



OPEN MEETING

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

**Thursday, April 11, 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 March 14, 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. None

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

11. Review of Community Activities Committee Charter
12. Billiards Relocation to Clubhouse 1 Art Room
13. Dog Licensing and Vaccination Day
14. Donation of \$1,000 for Installation of a New 30 Amp 2 pole breaker at Clubhouse 4 Woodshop

Items for Future Agendas:

- Reservation System Review
- Recreation Policy Review
- Aquadettes Show
- Review of Tennis Center Operating Rules

Concluding Business:

- Committee Member Comments
- Date of Next Meeting: Thursday, May 9, 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, March 14, 2024 – 1:30 p.m.
Board Room/Virtual Meeting

MEMBERS PRESENT: Yvonne Horton, Chair, Joan Milliman, Mark Laws, Andy Ginocchio, Alison Bok, Sue Quam, Sue Stephens
Dennis Boudreau, Ajit Gidwani, Elsie Addington

MEMBERS ABSENT: Ellen Leonard, Cush Bhada, both excused

OTHERS PRESENT: Juanita Skillman, Reza Karimi, Georgiana Willis, Martin Roza, Jim Hopkins, Ed Elwell

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Jackie Chioni, Laura Cooley, Tom McCray, Peter Quan, Dan Yost

Call to Order

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

Acknowledgement of Media

There was no press present.

Approval of Agenda

Director Laws made a motion to approve the agenda. Director Quam seconded.

Motion passed unanimously.

Approval of Committee Report for February 8, 2024

Director Ginocchio made a motion to approve the report. Director Quam seconded.

Motion passed unanimously.

Chair's Remarks

Chair Horton stated Saddleback College Emeritus Institute provided the 2024 summer program of classes to the community and encouraged residents to register for the summer session.

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: Pool 2 will be closed until April due to annual maintenance; Pool 1 will remain closed during the Clubhouse 1 renovation with Pool 6 open seasonally early to accommodate more swimmers; the Valentine's Day Dinner and Dance had 140 attendees; the Equestrian Center safety gate is fully functional; Library volunteers greeted 2,148 visitors while working 833 hours; in February, 35 residents signed up for catalog access and 2,755 items have circulated through the front desk which is a bit lower due to rain and President's Day holiday; the Memorial Day event ticket model strategy will change to a free ticket in lieu of the past donation of \$5.

Ms. Giglio reported the following Clubhouse 1 renovation project update: the project started on March 4 as scheduled with groups and staff settling in to their new spaces; the guest policy for pickleball and tennis will change to one guest during the Clubhouse 1 renovation to accommodate resident play as courts are being shared between racket sports; Clubhouse 6 is fully functional with reservations moved from Clubhouse 1 to this facility; Community Fitness Center is busy from 9 a.m. to 1 p.m. with all residents accommodated however there are not many users after 8 p.m. and hours may be adjusted; Clubhouse 5 has a fitness room available from 5:30 a.m. to 9 p.m.

Ms. Murphy stated the following upcoming events: the sold out St. Patrick's Day dinner will be held on March 17 at Clubhouse 5; the free Monday movie at the Performing Arts Center on March 18 will be *Oppenheimer* with showtimes at 2 and 7 p.m.; the Health and Wellness Expo will be hosted at Clubhouse 5 on March 23 from 10 a.m. to 1 p.m.; the Neil Diamond tribute concert will be hosted at the Performing Arts Center on March 23 at 7:30 p.m.; the Easter Eggstravaganza will be hosted at the Equestrian Center on March 30, 9 to 11 a.m.; the Easter Buffet will be held at Clubhouse 5 on March 31 at 1 p.m.; Clubhouse 5 will host the Village Bazaar on April 6, 10 a.m. to 2 p.m.

