



OPEN MEETING

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

**Thursday, May 11, 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 any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and unit number must be included.

NOTICE AND AGENDA

This Meeting May Be Recorded

1. Call to Order
2. Acknowledgement of Media
3. Approval of the Agenda
4. Approval of Meeting Report for April 13, 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. Golf Greens Committee Update
11. 2023 Event Review

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

12. Donation of Miter Saw for Clubhouse 4 Woodshop

Items for Future Agendas:

- Facility Operating Rules
 - Poster Policy Review
 - Garden Center Visiting Hours
- Reservation System Review
- Recreation Policy Review
- Equestrian Center Non-Resident Boarder Fee

Concluding Business:

- Committee Member Comments
- Date of Next Meeting: Thursday, June 8, 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, April 13, 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, Jim Hopkins, Maggie Blackwell, Andy Ginocchio, Debbie Dotson, Cris Prince, Jim Cook

STAFF PRESENT: Alison Giglio, Steve Hormuth, Jose Campos, William Arceo, Jackie Chioni

Call to Order

Chair Horton called the meeting to order at 1:33 p.m.

Acknowledgement of Media

There was no press present.

Approval of Agenda

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

Motion passed unanimously.

Approval of Committee Report for March 9, 2023

Director Bhada made a motion to approve the report. Director Addington seconded.

Motion passed unanimously.

Chair's Remarks

Chair Horton thanked all in attendance. The committee appreciates an orderly meeting which includes no applause, cheering or shouting. The board room acoustics are sensitive to all sound, so please keep private conversations to a minimum. Many are here today to

speak regarding the room reservation fees and only resident owners may address the committee. The agenda must be adhered so please bear with the process until it is your time to speak.

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: St. Patrick's Day buffet at Clubhouse 5 had 181 in attendance; 350 attendees shopped 60 booths at the Village Bazaar hosted at Clubhouse 5; the Easter buffet at Clubhouse 5 hosted 231 attendees; maintenance at Pool 5 is underway and annual pool maintenance will be completed by May 27; Easter at the Equestrian Center hosted over 450 attendees; Equestrian staff is preparing a new indoor vet exam area and grooming space room in the former storage area of the barn; 481 participants enrolled for Village Games which is occurring now through April 29; the golf course is in great shape after the rain; spring aerification is in progress; the driving range project is underway; Garden Center staff continues to make good progress with updating the database and movement off the waiting list; Library volunteers worked 776 hours to support 3,036 visitors in March and the Library has averaged 120 people per weekday and 74 people on Saturdays.

Ms. Giglio reported the following upcoming events: the Club Expo will be held on May 18 and Mr. Arceo will send the registration information next week; the free movie on Monday, April 17 at 2 p.m. at the Performing Arts Center will be *Ticket to Paradise*; the real Tony Orlando will perform live at the Performing Arts Center on Saturday, May 6 at 7:30 p.m. and tickets are on sale at the box office or online; the Mother's Day Buffet will be held Sunday, May 14 at 1 p.m. at Clubhouse 5 and will include tri-tip, baked salmon, chicken marsala and a variety of other delicious sides; tickets for this event are available until they sell out and are \$34 for adults and \$17 for children.

Member Comments (Items Not on the Agenda)

Members were called to speak regarding the following: music club room use; new music club approved; lack of availability of rooms for resident use; restoration of weekend hours of Clubhouse 4 rooms; longer daily hours of studio rooms at Clubhouse 4.

CONSENT

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

Discussion ensued.

Motion passed unanimously.

REPORTS

Clubhouse Renovation Ad Hoc Committee Update - Director Addington stated the designer for the renovation presented at the March 15 meeting with earth tones being selected. The next meeting will be announced soon.

ITEMS FOR DISCUSSION AND CONSIDERATION

Aquadettes Request for Exception to GRF Poster Policy- Director Addington made a motion to recommend an exception to the GRF poster policy for the Aquadettes fundraiser event at Clubhouse 1 and the Aqua Follies show at Pool 1. Director Bhada seconded.

Member was called to speak regarding in support of this exception.

Motion passed unanimously.

Hearing Well Club Request for Hearing Loop Installation in Community Center Elm Room – Director Addington made a motion to recommend the Hearing Well Club request for the installation of a hearing loop in the Community Center Elm Room. Director Bhada seconded.

