



OPEN MEETING

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

**Thursday, March 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 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 February 8, 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. Financial Statement
9. Recreation Dashboard

Reports: (Receive and File or Provide Recommendations)

10. 2023 Utilization Review
11. Review of CAC Charter

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

12. Champagne Pops Series Exception Request
13. Resident Request to Construct a Horseshoe Pit
14. Community Fitness Center Television Schedule

Items for Future Agendas:

- Reservation System Review
- Recreation Policy Review
- Aquadettes Show
- Dog Licensing Event

Concluding Business:

- Committee Member Comments
- Date of Next Meeting: Thursday, April 11, 2024 at 1:30 p.m.
- Adjournment

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

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

OPEN MEETING

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

Thursday, February 8, 2024 – 1:30 p.m.
Board Room/Virtual Meeting

MEMBERS PRESENT: Yvonne Horton, Chair, Joan Milliman, Mark Laws, Andy Ginocchio, Ellen Leonard, Sue Quam, Peter Sanborn
Dennis Boudreau, Ajit Gidwani, Elsie Addington

MEMBERS ABSENT: Cush Bhada, excused

OTHERS PRESENT: Juanita Skillman, Mickie Choi Hoe, Egon Garthoffner,
Reza Karimi

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Jackie Chioni, Laura Cooley, Ada Montesinos, Jose Campos, Blake Lefante

Call to Order

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

Acknowledgement of Media

There was no press present.

Approval of Agenda

Director Ginocchio made a motion to approve the agenda with change of moving item number 12 before item number 10. Director Laws seconded.

Motion passed unanimously.

Approval of Committee Report for December 14, 2023

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

Motion passed unanimously.

Chair's Remarks

Chair Horton opted to state remarks during Committee Member Comments.

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: the water heater at Pool 4 is currently not working and replacement is scheduled for tomorrow; the Pool 5 pump room was flooded during the heavy rains and is expected to reopen on February 19; Pool 1 will remain open during this necessary closure and will close the week of February 19 for critical repairs maintenance; the Christmas Buffet hosted 292 attendees which broke the record in 2019 of 246 attendees; the New Year's Eve Dinner Dance hosted at Clubhouse 5 had 346 attendees; the Village Bazaar on January 27 sold out vendor tables in four minutes which attracted approximately 450 attendees; the Village Bazaar wait list will be called for the future event to maximize opportunities for all to participate; a free showing of the College Championship football game hosted 55 attendees; the Equestrian Center security gate installation is almost complete; lessons and riding have been interrupted by the heavy rains and will resume once the facility and trails dry out; the golf course has reduced play due to the heavy rains in order to maintain course health; the driving range will be closed until it dries after the heavy rain; a club fitting day was held at a local indoor studio allowing more than \$5,000 in sales for custom clubs to our members; the Library greeted 2,488 visitors with volunteers working 757 hours and 3,043 items circulated through the front desk in January which was at the highest level since last summer; 43 new residents signed up for catalogue access in January.

Ms. Giglio stated the following GRF Board approvals: the Clubhouse 1 Drop-In lounge television schedule met the 28-day notification and will resume scheduled programming when the facility is reopened in September; temporary flexibility to adjust facility and amenity operating procedures during the Clubhouse 1 renovation as unforeseen factors may require the need for urgent and immediate decisions; these adjustments will be discussed with impacted departments, the General Manager's office, the Community Activities Committee (CAC) Chair and the GRF Board President and updates will be reported to CAC and GRF.

Ms. Giglio stated the following Clubhouse 1 renovation update: staff has been extremely busy preparing to for the Clubhouse 1 renovation by relocation of all 110 rental groups to other facilities; safety fencing adjustments have been made to allow play for bocce and petanque; more parking has been made available to support the open facilities; contractor insurance prevents us from opening the remaining facilities and amenities during the project because they are in the middle of the construction zone; the Community Center Fitness Center will expand hours to accommodate the Clubhouse 1 Fitness closure and Fitness staff has informed patrons to investigate insurance coverage for use of outside fitness providers; the Transportation hub will move to the parking lot behind the Library and History Center; pool schedules may change often, so please check the hours prior to visiting a pool.

Ms. Giglio stated staff appreciates the cooperation and flexibility from clubs and classes as some had to downsize and adjust their activities.

Ms. Giglio stated the Village 60th Anniversary event will be hosted Monday, September 9 from 4 to 10 p.m. at Clubhouse 2. Event details will be forthcoming once confirmed in all Laguna Woods Village publicity outlets.

Ms. Murphy stated the following upcoming events: the Big Game will be hosted at Clubhouse 5 with kick-off at 3 p.m.; the free Monday movie at the Performing Arts Center on February 12 will be *Sliding Doors* with showtimes at 2 and 7 p.m.; the annual Valentine's Day Dinner Dance will be hosted at Clubhouse 5 at 5 p.m.; the St. Patrick's Day Buffet will be hosted at Clubhouse 5 on March 17 at 5 p.m.; a Neil Diamond tribute concert will be hosted at the Performing Arts Center on March 23 at 7:30 p.m.; the annual Easter Eggstravaganza will be hosted at the Equestrian Center on March 30, 9 to 11 a.m.; the Easter Buffet at Clubhouse 5 on March 31 at 1 p.m.

Member Comments (Items Not on the Agenda)

Members were called to speak on the following: in favor of purchase of wooden fiber bales; Clubhouse 1 renovation publicity; Library maintenance and attendance recording concerns which require more staff support; thank you to staff for billiards support; inquiries regarding creation of staff report and change approval process; inquiry regarding number of horses at the Equestrian Center and of those, how many are non-resident owners; in opposition of purchase of wooden fiber bales.

The committee suggested that members attend GRF Board meetings for an update on the Clubhouse 1 renovation and Ms. Giglio stated the scope of work documents may be viewed at both Clubhouse 1 and the Recreation office.

CONSENT

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

Ms. Montesinos presented information regarding the Financial Statement.

Discussion ensued.

Motion passed 5-1-1. Director Laws opposed; Director Sanborn abstained.

REPORTS

Garden Center Advisory Group Update – Ms. Giglio reported the advisory group is made up of six members and meets once a month. This group has addressed issues including

the following: operating rules (which were reviewed during the current revisions), tool hoarding, misuse of trash bins, plot appearance and tree trimming. It has been reported that complaints are minimal due to a wonderful combination of staff walkthroughs and issues being dealt with immediately once reported. This group is key in identifying some issues and staff are able to get ahead of problems before they become a nuisance.

