



## **OPEN MEETING**

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

**Thursday, May 12, 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](mailto: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 April 14, 2022
5. Chair's Remarks
6. Department Head Update
7. Member Comments (Items not on the agenda)

*At this time Members only may address the Committee regarding items not on the agenda and within the jurisdiction of this Committee. The committee reserves the right to limit the total amount of time allotted for the Member Comments to thirty minutes. A member may speak only once during the forum and each speaker is limited to three minutes. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments.*

#### **Consent:**

8. Financial Statement
9. Utilization of Open Activities

#### **Reports:** (Receive and File or Provide Recommendations)

10. Table Tennis Operating Hours
11. Operating Rules Update
  - Garden Centers
  - Tennis Center

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

12. Sponsorship of Miniature Horse at Equestrian

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

- Golf Greens Committee Update
- Club Insurance

#### **Concluding Business:**

- Committee Member Comments

- Date of Next Meeting: Thursday, June 9, 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, April 14, 2022 – 1:30 p.m.  
Board Room/Virtual Meeting

**MEMBERS PRESENT:** Yvonne Horton, Chair, Elsie Addington, Maggie Blackwell, Annie McCary, Diane Casey, Ryna Rothberg, Dennis Boudreau, Ajit Gidwani

**MEMBERS ABSENT:** Cush Bhada

**OTHERS PRESENT:** Joan Milliman, Debbie Dotson, Lynn Jarrett, Juanita Skillman

**STAFF PRESENT:** Brian Gruner, William Arceo, Jackie Kupfert

### **Call to Order**

Chair Horton called the meeting to order at 1:31 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 March 10, 2022**

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

### **Chair's Remarks**

Chair Horton thanked the audience for attending the meeting which shows interest in activities within this great community.

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

Mr. Gruner stated the following operational updates: staffing and recruiting is making progress with some positions filled; budget preparation is the primary focus at this time; staff will be contacting those clubs that require budget proposals.

Mr. Gruner stated the following facility updates: the Garden Center volunteer program is underway; camera installation and new signage to state the Garden Centers are under surveillance are being completed to deter theft; aerification of the golf course started this week; a Silver Tee program for proper golf etiquette will be introduced for new players; the Clubhouse 2 sewer smell has been identified and is being rectified; 375 participants have registered for the Village Games which are underway; the Equestrian Center has a new horse, Giuseppe, who will allow us to accommodate riders over 200 pounds; the Clubhouse 6 volunteer program has allowed us to open Clubhouse 6 on a limited basis, Mondays, Wednesdays and Fridays, starting this week; Pool 2 has reopened and Pool 1 is undergoing annual maintenance; the Children's Swim Program will be reintroduced on May 28 at Pool 6; Library staff has been very attentive to the needs of the community and sent a thank you letter to staff for their assistance in keeping the Library maintained; the Performing Arts Center kitchens and rehearsal room are undergoing renovation after the successful removal of asbestos.

Mr. Gruner announced the following upcoming Recreation events: Easter at the Equestrian Center will be hosted on April 16, from 9 to 11 a.m. with many family activities; the Easter Buffet at Clubhouse 5 has sold out; the Monday movie on April 18 will be Respect and will be hosted at the Performing Arts Center; the Health and Wellness Expo will be at Clubhouse 5 on April 23, from 10 a.m. to 2 p.m. with 26 sponsors, including Memorial Care as the Presenting sponsor and Anthem as the Title sponsor, raffle prizes, free chicken wraps from Chick-fil-A and free smoothie samples. Memorial Care will be hosting guest speakers.

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

Members were called to speak regarding changing pool operating hours and lifeguard costs.

### **CONSENT**

A motion was made to approve the consent calendar.

Motion passed unanimously.

### **REPORTS**

**Clubhouse 4 Chair Samples** - Mr. Gruner updated the committee stating Clubhouse 4 banquet chairs have been ordered and staff is researching the purchase of the workshop chairs as the current chairs are dilapidated.

Staff was directed to request sample chairs and to include this as a capital project in 2023.

### **Operating Rules**

**Garden Centers** – Members were called to speak regarding opposition to the proposed Garden Center Operating Rules; length of wait list; addition of another garden center; email

update of wait list placement; Garden Center fencing; Garden Center operating rules sections B5, O7, G12, G2, L2, L4 (omissions); working in conjunction with the Landscape Department for tree pruning; allowance of others to assist with garden plots; nominal fee to remove gravel from plots; timers for watering.

