



## **OPEN MEETING**

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

**Thursday, July 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](mailto:meeting@vmsinc.org) any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and unit number must be included.

### **NOTICE AND AGENDA**

*This Meeting May Be Recorded*

1. Call to Order
2. Acknowledgement of Media
3. Approval of the Agenda
4. Approval of Meeting Report for June 13, 2024
5. Chair's Remarks
6. Department Head Update
7. Member Comments (Items not on the agenda)

*At this time Members only may address the Committee regarding items not on the agenda and within the jurisdiction of this Committee. The committee reserves the right to limit the total amount of time allotted for the Member Comments to thirty minutes. A member may speak only once during the forum and each speaker is limited to three minutes. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments.*

#### **Consent:**

8. Recreation Dashboard

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

9. Recreation Committee Request Forms
10. Recreation Supervisor Introduction
11. Calvary Chapel High School Girls Tennis Team Request for Use of Tennis Courts

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

12. Donation of Cups for Clubhouse 1 Drop-In Lounge

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

- Reservation System Review
- Recreation Policy Review
- Aquadettes Show

#### **Concluding Business:**

- Committee Member Comments
- Date of Next Meeting: Thursday, August 8, 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, June 13, 2024 – 1:30 p.m.  
Board Room/Virtual Meeting

**MEMBERS PRESENT:** Yvonne Horton, Chair, Cush Bhada, Reza Karimi, Ellen Leonard, Sue Quam, Sue Stephens, Ajit Gidwani  
Dennis Boudreau, Elsie Addington

**MEMBERS ABSENT:** S.K. Park, Peter Sanborn, Andy Ginocchio

**OTHERS PRESENT:** Georgiana Willis, Juanita Skillman, Joan Milliman, Egon Garthoffner

**STAFF PRESENT:** Alison Giglio, Jennifer Murphy, Jackie Chioni, Laura Cobarruviaz, Tom McCray, Ted Ball, Peter Quan, Jose Campos

#### **Call to Order**

Chair Horton called the meeting to order at 1:32 p.m.

#### **Acknowledgement of Media**

There was no press present.

#### **Approval of Agenda**

Director Bhada made a motion to approve the agenda. Director Karimi seconded.

Motion passed unanimously.

#### **Approval of Committee Report for April 11, 2024**

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

Motion passed unanimously.

#### **Approval of Special Committee Report for April 15, 2024**

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

Motion passed unanimously.

### **Chair's Remarks**

Chair Horton welcomed the audience.

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

Ms. Giglio reported the following Recreation Department highlights: there are six new clubs with two currently on the wait list; the Art Affair sold out 40 spaces to resident artists and had approximately 700 in attendance; 30 banquet tables and 15 round tables were recently replaced at Clubhouse 5; the Club Expo had 74 clubs and approximately 600 in attendance; the Mother's Day buffet has 213 attendees; projectors were installed in the dining rooms at the Performing Arts Center; the Surf City Singers concert sold over half of the seats in the Performing Arts Center auditorium on May 5; over 700 attendees attended the Memorial Day event at the Performing Arts Center; Pool 1 is being re-plastered and received the new chemical storage and distribution mechanics to improve efficiency while all other pools are now open for summer hours; Children's Swim hours at Pool 6 are noon to 4 p.m.; Community Fitness Center attendance has been rising back to over 400 users three times per week; the first seasonal Saddle Club BBQ was held on June 10 with 90 attendees; a new Equestrian Center horse has been performing well in the lesson program which began a new session in June with 60 participants per week; the Equestrian Center round pen footing is being re-vamped in house and fencing donated by VCF is in the process of being installed by staff; new Equestrian Center vaulting classes and fitness classes with Eclipse Vaulters are starting soon; Library volunteers worked 800 hours to support 2,192 visitors with 34 residents signing up for catalogue access and 2,838 items circulated through the desk in May.

Ms. Giglio reported the following Clubhouse 1 renovation update: the beautification of Clubhouse 1 is progressing smoothly and remains on schedule for completion in late August 2024; key milestones completed to date include exterior and interior painting, flooring, and drywall patching; window replacement, electrical work, renovations to the ballroom fireplace, and bathroom upgrades are proceeding as planned; other work that is not a part of the original beautification project but is intended to be completed during the closure of the complex include pool re-plaster, installation of a new pool chemical distribution system, parking lot rehabilitation, beam replacement in shuffleboard and archery rooms and conversion of the Art Room to a billiards room and former billiards room to a multi-purpose room.