Member was called to speak in favor of the hearing loop in Elm room.

Discussion ensued.

Motion passed unanimously.

Resident Room Reservation Fees – Director Casey made a motion to recommend the following proposed Recreation room rental fees:

- 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

Director Hopkins presented the room rental fees.

Members were called to speak regarding the following: against the proposed room rental fees; members in 3-story building should be allowed to reserve recreation rooms in those buildings for events; charge craft clubs in Clubhouse 4 instead of subsidizing; incremental fee increases; fiduciary responsibility to the community; completing a poll to report the number of residents denied room access; a new resolution regarding shared cost should be passed; facility closures affected room availability; club dues will need to increase; better technical support at our facilities; hosting a town hall meeting to discuss room rental rate

increase; sociability as longevity of life; not charging clubs for use of rooms, only charge those that use rooms for private use; allowance of a lower minimum of some rooms to reduce club costs; one rate increase is not good for all; raise golf fees; section off rooms; disclose all calculations used for methodology; protection of shared costs; increase should be consistent with national cost of living.

Discussion ensued.

Motion failed 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.

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

CONCLUDING BUSINESS

Committee Member Comments

Director Lee stated she is pleased this motion has not passed and looks forward to future discussions.

Director Casey stated many room rental rates were very low and we need to make them affordable.

Director Addington thanked all who came.

Chair Horton announced the next CAC meeting on Thursday, May 11, 2023.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held both in the board room and virtually via the Zoom platform at 1:30 p.m. on Thursday, May 11, 2023.

Adjournment

There being no further business, the Chair adjourned the meeting at 4:10 p.m.

____*Yvonne Horton*____

Yvonne Horton, Chair

Golden Rain Foundation of Laguna Woods
Proforma Recreation Services Summary of Operations
3/31/2023

	Admin	Aquatics/Fitness	Bar Services	Clubhouses	Equestrian	Garden Centers	Golf	PAC	YTD ACTUAL	YTD BUDGET	VAR\$ B/(W)	VAR% B/(W)
Non-Assessment Revenues:												
1	\$0	\$0	\$0	\$0	\$0	\$0	\$347,712	\$0	\$347,712	\$436,122	(\$88,410)	(20.27%)
2	0	0	0	0	0	0	64,775	0	64,775	94,818	(30,043)	(31.68%)
3	0	105	14,014	0	0	0	37,788	0	51,908	91,479	(39,571)	(43.26%)
4	6,178	14	0	83,486	0	0	5,634	146,068	241,380	151,025	90,355	59.83%
5	0	0	0	0	0	14,172	15,750	0	29,922	32,349	(2,427)	(7.50%)
6	18,035	33,718	1,580	36,420	31,488	0	74	1,768	123,084	120,530	2,554	2.12%
7	24,213	33,837	15,595	119,906	31,488	14,172	471,734	147,836	858,780	926,323	(67,543)	(7.29%)
Expenses:												
8	223,178	89,215	3,846	165,887	87,092	22,882	364,902	77,132	1,034,135	1,009,678	(24,457)	(2.42%)
9	45,419	29,349	925	47,251	14,259	9,259	143,401	21,689	311,553	381,162	69,609	18.26%
10	1,124	35,070	321	16,760	60,310	2,772	37,111	3,128	156,596	180,280	23,684	13.14%
11	0	0	6,894	0	0	0	28,003	0	34,897	56,073	21,176	37.76%
12	0	3,786	0	15,684	2,546	75	0	38,640	60,730	81,408	20,678	25.40%
13	218	94,299	0	168,522	3,622	9,375	44,821	36,265	357,123	306,804	(50,319)	(16.40%)
14	0	0	0	0	60	0	0	0	60	0	(60)	0.00%
15	0	6,142	0	0	0	0	12,356	0	18,498	28,086	9,588	34.14%
16	12,218	157,509	31	10,336	8,917	13,220	58,864	7,094	268,190	199,407	(68,783)	(34.49%)
17	0	2,759	0	1,059	3,079	0	3,869	239	11,005	16,584	5,579	33.64%
18	19,067	2,712	0	4,033	490	62	4,000	484	30,847	27,355	(3,492)	(12.77%)
19	0	8	1,008	0	0	0	2,718	0	3,734	7,090	3,357	47.34%
20	301,224	420,850	13,026	429,531	180,375	57,645	700,046	184,671	2,287,368	2,293,927	6,559	0.29%
21	\$277,011	\$387,013	(\$2,569)	\$309,625	\$148,887	\$43,473	\$228,312	\$36,835	\$1,428,587	\$1,367,604	(\$60,984)	(4.46%)
22	(192,745)	0	0	(9,888)	0	0	0	0	(202,633)	(132,987)	69,646	52.37%
23	72,260	31,124	3,442	186,288	13,951	1,501	35,843	27,468	371,878	357,749	(14,128)	(3.95%)
24	\$156,527	\$418,137	\$873	\$486,025	\$162,838	\$44,974	\$264,155	\$64,303	\$1,597,832	\$1,592,366	(\$5,466)	(0.34%)