Staff recommends this advisory group should be continued.

2023 Event Recap/2024 Scheduled Events – Ms. Murphy presented the 2023 event recap and the 2024 scheduled events.

Discussion ensued.

Presentation from Pickleball Club for Additional Courts – Pickleball club president, Miranda McPhee, presented the request for a collaborative effort to review available space to create additional pickleball courts for community use due to the continued rise in popularity of the sport.

Discussion ensued.

Director Milliman made a motion to recommend the creation of an ad hoc committee including Community Activities Committee and Maintenance and Construction to assist with pickleball request for additional courts. Director Laws seconded.

Motion passed 6-0-1. Director Ginocchio was not present for the vote.

ITEMS FOR DISCUSSION AND CONSIDERATION

California Club Request for Exceptions to GRF Recreation Flyer and Poster Policy and the Performing Arts Center Operating Rules

Director Laws made a motion to deny the California Club request for exceptions to GRF Recreation Flyer and Poster Policy and the Performing Arts Center Operating Rules. Director Sanborn seconded.

Discussion ensued.

Motion passed unanimously.

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.

Redistribution of Equestrian Arena Lighting Funds – Staff was directed to keep this item under Items for Future Agendas.

Aquadettes Show – Staff was directed to keep this item under Items for Future Agendas.

Review of CAC Charter - Staff was directed to keep this item under Items for Future Agendas.

CONCLUDING BUSINESS

Committee Member Comments

Advisor Gidwani stated Recreation Department did phenomenal job of relocating those in Clubhouse 1 and thanked this committee for taking their time to ensure that things run well.

Director Sanborn stated communication to a large community is quite difficult and the Towers has televisions that display community news and upcoming events.

Director Quam stated kudos to staff regarding the Clubhouse 1 renovation and ad committee is good idea, but many are busy with committee meetings. She thanked the committed for the extensive discussion as she is new.

Director Leonard stated member requesting wooden fiber archery bales presented very well, but these may be a fire hazard. She stated the Library card swipe is an excellent idea and should be in a lot of our facilities. She stated this should be a future agenda item.

Director Milliman stated thank you to everyone for good discussion and to the Recreation staff for working hard. She stated she would like to be part of the any further discussion or official ad hoc committee regarding the club flyer/poster advertising.

Advisor Boudreau stated the Library lights should be replaced quickly.

Chair Horton thanked staff for a great job and stated better communication is a goal of president of GRF.

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, March 14, 2024.

Adjournment

There being no further business, the Chair adjourned the meeting at 3:59 p.m.

Yvonne Horton

Yvonne Horton, Chair

Golden Rain Foundation of Laguna Woods
Recreation Services Summary of Operations
1/31/2024

	Admin	Aquatics/Fitness	Bar Services	Clubhouses	Equestrian	Garden Centers	Golf	PAC	YTD ACTUAL	YTD BUDGET	VAR\$ B/(W)	VAR% B/(W)
Non-Assessment Revenues:												
1	\$0	\$0	\$0	\$0	\$0	\$0	\$142,519	\$0	\$142,519	\$151,216	(\$8,697)	(5.75%)
2	0	0	0	0	0	0	32,089	0	32,089	34,156	(2,067)	(6.05%)
3	0	30	2,543	0	0	0	18,003	0	20,576	31,847	(11,271)	(35.39%)
4	367	0	0	22,633	0	0	1,461	103,126	127,588	57,550	70,038	121.70%
5	0	0	0	0	0	6,504	5,250	0	11,754	11,533	221	1.91%
6	0	0	0	0	0	0	0	0	0	750	(750)	(100.00%)
7	4,630	14,019	0	13,793	30,383	0	0	(535)	62,290	43,563	18,727	42.99%
8	4,997	14,049	2,543	36,426	30,383	6,504	199,322	102,591	396,815	330,615	66,200	20.02%
Expenses:												
9	37,496	41,760	1,310	94,136	34,265	8,124	143,020	43,606	403,718	357,567	(46,151)	(12.91%)
10	15,481	13,528	325	24,802	8,188	3,320	58,111	10,950	134,706	130,589	(4,117)	(3.15%)
11	867	694	405	5,366	19,481	615	3,448	781	31,656	68,168	36,512	53.56%
12	0	0	2,072	0	0	0	12,424	0	14,497	19,166	4,669	24.36%
13	194	0	0	1,324	0	0	0	18,255	19,773	22,424	2,651	11.82%
14	156	7,504	0	39,503	665	5,488	8,408	3,033	64,757	82,690	17,933	21.69%
15	0	2,047	0	0	0	0	4,346	0	6,393	11,948	5,555	46.49%
16	2,512	47,879	10	1,886	165	81	20,570	4,034	77,137	77,502	365	0.47%
17	0	1,016	0	631	0	0	113	0	1,760	8,361	6,601	78.95%
18	18,008	242	0	0	0	420	487	0	19,157	6,260	(12,897)	(206.03%)
19	0	2	183	0	0	0	1,295	0	1,480	2,306	826	35.82%
20	74,713	114,673	4,306	167,647	62,764	18,049	252,222	80,660	775,034	786,981	11,947	1.52%
21	\$69,716	\$100,624	\$1,763	\$131,221	\$32,381	\$11,545	\$52,901	(\$21,931)	\$378,219	\$456,366	\$78,147	17.12%
22	(30,219)	0	0	(4,809)	0	0	0	0	(35,028)	(32,495)	2,533	7.79%
23	19,664	8,461	316	52,120	4,483	1,764	9,739	8,267	104,814	108,577	3,763	3.47%
24	\$59,161	\$109,085	\$2,079	\$178,532	\$36,864	\$13,309	\$62,640	(\$13,664)	\$448,005	\$532,448	\$84,442	15.86%

