



OPEN MEETING

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

**Thursday, September 8, 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 August 11, 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. Golf Greens Committee Update

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

11. Garden Center Fees
12. African American Heritage Club Request for Rollover Exception

Items for Future Agendas:

- Equestrian Operating Rules
- Performing Arts Center Rental Fees
- Poster Policy Review

Concluding Business:

- Committee Member Comments
- Date of Next Meeting: Thursday, October 13, 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, August 11, 2022 – 1:30 p.m.
Board Room/Virtual Meeting

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

MEMBERS ABSENT: None

OTHERS PRESENT: Bunny Carpenter, Juanita Skillman, Joan Milliman

STAFF PRESENT: Brian Gruner, Steve Hormuth, Jennifer Murphy, Tom McCray

Call to Order

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

Acknowledgement of Media

There was no press present.

Approval of Agenda

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

Motion passed unanimously.

Approval of Committee Report for July 14, 2022

Director Bhada made a motion to approve the report, Director Rothberg seconded.

Motion passed unanimously.

Chair's Remarks

Chair Horton welcomed the audience and stated an orderly meeting is expected with respectful behavior.

Report of the Recreation and Special Events Director

Mr. Gruner stated staffing and recruiting has become more optimistic as we are receiving more applicants. Approximately six staff have been hired to date and more are scheduled for hire in the coming weeks. Expanded hours of operation started in July with table tennis and the Community Center Fitness Center and additional hours at other facilities is anticipated. The Clubhouse 1 projector screen has been installed. The Performing Arts Center renovation is near completion with installation of the rehearsal room drapes and billiard tables leveling as the remaining projects. Once these are completed, those rooms will be reopened for use. The driving range distance markers have been replaced offering a nice improvement to the previous markers which were difficult to identify distance.

Mr. Gruner reported the Laguna Woods Village Library hosted a Village author event showcasing Brett Haley with 45 attendees. Library volunteers worked 798 hours supporting 2,730 residents in July and assisted with a 30% increase in items circulated, bringing the total number of items circulated to 3,698.

Mr. Gruner stated past events have been selling out including the Clubhouse 1 patio concerts, Kids Splash Days at Pool 2 and the monthly dinners at Clubhouse 5.

Ms. Murphy stated Queen Nation will play on August 20 at Performing Arts Center at 7 p.m.; BBQ Buffet will be hosted on August 22 at Clubhouse 5 with tickets on sale at the Clubhouse 5 office for \$25 each; Clubhouse 5 will host the Disco Diva Saturday Night Dance on August 27 at 6:30 p.m.; David Brighton's Space Oddity, the Ultimate David Bowie Experience will perform 4 to 6 p.m. at Clubhouse 2 for the free September 3 outdoor concert; Grandparents Fun Day will be hosted at Clubhouse 5 on September 10 with tickets on sale at the Clubhouse 5 office for \$5 per child over the age of 2; Ronstadt Revival, Tribute to a Legend will be at the Performing Arts Center on September 17 at 7 p.m.

Member Comments (Items Not on the Agenda)

Members were called to speak regarding the following: Pool 5 Emeritus water aerobic classes to also be hosted at Pool 1 making it impossible to take both classes in one day as they are one after the other; class offering reductions; representation of all parties (clubs, board/committee members, residents, etc.) to be allowed for discussion on agenda items regarding changes to an amenity; placement of a television in Clubhouse 1 Fitness Center near the treadmills; chat box and Q&A not working on Zoom.

Mr. Gruner stated staff will continue to evaluate the Emeritus pool classes and the location was changed due to resident complaints. Director Addington inquired as to a possibility to a shuttle. Mr. Gruner stated the time of the classes would have to be adjusted.

Mr. Gruner stated television for the Clubhouse 1 Fitness Center will be considered during the renovation project, but only one television may be supported due to wi-fi restrictions.

CONSENT

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

Motion passed unanimously.

REPORTS

Recreation Capital Projects List - The Recreation Capital Projects List was presented. An error of including the UPS Battery for Power Supplies was recorded as this project will be under Broadband.