Mr. McCray reported the following: damage from current weather at the golf course is being addressed; a project to approve receding greens has begun; a work order has been submitted to address the Par 3 flooding issue due to gutters and drains from nearby manors which are flowing onto the course; a Ping demo day is happening today at the golf course; many demo days were able to be scheduled during the rain with an agreement with an offsite vendor; the ProAm tournament will be hosted in May; the Garden Centers recorded minimal damage from today's wind event and will be addressed; many plots continue to be rented and the Garden Center staff is starting a gleaning program to assist those unable to harvest in a timely manner.

Member Comments (Items Not on the Agenda)

Members were called to speak on the following: request to change tennis court time allotment to 1.5 hours; request to change current tennis reservation system; request for green waste receptacles to be enlarged to regular dumpster size at Garden Center 2 and place the same receptacles throughout the community; excessive amount of weeds at resident's neighboring garden plots; thank you to the CAC committee for what they do for the community; apology for miscommunication of protocol; poor condition of Par 3 holes 1 and 2; thank you to staff for Par 3 hole 6 drainage issue resolution; request for Calvary Chapel High School girls tennis team to utilize the Laguna Woods Village tennis courts from 3 to 6 p.m., Monday through Thursday during their tennis season for \$2600 per month; request for staff to review the resolution regarding no sales of product/service as there was an ad on Village TV for a local financial planning meeting to be held within Laguna Woods Village.

Discussion ensued.

CONSENT

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

Motion passed unanimously.

REPORTS

2023 Utilization Review – Ms. Giglio presented the 2023 utilization chart.

Discussion ensued.

Review of CAC Charter – Discussion ensued.

Staff was directed to make redline change of adding “new” before fees to #10 and bring as a staff report for approval at the next CAC meeting on April 11.

ITEMS FOR DISCUSSION AND CONSIDERATION

Champagne Pops Series Exception Request – Ms. Giglio stated the staff report.

Director Milliman made a motion to recommend Champagne Pops Series request for exception to the GRF Recreation Policy and if opposed, determine if alternative options should be considered. Director Bok seconded.

Discussion ensued.

Motion failed 1-6. Director Milliman was in favor.

Director Milliman made a motion to recommend offering a 70/30 split of profits for 2025 only for the PCE Champagne Pops Series.

Discussion ensued.

Motion failed 1-6. Director Milliman was in favor.

Resident Request to Construct a Horseshoe Pit - Ms. Giglio stated the staff report.

Director Laws made a motion to deny the resident request to construct a horseshoe pit. Director Bok seconded.

Discussion ensued.

Motion passed unanimously.

Community Fitness Center Television Schedule – Ms. Giglio stated the staff report.

Director Quam made a motion to recommend Community Fitness Center television channels be changed to neutral programming with no news channels. Director Milliman seconded.

Discussion ensued.

Member was called to speak regarding the following: in favor of changing channels in the Community Fitness Center.

Motion passed unanimously.

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.

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

Dog Licensing Event - Staff was directed to keep this item under Items for Future Agendas.

CONCLUDING BUSINESS

Committee Member Comments

Director Laws inquired as to adding tennis rules to future agendas.

Staff was directed to add Review of Tennis Center Operating Rules to Items for Future Agendas.

Director Ginocchio inquired as to if Pool 5 is a salt water pool. Ms. Giglio stated the proper machinery to make this possible is not operational, but staff is assessing to have it repaired.

Director Quam acknowledged Millie Brown for her work with Champagne Pops Series, however the committee must vote with regard to the community best interest. She requested more education on how clubs utilize the Performing Arts Center and what compensation is received for its use.

Director Bok inquired as to what standards are applied to the resident requests. Ms. Giglio stated the process.

Director Stephens thanked Recreation staff for doing an excellent job at all times.

Advisor Boudreau stated the Champagne Pops Series agreement was made by Mr. Hudson, a previous CEO. He stated the CEO and VMS do not make decisions for GRF facilities.

Advisor Gidwani thanked the committee for running the show so well and thanked staff for the phenomenal job done with Clubhouse 1 relocations due to the renovation.

Advisor Addington stated Mr. Hudson did not come 16 years ago. Ms. Murphy stated the previous HOA was PCM which became Associa. Laguna Woods Village is now a self-managed community.

