



OPEN MEETING

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

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

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

1. Join the Committee meeting via a Zoom link at: <https://us06web.zoom.us/j/87439575498> or by calling (669) 900-6833; Access Code: 874 3957 5498
2. Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and unit number must be included.

NOTICE AND AGENDA

This Meeting May Be Recorded

1. Call to Order
2. Acknowledgement of Media
3. Approval of the Agenda
4. Approval of Meeting Report for June 9, 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. Aquadettes Request for Exception to GRF Poster Policy
11. Online Reservation System

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

12. Donation of Lathe Machine for Clubhouse 4 Woodshop

Items for Future Agendas:

- Golf Greens Committee Update
- Club Insurance

Concluding Business:

- Committee Member Comments
- Date of Next Meeting: Thursday, August 11, 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, June 9, 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, Juanita Skillman, Debbie Dotson

STAFF PRESENT: Brian Gruner, Jennifer Murphy, 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

Director Bhada made a motion to approve the agenda, Director Addington seconded.

Motion passed unanimously.

Approval of Committee Report for April 14, 2022 and May 12, 2022

Director Blackwell made a motion to approve the reports, Director Addington seconded.

Motion passed unanimously.

Chair's Remarks

Chair Horton thanked the audience for attending the meeting and reminded those in attendance to be orderly and respectful. She stated any outbursts will stop the meeting and Security will be called to escort those who are disruptive to the overflow room. Chair Horton stated those on the dais are volunteers and serve all residents in the community.

Report of the Recreation and Special Events Director

Mr. Gruner stated staffing levels remain low and understands there are misconceptions and disbelief, however this is a nationwide problem as all cities are experiencing the same issue. The City of Huntington Beach stated beaches may be closed as fewer people are applying for lifeguard positions. Mr. Gruner stated only three applications have been received to date for the Community Center front desk position to allow the table tennis room to remain open for longer hours. He stated staff will continue to offer services to the best ability. Mr. Gruner stated there has been an increase in internal club disagreements which has become contentious. The Recreation Department is unable to assist as these are internal club issues to be resolved within the club.

Mr. Gruner reported the following facility updates: installation of the screen at Clubhouse 1 is being finalized as there are vendor issues requiring a new contract; the Clubhouse 4 slipcasting room HVAC has an ongoing issue that is being addressed today; Golf Maintenance is doing an outstanding job of maintaining the course for maximum playability; Village Community Fund has raised \$9000 in the last month for the Equestrian Center which allows for all but one shade structure to be purchased; staff met with the City of Laguna Woods to discuss incorporating the grazing area to expand the Equestrian Center; all pools are operational, however no lifeguards at Pool 2 and Pool 6 until possibly the end of June due to lifeguard training; the Performing Arts Center billiard room flooring is installed and the dining room kitchen cabinets painting project is complete.

Mr. Gruner reported the past events as follows: the Renaissance Faire at the Equestrian Center on May 21 had approximately 600 in attendance; the Memorial Day concert at the Performing Arts Center on May 30 had approximately 700 in attendance; the Art Affair at Clubhouse 2 on June 4 had approximately 500 in attendance; the Forever Rod patio concert at Clubhouse 1 has approximately 300 tickets sold.

Director McCary inquired as to delays regarding the Performing Arts Center renovation due to supply chain issues. Mr. Gruner stated there have been some supply chain issues, but many project needs are being delivered and installed.

Ms. Murphy stated the following upcoming events: a club president meeting will be held on June 23, 10 a.m. to noon at Clubhouse 5; room reservation lottery begins June 15 and cards may be picked up at the Recreation office which are to be returned by July 15; Forever Rod patio concert will be held tonight at Clubhouse 1 at 6:30 p.m.; the first of three Kids Summer Splash days is tomorrow, June 10, at Pool 2, noon to 4 p.m. and tickets are \$5 for 2 and older with infants and adults free; Father's Day brunch will be held June 19 at Clubhouse 5 at 11 a.m. and tickets are available at the Clubhouse 5 office; the July 4 Celebration will host a golf cart parade leaving Clubhouse 5 at 11 a.m. and ending at Clubhouse 2 where music will begin at noon and end at 2 p.m. with resident bands playing from 2 to 6 p.m. (please register golf carts as 22 already have already been registered); the

Performing Arts Center will host Southbound and Company on July 9 at 3 p.m. and tickets are available at the Performing Arts Center box office.

