



OPEN MEETING

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

Thursday, July 11, 2019 – 1:30 p.m.

**Laguna Woods Village Community Center Board Room
24351 El Toro Road**

AGENDA

1. Call to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of Meeting Report for May 9, 2019
5. Chair's Remarks
6. Department Head Update
 - a. Recreation and Special Events - Jennifer Murphy
 - b. Financial Statement - Christopher Swanson
7. Member Comments (Items Not on the Agenda)

Consent:

8. National Vending Update
9. Dashboard
10. Recreation eBlast

Reports:

11. Clubhouse 2 Annex Open Space
12. CBD Product Sales in the Golf Pro Shop
13. GRF Recreation Department Policy Revision: Clubs/Groups/Organizations

Items for Discussion and Consideration:

14. Drop-In Lounge Update
15. Air Filter Donation Request

Items for Future Agendas:

16. Tennis Renovation
17. Emeritus Survey

Concluding Business:

18. Committee Member Comments
19. Date of Next Meeting – September 12, 2019 at 1:30 p.m.
20. Adjournment

Annette Sabol Soule, Chair
Brian Gruner, Staff Officer
Telephone: 597-4270

This page
intentionally
left blank

OPEN MEETING

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

Thursday, May 9, 2019 – 1:30 p.m.
Board Room

MEMBERS PRESENT: Annette Sabol Soule-Chair, Beth Perak, Jon Pearlstone, Sue Margolis, Joan Milliman, Cush Bhada, Andre Torng, Ryna Rothberg, Leon St. Hilaire, Shaun Tumpane

MEMBERS ABSENT: Diane Phelps, Bunny Carpenter

OTHERS PRESENT: Juanita Skillman, Pat English, Dick Rader, Dick Palmer and Cash Achrekar were present in audience

STAFF PRESENT: Brian Gruner, Jennifer Murphy, Jackie Kupfert, Tim Moy, Eileen Paulin, Christopher Swanson, Tom McCray, Sean Cincotta

Call to Order

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

Acknowledgement of Media

There was no press present.

Approval of Agenda

A motion was made, and by consensus, the agenda was approved.

Approval of Committee Report for March 14, 2019

A motion was made, and by consensus, the report was approved.

Chair's Remarks

Chair Soule stated it is imperative that all residents and guests sign in when attending a class. She read the five points of the GRF waiver/release of liability and stated once again the importance of the accuracy of the sign-in sheets. The next CAC meeting will be held on Thursday, July 11 at 1:30 p.m. in the Board room.

Member Comments (*Items Not on the Agenda*)

Members spoke on the following topics: woodshop room safety; flyers indicating Recreation Department co-sponsoring club events at the Performing Arts Center; new waiver/release of liability sign-in sheets specific to the Library.

Mr. Gruner stated Recreation will support club events that incur small revenue for the Recreation Department and/or present for the overall good of the community. Mr. Gruner stated Recreation is already beginning safety aspects of woodshop and all spaces at CH4. Director Bhada suggested that the sign-in sheet be added to the original paperwork when becoming a resident. Director Milliman stated the waiver sign-in sheet should not be combined with the photo release. Mr. Gruner stated sign-in sheets have always been present, including fitness which is done on an annual basis; however Risk Management and Legal Counsel requested this to be updated with the current verbiage. Director Torng stated Table Tennis signs a waiver once a year and the sign-in sheets are also used for utilization which allows staff to review needs of the facility fairly. Chair Soule requested for the waiver to be reviewed and presented under Items for Discussion and Consideration.

Report of the Recreation and Special Events Director

Mr. Gruner reported the Health and Wellness Expo was hosted at Clubhouse 5 on March 21 and 22 with over 1000 attendees over the two days. Special monthly dinners are doing exceptionally well with all selling out. The Village Bazaar held in April was sold out once again. Village Games wrapped up a week ago with 22 unique events, over 381 participants and over 800 medals distributed in total. Easter at Equestrian was well attended. The Kentucky Derby event at Clubhouse 5 hosted a hat contest with over 100 attendees. Cinco de Mayo sold out with approximately 200 attendees. The Monday Night Movie, Bohemian Rhapsody, was a sell out so Recreation booked another showing. The Landscape Department and Public Relations Department, in conjunction with Recreation, hosted Arbor Day at Clubhouse 1 with the planting of a Chinese pistache tree.

Mr. Gruner stated the following operational improvements: many of the Clubhouse 1 gym light covers have been replaced and the remaining uncovered lights will have covers ordered; new chairs are going to be ordered for all facilities; weed abatement has begun at the Garden Centers with an email blast to all gardeners reminding them to help maintain the weeds around their plots; Clubhouse 1 survey for renovation has been completed; implemented a composting program at our dining rooms for caterers only as it is a new state requirement; Clubhouse 6 has a new HVAC unit to better control the temperature; the Community Center will be closed this weekend for installation of a new HVAC system.

Mr. Gruner stated the following facility enhancements: the current ActiveNet program has been updated to allow residents to view room availability online; etiquette signs are being posted at the facilities; the comprehensive staff training will be hosted on August 14 as approved; the California Parks and Recreation Society (CPRS) installment banquet was held at Clubhouse 2 on April 4. Director Perak was in attendance.

Mr. Gruner stated the HVAC units are having difficulty communicating with the current computer system and IT has been made aware. He asked for any problems to be reported and staff will contact IT for assistance.

Mr. Gruner was in attendance of an event in Rancho Mission Viejo and noticed the facilities, including the restrooms, are all swipe-based for convenience.

Ms. Murphy wished Happy Mother's Day to all. She reported the Mother's Day event as sold out, but Restaurant 19 is hosting a brunch 11 a.m. to 3 p.m. for those who wish to attend. Memorial Day

will be hosted at the Performing Arts Center with the All American Boys Choir and a special memorial portion. There is also a Memorial Day Run through the Laguna Woods Village hosted by the City of Laguna Hills in which residents get a discount for entering. June 1 at 6 p.m. will be an Elegant Evening Dinner with a new caterer, California Fresh, featuring Chef Jim Douglas from Wolfgang Pucks. June 6 is the first of three patio concerts with Black Market Trust; tickets are \$10 each. On June 16, Clubhouse 2 will host a Father's Day Brunch. The Afternoon Tea will be on June 17 at Clubhouse 7 at 2:30 p.m.; tickets are \$18. On June 18 at Clubhouse 5 at 11:30 a.m., the 90s Luncheon will be hosted. Clubhouse 1 will host an All-American BBQ special dinner on July 3. The July 4 Celebration will be hosted at Clubhouse 2 at 4 p.m. with a DJ, band, and fireworks. Grandparent's Fun Day will be hosted on August 3 at Clubhouse 2, 11 a.m. to 2 p.m. Destination Shopping is offered each Tuesday through the Transportation Department. Reservations are a must and can be made by calling 597-4242.

Ms. Murphy responded to the question from Director Rothberg as to the date of the 90s Luncheon and how they make reservations.