Mr. Gruner stated current policy states no smoking allowed within 25 feet of a GRF facility therefore that rule was omitted from the Garden Center operating rules. Mr. Gruner stated that tree pruning at no charge is already in place which occurs in late fall/early winter. Mr. Gruner stated no trees are allowed in garden plots due to shading other plots and fences would need to be approved prior to installation. Mr. Gruner stated the volunteer program will assist with theft.

Director Blackwell inquired as to adding 12b to G12 to state any structure may cover no more than 1/4 plot or to state conversely 3/4 of a plot must be used for planting.

Chair Horton suggested to extend the wait list to 100. Chair Horton stated compliance letters have been effective in regards to individual plot maintenance. She stated theft incidents were reported as fewer and the gate code will be changed more than every six months. Director McCary would like a chargeable service considered for the gravel removal and clarification of fencing needing approval. Director Addington stated plot owners were reassigning their plot to others without staff notification and this formalization of partners section has always been in the operating rules, however it was unable to be enforced.

Chair Horton stated gravel within the garden plots should be the responsibility of the plot lessee and the restrictions of watering timers were added to the operating rules as many timers use batteries which can malfunction causing overwatering. Mr. Gruner stated staff met with the Garden Center club for input regarding the Garden Center operating rules and their input was considered.

Staff was directed to review the operating rules and present at CAC next month.

**Tennis Center** – Members were called to speak regarding postponement of the approval of the tennis operating rules; sections A.7.c. and A.6; reservations 50/50 instead of 70/30; omission of the challenge court during prime-time; addition of another court for advance reservations; limitation of lessons during prime-time; additional league play after 10:30 a.m.

Director Blackwell stated the rock used to prop the tennis gate open should be reported as a compliance issue and the tennis facility is a GRF facility for all to enjoy. Director Milliman stated in the chat box on ZOOM to possibly post the basic rules for usage of the tennis courts.

Mr. Gruner stated staff met with a tennis board member for operating rules input; unfortunately, that person is no longer on the tennis board.

Staff was directed to review the tennis operating rules and present at the next CAC meeting.

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

**Duplicate Bridge July 4 Annual Rollover Exception** – Mr. Gruner stated the staff recommendation for the Duplicate Bridge club 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: using this exception for 2023 not current year 2022.

This item was withdrawn.

**Duplicate Bridge Tournament Room Reservation Rental Rate** - Mr. Gruner stated the staff recommendation to cancel and supersede Resolution 90-11-28 to show the cancellation of the exception rate during the annual February Duplicate Bridge tournament.

Discussion ensued.

A motion was made to approve staff recommendation to cancel and supersede Resolution 90-11-28 to show the cancellation of the exception rate during the annual February Duplicate Bridge tournament.

Motion passed unanimously.

### **ITEMS FOR FUTURE AGENDAS**

**Golf Greens Committee Update** – Staff was directed to keep this item under 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, May 12, 2022.

## **Adjournment**

There being no further business, the Chair adjourned the meeting at 3:59 p.m.