Member Comments (Items Not on the Agenda)

Members were called to speak regarding lack of village musician representation versus other fine artists and creation of a space including purchase of instruments; friends of bridge allowance of utilizing volunteers on Wednesday evenings; tennis court usage; staff influence over committee decisions; misinformation of tennis membership numbers; perceived skewed Kourts facts/survey results; against the use of Kourts; installation of an outdoor basketball court and donation of a basketball hoop; June 21 Library story time (also in July and August) at 1:30 p.m.; new catalog of series in Library; thank you to committee for tennis rules approval; objections to 50/50 (resident/guest) participation in tennis tournaments/leagues; tennis tournaments/leagues only to be played during non-prime time; only outdoor events during higher COVID numbers; reduced pool hours.

Chair Horton stated the meeting with tennis club board members stated Kourts agreement was until end of June and it will be reviewed at the next CAC meeting.

Discussion ensued regarding tennis tournaments and leagues with regards to allowance of guests.

Staff was directed to present the 50/50 rule at the next CAC meeting and to research the possible donation of mobile equipment such as a basketball hoop.

CONSENT

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

Motion passed unanimously.

REPORTS

Chicago Club Series Promotion – Members were called to speak in favor of Chicago Club series promotion as it would implement changes to boost membership and ticket sales.

Chair Horton directed staff to research and report at the next CAC meeting.

Operating Rules

Garden Centers – Members were called to speak regarding establishing a garden center committee; no wait list limit; fair distribution of plots; use date of becoming a plot partner as a wait list entry date; allowance of a permanent fence for tree plots; better treatment of

gardeners; improper posting of rule changes; general duties of standing committees; CAC charter; response time of those on wait list when contacted to offer a plot; strong enforcement of Garden Center rules; retroactive enforcement of rules; staff met with many plot lessees for input; rules ensure safety of all residents; manipulation of partner system may require time limitation to ensure partner is established; 75% of plot usage needs to be reviewed.

Director Addington made a motion to change L.6. in the Garden Center Operating Rules to state these planting must not exceed 10 feet in height nor interfere with a neighbor's plot, Director Blackwell seconded.

Discussion ensued.

Motion passed unanimously.

Director Bhada made a motion to accept the amended Garden Center Operating Rules, Director Blackwell seconded.

Motion passed unanimously.

ITEMS FOR DISCUSSION AND CONSIDERATION

None

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

Director Bhada stated CAC is the front facing committee for our residents and does a stellar job keeping the community together.

Chair Horton concurred with Director Bhada and stated it would cost approximately \$3 million for an additional garden center.

Director Blackwell stated maintaining a calm demeanor and a higher level of acceptance of other's views facilitates everyone working together.

Director Addington thanked a few speakers for their constructive ideas and thanked all who attended.

Advisor Gidwani thanked all on the committee as they should be appreciated for making decisions for all 18,000 residents.

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, July 14, 2022.

Adjournment

There being no further business, the Chair adjourned the meeting at 3:55 p.m.