Director Perak stated the Recreation Department is doing a wonderful job with the size and frequency of the events.

Mr. McCray stated that Mr. Cincotta and his staff have done an exceptional job of the aerification and fertilization of the course. He stated minor updates have been completed such as refurbishing and straightening tee signs, yardage markers on the cart path (no signs on the Par 3 holes), new yard markers for the fairway will be installed, ticket window installment to face out of the weather, all of which are being done in house to ensure a cost savings. The Par 3 hosted a wine and nine and other events planned to boost utilization (next event is due on June 6). The Twilight league will start next month on the last Sunday afternoon of each summer month and continues to sell out. The Men's Golf Club Memorial Golf Tournament is May 18 which donates proceeds to the Foundation. The Ladies Trunk Show was very successful and is scheduled on occasional Tuesdays after ladies complete their play. Fitting days are scheduled regularly with Callaway in attendance next Thursday. The Pickleball and Paddle Tennis courts look fantastic and are full continuously. Tennis is at full capacity with the two courts being resurfaced after the temporary use of Pickleball and Paddle Tennis. Lawn Bowling is hosting an open house this Saturday. The strong winds damaged portions of the course, but staff is working with other departments to fix any damage. The weeds by the fencing have been addressed by the Landscaping Department.

Director Bhada inquired as to time of the Lawn Bowling open house. Per Advisor St. Hilaire, the time is 9 a.m. to noon. Director Bhada also inquired as to the Tennis clubhouse renovation. Mr. Gruner stated it is being reviewed by Mr. Munoz's department as more funds are being requested. Chair Soule stated Director Matson would be a good reference for the Tennis update and she is very happy with the status of our golf course.

Mr. Cincotta stated the excessive heat was damaging to the golf course, but the course has recovered nicely with the help of his staff and the amount of rain received. Staff completed the aerification and fertilization of the course which takes about a month to complete with minimal closures.

Director Pearlstone inquired as to the usage vs. guest fees. Mr. Cincotta stated Mr. McCray would better answer this, but usage is back on track at this time.

CONSENT

Advisor Tumpene inquired as to whom he should speak with regards to the vending machine reports. Mr. Gruner instructed Advisor Tumpene to set up an appointment with him.

With regards to the Recreation Dashboard Facility Usage graph, Mr. Gruner stated over 1.3 million users came through our facilities in 2018, however the total would be doubled with reservations.

A motion was made, and by consensus, the consent calendar was approved.

REPORTS

27-Hole Golf Course Summer Closures – Mr. McCray stated the staff recommendation to authorize the closure of nine holes per week, as needed, on the 27-hole golf course when extreme summer weather is negatively affecting the golf course to allow proper maintenance and time for the fairways and greens to recover.

A motion was made to support staff recommendation to authorize the closure of nine holes per week, as needed, on the 27-hole golf course when extreme summer weather is negatively affecting the golf course to allow proper maintenance and time for the fairways and greens to recover.

Discussion ensued.

The motion carried unanimously.

Emeritus Parking Pass Fee Increase - Mr. Gruner stated the staff recommendation to approve increasing the Saddleback Emeritus Institute parking fee to \$50 (spring/fall semester) and \$30 (summer semester) for non-resident students entering the community with a vehicle effective for the 2020 Spring Semester.

A motion was made to speak to Saddleback Emeritus Institute prior to making any fee increases.

Discussion ensued.

The motion failed 3-5-0.

A motion was made to approve staff recommendation to increase the Saddleback Emeritus Institute parking fee to \$50 (spring/fall semester) and \$30 (summer semester) for non-resident students entering the community with a vehicle effective for the 2020 Spring Semester.

Discussion ensued.

The motion carried 5-3-0.

ITEMS FOR DISCUSSION AND CONSIDERATION

Senior Brains Foundation - Member presented the Senior Brains Foundation of Laguna Woods Village.

Discussion ensued.

Member was directed to present at a later date once a product is produced, to start with club status first or further investigate the use of a University for this program if not a club.

Drop-In Lounge TV Update – Mr. Gruner stated the update regarding the drop-in lounge tv. It has been reinstated with Village TV (TV6) and limited closed-captioning when available. There have been no negative comments regarding the lack of sound. Staff will continue to monitor this situation.

Members were called to speak regarding this matter.

Discussion ensued.

Staff was directed to conduct a survey, if possible, using those who signed in for the month of December.

Financial Statement - Mr. Swanson from the Finance Department reported on the financial statement summary included in the agenda packet. Requests for this information may be made as this is available for anyone to review.

Director Pearlstone requested a report of assessment income. Mr. Swanson will send response to all CAC members regarding assessment income.

Emeritus Survey Update – Mr. Gruner stated the results are expected from Emeritus survey of 20-30 questions. Those results will be shared at the July CAC meeting.

ITEMS FOR FUTURE AGENDAS

GRF Recreation and Special Events Department Policies and Procedures, Clubs/Groups/Organizations Revisions - Mr. Gruner stated many new clubs are being formed regularly and staff is considering revising rules that may limit number of reservations that a club may have. The current numerous reservations prevent residents from booking personal parties or memorials.

Chair Soule appointed a committee to assist staff in this review: Director Perak, Director Bhada, Director Torng, Chair Soule, Director Milliman as alternate.

Chair Soule requested the following items to be on future agendas: release waiver on future agendas, Clubhouse 4 safety and workshops and revenue fees.

CONCLUDING BUSINESS

Committee Member Comments

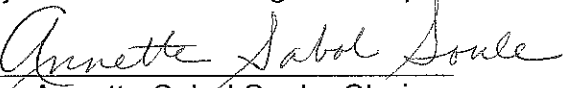
Director Perak stated the committee covered a lot of necessary information in today's meeting.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held at 1:30 p.m. at the Community Center in the Board Room on Thursday, July 11, 2019.

Adjournment

There being no further business, the Chair adjourned the meeting at 5:10 p.m.