Recreation Dashboard

UPCOMING EVENTS

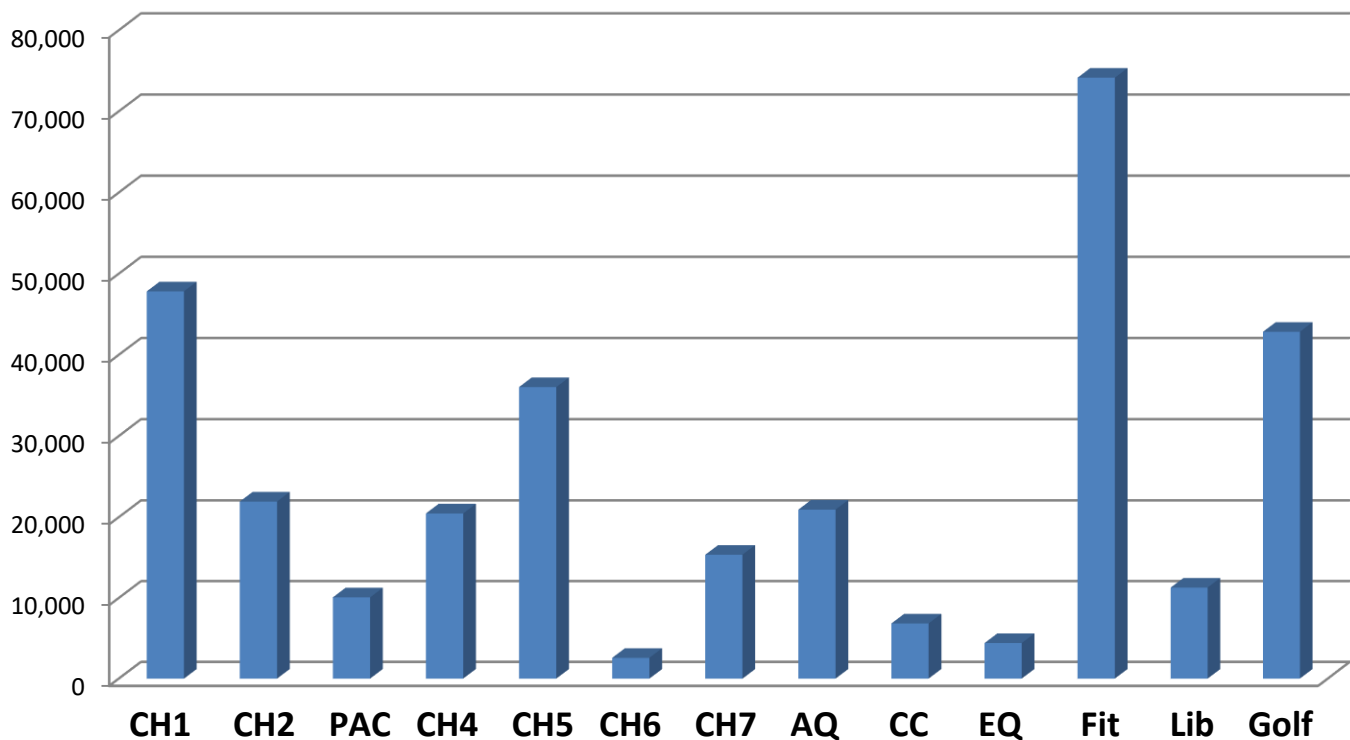
- May 14:** Mother's Day Buffet, Clubhouse 5, 1 p.m.
- May 15:** Monday Movie, *Elsa & Fred*, PAC, 2 p.m.
- May 18:** Club Expo, Clubhouse 5, 10 a.m.
- May 29:** Memorial Day Concert, PAC, 1 p.m.
- June 1:** Patio Concert, Clubhouse 1, 6:30 p.m.
- June 3:** Art Affair, Clubhouse 2, 11 a.m.
- June 16:** 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.
- June 26:** Monday Movie, *Elvis*, PAC, 2 p.m.
- July 4:** Outdoor Concert, Clubhouse 2
- July 17:** Monday Movie, *Top Gun* (1986), PAC, 2 p.m.
- July 21:** Splash Days, Pool 2, noon to 4 p.m.