\_\_\_\_*Yvonne Horton*\_\_\_\_

Yvonne Horton, Chair

**Golden Rain Foundation of Laguna Woods**  
**Proforma Recreation Services Summary of Operations**  
**3/31/2022**

	Admin	Aquatics/Fitness	Bar Services	Clubhouses	Equestrian	Garden Centers	Golf	PAC	YTD ACTUAL	YTD BUDGET	VAR\$ B/(W)
<b>Non-Assessment Revenues:</b>											
Golf Green Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$465,594	\$0	\$465,594	\$400,494	\$65,100
Golf Operations	0	0	0	0	0	0	93,979	0	93,979	90,840	3,139
Merchandise Sales	0	36	10,023	0	0	0	63,719	0	73,779	72,729	1,050
Clubhouse Rentals and Event Fees	4,100	695	0	60,625	6,016	0	5,074	72,216	148,727	142,527	6,200
Rentals	0	0	0	0	0	14,916	13,500	0	28,416	27,849	567
Miscellaneous	2,596	28,909	0	16,553	33,460	0	25	1,365	82,908	100,865	(17,957)
<b>Total Non-Assessment Revenue</b>	<b>6,696</b>	<b>29,640</b>	<b>10,023</b>	<b>77,179</b>	<b>39,476</b>	<b>14,916</b>	<b>641,891</b>	<b>73,581</b>	<b>893,403</b>	<b>835,304</b>	<b>58,099</b>
<b>Expenses:</b>											
Employee Compensation	144,281	103,192	1,923	139,211	71,635	6,553	386,590	54,466	907,850	988,120	80,270
Expenses Related to Employee Compensation	45,835	36,229	712	45,752	15,961	2,865	152,747	16,620	316,721	362,820	46,099
Materials and Supplies	1,528	16,062	0	19,351	39,948	5,289	35,999	5,810	123,988	187,839	63,851
Cost of Goods Sold	0	0	4,391	0	0	0	43,233	0	47,624	41,946	(5,678)
Community Events	319	833	0	10,171	0	0	0	46,245	57,568	91,683	34,115
Utilities and Telephone	210	72,541	0	151,746	2,663	9,408	82,486	31,130	350,183	265,963	(84,220)
Equipment Rental	0	4,095	0	0	0	0	17,492	0	21,586	18,339	(3,247)
Outside Services	3,794	126,764	41	4,674	1,386	594	48,491	6,131	191,876	211,743	19,867
Repairs and Maintenance	0	1,809	0	1,616	3,522	0	2,303	80	9,329	25,031	15,702
Other Operating Expense	21,273	2,304	0	3,239	487	242	3,865	647	32,057	43,270	11,213
Property and Sales Tax	0	3	919	0	0	0	4,386	0	5,307	4,296	(1,011)
<b>Total Expenses</b>	<b>217,239</b>	<b>363,830</b>	<b>7,985</b>	<b>375,761</b>	<b>135,602</b>	<b>24,952</b>	<b>777,592</b>	<b>161,128</b>	<b>2,064,089</b>	<b>2,241,050</b>	<b>176,961</b>
<b>Net Cost (before allocations)</b>	<b>\$210,543</b>	<b>\$334,190</b>	<b>(\$2,038)</b>	<b>\$298,582</b>	<b>\$96,126</b>	<b>\$10,035</b>	<b>\$135,701</b>	<b>\$87,547</b>	<b>\$1,170,686</b>	<b>\$1,405,746</b>	<b>\$235,060</b>
Allocated To Departments	(143,077)	0	0	(9,993)	0	0	0	0	(153,070)	(157,089)	(4,019)
Allocated From Departments	61,645	35,809	2,555	136,459	12,535	1,641	30,036	23,287	303,967	363,050	59,083
<b>Net Cost</b>	<b>\$129,112</b>	<b>\$369,999</b>	<b>\$517</b>	<b>\$425,048</b>	<b>\$108,660</b>	<b>\$11,676</b>	<b>\$165,737</b>	<b>\$110,834</b>	<b>\$1,321,583</b>	<b>\$1,611,708</b>	<b>\$290,124</b>

	2020 Total	2021 Total	2022-Jan	2022-Feb	2022-Mar	2022-April	Cumulative Total During COVID
<b>Activities</b>							
Tennis	15,105	18,449	2,573	1,636	1,642	1,559	40,964
Pickleball (Outdoor)	14,580	19,317	1,626	1,424	1,402	1,501	39,850
Pickleball (Indoor)		1,618	247	226	301	238	2,630
Paddle Tennis	1,873	2,575	111	56	257	185	5,057
Swim	27,905	83,512	2,994	6,835	5,101	6,610	132,957
Lawn Bowling	2,497	5,461	642	689	691	593	10,573
Golf	82,809	138,613	12,787	11,907	13,104	11,926	271,146
Driving Range	36,806	46,995	3,904	3,402	3,734	3,737	98,578
Lessons	720	617	8	38	7	33	1,423
Library-Residents Served	2,270	17,717	2,341	2,251	2,652	2,656	29,887
Bocce Ball	30	544	174	133	150	287	1,318
Fee Based Classes	1,145	11,312	723	700	700	666	15,246
Fitness		57,895	8,314	8,923	10,536	9,809	95,477
Clubhouse 4		23,539	2,802	3,117	4,710	4,733	38,901
Badminton		3,960	557	554	646	607	6,324
Volleyball		1,513	201	230	248	313	2,505
Archery		890	206	133	276	203	1,708
Shuffleboard		420	425	130	179	162	1,316
Billiards		1,419	323	203	91	630	2,666
Drop-In Lounge		1,583	431	514	128	738	3,394
Game Rooms		2,179	685	297	391	380	3,932
PC Room		4,142	64	373	1,442	812	6,833
Mac Room		2,752	0	159	578	420	3,909
Table Tennis		10,577	1,283	1,262	1,901	1,677	16,700
Video Lab/Studio		1,064	69	109	159	183	1,584
Radio Room		25	13	0	0	0	38
Fitness Room		2,229	1,419	376	519	486	5,029
Clubhouse 5 Gym		4,614	513	671	713	624	7,135
Bridge Room		9,023	1,228	1,500	1,773	1,298	14,822
<b>Room Reservations</b>							
Community Center		563	146	133	175	127	1,144
Clubhouse 1		18,320	2,793	1,784	7,123	5,057	35,077
Clubhouse 2		16,843	2,139	2,572	4,110	3,314	28,978
Clubhouse 5		28,480	4,083	4,798	5,981	7,209	50,551
Clubhouse 6*						198	198
Clubhouse 7		701	396	394	1,087	706	3,284
Equestrian Center						1,327	1,327
<b>Total</b>	<b>185,740</b>	<b>539,461</b>	<b>56,220</b>	<b>57,529</b>	<b>72,507</b>	<b>71,004</b>	<b>982,461</b>

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.