Discussion ensued.

Staff was directed to include this list only when requested.

ITEMS FOR DISCUSSION AND CONSIDERATION

Golf Fees – Mr. Hormuth, Financial Services Director, presented the staff recommendation to approve the proposed Schedule of Golf Fees, inclusive of changes to green fees for members and guests, with an effective date of January 1, 2023.

Discussion ensued.

Members were called to speak regarding the following: slide totals referring to revenue; 50/50 shared cost is reasonable/equitable; appreciation for the analysis; golf is not the only amenity that costs the community money; shared costs fluctuations; shared cost will become 0% if reviewed every two years; green fees have increased 81% over five years; reserves plan for 2022 PMPM is \$29; other sports are at 100% shared cost; golf is important part of our community and review does not mean increase; reviewed every two years does not necessarily mean raised; use of this year's revenue and number of rounds which should decrease cost of round of golf; busing is \$15 PMPM and the increase of \$4 is generating too much; golfers help fund assessments when other sports are not being charged; revenue should go back to golf not general fund; GRF transfer went up to \$7500; please review tennis, woodshop, bus system, etc.; bus system should be covered by a nominal fee per rider; raise the rates of other amenities; golf course closures nationwide; raising rates may generate a loss.

Director Bhada made a motion to accept staff recommendation to approve the proposed Schedule of Golf Fees, inclusive of changes to green fees for members and guests, with an effective date of January 1, 2023, Director McCary seconded.

Discussion ensued.

Motion passed 6-1-0 (Director Blackwell voted no).

ITEMS FOR FUTURE AGENDAS

Golf Greens Committee Update – Staff was directed to keep this item under Items for Future Agendas.

Poster Policy Review – Staff was directed to keep this item under Items for Future Agendas.

CONCLUDING BUSINESS

Committee Member Comments

Director Blackwell stated one month of RV storage is one year of storage for GRF.

Director Rothberg stated a revenue surplus from a certain group should be reallocated to that group if possible.

Advisor Gidwani thanked Finance Department for explaining thoroughly and costs are rising exponentially.

Advisor Boudreau stated verbiage in resolution 90-12-22 may need to be rewritten.

Director Bhada inquired as to surplus versus revenue. Mr. Hormuth explained.

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, September 8, 2022.

Adjournment

There being no further business, the Chair adjourned the meeting at 3:31 p.m.

____Yvonne Horton____

Yvonne Horton, Chair

Golden Rain Foundation of Laguna Woods
Proforma Recreation Services Summary of Operations
7/31/2022

