



## **OPEN MEETING**

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

**Thursday, November 14, 2024 – 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 October 10, 2024
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. Recreation Dashboard

#### **Reports:** (Receive and File or Provide Recommendations)

9. Recreation Staff Introduction

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

10. California Club Request for Rollover Exception
11. VCF and Camera Club Request
12. Resident Request to Waive Room Reservation Exception Rate
13. Resident Donation Request of Apple TV Device and Television for Clubhouse 1 Gymnasium

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

- Reservation System Review
- Recreation Policy Review
- 2026 Capital Requests

#### **Concluding Business:**

- Committee Member Comments

- Date of Next Meeting: Thursday, December 12, 2024 at 1:30 p.m.
- Adjournment

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

Cush Bhada, Acting Chair  
Alison Giglio, Staff Officer  
Telephone: 597-4270

# **OPEN MEETING**

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

Thursday, October 10, 2024 – 1:30 p.m.  
Board Room/Virtual Meeting

**MEMBERS PRESENT:** Cush Bhada, Acting Chair, Joan Milliman, Robert Mutchnick, Sue Quam, Ellen Leonard, Moon Yun, Sue Stephens, Dennis Boudreau, Ajit Gidwani

**MEMBERS ABSENT:** Elsie Addington, Peter Sanborn

**OTHERS PRESENT:** Reza Karimi, Maggie Blackwell, Mickie Choi, Jeanne Costello, Egon Garthoffner, Charles Prater

**STAFF PRESENT:** Alison Giglio, Jennifer Murphy, Jackie Chioni, Steve Hormuth, William Arceo

### **Call to Order**

Acting Chair Bhada called the meeting to order at 1:30 p.m.

### **Acknowledgement of Media**

There was no press present.

### **Approval of Agenda**

Director Mutchnick made a motion to remove item number 11 and approve agenda as edited. Director Leonard seconded.

Motion passed unanimously.

### **Approval of Committee Report for September 12, 2024**

Director Leonard made a motion to approve the report. No second recorded.

Motion passed 4-1. Director Mutchnick abstained.

### **Chair's Remarks**

Acting Chair Bhada stated today is a sad day as the community lost the chairman of India conglomerate, TATA Group. Acting Chair Bhada welcomed the new committee members. Acting Chair Bhada stated Clubhouse 1 is in full operation with striking changes in billiards room including an updated kitchenette and soundproofing with the previous billiards room

updated to be an MPR for rental space. There are many updates to the facility and he thanked staff for the Clubhouse 1 renovation project. Acting Chair Bhada stated he is looking forward to a productive meeting today.

### **Report of the Recreation and Special Events Director**

Ms. Giglio reported the following Recreation Department highlights: Clubhouse 1 staff is working on unfinished project details and will be ordering new furnishings; the community patience is appreciated as staff works diligently on finishing the minor Clubhouse 1 renovation project items; at Clubhouse 2, the carpet was cleaned in the Grevillea, Los Olivos and card room and the parking lot concrete repairs were completed; Clubhouse 4 staff is preparing for the annual Arts & Crafts Bonanza with over 100 vendors ready to sell their handcrafted wares; the steak dinner at Clubhouse 5 had 126 in attendance and the Village Bazaar sold out in 15 minutes; the HVAC was recently repaired and the floor maintenance was completed at Clubhouse 7; approximately 300 were in attendance at the Equestrian Center Taste of Country event last weekend; there are 410 participants entered for the Village Games sports including archery, basketball, bicycling, billiards, bocce, progressive bridge, equestrian, golf, lawn bowling, volleyball, mahjong, petanque, pickleball, poker, shuffleboard, swimming, table tennis, target shooting and tennis; Village Games events began on October 7 and the closing ceremony for participants will be hosted at Clubhouse 5 on October 31; attendance is increasing at the Clubhouse 1 Fitness Center and circuit classes are either selling out or filling up quickly; Library volunteers worked 729 hours to support 2,160 visitors in September; new resident signups have been consistent month to month with material usage slightly lower except for the puzzles as they are at all-time high; DVD and CD book usage is still provided as a service to those who aren't quite ready to transition to streaming; new changes were implemented this year including going paperless with emailing checkout receipts; additional shelves were installed for puzzles and magazines (including a magazine rack for the patio); removal of the plexiglass was completed; new keyboards and volunteer labeled series books were added; Mr. McCray's report includes the completion of the aerification with courses returning to optimal conditions in a few weeks; a new golfer orientation was held on October 1 with 10 new resident golfers in attendance; tennis court 7 was recently repaired and cleaned after badminton returned to Clubhouse 1; three Garden Center plots are open to date with active tours occurring leading to successful rental of released plots; Garden Center volunteers will be planting a new pollinator garden near the Garden Center 2 entrance.

Ms. Giglio reported the following GRF board meeting update: approval of a share cost percentage of 35/65 percent (35% covering total expense for golf maintenance and operations including depreciation and 65% of total costs to be recovered through golf facility use fees) including a \$10 increase to all guest green fees above the current rate and a new fee schedule will go into effect January, 2025; an additional hour to keep Pool 5 open until 7 p.m. in October was approved; new contracts were approved for outsourcing golf course maintenance and the Performing Arts Center sound system;

Ms. Murphy stated the following: a new class, Dance Moves, with Laura Freeman will begin on Thursdays at Clubhouse 5 in the fitness classroom; the free Monday movie at the Performing Arts Center, *Ghostbusters: Frozen Empire*, will be held on October 21 at 2 and 7 p.m.; the fall Village Bazaar will be hosted at Clubhouse 5 in the main lounge on October 26, 10 a.m. to 2 p.m.; the annual Arts & Crafts Bonanza will be held at Clubhouse 4 on November 2, 9 a.m. to 4 p.m. and November 3, 10 a.m. to 3 p.m.; the annual Thanksgiving Buffet will be hosted at Clubhouse 2 and 5 on November 28 with tickets sales starting on November 4.

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

None.

### **CONSENT**

Director Milliman made a motion to approve the consent calendar. Director Mutchnick seconded.

Discussion ensued.

Motion passed unanimously.

### **REPORTS**

**Recreation Supervisor Introduction**— William Arceo, Recreation Generalist, introduced himself while stating his Laguna Woods Village work history.

Discussion ensued.

**Garden Center Access Discussion** —Ms. Giglio stated the Garden Center access discussion regarding unrestricted access to Garden Club officers and requested input from CAC.

Discussion ensued.

The Committee does not recommend unrestricted access to the Garden Centers and directed staff to comply with current policy.

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

**California Club Rollover Exception Request** – This item was rescinded by the requestor.

**Aquadettes Request for Exception to GRF Poster Policy, Pool Closure and Staff Support for the 2025 Aqua Follies Show**— Ms. Murphy stated the staff report.