Ms. Murphy stated the following: Father's Day brunch will be held at Clubhouse 5 at 11 a.m.; room reservation lottery cards are due to the Recreation office by Monday, June 17; a free movie for the grandkids, *WISH*, will be hosted at the Performing Arts Center on June 27 at 1 p.m.; Splash Days will return to Pool 2 in July and August; Grandparents' Day will

be hosted at Clubhouse 5 on September 7; the Fourth of July Celebration will be hosted at Clubhouse 2 with a golf cart parade throughout the Village and an outdoor concert which begins at noon; the BBQ buffet will be hosted on July 22 at Clubhouse 5 at 5 p.m.; the Performing Arts Center will host Space Oddity, the Ultimate David Bowie Experience on August 10 at 7:30 p.m. and Micky Dolenz of the Monkees on October 11 at 7:30 p.m.

Mr. McCray stated the following: the golf course greens are being prepped for summer heat; the driving range project is starting to fill in with greens and is working effectively; golf course orientation is scheduled to ensure equitable access; club fitting events remain well attended; the Garden Centers operation is going smoothly.

Discussion ensued.

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

Members were called to speak on the following: liability insurance for those boarding at the Equestrian Center; cost difference between resident and non-resident boarding fees at the Equestrian Center; cost to purchase the 17-year-old horse; in opposition of the conversion of the Clubhouse 1 Art Room to a billiards room; existence of an official form for repealing a decision made by the board.

Discussion ensued.

### **CONSENT**

Mr. Campos presented Financial Statement information.

Discussion ensued.

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

Motion passed unanimously.

### **REPORTS**

**Introduction of Clubhouse Supervisors** - The following supervisors stated facility operations and brief personal background: Laura Cobarruviaz, Senior Equestrian Supervisor; Ted Ball, Recreation Supervisor (Clubhouse 2 and 7); Peter Quan, Fitness Supervisor.

Discussion ensued.

**Recreation Committee Request Forms** – Member was called to speak regarding Community Fitness Center (CFC) television channel selection, the correlating negative response and offered a solution to remedy the change in CFC television channel selection.

Discussion ensued.

Staff was directed to bring forth the request to donate cups to the Clubhouse 1 Drop-In Lounge to the next CAC meeting and to not move forward with the request to review the process of CFC television channel selection.

**Discontinued Use of Flatware/Plates for Clubhouse Rentals** - Ms. Giglio stated the cost and inefficiency associated with use of clubhouse flatware and plates in conjunction with room reservations and requested the discontinuation of this service.

Discussion ensued.

Staff was directed to bring this item forth on a future agenda to consider establishing fees for use.

**Use of Tennis Courts by Calvary Chapel High School Girls Tennis Team** - Ms. Giglio stated the GRF attorney information issuance for the use of Tennis Courts by Calvary Chapel High School Girls Tennis Team.

Member was called to speak regarding in favor of the use of tennis courts by the aforementioned high school for three months.

Discussion ensued.

Staff was directed to bring this item to CAC next month.

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

**None.**

#### **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.

## **CONCLUDING BUSINESS**

### **Committee Member Comments**

Chair Horton stated golf fees may be on the next CAC agenda.

Advisor Addington inquired as to including tennis court use on next agenda and stated the Committee Activities Committee is considered a GRF committee.

Director Quam inquired as to a budget meeting prior to presentation at GRF.

Director Stephens stated there will be meetings to discuss fees per Mr. Hormuth.

Advisor Boudreau stated the Finance Committee will hold a meeting to discuss the operating budget.

Director Karimi inquired as to the CAC Charter passing for 2024 without a second on the motion. Ms. Chioni stated no second is needed for that item.

Director Quam stated United and Third are represented on committees.

### **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, July 11, 2024.

### **Adjournment**

There being no further business, the Chair adjourned the meeting at 4:22 p.m.