	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	\$1,099,646	\$0	\$1,099,646	\$934,486	\$165,160
Golf Operations	0	0	0	0	0	0	219,128	0	219,128	208,760	10,368
Merchandise Sales	0	84	29,251	0	0	0	200,244	0	229,579	59,878	28,701
Clubhouse Rentals and Event Fees	5,244	695	0	119,015	14,936	385	9,850	185,747	335,872	361,835	(25,963)
Rentals	0	0	0	0	0	34,276	31,930	0	66,206	64,981	1,225
Fees and Charges for Services to Residents	0	0	0	0	0	0	0	298	298	0	298
Miscellaneous	12,136	62,135	0	46,775	94,093	0	59	3,226	218,424	235,203	(16,779)
Total Non-Assessment Revenue	17,380	62,914	29,251	165,790	109,029	34,661	1,560,857	189,271	2,169,153	1,974,966	194,187
Expenses:											
Employee Compensation	325,877	241,273	7,449	362,643	167,967	35,790	918,540	138,459	2,197,997	2,335,097	137,100
Expenses Related to Employee Compensation	102,438	83,050	2,473	109,146	35,165	14,289	355,303	37,137	739,001	813,748	74,747
Materials and Supplies	2,480	51,593	0	65,337	99,875	12,890	126,980	5,490	364,645	371,485	6,840
Cost of Goods Sold	0	0	12,735	0	0	0	144,170	0	156,906	97,874	(59,032)
Community Events	12,849	879	0	54,169	4,480	0	255	94,407	167,039	251,747	84,708
Utilities and Telephone	441	135,816	0	321,542	11,460	37,949	416,490	50,536	974,233	759,436	(214,797)
Equipment Rental	0	14,331	0	0	0	0	36,254	0	50,585	42,791	(7,794)
Outside Services	9,548	334,990	72	11,051	3,106	761	144,724	11,768	516,020	487,227	(28,793)
Repairs and Maintenance	0	5,931	0	8,309	8,462	0	11,586	684	34,972	57,250	22,278
Other Operating Expense	24,553	2,917	0	9,370	688	386	11,263	1,512	50,689	73,693	23,004
Property and Sales Tax	43	6	2,104	212	28	102	15,206	25	17,726	11,265	(6,461)
Total Expenses	478,228	870,785	24,834	941,779	331,231	102,167	2,180,772	340,017	5,269,812	5,301,614	31,801
Net Cost (before allocations)	\$460,848	\$807,871	(\$4,418)	\$775,989	\$222,201	\$67,506	\$619,915	\$150,747	\$3,100,660	\$3,326,648	\$225,988
Allocated To Departments	(326,859)	0	0	(23,512)	0	0	0	0	(350,371)	(365,777)	(15,406)
Allocated From Departments	150,853	86,059	5,837	323,327	29,819	4,400	70,888	55,896	727,078	846,589	119,511
Net Cost	\$284,842	\$893,930	\$1,419	\$1,075,803	\$252,020	\$71,906	\$690,803	\$206,642	\$3,477,366	\$3,807,459	\$330,093

Recreation Dashboard

UPCOMING EVENTS

- Sept 10:** Grandparents Fun Day, Clubhouse 5, 1 p.m.
- 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.
- Oct 1:** Health and Wellness Expo, Clubhouse 5, 10 a.m.
- Oct 1:** Who's Zeppelin, PAC, 7 p.m.
- Oct 17:** Monday Movie, *Nightmare Alley*, PAC, 2 p.m.
- Oct 22:** Village Bazaar, Clubhouse 5, 10 a.m.
- Nov 5:** Arts and Crafts Bonanza, Clubhouse 4, 9 a.m. (Two day event)
- Nov 11:** Veteran's Day, Clubhouse 2, 10 a.m.
- Nov 21:** Monday Movie, Spencer, PAC, 2 p.m.



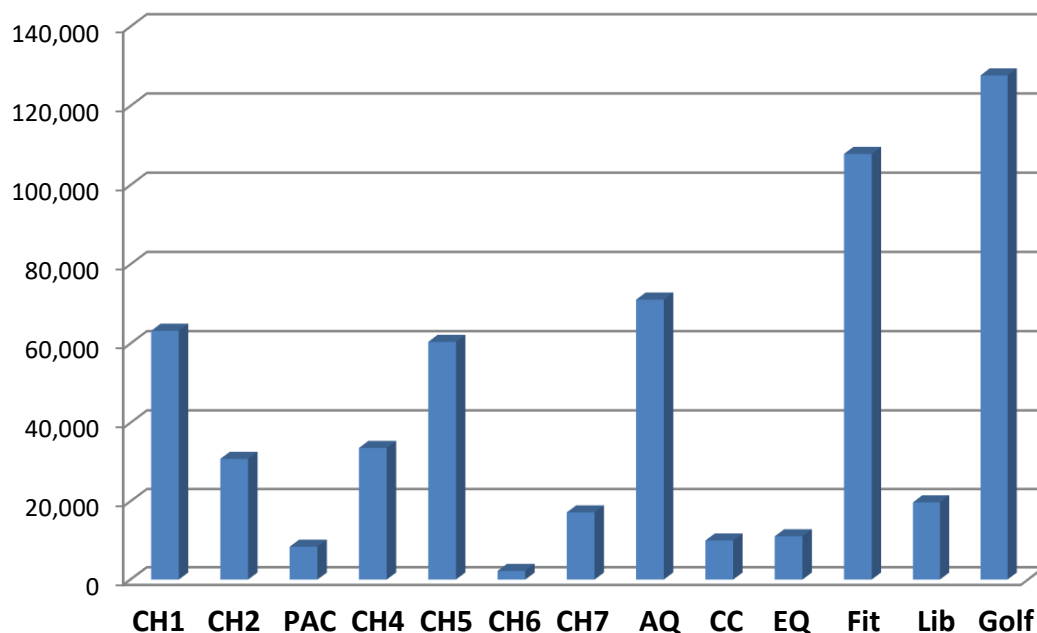
A second Health and Wellness Expo will be hosted at Clubhouse 5 on Saturday, October 1, 10 a.m. to 2 p.m.!