Director Milliman made a motion to recommend the poster policy exception to post an 11x17 poster at all Clubhouses and as an annual exception. Director Leonard seconded.

Discussion ensued.

Motion passed 5-1-1. Director Quam was absent. Director Yun abstained.

Director Milliman made a motion to recommend Pool 1 closure from August 11 to 18, 2025. Director Leonard seconded.

Member was called to speak regarding changing the rules so no exceptions are necessary. Discussion ensued.

Motion passed 4-1-2. Director Quam opposed. Director Mutchnick and Director Yun abstained.

Director Milliman made a motion to provide staff support including ticket sales, setup (marquis and curtains), operation of lighting during rehearsals and shows and coordination of outsourced lifeguard services. Director Mutchnick seconded.

Discussion ensued.

Motion passed 5-1-1. Director Leonard opposed. Director Yun abstained.

Director Milliman made a motion to have poster policy exception, staff support and pool 1 closure for 8 days annually for the Aquadette Follies. Director Stephens seconded.

Discussion ensued.

Motion passed 4-2-1. Director Leonard and Director Mutchnick opposed. Director Yun abstained.

**Equestrian Fee Recommendation** – Mr. Hormuth stated the staff report.

Director Leonard made a motion to recommend 70/30% shared cost for 2025 and use Option 2 proposed fees and provide a monthly budget analysis to GRF Finance Committee. Director Stephens seconded.

Discussion ensued.

Members were called to speak regarding the following: in support of the Equestrian Center; support of fair costs for all amenities; raise lesson fees; not in support of comparing the Laguna Woods Village Equestrian Center to other centers; good attendance of club BBQs at the Equestrian Center; support of equine therapy; many volunteers at the Equestrian

Center; nominal rate increase; consider input from current Equestrian Senior Supervisor with regards to raising revenue; evaluate negative consequences to any changes to an amenity as all must be considered equally; regarding affordability of the EQ center; all members agreed to shared cost when moving into Laguna Woods Village; all amenities increase at the same rate.

Motion failed 2-5. Acting Chair Bhada, Director Milliman, Director Quam, Director Mutchnick, Director Yun opposed.

Director Milliman made a motion to recommend option 1 for Equestrian Fees with bi-monthly budget review to be presented at CAC. Director Mutchnick seconded.

Motion passed unanimously.

**Recreation and Special Events Department Operating Rules Review** – The committee stated all edits.

Director Mutchnick made a motion to accept the Recreation and Special Events operating rules. Director Stephens seconded.

Discussion ensued.

No vote occurred.

Director Leonard made a motion to keep the minimum of 10 years of age for guests at the Equestrian Center. Director Milliman seconded.

Motion passed 5-1-1. Director Quam opposed. Director Mutchnick abstained.

Director Mutchnick exited the meeting at 4:30 p.m.  
Director Stephens exited the meeting at 4:45 p.m.

Director Leonard made a motion to recommend Recreation and Special Events operating rules with corrections. Director Milliman seconded.

Motion passed 4-3. Director Quam, Director Mutchnick and Director Stephens absent.

### **ITEMS FOR FUTURE AGENDAS**

**Reservation System Review** – Staff was directed to keep 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 Yun stated the discussion at the beginning of the meeting did not include information on the screens or hardcopy and the information did not correspond to the information in the agenda packet. Staff confirmed the information discussed did correspond with the agenda packet.

Advisor Gidwani thanked staff for putting the packet together and thanked committee members for volunteering time to make the community better.

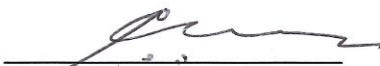
Director Bhada thanked all in attendance.

### **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, November 14, 2024.

### **Adjournment**

There being no further business, the Acting Chair adjourned the meeting at 5:02 p.m.

  
Cush Bhada, Acting Chair



# Recreation Dashboard

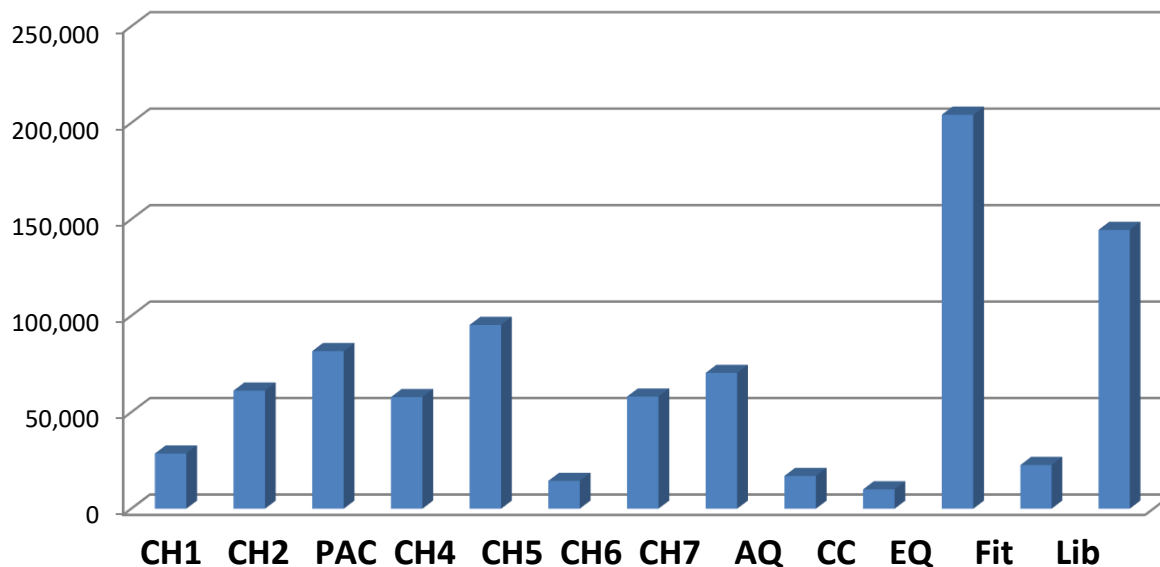
## UPCOMING EVENTS

- Nov 18:** Monday Movie, *The Long Game*, PAC, 2 and 7 p.m.
- Nov 28:** Thanksgiving Buffet, Clubhouses 2 and 5, 1 p.m. (SOLD OUT)
- Dec 6:** Volunteer Luncheon, Clubhouse 5, 11:30 a.m.
- Dec 7:** Village Tree Lighting, Clubhouse 1, 6:30 p.m.
- Dec 16:** Monday Movie, *Arthur the King*, PAC, 2 and 7 p.m.
- Dec 25:** Christmas Buffet, Clubhouse 5, 1 p.m.
- Dec 31:** New Year's Eve Dinner Dance, Clubhouse 5, 5 p.m.