\*Clubhouse 6 reopened in April 11 with volunteers only

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## 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. Odors: this includes second-hand smoke (cigarettes, cigars marijuana and vaping), etc. and is a violation of the GRF Nuisance Policy.~~

### 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

Updated ~~8/13/2020~~ 5/12/2022

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1. ~~1.~~ 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.~~

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

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#### 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.

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2. ~~Certain circumstances including but not limited to medical issues and extended leave of absence (explain what circumstances. Must be disclosed).~~ may prevent a gardener from obtaining a resident partner; such cases will be reviewed on a case by case basis by Recreation staff.

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#### 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/partners are responsible for keeping their plots weed and debris free at all times.

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~~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.

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~~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.

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~~4.~~ ~~4.~~ The Use Permit holder must grow/harvest/maintain (keeping weed free) ~~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.

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~~4.~~ ~~5.~~ Work must commence within 30 days of permit ~~execution~~ issuance.

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~~5.~~ ~~6.~~ Gardeners are obligated to plant fruits, vegetables and/or flowers. ~~12 months out of the year.~~

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~~6-7.~~ 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.~~ 8. Mulch outside of plots is prohibited.

~~8.~~ 9. Gravel ~~and decomposed granite are~~ **is not permitted for use in garden or tree plots.** ~~Gravel is~~ only permitted for use in the Garden Center ~~2Two walkways. Two pathways.~~

~~9.~~ 10. 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.

~~11.~~ 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.~~ 12. 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.

~~14.~~ 13. 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 of the plot or Garden Center.

~~12.~~ 14. 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-use permit.**

#### 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. 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.~~ 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.~~

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3. The resident ~~will receive their~~ may begin working the plot upon receipt of plot rental fees and must commence within 30 days of paying the plot rental fees.

#### J. Assignment of Garden Plots/Spaces

1. ~~1.~~ Garden plots are leased on an available basis and only one is allowed per manor.
  - a. ~~If needed, 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 eGarden 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. The water faucet must be also turned off once watering is complete.
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.

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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 ~~gardens~~ plots.
7. No 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.

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#### 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/Recreation 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.**
2. **Each gardener is responsible for walkways within and around their plots.** Walkways must be clear of 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.

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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.

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#### 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 bridge trail, are designated as fruit, dwarf and semi-dwarf citrus tree plots. All new trees planted in tree plots in both Garden Centers will shall be dwarf and semi-dwarf fruit trees only and must obtain written approval in advance by the Recreation Department. Trees that are not fruit trees currently planted in both Garden Centers may be grandfathered in at~~

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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.

2-3. Tree plots must utilize shared water spigots. Please remove your personal hose after each use. Timers are not allowed.

3. New trees need written approval in advance by the Recreation Department and in most circumstances ~~are shall~~ limited to dwarf and semi dwarf 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 leaves/flowers.

6. a. No vegetation plants are allowed in tree plots.

7. ~~Permanent~~ Structural 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 remove the fence at staff's request will result in the removal of the fence at the expense of the Use Permit Holder at the current chargeable service rate.

a. If the tree produces fruit year- round, a permanent fence approval will need to be obtained from the Garden Center Administrative office.

b. Temporary fencing guidelines are as follows:

- 1) Green flexible plastic mesh with ¾" to 1" holes and six feet in height
- 2) Metal stakes not to exceed ¾" diameter and six feet in height
- 3) Wooden boundary footings are permitted
- 4) Concrete or other hard curing materials are not allowed

Sample of temporary fencing below:

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**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](http://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.

