



OPEN MEETING

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

**Thursday, June 8, 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 May 11, 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. Pool 2 Hours Request

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

11. Donation of Computers for PC Classroom
12. Garden Centers Advisory Committee
13. Garden Center Vegepods Rental Fee

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: Monday, July 17, 2023 at 10 a.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, May 11, 2023 – 1:30 p.m.
Board Room/Virtual Meeting

MEMBERS PRESENT: Yvonne Horton, Chair, Elsie Addington, Diane Casey, Pearl Lee, Cush Bhada, Mark Laws, Dennis Boudreau

MEMBERS ABSENT: Ajit Gidwani, Frank Stern

OTHERS PRESENT: Bunny Carpenter, Juanita Skillman, Maggie Blackwell, Andy Ginocchio, S.K. Park

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Tom McCray, Jackie Chioni

Call to Order

Chair Horton called the meeting to order at 1:32 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 Casey seconded.

Motion passed unanimously.

Approval of Committee Report for April 13, 2023

Director Laws made a motion to approve the report with applied changes as stated by Chair Horton. Director Bhada seconded.

Chair Horton stated the change to be made to the motion at the Community Activities Committee meeting on April 13, 2023 prior to recommending to GRF that no Aquadettes Follies nor Aquadettes fundraiser event signs are to be posted within the Recreation Department office and Restaurant 19.

Motion passed unanimously.

Upon further review, this change was made at the May 2, 2023 GRF meeting and recorded.

Chair's Remarks

Chair Horton stated the Globe featured an article on the new club, Community Bridge Builders. Chair Horton stated she was inspired as diversity and inclusion are what make Laguna Woods Village so special and there is no place in this village for prejudice, bigotry or racism. This is a place for peace.

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: the new emergency exit door was installed in the drop-in lounge; there have been over 40,000 users in the reservable rooms at Clubhouse 1 in 2023; on May 1, the Performing Arts Center extended the operating hours to Monday, Wednesday and Friday, 9 a.m. to 10 p.m. and Tuesday and Thursday, 9 a.m. to 5 p.m.; three new staff have been hired at the Performing Arts Center; 732 tickets were held for the successful Tony Orlando show; all pools are expected to be open by Memorial Day weekend with summer hours beginning on May 27; pool hours are posted on the website and at each pool; the annual Village Games hosted 502 participants which increased by 126 from last year; Village Games had 13 participants over the age of 90 and one participant that is 100 years of age; the Library volunteers worked 668 hours supporting 2,649 visitors in April; 35 residents registered for Library catalogue access and 2,952 items circulated through the desk in April.

Ms. Murphy stated the following upcoming events: Aqua Zumba returns to Pool 1 from June 5 to September 25 on Mondays 4 to 5 p.m. with cost as \$25 for five sessions; annual room reservation lottery begins Monday, May 15; the Club Expo will be held on May 18 at Clubhouse 5, 10 a.m. to 1 p.m.; the Village Renaissance Faire will be held on May 20 at the Equestrian Center, 11 a.m. to 3 p.m. and entry fee is \$10; the Memorial Day Ceremony will be held at the Performing Arts Center on May 29 at 1 p.m. hosting speakers from the American Legion Post 257 and a performance by the All American Boys Chorus; the Art Affair will be held at Clubhouse 2 on June 3, 11 a.m. to 3 p.m.; the 90s Luncheon will be held at Clubhouse 5 on June 20 at 11:30 a.m.

Mr. McCray stated golf aerification has begun and will be completed soon; the driving range project is underway; batting cages will be set up for golf swing practice; improved drainage at Par 3 course is complete; the Garden Centers database has been reviewed for accuracy and will be integrated with finance records for accurate billing; unkept plots are being addressed; addressing overgrown fruit on trees which will be donated to a food bank if unable to be harvested by the gardener.

Director Bhada inquired as to if the new Performing Arts Center hours will include dining room availability and what is the correct time for the 90s Luncheon. Ms. Giglio stated the dining rooms will be reservable. Ms. Murphy stated 11:30 a.m. and the Recreation Dashboard is incorrect.

Member Comments (Items Not on the Agenda)

Members were called to speak regarding the following: Library auction of a quilt donated by the Crazy Quilters which raised \$350 with half donated to the Crazy Quilters to make additional quilts and half to purchase large print paperback books; new club waiting list update inquiry; overuse of facilities by guests; gate pass issuance; guest fees for use of amenities and attendance of club events; reduced hours of Pool 1; 2 p.m. closure of Fitness Center on weekends; restoration of weekend hours of Clubhouse 4.