CLUBEXPO2023



The club expo will be held on Thursday, May 18, 10 a.m. to 1 p.m., at Clubhouse 5. This event is free to join. Please register on ActiveNet or call 949-597-4273.

Facility Usage (2023 YTD)



FEATURED PROGRAM

The Performing Arts Center will host the annual Memorial Day concert on Monday, May 29 at 1 p.m. to honor those who have died serving in the armed forces. This event will host American Legion guest speakers and a performance by the All-American Boys Choir.

2023 Events - Free

	Date	Event	Location
January			
Monday, January 9, 2023		National Championship	CH5
Monday, January 16, 2023		Monday Movies	PAC
February			
Sunday, February 12, 2023		The Big Game (Super Bowl)	CH5
Monday, February 20, 2023		Monday Movies	PAC
March			
Monday, March 20, 2023		Monday Movies	PAC
Saturday, March 25, 2023		Health & Wellness Expo	CH5
April			
Saturday, April 8, 2023		Easter at the Equestrian Center	EQ
Monday, April 17, 2023		Monday Movies	PAC
May			
Monday, May 15, 2023		Monday Movies	PAC
Thursday, May 18, 2023		Club Expo	CH5
Monday, May 29, 2023		Memorial Day Concert/Event	PAC
June			
Monday, June 19, 2023		Monday Movies	PAC
Monday, June 26, 2023		Monday Movies	PAC
July			
Tuesday, July 4, 2023		Fourth of July Event (Golf Cart Parade)	CH2
Saturday, July 15, 2023		Farmers Market	GC1
Monday, July 17, 2023		Monday Movies	PAC
Sunday, July 24, 2022		Monday Movies	PAC
August			
Monday, August 14, 2023		Monday Movies	PAC
Monday, August 21, 2023		Monday Movies	PAC
September			
Monday, September 18, 2023		Monday Movies	PAC
Saturday, September 23, 2023		International Peace Festival	CH2
October			
Saturday, October 7, 2023		Health & Wellness Expo	CH5
Monday, October 16, 2023		Monday Movies	PAC
Tuesday, October 31, 2023		Halloween Golf Cart Parade	Various
November			
Saturday, November 11, 2023		Veterans Day Event	CH2
Monday, November 20, 2023		Monday Movies	PAC
December			
Friday, December 1, 2023		Volunteer Luncheon	CH5
Saturday, December 2, 2023		Village Tree Lighting (Golf Cart Parade)	CH1
Monday, December 18, 2023		Monday Movies	PAC

