



## **OPEN MEETING**

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

**Thursday, April 13, 2023 – 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](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 March 9, 2023
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. Clubhouse Renovation Ad Hoc Committee Update

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

11. Aquadettes Request for Exception to GRF Poster Policy
12. Hearing Well Club Request for Hearing Loop Installation in Community Center Elm Room
13. Resident Room Reservation Fees

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

- Facility Operating Rules/Poster Policy Review
- Performing Arts Center Rental Fees
- Garden Center Visiting Hours
- Reservation System Review
- Recreation Policy Review

#### **Concluding Business:**

- Committee Member Comments
- Date of Next Meeting: Thursday, May 11, 2023 at 1:30 p.m.
- Adjournment

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

Yvonne Horton, Chair  
Alison Giglio, Staff Officer  
Telephone: 597-4270

## **OPEN MEETING**

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

Thursday, March 9, 2023 – 1:30 p.m.  
Board Room/Virtual Meeting

**MEMBERS PRESENT:** Yvonne Horton, Chair, Elsie Addington, Diane Casey, Pearl Lee, Cush Bhada, Mark Laws, Frank Stern, Ajit Gidwani, Dennis Boudreau

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Bunny Carpenter, Juanita Skillman, Joan Milliman, S. K. Park, Andy Ginocchio

**STAFF PRESENT:** Alison Giglio, Jennifer Murphy, Tom, McCray, Laura Cobarruviaz, Jose Campos, Jackie Chioni

#### **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 Addington requested to amend the agenda to include Clubhouse Renovation Ad Hoc Committee Update under Reports. Chair Horton stated this item is to be added as 11b.

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

Motion passed unanimously.

#### **Approval of Committee Report for January 12, 2023**

Director Laws made a motion to approve the report. Director Casey seconded.

Motion passed unanimously.

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

Chair Horton stated she will make her remarks at the conclusion of the meeting.

## Report of the Recreation and Special Events Director

Ms. Giglio stated all CAC Directors are invited to attend a special joint meeting for the Clubhouse Renovation Ad Hoc Committee next Wednesday, March 15 at 1:30 p.m. to provide feedback about color palettes and materials that are proposed for the Clubhouse 1 renovation project. Meeting details are being confirmed.

Ms. Giglio reported the following Recreation Department highlights: Recreation staff recently partnered with the Maintenance and Construction and the General Services Departments to perform walk-throughs of all facilities to address maintenance items that need attention; the PC club received an IRS grant for 21 new computers in the learning center which is a welcome asset in order to continue assisting many residents with taxes and other educational services; Laura Cooley, longtime Recreation Supervisor, has transferred to the Performing Arts Center and will continue to supervise Clubhouses 2 and 7 during the recruitment process for a replacement; ushers are still needed at the Performing Arts Center; Clubhouse 1 improvements include paint refreshment at the bocce ball courts, new drought resistant plants at the front lawn and a door replacement at the drop-in lounge which is in progress; the Senior Pool Technician is back to work after medical leave; Clubhouse 5 hosted the Valentine's Dinner Dance and the Saturday Night Dance with 132 attendees at both events; maintenance at Pool 4 is almost completed and is scheduled to reopen on Wednesday, March 13; Pool 5 will close when Pool 4 reopens; all pool maintenance is scheduled to be completed by May 27; patience during pool maintenance period is appreciated; pool schedules are located at the pools or on the Laguna Woods Village website; the Equestrian Center hosted a well-received clinic with visiting trainer, Matney Cook last weekend which focused on building better partnerships with horses addressing human and horse brain activity and neuro responses, responsibilities of horses and humans when working in partnership, body language and a groundwork demonstration and individual work on how to apply what was learned with horses; Equestrian staff recently finished the beautiful and long-awaited cross ties for grooming horses; two replacement Fitness Assistants were hired; Village Games sign-ups have begun and forms may be obtained at the Fitness Centers; Library volunteers worked 727 hours to support 2,962 visitors which include those who attended the two day backroom clearance event.