Chair Horton invited the Community Activities Committee to attend a special Equestrian Center tour that will be held on Monday, April 15 at 1 p.m. She stated regular tour hours.

Chair Horton instructed committee members to email Ms. Chioni if interested in joining the tour.

A discussion ensued regarding the special open meeting requirement for this tour.

Staff was directed to email the committee with clarification of open meeting parameters.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held both in the board room and virtually via the Zoom platform at 1:30 p.m. on Thursday, April 11, 2024.

Adjournment

There being no further business, the Chair adjourned the meeting at 3:41 p.m.

Yvonne Horton

Yvonne Horton, Chair

Golden Rain Foundation of Laguna Woods
Recreation Services Summary of Operations
3/31/2024

	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	\$247,081	\$0	\$247,081	\$453,648	(\$206,567)	(46%)
2	0	0	0	0	0	0	51,074	0	51,074	96,968	(45,894)	(47%)
3	0	54	9,203	0	0	0	37,607	0	46,864	95,541	(48,677)	(51%)
4	692	0	0	50,508	0	0	3,523	157,626	212,348	172,290	40,058	23%
5	0	0	0	0	0	12,279	10,500	0	22,779	34,599	(11,820)	(34%)
6	0	0	0	0	0	0	0	0	2,250	0	(2,250)	(100%)
7	12,231	27,983	70	16,735	53,791	(175)	5	4,704	115,344	146,444	(31,100)	(21%)
8	12,923	28,037	9,273	67,243	53,791	12,104	349,790	162,330	695,491	1,001,740	(306,249)	(31%)
Expenses:												
9	57,172	64,240	1,952	144,821	52,080	12,318	209,029	64,257	605,868	1,062,712	456,844	43%
10	28,486	23,446	537	41,836	13,451	6,053	100,759	17,373	231,942	375,507	143,565	38%
11	572	22,161	405	22,836	54,917	3,727	39,914	1,715	146,247	218,815	72,568	33%
12	0	0	4,638	0	0	0	26,896	0	31,534	57,498	25,964	45%
13	194	102	0	10,647	0	0	0	54,543	65,487	88,572	23,085	26%
14	307	26,794	0	78,795	2,288	12,546	27,443	17,222	165,395	305,122	139,727	46%
15	0	6,142	0	0	0	0	21,744	0	27,886	35,844	7,958	22%
16	11,536	95,478	31	6,861	18,457	521	43,896	7,048	183,829	252,480	68,651	27%
17	0	2,320	0	(64)	0	0	579	3,721	6,557	22,193	15,636	70%
18	22,137	979	100	6,367	667	990	4,938	1,094	37,273	21,895	(15,378)	(70%)
19	0	4	662	0	0	0	2,705	0	3,371	6,918	3,547	51%
20	120,404	241,667	8,325	312,100	141,861	36,154	477,903	166,974	1,505,387	2,447,556	942,168	38%
Net Cost (before allocations)												
21	\$107,480	\$213,630	(\$948)	\$244,857	\$88,071	\$24,050	\$128,114	\$4,644	\$809,897	\$1,445,816	\$635,919	44%
22	(58,708)	0	0	(9,258)	0	0	0	0	(67,967)	(97,624)	(29,657)	(30%)
23	39,063	16,207	614	98,959	8,646	3,397	18,535	15,663	201,084	323,518	122,434	38%
24	\$87,835	\$229,837	(\$334)	\$334,558	\$96,717	\$27,447	\$146,649	\$20,307	\$943,014	\$1,671,710	\$728,696	44%

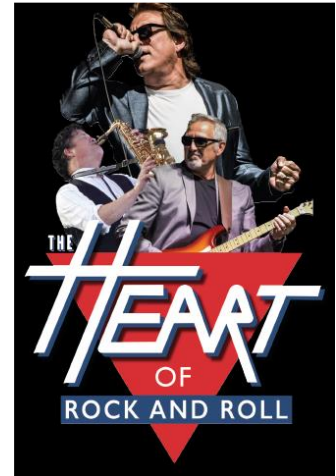
Favorable/(Unfavorable) Variances:

- Line 1 **(\$55K) Golf Green Fees:** Unfavorable due to lower golf fees revenue than budgeted due to rainy season. The budget is spread evenly throughout the year, this may even out by the end of the year.
- Line 4 **\$102K Clubhouse Rentals & Event Fees:** Favorable due to more event fee and room rental revenue at the Performing Arts Center (PAC) for events such as King of Queen, Jimmy's Buffet, and ABBA FAB tribute bands.
- Line 7 **\$18K Miscellaneous:** Favorable primarily due to \$18K sponsorship for Equestrian center round replacement.
- Line 9 **(\$62K) Employee Compensation:** Unfavorable primarily due to more part time Recreation Leaders and Clubhouse Technicians staffed than budgeted for the PAC, and other clubhouses.
- Line 11 **\$42K Materials & Supplies:** Favorable due to less materials needed than budgeted year to date for aquatics, golf supplies, and coffee/kitchen supplies at the clubhouses. Budget is spread evenly throughout the year, this may even out by the end of the year.

Recreation Dashboard

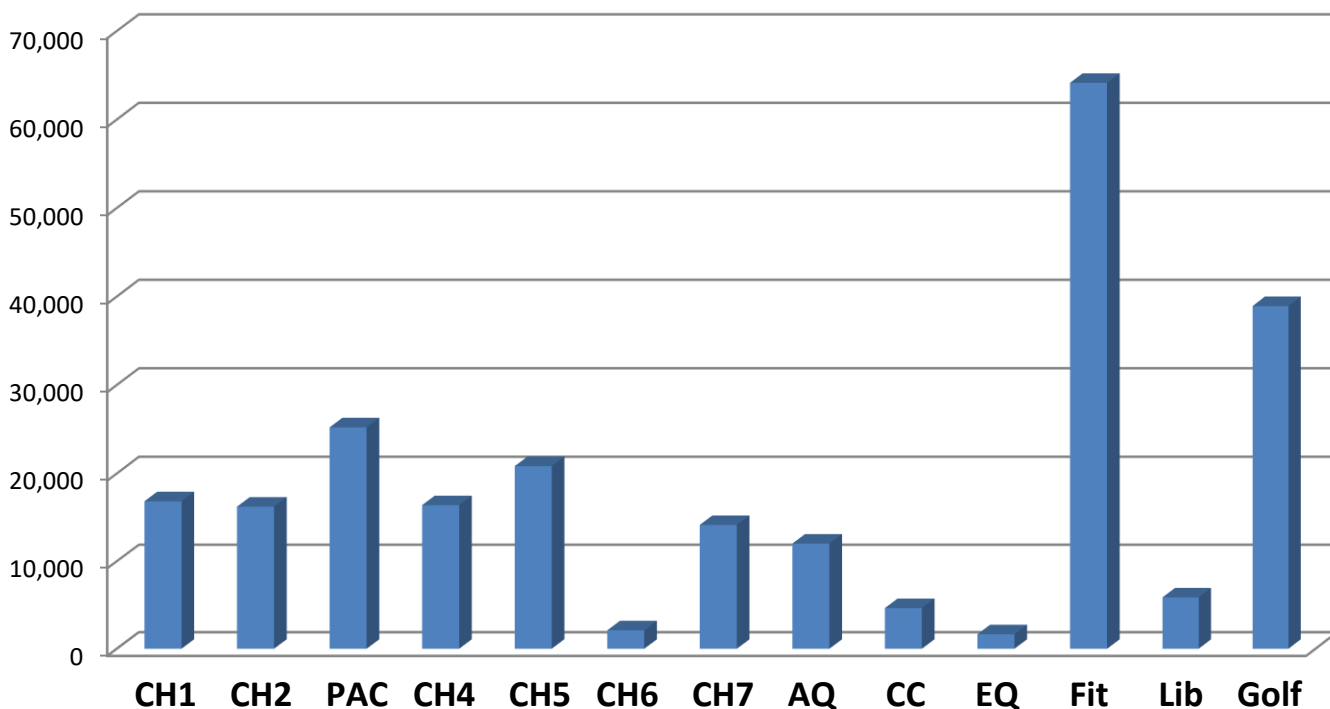
UPCOMING EVENTS

- 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.
- Apr 30:** Club Expo, Clubhouse 5, 10 a.m.
- May 4:** Kentucky Derby, Clubhouse 2, 2 p.m.
- May 12:** Mother's Day Buffet, Clubhouse 5, 1 p.m.
- May 20:** Monday Movie, *Flags of My Father*, PAC, 2 and 7 p.m.
- May 27:** Memorial Day Concert, PAC, 1 p.m.
- June 1:** Art Affair, Clubhouse 2, 11 a.m.
- June 6:** Yachty by Nature concert, PAC, 6:30 p.m.
- June 16:** Father's Day Buffet, Clubhouse 5, 11 a.m.
- June 17:** Monday Movie, *Field of Dreams*, PAC, 2 and 7 p.m.



Get totally rad like the 80s at the Huey Lewis and the News tribute concert on Saturday, April 20 at 7:30 p.m. featuring The Heart of Rock and Roll!

Facility Usage (2024 YTD)



FEATURED PROGRAM

Clubhouse 5 welcomes you to discover new clubs and activities at the Club Expo on Tuesday, April 30 from 10 a.m. to 1 p.m. The event is free with fun and friendship included! Food and refreshments are available for purchase.

STAFF REPORT

DATE: April 11, 2024
FOR: Community Activities Committee
SUBJECT: Review of Community Activities Committee Charter

RECOMMENDATION