A special thank you to all GRF volunteers that make the community shine!

## Facility Usage (2024 YTD)



The above chart includes estimated total utilization at each Recreation facility including room reservations and amenities as shown located below:

Clubhouse 1:	Clubhouse 2:	Fitness:	Clubhouse 4:
Billiards	Lawn Bowling	Archery	Art
Bocce	Video Room/Studio	Fitness Centers (2)	Ceramics
Drop-In Lounge	<b>PAC:</b>	Gymnasium	Glass
Game Room	Billiards	Paddle Tennis	Jewelry
Shuffleboard	<b>Clubhouse 7:</b>	Pickleball	Knitting
<b>Clubhouse 5:</b>	Bridge	Table Tennis	Lapidary
FitnessCenter	<b>Golf:</b>	Tennis Courts	Photography
Fitness Classroom	All Courses	<b>Community Center:</b>	Quilting
Game Room	Driving Range	Computer Rooms	Sewing Room
Gym			Slipcasting Studio
			Woodshop

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## STAFF REPORT

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**DATE:** November 14, 2024  
**FOR:** Community Activities Committee  
**SUBJECT:** California Club Request for Rollover Exception

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### **RECOMMENDATION**

Review and recommend the California Club's request for an exception to the Permanent/Rollover Reservation Policy (Attachment 1) for the fourth Tuesday in September of each year for an event at Clubhouse 2 which includes exclusive use of the entire clubhouse and the parking loop.

### **BACKGROUND**

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

### **DISCUSSION**

On September 12, 2024, the California Club submitted a request to the CAC requesting an exception to the Permanent/Rollover Reservation Policy. The request was read during Member Comments. Staff was directed to research the request and present a staff report for review at the October CAC meeting.

On October 10, 2024, the agenda item was rescinded by the California Club and on October 23, 2024, a new request was submitted to modify the staff report to the current exception request (Attachment 2).

Beginning in 2026, the California Club is requesting the fourth Tuesday in September of each year for their California Dreamin' event to be hosted at Clubhouse 2 which includes exclusive use of the entire clubhouse and the parking loop for set up and other logistical purposes. This event will be in lieu of the California Club monthly dance at Clubhouse 5 held on the same evening each month. The request for a different facility than the California Club's normal Tuesday club rollover reservation would normally have to be submitted as a lottery request. 2026 Lottery requests are due by June 15, 2025 and are awarded by August 1, 2025. The Club is requesting the exception to bypass the process and guarantee the date will be available for their annual event.

Clubhouse 2 currently has nine exception room reservation rollovers, none of which are on Tuesdays. Please find attached all current exceptions to the room reservation policy (Attachment 3).

**FINANCIAL ANALYSIS**

The California Club would be charged all applicable GRF approved room rental fees for the use of the Clubhouse 2 ballroom and two adjacent rooms (patios are included with rental of the rooms). There are no established fees for exclusive parking loop access.

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

**ATTACHMENT(S)**

ATT1: GRF Recreation Room Reservation Policy  
ATT2: California Club Request Form  
ATT3: Current Exceptions to Room Reservation Policy

Attachment 1  
**Clubs/Groups/Organizations**

**C. Room reservations**

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

Attachment 2



Laguna Woods Village

**Recreation Committee Request Form**

PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE RECREATION REQUESTS

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

**Print Requestor Name:** \_\_\_\_\_ **Date:** 10-23-2024

**Print Individual, Club or Organization Name:** California Club of Laguna Woods Village

**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.

The California Club is one of the Charter Clubs here since the 1960's. We provide healthy meals, physical activity,

entertainment and socialization for our members at our monthly dinner dances each 4th Tues. at CH 5.

This year we added an outdoor concert "California Dreaming" that was well received.

In 2026 we are requesting an exception to have our annual California Dreaming event at clubhouse

2 instead of our regular rollover monthly dinner dance at clubhouse 5. This date is 9/22/2026 and each annual 4th Tuesday In Sept.

This is exactly the same exception you gave to Boomers when they rolled over their 3rd Sat clubhouse 5 dance in June for Woodstock to CH 2 every year.

We will not have a monthly dance at CH 5, on the 4th Tues. In Sept. 26 and beyond, We will replace it with our California Dreaming at CH 2 on that same night each year.

**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

### Recreation Room Reservation Exceptions

Club/Event	Clubhouse	Room	Day(s)/Month	Notes
18 Hole Men's Golf Club Appreciation Dinner	Clubhouse 2	Ballroom	1st Saturday in October	One time event
18 Hole Men's Golf Club Member Guest Tour	Clubhouse 2	Ballroom	3rd Saturday in August	One time event
18 Hole Men's Golf Club Memorial Tournament	Clubhouse 2	Ballroom	Saturday after Mother's Day and before Memorial Day. Do not book on holiday weekend	One Time Event
18 Hole Men's Golf Club President's Ball	Clubhouse 5	Ballroom	3rd Monday in January	One Time Event
18 Hole Men's Golf Club Team Scramble Tournament	Clubhouse 2	Ballroom	3rd Saturday in October	One time event
9 Hole Women's Golf Club Luncheons	Clubhouse 2	Ballroom	1st Wednesday in December	One time event
Aerospace Club General Meetings	Clubhouse 2	Ballroom	4th Fridays	3 Hour 30 Minutes Reservation
Boomers Woodstock	Clubhouse 2	All Rooms	Last Saturday in June	One Time Event
Computer Club, PC General Meetings	Clubhouse 7	Main Lounge	2nd Tuesdays	2 Hour 30 Minutes Reservation
Concerned Citizens Book Review	Clubhouse 1	Main Lounge	3rd Thursdays	3 Hour Reservation
Dog Club Vaccination Day	Clubhouse 1	Main Lounge	1st Thursday in February	One Time Event
Duplicate Bridge, Holiday Party	Clubhouse 7	Main Lounge	1st Tuesday in December	One Time Event
Duplicate Bridge, Volunteer Appreciation	Clubhouse 7	Main Lounge	1st Wednesday in November	One Time Event
Garden Club Garden Show	Clubhouse 1	Main Lounge	4th Wednesday of April	One Time Event
Jewish Cultural Club	Clubhouse 1	Main Lounge	1st Sundays	3 Hour Reservation
Kim's Line Dancing Club	Clubhouse 7	Main Lounge	Every Monday	2 Hour Reservation
Korean American Choir	Clubhouse 7	Main Lounge	Every Thursday	2 Hour Reservation
Laguna International Dance Festival	Clubhouse 2	All Rooms	First weekend in March	One Time Event
Laguna International Dancers	Clubhouse 2	Ballroom	Every Wednesday	3 Hour Reservation
Table Tennis - Meikeljohn	Clubhouse 5	All Rooms	Wed-Sunday (Sunday being first Sunday in June)	Monday morning as well in the Main Lounge
National Council of Jewish Women General Meeting	Clubhouse 5	Main Lounge-Front	2nd Fridays	3 Hour Reservation
Reform Temple Rosh Hashanah	Clubhouse 5	Main Lounge	Contact Reform Temple	One Time Event
Reform Temple Yom Kippur	Clubhouse 5	Main Lounge	Contact Reform Temple	One Time Event

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## **STAFF REPORT**

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**DATE:** November 14, 2024  
**FOR:** Community Activities Committee  
**SUBJECT:** Village Community Fund Project Application Approval for the Camera Club Photo Studio Modernization Project

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### **RECOMMENDATION**

Review and recommend the Village Community Fund project application for the Camera Club Photo Studio modernization project.

