



## **OPEN MEETING**

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

**Thursday, June 9, 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 and May 12, 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. Recreation Dashboard

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

10. Chicago Club Series Promotion
11. Operating Rules Update
  - Garden Centers

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

12. None

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

- Golf Greens Committee Update
- Club Insurance

### **Concluding Business:**

- Committee Member Comments
- Date of Next Meeting: Thursday, July 14, 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

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## **OPEN MEETING**

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

Thursday, May 12, 2022 – 1:30 p.m.  
Board Room/Virtual Meeting

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

**MEMBERS ABSENT:** Ryna Rothberg

**OTHERS PRESENT:** Bunny Carpenter, Joan Milliman, Lynn Jarrett, Juanita Skillman, Cash Achrekar

**STAFF PRESENT:** Brian Gruner, Jennifer Murphy, Jackie Kupfert

#### **Call to Order**

Chair Horton called the meeting to order at 1:36 p.m.

#### **Acknowledgement of Media**

There was no press present.

#### **Approval of Agenda**

Director Blackwell made a motion to amend the agenda as follows: Tennis operating rules will be discussed before Garden Center operating rules.

Director Bhada seconded.

Motion passed unanimously.

#### **Approval of Committee Report for April 14, 2022**

This agenda item will be reviewed at the June CAC meeting.

#### **Chair's Remarks**

Chair Horton thanked the audience for attending the meeting and stated the Garden Center as well as the Tennis Center is governed by the Golden Rain Foundation and the trust. Most of the operating rules were changed for clarity. We, on this committee, take our jobs as volunteers very seriously. Leadership is tough whether you are a GRF board member, committee member or working for VMS. The Recreation Department has the hardest job of

all as the face of all amenities within Laguna Woods Village. She suggested that each resident member come to the CAC meeting with positive input instead of rhetoric. No outbursts will be tolerated.

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

Mr. Gruner stated the following operational updates: actively recruiting part-time staff; staff is continuing to work on the 2023 budget; a club president meeting will be hosted in June with details to follow.

Mr. Gruner stated the following facility updates: a new stainless steel outdoor sink will be installed at the bocce ball courts; a new projector screen is to be installed in the Clubhouse 1 ballroom next Tuesday; the Garden Center volunteer program has begun after training was completed; finalizing camera installation for added security measures at both Garden Centers; the Golf driving range routine maintenance project is underway and should conclude this week; VCF fundraising efforts for the Help the Herd program has raised over \$4,500 in the past month with a goal of \$33, 565; a professional training clinic was held at the Equestrian Center which had 25 attendees; new horse experience classes will begin tomorrow at the Equestrian Center; the Clubhouse 6 volunteer program has been successful; summer pool hours will go into effect Memorial Day weekend including the reopening of Pool 6 to allow for the Children's Swim program to resume; renovation continues at the Performing Arts Center which includes new flooring in both kitchens and billiards room and an HVAC system update.

Mr. Gruner stated Easter at Equestrian event was attended by over 500 people which included many families. The Health and Wellness Expo was hosted at Clubhouse 5 and had over 820 attendees making this the most successful Expo to date. The Fitness Centers hosted the Village Games for the first time since the pandemic. The Mother's Day brunch at Clubhouse 5 is sold out. Staff will conduct a site walk through at the Performing Arts Center to review the needs of a new sound system.

Ms. Murphy announced the following upcoming Recreation events: the new class Contemporary Jazz Dance requires registration of five classes for \$25 and will be held at the Clubhouse 5 fitness room on Wednesdays, 4:30 to 5:30 p.m.; *Coda*, the free movie on Monday, May 16, will be held at the Performing Arts Center at 2 p.m.; the Village Renaissance Faire will be held at the Equestrian Center on Saturday, May 21 from noon to 5 p.m. with a \$5 entry fee and free shuttle service will be available from 11:30 a.m. to 5:30 p.m. from the employee parking lot above the Equestrian Center; the free Memorial Day event will be on Monday, May 31 and will host the All American Boys Choir at 1 p.m. at the Performing Arts Center (tickets are required (up to four per manor) and may be picked up at the Performing Arts Center box office which is open Monday, Wednesday, Friday, 9 a.m. to noon); on June 4, the 8<sup>th</sup> annual Art Affair will be held at Clubhouse 2, 11 a.m. to 4 p.m. (entry is free); patio concerts return to the Clubhouse 1 back patio on June 9, 6:30 to 8:30 p.m. and tickets may be purchased at the Clubhouse 1 office for \$15 each; Splash Days

return to Pool 2 starting June 10, noon to 4 p.m. and tickets may be purchased at the Recreation office or Clubhouse 2 office for \$5 for those 2 years and older; Clubhouse 5 will host the Father's Day brunch on June 19 at 11 a.m. with tickets sold at the Clubhouse 5 office.