	Recommended	Not Recommended
<b>PEST AND DISEASE CONTROL</b>	<ul style="list-style-type: none"> <li>- bacillus thuringiensis(Bt)</li> <li>- soap spray</li> <li>- Horticulture pepper/onion spray - sulfur</li> <li>- wood ashes</li> <li>- sour milk solution</li> <li>- lace wings</li> <li>- dormant oils</li> <li>- micro-cop or equivalent</li> <li>- diatomaceous earth (DE)</li> <li>- baking soda</li> <li>- borax, boric acid - sluggo</li> <li>- lady bugs</li> <li>- tanglefoot</li> <li>- marigolds</li> <li>- beneficial nematodes - netting</li> <li>- Pyrethrum*</li> </ul> <p>* Pyrethrin: <b>It is a naturally occurring</b> 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 <b>pyrethrum</b> or <b>pyrethrins</b>. Pyrethrins (without piperonyl butoxide or other enhancers) are permitted for use on organically grown crops.</p>	<ul style="list-style-type: none"> <li>- <u><b>Roundup is forbidden</b></u></li> <li>- rotenone</li> <li>- pyrethrate, pyrethroids - nicotine sulfate</li> <li>- malathion</li> <li>- diazinon</li> <li>- sevin</li> <li>- organophosphates</li> <li>- <del>Roundup</del></li> <li>- Finale</li> <li>- Dursban</li> <li>- organ chlorides</li> <li>- chlorpyrifos</li> </ul>
<b>FERTILIZERS</b>	Recommended	Not Recommended
	<ul style="list-style-type: none"> <li>- cotton Seed - kelp</li> <li>- compost</li> <li>- manure</li> <li>- blood, bone, horn, and hoof meals - liquid fish or seaweed</li> <li>- fertilizers classed as "organic"</li> </ul>	<ul style="list-style-type: none"> <li>- ammonium sulfate - ammonium nitrate - muriate of potash - superphosphates</li> <li>- highly soluble chemical fertilizer - Ozmicote</li> <li>- Non organic Miracle Grow</li> </ul>

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

~~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. Garden Center staff are authorized to take disciplinary action against a gardener found to be in violation of the Garden Center Operating Rules. A Violations of GRF rules are subject to fines and suspension of at a GRF facilities such as vandalism, theft, harassment or nuisance could result in filing a Security compliance report and/or subject to fines and suspension at GRF facilities.~~

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~~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.

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. Violation protocol is as follows:

Notice 1: Verbal outreach to resolve the violation;

Notice 2: Letter outlining the violation and required deadline completion;

~~4. Notice 3: Final violation notice and timeline before plot and garden rights are revoked. 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 a Disciplinary Hearing before the GRF Board of Directors.~~

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**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 THROUGH SECURITY/OC SHERIFF (if warranted)**

- 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)(GRF Anti-Harassment Policy)~~

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- ~~The use of alcoholic beverages and illegal drugs of any kind in any area of the gardens.~~ Odors: this includes second-hand smoke (cigarettes, cigars marijuana and vaping), etc and is a violation of the GRF Nuisance Policy.
- Receiving more than three combined written warnings ~~within a program year~~
- Failure to pay registration fee by the deadline

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***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園權力資格

1. 禁止盜竊工具或設備
2. 禁止盜竊他人植物或農產品
3. 禁止破壞工具或設備。
4. 禁止講髒話或採取攻擊行為，包括威脅，恐嚇，暴力，種族歧視，性騷擾，及其他不法行為。
5. 禁止在菜園園區內使用酒精飲料和非法毒品
6. 在計劃年度內收到三份以上的書面警告得取消會員花園權力資格
7. 在截止日期前尚未繳納註冊費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 부정확한 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

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## TENNIS

### OPERATING RULES

#### Tennis

Date:



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#### A. General Rules:

1. The Tennis Complex is open every day from 7:00 a.m. to 10:00 p.m.
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 a.m. to 12:00 pm noon every day.
- 5.6. During prime time, individual practice is allowed but the player must give up the court if a group arrives to play.
- 6.7. Club tournaments, leagues, and other events must be scheduled and posted one week in advance.
- 7.8. 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. Scheduled club/group/organization tournaments and activities at the tennis facility take priority and must be scheduled and posted one week in advance, if:
  - a. At least 75.05% 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
  - e.i. The event reservation notice will be posted on the appropriate courts.
- 8.9. Guests - must have resident present and may use one court only; 4-One guest per resident in prime-time and up to 3-three guests for other times; No guests under the age of 6 are permitted.
10. No pets other than service animals are allowed at the tennis facility in the tennis facility.
- 9.11. No and no unauthorized music is to be played played on any device while on court at the tennis facility using any device.
- 10.12. Entry gates require LW ID Laguna Woods Village resident ID card (swipe or tap) for access – Do not prop open the gates!
- 11.13. Only Teaching Professionals approved by GRF can host lessons and never during prime-time, except on Sundays on Courts 4 and 8, Monday through Saturday, noon to close and Sunday all day on courts 3 and 4.