Recreation Dashboard

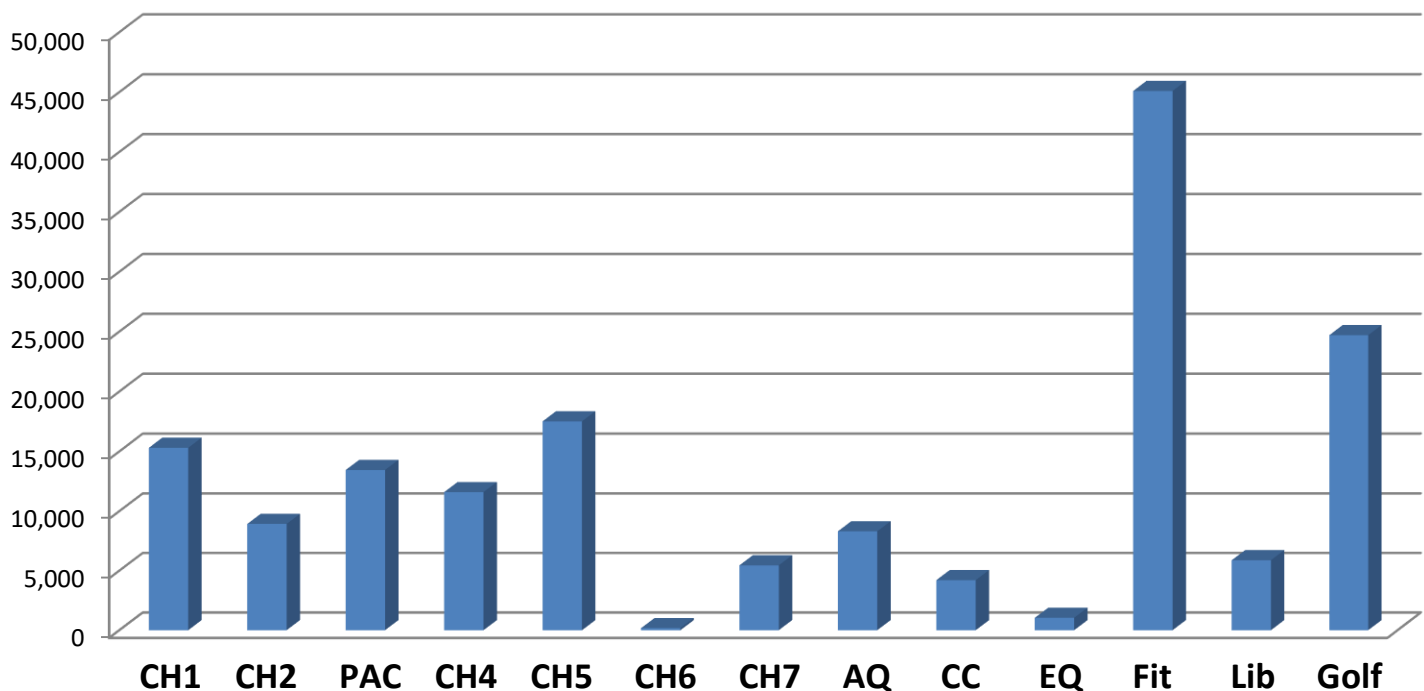
UPCOMING EVENTS

- Mar 17:** St. Patrick's Day Buffet, Clubhouse 5, 5 p.m.
- Mar 18:** Monday Movie, *Oppenheimer*, PAC, 2 and 7 p.m.
- Mar 23:** Health and Wellness Expo, Clubhouse 5, 10 a.m.
- Mar 23:** Neil Diamond Tribute Concert, PAC, 7:30 p.m.
- Mar 30:** Easter Eggstravaganza, Equestrian Center, 9 a.m.
- Mar 31:** Easter Buffet, Clubhouse 5, 1 p.m.
- Apr 6:** Village Bazaar, Clubhouse 5, 10 a.m.
- Apr 15:** Monday Movie, *The Miracle Club*, PAC, 2 and 7 p.m.
- Apr 20:** Huey Lewis and the News Tribute Concert, PAC, 7:30 p.m.
- May 4:** Kentucky Derby, Clubhouse 2, 2 p.m.
- May 12:** Mother's Day Banquet, Clubhouse 5, 1 p.m.



The Health and Wellness Expo will be held at Clubhouse 5, Saturday, March 23 from 10 a.m. to 1 p.m. Please stop by for a free box lunch while supplies last, sponsor fair with lots of goodies and an opportunity drawing for some great prizes!

Facility Usage (2024 YTD)



FEATURED PROGRAM

The annual Easter Eggstravaganza will be held at the Equestrian Center on Saturday, March 30 from 9 to 11 a.m. Admission is free which includes a bounce house, egg hunts and a horse parade. Airbrush and face painting artists will create masterpieces for only \$5 each. Bring the family with Easter baskets in hand!

2023 Facility Utilization

Clubhouse 1	128,312	
Clubhouse 2	66,295	
Performing Arts Center	40,472	
Clubhouse 4	61,461	
Clubhouse 5	113,993	
Clubhouse 6	6,569	
Clubhouse 7	53,307	
Aquatics	87,780	
Community Center	21,225	
Mac Computer Room		5,714
PC Computer Rooms		13,447
Equestrian	34,701	
Fitness	221,497	
Badminton		9039
Indoor Pickleball		6202
Table Tennis		28,977
Library	32,229	
Golf	127,278	
Total	995119	

*Paddle Tennis		2,072
*Pickleball		20,342
*Tennis		13,382

Tennis only (sign-in sheets) (card swipe)

*Each of these amenities are not included in the 2023 total as they are not stand-alone facilities.

COMMUNITY ACTIVITIES COMMITTEE CHARTER

1. Perform the duties imposed upon all standing committees as set forth in the current resolution entitled, "General Duties of Standing Committees."
2. Develop and review programs and procedures utilizing advice and assistance from the Recreation Department and make appropriate recommendations to the GRF Board for approval.
3. Review the capital requirements, service levels, and projected revenue related to Recreation Department operations and recommend appropriate action to the GRF Board for approval.
4. Review and evaluate all unbudgeted requests for programs, equipment, etc. and recommend appropriate action to Finance and the GRF Board respectively for approval.
5. Review and evaluate existing rules and policies, and recommend changes of the Recreation Department, as appropriate, to the GRF Board for approval.
6. Evaluate and respond to suggestions and/or complaints regarding the use, modifications, or expansion of facilities designed to meet the recreational and social needs of the community. If said modification or expansion requires additional facilities, major reconstruction or potential relocation, all recommendations shall be forwarded to the appropriate committee for consideration and prioritization.
7. Consider recommendations and encourage the participation of residents in the diverse recreational, social, educational, and cultural activities and programs provided and/or sponsored by this corporation.
8. Establish ad hoc and/or sub committees and/or study groups of CAC, as needed and consider their requests and recommendations subject to specific approval of the Board (or Mutual Boards, if a joint committee).
9. Review on a regular basis the Community Facilities Utilization Reports and summarize same as requested by the Board.
10. Review, analyze, and develop information and proposals regarding the need for fees for use of the community facilities by residents, guests, and outside organizations.
11. Evaluate and recommend policies and/or procedures to ensure safe, clean and attractive recreation facilities and recommend changes, as appropriate, to the GRF Board for approval.