Ms. Murphy stated an AARP Smart Driver course refresher will be held at Clubhouse 2 on Saturday, March 18, 8:30 a.m. to 12:30 p.m.; the Performing Arts Center free movie on March 20 at 2 p.m. will be *Amsterdam*; Clubhouse 5 will host the Health and Wellness Expo on March 25, 10 a.m. to 2 p.m. featuring a sponsor expo with lots of free goodies, screenings, lecture and free lunch until supplies last; the Village Bazaar will be hosted at Clubhouse 5 on April 1, 10 a.m. to 2 p.m.; the Equestrian Center will host the Easter Eggstravaganza on April 8 at 9 to 11 a.m.; Clubhouse 5 will host the Easter Buffet on April 9 at 1 p.m.; the annual Village Games will begin on April 10 and continue until May 4 with registration closing March 24; Tony Orlando will be performing on Saturday, May 6 at the Performing Arts Center at 7:30 p.m.

Mr. McCray stated the golf greens committee meets monthly to discuss all golf topics including the most recent discussion of perimeter path traffic safety in regards to recent resident concerns; signs are posted along the path indicating walkers may utilize the perimeter path only, not those within the golf course, and the VMS Risk Manager is addressing the concerned resident; the driving range project will start on March 27; the driving range was closed after the rains due to unsafe conditions; Garden Centers are now under his supervision and staff is proactively addressing all concerns and the use of a long-term handyman as he does not have a contractor's license.

Discussion ensued.

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

Members were called to speak regarding opposition of pool enclosure of Pool 1; agreement of the use of the tennis reservation system; review of tennis operating rules. Members who were called to speak regarding volleyball were informed that this cannot be discussed in open forum due to litigation.

Director Skillman reported that the library clearance giveaway hosted in February collected \$373 in donations with 375 attendees. The library depends upon donations to cover subscriptions. An opportunity drawing will be held for a quilt created by the Crazy Quilters which is in on display in the library through March. The Village Reads event will be held on April 22 which includes group discussions.

Staff was directed to ensure the piano has been tuned at Clubhouse 5 and to ensure the lights at the Performing Arts Center are off when illumination is not necessary.

### **CONSENT**

Director Laws stated his requested review of the financial statement has not been completed.

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

Motion passed 6-1. Director Laws opposed.

### **REPORTS**

**Golf Greens Committee Update** – This item was discussed within Mr. McCray's report.

**Events and Activities Cost Recovery** - Ms. Murphy presented the list of the 2023 Recreation events separated by free or fee based.

Discussion ensued.

**Clubhouse Renovation Ad Hoc Committee Update** - Director Addington stated the meeting on Wednesday, March 15 at 1:30 p.m. will be held to discuss choices of materials and colors for clubhouse renovations. This will be a joint meeting of select committees for voting purposes.

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

**Donation of Baby Grand Piano for Clubhouse 7** - Director Bhada made a motion to decline the donation of a baby grand piano for Clubhouse 7 due to cost of moving and repairs/tuning. Director Casey seconded.

Motion passed unanimously.

**Donation of Lathe Machine for Clubhouse 4 Woodshop** – Director Addington made a motion to recommend the donation of the lathe machine for Clubhouse 4 woodshop. Director Casey seconded.

Discussion ensued.

Motion passed by a vote of 7-1. Director Laws opposed.

**Equestrian Care Services Fees** – Director Casey made a motion to recommend additional Equestrian care service fees. Director Addington seconded.

Discussion ensued.

Motion passed unanimously.

#### **ITEMS FOR FUTURE AGENDAS**

**Facility Operating Rules/Poster Policy Review** - Staff was directed to keep this item under Items for Future Agendas.

**Performing Arts Center Rental Fees** - Staff was directed to keep this item under Items for Future Agendas.

**Garden Center Visiting Hours** - Staff was directed to keep this item under Items for Future Agendas.

**Reservation System Review** – Staff was directed to place this item under Items for Future Agendas.

## **CONCLUDING BUSINESS**

### **Committee Member Comments**

Director Laws stated he loves being on this committee.

### **Date of Next Meeting**

The next regular meeting of the GRF Community Activities Committee will be held both in the board room and virtually via the Zoom platform at 1:30 p.m. on Thursday, April 13, 2023.

### **Adjournment**

There being no further business, the Chair adjourned the meeting at 3:02 p.m.