Review and recommend edits (Attachment 1) to the Golden Rain Foundation (GRF) Community Activities Committee (CAC) Charter which will supersede and cancel resolution 90-20-09 (Attachment 2).

BACKGROUND

The Community Activities Committee was established pursuant to Article 7, Section 7.1.1 of the Bylaws of this Corporation. The committee ensures that residents safely remain fit, engaged, and entertained.

DISCUSSION

The CAC charter was developed to clarify direction while establishing boundaries and is reviewed annually.

FINANCIAL ANALYSIS

No financial impact anticipated.

Prepared By: Alison Giglio, Recreation and Special Events Director

Reviewed By: Catherine Laster, Services Manager

ATTACHMENT(S)

ATT1: Redlined CAC Charter

ATT2: Resolution 90-20-09

Attachment 1

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 new 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.

Attachment 2

RESOLUTION 90-20-09
REVISED COMMUNITY ACTIVITIES COMMITTEE CHARTER

WHEREAS, a Community Activities Committee has been established pursuant to Article 7, Section 7.1.1 and 7.1.3 of the Bylaws of this Corporation:

NOW THEREFORE BE IT RESOLVED, February 4, 2020, the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Committee, as follows:

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 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.

RESOLVED FURTHER, that Resolution 90-14-58 adopted October 7, 2014, is hereby superseded and canceled; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

STAFF REPORT

DATE: April 11, 2024
FOR: Community Activities Committee
SUBJECT: Billiards Relocation to Clubhouse 1 Art Room

RECOMMENDATION

Review and recommend the proposed relocation of billiards to the Clubhouse 1 Art Room and recommend the unbudgeted operating expenses associated with relocating the activity.

BACKGROUND

Billiards has been offered at various clubhouses throughout Laguna Woods Village, including Clubhouses 1, 5, 6, and the Performing Arts Center. More recently, billiards was consolidated to two locations, Clubhouse 1 (open every day from 8 a.m. to 10 p.m.) and the Performing Arts Center (Monday through Friday, 8 a.m. to 5 p.m.). Estimated annual utilization for billiards in 2023 was 5,386 at Clubhouse 1 and 5,094 at the Performing Arts Center. The Billiards Club currently has 45 members.