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STAFF REPORT

DATE: March 14, 2024

FOR: Community Activities Committee

SUBJECT: Champagne Pops Series Request for Exception to GRF Recreation Policy

RECOMMENDATION

Review resident request for exception to the Golden Rain Foundation (GRF) Recreation Policy (Attachment 1) allowing PCE, a resident business, to profit from the Champagne Pops Series for 2025 and 2026; and if opposed, determine if an alternative option should be considered.

BACKGROUND

The Champagne Pops Series includes four concerts that are held annually at the Performing Arts Center, attracting an average attendance of 740 per show in 2023. The series entertainment and logistics are coordinated and paid for by PCE, a resident business, which pays the exception room rental rate and generates a profit benefitting the resident. In approximately 2008, PCE was granted verbal permission to conduct the series and an annual contract has been executed, but this exception to the GRF Recreation Policy was never formally approved by the Board of Directors. The GRF Recreation Policy states that facilities may not be used to conduct a business by individuals, and reservations by individuals may only be booked for private or social gatherings. Staff recently notified PCE that this process is not consistent with GRF Recreation Policy and would not be considered for future Performing Arts Center schedules.

DISCUSSION

PCE is requesting an exception to the GRF Recreation Policy for 2025 and 2026 which would allow them to continue offering the series and pay the exception rental fees for the benefit of Laguna Woods Village residents. PCE anticipates continuing to offer Champagne Pops for two more years with the intent to hand over the series name and subscribers to GRF.

In an effort to bridge the gap between past verbal allowances and present policy, staff requested a counter proposal from PCE which ultimately was not considered because it did not financially benefit GRF. Staff proposed the idea of entering into a contract partnership with PCE, similar to the existing contract class procedure, which would increase revenue for GRF and allow for the popular series to continue while the resident transitions away from their business. A contract split would be 70% of net revenue/ticket sales to the contractor (PCE) and 30% to GRF, with the contractor being responsible for all bookings and hospitality and GRF responsible for administrative tasks including ticket sales, staffing and advertising. Room rental fees would no longer apply. The difference between the current contract and the contract split is the contract split would be considered a service to GRF (similar to a booking agent) and the series would become a GRF activity. The resident rejected the contract split offer and requested that the current rental process be brought before the Community Activities Committee (CAC) and GRF Board to consider allowing the rental for two more years.

FINANCIAL ANALYSIS

It is estimated that the Champagne Pops Series nets approximately \$99,671 annually, based on 2023 ticket sales. The costs incurred by Champagne Pops for talent and hospitality are unknown. If the exception is granted, 2024 sales/revenue is estimated to remain approximately the same as listed in the following table:

2023 Champagne Pops Show	Exception Rental Rate for Auditorium (paid to GRF)	Staff Fees paid to GRF	Per Ticket Fee (\$.10 per ticket-paid to GRF)	GRF Revenue	Champagne Pops Revenue
1/28/2023	\$3,083 (piano tuning included)	\$1,178	\$73	\$4,334	\$24,769
2/25/2023	\$2,908	\$1,520	\$73	\$4,501	\$24,694
3/25/2023	\$2,908	\$1,615	\$78	\$4,601	\$26,429
4/29/2023	\$2,908	\$1,786	\$71	\$4,765	\$23,779
TOTAL	\$11,807	\$6,099	\$295	\$18,201	\$99,671

GRF 2023 revenue of \$18.2K represented an approximate 18% revenue split.

In comparison to the contract partnership that was offered, looking at past ticket sales, a 70/30 percentage contract split would generate approximately \$69,770 for Champagne Pops (70%) and \$29,901 for GRF (30%) for the four concerts. This represents an increase of approximately \$11,700 in revenue for GRF compared to 2023. This partnership would be a more equitable venture for GRF, however PCE rejected this compromise and is requesting an exception.

Prepared By: Alison Giglio, Recreation and Special Events Director

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

ATTACHMENT(S)

ATT1: GRF Recreation Policy (Room Reservations and Clubs/Groups/Organizations Excerpts)

Attachment 1

Room Reservations

A. General

1. Requestor must be a Laguna Woods Village resident and be prepared to show Laguna Woods Village ID card upon request in order to check availability or make/change/cancel reservation (with the exception of memorials).
2. Requestor must submit a facility application form prior to making payment for a room reservation.
3. Reservations by individuals may only be booked for private or social gatherings.
4. Rooms may not be used to conduct a business. Marketing or solicitation of third-party products is strictly prohibited. Caterers and entertainers are permitted as service providers to the group, and they may provide business cards and contact information. No monetary transactions may take place within GRF's facilities.
5. Individuals are prohibited from advertising events to the general public through media in general circulation outside of Laguna Woods Village. Staff works to assure that clubs/groups/organizations and individuals are placed in the appropriate-sized rooms for their event. Set minimum occupancy limits will be enforced.
6. Clubhouse rooms may be reserved between 8 a.m. and 10 p.m. seven days a week, except for New Year's Eve, which may be reserved until 1 a.m. Extended hours up to midnight may be scheduled with the facility supervisor three weeks in advance for Clubhouses 2 and 7; additional fees will apply for extended hours per the GRF fee list.
7. Reservations must be for a two-hour minimum room rental or four-hour minimum rental for the large ballrooms and main lounges. One-hour reservations may be made on a case-by-case basis with the approval of the facility supervisor; reservations for one hour may not request a room setup.