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

Members were called to speak regarding changes in Pool 1 rules to allow exclusive use during Aquadettes practice in the month of August; Pool 1 maintenance to be scheduled during October to March; billiards room tables in disrepair; limitations on open facilities due to lack of staffing; in favor of Kourts at the tennis facility.

### **CONSENT**

Director Bhada made a motion to approve the consent calendar. Director McCary seconded.

Motion passed unanimously.

### **REPORTS**

**Table Tennis Operating Hours** – Members were called to speak regarding the extension of the Table Tennis room operating hours.

Mr. Gruner stated the Recreation Department is working with the Security Department to begin recruiting staff.

#### **Operating Rules**

**Tennis Center** – Members were called to speak regarding in favor of Tennis Center operating rules and suggestion of edits.

Director Bhada made a motion to approve the tennis center operating rules. Director Blackwell seconded.

Discussion ensued.

Motion passed unanimously.

**Garden Centers** – Members were called to speak regarding opposition to the proposed Garden Center operating rules; fencing of tree plots; length of wait list; timers for watering; theft of produce; input from gardeners for operating rules; creation of a community garden; camera installation; operating rules edits; email notifications; wheelbarrow storage; disposal of food waste.

Director Blackwell made a motion to approve the Garden Center operating rules. Director Addington seconded. Director Blackwell rescinded her motion.

Director Blackwell made a motion to receive the Garden Center operating rules as updated, review and present at next CAC meeting. Director Bhada seconded.

Motion passed unanimously.

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

**Sponsorship of Miniature Horse at Equestrian** – Mr. Gruner stated the staff recommendation to review and recommend a resolution of the donation of \$3,000 for the Laguna Woods Village Equestrian Center to be used for Sebastian's care in accordance with the GRF Donation Policy.

Director Bhada made a motion to accept the sponsorship donation for the miniature horse at the Equestrian Center. Director McCary seconded.

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, June 9, 2022.

#### **Adjournment**

There being no further business, the Chair adjourned the meeting at 4:07 p.m.