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#### 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 eCourts 1 through 7 have a “whiteboard” for sign-up/sign-in and must be used properly with or without a reservation for all walk-on usage.
  - 3a. 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).
  - 3b. Do not change start/end times on the whiteboard after claiming a walk-on or reserved court.
4. Reservations may be made up to three days in advance via Kourts for Courts 8 through 10 all day and courts 6 and 7 during the evening.
  - a. Players with Kourts reservations may start early if their reserved court is available.
  - b. 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.

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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.~~

~~7.6.~~ When time expires play may continue until a new group arrives and there are no other courts of equivalent time limit available, i.e. ~~one+0~~ or 1.5 hour courts.

~~8.7.~~ 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 ~~one+0~~ hour courts available.

~~9.8.~~ Doubles play does not have priority over singles play at any time.

~~10.9.~~ 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.

~~11.10.~~ 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.~~

~~14.11.~~ 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 PMnoon~~ (non-prime-time) Court-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 - ~~one+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-one~~ hour when others are waiting.
2. After ~~12 PMnoon~~ (non-prime-time) on-court time is limited to 1.5 hours when others are waiting.
- 2.3. If no players are waiting, play may continue but the group must sign in again on the white board to show the new start time.

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-~~12:00noon~~), (~~12:00noon~~-1:30), (1:30-3:00), ~~or~~ (3:00-4:30), (4:30-6:00), or (6:00-7:30). Evening times may be reduced during wWinter to avoid due to darkness.

~~H. Courts 9-10: Reserved Ball Machine & Backboard Courts 9 and 10 - 1.5 hour~~ (sign-in board near entrance to Court 5)

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1. May be reserved via Kourts ~~during non-~~**AFTER** prime-time for ball machine or backboard (Court 9) play with set reservation times of:

**Winter Hours:** ~~(12:00noon-1:30)~~, (1:30-3:00), or (3:00-4:30)

**Summer Hours:** ~~(12:00noon-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.

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### Tennis Court Rules for Prime-Time Hours

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**Court 1** – Challenge Court for doubles teams to play one set (maximum 4one 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-four may start play but may be challenged after one set.

Highlights of Court Play Priorities for Courts 2-10	PRIME-TIME 7:00 a.m. – 12:00 pmnoon			
	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	<del>YES**</del> NO
Individual player uses by themselves	YES#	YES#	YES#	NO
<del>Can be bumped if not "signed up" or have reservation</del>	<del>YES</del>	<del>YES</del>	<del>YES</del>	<del>NO</del>
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), (10:30-12:00noon)				
<del>** Walk-on available if no reservation is made in advance for Courts 8/9/10 during prime-time. Reservations must be made via Kourts for courts 8 through 10.</del>				
# 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

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Highlights of Court Play Priorities for Courts 1-10	NON-PRIME TIME (After 12:00 pmnoon)			
	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	<del>YES**</del> NO	<del>YES**</del> NO
Individual player uses by themselves	YES	YES	YES	YES
<del>Can be bumped if not "signed up" or have reservation</del>	<del>YES</del>	<del>YES</del>	<del>YES</del>	<del>YES**</del>
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 (12:00noon-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. Reservations must be made via Kourts for courts 6 through 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 courts ~~3 and 4~~ ~~4 and court 8~~ all day ~~on~~ Sundays and ~~after 12:00 PM~~ ~~noon~~ other days. The teaching professionals will post the lessons time 24 ~~hours~~ ~~hours~~ in advance.

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## **STAFF REPORT**

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**DATE:** May 12, 2022  
**FOR:** Community Activities Committee  
**SUBJECT:** \$3,000 Donation Agreement Between GRF and Mr. and Mrs. Fox

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### **RECOMMENDATION**

Review and recommend a resolution of the donation of \$3,000 for the Laguna Woods Village Equestrian Center to be use for Sebastian's care in accordance with the Donation Policy (Attachment 1).

### **BACKGROUND**

Laguna Woods Village clubs and/or individual residents have historically raised and donated funds to GRF to enhance GRF facilities, services and programs for the enjoyment of all village residents.

### **DISCUSSION**

Residents, Mr. and Mrs. Fox, would like to donate \$3,000 to cover care and costs for Sebastian the GRF mini horse at the Laguna Woods Village Equestrian Center (Attachment 2).

### **FINANCIAL ANALYSIS**

None.