Yvonne Horton

Yvonne Horton, Chair

**Golden Rain Foundation of Laguna Woods  
Proforma Recreation Services Summary of Operations  
2/28/2023**

	Admin	Aquatics/Fitness	Bar Services	Clubhouses	Equestrian	Garden Centers	Golf	PAC	YTD ACTUAL	YTD BUDGET	VARS B/(W)	VAR% B/(W)
<b>Non-Assessment Revenues:</b>												
1	\$0	\$0	\$0	\$0	\$0	\$0	\$232,232	\$0	\$232,232	\$290,748	(\$58,516)	(20.13%)
2	0	0	0	0	0	0	48,077	0	48,077	63,212	(15,135)	(23.94%)
3	0	66	9,090	0	0	0	21,629	0	30,785	60,986	(30,201)	(49.52%)
4	1,059	0	0	47,777	0	0	4,484	95,610	148,929	101,446	47,483	46.81%
5	0	0	0	0	0	0	10,500	0	19,814	21,566	(1,752)	(8.12%)
6	17,880	23,807	1,330	19,062	12,654	0	15	1,839	76,587	82,245	(5,658)	(6.88%)
7	<b>18,939</b>	<b>23,873</b>	<b>10,421</b>	<b>66,839</b>	<b>12,654</b>	<b>9,314</b>	<b>316,937</b>	<b>97,449</b>	<b>556,425</b>	<b>620,203</b>	<b>(63,778)</b>	<b>(10.28%)</b>
<b>Expenses:</b>												
8	157,097	53,296	2,566	108,138	53,687	14,847	237,919	50,822	678,373	658,069	(20,304)	(3.09%)
9	31,299	18,849	635	32,832	9,227	6,356	96,292	14,688	210,177	253,665	43,488	17.14%
10	1,007	21,720	181	9,786	41,763	2,204	26,764	755	104,179	130,923	26,744	20.43%
11	0	0	4,084	0	0	0	16,128	0	20,212	37,382	17,170	45.93%
12	0	170	0	10,675	0	75	0	11,812	22,732	55,022	32,290	58.69%
13	527	64,833	0	114,749	1,813	3,811	38,123	25,496	198,012	198,012	(51,339)	(25.93%)
14	0	4,095	0	0	0	0	8,010	0	12,105	18,724	6,619	35.35%
15	6,405	98,540	21	6,089	1,679	658	37,930	4,256	155,579	131,183	(24,396)	(18.60%)
16	0	1,735	0	682	0	682	2,190	160	10,446	160	4,218	40.38%
17	19,067	323	0	2,650	284	43	2,156	360	24,885	18,585	(6,300)	(33.90%)
18	0	5	654	0	0	0	1,556	0	2,214	4,698	2,484	52.87%
19	<b>215,402</b>	<b>263,567</b>	<b>8,139</b>	<b>285,601</b>	<b>109,914</b>	<b>27,996</b>	<b>467,068</b>	<b>108,348</b>	<b>1,486,035</b>	<b>1,516,709</b>	<b>30,674</b>	<b>2.02%</b>
<b>Net Cost (before allocations)</b>												
20	<b>\$196,463</b>	<b>\$239,694</b>	<b>(\$2,281)</b>	<b>\$218,762</b>	<b>\$97,260</b>	<b>\$18,682</b>	<b>\$150,131</b>	<b>\$10,900</b>	<b>\$929,610</b>	<b>\$896,506</b>	<b>(\$33,104)</b>	<b>(3.69%)</b>
21	(132,814)	0	0	(6,390)	0	0	0	0	(139,203)	(87,248)	51,955	59.55%
22	45,559	20,393	2,372	117,013	9,178	786	23,163	17,022	235,486	235,665	179	0.08%
23	<b>\$109,208</b>	<b>\$260,087</b>	<b>\$90</b>	<b>\$329,385</b>	<b>\$106,438</b>	<b>\$19,468</b>	<b>\$173,294</b>	<b>\$27,922</b>	<b>\$1,025,892</b>	<b>\$1,044,923</b>	<b>\$19,031</b>	<b>1.82%</b>