\_\_\_\_Yvonne Horton\_\_\_\_  
Yvonne Horton, Chair

**Golden Rain Foundation of Laguna Woods**  
**Proforma Recreation Services Summary of Operations**  
**4/30/2022**

	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	\$611,732	\$0	\$611,732	\$533,992	\$77,740
Golf Operations	0	0	0	0	0	0	124,919	0	124,919	120,320	4,599
Merchandise Sales	0	39	13,604	0	0	0	106,115	0	119,758	96,972	22,786
Clubhouse Rentals and Event Fees	4,883	695	0	77,278	6,016	0	6,471	85,014	180,357	199,687	(19,330)
Rentals	0	0	0	0	0	20,011	18,000	0	38,011	37,132	879
Miscellaneous	9,982	38,847	0	33,106	43,402	0	25	1,529	126,890	133,620	(6,730)
<b>Total Non-Assessment Revenue</b>	<b>14,865</b>	<b>39,581</b>	<b>13,604</b>	<b>110,383</b>	<b>49,419</b>	<b>20,011</b>	<b>867,263</b>	<b>86,543</b>	<b>1,201,669</b>	<b>1,121,723</b>	<b>79,946</b>
<b>Expenses:</b>											
Employee Compensation	191,876	136,422	2,718	194,813	93,045	11,893	518,520	69,954	1,219,241	1,319,437	100,197
Expenses Related to Employee Compensation	60,569	47,624	971	60,916	20,440	5,183	203,136	20,846	419,685	474,583	54,898
Materials and Supplies	1,821	22,782	0	32,248	38,853	7,754	70,905	2,638	177,002	236,279	59,277
Cost of Goods Sold	0	0	6,576	0	0	0	72,968	0	79,544	55,928	(23,616)
Community Events	6,121	833	0	20,878	1,267	0	0	49,898	78,997	131,096	52,099
Utilities and Telephone	260	86,767	0	186,701	4,095	15,106	140,013	36,873	469,814	365,745	(104,069)
Equipment Rental	0	8,189	0	0	0	0	21,838	0	30,027	24,452	(5,575)
Outside Services	5,032	171,022	41	6,852	2,241	611	69,278	7,028	262,107	280,684	18,577
Repairs and Maintenance	0	1,884	0	5,793	5,817	0	2,563	(40)	16,016	32,844	16,828
Other Operating Expense	24,364	2,359	0	3,804	487	255	4,965	647	36,881	49,461	12,580
Property and Sales Tax	43	3	978	212	28	102	8,436	25	9,827	6,969	(2,858)
<b>Total Expenses</b>	<b>290,086</b>	<b>477,885</b>	<b>11,284</b>	<b>512,216</b>	<b>166,274</b>	<b>40,904</b>	<b>1,112,623</b>	<b>187,869</b>	<b>2,799,141</b>	<b>2,977,479</b>	<b>178,338</b>
<b>Net Cost (before allocations)</b>	<b>\$275,221</b>	<b>\$438,304</b>	<b>(\$2,320)</b>	<b>\$401,833</b>	<b>\$116,855</b>	<b>\$20,893</b>	<b>\$245,360</b>	<b>\$101,326</b>	<b>\$1,597,472</b>	<b>\$1,855,756</b>	<b>\$258,284</b>
Allocated To Departments	(189,727)	0	0	(13,335)	0	0	0	0	(203,062)	(208,049)	(4,988)
Allocated From Departments	82,502	47,380	3,388	180,734	16,740	2,222	39,987	30,821	403,774	481,131	77,357
<b>Net Cost</b>	<b>\$167,997</b>	<b>\$485,684</b>	<b>\$1,068</b>	<b>\$569,232</b>	<b>\$133,595</b>	<b>\$23,116</b>	<b>\$285,346</b>	<b>\$132,147</b>	<b>\$1,798,185</b>	<b>\$2,128,838</b>	<b>\$330,653</b>



## UPCOMING EVENTS

- Jun 9:** Patio Concert, Forever Rod, Clubhouse 1, 6:30 p.m.
- Jun 10:** Splash Day, Pool 2, Noon
- Jun 13:** Monday Movie, *The Guernsey Literary and Potato Peel Pie Society*, PAC, 2 p.m.
- Jun 19:** Father's Day Brunch, Clubhouse 5, 11 a.m.
- Jun 20:** Monday Movie, *In the Eyes of Tammy Faye*, PAC, 2 p.m.
- Jun 21:** 90s Luncheon, Clubhouse 5, 11:30 a.m.
- Jul 4:** Fourth of July Celebration, Clubhouse 2, Noon (parade to begin at 11 a.m. near Clubhouse 5)
- Jul 8:** Splash Day, Pool 2, Noon
- Jul 9:** Southbound and Company, PAC, 3 p.m.
- Jul 11:** Monday Movie, *King Richard*, PAC, 2 p.m.

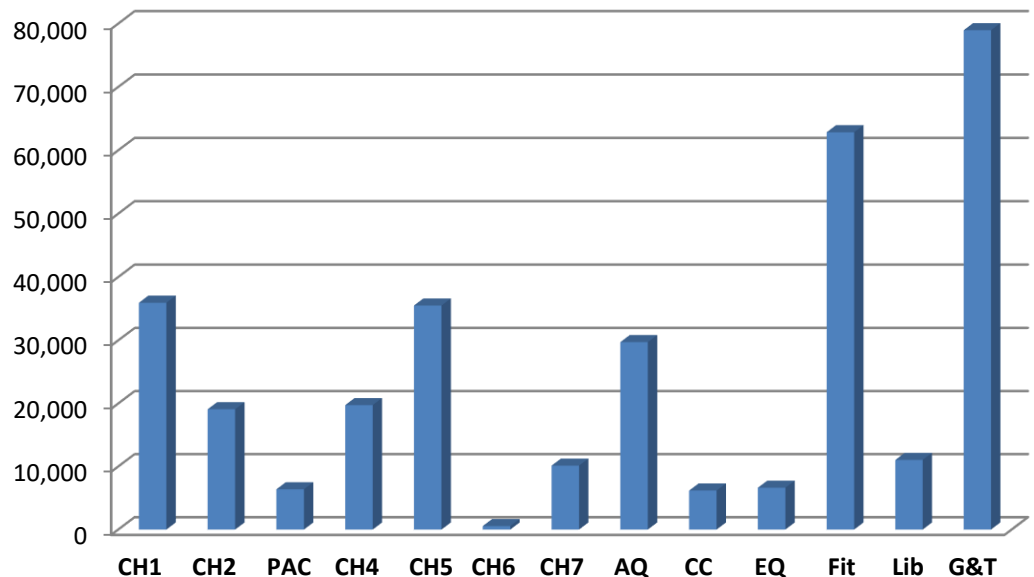
**CLUB  
PRESIDENT  
MEETING  
will be held on  
Thursday, June  
23, 2022 in the  
Clubhouse 5  
Main Lounge  
from 10 a.m.  
to noon**