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

**Reviewed By:** Steve Hormuth, Financial Services Director  
Catherine Laster, Services Manager

### **ATTACHMENT(S)**

ATT 1: GRF Donation Policy  
ATT 2: Mr. and Mrs. Fox Donation Request

Attachment 1



Golden Rain Foundation | Donation Policy

**I. Purpose**

To provide guidelines and an efficient and effective process for accepting gifts and minor monetary donations in a responsible, transparent and accountable manner that is consistent with Golden Rain Foundation (GRF) goals. This policy also establishes guidelines, standards and procedures for the installation and care of donated community improvements. GRF desires to encourage donations while managing aesthetic impacts and mitigating installation and ongoing maintenance costs.

**II. Donation Defined**

A donation is defined as any item of value given to GRF by a donor who expects nothing significant of value in return other than recognition and disposition of the gift in accordance with the donor's wishes to the degree possible.

**III. Sponsorships Defined**

A sponsorship is defined as any item of value given to GRF by a donor. The sponsor expects the publicity of the sponsorship(s) to attract new supporters, sponsors and donors alike. Most sponsors like to share their activities, and GRF will typically highlight the sponsor.

**IV. Types of Donations and Sponsorships**

Donations and/or sponsorships may be offered in the form of cash and real or personal property. Designated donations are donations the donor specifies for a particular department, location or purpose. Undesignated donations are donations given to GRF for an unspecified use. Typically, donations and/or sponsorships to GRF are made by individuals, Village clubs or the Village Community Fund (VCF). VCF is a nonprofit 501(c)(3) community-benefit charitable organization created by Village residents to provide support for programs, services and facilities that enrich the lives of older adults.

**V. Consistency with GRF Interests**

Designated donations and/or sponsorships may be accepted only when they fulfill a purpose consistent with GRF goals and are in the best interest of Laguna Woods Village. GRF must always consider resident trust and comply with all applicable governing documents and laws when accepting donations.

**VI. Standards for Donations and Sponsorships**

- A. Acquisition or purchase:** GRF and the community have an interest in ensuring that community space elements shall be purchased and installed by Village Management Services (VMS). Items selected for acquisition or purchase will be of high quality

related to style, appearance, durability and ease of maintenance. VMS personnel will be responsible for coordinating purchases and installations of all community space elements. All acquisitions and/or purchases shall be approved in advance by the GRF board of directors. In certain instances, the GRF board may waive the requirements that the community space element(s) be purchased by VMS.

- B. Appearance and aesthetics:** GRF and the community have an interest in ensuring the best appearance and aesthetic quality of community facilities. Community space elements should reflect the character of the space or facility. All community space elements will be installed in a manner that will not substantially change the character of a facility or its intended use.
- C. Maintenance:** Donated community space elements will become GRF property once installed and/or permanently placed in the mutually agreed-upon location. Accordingly, VMS has the duty to provide only routine maintenance and repair of the donation for a minimum of five years or beyond, if applicable. GRF, may, but shall not be required to, replace the donation or community space improvement if it is stolen, vandalized, worn out, irreparably damaged, destroyed or expires. In certain instances, the GRF board may waive the requirement that maintenance costs be funded by the donor.
- D. Repair:** GRF has an interest in ensuring that all community space elements remain in good repair. In addition, the community has an interest in ensuring that the short- and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated community space elements purchased must be of high quality to ensure longevity and be resistant to the elements, wear and tear, and acts of vandalism.
- E. Cost:** GRF has an interest in ensuring that the donor covers the full cost for the purchase, installation and maintenance during the expected life cycle of donated community space element(s). GRF also has an interest in ensuring that ongoing maintenance costs do not negatively impact the resources for maintenance of other GRF facilities. Consequently, GRF will assess, at time of purchase, a charge sufficient to cover anticipated installation and ongoing maintenance costs of donated community space element(s) during its anticipated life cycle.

## **VII. Procedure for Making Donations and Sponsorships**

- A. Management:** The applicable department director or services manager will manage the proposed donation(s) and/or sponsorship(s) (Recreation and Special Events, Landscaping Services, General Services, Maintenance and Construction, etc.).
- B. Contact:** Donor or sponsor must contact the applicable department director or services manager to determine whether donation(s) and/or sponsorship(s) will be accepted and the conditions of acceptance. If the donation(s) or sponsorship(s) is(are) accepted, the donor will work with VMS staff to finalize the combined total cost of donation(s) and/or sponsorship(s) and complete the Donation Agreement (Attachment 1).

- C. Committee consideration:** Donation(s) and/or sponsorship(s) will be reviewed by the applicable oversight committee prior to board consideration of donation(s).
- D. Board approval:** Final approval shall be granted by the GRF board of directors for acceptance of all donations and/or sponsorships.
- E. Board approval – VCF donations:** Acceptance of VCF donations and/or sponsorships requires GRF board approval of the Donation/Sponsorship Agreement (Attachment 1) followed by execution of the corresponding VCF Project Application (Attachment 2).