Annette Sabol Soule, Chair



NATIONAL
VENDING

March, 2019

Attachment 1

Client Commission Statement

Property Name	Service	Machine Location	Period	Gross Sales	Net Sales	Recd by NV	Paid to Client
Laguna Woods Village	Bev'g Vending	Clubhouse 3	3	\$236.95	\$212.36	\$31.86	\$15.93
Laguna Woods Village	Snack Vending	Golf Pro Shop-Village Greens	3	\$198.65	\$193.86	\$29.08	\$14.54
Laguna Woods Village	Bev'g Vending	Maintenance Bldg	3	\$190.60	\$169.52	\$25.42	\$12.71
Laguna Woods Village	Snack Vending	Clubhouse 1	3	\$188.40	\$183.86	\$27.58	\$13.79
Laguna Woods Village	Bev'g Vending	Clubhouse 5	3	\$187.60	\$167.95	\$25.19	\$12.60
Laguna Woods Village	Snack Vending	Maintenance Bldg	3	\$184.45	\$180.00	\$27.00	\$13.50
Laguna Woods Village	Snack Vending	Clubhouse 4	3	\$183.10	\$178.69	\$26.80	\$13.40
Laguna Woods Village	Bev'g Vending	9 Hole Golf Shack	3	\$172.75	\$153.82	\$23.07	\$11.54
Laguna Woods Village	Snack Vending	Clubhouse 5	3	\$162.80	\$158.88	\$23.83	\$11.92
Laguna Woods Village	Snack Vending	Community Center Bldg 2nd Floor	3	\$144.75	\$141.26	\$21.19	\$10.60
Laguna Woods Village	Bev'g Vending	Clubhouse 1	3	\$142.60	\$128.82	\$19.33	\$9.67
Laguna Woods Village	Snack Vending	Clubhouse 3	3	\$135.95	\$132.67	\$19.90	\$9.95
Laguna Woods Village	Bev'g Vending	Golf Pro Shop-Village Greens	3	\$121.85	\$112.87	\$16.93	\$8.47
Laguna Woods Village	Bev'g Vending	Clubhouse 1	3	\$114.40	\$105.11	\$15.77	\$7.89
Laguna Woods Village	Bev'g Vending	Vehicle Maintenance	3	\$107.20	\$94.86	\$14.22	\$7.11
Laguna Woods Village	Snack Vending	Vehicle Maintenance	3	\$98.80	\$96.42	\$14.46	\$7.23
Laguna Woods Village	Bev'g Vending	Community Center Bldg 2nd Floor	3	\$95.10	\$83.93	\$12.59	\$6.30
Laguna Woods Village	Bev'g Vending	Clubhouse 4	3	\$91.75	\$80.65	\$12.10	\$6.05
Laguna Woods Village	Bev'g Vending	Clubhouse 2	3	\$62.25	\$54.24	\$8.13	\$4.07
Laguna Woods Village	Bev'g Vending	Clubhouse 7-Driving Range	3	\$57.85	\$50.43	\$7.57	\$3.79
Laguna Woods Village	Bev'g Vending	Clubhouse 7-Driving Range	3	\$49.50	\$48.21	\$7.23	\$3.62
Laguna Woods Village	Snack Vending	9 Hole Golf Shack	3	\$32.60	\$31.81	\$4.77	\$2.39
Laguna Woods Village	Snack Vending	Clubhouse 7-Driving Range	3	\$28.65	\$27.96	\$4.19	\$2.10
Laguna Woods Village	Bev'g Vending	Stables Equestrian	3	\$17.90	\$15.61	\$2.34	\$1.17
				\$3,006.45	\$2,803.79	\$420.55	\$210.28



NATIONAL
VENDING

Client Commission Statement

April, 2019

Attachment 2

Property Name	Service	Machine Location	Period	Gross Sales	Net Sales	Recd by NV	Paid to Client
Laguna Woods Village	Bev'g Vending	Clubhouse 3	4	\$223.00	\$197.43	\$29.61	\$14.81
Laguna Woods Village	Bev'g Vending	Clubhouse 5	4	\$211.20	\$188.85	\$28.33	\$14.17
Laguna Woods Village	Snack Vending	Clubhouse 1	4	\$190.55	\$185.96	\$27.89	\$13.95
Laguna Woods Village	Snack Vending	Clubhouse 4	4	\$185.80	\$181.32	\$27.20	\$13.60
Laguna Woods Village	Bev'g Vending	Clubhouse 1	4	\$183.85	\$161.20	\$24.18	\$12.09
Laguna Woods Village	Snack Vending	Clubhouse 3	4	\$169.00	\$164.93	\$24.74	\$12.37
Laguna Woods Village	Bev'g Vending	9 Hole Golf Shack	4	\$166.70	\$146.29	\$21.94	\$10.97
Laguna Woods Village	Snack Vending	Golf Pro Shop-Village Greens	4	\$157.65	\$153.85	\$23.08	\$11.54
Laguna Woods Village	Snack Vending	Community Center Bldg 2nd Floor	4	\$147.15	\$143.60	\$21.54	\$10.77
Laguna Woods Village	Snack Vending	Clubhouse 5	4	\$145.30	\$141.80	\$21.27	\$10.64
Laguna Woods Village	Bev'g Vending	Community Center Bldg 2nd Floor	4	\$135.45	\$120.54	\$18.08	\$9.04
Laguna Woods Village	Bev'g Vending	Maintenance Bldg	4	\$134.20	\$117.85	\$17.68	\$8.84
Laguna Woods Village	Bev'g Vending	Clubhouse 4	4	\$123.05	\$106.78	\$16.02	\$8.01
Laguna Woods Village	Bev'g Vending	Vehicle Maintenance	4	\$119.45	\$106.26	\$15.94	\$7.97
Laguna Woods Village	Snack Vending	Maintenance Bldg	4	\$112.45	\$109.74	\$16.46	\$8.23
Laguna Woods Village	Bev'g Vending	Clubhouse 1	4	\$107.75	\$93.73	\$14.06	\$7.03
Laguna Woods Village	Snack Vending	9 Hole Golf Shack	4	\$106.75	\$104.18	\$15.62	\$7.81
Laguna Woods Village	Snack Vending	Vehicle Maintenance	4	\$89.40	\$87.25	\$13.09	\$6.55
Laguna Woods Village	Bev'g Vending	Clubhouse 7-Driving Range	4	\$60.70	\$49.03	\$7.36	\$3.68
Laguna Woods Village	Bev'g Vending	Clubhouse 7-Driving Range	4	\$50.60	\$46.31	\$6.94	\$3.47
Laguna Woods Village	Snack Vending	Clubhouse 7-Driving Range	4	\$49.30	\$48.11	\$7.21	\$3.61
				\$2,869.30	\$2,655.01	\$398.24	\$199.12



Upcoming Recreation Events 2019

July 15:	Movie (The Wife) at PAC at 7:30 p.m.
July 22:	Play Day at the Equestrian Center
July 22:	Brisket Dinner at Clubhouse 5 at 5:00 p.m.
July 24:	Battle of the Fitness Centers Kick Off
July 27:	Farmers Market at Garden Center 1 at 9 a.m.
July 27:	Saturday Night Dance at Clubhouse 5 at 6:30 p.m.
July 28:	Twilight Golf at 27 Hole Course at 3:30 p.m.
Aug 1:	Patio Concert at Clubhouse 1 at 6 p.m.
Aug 3:	Grandparent's Fun Day at Clubhouse 2 at 11 a.m.
Aug 6:	Timeless Melodies at Clubhouse 2 at 1:30 p.m.