Yvonne Horton

Yvonne Horton, Chair

**Golden Rain Foundation of Laguna Woods
Proforma Recreation Services Summary of Operations
5/31/2022**

	Admin	Aquatics/Fitness	Bar Services	Clubhouses	Equestrian	Garden Centers	Golf	PAC	YTD ACTUAL	YTD BUDGET	VAR\$ B/(W)
Non-Assessment Revenues:											
Golf Green Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$771,537	\$0	\$771,537	\$667,490	\$104,047
Golf Operations	0	0	0	0	0	0	151,199	0	151,199	149,800	1,399
Merchandise Sales	0	45	18,184	0	0	0	128,174	0	146,404	121,215	25,189
Clubhouse Rentals and Event Fees	5,029	695	0	93,036	7,911	0	7,678	115,455	229,803	252,044	(22,241)
Rentals	0	0	0	0	0	24,728	22,500	0	47,228	46,415	813
Fees and Charges for Services to Residents	0	0	0	0	0	0	0	166	166	0	166
Miscellaneous	10,507	45,820	0	36,150	56,903	0	25	2,827	152,232	167,675	(15,443)
Total Non-Assessment Revenue	15,536	46,560	18,184	129,186	64,813	24,728	1,081,113	118,447	1,498,568	1,404,639	93,929
Expenses:											
Employee Compensation	235,540	172,890	4,820	252,351	116,591	20,963	645,711	91,237	1,540,102	1,661,609	121,506
Expenses Related to Employee Compensation	74,366	59,451	1,461	76,758	25,108	8,260	251,679	25,981	523,063	588,284	65,222
Materials and Supplies	1,828	33,209	0	40,514	38,890	8,175	89,960	2,724	215,300	280,511	65,211
Cost of Goods Sold	0	0	8,006	0	0	0	88,680	0	96,686	69,910	(26,776)
Community Events	10,021	833	0	28,364	2,767	0	0	68,787	110,773	162,534	51,761
Utilities and Telephone	330	97,000	0	219,226	5,625	20,639	201,410	40,840	585,070	478,621	(106,449)
Equipment Rental	0	10,236	0	0	0	0	21,838	0	32,074	30,565	(1,509)
Outside Services	5,990	215,790	52	7,809	2,401	664	77,842	7,943	318,492	348,705	30,213
Repairs and Maintenance	0	3,454	0	5,793	6,403	0	6,323	39	22,012	39,663	17,651
Other Operating Expense	24,364	2,457	0	6,214	487	288	7,171	1,130	42,112	57,339	15,227
Property and Sales Tax	43	3	1,308	212	28	102	10,023	25	11,744	8,401	(3,343)
Total Expenses	352,482	595,323	15,647	637,242	198,300	59,091	1,400,638	238,706	3,497,428	3,726,142	228,714
Net Cost (before allocations)	\$336,946	\$548,763	(\$2,538)	\$508,055	\$133,487	\$34,363	\$319,524	\$120,259	\$1,998,860	\$2,321,503	\$322,643
Allocated To Departments	(236,172)	0	0	(16,751)	0	0	0	0	(252,922)	(260,802)	(7,879)
Allocated From Departments	107,973	61,072	4,217	230,539	21,090	2,949	50,404	39,678	517,922	603,061	85,139
Net Cost	\$208,747	\$609,834	\$1,680	\$721,844	\$154,577	\$37,312	\$369,929	\$159,937	\$2,263,859	\$2,663,762	\$399,903



UPCOMING EVENTS

- Jul 18:** Monday Movie, *Belfast*, PAC, 2 p.m.
- Aug 4:** Patio Concert, Private Eyes, Clubhouse 1, 6:30 p.m.
- Aug 12:** Splash Day, Pool 2, Noon
- Aug 15:** Monday Movie, *House of Gucci*, PAC, 2 p.m.
- Aug 20:** Queen Nation, PAC, 3 p.m.
- Aug 22:** Monthly Dinner, Clubhouse 5, 5 p.m.
- Aug 27:** Saturday Night Dance, Clubhouse 5, 5:30 p.m.
- Sept 10:** Grandparents Fun Day, Clubhouse 5,
- Sept 17:** Ronstadt Revival, PAC, 7 p.m.
- Sept 19:** Monday Movie, *West Side Story*, PAC, 2 p.m.
- Sept 22:** Outdoor Concert, Clubhouse 2, 4 p.m.
- Sept 24:** Saturday Night Dance, Clubhouse 5, 5:30 p.m.



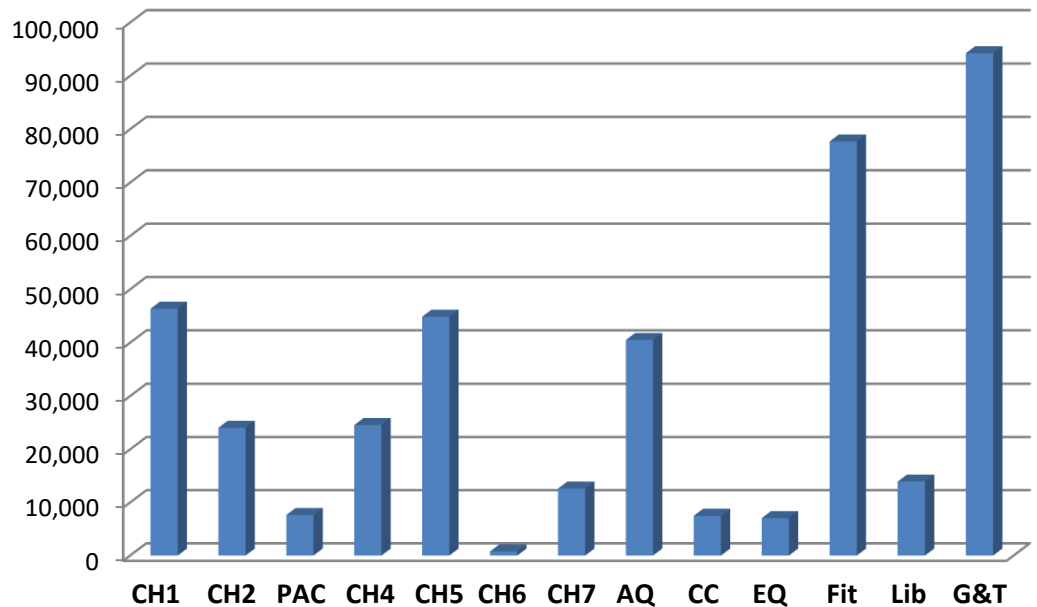
A Farmer's Market will be held on July 30, from 9 a.m. to noon at Garden Center 1 to benefit the local food bank.