Yvonne Horton

Yvonne Horton, Chair

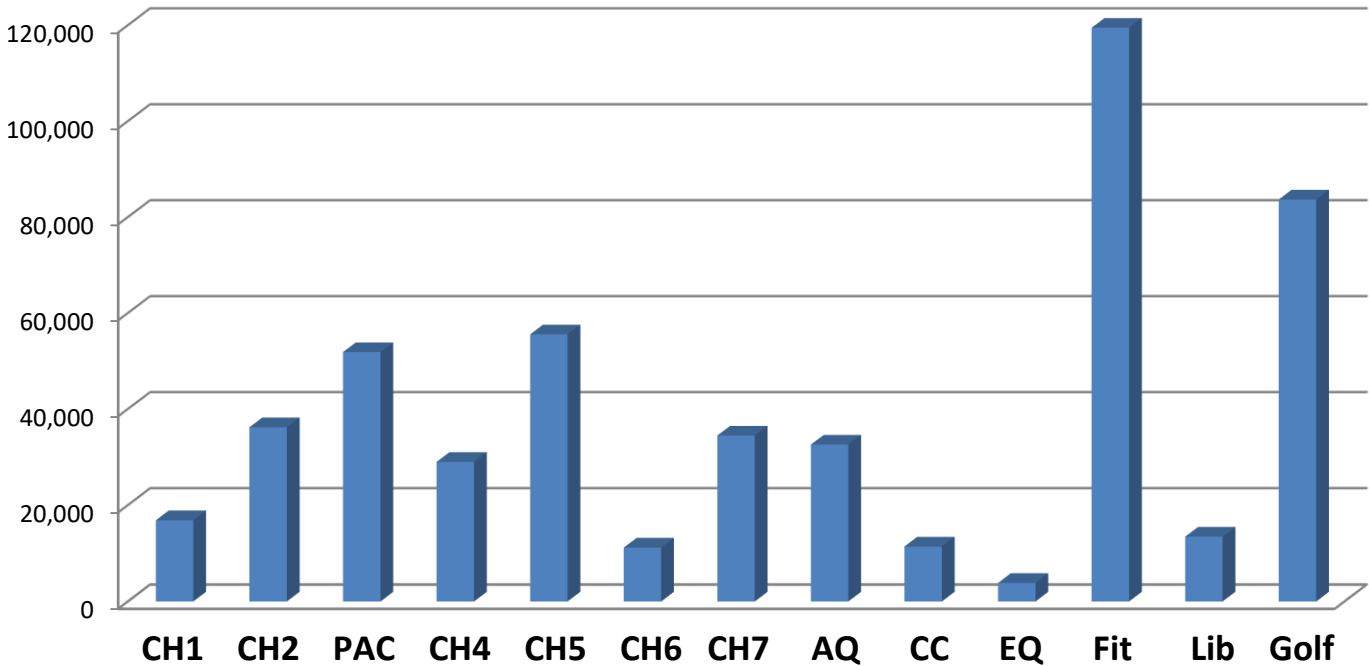
## UPCOMING EVENTS

- July 15:** Monday Movie, *The Holdovers*, PAC, 2 and 7 p.m.
- July 19:** Splash Days, Pool 2, Noon
- July 20:** Farmer's Market, Garden Center 1, 9 a.m.
- July 22:** Monthly Dinner, Clubhouse 5, 5 p.m.
- July 29:** Monday Movie, *Wonka*, PAC, 2 and 7 p.m.
- Aug 10:** Space Oddity, The Ultimate David Bowie Experience concert, PAC, 7:30 p.m.
- Aug 16:** Splash Days, Pool 2, Noon
- Aug 19:** Monday Movie, *What Happens Later*, PAC, 2 and 7 p.m.
- Aug 26:** Monday Movie, *A Haunting in Venice*, PAC, 2 and 7 p.m.
- Sept 7:** Grandparents' Day, Clubhouse 5, 10 a.m.
- Sept 9:** Laguna Woods Village 60<sup>th</sup> Anniversary Celebration, Clubhouse 2, 5 p.m.



Space Oddity, the Ultimate David Bowie Experience, will be hosted at the Performing Arts Center on Saturday, August 10 at 7:30 p.m. The show takes you on a musical journey through the constantly metamorphosing career of rock and roll's most celebrated innovator.

Facility Usage (2024 YTD)



## FEATURED PROGRAM

Clubhouse 5 will host the annual Grandparents' Fun Day on Saturday, September 7, 10 a.m. to 1 p.m. featuring bounce houses, games and crafts for the low ticket price of \$10 each!





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: June 28, 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: \_\_\_\_\_

**Explanation:**

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

See Attached

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

June 28, 2024

TO: UNITED BOARD

Subject: Laguna Woods Swimming Pool Policies

My name is \_\_\_\_\_ and I live \_\_\_\_\_  
I purchased my home in 2015.

I am disabled with diabetes for 14 years and chronic pain from Trapezius muscle and hamstring muscle problems resulting in debilitating neck and muscle pain.

My doctors at Kaiser Permanente (Northern California and Southern California) both recommend water exercise to alleviate pain.

I am registered with the Disabled Student Program Support at Saddleback College.

On Sunday, June 23<sup>rd</sup>, 2024 I went to Pool 2, on Moulton at 1:30 pm. During hot weather Pool 2 is the most refreshing with the coolest temperature of our five pools. The previous day I had visited Pool 4 and Pool 5 and found them to be too hot.

I found all of the five lanes occupied with swimmers. A few lanes had two swimmers sharing a lane. I asked the lifeguard how you gained entrance to a swim lane and she said, "you wait for a lane to open up". I asked if there was a sign-up sheet but there were only two names and it did not appear to be monitored nor were there writing instruments.

I finally went up to two men after being told they had been doing laps for almost two hours. They also informed me that there was no time limit.

I went to the board that had some rules and I read, "If there is a wait you can ask the lifeguard to open a lane to allow more people to swim." I am paraphrasing. I went and asked the lifeguard to open a lane and she said, "I don't know how to and I have to wait and ask my boss."