Discussion ensued.

CONSENT

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

Discussion ensued.

Ms. Giglio stated a member of the Finance Department will attend CAC quarterly to update the committee on the Financial Statement.

Motion passed 5-1. Director Laws opposed.

REPORTS

Golf Greens Committee Update – Mr. McCray reported the update during the Department Head Update.

2023 Event Review – Ms. Murphy stated the event review including the cancellation of the following events: two Afternoon Teas and the Kentucky Derby due to loss of more cost-effective caterer.

ITEMS FOR DISCUSSION AND CONSIDERATION

Donation of Miter Saw for Clubhouse 4 Woodshop - Director Addington made a motion to recommend a resolution of the donation of a used miter saw for use in the Clubhouse 4 woodshop in accordance with the Donation Policy. Director Casey seconded.

Discussion ensued.

Motion passed 5-1. Director Laws abstained.

ITEMS FOR FUTURE AGENDAS

Facility Operating Rules/Poster Policy Review/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.

Equestrian Center Non-Resident Boarder Fee

CONCLUDING BUSINESS

Committee Member Comments

Director Casey stated this was a good meeting.

Director Addington stated she wanted the resident to feel heard as clarification was necessary due to many residents believing a large portion of assessments is allocated to the Recreation budget, however monies are allocated for all budgets.

Director Bhada stated this was a good meeting.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held both in the board room and virtually via the Zoom platform at 1:30 p.m. on Thursday, June 8, 2023.

Adjournment

There being no further business, the Chair adjourned the meeting at 2:46 p.m.

_____*Yvonne Horton*_____

Yvonne Horton, Chair

**Golden Rain Foundation of Laguna Woods
Proforma Recreation Services Summary of Operations
4/30/2023**

	Admin	Aquatics/Fitness	Bar Services	Clubhouses	Equestrian	Garden Centers	Golf	PAC	YTD ACTUAL	YTD BUDGET	VAR\$ B/(W)	VAR% B/(W)
1 Non-Assessment Revenues:												
1 Golf Green Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$484,132	\$0	\$484,132	\$581,496	(\$97,364)	(16.74%)
2 Golf Operations	0	0	0	0	0	0	79,968	0	79,968	126,424	(46,456)	(36.75%)
3 Merchandise Sales	0	114	18,150	0	0	0	51,299	0	69,563	121,972	(52,409)	(42.97%)
4 Clubhouse Rentals and Event Fees	6,590	14	0	105,454	0	0	6,858	168,417	287,333	207,198	80,135	38.68%
5 Rentals	0	0	0	0	0	0	21,000	0	40,326	43,132	(2,806)	(6.51%)
6 Miscellaneous	24,650	43,488	1,751	40,510	44,421	0	74	3,848	158,743	158,815	(73)	(0.05%)
7 Total Non-Assessment Revenue	31,240	43,616	19,902	145,964	44,421	19,326	643,331	172,265	1,120,065	1,239,037	(118,972)	(9.60%)
Expenses:												
8 Employee Compensation	282,439	122,476	5,217	216,525	116,609	30,051	483,180	99,978	1,356,476	1,350,130	(6,346)	(0.47%)
9 Expenses Related to Employee Compensation	61,760	39,831	1,239	61,431	19,176	12,207	190,430	28,403	414,477	499,817	(85,340)	(17.07%)
10 Materials and Supplies	1,124	42,842	321	20,651	81,132	6,487	48,119	4,635	205,311	227,910	22,599	9.92%
11 Cost of Goods Sold	0	0	8,318	0	0	0	37,354	0	45,672	74,764	29,092	38.91%
12 Community Events	0	10,101	0	34,095	4,052	103	0	79,225	127,577	116,794	(10,783)	(9.23%)
13 Utilities and Telephone	313	110,916	0	212,095	5,965	14,383	86,001	45,210	474,883	422,819	(52,064)	(12.31%)
14 Fuel and Oil	0	0	0	0	60	0	0	0	60	0	(60)	0.00%
15 Equipment Rental	0	8,189	0	0	0	0	12,356	0	20,545	37,448	16,903	45.14%
16 Outside Services	18,445	201,797	52	12,678	10,085	13,249	76,683	8,188	341,177	265,661	(75,516)	(28.43%)
17 Repairs and Maintenance	0	3,672	0	3,008	3,478	0	4,795	319	15,273	22,592	7,319	32.40%
18 Other Operating Expense	22,256	2,914	0	6,067	756	264	6,293	566	39,116	35,430	(3,686)	(10.40%)
19 Property and Sales Tax	43	8	1,305	212	28	102	4,493	25	6,217	9,509	3,292	34.62%
20 Total Expenses	386,380	542,747	16,451	566,763	241,341	76,847	949,705	266,548	3,046,782	3,062,873	16,091	0.53%
21 Net Cost (before allocations)	\$355,140	\$499,131	(\$3,450)	\$420,799	\$196,920	\$57,521	\$306,373	\$94,283	\$1,926,717	\$1,823,836	(\$102,881)	(5.64%)
22 Allocated To Departments	(248,395)	0	0	(12,987)	0	0	0	0	(261,382)	(177,199)	84,183	47.51%
23 Allocated From Departments	95,265	41,694	4,436	257,469	18,446	2,285	47,566	38,281	505,442	476,071	(29,371)	(6.17%)
24 Net Cost	\$202,010	\$540,825	\$985	\$665,280	\$215,366	\$59,807	\$353,939	\$132,564	\$2,170,777	\$2,122,708	(\$48,069)	(2.26%)