### **BACKGROUND**

The Village Community Fund (VCF), a California Public Benefit Corporation formed in December 2017, was organized by residents of Laguna Woods Village for the purpose of providing support for programs, services, and facilities that enrich the lives of older adults. One intent of VCF fundraising is to support projects within the Laguna Woods Village; however, this organization is not affiliated with any governing board or committee of GRF, United Mutual, Third Mutual or Mutual 50.

The Camera Club of Laguna Woods Village, established in 1965, provides photographers at all levels of expertise with many opportunities to enjoy the company of other photographers and advance their skills. The Club uses a GRF facility located in Clubhouse 4 comprised of a photography studio, dark room and a studio classroom which is a multi-use room scheduled for use with Recreation Department approval. Equipment including matting tools, darkroom and computers for printing and scanning is available for all residents to use with the assistance of Camera Club volunteers. The Camera Club also provides services to Club members and residents including digital editing, labs and various educational opportunities.

Camera Studio services are currently severely hampered by outdated and second-hand equipment that lacks the ability to integrate with today's standards. GRF has annually budgeted for nominal equipment replacements and repairs to meet the minimum standards. Requests for equipment and services such as editing slideshows/videos, modern photography software and AI processing are currently requested but not available due to substandard equipment.

### **DISCUSSION**

The Village Community Fund recently approved the Camera Club's modernization project proposal and approval by the GRF Board is required. The modernization project establishes a platform for future growth on three to five-year cycles. Equipment to be replaced includes but is not limited to: computers, monitors, memory, mat cutter, dry mounting machine, projector, software, inkjet printer, copier, microphones and cables.

### **FINANCIAL ANALYSIS**

If approved, the Camera Club will partner with VCF to fundraise the estimated \$26,015 required to purchase new equipment which will then be donated to GRF for staff to purchase

the requested items. Camera Club fundraising would replace the need for GRF funding of this expenditure should the fundraising goal be met. GRF traditionally budgets as needed, approximately \$6,000 to \$10,000 in the Recreation Department operating budget to support the camera studio.

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

**Reviewed By:** Catherine Laster, Services Manager  
Steve Hormuth, Financial Services Director

**ATTACHMENT(S)**

ATT1: Village Community Fund Project Application-Camera Club

Attachment 1

**VILLAGE COMMUNITY FUND**  
**PROJECT APPLICATION**

The Village Community Fund (VCF), a non-profit 501(c)(3) community benefit organization, serves to foster projects that benefit senior adults and our local Laguna Woods Village community, and raise funds to carry out our mission. All projects go through a rigorous procedure before being accepted by VCF. A club or group of concerned residents, working with GRF's cooperation and ultimate approval, will develop and plan the proposed project, including timetable and budget.

The resident group or club is responsible for raising the tax-deductible funds which will be donated to VCF and earmarked for the project. Most projects are coordinated with the Recreation Department.

For your project to be considered for funding, please complete both sides of this application and return via email to: [villagecommunityfund@gmail.com](mailto:villagecommunityfund@gmail.com).

PROJECT NAME Photo Lab Modernization 2024

CLUB OR GROUP NAME Camera Club of Laguna Woods Village

PRIMARY CONTACT INFORMATION Club President

Name (and title, if applicable) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

NUMBER OF ACTIVE CLUB OR GROUP MEMBERS 264 (Mailing list additional 184)

NAMES OF PROJECT COMMITTEE MEMBERS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PROJECT DESCRIPTION, PURPOSE, and TIMELINE Despite strong Camera Club growth in membership

and community participation, our Club mandate to serve all LWV Residents is severely hampered by outdated, second-hand

Lab equipment. Funds Invested in 2023 (\$7,000 club, \$4,500 GRF) met minimal standards, but left a significant backlog

of needs. Photography requires current equipment and software, as the field evolves rapidly. A Lab cobbled-together is

untenable. This project will allow the Club to establish a modern, functional Lab, and plan for future growth on 3-5 year cycles.

PROJECT BUDGET \$26,015

PROJECT FUNDS APPROVED BY GRF (if any, attach detail) N/A

NAME OF YOUR GRF CONTACT Allison Giglio, Sabine Bayless

REQUESTER

funds budgeted

Signature [Redacted] Date May 10, 2024

Name and Title [Redacted]

VMS APPROVAL – By signing this application VMS is acknowledging they have been involved in setting the scope of the project and agree the amount budgeted is adequate to complete the project.

Signature Alison Giglio Date 6/12/24

Name and Title Alison Giglio Recreation & Special Events Director

GRF APPROVAL – This application should be signed after the GRF board has passed a resolution to approve the project and accept the funds. By signing this application GRF is committing to complete the project for the amount budgeted.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name and Title \_\_\_\_\_

VCF APPROVAL – This application will not be accepted by VCF until the project is approved by VMS and GRF.

Signature Beth Perak Date June 12, 2024

Name and VCF Title Beth Perak VCF President

We want to hear from you! For additional information or questions, please contact us:

Call: 949-467-1030

Email: [VillageCommunityFund@gmail.com](mailto:VillageCommunityFund@gmail.com)

Visit our website: [VillageCommunityFund.org](http://VillageCommunityFund.org)

Tax ID# 82-379360

## **STAFF REPORT**

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**DATE:** November 14, 2024  
**FOR:** Community Activities Committee  
**SUBJECT:** Resident Request to Waive Room Reservation Exception Rate

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### **RECOMMENDATION**

Review and recommend resident request for an exception to waive the room reservation exception rate for the Memorial Care Hospice/Bereavement event on May 31, 2025 at Clubhouse 7.

### **BACKGROUND**

The GRF pricing policies contain two rates: Resident rate and exception rate; (refer to the GRF fee list, Attachment 1 and 2).