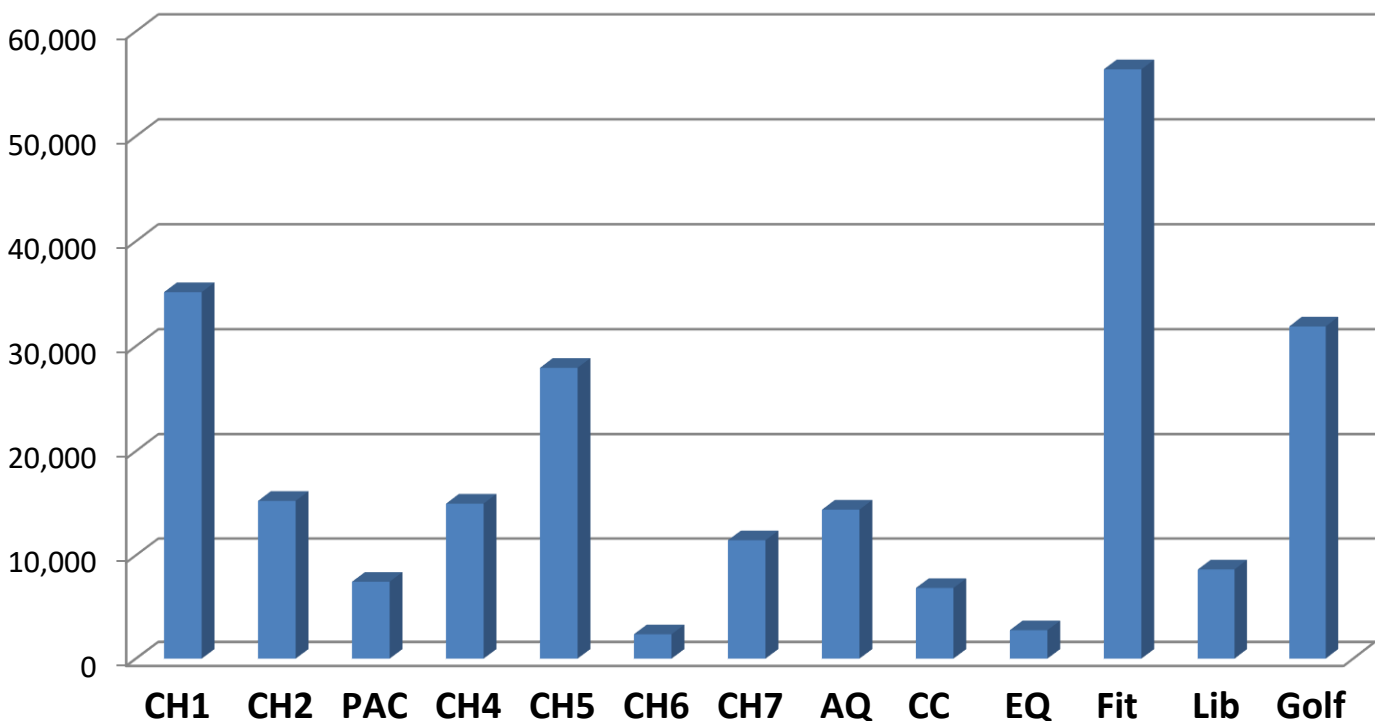
## UPCOMING EVENTS

- Apr 10:** Village Games begin
- Apr 17:** Monday Movie, *Ticket to Paradise*, PAC, 2 p.m.
- May 6:** Tony Orlando Show, PAC, 7:30 p.m.
- May 14:** Mother's Day Buffet, Clubhouse 5, 1 p.m.
- May 15:** Monday Movie, *Elsa & Fred*, PAC, 2 p.m.
- May 18:** Club Expo, Clubhouse 5, 10 a.m.
- May 29:** Memorial Day Concert, PAC, 1 p.m.
- June 1:** Patio Concert, Clubhouse 1, 6:30 p.m.
- June 3:** Art Affair, Clubhouse 2, 11 a.m.
- June 16:** Splash Day, Pool 2, noon
- June 18:** Father's Day, Clubhouse 5, 1 p.m.
- June 19:** Monday Movie, *Queen Bees*, PAC, 2 p.m.
- June 20:** 90s Luncheon, Clubhouse 5, 2 p.m.



American Music Award winner and Grammy nominee Tony Orlando is performing at the Performing Arts Center on Saturday, May 6 at 7:30 p.m. Please purchase your tickets at the box office or online.

## Facility Usage (2023 YTD)



## FEATURED PROGRAM

*Ticket to Paradise* is the free movie matinee on Monday, May 15 at the Performing Arts Center at 2 p.m. Bring your snacks and get ready for a wild and hilarious ride to Bali with divorced parents of an adult child about to make the same mistake they did.