Recreation Dashboard

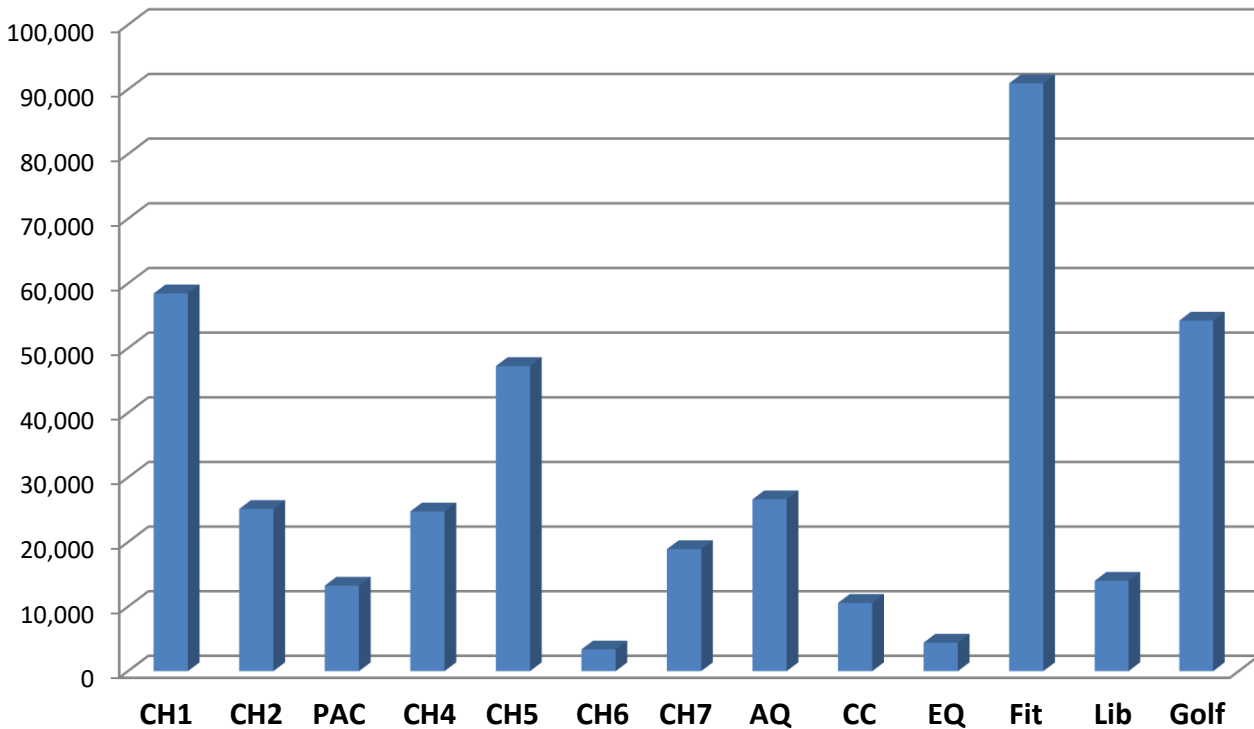
UPCOMING EVENTS

- June 16:** Splash Day, Pool 2, noon
- June 18:** Father's Day, Clubhouse 5, 11 a.m.
- June 19:** Monday Movie, *Queen Bees*, PAC, 2 p.m.
- June 20:** 90s Luncheon, Clubhouse 5, 11:30 a.m.
- June 26:** Monday Movie, *Elvis*, PAC, 2 p.m.
- July 4:** Parade and Outdoor Concert, Clubhouse 2
- July 17:** Monday Movie, *Top Gun (1986)*, PAC, 2 p.m.
- July 21:** Splash Days, Pool 2, noon
- July 24:** Monday Movie, *Top Gun: Maverick*, PAC, 2 p.m.
- Aug 3:** Britain's Finest Patio Concert, Clubhouse 1, 6:30 p.m.
- Aug 16:** Splash Day, Pool 2, noon
- Aug 21:** Monday Movie, *A Man Called Otto*, PAC, 2 p.m.
- Sept 9:** Fifth Dimension concert, PAC, 7:30 p.m.



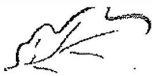
The annual Fourth of July Celebration will be hosted at Clubhouse 2 from 11 a.m. to 2 p.m. A golf cart parade will lead the fun to Clubhouse 2. Please register for the golf cart parade on ActiveNet or call 949-597-4273.

Facility Usage (2023 YTD)



FEATURED PROGRAM

The 90s Luncheon, celebrating residents 90 years of age and older, will be hosted at Clubhouse 5 on Tuesday, June 20 at 11:30 a.m. Tickets are free for the honoree and \$26 per guest which are available for purchase in the Clubhouse 5 office.



Recreation Committee Request Form

PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE RECREATION REQUESTS

Your request is important to us and will be handled accordingly. Per the policy of the Golden Rain Foundation (GRF), if your request falls outside the scope of the Recreation Division's authority, it will be forwarded to the Community Activities Committee (CAC) for review. If you are unsure whether your request falls into this category, please contact the on-site facility Supervisor or the Recreation Manager at 597-4482 in order to make that determination. If it does, you may receive written confirmation acknowledging receipt of your request. CAC will then review the request and determine the proper course of action. If necessary, CAC will make a recommendation to the GRF Board of Directors for action. You will then be notified of the Committee or Board's decision. Please be patient as this process may take several months.

Print Requestor Name: _____ Date: 4/20/2023

Print Individual, Club or Organization Name: _____

Manor: _____ Phone: _____ E-mail: _____

Request (please check one):