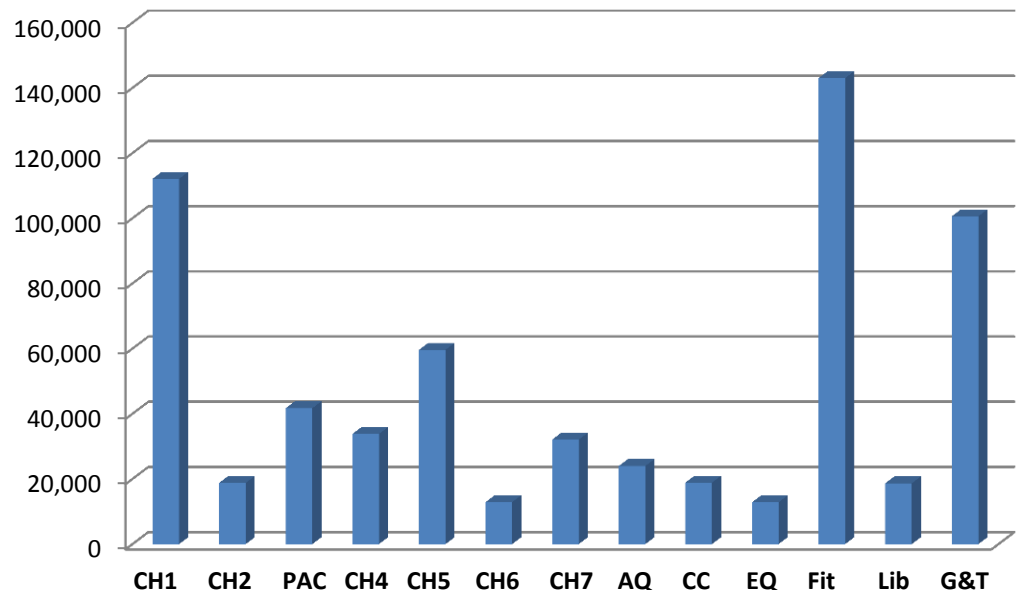


Junior Golf Summer Camps for 2019

There will be three 3-day sessions at \$100 each. The camp includes: etiquette, on course development, fundamentals and station based training with chipping, pitching, bunker play, full swing and putting.

Exciting News!
Sponsorship for Recreation events has reached \$40,750 with 44 total sponsors!
Thank you Sponsors!

Facility Usage (2019 YTD)



Grandparents' Fun Day will be held on Saturday, August 3 at Clubhouse 2, 11 a.m. to 2 p.m. There will be a water slide, bounce houses, crafts, games and so much more!

**MONDAY,
JUNE 3**
Clubhouses 1, 6



**TUESDAY,
JUNE 4**
Clubhouse 5 Fitness Room



**TUESDAY,
JUNE 4**
Clubhouse 2 Sequoia Ballroom 1:30 to 3:30 p.m.



**WEDNESDAY,
JUNE 5**
Clubhouse 5 Fitness Room 2:30 to 3:30 p.m.



**WEDNESDAY,
JUNE 5**
Clubhouse 1 Main Lounge
Doors Open 5 p.m. Buffet 5:30 p.m.



**THURSDAY,
JUNE 6**
Clubhouse 5 10 to 10:50 a.m. 11 to 11:50 a.m.



**THURSDAY,
JUNE 6**
Clubhouse 1 Patio
Doors 5:30 p.m.
Show 6:30 p.m.



**FRIDAY,
JUNE 7**
Clubhouse 6 Multipurpose Room 1:30 to 4:45 p.m.



**MONDAY,
JUNE 10**
Clubhouse 7 5:30 p.m.



**WEDNESDAY,
JUNE 12**
Clubhouse 1 5:30 p.m.



**SATURDAY,
JUNE 15**
Clubhouse 5 Fitness room 10 to 11 a.m.



**SUNDAY,
JUNE 16**
Clubhouse 2 11 a.m.



**MONDAY,
JUNE 17**
Clubhouse 7 2:30 p.m.



**MONDAY,
JUNE 17**
Clubhouse 1 Art Room 6 to 8 p.m.



**TUESDAY,
JUNE 18**
Clubhouse 5 11:30 a.m.



**MONDAY,
JUNE 24**
Clubhouse 5 5:30 p.m.



YOGA

Ongoing starting June 3 - Mondays 8:30 a.m. to 10 a.m. (Clubhouse 6); Tuesdays 8:30 a.m. to 10 a.m. (Clubhouse 1)
Kim Min, who started practicing yoga at the age of 61, welcomes students of all experience levels. Class is free. For more information, call 949-597-4273 or email recreation@vmsinc.org.

MERIDIAN CHI KUNG CLASS

Ongoing June 4 through July 23 - Tuesdays 9 to 10:30 a.m.; Saturdays 2 to 3:30 p.m.
Meridian Chi Kung, taught by Resident Leonard Lin, uses exercise techniques for those who would like to be healthier, happier and more harmonious. Register in the Recreation office or Clubhouse 5 office. For more information, call 949-597-4273 or email recreation@vmsinc.org.

TIMELESS MELODIES: LADIES OF SONG

This special event assembles some of the most successful female vocalists of the big-band era. Music historian Larry Maurer traces the roots of many of the greats, including Doris Day, Billie Holiday, Rosemary Clooney, Ella Fitzgerald, Kate Smith, Mary Martin, Lena Horne, Peggy Lee and many others. Tickets for \$5 are on sale now in the Clubhouse 1 office. For more information, call 949-597-4286.

SILVER GLOVE FITNESS

Ongoing starting June 5 - Wednesdays 2:30 to 3:30 p.m.; Fridays 8 to 9 a.m. (Clubhouse 5 Fitness Room)
Fee is \$35 for five classes. Free classes offered June 19 and 21. For more information, call 949-597-4273 or email recreation@vmsinc.org.

MEDITERRANEAN BUFFET

Enjoy a Mediterranean feast catered by Jolanda that includes Greek salad with dressing on the side, tabbouleh salad, Mediterranean chicken with apricots and raisins, lamb kofta with tzatziki sauce, couscous with green onions, eggplant kuku (vegetarian frittata), pita bread, hummus and upside-down berry cake. The clubhouse will provide glasses for those who bring their own wine. Tickets for \$18 are on sale at the Clubhouse 1 office. Doors open at 5 p.m.; buffet begins at 5:30 p.m. For more information, call 949-597-4281 or email recreation@vmsinc.org.

FITNESS WITH JANET GILLIAM

Thursdays starting June 6
Chairobics, 11 to 11:50 a.m., is a fun and progressive chair exercise class that emphasizes balance, stretching and joint movement. Strength and balance, 10 to 10:50 a.m., incorporates aerobics, stretching, strengthening and balance. Both classes feature music from the 1940s and 1960s. Fee is \$15 for five classes. First class is free for new students. Purchase punch cards in the Recreation office or Clubhouse 5 office. For more information, call 949-597-4273 or email recreation@vmsinc.org.

BLACK MARKET TRUST

Black Market Trust jazz band, a Los Angeles-based five-member group, features the Django Reinhardt-inspired gypsy sound of acoustic instruments and infuses classics from the Great American Songbook, with intricate vocal harmonies inspired by The Beach Boys and other influential artists. Tickets for \$10 are on sale now at the Clubhouse 1 office. Seating is first come, first served. Guests must be accompanied by a Resident. Hot dogs, hamburgers, chicken and sodas sold by Martinez Catering. Picnics welcome. Tables/chairs provided. Transportation available by reservation only by calling 949-597-4659 between 8 a.m. and 3:30 p.m. For more information, call 949-597-4281 or email recreation@vmsinc.org.