Updated: 2-2-2022

Clubs/Groups/Organizations

A. General

1. Residents requesting to form a club/group/organization must first submit a request form to Recreation staff stating the purpose and/or objective of the proposed club/group/organization and the full names, signatures, addresses and telephone numbers of 20 residents requesting membership in the new club/group/organization.
2. Club status is limited to 250 clubs/groups/organizations; additional inquiries will be placed on a waitlist until space becomes available.
3. Compliance with GRF rules, policies and procedures, including the guest policy, must be a condition for membership in the club/group/organization.
4. The club/group/organization must be organized for educational, social, cultural, recreational or other nonprofit purposes. Activities geared toward minors are prohibited. All GRF policies supersede any written rules or governing documents of clubs/groups/organizations not directly in compliance with GRF policy.
5. The club/group/organization may not represent any business or commercial interest or activity and sales of products and/or services are strictly prohibited unless permitted by Recreation as a fundraiser.
6. Caterers, entertainers, speakers and instructors are permitted as service providers to the group, and they may provide business cards and contact information. No monetary transactions may take place within GRF's facilities with three exceptions:

Updated: 2-2-2022

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- a. Entertainers, speakers and instructors are allowed to sell the printed and/or recorded materials of their own creation during the event (for example, authors may sell their own books and entertainers may sell their audio/video recordings).
- b. An entrance fee may be charged to cover the costs associated with an event.
- c. Fundraising activities (see Page 8, Fundraiser).

STAFF REPORT

DATE: March 14, 2024
FOR: Community Activities Committee
SUBJECT: Resident Request to Construct a Horseshoe Pit

RECOMMENDATION

Review the resident request to construct a horseshoe pit (Attachment 1) in accordance with the Golden Rain Foundation (GRF) Donation Policy (Attachment 2).

BACKGROUND

A resident submitted a request for permission to construct a horseshoe pit in an approved area. There are currently no horseshoe pits available in Laguna Woods Village. In the past, there were pits located at the Equestrian Center that were maintained by residents but they were removed due to lack of use. There is no history of an official Horseshoe Club.

DISCUSSION

The resident proposed the following areas to be considered for installation of one horseshoe pit: (resident would like to add another horseshoe pit in the future if use is warranted)

- Equestrian Center (Attachment 3)
- Vacant lot across from Clubhouse 7, adjacent to driveway to employee parking lot (Attachment 4)
- Area facing outside restrooms of Clubhouse 4 behind golf course hole #6 (Attachment 5)

Staff has not identified any other locations where this amenity would be appropriate. Space needed for one horseshoe pit is estimated at 50' X 15' and for two horseshoe pits is estimated at 50' X 25'. The space needed for a possible storage shed is estimated at 6' X 4'. The suggested locations are large enough to accommodate at least one pit. A storage shed would not be viable at the Equestrian Center.

Equestrian Center staff are not in support of adding this amenity because of the proximity to the horse stalls and the activity creating a potential nuisance for the animals.

It would have to be determined how to collect waivers/sign-ins for amenity use. Volunteer support would be requested.

This donation meets two out of three criteria for acceptance contained in the GRF Donation Policy including 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. It does not meet a true need for the facility.

FINANCIAL ANALYSIS

The resident would assume all costs to construct and maintain the pit which is valued at approximately \$1,500 to \$2,000. If the resident was not able to maintain the area or find someone to assist, maintenance responsibilities would fall on existing staff, to be determined

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upon location. Annual cost for staff time to maintain the horseshoe pit is estimated at \$1,040 and replacement materials (sand, wood, tools, etc.) per year is estimated at \$200.

The resident would like to include the future addition of another horseshoe pit and storage shed if the area is large enough to accommodate high activity. The estimated cost of a 6'x4' shed is approximately \$300. Funds for an additional horseshoe pit and storage shed are not included in the 2024 Recreation Operating or Capital Reserve budget.

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 to Construct a Horseshoe Pit
ATT 2: GRF Donation Policy
ATT 3: Photo – Equestrian Center proposed location
ATT 4: Photo – Vacant lot by Clubhouse 7 proposed location
ATT 5: Photo – Clubhouse 4 proposed location

Attachment 1



Laguna Woods Village

Recreation Committee Request Form

PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE RECREATION REQUESTS

Your request is important to us and will be handled accordingly. Per the policy of the Golden Rain Foundation (GRF), if your request falls outside the scope of the Recreation Department's authority, it will be forwarded to the Community Activities Committee (CAC) for review. If you are unsure whether your request falls into this category, please contact the on-site facility Supervisor or the Recreation Manager at 597-4482 in order to make that determination. 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: 2.4.2024

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: LOCATION

Explanation:

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

I AM PROPOSING TO FULLY FUND AND BUILD, AT
"MY EXPENSE" ONE (1) PAIR OF HORSESHOE PITS WITH
BACKSTOPS. WITH THE INTENT IN THE FUTURE TO ADD
2 MORE PAIR AND POSSIBLE STORAGE SHED FOR MAINTENANCE
EQUIPMENT IF LOCATION IS LARGE ENOUGH TO COMPLY.

COMPLETION TIME: 1-2 WEEKS MAX.

I JUST NEED AN APPROVED LOCATION BY RECREATION

AREA NEEDED 1) 50' X 15' FOR 1 PAIR HORSESHOE PITS
APPROX. 2) 50' X 25' FOR 2 PAIR HORSESHOE PITS
3) OPTIONAL 6' X 4' SHED AREA SPACE

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

Explanation (Continued):