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

Explanation:

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

DUE TO BETTER LIGHTING DURING THE WINTER
AND CENTRAL LOCATION OF POOL #2 WE
RESPECTFULLY REQUEST THAT POOL #2 TIME 06:00-07:00
REMAINING THE SAME WHEN POOL #5 RE-OPEN.
IF POSSIBLE, PLEASE KEEP POOL #2 REMAINS OPEN
BEGINNING 0600. BENEFITS ARE AS FOLLOWS:
1. SAFETY, 2. BETTER LIGHTING DURING THE WINTER - OPEN SPACE
2. CENTRAL LOCATION
3. REDUCING TRAFFIC OF MAKING RESERVATION FOR THOSE
WHO PREFER SWIMMING AT POOL #2
4. THOSE WHO USED TO SWIM AT POOL #5 PREFER TO
SWIM AT POOL #2 AT 6:00 AM FOR ABOVE REASONS

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 Division
P.O. Box 2220, Laguna Woods, CA 92637

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STAFF REPORT

DATE: June 8, 2023
FOR: Community Activities Committee
SUBJECT: Donation of Computers for PC Classroom

RECOMMENDATION

Review and recommend a resolution of the donation of 21 Dell computers for use in the PC Classroom 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. The PC Club partners with United Way to sponsor the free tax program for Laguna Woods Village. The PC Club received a generous grant from United Way to assist with the cost of paper, toner, software, etc. due to volunteers processing 1,100 tax returns for the residents. This grant allowed for the purchase of 21 Dell computers that replaced the outdated computers in the classroom.

DISCUSSION

The PC Club is not allowed to own any assets, thus the PC Club board voted to donate the 21 Dell computers to GRF for the PC Classroom. These computers meet 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 computers as they provided updated software which will benefit the users.

FINANCIAL ANALYSIS

There is no estimated annual maintenance cost.

Prepared By: Alison Giglio, Recreation and Special Events Director

Reviewed By: Jose Campos, Assistant Financial Services Director
Catherine Laster, Services Manager

ATTACHMENT(S)

ATT 1: GRF Donation Policy
ATT 2: Resident Donation Request
ATT 3: Dell Computer Invoice

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



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: 5-14-2023

Print Individual, Club or Organization Name: Laguna Woods PC Club

Manor: _____ Phone: _____ Email: _____

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.