## EXCITING NEWS

The Children's Swim program has returned at Pool 6, noon to 4 p.m. every day until October 1.

Queen Nation, a Queen tribute band, will be in concert at the Performing Arts Center on August 20 at 7 p.m.

Facility Usage (2022 YTD)



## FEATURED PROGRAM

Kids summer splash days will be hosted at Pool 2, noon to 4 p.m. on Friday, June 10, July 8 and August 12. The cost is \$5 per child ages 2 and older and is free for infants and adults. Admission includes swimming, water slide, games and ice cream floats. Please purchase wristbands in the Clubhouse 2 office Monday to Friday from 9 a.m. to 5 p.m. or in the Recreation office Monday to Friday from 8 a.m. to 5 p.m.

## 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, 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 the Garden Center office and on the Laguna Woods Village website.
4. Operating Hours: **Sunrise to Sunset**.
5. 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 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 Upon receipt of the Garden Center invoice.

**D. Signing Required Release and Waiver of Liability Agreement**

1. All gardeners and partners are required to sign a **Hold Harmless, Release and Waiver of Liability Agreement**. 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 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 at all times.

**E. Temporary Working of Your Plot by a Designated Person**

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. Circumstances including but not limited to medical issues and extended leave of absence 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/partners are responsible for keeping their plots weed and debris free **at all times**.
2. Gardeners/partners must do their own gardening.
3. Gardeners are not allowed to sublease or otherwise turn their plot over to someone who is not legally documented on the Use Permit as a partner.
4. The Use Permit holder must grow/harvest/maintain (keeping weed free) his/her plot all 12 months.
5. Work must commence within 30 days of permit issuance.
6. Gardeners are obligated to plant fruits, vegetables and/or flowers.
7. Seasonal gardeners, e.g. "snowbirds", summer "desert escapees" are **REQUIRED** to SHARE their plot(s) with a partner who may maintain the plot in the opposing seasons.



8. Mulch outside of plots is prohibited.
9. Gravel and decomposed granite are not permitted for use in garden or tree plots. Gravel is only permitted for use in the Garden Center Two walkways.
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 from which they were obtained.
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.
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.
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 disciplinary action and/or loss of use permit.

#### **H. Pets/Animals at the Garden Centers**

1. Pets are 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.
3. The resident 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. Garden plots are leased on an available basis and only one is allowed per manor.
  - a. If needed, staff will prepare 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 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 may designate the registered partner as the new Use Permit holder in writing to Garden Center administrative staff.
  - a. If 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~~may have an opportunity to become the Use Permit Holder.
  - 5-a. If the plot is offered to a partner, 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.
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.
 

Batteries must be checked on a weekly basis to ensure they are working properly.  
~~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 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 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 one month) must plant a cover crop or cover the plot with plastic to maintain the 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
  - 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~~ **must** be planted along a **south/south east facing** fence ~~that is not attached to another plot~~ or planted in the center of the garden plot. These plantings ~~must not exceed 68 feet in height~~ **must not grow taller than the plot fencing or onto a neighbor's plot roof.**

#### **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.
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 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**