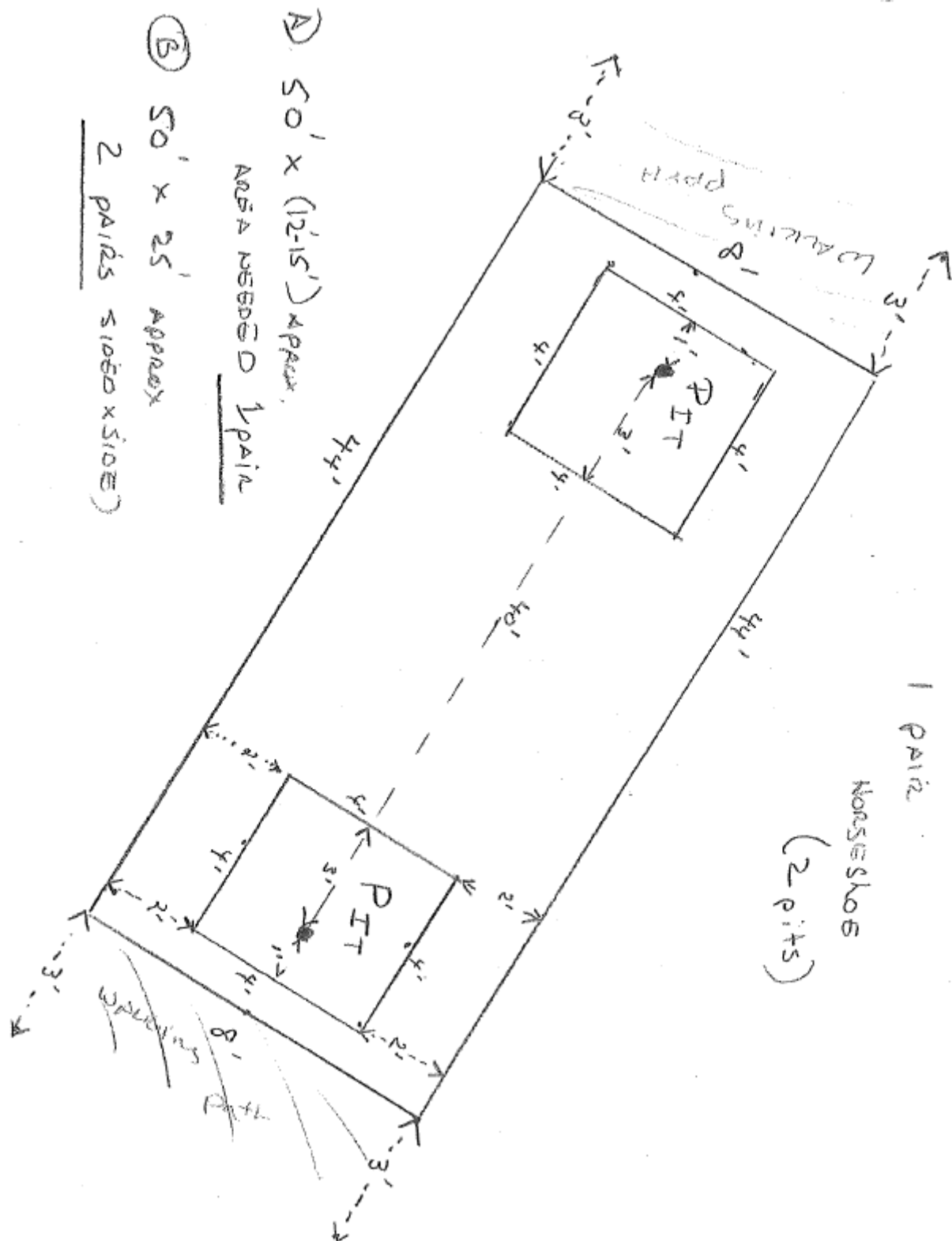
THERE is NO club as of yet.
 Facility will BE maintained by me
 OR other participants.
 Very little maintenance is needed, pits would
 BE (sand + dirt mixture)
 OPEN TO THE PUBLIC
 IF WE BUILD IT THEY WILL COME
 (SEE ATTACHED NOTES/PLANS)
 MY APPROX COST (1500-2000) FOR 1 PAIR H.S. pits.

Recreation Committee Request Form Guidelines

- Change/Exception to Policy: The GRF Board of Directors has established policies and practices governing the use of the Community's recreational facilities. Recreation Department staff do not have the authority to grant exceptions or make changes to these policies. However, special circumstances, as determined by GRF, may warrant a change or exception to these policies.
- Donation: From time to time, individuals and clubs/organizations have offered monetary, materials, and equipment donations to enhance various facilities and activities. The proposed donations are reviewed by CAC to determine the associated short- or long-term impact of the donation. Upon approval by GRF, the donation will be accepted with thanks.
- Staff Time Request: Requests for staff time will be reviewed by the affected facility Supervisor and the Recreation Manager. If the request falls outside the scope of the GRF approved service level, it will be addressed by CAC with their recommendation forwarded to the GRF Board for final approval.
- Equipment/Facility Request: Equipment within Laguna Woods Village facilities and the facilities themselves are updated and maintained in some cases as needed and in other cases on a schedule with the Maintenance Division. The need for a piece of equipment or facility to be fixed, replaced or added must be addressed by CAC and approved by GRF.