2023 Events - Fee Based

	Date	Event	Location
January			
Monday, January 23, 2023		Brisket Dinner / Monthly Dinner	CH5
Saturday, January 28, 2023		Village Bazaar	CH5
February			
Tuesday, February 14, 2023		Valentine's Dinner Dance / Monthly Dinner	CH5
Saturday, February 25, 2023		Saturday Night Dance	CH5
March			
Friday, March 17, 2023		St. Patrick's Day / Monthly Dinner	CH5
April			
Saturday, April 1, 2023		Village Bazaar	CH5
Wednesday, April 5, 2023		Afternoon Tea	CH7
Sunday, April 9, 2023		Easter Buffet / Monthly Dinner	CH5
April 10 - May 4		Village Games	Various
May			
Saturday, May 6, 2023		Tony Orlando Show	PAC
Saturday, May 6, 2023		Kentucky Derby	CH1-
Sunday, May 14, 2023		Mother's Day / Monthly Dinner	CH5
Saturday, May 20, 2023		Village Renaissance Faire	EQ
June			
Thursday, June 1, 2023		Patio Concert	CH1
Saturday, June 3, 2023		Art Affair	CH2
Friday, June 16, 2023		Splash Days	Pool 2
Sunday, June 18, 2023		Father's Day /Monthly Dinner	CH5
Tuesday, June 20, 2023		90s Luncheon	CH5
July			
Friday, July 21, 2023		Splash Days	Pool 2
Monday, July 24, 2023		Themed / Monthly Dinner	CH5
August			
Thursday, August 3, 2023		Patio Concert	CH1
Friday, August 18, 2023		Splash Days	Pool 2
Monday, August 28, 2023		Themed / Monthly Dinner	CH5
September			
Wednesday, September 6, 2023		Fall Afternoon Tea	CH7
Saturday, September 9, 2023		The Fifth Dimension Show	PAC
Saturday, September 9, 2023		GFD Indoor Bounce	CH5
Monday, September 18, 2023		Themed / Monthly Dinner	CH5
Saturday, September 30, 2023		Outdoor concert	CH2
October			
Saturday, October 14, 2023		Halloween Hoedown	EQ
Monday, October 23, 2023		Themed / Monthly Dinner	CH5
Saturday, October 28, 2023		Village Bazaar	CH5
November			
Saturday, November 4, 2023		Village Bonanza	CH4
Sunday, November 5, 2023		Village Bonanza	CH4
Thursday, November 23, 2023		Thanksgiving / Monthly Dinner	CH5/CH2
December			
Monday, December 25, 2023		Christmas Buffet / Monthly Dinner	CH5
Sunday, December 31, 2023		New Year's Eve Concert	PAC
Sunday, December 31, 2023		New Year's Eve Gala	CH5

STAFF REPORT

DATE: May 11, 2023
FOR: Community Activities Committee
SUBJECT: Donation of Miter Saw for Clubhouse 4 Woodshop

RECOMMENDATION

Review and recommend a resolution of the donation of a used miter saw 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

A resident would like to donate a used miter saw which has been deemed in good working order for use in the Clubhouse 4 woodshop. (Attachment 2 and Attachment 3). This miter saw meets the criteria for acceptance contained in the GRF Donation Policy including meeting a true need for the facility; does not interfere with the intended use of the facility; and does not require the relocation of other equipment or infrastructure to accommodate the donation. The donation would replace the existing miter saw as it has more features which will benefit the users. GRF will assume maintenance costs.

FINANCIAL ANALYSIS

The estimated annual maintenance cost would be \$100-120 and would only be necessary when the machine parts need to be replaced.

Prepared By: Alison Giglio, 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: Resident Donation Request
ATT 3: Photo of Miter Saw

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 s
- C. Staff to finalize the combined total cost of donation(s) and/or sponsorship(s) and**

complete the Donation Agreement (Attachment 1).

- D. Committee consideration:** Donation(s) and/or sponsorship(s) will be reviewed by the applicable oversight committee prior to board consideration of donation(s).
- E. Board approval:** Final approval shall be granted by the GRF board of directors for acceptance of all donations and/or sponsorships.
- F. 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



Recreation Committee Request Form

PLEASE NOTE THIS FORM IS NOT FOR ROUTING 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 537-4452 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: 4-27-23

Print Individual, Club or Organization Name: _____

Manager: _____ 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.

AS HEAD SUPERVISOR OF THE WOOD SHOP I SAID THE
NEED TO REPLACE ONE OF OUR MITER SAWS I HAVE
A NEAR NEW CRAFTSMAN 12" SLIDING MITER SAW
THAT I AM WILLING TO DONATE. SERIAL NUMBER
BS015304. AS A QUALITY SAW THIS MITER SAW SHOULD
LAST FOR 10-20 YEARS WITH MINIMAL MAINTENANCE.
OCCASIONALLY REPAIRING THE BLADE WHEN THE OLD ONE GETS
DULL. REPLACEMENT OF DRUMS \$100-120/year.

Requestor Signature: _____

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

Signature	Manager if	For	Undecided	Against
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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