EXCITING NEWS

Upgrades were made to the radio tower near Gate 14 to assist with disaster preparedness in the event of an emergency in the community.

Lifeguards are back at Pool 2 and Pool 6.

Facility Usage (2022 YTD)



FEATURED PROGRAM

The final Kids summer splash day will be hosted at Pool 2, noon to 4 p.m. on Friday, 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.



Laguna Woods Village

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: _____

Print Individual, Club or Organization Name: The Aquadettes

Manor: _____ Phone: _____ E-mail: _____

Request (please check one):

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

Explanation:

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

Please see attached.

Requestor Signature: _____

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

The Aquadettes
Request for Exception to the GRF Poster Policy
June 3, 2022

In anticipation of the return of our annual Aqua Follies scheduled for September 8, 9, and 10, 2022, we would like to ask for an exception to the GRF Poster Policy. To inform the community and stimulate interest in the event, we would like permission to place the following posters throughout the community.

1. Clubhouse 1:
1 11 X 17-inch poster to be posted from August 8 through September 8, 2022.

2. Clubhouse 4:
1 11 X 17-inch poster to be posted from August 8 through September 8, 2022.

3. Clubhouse 3:
1 11 X 17-inch poster to be posted from August 8 through September 8, 2022.
1 33 X 40-inch poster to be posted from August 8 through September 8, 2022.

4. Clubhouse 5:
1 11 X 17-inch poster to be posted from August 8 through September 8, 2022.

5. Clubhouse 2:
1 11 X 17-inch poster to be posted from August 8 through September 8, 2022.

6. 19th Restaurant:
1 11 X 17-inch poster to be posted from August 8 through September 8, 2022.

7. The Recreation Center:
1 11 X 17-inch poster to be posted from August 8 through September 8, 2022.

Kourts Monthly Utilization January to June, 2022

Monthly Usage:

Month	Users	Notes
January	1,792	(All 10 courts utilized Kourts prior to 6 month trial period)
February	957	
March	996	
April	814	
May	443	(USTA tournament was held reducing tennis utilization as a whole)
June	811	
Total Users	5,813	(If January users are excluded, total users would be 4,021)

Courts Daily Utilization January to June, 2022

Daily Usage:

Date-Jan	Users	Date-Feb	Users	Date-Mar	Users	Date-Apr	Users	Date-May	Users	Date-Jun	Users
1/2/2022	42	2/1/2022	44	3/1/2022	29	4/1/2022	30	5/1/2022	20	6/1/2022	37
1/3/2022	72	2/2/2022	42	3/2/2022	39	4/2/2022	20	5/2/2022	24	6/2/2022	26
1/4/2022	52	2/3/2022	34	3/3/2022	36	4/3/2022	18	5/3/2022	33	6/3/2022	30
1/5/2022	74	2/4/2022	42	3/4/2022	34	4/4/2022	32	5/4/2022	28	6/4/2022	36
1/6/2022	64	2/5/2022	42	3/5/2022	32	4/5/2022	32	5/5/2022	27	6/5/2022	16
1/7/2022	58	2/6/2022	21	3/6/2022	26	4/6/2022	40	5/6/2022	28	6/6/2022	33
1/8/2022	66	2/7/2022	39	3/7/2022	30	4/7/2022	24	5/7/2022	32	6/7/2022	31
1/9/2022	46	2/8/2022	39	3/8/2022	28	4/8/2022	23	5/8/2022	10	6/8/2022	39
1/10/2022	72	2/9/2022	39	3/9/2022	34	4/9/2022	32	5/9/2022	30	6/9/2022	31
1/11/2022	60	2/10/2022	34	3/10/2022	22	4/10/2022	23	5/10/2022	34	6/10/2022	32
1/12/2022	82	2/11/2022	33	3/11/2022	20	4/11/2022	39	5/11/2022	33	6/11/2022	24
1/13/2022	60	2/12/2022	34	3/12/2022	32	4/12/2022	39	5/12/2022	27	6/12/2022	21
1/14/2022	68	2/13/2022	28	3/13/2022	24	4/13/2022	44	5/13/2022	24	6/13/2022	27
1/15/2022	56	2/14/2022	45	3/14/2022	43	4/14/2022	34	5/14/2022	22	6/14/2022	32
1/16/2022	54	2/15/2022	26	3/15/2022	38	4/15/2022	30	5/15/2022	21	6/15/2022	32
1/17/2022	76	2/16/2022	37	3/16/2022	35	4/16/2022	31	5/16/2022	31	6/16/2022	27
1/18/2022	56	2/17/2022	33	3/17/2022	46	4/17/2022	18	5/17/2022	30	6/17/2022	22
1/19/2022	64	2/18/2022	37	3/18/2022	30	4/18/2022	27	5/18/2022	39	6/18/2022	22
1/20/2022	62	2/19/2022	45	3/19/2022	33	4/19/2022	15	5/19/2022	30	6/19/2022	12
1/21/2022	56	2/20/2022	25	3/20/2022	26	4/20/2022	19	5/20/2022	13	6/20/2022	27
1/22/2022	74	2/21/2022	31	3/21/2022	36	4/21/2022	16	5/21/2022	16	6/21/2022	32
1/23/2022	46	2/22/2022	21	3/22/2022	34	4/22/2022	11	5/22/2022	9	6/22/2022	32
1/24/2022	66	2/23/2022	30	3/23/2022	41	4/23/2022	18	5/23/2022	8	6/23/2022	20
1/25/2022	56	2/24/2022	35	3/24/2022	37	4/24/2022	18	5/24/2022	6	6/24/2022	11
1/26/2022	68	2/25/2022	17	3/25/2022	21	4/25/2022	24	5/25/2022	9	6/25/2022	15
1/27/2022	58	2/26/2022	44	3/26/2022	38	4/26/2022	36	5/26/2022	8	6/26/2022	22
1/28/2022	42	2/27/2022	27	3/27/2022	28	4/27/2022	41	5/27/2022	19	6/27/2022	32
1/29/2022	54	2/28/2022	33	3/28/2022	18	4/28/2022	15	5/28/2022	22	6/28/2022	29
1/30/2022	38			3/29/2022	32	4/29/2022	34	5/29/2022	27	6/29/2022	33
1/31/2022	50			3/30/2022	37	4/30/2022	31	5/30/2022	37	6/30/2022	28
				3/31/2022	37			5/31/2022	28		
January Total	1,792	February Total	957	March Total	996	April Total	814	May Total	443	June Total	811

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STAFF REPORT

DATE: July 14, 2022
FOR: Community Activities Committee
SUBJECT: Lathe Machine Donation Agreement

RECOMMENDATION

Review and recommend a resolution of the donation of a used lathe machine for use in the Clubhouse 4 woodshop in accordance with the Donation Policy (Attachment 1).

BACKGROUND

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

DISCUSSION

Clubhouse 4 woodshop supervisors would like to donate a used lathe machine which has been deemed in good working order and will include a 90-day warranty for use in the Clubhouse 4 woodshop. (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: Woodshop Supervisor Request
ATT 3: Photo of Lathe Machine

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.

XI. Distribution of Donation and Sponsorship

- 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



Laguna Woods Village

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 Division'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: 06-18-22

Print Individual, Club or Organization Name: _____

Manor: _____ Phone: _____ E-mail: _____

Request (please check one):

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

Explanation:

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

WE, THE WOODSHOP SUPERVISORS, OF WHICH I AM HEAD SUPERVISOR WISH TO DONATE A POWERMATIC WOOD LATHE TO THE WOOD SHOP. WE ARE IN SORE NEED OF ANOTHER LATHE. THE LATHE WE WISH TO DONATE IS USED BUT IN GOOD WORKING ORDER AND COMES WITH A 90 DAY WARRANTY.

Requestor Signature: _____

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 Division
 P.O. Box 2220, Laguna Woods, CA 92657

Attachment 3