PENNI RUBIN PAINTING CLASS

Fridays starting June 7
In "Acrylic Painting Using Design Elements," a four-week painting class with Penni Rubin, painters can learn to use design elements as a way to enhance their work in all mediums. Class will cover composition and color theory, plus ways to speed up your painting and develop skills. Students may bring in samples of their work to the first class for critique. Preregistration in the Clubhouse 5 office or Recreation office is required. Class fee is \$96; materials not included. For Residents only. Call 949-597-4832 for more information.

SOUP AND SALAD BUFFET

Clubhouse 7 at 5:30 p.m. Jolanda's menu includes hot chicken salad with cranberry mold, fresh fruit salad and spinach salad topped with strawberries and toasted almonds. Soups are curried zucchini, old-fashioned vegetable and fresh mushroom. Dessert includes brownies and lemon squares. Tickets are on sale at Clubhouse 7 for \$12. The deadline to purchase tickets is noon the day before. For more information, call 949-268-2417.

ITALIAN BUFFET

Clubhouse 1 at 5:30 p.m. Martinez's menu includes chicken parmesan, lasagna with Italian meat sauce, fresh green salad, hot garlic bread and spumoni ice cream. Tickets are on sale at Clubhouse 1 for \$12. The deadline to purchase tickets is noon the day before the dinner. For more information, call 949-597-4281.

JAZZ DANCE WITH PATTY CRUZ

Saturdays starting June 15
This one-hour free dance class features a 30-minute warmup to music from the '60s to current-day artists, a 20-minute session learning a fun jazz routine to a specific tune each week and a 10-minute cooldown to gentle music. Class skill level tailored to participants' abilities. For more information, call 949-597-4273 or email recreation@vmsinc.org.

FATHER'S DAY BRUNCH

Celebrate Father's Day with a menu by Jolanda that features scrambled eggs, bacon, sausage, sliced roast beef, spiral cut ham, cold poached salmon with cucumber dill sauce, noodle pudding, quiche Lorraine, lox and cream cheese, fruit, Caesar salad, bagels, breads, rolls, champagne, coffee and dessert. Tickets are on sale now at the Clubhouse 2 office. Adults \$24, children 6-10 \$12, children 5 and under no charge. Reservations required. For more information, call 949-597-4286 or email recreation@vmsinc.org.

AFTERNOON TEA PARTY

Enjoy tea, music and friends with your favorite teacup and fanciest hat. Jolanda's three-course tea menu includes fresh scones, Devonshire cream, strawberry jam, assorted teas, Champagne, assorted cheeses and crackers, finger sandwiches, chocolate-dipped strawberries and lemon and pecan squares. Tickets for \$18 are on sale now at the Clubhouse 7 office. For more information, call 949-268-2417 or email recreation@vmsinc.org.

POUR AND PAINT

Enjoy a night of paint, wine and fun. Relax, meet new people and recreate a masterpiece, "Cactus," with artist Penni Rubin. Class \$28 per-person fee includes art supplies and two glasses of wine. Aprons provided. Only 20 spaces available per class. Register at the Clubhouse 1 office. Call 949-597-4281 or email recreation@vmsinc.org for more information.

90s LUNCHEON

Join in celebration of Residents 90 years of age and older for a sit-down luncheon and a performance by harpist Brian Noel. Jolanda's menu features chicken crepes Florentine, cranberry mold, sugar snap peas, fresh tossed green salad, rolls and butter, lemon delight for dessert, coffee and tea. Free for Residents 90 and older; \$15 per guest. Tickets are on sale now at the Clubhouse 5 office. Sponsored in part by Freedom Village. For more information, call 949-597-4382 or email recreation@vmsinc.org.

BRISKET DINNER

Jolanda's menu includes vegetable soup, green garden salad, sliced brisket of beef, mashed potatoes and dessert (sugar free ice cream on request). Tickets are on sale at Clubhouse 5 for \$13. Residents are welcome to bring their own wine; the clubhouse will supply glasses. Purchase tickets by noon the day before. For more information, call 949-597-4382 or email recreation@vmsinc.org.

**TUESDAY,
JULY 2**
Clubhouses 2 Sequoia
Ballroom 1:30 p.m.



**WEDNESDAY,
JULY 3**
Clubhouse 1 Main Lounge
Doors open 5 p.m.



**THURSDAY,
JULY 4**
Clubhouse 2
Gate opens at 4 p.m.



**SATURDAY,
JULY 6**
Performing Arts Center
6 and 8:30 p.m.



**MONDAY,
JULY 8**
Clubhouse 7
5:30 p.m..



**WEDNESDAY,
JULY 10**
Clubhouse 1
5:30 p.m.



**MONDAY,
JULY 15**
Performing Arts Center
7:30 p.m.



**FRIDAY,
JULY 19**
Clubhouse 5
Fitness Room
11 to 11:50 a.m.



**MONDAY,
JULY 22**
Clubhouse 1 Mini Gym
11 a.m. to noon



**MONDAY,
JULY 22**
Clubhouse 1 Mini Gym
10 a.m. to 11 a.m.

**MONDAY,
JULY 22**
Clubhouse 5
5:30 p.m.



**TUESDAY,
JULY 23**
Clubhouse 1 Mini Gym
9:30 a.m. to 10:30 a.m.

**SATURDAY,
JULY 27**
Garden Center 1
9 a.m. to noon



ONGOING
Clubhouse 1 and 5



ONGOING
Clubhouse 1
Main Lounge



ONGOING
Clubhouse 6



TIMELESS MELODIES: LADIES OF SONG

Celebrate the music of Richard Rodgers, Irving Berlin, George and Ira Gershwin, and Harold Arlen. Tickets for \$5 are on sale at the Clubhouse 2 office. For more information, call 949-597-4286 or email recreation@vmsinc.org.

BBQ BUFFET

Buffet starts 5:30 p.m. Jolanda's menu features oven-fried chicken, shredded BBQ beef with buns, baked beans, corn on the cob, homemade potato salad, coleslaw, fresh fruit platter, corn muffins, rolls and butter, apple crisp and ice cream. Clubhouse will provide glasses for guests who bring their own wine. Tickets for \$19 are on sale at the Clubhouse 1 office. For more information, call 949-597-4281 or email recreation@vmsinc.org.

FOURTH OF JULY CELEBRATION

Enjoy a fun, free Independence Day extravaganza! A DJ performs at 4 p.m., Pickleback Shine performs at 6:15 p.m. and fireworks start at 8:45 p.m. The event offers a kids' fun zone, the Village Centenarian Project will be on display and Pool 2 will be open to all ages from 4 to 7 p.m. Food, ice-cream, kettle corn, beer and wine will be available for purchase. Gate 12 may be used for unloading only beginning at 4 p.m.; early arrival and setup not permitted. Shuttle service will run from Clubhouse 7 and the Community Center to Clubhouse 2, and carpooling is recommended. Seating is not provided; blankets and lawn chairs are recommended. Glass bottles/containers and dogs/pets are prohibited. Sponsored in part by Aetna and Saddleback Emeritus. For more information, call 949-268-2417 or 949-597-4286, or email recreation@vmsinc.org.