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## **STAFF REPORT**

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**DATE:** April 13, 2023  
**FOR:** Community Activities Committee  
**SUBJECT:** Aquadettes Request for Exception to GRF Poster Policy

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### **RECOMMENDATION**

Authorize an exception to the GRF poster policy for the Aquadettes fundraiser event at Clubhouse 1 and the Aqua Follies show at Pool 1.

### **BACKGROUND**

In 1965, the Aquadettes began as a group of all-female lifeguards who collaborated to host a synchronized swimming show. The Aquadettes have been offering an annual summer Aqua Follies show to Laguna Woods Village residents and their guests for over 55 years at Pool 1.

### **DISCUSSION**

The GRF Poster Policy (Attachment 1) only allows advertising with posters for events held at the Performing Arts Center or Clubhouse 5. The Aquadettes are requesting (Attachment 2) an exception to the GRF poster policy to place two event posters at the following facilities; (1) Doug Houston & BBQ Dinner fundraiser poster May 17 through June 17 and (1) Aqua Follies show poster July 10 through August 10:

- Clubhouse 1
- Clubhouse 2
- (2) Performing Arts Center
- Clubhouse 4
- Clubhouse 5
- Recreation office
- 19 Restaurant and Lounge

The upcoming fundraiser will be held on June 17, 2023 and the Aqua Follies shows will take place August 10, 11 and 12, 2023. The dimensions of the posters are 11x17 inches and 33x40 inches (Performing Arts Center poster size). Posters would be advertised for 31 days each, prior to the events.

### **FINANCIAL ANALYSIS**

None.

**Prepared By:** Jennifer Murphy, Recreation Manager

**Reviewed By:** Alison Giglio, Recreation and Special Events Director  
Catherine Laster, Services Manager

### **ATTACHMENT(S)**

ATT1: GRF Poster Policy  
ATT2: Aquadettes Request

## **Attachment 1**

### **GRF Poster Policy**

- E. Performing Arts Center lobby poster area and lobby bulletin board, and Clubhouse 5 glass- enclosed bulletin board
1. All posters must be stamped in advance by Recreation.
  2. Displaying posters is subject to space availability.
  3. Performing Arts Center lobby posters must be no larger than 33 by 40 inches, Performing Arts Center bulletin boards posters must be no larger than 22 by 17 inches and Clubhouse 5 bulletin boards must be no larger than 11 by 17 inches.
  4. Posters are not allowed to be adorned with lights.
  5. Performing Arts Center lobby posters may be displayed a maximum of three months prior to the date of the event (or date of first event in a series).
  6. The Performing Arts Center lobby poster area is for box office events.
  7. The Performing Arts Center lobby bulletin board is for use by GRF or a club/group/organization that schedules an event in the Performing Arts Center auditorium on a regular basis but does not distribute tickets through the Performing Arts Center box office.
  8. The Clubhouse 5 glass-enclosed bulletin board is for use by a club/group/organization that has events scheduled in the Clubhouse 5 Main Lounge and may be posted 60 days prior to event.
  9. Posters not approved by Recreation will be removed.

## Attachment 2

### Aquadettes Request



#### 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. 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: 3-18-23

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: Poster Request

**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 would like to ask for permission to display posters at the various clubhouses. We have 2 upcoming events this year. 1. Fundraiser featuring Doug Houston and a BBQ dinner on June 17th 2. Aquadettes annual Aqua Follies show on August 10, 11, and 12.

Please see attached information.

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  
March 16, 2023

In anticipation our annual Aqua Follies scheduled for August 10, 11, and 12, 2023, 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. We would also like to request to display posters for our June 17<sup>th</sup> Fundraiser featuring Doug Houston and a BBQ dinner at Clubhouse 1.