During the Clubhouse 1 Renovation Ad Hoc Committee planning process, it was determined that the Billiards Room would be repurposed into a multi-purpose room with no plan for relocating the billiards tables. This plan was approved by the Golden Rain Foundation (GRF) Board as part of the approval of the Clubhouse 1 Renovation project.

DISCUSSION

Upon learning of their pending displacement at Clubhouse 1, the Billiards Club requested that staff find another suitable location due to their group being too large for the Performing Arts Center location only. The Club and staff developed a proposal to consolidate the current two locations into one larger space by utilizing the Clubhouse 1 Art Room.

The Performing Arts Center currently has six tables and Clubhouse 1 has four billiards tables and two Snooker tables. The proposed set up in the Art Room will allow for seven billiards tables and one Snooker table (Attachment 1).

The Art Room is currently used for various rentals and three Saddleback Emeritus classes. The shape of the room is not suitable for many activities due to several posts throughout the room.

Consolidating billiards into one larger room would allow for the following benefits and efficiencies:

- An additional rentable space at the Performing Arts Center will increase revenue;
- Increased operating hours; Clubhouse 1 is open every day from 8 a.m. to 10 p.m. (by Resolution of the GRF Board) whereas the Performing Arts Center is only open Monday through Friday, 8 a.m. to 5 p.m.;
- Clubhouse 1 is the busiest clubhouse with drop-in and reservable space. By not adding an additional reservable space, additional staffing is not needed. The demand for the

five current reservable rooms is already too demanding for one staff member due to constant room setup changeovers.

Most of the activities that utilize the Art Room can be moved to other locations, including the new reservable multi-purpose room that will replace the existing billiards room.

Due to the timing of the Clubhouse 1 renovation and omittance of the billiards tables in the long-term plan, it is requested that the relocation occurs when Clubhouse 1 reopens in estimated early September 2024. In order for this to occur, there are several items that need to be addressed that aren't included in the Clubhouse 1 renovation plan/budget, including moving the billiards tables from the Performing Arts Center, replacement flooring and installation of overhead lights above the billiards tables. Other items such as stools and cue holders may be repurposed from the other locations.

FINANCIAL ANALYSIS

If billiards is consolidated and moved to the Art Room, it is expected that additional funds will be required to update the room. These costs would be presented as a change order in the Clubhouse 1 renovation project. Changeover specifics include changing the specified new laminate flooring to carpet and installation of additional electrical outlets to support the overhead table lights. These estimates are pending a submittal from the contractor, but the timing of approval to repurpose the room by the GRF Board is pressing so that the change order can be submitted and the work can be completed during the clubhouse closure. Costs savings from switching from laminate flooring to carpeting would cover at least a portion of the additional electrical needed.

Additional expenses are required to have a professional moving company relocate the billiards tables (four from the Performing Arts Center to Clubhouse 1 and three from Clubhouse 1 project storage to the Art Room) and to dispose of five dilapidated tables is estimated at \$1,000. The cost to have a contractor level the remaining tables is approximately \$5,600. Unbudgeted operating expenses will be funded out of the 2024 Recreation operating budget.

Room rental revenue generated from the new rentable space at the Performing Arts Center is estimated to be \$9,000 annually, beginning in 2025, which is comparable to the Clubhouse 5 Multi-Purpose Room.

Prepared By: Alison Giglio, Recreation and Special Events Director

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

ATTACHMENT(S)

ATT1: Proposed Billiards Room Design

Attachment 1



This page
intentionally
left blank

STAFF REPORT

DATE: April 11, 2024
FOR: Community Activities Committee
SUBJECT: Dog Licensing and Vaccination Day

RECOMMENDATION

Review and approve staff recommendation for exception to the Golden Rain Foundation (GRF) Recreation Policy (Attachment 1) to allow for commercial use of GRF facilities by the Dog Club for annual dog licensing and vaccination day events.