CELEBRITY SERIES 2019: DENNIS TUFANO

Enjoy the Best of the '60s with Dennis Tufano of the Buckingham featuring Cannibal and the Headhunters. Tickets for \$25, \$30 and \$45 (VIP) are on sale at the Performing Arts Center box office. VIP tickets include appetizers, dessert, open bar and a meet and greet with the artists in the exclusive VIP lounge. For more information, call 949-597-4288 or email recreation@vmsinc.org.

SOUP AND SALAD BUFFET

Clubhouse 7 at 5:30 p.m. Jolanda's menu includes hot chicken salad with cranberry mold, fresh fruit salad and spinach salad topped with strawberries and toasted almonds. Soups are curried zucchini, old-fashioned vegetable and fresh mushroom. Dessert includes brownies and lemonsquares. The clubhouse will supply glasses to Residents who bring their own wine. Tickets are on sale at Clubhouse 7 for \$12. For more information, call 949-268-2417.

ITALIAN BUFFET

Clubhouse 1 at 5:30 p.m. Martinez's menu includes chicken parmesan, lasagna with Italian meat sauce, fresh green salad, hot garlic bread and spumoni ice cream. Tickets are on sale at Clubhouse 1 for \$12. The deadline to purchase tickets is noon the day before the dinner. For more information, call 949-597-4281.

MOVIE NIGHT: "THE WIFE"

After nearly 40 years of marriage, Joan and Joe Castleman are complements. Joe is casual and vain; Joan is elegant and self-effacing. And where Joe enjoys his public role as Great American Novelist, Joan pours her intellect, grace, charm and diplomacy into the private role of Great Man's Wife. "The Wife" interweaves the story of the couple's youthful passion and ambition with a portrait of a marriage, 30-plus years later—a lifetime's shared compromises, secrets, betrayals and love. Stars Glenn Close and Jonathan Pryce. Free movie and popcorn. Refreshments for sale. For more information, call 949-597-4289.

AGELESS BALLET WITH MIA ALICEA

Fridays starting July 19. This dance program provides a sanctuary where mature adults can engage in ballet without judgement. Instructor Mia Alicea mindfully considers possible physical limitations of her students, reducing impact to joints while increasing overall strength, flexibility and mobility. Other physical benefits include greater balance, stability, flexibility, mobility, postural alignment and strength. Open to all levels—no experience necessary. \$70 for 10 classes. Register in the Recreation office or the Clubhouse 5 office. Enjoy a free preview class July 12 from 11 to 11:30 a.m. and 11:30 a.m. to noon. For more information, call 949-597-4273 or email recreation@vmsinc.org.

EJ'S CHAIR EXERCISE CLASS

Mondays and Wednesdays from July 22 to August 14. Get fit with chair exercise that includes hand weights and resistance bands. Class is open to all levels. Attendees must bring their own hand weights and resistance bands. Class is \$15; registration begins Monday, July 8, at the Clubhouse 1 Fitness Center and Community Fitness Center. For more information, call 949-597-4284 or email assistant.fitness@vmsinc.org.

YOGALATES

Mondays and Wednesdays from July 22 to August 14. Yogalates combines yoga, Pilates and stretch exercise. Class is open to all levels. Attendees must bring their own mat and resistance band or Pilates ring. Class is \$15; registration begins Monday, July 8, at the Clubhouse 1 Fitness Center and the Community Fitness Center. For more information, call 949-597-4284 or 949-268-2275, or email assistant.fitness@vmsinc.org.

BRISKET DINNER

Jolanda's menu includes vegetable soup, green garden salad, sliced brisket of beef, mashed potatoes and dessert (sugar free ice cream on request). Tickets are on sale at Clubhouse 5 for \$15. The clubhouse will supply glasses to Residents who bring their own wine. For more information, call 949-597-4382 or email recreation@vmsinc.org.

SENIOR BOOT CAMP

Tuesdays and Thursdays from July 23 to August 15. Senior Boot Camp aims to help improve balance, strength, agility, flexibility, coordination and endurance. Attendees must be able to get down on and up from the floor. Music will be loud! Class is \$20; registration begins Monday, July 8, at the Clubhouse 1 Fitness Center and Community Fitness Center. Class is limited to 30 recruits. For more information, call 949-597-4284 or 949-268-2275, or email assistant.fitness@vmsinc.org.

GARDEN CENTER FARMERS MARKET

Enjoy a Farmers Market featuring seasonal produce, herbs and flowers courtesy of the Garden Centers Club. Donate canned goods or exchange canned goods for produce. Cash accepted. All proceeds will be donated to Orange County Food Bank. Admission is free. Lemonade and bottled water available for purchase. Garden Center 1 is located at 23742 Moulton Parkway. Gardeners: To participate or donate produce, sign up at Garden Center 2 or call 949-235-7825. For more information, call 949-268-2387 or email recreation@vmsinc.org.

BALLROOM DANCE WITH CANDI DAVIS

Mondays from 11 a.m. to noon at the Clubhouse 1 Main Lounge, and 2nd and 4th Saturdays from 1 to 2 p.m. at the Clubhouse 5 Main Lounge. \$25 for five group lessons. Register in the Recreation office or Clubhouse 5 office. For more information, call 949-597-4273 or email recreation@vmsinc.org.

BALLROOM DANCE WITH ED VANORNUM

Fridays from 9:30 to 11:30 a.m. \$30 for five group lessons. Register in the Recreation office or Clubhouse 1 office. First class is free for new students. For more information, call 949-597-4273 or email recreation@vmsinc.org.

HULA CLASS WITH 'AULANI

Mondays from 6 to 7:30 p.m. For more information, call 949-597-4273 or email recreation@vmsinc.org.

This page
intentionally
left blank

STAFF REPORT

DATE: July 11, 2019
FOR: Community Activities Committee
SUBJECT: Clubhouse 2 Annex Open Space

RECOMMENDATION

Approve staff recommendation to make the Clubhouse 2 Annex Open Space rentable.

BACKGROUND

Clubhouse 2 outdoor shuffleboard courts were converted to a greenspace in fall 2018. The open space area is 6,225 square feet with two concrete picnic tables with benches. The greenspace is currently used as a common space for all residents.

DISCUSSION

Numerous residents have requested to reserve the space for outdoor concerts, picnic parties and wedding ceremonies.

Rental of the park would be limited to day use only as the area does not include sufficient lighting for evening events. Staff will coordinate the sprinkler schedule with the Landscaping Department. In addition, coordination with vendors would ensure insurance requirements are met for delivery and setup of outside equipment (tables, chairs, tents, canopies, etc.). If approved, the Fire Marshal would be notified to calculate a maximum capacity limit.