1. Clubhouse 1:  
1 11 X 17-inch poster to be posted from July 10, 2023 to August 10, 2023.
2. Clubhouse 4:  
1 11 X 17-inch poster to be posted from July 10, 2023 to August 10, 2023.
3. Clubhouse 3:  
1 11 X 17-inch poster to be posted from July 10, 2023 to August 10, 2023.  
1 33 X 40-inch poster to be posted from July 10, 2023 to August 10, 2023.
4. Clubhouse 5:  
1 11 X 17-inch poster to be posted from July 10, 2023 to August 10, 2023.
5. Clubhouse 2:  
1 11 X 17-inch poster to be posted from July 10, 2023 to August 10, 2023.
6. 19<sup>th</sup> Restaurant:  
1 11 X 17-inch poster to be posted from July 10, 2023 to August 10, 2023.
7. The Recreation Center:  
1 11 X 17-inch poster to be posted from July 10, 2023 to August 10, 2023.

## **STAFF REPORT**

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**DATE:** April 13, 2023  
**FOR:** Community Activities Committee  
**SUBJECT:** Hearing Well Club Request for Installation of Hearing Loop in Community Center Elm Room

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### **RECOMMENDATION**

Review and recommend the Hearing Well Club request for the installation of a hearing loop in the Community Center Elm Room.

### **BACKGROUND**

The Hearing Well Club currently meets in the Community Center Elm Room which is not currently equipped with a hearing loop. A hearing loop is a special type of sound system for use by people with hearing aids. The hearing loop provides a magnetic, wireless signal that is picked up by the hearing aid when it is set to 'T' (Telecoil) setting. Hearing loops are currently available in the Board Room and at various locations within the clubhouses.

### **DISCUSSION**

The Hearing Well Club has requested the installation of a hearing loop in the Elm Room at no cost to GRF. Installation fees will be covered by the Club. The mechanism would be installed by an approved vendor who has completed the previous hearing loop installations within Laguna Woods Village.

The hearing loop would be installed above the ceiling panels or around the edges of the walls behind the edging. A small receptacle similar to a light switch would be installed under the cabinet for a ceiling installation or under the television of a floorboard installation.

The hearing loop technology would be beneficial to all hearing-impaired individuals utilizing the Elm room including clubs and activities.

### **FINANCIAL ANALYSIS**

None.

**Prepared By:** Alison Giglio, Recreation and Special Events Director

**Reviewed By:** Catherine Laster, Services Manager

### **ATTACHMENT(S)**

ATT 1: Hearing Well Club Request



Attachment 1



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: 3-17-2023

Print Individual, Club or Organization Name: HCAA Mission Viejo AKA Hearing Well 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.

I would like to have installed a hearing loop in the Elm Room to benefit the Hearing Well Club members. The installer that installed all the hearing loops in Laguna Woods would do the installation. The Club would pay for the installation. The loop would be installed either above the ceiling panels or around the edges of the walls behind the edging. I would bring in an adapter connecting the loop to your audio system. A small receptacle (like a light switch) would need to be installed under the cabinet for a ceiling installation or low under the TV for the floorboard installation. I would like to get quick approval from the Recreation office and GRF if necessary. Our first meeting is on April 21st, and I am hoping to get approval quickly since there is no expense involved for Laguna Woods Village. We have done this in the past with the Art room CH1.

Please take a look at the links below to familiarize yourself with hearing loops.

[Hearing Loops already installed in Laguna Woods](#)

[What is a hearing loop](#)

[What is a telecoil](#)

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 92657



## STAFF REPORT

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**DATE:** April 13, 2023  
**FOR:** Community Activities Committee  
**SUBJECT:** Recreation Room Rental Fees

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### **RECOMMENDATION**

Review and recommend the following proposed Recreation room rental fees (Attachment 1):

- Schedule of Room Rental Fees – Resident Rates 10% shared cost recovery – effective January 1, 2024
- Estimated Schedule of Room Rental Fees – Resident Rates 15% shared cost recovery – effective January 1, 2025
- Estimated Schedule of Room Rental Fees – Resident Rates 20% shared cost recovery – effective January 1, 2026

### **BACKGROUND**

Recreation clubhouses are available for residents to utilize for meetings, activities and events. Clubs represent the majority of room use and they receive priority rollover reservations which limits the amount of time and space available for private events such as memorial services, birthday parties and social events.

Room rental fees administered by the Golden Rain Foundation of Laguna Woods Board of Directors adhere to the Shared Cost Guidelines established in Resolution 90-19-59 (Attachment 2), whereby certain fees can be imposed upon users of various recreation facilities in order to recover operating costs and minimize over-usage. Room rental fees are subject to a 20%/80% shared cost recovery with 20% to be recovered by direct facility users and 80% to be recovered by the community at-large through monthly assessment fees.