EXCITING NEWS

Additional staff hired means extended clubhouse hours!

- August 28-Clubhouse 7 will open Sundays, 8 a.m. to 10 p.m.
- September 6-Clubhouse 7 will open Monday-Friday, 8 a.m. to 5 p.m. for reservations only

Facility Usage (2022 YTD)



FEATURED PROGRAM

Upcoming concerts at the Performing Arts Center provide high quality musical acts for nominal ticket pricing! Seats are still available for Ronstadt Revival (September 17) and Who's Zeppelin (October 1). Tickets may be purchased for the nominal cost of \$20/\$25/\$30 at the Performing Arts Center box office open Monday, Wednesday and Friday, 9 a.m. to noon.



STAFF REPORT

DATE: September 8, 2022
FOR: Community Activities Committee
SUBJECT: Garden Center Rental Fee Review

RECOMMENDATION

Review and approve the proposed Schedule of Garden Center Rental Fees with an effective date of January 1, 2023.

BACKGROUND

The Garden Center Rental Fees administered by the Golden Rain Foundation of Laguna Woods (GRF) Board of Directors adhere to the Shared Cost Guidelines established in Resolution 90-12-132 (ATT1), whereby certain fees can be imposed upon users of various recreation facilities in order to control crowding and minimize over-usage, and to recover operating costs.

During December 3, 2019 board meeting of GRF, the Board adopted the Garden Center Rental Pricing Policy through Resolution 90-19-61 (ATT2). The 2019 Pricing Policy adopted a shared cost for Garden Plots and Shade Area Benches of 68% while Tree Plots have a shared cost of 82%. Combined, the plots have a blended shared cost of approximately 73%.

DISCUSSION

To ensure Garden Center Rental Fees are being reviewed regularly and that revenues earned from fees are sufficient to offset a consistent and agreed upon share of costs, staff compiled a five-year analysis of revenues and expenses including a percent funded by fees. In accordance with the fee review process established in August 2022, fees with annual revenues of less than \$100K will be reviewed once every five years. As part of said review, staff will compare garden center revenues earned through fees to expenses incurred. Staff will then propose fee changes (increase/decrease) to ensure the shared costs stay within a set percentage.

5 Year Fee Review	Actual 2019	Actual 2020	Actual 2021	Budget 2022	Budget 2023	Proposed 2023
Revenue	\$45,583	\$57,451	\$57,108	\$57,400	\$75,400	\$77,233
Expense						
Compensation	79,634	92,376	79,778	136,737	142,563	142,563
Utilities	50,617	67,550	78,007	63,553	66,734	66,734
Other *	59,434	27,622	70,594	71,586	74,618	74,618
Total Expense	\$189,685	\$187,548	\$228,389	\$271,876	\$283,915	\$283,915

5 Year Fee Review Cont.	Actual 2019	Actual 2020	Actual 2021	Budget 2022	Budget 2023	Proposed 2023
Percent Funded by Fees	24%	31%	25%	21%	26%	27%
Percent Shared	76%	69%	75%	79%	74%	73%

* Other Expense: Materials & Supplies, Outside Services and Depreciation

The proposed 2023 revenues of \$77,233 include Garden and Tree Plot Rental Revenue of \$76,752 and Shade Area Bench Rental Revenue of \$481. The proposed Garden Center Fees are listed in the table below, see also ATT3.