The only other rentable greenspace in the community is the Clubhouse 2 front lawn when the Sequoia Ballroom is rented. No other greenspaces are available for rent within the community.

FINANCIAL ANALYSIS

Minimal staff time is needed to coordinate the rental process. Setup of GRF equipment would be prohibited. Anticipated revenue and hourly billing rate will be determined by the Finance Department and seek to recover costs associated with the use of the space.

Prepared By: Jennifer Murphy, Recreation Manager

Reviewed By: Brian Gruner, Recreation and Special Events Director
Siobhan Foster, Chief Operating Officer
Betty Parker, Chief Financial Officer

ATTACHMENT(S)

ATT1: Image of Annex Open Space / Wedding Ceremony

ATTACHEMENT 1



STAFF REPORT

DATE: July 11, 2019
FOR: Community Activities Committee
SUBJECT: CBD Product Sales in the Golf Pro Shop

RECOMMENDATION

Authorize the resumption of the sale of non-THC CBD based products at the 27 Hole Golf Pro Shop.

BACKGROUND

In 2018 golf staff was approached by a CBD (Cannabidiol) sales representative from Medterra to sell CBD cream, tinctures, and capsules at the Golf Pro Shop. Staff researched and discussed with health professionals about its safety and product viability. It was determined that it was a safe product to sell from a respected manufacturer. The product was well received and generated more than \$4,000 in merchandise sales.

The product was removed in November 2018 due to misconceptions the product contained THC which is contributed to the high feeling of cannabis.

DISCUSSION

CBD is a natural pain reliever with no psychoactive ingredients. Many residents are under a pain management program through a medical professional and are on medicines that are harmful and/or addictive. The CBD option can offer relief for certain pains and aches without the harmful side effects.

The sale of CBD products has been well received and provides a positive benefit to the community. In addition, it's an additional source of income to the golf retail operation.

FINANCIAL ANALYSIS

The sale of CBD products is estimated to increase retail sales by over \$10,000 per year.

Prepared By: Tom McCray, Golf Operations Manager

Reviewed By: Brian Gruner, Recreation and Special Events Director

ATTACHMENT(S)

None

This page
intentionally
left blank

STAFF REPORT

DATE: July 11, 2019
FOR: Community Activities Committee
SUBJECT: GRF Recreation Department Policy: Clubs/Groups/Organizations Revision

RECOMMENDATION

Approve staff recommendation to amend the GRF Recreation Department Policy as it pertains to clubs/groups/organizations.

BACKGROUND

Laguna Woods Village has 286 registered clubs within the community. Village clubs are afforded a variety of privileges upon approval of the Recreation Department: priority rollover reservations, flyer postings at clubhouses, free Village website use (club page, event calendar, Village news), and free Globe submissions, Village Television air time, message board and club storage (excluding Clubhouse 2).

Room availability is limited for private party reservations; members are turned away when inquiring about availability for memorials, birthdays and anniversaries. Club bookings make up the majority of reservations each year with 9,200 dates reserved vs. 4,485 dates reserved by private parties in 2019.

At the May CAC meeting an Ad-Hoc review committee was formed to review and provide recommendations to the CAC at the July meeting.

DISCUSSION

The proposed amendment is to fairly and reasonably provide facility rentals to all members of the community. Limiting club status and applying rollover restrictions will free up approximately 477 rental slots for private party use. In addition, implementing a processing fee will offset incurred administrative costs.

Proposed amendments to the current policy are:

1. Limit club status to 250 clubs/groups/organizations.
2. Initiate annual clubs/groups/organizations fee (\$50) to maintain club status.
3. Apply rollover processing fee (calculated by dates) to annual billing.
4. Limit rollover dates to 104 per club/group/organization. Additional reservations are available through the standard lottery process.
5. Club activities, programs and events geared towards minors are prohibited.

FINANCIAL ANALYSIS

Anticipated annual revenue generated from proposed fees is \$20,750.

Annual Clubs/Groups/Organizations Fee - \$50	286 Clubs	\$14,300
Annual Rollover Processing Fee		
4* to 28 Dates - \$25 Fee	93 Clubs	2,325
29 to 53 Dates - \$50 Fee	47 Clubs	2,350
54 to 78 Dates - \$75 Fee	9 Clubs	675
79 to 104 Dates - \$100 Fee	11 Clubs	1,100
Total Estimated Revenue		\$20,750

*Four is the minimum reservation dates required to qualify for a roll over

Prepared By: Jennifer Murphy, Recreation Manager

Reviewed By: Brian Gruner, Recreation and Special Events Director
Siobhan Foster, Chief Operating Officer
Betty Parker, Chief Financial Officer

ATTACHMENT(S)

ATT1: GRF Recreation Department Policy: Clubs/Groups/Organizations

ATTACHMENT 1

Golden Rain Foundation Recreation Department Policy

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, signature, address and telephone number of 20 Residents requesting membership in the new club/group/organization.
- ~~1-2.~~ Club status is limited to 250 clubs/groups/organizations; additional inquiries will be placed on a waitlist until space becomes available.
- ~~2-3.~~ Compliance with GRF rules, policies and procedures, including the guest policy, must be a condition for membership in the club/group/organization.
- ~~3-4.~~ The club/group/organization must be organized for educational, social, cultural, recreational or other nonprofit purposes. Activities geared towards minors are prohibited. All GRF policies supersede any written rules or governing documents of clubs/groups/organizations not directly in compliance with GRF policy.
- ~~4-5.~~ 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.
- ~~5-6.~~ 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.
 - c. Fundraising activities (see Page 8, Fundraiser).
- ~~6-7.~~ The club/group/organization must be substantially supported by revenue from its members and from up to two Recreation Department-authorized fundraisers per calendar year (see Page 8, Fundraiser).
- ~~7-8.~~ The club/group/organization must have a minimum of two executive club officers.
 - a. Which do not occupy the same residence.

~~8-9.~~ Executive club officers must be a Resident of Laguna Woods Village.

- a. One officer must be a Resident owner/shareholder.

~~9-10.~~ The club/group/organization must have a minimum membership of 90 percent Laguna Woods Village Residents.

- a. Nonresidents may participate as “guests” and must be accompanied by a Resident.
- b. Nonresident members may not invite their own “guests.”

~~10-11.~~ An annual fee (refer to the GRF fee list), current membership roster and updated contact information must be submitted to the Recreation Department annually by March 31 to maintain club status.

~~11-12.~~ All forms of club/group/organization publicity or advertising, unless more restrictively stated, must say “For Laguna Woods Village Residents and their guests only.” Online publicity is permissible if the publicity is clear that the event is for Laguna Woods Village Residents and their guests only. Outside businesses, entertainers, caterers or speakers may not advertise Laguna Woods Village events.

~~12-13.~~ Although GRF recognized clubs/groups/organizations are afforded promotional privileges by GRF, such organizations are entirely independent and therefore GRF assumes no liability for their acts.