BACKGROUND

The Dog Club was established on July 21, 1969. The club encourages owners of dogs to be better members of the community and promotes interest in and proper care of dogs in the community.

The club hosts an annual dog licensing and vaccination day and serves 125 to 350 dogs each year; licenses are valid for 1 to 3 years. Felines are welcome for needed vaccinations.

The event is coordinated with the City of Laguna Beach's Animal Services Division, under contract with the City of Laguna Woods and Vet Care Pet Clinic to assist with the required ordinances:

1. All dogs are required by state ordinance to have a current rabies vaccine; and
2. All dogs residing in the City of Laguna Woods are required by city ordinance to have a current dog license.

DISCUSSION

This is a valuable service for residents and consistency with process and policy is necessary, requiring approval of an exception by the GRF Board to allow commercial use of a GRF facility.

GRF Recreation Policy prohibits the following:

1. Facilities/rooms may not be used to conduct a business;
2. 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; and
3. No monetary transactions may take place within GRF's facilities.

In prior years the Recreation Department co-hosted the event to allow services to residents within the community. Approval of this exception will allow the Dog Club to exclusively coordinate the event and will assist residents in staying compliant with state, county and city laws/ordinances pertaining to animal control.

The clubhouse is secured in advance each year on the first Thursday of February with club rollovers, ensuring compliance with the City of Laguna Woods deadline of March 1. 2024 event details are included on the Dog Licensing and Vaccination Day flyer (Attachment 2).

FINANCIAL ANALYSIS

Recreation co-hosted the event by reserving Clubhouse 1 internally (no charge) and produced flyers/posters (\$76) for event publicity. Should the board approve this exception to policy, the Dog Club would be responsible for all rental and publicity fees going forward.

The next dog licensing and vaccination day will be held on Thursday, February 6, 2025 with a rental rate of \$82.81.

The Dog Club does not receive any revenue from this event.

Prepared By: Jennifer Murphy, Recreation Manager

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

ATTACHMENT(S)

ATT1: GRF Recreation Policy Excerpt
ATT2: 2024 Dog Licensing and Vaccination Day Flyer

Attachment 1

Golden Rain Foundation
Recreation and Special Events Department
Policies and Procedures

Use of GRF Recreation Facilities

A. All facilities/general

2. Facilities may not be used to conduct a business by individuals.

Clubs/Groups/Organizations

A. General

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:
 - 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.

Room Reservations

A. General

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.

Attachment 2

SPONSORED BY THE LAGUNA WOODS DOG CLUB



2024 DOG LICENSING AND VACCINATION DAY

**THURSDAY, FEBRUARY 1 • 11 AM TO 1 PM
CLUBHOUSE 1 MAIN LOUNGE**

Dog licenses and vaccinations
will be administered by Vet Services.

For more information,
call the Laguna Woods Dog Club at 949-228-2462.

For license and vaccination pricing,
call Vet Services at 800-988-8387.
A rabies vaccine is \$14 plus \$3 for syringe disposal.

By law, all residents of Laguna Woods Village are
required to have a current dog license and rabies
vaccination for January 1 through December 31, 2024. A
late license fee applies after February 29.



FOR MORE INFORMATION, CALL THE LAGUNA WOODS DOG CLUB AT 949-228-2462

STAFF REPORT

DATE: April 11, 2024
FOR: Community Activities Committee
SUBJECT: Donation of \$1,000 for Installation of a New 30 Amp 2 pole breaker at Clubhouse 4 Woodshop

RECOMMENDATION

Review the resident request to donate \$1,000 for installation of a new 30 Amp 2 pole breaker in the Clubhouse 4 woodshop (Attachment 1) in accordance with the Golden Rain Foundation (GRF) Donation Policy (Attachment 2).

BACKGROUND

The Clubhouse 4 woodshop had two drum sanders, one of which is under repair and one is unrepairable as parts are no longer available. Two drum size sanders are used for different size projects and two sanders reduces the wait time for patrons working on their projects. The drum sanders are an essential part of the woodshop at CH4. Staff worked with woodshop volunteers to determine a suitable replacement Woodcrafter drum sander. Electrical preparation would need to be completed prior to the safe operation of the potential replacement.