I said I would be contacting the governing board because I find this utterly unsatisfactory and limiting my access as a disabled American. Another resident came up to me and she said she would be happy to contact the board also because there is no set policy or anyone monitoring it.

I am research oriented from my prior career and came home and for two hours I looked at HOA policies for swimming pool use. Both age-restricted communities and non-age restricted.....I found without fail, all communities regarding lap lane swimming had 45

minutes to 60 minutes schedules. Swimming and water walking all are used with this time schedule.

I feel that my rights as a 75 year old disabled American are being severely limited by your lack of policy to access to our swimming facilities.

I have another comment to make that I can assure many, many seniors have voiced. Prior to Covid we had 75 people enrolled in our water aerobics classes. Several have asked Saddleback College and they say the governing board of Laguna Woods sets the limit to 40 students. I monitor the roll call at our classes and at least 20 students are absent at the classes that I am in. Most of us travel a few times a year, while we can, and open up slots to other people. ***During water aerobics one to two lanes are left open with maybe one or two people in and out of the water.*** Opening those lanes would give much more access to a much needed cause as there are 80 – 100 people on the waiting lists for summer and fall water aerobics classes.

I believe, and many others do, that we should give as much access as we can to water aerobics participation because it is so popular and one of the great exercises for seniors with arthritic pain. I suggest you give my suggestions some thought. Right now there are 80 to 100 people on the waiting lists for summer and fall water aerobics classes.

Thank you for reading my issues with the swimming program at Laguna Woods. I love living ~~here~~, and have made good friends and enjoy the wonderful activities.

Laguna Woods, CA 92637

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## **STAFF REPORT**

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**DATE:** July 11, 2024  
**FOR:** Community Activities Committee  
**SUBJECT:** Donation of Cups for Clubhouse 1 Drop-In Lounge

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### **RECOMMENDATION**

Review and recommend a resolution for donation of cups for Clubhouse 1 drop-in lounge from the Korean American Association (KAA) (Attachment 1) for one year at the estimated cost of up to \$5,000 in accordance with the Golden Rain Foundation (GRF) Donation Policy (Attachment 2).

### **BACKGROUND**

Free coffee is provided daily to visitors at the Clubhouse 1 drop-in lounge. Staff recently started to distribute coffee cups in the office to monitor usage as cups were being taken in bulk for personal or club use. It is estimated that 200-300 cups were being used daily (or 1,000-1,500 cups per week) when the cups were readily available in the drop-in lounge. Staff currently distributes approximately 100-150 cups per day.

### **DISCUSSION**

The Korean American Association proposed to donate cups for one year. The donation would begin from the date of Clubhouse 1 reopening and the cup distribution would be controlled each day to ensure less waste. The KAA has requested that the proposed logo be displayed on each cup (Attachment 3).

### **FINANCIAL ANALYSIS**

The donation of cups will offset the annual required expenditure at Clubhouse 1 by approximately \$2,575 if cups continue to be distributed at the office.

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

### **ATTACHMENT(S)**

ATT 1: Resident Request  
ATT 2: GRF Donation Policy  
ATT 3: Proposed Logo  
ATT 4: Resolution 90-24-XX

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: 5/30/2024

Print Individual, Club or Organization Name: Korean American Association

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.

KAA would like to Donate coffee cups to CH#1 Lounge for one  
year. Cost estimated is \$500.00. Program starts from the date  
the CH#1 reopens after renovation, and the coffee cup distribution  
will be controlled for each Day in order not to waste coffee  
Cups at the CH#1 Lounge. The disposable cups will have  
KAA Logo on the Cup.

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

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

Signature	Manor #	For	Undecided	Against
_____	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input 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

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

design-D(final 070124)



(Pantone 355U)

Attachment 4



**RESOLUTION 90-24-XX**

**Donation of Cups for Clubhouse 1 Drop-In Lounge**

**WHEREAS**, The Korean American Association proposed to donate cups for Clubhouse 1 drop-in lounge; and

**WHEREAS**, the Clubhouse 1 drop-in lounge provides coffee to those visiting Clubhouse 1 and staff keeps the cups in the office to monitor usage; and

**WHEREAS**, the Korean American Association (KAA) proposed to donate cups for one year at the estimated cost of up to \$5,000; and

**WHEREAS**, the donation would begin from the date of Clubhouse 1 reopening and the cup distribution would be controlled for each day to ensure less waste; and

**WHEREAS**, the Laguna Woods Village leaf logo incorporating the KAA donation verbiage would be displayed on each cup;

**NOW THEREFORE BE IT RESOLVED**, August 6, 2024, that the Board of Directors of this Corporation hereby adopts the donation of cups for the Clubhouse 1 drop-in lounge from the Korean American Association; and

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