Proposed Schedule of Garden Center Rental Fees

Plot Type	2022 Annual Fee Current	2023 Annual Fee Proposed	Change
Garden Plots	\$57.00	\$72.00	\$15.00
Tree Plots	\$57.00	\$72.00	\$15.00
Shade Area Bench	\$11.00	\$13.00	\$2.00

FINANCIAL ANALYSIS

If approved, the Schedule of Garden Center Rental Fees will reflect total expenses covered by fees of 27% and a cost shared by the community of 73%, consistent with Resolution 90-19-61 (ATT2). The proposed change in Garden Center Rental Fees would increase revenue by an estimated \$19,833 in 2023, as compared to 2022 Budgeted revenues. While the proposed change increases the 2023 Garden Center revenues to \$77,233, or \$1,833 in excess of the approved 2023 GRF Business Plan, no changes will be made to 2023 Budgeted Revenue of \$75,400.

Prepared By: Steve Hormuth, Director of Financial Services

Reviewed By: Brian Gruner, Recreation and Special Events Director
Jose Campos, Assistant Director of Financial Services

Attachment(s): ATT 1 – Shared Cost Guidelines GRF Resolution 90-12-132
ATT 2 – Garden Center Rental Pricing Policy Resolution 90-19-61
ATT 3 – Garden Center Rental Pricing Analysis

Committee Routing: GRF Finance Committee October 19, 2022



RESOLUTION 90-12-132

GUIDELINES FOR SHARED COSTS AND FEES

RESOLVED, November 6, 2012, that the following Guidelines for the sharing of costs and for the levying and collection of fees reflect the policies and practices which have developed over the history of Laguna Woods Village. The Guidelines are subject to change from time to time at the discretion of the Golden Rain Foundation Board of Directors (GRF).

A. General Principles and the Shared Cost Concept:

- I. Shared costs are costs of furnishing, maintaining, or operating facilities and services which all Laguna Woods Village residents use or enjoy, or have the right to use or enjoy. They are costs budgeted as Golden Rain Foundation operating or reserve expenditures shared equally throughout Laguna Woods Village by manor. The monthly assessment by each manor ownership reflects an equal portion of these costs per the amended Trust Agreement dated March 30, 1964, Paragraph 6: "Golden Rain costs shall be included in monthly assessment on a pro-rata basis to members of respective corporations."
- II. Reasonable fees may be imposed pursuant to the Trust Agreement, as amended.

B. Exceptions to the Shared Cost Concept:

I. Utilization Control

In order to control crowding, to minimize over-usage, or to impose reasonable limitations on guests, fees may be imposed on users of a shared cost facility or service.

II. Financial Support of a Facility/Service

Reasonable fees may be imposed on the users of a new or existing shared cost facility or service if GRF determines that fees would be appropriate to help offset costs and reduce assessments.

III. Exclusive Use of Facility by Resident

Where only a small number of residents are allowed access to a facility, GRF may impose a fee to recover certain costs of operating that facility.

C. Special Facilities:

Since the inception of Laguna Woods Village, two facilities have consistently been declared to be free from the imposition of fees for use thereof by Laguna Woods Village residents.

I. The first of such special facilities is the aquatics and necessary related facilities. The special classification of aquatics derives from the view traditionally held by the Laguna Woods Village community that the "swimming pool" is an integral part of residential real property.

II. The second such special facility is the Laguna Woods Village Transportation System. Its special classification derives from assurances of the original developer that the community bus system would furnish certain fare-free bus transportation to Laguna Woods Village residents. Rendition of this free bus service has been endorsed and continued by the first and subsequently elected Golden Rain Foundation Boards of Directors.

Additionally, there are other facilities where it would be difficult to collect fees or where it may not prove to be cost effective.

D. Definition of Fees:

Inasmuch as GRF provides multipurpose facilities and services, a formula for determining fees shall be applied to each such facility or service separately in order to determine an appropriate fee amount. When establishing fees, GRF will review direct costs of operating the facility, reserve requirements for equipment and facility improvements, **and** utilization.

I. Facilities Fee - A payment imposed on the user of a shared facility in order to control use or recover a portion of the facility costs. The fee should represent an equitable and reasonable division of cost between the user and the monthly assessment.