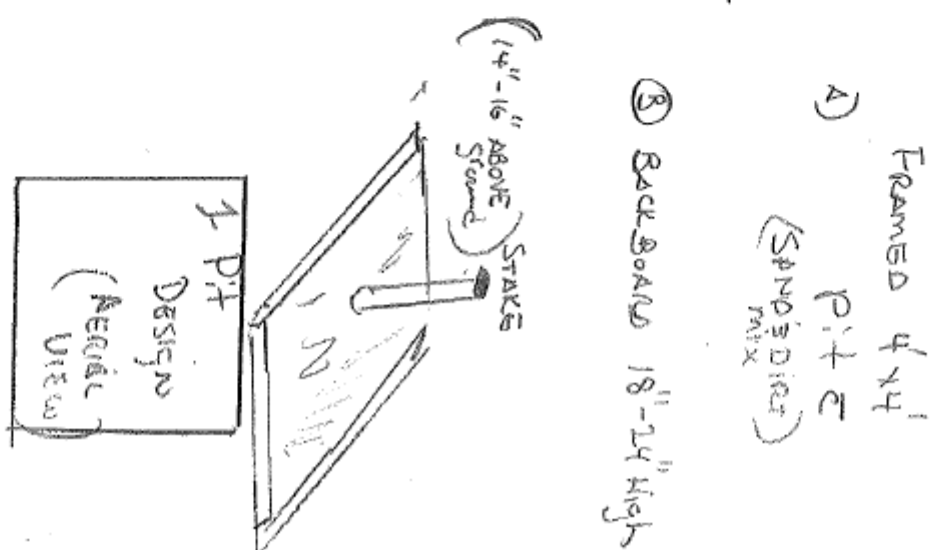
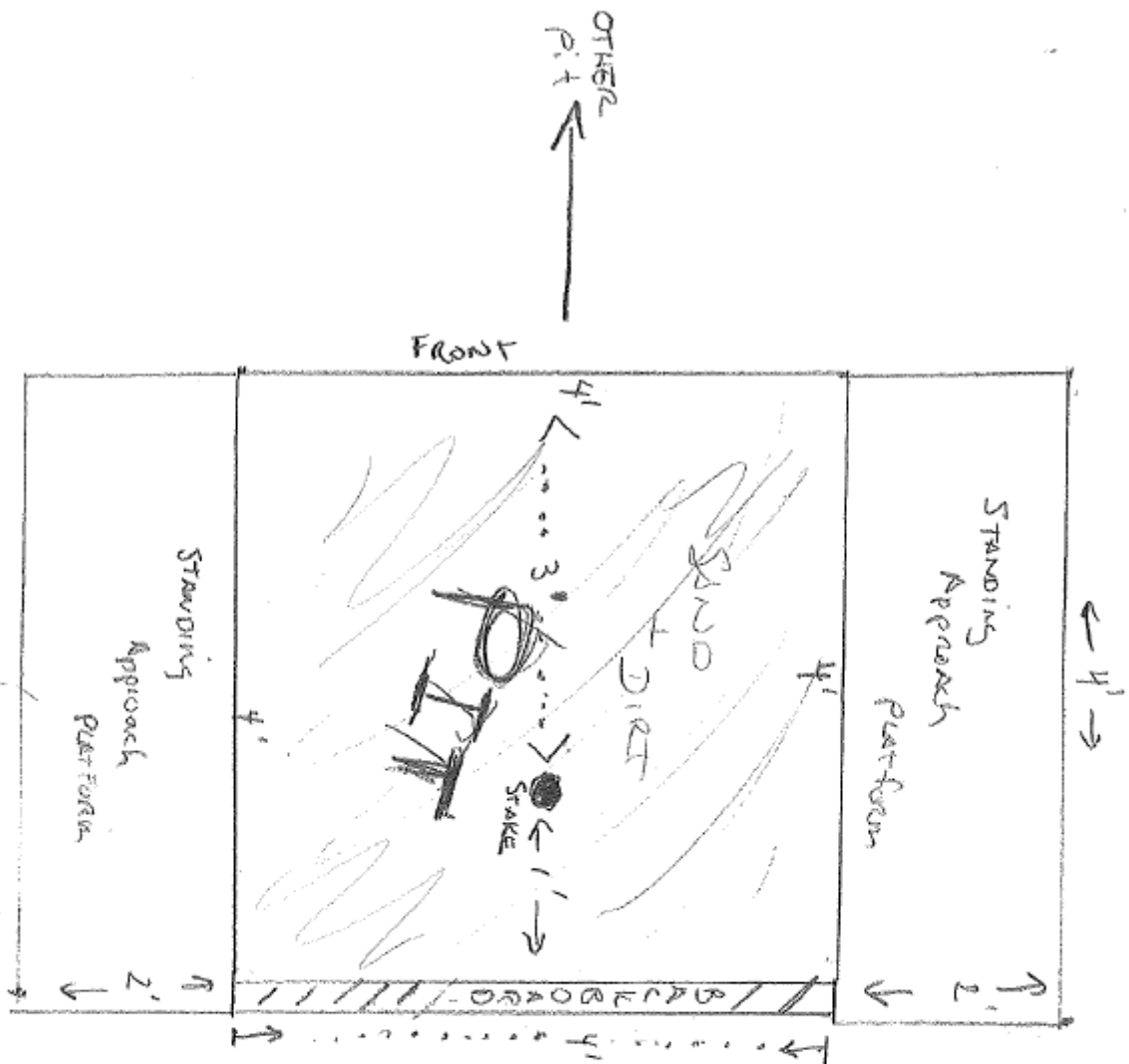
OFFICE USE ONLY

WORK CENTER	#	HANDLED BY STAFF YES NO	COMMENTS/COMPLETED DATE
If No: <i>Check Below</i>			
REFERRED TO	CAC M&C SECURITY GRF FINANCE GRF OTHER	DATE	COMMENTS/COMPLETED DATE



- A) 50' x (12-15') approx.
 AREA NEEDED 1 pair
- B) 50' x 25' approx
 2 pairs (1000 x 1000)

1 pair
 Horseshoe
 (2 pits)