- a. Resident rate applies to:
  - i. All Laguna Woods Village residents;
  - ii. Weddings and wedding receptions for residents; and
  - iii. Private resident events such as birthdays, memorials and/or anniversary parties.
- b. Exception rate applies to:
  - i. Any non-Laguna Woods Village organization or group for which a resident makes a reservation;
  - ii. Weddings and/or wedding receptions for non-residents and are limited to only siblings, children, parents and grandchildren of residents; and
  - iii. All club/group/organization reservations that have more than 50 percent nonresidents in attendance and are charging admittance or accepting donations (club/group/organization-approved fundraisers are exempt).

### **DISCUSSION**

On September 5, 2024, the resident submitted a request to waive the room reservation exception rate for Clubhouse 7 main lounge on May 31, 2025 for a Memorial Care Hospice/Bereavement event to honor the memory of the loved ones lost and allow emotional testimonials to be given by the bereaved and to release butterflies (Attachment 3). The resident request was originally for seven hours but has been adjusted to four hours due to Clubhouse 7 availability on May 31.

Memorial Care is a title sponsor for GRF; however, this event is not included as a benefit in the contract.

### **FINANCIAL ANALYSIS**

If recommended and approved by the GRF board, GRF would absorb the cost of the exception room reservation rate at Clubhouse 7 for this event totaling \$1,154 (minimum four-hour reservation including setup). The resident room reservation rate would be \$52.91 (minimum four-hour reservation including setup).

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

**ATTACHMENT(S)**

ATT1: GRF Recreation Room Reservation Exception Rate

ATT2: GRF Recreation Room Reservation Resident Rate

ATT3: Resident Request Form

Attachment 1

Laguna Woods Village Exception Room 2024 Rates														
Reservable Room	Per Hour	Minimum (2 hrs & Setup)	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	Hour 13	Hour 14
CC Rooms & Conference Rooms														
CC - Elm Room	\$27	\$68	\$95	\$122	\$149	\$176	\$203	\$230	\$257	\$284	\$311	\$338	\$365	\$392
CC - Pine Room	\$24	\$60	\$84	\$108	\$132	\$156	\$180	\$204	\$228	\$252	\$276	\$300	\$324	\$348
CH1 - Conference Room	\$10	\$20	\$30	\$40	\$50	\$60	\$70	\$80	\$90	\$100	\$110	\$120	\$130	\$140
PAC - Conference Room	\$12	\$24	\$36	\$48	\$60	\$72	\$84	\$96	\$108	\$120	\$132	\$144	\$156	\$168
VG - Clubroom 1	\$20	\$50	\$70	\$90	\$110	\$130	\$150	\$170	\$190	\$210	\$230	\$250	\$270	\$290
VG - Clubroom 2	\$20	\$50	\$70	\$90	\$110	\$130	\$150	\$170	\$190	\$210	\$230	\$250	\$270	\$290
VG - Clubroom 3	\$20	\$50	\$70	\$90	\$110	\$130	\$150	\$170	\$190	\$210	\$230	\$250	\$270	\$290
Multi-Purpose Rooms														
CH1 - Multi-Purpose Room	\$66	\$198	\$264	\$330	\$396	\$462	\$528	\$594	\$660	\$726	\$792	\$858	\$924	\$990
CH1 - Art Studio	\$80	\$240	\$320	\$400	\$480	\$560	\$640	\$720	\$800	\$880	\$960	\$1,040	\$1,120	\$1,200
CH5 - Multipurpose Room 1	\$52	\$156	\$208	\$260	\$312	\$364	\$416	\$468	\$520	\$572	\$624	\$676	\$728	\$780
CH6 - Multipurpose Room	\$32	\$96	\$128	\$160	\$192	\$224	\$256	\$288	\$320	\$352	\$384	\$416	\$448	\$480
Small Dining Rooms														
CH1 - Dining Room 2	\$63	\$189	\$252	\$315	\$378	\$441	\$504	\$567	\$630	\$693	\$756	\$819	\$882	\$945
CH1 - Dining Room 3	\$63	\$189	\$252	\$315	\$378	\$441	\$504	\$567	\$630	\$693	\$756	\$819	\$882	\$945
CH2 - The Los Olivos	\$55	\$165	\$220	\$275	\$330	\$385	\$440	\$495	\$550	\$605	\$660	\$715	\$770	\$825
CH2 - The Grevillea	\$56	\$168	\$224	\$280	\$336	\$392	\$448	\$504	\$560	\$616	\$672	\$728	\$784	\$840
Large Dining Rooms														
PAC - Dining Room 1	\$114	\$570	\$684	\$798	\$912	\$1,026	\$1,140	\$1,254	\$1,368	\$1,482	\$1,596	\$1,710	\$1,824	\$1,938
PAC - Dining Room 2	\$114	\$570	\$684	\$798	\$912	\$1,026	\$1,140	\$1,254	\$1,368	\$1,482	\$1,596	\$1,710	\$1,824	\$1,938
Other														
PAC - Rehearsal Room	\$48	\$144	\$192	\$240	\$288	\$336	\$384	\$432	\$480	\$528	\$576	\$624	\$672	\$720
PAC - Auditorium	\$2,908													
PAC - Auditorium Performance Package	\$2,908													
Main Lounges & Large Dining Rooms														
CH1 - Main Lounge	\$251	\$1,505	\$1,756	\$2,007	\$2,258	\$2,509	\$2,760	\$3,011	\$3,262	\$3,513	\$3,764	\$4,015		
CH2 - The Sequoia	\$256	\$1,535	\$1,791	\$2,047	\$2,303	\$2,559	\$2,815	\$3,071	\$3,327	\$3,583	\$3,839	\$4,095		
CH5 - Main Lounge (Stage Side) Total	\$346	\$1,903	\$2,249	\$2,595	\$2,941	\$3,287	\$3,633	\$3,979	\$4,325	\$4,671	\$5,017	\$5,363		
CH5 - Main Lounge (Back Side) Total	\$250	\$1,374	\$1,624	\$1,874	\$2,124	\$2,374	\$2,624	\$2,874	\$3,124	\$3,374	\$3,624	\$3,874		
CH5 - Main Lounge (All) Total	\$484	\$2,903	\$3,387	\$3,871	\$4,355	\$4,839	\$5,323	\$5,807	\$6,291	\$6,775	\$7,259	\$7,743		
CH6 - Main Lounge	\$91	\$455	\$546	\$637	\$728	\$819	\$910	\$1,001	\$1,092	\$1,183	\$1,274	\$1,365		
CH7 - Main Lounge	\$210	\$1,154	\$1,364	\$1,574	\$1,784	\$1,994	\$2,204	\$2,414	\$2,624	\$2,834	\$3,044	\$3,254		



Golden Rain Foundation of Laguna Woods Community Activities Committee  
Resident Request to Waive Room Reservation Exception Rate  
November 14, 2024  
Page 4