II. Administrative Service Fee - A payment imposed on the user of a service provided by administrative personnel of the Managing Agent or a contracted service provider.

III. Entertainment Fee - A fee assessed to individuals for a Recreation coordinated event.

IV. Additional Occupant Fee - A payment imposed for each additional occupant over two in a manor, whether owner or tenant, for the right to use community facilities or services.

V. Nonresident/Guest Fees - A payment imposed on a nonresident, including all non-Laguna Woods Village organizations, for use of a community facility or service.

In the event that the owner(s) of any manor shall lease said manor to a tenant or tenants, such tenant(s) shall be entitled to the use of all GRF facilities or services as aforesaid during the term of said lease and the owner(s) shall not be entitled to such use of said facilities or services.

RESOLVED FURTHER, that Resolution G-89-115 adopted November 7, 1989 is hereby superseded and cancelled; and

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



RESOLUTION 90-19-61

Garden Center Pricing Policy

WHEREAS, according to Resolution 90-12-132, which established guidelines for shared costs and certain fees, can be imposed upon users of various recreational facilities in order to control crowding, to minimize over-usage, and to recover operating costs.

WHEREAS, the Board periodically reviews fees as part of the business planning process to determine adequacy of revenues and shared costs and their adoption of the 2020 Business Plan included certain fee changes.

NOW THEREFORE BE IT RESOLVED, December 3, 2019, that the Board of Directors of the Corporation hereby adopts the GRF Garden Center Pricing Policy:

Garden Center Rental Pricing Policy

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

Plot Type	Percentage Shared by the Community*
Garden Plots	68
Tree Plots	82
Shade Area Bench	68

*Per Resolution 90-12-132, Guidelines for
Shared Costs & Fees, 1% to 99%

If grandfathered up to 400 Sq. Ft., the resident will pay for two Garden plots.

- The GRF Board of Directors will periodically review the estimated annual cost of each plot type and determine what shared percentage to apply in



order to maintain an equitable and reasonable division between the user and the monthly assessment (per Resolution 90-12-132, Guidelines for Shared Costs and Fees)

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

RESOLVED FURTHER, that this resolution shall be effective January 1, 2020 at which time Resolution 90-17-05 adopted February 7, 2017, is hereby superseded and canceled; and

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

2022 Garden Center Fee Review
Proposed Effective Date: Jan 1, 2023

2023 WC 521 Expenses	Budgeted Expense	Source
Compensation & Related Materials & Supplies	\$142,564	Budget Comparison Report
Utilities (Water & Trash)	\$11,500	Budget Comparison Report
Outside Services	\$66,734	Budget Comparison Report
Other Operating	\$9,077	Budget Comparison Report
Property Taxes	\$1,000	Budget Comparison Report
Allocations	\$275	Budget Comparison Report
Depreciation	\$8,765	Budget Comparison Report
	\$44,000	Estimated: 2022 Plus Increase
Total Facility Expense	\$283,915	

Plot Type	Square Feet	Number of Plots
Garden Plots	163,281	809
Tree Plots	92,022	257
Shade House	1,344	37
Total Square Footage	256,647	1,103

Expense Per Square Foot	\$1.11
Expense Per Plot	\$257.40

Plot Type	Plot Size in Sq. Ft.	Annual Cost	Shared % Res 90-19-61	% Resident Pays	Annual Fee Rounded Up
Garden Plots	202	\$223.46	68%	32%	\$72.00
Tree Plots	358	\$396.04	82%	18%	\$72.00
Shade House Plots	36	\$39.82	68%	32%	\$13.00
Totals			73%	27%	

Plot Type	Current Fee	Projected 2022 Revenue	Proposed Fee	Proposed Revenue	Revenue Change \$	Revenue Change %
Garden Plots	\$57.00	\$46,113	\$72.00	\$58,248	\$15.00	\$12,135 26%
Tree Plots	\$57.00	\$14,649	\$72.00	\$18,504	\$15.00	\$3,855 26%
Shade House Plots	\$11.00	\$407	\$13.00	\$481	\$2.00	\$74 18%
Totals		\$61,169		\$77,233		\$16,064

