The Duplicate Club would like to use
Club House 7 Laguna and Park for a
barbecue as the club has done in the
past on July 4th
Exception to rollover policy

Requestor Signature: John Zuckler

Signatures of All Other Individuals/Club Presidents Affected by this Request:

Signature	Manor #	For	Undecided	Against
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Please attach a separate sheet if more signatures are necessary)

PLEASE FORWARD COMPLETED REQUEST FORM TO:

Laguna Woods Village Recreation Department
 P.O. Box 2220, Laguna Woods, GA 92637

STAFF REPORT

DATE: April 14, 2022
FOR: Community Activity Committee
SUBJECT: Duplicate Bridge Tournament Room Reservation Rental Rate

RECOMMENDATION

Review and recommend board approval to cancel and supersede Resolution 90-11-28 (Attachment 1) to show the cancellation of the exception rate during the annual February Duplicate Bridge tournament.

BACKGROUND

From 2008 to 2011, the Duplicate Bridge Club was approved each year to hold an Annual Bridge Unit 525 event on the second weekend in February at Clubhouse 7 in the Bridge Room and Main Lounge.

On April 5, 2011, GRF approved Resolution 90-11-28, accepting the Annual Bridge Unit 525 event as an automatic annual rollover reservation, an exception to the Permanent/Rollover Reservation Policy (Attachment 2), and that the organization shall be charged the exception rate for use of the Clubhouse 7 Bridge Room and the Main Lounge as the event is booked on behalf of an outside organization.

GRF approved Recreation and Special Events Department Policy section regarding permanent/rollover reservations states, "the rollover must have a minimum of four identical reservations during the calendar year; all dates in the series must be for the same day of the month/week (such as 1st Tuesday, every Tuesday, etc.), at the same time and duration, and in the same room; no modifications (date, time, duration, location, etc.) are permitted" (Attachment 2).

DISCUSSION

On January 13, 2022 the Duplicate Bridge president approached the CAC and requested that the exception rate for their upcoming tournament (February 12 and 13, 2022) be eliminated. The president expressed that the outside organization was no longer coordinating the event. Instead the Village Duplicate Bridge Club is solely in charge of the tournament. It was also stated that the tournament would be held in the Bridge Room and the Main Lounge was no longer needed.

The CAC concurred and approved the use of the Bridge Room for the Duplicate Bridge Club tournament at no cost while continuing to collect the \$5 guest fee.

On April 5, 2022 GRF requested that the Duplicate Bridge Club request to supersede Resolution 90-11-28 (Attachment 1) to show the cancellation of the exception rate during the annual February Duplicate Bridge tournament be reviewed further at the April CAC meeting.

FINANCIAL ANALYSIS

On February 12 and 13 the Duplicate Bridge Club logged 141 total guests in attendance for this year's tournament equating to \$705 in GRF guest fees collected. Staff anticipates annual receipt of up to \$800 in guest fees from the tournament.

Prepared By: Jennifer Murphy, Recreation Manager

Reviewed By: Brian Gruner, Recreation and Special Events Director
Steve Hormouth, Finance Director

ATTACHMENT(S)

ATT 1: RESOLUTION 90-11-28

ATT 2: GRF Recreation Room Reservation Policy

Attachment 1

Golden Rain Foundation of Laguna Woods
Minutes of the Regular Meeting of the Board of Directors
Page 7 of 12

April 5, 2011

RESOLUTION 90-11-28

WHEREAS, over the past few years GRF has approved the Bridge Club's request to hold its annual Saddleback Bridge Unit 525 Sectional Bridge Tournament in the Bridge Room at Clubhouse Seven on the second weekend in February; and

WHEREAS, the Bridge Club has requested that GRF make an exception to its permanent reservation policy by accepting the annual Bridge Tournament as a permanent reservation;

NOW THEREFORE BE IT RESOLVED, April 5, 2011, that the Board of Directors of this Corporation hereby approves the exception to its permanent reservation policy (automatic annual rollover) by allowing the Bridge Club to hold its annual Unit 525 Sectional Bridge Tournament in the Bridge Room at Clubhouse Seven on the second weekend in February; and

RESOLVED FURTHER, that the organization shall be charged the exception rate for use of the Clubhouse Seven Bridge Room and Main Lounge; and

RESOLVED FURTHER, that the regular club rollover reservation for the Clubhouse Seven Main Lounge every Saturday night shall be moved or cancelled once a year to accommodate the bridge event; and

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

Attachment 2

Golden Rain Foundation Recreation Department Policy
Clubs/Groups/Organizations

C. Room reservations

1. For general procedures, see Page 10, Room Reservations Recreation Department Policy.
2. Only executive club officers of a club/group/organization may check availability or make/change/cancel reservations on behalf of the club/group/organization.
3. A Laguna Woods Village club/group/organization may submit a request for a rollover reservation subject to:
 - a. The rollover must have a minimum of four identical reservations during the calendar year; all dates in the series must be for the same day of the month/week (such as first Tuesday, every Tuesday, etc.), at the same time and duration, and in the same room; no modifications (date, time, duration, location, etc.) are permitted.
 - b. No more than 104 rollover dates per club/group/organization.
 - c. A rollover processing fee will be applied to annual billing in accordance with the GRF fee list.
 - d. Cancellations are permitted but requestor must retain at least four reservations (if less than four, permanent reservation status will be forfeited for the next year).
 - e. Any new rollover reservation request or change to an existing rollover reservation for the following year must be received by March 15.
 - f. Rollover reservations are mailed out for review on August 1 and payment/signed rental agreement are due by September 15.
 - g. No refunds, credits or transfers of fees will be honored after a payment and signed rental agreement is received by Recreation.
 - h. Requestor may not have more than one Saturday night per month in a main lounge; no more than two Saturday nights may be held down as rollover reservations in any main lounge.
 - i. Rollover reservations are not permitted in the Village Greens Facility.
 - j. Lottery requests for religious holiday events take priority over club/group/organization rollovers and lottery requests.