### **DISCUSSION**

GRF is reviewing all fees charged throughout the community. Room rental fees were last reviewed in 2019. Financial analysis shows that less than 5% of costs are currently being recovered by users.

On March 27, 2023, club representatives attended the Club Presidents' meeting where staff presented a preview of proposed fee increases. Additional comments were received at the GRF meeting during Open Forum and considered when reviewing the fee matrix and implementation.

Appropriately priced rooms, as directed by the 2019 resolution, not only recovers 20% of cost, but may encourage clubs to reconsider room size, frequency and venue choices, which could lead to better availability of rooms for the community.

To achieve the GRF Shared Cost Guidelines of 20% and allow Clubs time to adjust their operations to support the increases, rental fees for residents is recommended to be phased in over the span of three to four years:

Phase 1 (effective January 1, 2024) – 10% shared cost recovery

Phase 2 (effective January 1, 2025) – 15% shared cost recovery

Phase 3 (effective January 1, 2026) – 20% shared cost recovery

Fees presented for 2025 and beyond are estimates and will be adjusted each year to reach the proposed cost recovery percentages.

It is important to note that room rental pricing is determined by the reservation date. Clubs are encouraged to review meeting frequency, meeting location space, and reserve appropriate rooms for the following year during the rollover reservation period. Clubs are also encouraged to consider membership dues accordingly.

Staff is investigating flexible pay options for rollover reservations to lessen the burden when rooms are booked for the year at one time.

### **FINANCIAL ANALYSIS**

Calculations for cost recovery have historically been based on total operating hours for reservable rooms and selected operating cost. However, to allow more accurate cost recovery figures, current calculations are now based on use of historical rental hours. Additionally, all operating costs are now included in the calculation. Capital and reserve costs are not considered in the calculation.

Should the new fees be implemented, GRF would have a greater cost recovery from facility users. Furthermore, the approval of the recommended fee increase shall be used to offset future increases in GRF assessments.

Since pricing is determined by when a reservation is made, the 2024 recovery amount will be largely dependent on the timing of reservations.

**Prepared By:** Steve Hormuth, Director of Financial Services

**Reviewed By:** Catherine Laster, Services Manager  
Alison Giglio, Director of Recreation and Special Events  
Jose Campos, Assistant Director of Financial Services

**Committee Routing:** Finance Committee

### **ATTACHMENT(S)**

ATT1 – Proposed Schedule of Room Rental Fees

ATT2 – 2019 Room Reservation Rate Pricing Policy (Resolution 90-19-59)

Laguna Woods Village  
Proposed Schedule of Room Rental Fees

2026 - Phase 3

Effective: 1/1/2026  
20% Shared Cost

2025 - Phase 2

Effective: 1/1/2025  
15% Shared Cost

2024 - Phase 1

Effective: 1/1/2024  
10% Shared Cost

Reservable Room	Current Rate*	Minimum (2 hrs & Setup)	Proposed Rate	Minimum (2 hrs & Setup)	Proposed Rate	Minimum (2 hrs & Setup)
CC Rooms & Conference Rooms						
	CC - Elm Room	\$1	\$2	\$5	\$3	\$8
	CH1 - Conference Room	\$1	\$1	\$2	\$1	\$2
	PAC - Conference Room	\$1	\$1	\$2	\$1	\$2
	VG - Clubroom 1	\$4	\$3	\$8	\$4	\$10
	VG - Clubroom 2	\$4	\$3	\$8	\$4	\$10
Multi-Purpose Rooms	VG - Clubroom 3	\$4	\$3	\$8	\$4	\$10
Multi-Purpose Rooms	CH1 - Multi-Purpose Room	\$3	\$5	\$15	\$7	\$21
	CH1 - Art Studio	\$3	\$6	\$18	\$9	\$27
	CH5 - Multipurpose Room	\$3	\$4	\$12	\$6	\$18
	CH6 - Multipurpose Room	\$2	\$3	\$9	\$4	\$12
Small Dining Rooms	CH1 - Dining Room 2	\$1	\$2	\$6	\$3	\$9
	CH1 - Dining Room 3	\$1	\$2	\$6	\$3	\$9
	CH2 - The Los Olivos	\$1	\$2	\$6	\$3	\$9
	CH2 - The Grevillea	\$1	\$2	\$6	\$3	\$9
Large Dining Rooms						
	PAC - Dining Room 1	\$5	\$7	\$21	\$10	\$30
	PAC - Dining Room 2	\$5	\$7	\$21	\$10	\$30
Other	PAC - Rehearsal Room	\$2	\$4	\$12	\$5	\$15
	PAC - Auditorium	\$19	\$21	\$42	\$31	\$62
	PAC - Auditorium + Rehearsal	\$23	\$26	\$52	\$38	\$76
	PAC - Auditorium Event w/Admission					