The Laguna Woods PC Club partners with United Way to sponsor the Laguna Woods Free Tax Program. During the last tax season our volunteers processed over 1,100 tax returns for our residents. The PC Club received a sizable grant from United Way to assist with the cost of paper, toner, software, etc. The club was granted enough funds to replace 21 computers in the PC Club learning center. Since the club cannot own any assets, our board has made a decision to donate the 21 Dell Computers to GRF. Attached is a detailed list of the tag numbers and the invoice from Dell for the Computers.

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"/>
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(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

Attachment 3



Your Quote Is Ready

Your Personalized quote created by your sales representative is available for purchase.

Quickly and easily complete your order now through our secure online checkout before the expiration date on the Quote.

Order Now

Quote No.	3000145798053.1	Sales Rep	
Total	\$13,505.91	Phone	
Customer #	530031007922	Email	
Quoted On	Feb. 27, 2023	Billing To	PC CLUB OF LAGUNA WOODS
Expires by	Feb. 28, 2023		

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you are ready to place an order.
 Thank you for shopping with Dell!

Regards,
 Brahmadev Saikiran

Shipping Group

Shipping To	Shipping Method
PC CLUB OF LAGUNA WOODS	Expedited Delivery

Product	Unit Price	Quantity	Subtotal
Inspiron 5415 All In One	\$599.99	21	\$12,599.79
<i>Dell Preferred Account as low as \$406 / month[^]</i>			
<i>[^]See last page for financing details</i>			
	Subtotal:		\$12,599.79
	Shipping:		\$0.00
	Environmental Fee:		\$0.00
	Non-Taxable Amount:		\$908.04
	Taxable Amount:		\$11,691.75
	Estimated Tax:		\$906.12
	Total:		\$13,505.91

STAFF REPORT

DATE: June 8, 2023
FOR: Community Activities Committee
SUBJECT: Garden Centers Advisory Committee

RECOMMENDATION

Review and recommend to establish a resident advisory committee at the Garden Centers.

BACKGROUND

The Laguna Woods Village Garden Centers have nearly 1,200 garden spaces that include vegetable plots, tree plots, shade benches and recently added Vegepods. Approximately 1,000 residents hold plot leases and many have resident partners that assist with garden duties. The Garden Centers have two staff members that coordinate administrative tasks and general maintenance. The Golf Operations Manager now oversees the daily operations of the Garden Centers.

DISCUSSION

In an effort to create a sense of community at the Garden Centers, staff proposes to establish a resident advisory committee consisting of stakeholders including representatives from the garden clubs and gardeners from each center. A diverse group of resident garden center users will be selected to contribute unbiased ideas that benefit all users. This advisory committee will discuss various garden center topics and recommend changes to the staff and Community Activities Committee. The advisory committee will not have disciplinary authority over other gardeners.

The recommended format of the advisory committee will consist of a representative from the clubs associated with the Garden Centers as well as several at large residents that represent the diverse groups that occupy the gardens. Meetings will be held monthly and will be chaired by the Golf Operations Manager or a member of his leadership team.

FINANCIAL ANALYSIS

None.

Prepared By: Tom McCray, Golf Operations Manager

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

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STAFF REPORT

DATE: June 8, 2023
FOR: Community Activities Committee
SUBJECT: Garden Center 2 Vegepods Rental Fee

RECOMMENDATION

Review and recommend a \$25 annual rental fee for Vegepods at Garden Center 2.

BACKGROUND

The Laguna Woods Village Garden Centers have nearly 1,200 garden spaces that include vegetable plots, tree plots and shade benches. Approximately 1,000 residents hold plot leases and many have resident partners that assist with garden duties. Five Vegepods were purchased in order to serve those who wish to garden but are unable to manage the physicality of tending to a larger garden plot. The Vegepods were purchased in 2020 and the project was put on hold due to COVID.

DISCUSSION

The proposed \$25 rental fee is suggested due to the size of the plot and the additional cost of the purchase and upkeep of the Vegepods. Currently, shade plots are \$15 annually and tree and vegetable plots are \$57 annually. The Vegepods will be advertised to current plot holders that are having difficulty gardening first to allow for those on the waitlist to obtain a full-size garden plot.

FINANCIAL ANALYSIS

There will be an initial minimal additional cost associated with getting the units ready for planting. Additional revenue will be minimal at \$125 per year. Vegepods have an expected lifespan of seven years and cost of replacement per Vegepod is currently \$700 including the pod and stand.

Prepared By: Tom McCray, Golf Operations Manager

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