DISCUSSION

A resident proposed to donate \$1,000 for the installation of a new 30 Amp 2 pole breaker. This installation would also require pipe and wire from an existing panel to be in a new drop location.

The proposed Woodcrafter drum sander is run by a 5hp motor however a 30 Amp motor is necessary to start the machine. The new sander requires additional power creating less strain on the motor which leads to longer life of the machine.

This drum sander is made in America ensuring parts are more accessible. The machine can be troubleshooted by using woodshop volunteers, maintenance or utilizing technical support directly from the manufacturer.

FINANCIAL ANALYSIS

A professional electrician quote for \$1,350 was received and includes the cost to install the pole breaker, pipe and wire from an existing panel to a new drop location and provide the pole drop from ceiling with a cord cap for L6-30. (Attachment 3). Funds are available in the 2024 Recreation operating budget to support the balance of \$350 for electrical installation and for the replacement sander.

Prepared By: Alison Giglio, Recreation and Special Events Director

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

ATTACHMENT(S)

Golden Rain Foundation Community Activities Committee
Donation of \$1,000 for Installation of a New 30 Amp 2 pole breaker at Clubhouse 4 Woodshop
April 11, 2024
Page 2

ATT 1: Resident Request
ATT 2: GRF Donation Policy
ATT 3: Vendor Quote

Attachment 1



Recreation Committee Request Form

PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE RECREATION REQUESTS

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

Print Requestor Name: _____ Date: 3-28-24

Print Individual, Club or Organization Name: _____

Manor: _____ Phone: _____ E-mail: _____

Request (please check one):

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

Explanation:

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

AS A RESIDENT AND AS HEAD SUPERVISOR OF CLUBHOUSE 4 WOODSHOP I AM A FREQUENT USER OF THE WOODSHOP. I AM AWARE THAT WE ARE IN NEED OF A DRUM SANDER AS OUR OLD ONE BROKE DOWN AND CANNOT BE REPAIRED. I UNDERSTAND THAT WE NEED A 30 AMP SERVICE FOR THE DRUM SANDER THAT IS BEING CONSIDERED. AN ELECTRICIAN WILL HAVE TO MAKE THE MODIFICATIONS SO THAT WE HAVE A 30 AMP SERVICE TO THIS SANDER.

I HAVE BEEN INFORMED THAT THE COST FOR THIS MODIFICATION MAY BE AS HIGH AS \$1300.00. I WOULD LIKE TO MAKE A \$1000.00 DONATION TOWARD THE COST OF THIS WORK.

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

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.

Attachment 3



Submitted to: Laguna Woods Village
24351 El Toro Rd.
Laguna Woods, CA, 92637
Attn: Sabine Bayless

Job location: Clubhouse 4
Laguna Woods, CA, 92637

Description of Work: Install new 30 Amp 2 pole breaker. Install pipe and wire from existing panel to
Proposal#041424P3 new drop location. Provide 30 Amp 2 pole drop from ceiling with cord cap for
L6-30.

Proposal:	\$1,350.00
------------------	-------------------

WE PROPOSE to perform the work as stated in this contract in a neat and workman like manner and in compliance with plans and specifications submitted to us. All work will meet local and national electrical codes. This contract is executed at San Juan Capistrano, CA by Coastal Current Electric Corp.

Payment in the amount of: one thousand three hundred fifty dollars.
Will consist of Progress payments upon completion net 15.

ACCEPTANCE OF PROPOSAL: The prices, specifications, terms and conditions are hereby accepted. See specifications and terms and conditions in additional pages. You are authorized to do work as specified. Payment will be made as outlined above. Bid good for 30 days.

DATE.....SIGNATURE.....
Customer

DATE.....SIGNATURE.....
Coastal Current Electric Corp Representative