Patios are only available by renting adjacent room

Reservable Room	Current Rate	Minimum (4 hrs & Setup)	Proposed Rate	Minimum (4 hrs & Setup)	Proposed Rate	Minimum (4 hrs & Setup)
Main Lounges						
	CH1 - Main Lounge	\$8	\$15	\$89	\$22	\$131
	CH2 - The Sequoia	\$10	\$15	\$90	\$22	\$132
	CH5 - Main Lounge (Stage Side) Total	\$13	\$20	\$110	\$30	\$165
	CH5 - Main Lounge (Back Side) Total	\$9	\$15	\$82	\$22	\$121
	CH5 - Main Lounge (All) Total	\$19	\$28	\$168	\$42	\$251
	CH6 - Main Lounge	\$5	\$6	\$30	\$8	\$40
	CH 7 - Main Lounge	\$7	\$12	\$66	\$18	\$99

Attachment 2

**RESOLUTION 90-19-59**  
**ROOM RESERVATION RATE PRICING POLICY**

**WHEREAS**, according to Resolution 90-12-132, which established guidelines for shared costs and fees, 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 this Corporation hereby adopts the following revisions to the Room Reservation Rate Pricing Policy:

Resident Room Reservation Fee

I. An equal hourly rate will be applied for private party, club and church/religious reservations.

II. A Resident Room Reservation Fee shall be charged for the amount of time required for the use of a reservable room, beginning with a two-hour minimum and increasing in hourly increments thereafter, with large ballrooms and main lounges requiring a four-hour minimum.

III. A Setup Fee shall be charged for the time blocked out prior to and/or after each reservation necessary to prepare/cleanup the room, during which the room is not available to other users.

IV. The reservation and setup fees shall be based on the estimated hourly cost of each reservable room, rounded up to the nearest dollar, and will be adjusted annually on the basis of annual operational costs, capital costs, reservable hours, and a percentage to be shared by the Community at large.

V. The percentage to be shared by the Community at large to maintain an equitable and reasonable division between the user and the monthly assessment shall be ~~82~~ 80 percent for all rooms.

VI. The charge for Performing Arts Center Auditorium Event with Admission shall be a flat fee of \$395 per day.

Reservation Exception Rates

A rate that is different from the resident rate shall apply to all room reservations that meet the criteria for the "Exception Rate" as defined in the GRF Recreation Department Policy. This rate shall be applied as follows:

I. An exception rate room reservation fee shall be charged for the amount of time required for the use of a reservable room, beginning with a two-hour minimum and increasing in hourly increments thereafter with large ballrooms and main lounges requiring a four-hour minimum.

II. In the case of the Performing Arts Center Auditorium, the exception rate room reservation fee shall be charged on a daily basis.

III. A setup fee shall be charged for the time blocked out prior to and/or after each reservation necessary to prepare/clean-up the room, during which time the room is not available to other users.

IV. The exception rate room reservation fee and setup fee shall be based on the lowest hourly rental fee charged for similar facilities outside of the Village, but in the local area, ~~discounted by 50 percent~~; and rounded up to the nearest dollar.

V. For Performing Arts Center Auditorium, the exception rate shall be based on the lowest daily per-seat rental fee charged for similar facilities outside of the Village, but in the local area, ~~discounted by 50 percent~~; and rounded up to the nearest dollar.

VI. The exception rate room reservation fees will be adjusted periodically on the basis of changes in the external rental fees and the percentage discount; then reflected on the fee schedule.

**RESOLVED FURTHER**, that this resolution shall be effective January 1, 2020, at which time Resolution 90-17-36 adopted November 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.

November Initial Notification

28-day notification for member review and comment to comply with Civil Code §4360 has been satisfied.