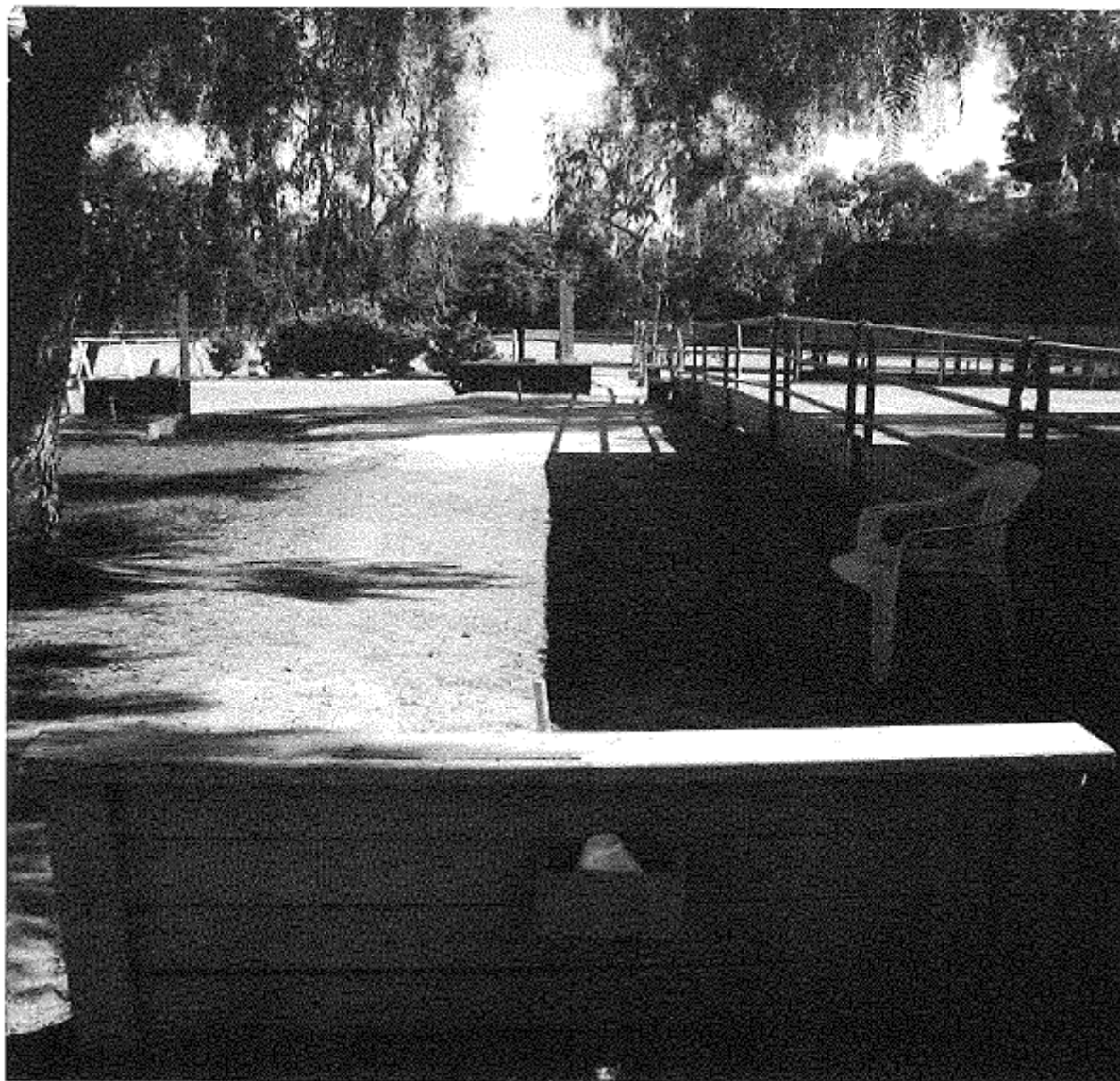




AREA
NEEDED
50' x 15'
or
50' x 25'

Possible Locations

- A) 1) Previous location at Equestrian Center
- 2) VACANT LOT ACROSS CLUBHOUSE #7
(ADJACENT TO DRIVEWAY TO EMPLOYEE LOT)
- ★★ 3) AREA FACING OUTSIDE BATHROOMS OF
CLUBHOUSE #4 BEHIND GOLF HOLE #6
- 4) I AM WILLING TO COOPERATE WITH A
RECREATION REPRESENTATIVE TO SCOUT OUT
AREAS IN LIGHTER WOODS.



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.

- 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 staff to finalize the combined total cost of donation(s) and/or sponsorship(s) and complete the Donation Agreement (Attachment 1).

- C. **Committee consideration:** Donation(s) and/or sponsorship(s) will be reviewed by the applicable oversight committee prior to board consideration of donation(s).
- D. **Board approval:** Final approval shall be granted by the GRF board of directors for acceptance of all donations and/or sponsorships.
- E. **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 3:



(Photo taken April 22, 2018)

Attachment 4:



Attachment 5:



STAFF REPORT

DATE: March 14, 2024
FOR: Community Activities Committee
SUBJECT: Community Fitness Center Television Schedule

RECOMMENDATION

Review and recommend a resolution for changes to the current Community Fitness Center television schedule to - neutral programming.

BACKGROUND

The Community Fitness Center was moved from the third floor to the first floor in 2016 and televisions were added for the enjoyment of those using the Fitness Center. The following channels were initially added, but generated various complaints: Fox, MSNBC, Village TV, ESPN, Travel Channel and HGTV. After review by staff, the channels were changed to KABC, CNBC Financial Channel and CNN. These changes were tested with other channel choices and the omissions of Village TV, Travel Channel and HGTV were finalized.

Many resident complaints have ensued throughout the years, but complaints increase significantly during election seasons resulting in arguments between residents and staff being accused of election conspiracies if televisions do not display the news channel of the viewer's choice.

DISCUSSION

To be consistent with the recent Golden Rain Foundation (GRF) resolution for television programming at the Clubhouse 1 Drop-In Lounge, staff recommends the Community Fitness Center television channels be changed to neutral programming with no news channels.

Staff proposes the following viewing schedule:

	TV 1	TV 2	TV 3	TV 4	TV 5	TV6
6 a.m. to 9 p.m.	Nat Geo	CBS Sports Network	Destination America	History Channel	Travel Channel	ESPN

One channel per television per day is recommended to eliminate potential conflict with program choice, changing the channel mid-program, and to allow staff to focus on the fitness center users' safety. The users will not have access to the remote control and volume will remain off with closed-captioning enabled, as is current practice.

The variety of channels was selected as non-competitive and non-controversial. Staff will adhere to these channel selections with the option for discretionary change. The schedule will be posted near the television and is subject to change based on channel availability, closed-captioning availability or change in programming.

FINANCIAL ANALYSIS

None.

Prepared By: Peter Quan, Fitness Supervisor

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

ATTACHMENT(S)

ATT: Resolution 90-24-04 Drop-In Lounge Television Programming

Attachment 1



RESOLUTION 90-24-04

Drop-In Lounge Television Programming

WHEREAS, the Drop-In Lounge located at Clubhouse 1 is open seven days a week from 8 a.m. to 10 p.m. and is a gathering area for residents to have a cup of coffee, socialize, work on a jigsaw puzzle, read a magazine, conduct work and/or relax; and

WHEREAS, altercations and arguments occurred among residents who had conflicting viewing preferences and interests resulting in Security being called to the lounge on several occasions which hindered the enjoyment and necessitated the removal of the television for safety purposes on Monday, December 17, 2018; and

WHEREAS, on March 14, 2019, the Community Activities Committee passed a motion to reinstall the Drop-In Lounge television with restricted programming and closed captioning to Village Television (TV6); and

WHEREAS, since the reinstallation of the television, board members and staff continue to receive complaints regarding access to preferred programming and restriction of use of the remote for control of volume and channels; and

WHEREAS, staff proposes the following viewing schedule for the Drop-In Lounge television 8 a.m. to 10 p.m. each day, and the Community Activities Committee reviewed and recommended this Clubhouse 1 Drop-In Lounge television programming, on December 14, 2023:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
HGTV	National Geo	Turner Classic Movies	Food Network	Discovery Channel	TNT	Lifetime

NOW THEREFORE BE IT RESOLVED, February 6, 2024, that the Board of Directors of this Corporation hereby adopts the aforementioned Clubhouse 1 Drop-In Lounge television programming; and

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized to carry out this resolution as written.