Non-Assessment Revenue	
43001000 - Garden Plot Revenue	\$76,752
43001500 - Shade House Rental Space	\$481
Total Rentals	\$77,233

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STAFF REPORT

DATE: September 8, 2022
FOR: Community Activities Committee
SUBJECT: African American Heritage Club Request for Rollover Exception

RECOMMENDATION

Review and recommend the African American Heritage Club's request for an exception to the Permanent/Rollover Reservation Policy (Attachment 1) for a Juneteenth automatic annual rollover.

BACKGROUND

Juneteenth is a federal holiday in the United States commemorating the emancipation of enslaved African Americans.

The GRF approved Recreation and Special Events Department Policy section regarding permanent/rollover reservations states, "rollover must have a minimum of four identical reservations during the calendar year; all dates in the series must be for the same day of the month/week (such as first Tuesday, every Tuesday, etc.), at the same time and duration, and in the same room; no modifications (date, time, duration, location, etc.) are permitted" and "no more than two Saturday nights may be held down as rollover reservations in any main lounge."

Clubhouse 5 currently has three Saturday rollovers in the month of June. The Table Tennis Club hosts the annual Meiklejohn Tournament on the first Saturday. Rock 'n' Rollers hold the second Saturday and Baby Boomers hold the third Saturday; leaving only the fourth or fifth (when available) Saturday for lottery or walk-in requests.

DISCUSSION

On August 11, 2022 the African American Heritage Club submitted a request (Attachment 2) to the CAC requesting an exception to the Permanent/Rollover Reservation Policy. The request was read during Member Comments. Staff was directed to research the request and present a staff report for review at the next CAC meeting.

The African American Heritage Club is requesting the third Saturday in June of each year or the closest Saturday before June 19.

There are currently 13 annual rollover exceptions:

Club:	Event and Location:
18 Hole Men's Golf Club (6)	Appreciation Dinner (Clubhouse 2); Family Pride (Clubhouse 2); Member Guest Tournament (Clubhouse 2); Memorial Tournament (Clubhouse 2); Presidents Ball (Clubhouse 5); Skins Tournament (Clubhouse 2)
9 Hole Women's Golf Club (1)	Luncheon (Clubhouse 2)

Baby Boomers (1)	Woodstock (Clubhouse 2, Clubhouse 7, Village Greens)
Dog Club (1)	Vaccination Day (Clubhouse 1)
Laguna International Dancers (1)	Festival (Clubhouse 2)
Reform Temple (2)	Rosh Hashanah (Clubhouse 5); Yom Kippur (Clubhouse 5)
Tennis Club (1)	USTA Tennis Tournament Dinner (Clubhouse 2)

FINANCIAL ANALYSIS

None.

Prepared By: Jennifer Murphy, Recreation Manager

Reviewed By: Brian Gruner, Recreation and Special Events Director
Catehrine Laster, Services Manager

Committee Routing: None

ATTACHMENT(S)

ATT 1: GRF Recreation Room Reservation Policy
ATT 2: African American Heritage Club Request

Attachment 1

Clubs/Groups/Organizations

C. Room reservations

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

Attachment 2



Laguna Woods Village

Recreation Committee Request Form

PLEASE NOTE: THIS FORM IS NOT FOR 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: African American Heritage Club

Manor: _____ Phone: _____ E-mail: _____

Request (please check one):

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

Explanation:

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

Requestor Signature: _____

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

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

We the members of the African American Heritage Club are requisition a exemption to the GRF policy of applying for yearly lottery for special events, and allow automatic rollover for the third Saturday in June of each year or the closet Saturday before June 19.

We believe this request warrants special circumstances because June 19 is now a federal holiday and has significance to the to community, it celebrates freedom and brings the LWV community together in celebration

There is no cost associated with this event. The following dates for the next five years reflect dates .

2023- June 17
2024 - June 15
2025 - June 14
2026 - June 20
2027 - June 19