Attachment 2

Laguna Woods Village  
2024 Resident Reservation Fees

Reservable Room	Rate (Per Hour)	Minimum 2 hrs (includes setup)	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	Hour 13	Hour 14
<b>CC Rooms &amp; Conference Rooms</b>														
CC - Elm Room	\$1.27	\$3.18	\$4.45	\$5.72	\$6.99	\$8.26	\$9.53	\$10.80	\$12.07	\$13.34	\$14.61	\$15.88	\$17.15	\$18.42
CH1 - Conference Room	\$0.44	\$0.88	\$1.32	\$1.76	\$2.20	\$2.64	\$3.08	\$3.52	\$3.96	\$4.40	\$4.84	\$5.28	\$5.72	\$6.16
PAC - Conference Room	\$0.53	\$1.06	\$1.59	\$2.12	\$2.65	\$3.18	\$3.71	\$4.24	\$4.77	\$5.30	\$5.83	\$6.36	\$6.89	\$7.42
VG - Clubroom 1	\$0.94	\$2.36	\$3.29	\$4.23	\$5.17	\$6.11	\$7.05	\$7.99	\$8.93	\$9.87	\$10.81	\$11.75	\$12.69	\$13.63
VG - Clubroom 2	\$0.94	\$2.36	\$3.29	\$4.23	\$5.17	\$6.11	\$7.05	\$7.99	\$8.93	\$9.87	\$10.81	\$11.75	\$12.69	\$13.63
VG - Clubroom 3	\$0.94	\$2.36	\$3.29	\$4.23	\$5.17	\$6.11	\$7.05	\$7.99	\$8.93	\$9.87	\$10.81	\$11.75	\$12.69	\$13.63
<b>Multi-Purpose Rooms</b>														
CH1 - Multi-Purpose Room	\$3.74	\$11.22	\$14.90	\$18.70	\$22.44	\$26.18	\$29.92	\$33.66	\$37.40	\$41.14	\$44.88	\$48.62	\$52.36	\$56.10
CH1 - Art Studio	\$4.08	\$13.74	\$18.32	\$22.90	\$27.48	\$32.06	\$36.64	\$41.22	\$45.80	\$50.38	\$54.96	\$59.54	\$64.12	\$68.70
CH6 - Multipurpose Room	\$2.65	\$8.85	\$11.80	\$14.75	\$17.70	\$20.65	\$23.60	\$26.55	\$29.50	\$32.45	\$35.40	\$38.35	\$41.30	\$44.25
CH6 - Multipurpose Room	\$1.80	\$5.40	\$7.20	\$9.00	\$10.80	\$12.60	\$14.40	\$16.20	\$18.00	\$19.80	\$21.60	\$23.40	\$25.20	\$27.00
<b>Small Dining Rooms</b>														
CH1 - Dining Room 2	\$1.64	\$4.92	\$6.56	\$8.20	\$9.84	\$11.48	\$13.12	\$14.76	\$16.40	\$18.04	\$19.68	\$21.32	\$22.96	\$24.60
CH1 - Dining Room 3	\$1.64	\$4.92	\$6.56	\$8.20	\$9.84	\$11.48	\$13.12	\$14.76	\$16.40	\$18.04	\$19.68	\$21.32	\$22.96	\$24.60
CH2 - The Los Olivos	\$1.77	\$5.31	\$7.08	\$8.85	\$10.62	\$12.39	\$14.16	\$15.93	\$17.70	\$19.47	\$21.24	\$23.01	\$24.78	\$26.55
CH2 - The Grevelia	\$1.81	\$5.43	\$7.24	\$9.05	\$10.86	\$12.67	\$14.48	\$16.29	\$18.10	\$19.91	\$21.72	\$23.53	\$25.34	\$27.15
<b>Large Dining Rooms</b>														
PAC - Dining Room 1	\$5.38	\$16.14	\$21.52	\$26.90	\$32.28	\$37.66	\$43.04	\$48.42	\$53.80	\$59.18	\$64.56	\$69.94	\$75.32	\$80.70
PAC - Dining Room 2	\$5.38	\$16.14	\$21.52	\$26.90	\$32.28	\$37.66	\$43.04	\$48.42	\$53.80	\$59.18	\$64.56	\$69.94	\$75.32	\$80.70
<b>Other</b>														
PAC - Rehearsal Room	\$2.72	\$8.16	\$10.88	\$13.60	\$16.32	\$19.04	\$21.76	\$24.48	\$27.20	\$29.92	\$32.64	\$35.36	\$38.08	\$40.80
PAC - Auditorium	\$16.97	\$33.94	\$50.91	\$67.88	\$84.85	\$101.82	\$118.79	\$135.76	\$152.73	\$169.70	\$186.67	\$203.64	\$220.61	\$237.58
PAC - Auditorium Event w/admission	\$19.70	\$39.40	\$59.10	\$78.80	\$98.50	\$118.20	\$137.90	\$157.60	\$177.30	\$197.00	\$216.70	\$236.40	\$256.10	\$275.80
<b>Reservable Room</b>														
<b>Main Lounges</b>														
CH1 - Main Lounge	\$11.53	\$70.98	\$82.81	\$94.64	\$106.47	\$118.30	\$130.13	\$141.96	\$153.79	\$165.62	\$177.45	\$189.28		
CH2 - The Sequoia	\$14.13	\$84.78	\$98.91	\$113.04	\$127.17	\$141.30	\$155.43	\$169.56	\$183.69	\$197.82	\$211.95	\$226.08		
CH5 - Main Lounge (Stage Side) Total	\$16.38	\$90.09	\$106.47	\$122.85	\$139.23	\$155.61	\$171.99	\$188.37	\$204.75	\$221.13	\$237.51	\$253.89		
CH5 - Main Lounge (Back Side) Total	\$8.34	\$34.87	\$41.21	\$47.55	\$53.89	\$60.23	\$66.57	\$72.91	\$79.25	\$85.59	\$91.93	\$98.27		
CH6 - Main Lounge (All) Total	\$22.72	\$136.32	\$166.04	\$181.76	\$204.48	\$227.20	\$249.92	\$272.64	\$295.36	\$318.08	\$340.80	\$363.52		
CH6 - Main Lounge	\$4.09	\$20.45	\$24.54	\$28.63	\$32.72	\$36.81	\$40.90	\$44.99	\$49.08	\$53.17	\$57.26	\$61.35		
CH7 - Main Lounge	\$9.62	\$52.91	\$62.53	\$72.15	\$81.77	\$91.39	\$101.01	\$110.63	\$120.25	\$129.87	\$139.49	\$149.11		



Attachment 3



**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: Sept 5, 2024

Print Individual, Club or Organization Name: Memorial Care Hospice / Bereavement

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.

See following page.