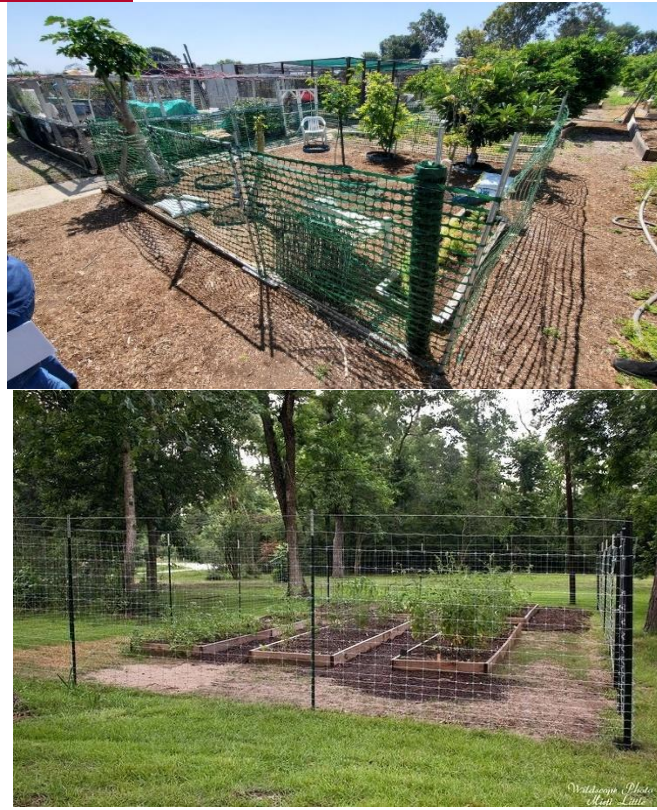
1. Each bench space is approximately 16 square feet and will be assigned on a one per manor basis.
2. The shade house will be kept locked at all times when it is not in use by those with Use Permits. Keys will be issued to all shade house permit holders. Keys must be returned to the Recreation Office 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 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. 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 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 and must have a minimum of three trees per 10'x10' area but not exceed five trees-
3. Tree plots must utilize shared water spigots. Please remove your personal hose after each use. Timers are not allowed.
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 are not to grow over other plots or block walkways, and may not rise more than 15 feet in pruned condition.
6. Tree plots must be kept free of weeds, fallen fruit, leaves, and flowers.
  - a. No vegetation plants are allowed in tree plots.
7. 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 shall 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 plot produces fruit year round, permanent fence approval will need to be obtained from the Garden Center Administrative office.
  - b. Temporary fencing guidelines are as follows:
    - i. 14 gauge Green flexible plastic mesh wire fence -or flexible plastic mesh with  $\frac{3}{4}$ " to 1" holes and six feet in height
    - ii. Up to 2 1/2" Metal stakes T or U Posts -not to exceed  $\frac{3}{4}$ " diameter and six feet in height
    - iii. Galvanized steel fence T-Post clips
    - iv. Wooden boundary footings are permitted
    - v. Concrete or other hard curing materials are prohibited. not allowed

Sample of temporary fencing below Temporary fence sample pictures below:



## 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>- tangle foot</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>- <b>Roundup is forbidden</b></li> <li>- rotenone</li> <li>- pyrethrate, pyrethroids - nicotine sulfate</li> <li>- malathion</li> <li>- diazinon</li> <li>- sevin</li> <li>- organophosphates</li> <li>-</li> <li>- Finale</li> <li>- Dursban</li> <li>- organ chlorides</li> <li>- chlorpyrifos</li> </ul>
	Recommended	Not Recommended
<b>FERTILIZERS</b>	<ul style="list-style-type: none"> <li>- cotton Seed - kelp</li> <li>- compost</li> <li>- manure</li> </ul>	<ul style="list-style-type: none"> <li>- ammonium sulfate - ammonium nitrate - muriate of potash - superphosphates</li> </ul>

	<ul style="list-style-type: none"> <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>- 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. VMS staff is authorized to send out compliance letters for Operating Rules violations. Violations of the Garden Center Operating Rules, vandalism, theft, harassment or nuisance could result in filing a compliance report and/or subject to fines, suspension of GRF facilities and loss of Garden Center Use Permit.~~
- ~~1. Garden Center VMS staff are authorized to take disciplinary action against a gardener found to be in violation of the Garden Center Operating Rules. Violations at a GRF facility 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.~~
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 a hearing for disciplinary action by GRF~~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;
  - Notice 3: Notification of GRF hearing~~Final violation notice and timeline before plot and garden rights are revoked.~~
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.**
5. **VIOLETIONS 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 Anti-Harassment Policy)
  - Odors: this includes second-hand smoke (cigarettes, cigars marijuana and vaping), etc. and is a violation of the GRF Anti-Harassment Nuisance Policy. Receiving more than three combined written warnings
  - 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.***

違反下列規定者得取消會員花園權力資格

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