#### **VIII. Criteria for Acceptance**

To accept donation(s) and/or sponsorship(s) of a community space element for a specific facility, the donation must:

- A.** Meet a true need of the facility;
- B.** Not interfere with the intended current or future use of the facility; and
- C.** Not require the relocation of other equipment or infrastructure to accommodate the donation and/or sponsorship.

GRF reserves the right to accept or deny any donation(s).

#### **IX. Guidelines**

All determinations, will be based upon, but not limited to, the following guidelines.

##### **A. Flowers, shrubs and bushes**

- 1.** Donated plants become exclusive property and maintenance responsibility of GRF;
- 2.** Only those plantings that require a maintenance effort consistent with other plantings will be considered;
- 3.** Site preparation, installation and site restoration will be the responsibility of GRF;
- 4.** Only perennial flowering plants will be permitted and incorporated in existing beds; and
- 5.** Placement of plants will be based on criteria such as the variety, color, mature height and size. Compatibility with surrounding areas will be a strong consideration for planted materials and their location.

##### **B. Trees**

- 1.** Donated trees become the exclusive property and maintenance responsibility of GRF;
- 2.** Site preparation, installation and site restoration will be the responsibility of GRF;

3. Tree placement/location will be based upon variety of tree selected, mature height, size, etc. Compatibility with surrounding areas will be a strong consideration for trees and their location; and
4. Size and species of tree(s) donated shall be limited to those determined by GRF.

**C. Signage**

1. No signage or slogans shall be displayed on donated personal property or those items secured with U.S. dollar cash donations. Donation and/or sponsorship acknowledgement shall be found listed on gratuity plaque displayed at one selected location, e.g., the Community Center or applicable clubhouse, if gratuity plaques are displayed there. Gratuity plaque will list only the name(s) of the person(s) or the specific club name and the date of the donation and/or sponsorship. Refer to Naming Policy.

**D. Benches, tables and other amenities**

1. Donated benches become exclusive property and maintenance responsibility of GRF;
2. Site preparation, installation and site restoration will be the responsibility of GRF; and
3. Amenity must be similar to or complement other amenities in the area.

**E. Buildings, structures and public art**

1. Donated buildings, structures (including playgrounds) and public art are not considered as part of this policy.

**X. Conditions**

- A. Cost:** Donor covers the full cost for the purchase, installation and maintenance during the expected life cycle of donated community space elements. Any surplus funds would be applied to related or ancillary operational and maintenance expenses.
- B. Installation:** Installation of donated community space elements, including any donor acknowledgement, will be completed by VMS personnel. Installation will be scheduled at a time and date as determined by applicable department director or COO, so as not to unnecessarily interfere with routine maintenance activities.
- C. Removal and/or relocation:** This section applies to both existing and new donations. GRF reserves the right to remove and/or relocate donated community space elements and their associated signage when they interfere with site safety, maintenance or other activities.

- A. Tangible items will be distributed to the applicable department director or CEO for use.
- B. Monetary donations in U.S. dollars for the installation and maintenance expenses will be deposited into the appropriate account for the designated department as assigned by the director of Financial Services or recommended by the receiving department director.
- C. Donations of cash for undesignated donations will be deposited into appropriate account for the designated department as assigned by the director of Financial Services.
- D. The director of Financial Services will allocate any surplus funds to related or ancillary operational and maintenance expenses.


#### **XII. Donation Record Keeping**

A copy of the Donation/Sponsorship Agreement for accepted donations shall be forwarded to the director of Financial Services for recordkeeping, the designated department director for which the donation and/or sponsorship was assigned and the services manager.

#### **XIII. Declined Donations and Sponsorships**

GRF reserves the right to decline any donation if, upon review, acceptance of the donation is determined in the sole discretion of GRF to be not in the best interests of the community.

Attachment 2

  
**Recreation Committee Request Form**  
**PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE RECREATION REQUESTS**

Your request is important to us and will be handled accordingly. Per 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 597-4482 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: \_\_\_\_\_ Date: April 25, 2022

• Print Individual, Club or Organization Name: \_\_\_\_\_

**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.

Please request to Sponsor mini horse  
Sebastian @ Equestrian Center  
Ask for Approx \$225.00 per month  
Feed, shoes, meds, etc board & care  
Enclosed \$3000.00  
" Mothers Day Gift " to me from my husband  
As Soon As Possible

**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, CA 92637