Requestor Signature: \_\_\_\_\_

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

Signature	Manor #	For	Undecided	Against
<u>N/A</u>	_____	<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



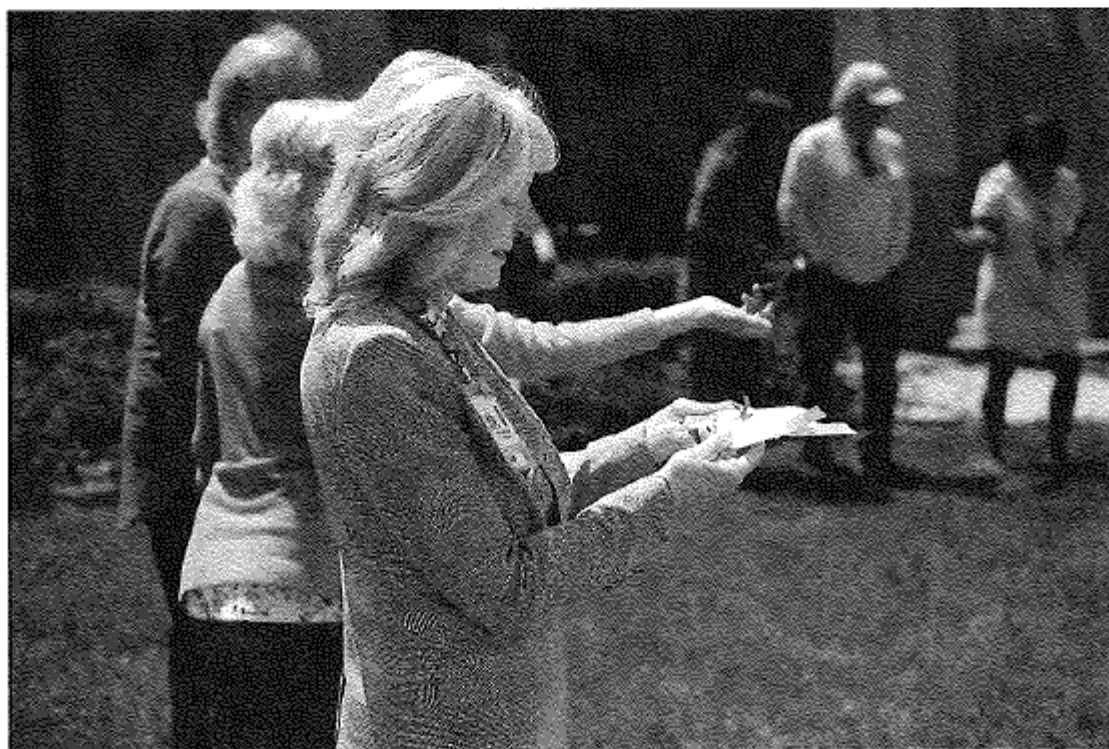
## Hospice & Palliative Services

MemorialCare and our Hospice & Palliative program has been an integral part of this community for several decades. A large majority of the patients we care for are from Laguna Woods, as well as a significant number of our volunteers. The bereavement/butterfly event is an extension of our care and support for the families who have lost their loved ones. This is provided at no cost to the families. It is not a marketing event. It is designed to honor the memory of the loved ones who have passed and allow emotional testimonials to be given by the bereaved. They share photos, their legacy and life stories and complete the event with a live butterfly release.

The date is Saturday, May 31, 2025, beginning at 10 a.m. and ending at 1:00 p.m. CH 7 provides a large enough space for attendees as well as a lovely location to release the live butterflies.

The hospital has been a long-time friend and supporter of Orange County and Long Beach residents. We are requesting the fee of \$1,784 be waived for this non-profit event. Thank you.

*MemorialCare Bereavement Coordinator*



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## **STAFF REPORT**

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**DATE:** November 14, 2024  
**FOR:** Community Activities Committee  
**SUBJECT:** Resident Donation Request of Apple TV Device and Television for Clubhouse 1 Gymnasium

---

### **RECOMMENDATION**

Review and recommend resident request for donation of an Apple TV device and 32" television for the Clubhouse 1 gymnasium in order to keep score during sport events.

### **BACKGROUND**

The Clubhouse 1 gymnasium is a drop-in facility where sports and classes occur. Previously, score keeping cards were provided by GRF for use by all volleyball players. The cards recently disappeared and staff is in the process of replacing them.

### **DISCUSSION**

A resident member of the Advanced Volleyball Club would like to donate an Apple TV device and television for score keeping in the gymnasium. The television and device can be placed on a chair with a resident monitoring the score or can be mounted on the wall to secure it from damage or theft. The resident stated they would store the tv in the equipment closet and all gymnasium users would have access to use the television and Apple TV device.

Staff does not intend to mount the television or purchase the wall-mount bracket, television screen protector or phone mount and users would need to provide their personal phones for connection to the television.

Score cards will be available for those who do not want to use the television.

### **FINANCIAL ANALYSIS**

GRF would be providing electricity for the television. If directed by the GRF Board to mount the television, staff would need to purchase a wall mount bracket estimated at \$50 and/or a television screen protector estimated at \$50. The value of the Apple TV device and monitor has an estimated value of \$300. The television would not be replaced by GRF should any damage or theft occur.

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

**Reviewed By:** Steve Hormuth, Financial Services Director  
Catherine Laster, Services Manager

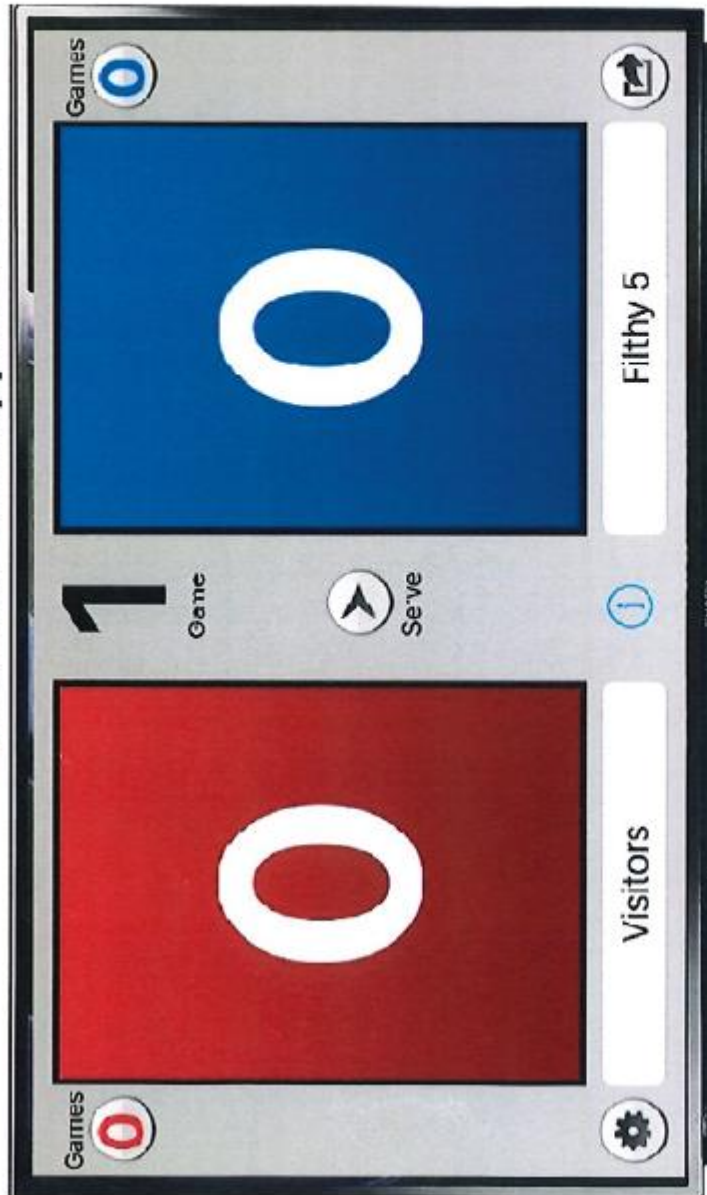
### **ATTACHMENT(S)**

ATT 1: Resident Request  
ATT 2: Donation Policy





## Advanced Volleyball Club Request TV Screen with Apple TV Box



32" Sharp LC-32



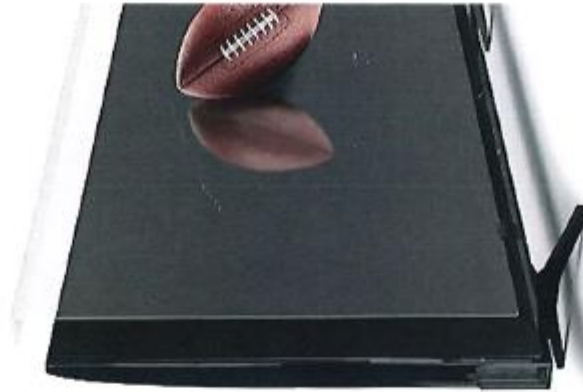
Cell Phone Holder



Apple TV Box



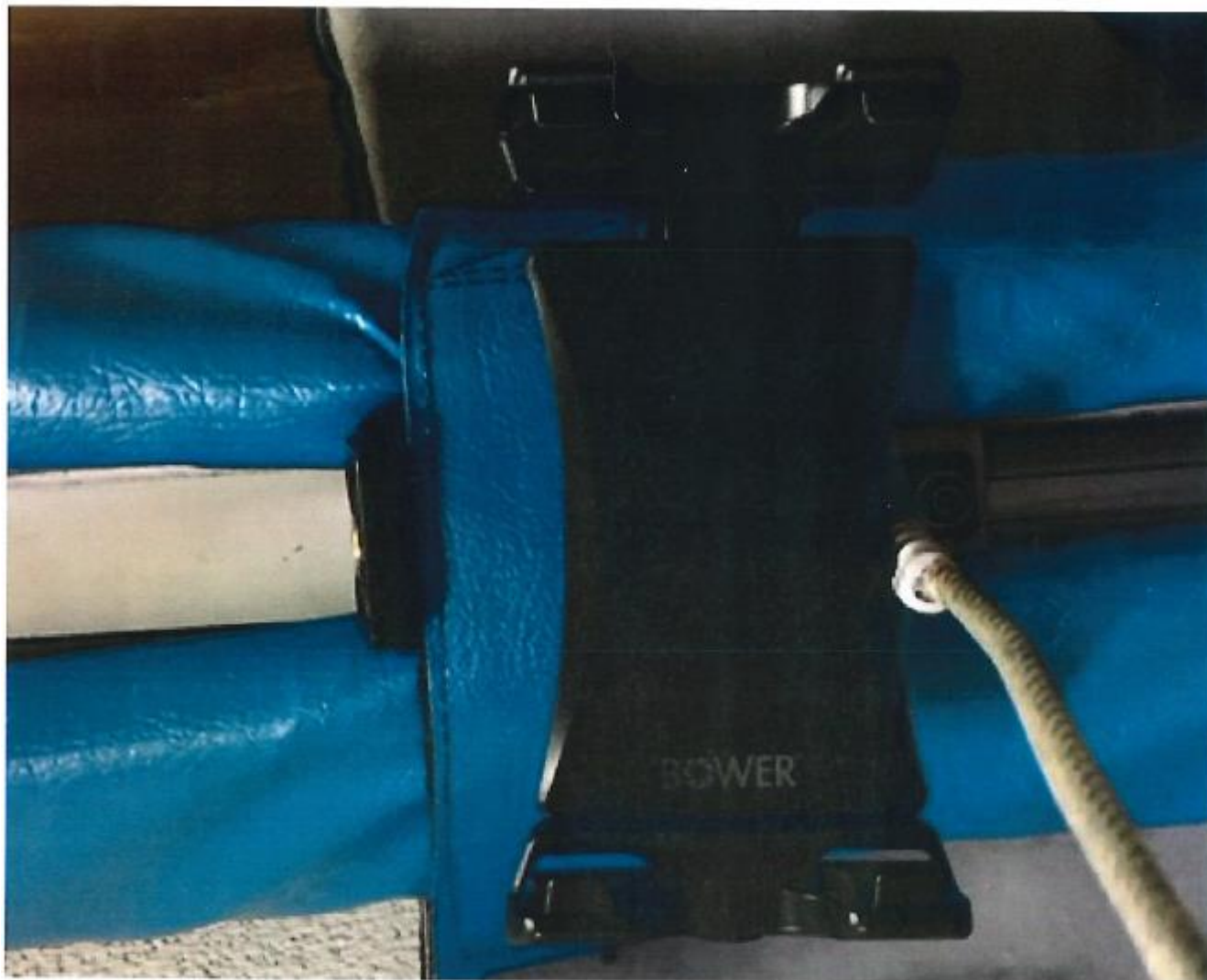
TV Wall Mount



Screen Protector  
 Polyethylene Terephthalate







Attachment 2



**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.

- A. **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.
- B. **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.
- C. **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.
- D. **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.

## **II. 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

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

- A. complete the Donation Agreement (Attachment 1).
- B. Committee consideration: Donation(s) and/or sponsorship(s) will be reviewed by the applicable oversight committee prior to board consideration of donation(s).
- C. Board approval: Final approval shall be granted by the GRF board of directors for acceptance of all donations and/or sponsorships.
- D. 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).

### III. 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).

### IV. 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.

**V. 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.

**VI. 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.

**VII. 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.

**VIII. 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.