~~13-14.~~ The Recreation Department reserves the right to obtain financial information from any Laguna Woods Village club.

B. Fundraisers

1. Up to two GRF authorized fundraisers, per calendar year, are permitted for a club/group/organization.
2. Must be a GRF recognized club/group/organization hosting the event.
3. If fundraiser is for an outside organization the organization must be an IRS-recognized nonprofit organization such as 501(c) (3) qualified charitable nonprofit organization. A taxpayer ID number and letter of acknowledgement from the nonprofit organization is required.
4. Club/group/organization may sell products, hold silent auctions, fashion shows or events as approved by the Recreation Department.
5. Club/group/organization must complete a fundraiser agreement form 30 days prior to date of fundraiser event.

C. Room reservations

1. For general procedures, see Page 10, Room Reservations Recreation Department Policy.
2. Only executive club officers of a club/group/organization may check availability or make/change/cancel reservations on behalf of the club/group/organization.
3. A Laguna Woods Village club/group/organization may submit a request for a rollover reservation subject to:

a. The rollover must have a minimum of four identical reservations during the calendar year; all dates in the series must be for the same day of the month/week (such as first Tuesday, every Tuesday, etc.), at the same time and duration, and in the same room; no modifications (date, time, duration, location, etc.) are permitted.

b. No more than 104 rollover dates per club/group/organization.

c. A rollover processing fee will be applied to annual billing; in accordance with the GRF Fee list.

b.d. Cancellations are permitted but requestor must retain at least four reservations (if less than four, permanent reservation status will be forfeited for the next year).

e.e. Any new rollover reservation request or change to an existing rollover reservation for the following year must be received by March 15.

d.f. Rollover reservations are mailed out for review on August 1 and payment/signed rental agreement are due by September 15.

e.g. No refunds, credits or transfers of fees will be honored after a payment and signed rental agreement is received by the Recreation Department.

f.h. Requestor may not have more than one Saturday night per month in a main lounge; no more than two Saturday nights may be held down as rollover reservations in any main lounge.

g.i. Rollover reservations are not permitted in the Village Greens Facility.

h.j. Lottery requests for religious holiday events take priority over club/group/organization rollovers and lottery requests.

Formatted: Space After: 10 pt, Line spacing: Multiple 1.15 li, Numbered + Level: 3 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.38" + Indent at: 1.63", Tab stops: Not at 1.5"

Formatted: Font: Source Sans Pro, 11.5 pt



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: Janet Troiano Date: 7/5/2019

Print Individual, Club or Organization Name: Ceramics and Sculptures

Manor: _____ Phone: _____ E-mail: janetttroiano@yahoo.com

Request (please check one):

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

Explanation:

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

The Ceramic and Sculptures Club would like to donate a air filter unit to GRF specifically
for the Ceramics room at Clubhouse 4. Attached find the description, model number and
cost of the unit.

We request that GRF maintains the unit on a regular basis to provide cleaner air and less
dust in the Ceramics room.

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

Agenda Item #15
Page 1 of 3

BAILEY POTTERY EQUIPMENT CORP.
AND
CERAMIC SUPPLY



Po Box 1577
62-68 Tenbroeck Ave
Kingston, NY 12402
(845) 339-3721

Quote

Order Number: 0421923

Order Date: 4/9/2019

Salesperson: RM

Customer Number: 00-0016877

Sold To:	Ship To:
Annie Zipkin 23501 Via Mariposa Laguna Woods, CA 92637 USA	Annie Zipkin 23501 Via Mariposa Laguna Woods, CA 92637 USA

Confirm To: (504) 250-5839
anniezipkin@aol.com

Customer P.O.	Ship VIA	F.O.B.	Terms
	Origin	PPD	

Item Number	Unit	Ordered	Back Order	Retail Price	Discounted Price	Amount	Drop Ship
@@@@@ THANK YOU FOR YOUR ORDER @@@@							
C-136-9	EACH	1.000	0.000	2,327.00	2,001.00	2,001.00	N
MODEL 1800 HEPA AIR CLEANER							
C-136-5	EACH	1.000	0.000	28.50	24.50	24.50	N
1800 REPLACEMENT PREFILTER							
C-136-11	EACH	1.000	0.000	112.00	112.00	112.00	N
REPLACEMENT BAG FILTER M-25H							
C-136-14	EACH	1.000	0.000	394.00	335.00	335.00	N
REPL. HEPA MAIN FILTER M-25H							
C-136-22	EACH	1.000	0.000	56.00	56.00	56.00	N
REMOTE CONTROL - AIR CLEANERS							
NO CLAIMS OF ANY KIND WILL BE RECOGNIZED UNLESS MADE WITHIN 10 DAYS AFTER RECEIPT OF GOODS. RETURNED MERCHANDISE WILL NOT BE ACCEPTED WITHOUT PRIOR WRITTEN AUTHORIZATION.							
*LIFT GATE NEEDED	EACH	0.000	0.000	0.00	0.00	0.00	N
*DELIVERY HOURS M-F 9-5	EACH	0.000	0.000	0.00	0.00	0.00	N

*PLEASE READ THE FOLLOWING IMPORTANT RECEIVING INFORMATION AND SIGN BELOW:
ALL DAMAGES MUST BE NOTED ON CARRIERS' RECEIVING SLIP & INITIALED BY THE DRIVER BEFORE HE LEAVES.
CLAIMS WILL NOT BE HONORED BY THE FREIGHT CARRIER OR BAILEY POTTERY UNLESS PROPER NOTATION IS MADE.
NOTIFY BOTH THE FREIGHT TERMINAL & BAILEY POTTERY IMMEDIATELY IF THERE IS ANY DAMAGE TO YOUR SHIPMENT. TAKE PICTURES OF THE DAMAGE & RETAIN

Continued

BAILEY POTTERY EQUIPMENT CORP.
AND
CERAMIC SUPPLY



Po Box 1577
62-68 Tenbroeck Ave
Kingston, NY 12402
(845) 339-3721

Quote

Order Number: 0421923

Order Date: 4/9/2019

Salesperson: RM

Customer Number: 00-0016877

Sold To: Ship To:

Annie Zipkin
23501 Via Mariposa
Laguna Woods, CA 92637 USA

Annie Zipkin
23501 Via Mariposa
Laguna Woods, CA 92637 USA

Confirm To: (504) 250-5839
anniezipkin@aol.com

Customer P.O.	Ship VIA	F.O.B.	Terms
---------------	----------	--------	-------

Origin

PPD

Item Number	Unit	Ordered	Back Order	Retail Price	Discounted Price	Amount	Drop Ship
-------------	------	---------	------------	--------------	------------------	--------	-----------

ALL PACKING MATERIALS UNTIL YOUR CLAIM IS SETTLED.
THE TRUCK DRIVER DOES NOT ASSIST IN ANY WAY WITH
UNLOADING AND PLACEMENT OF THE FREIGHT.
RECIPIENT IS SOLELY RESPONSIBLE FOR OFF-LOADING,
PLACEMENT, UNCRATING & INSTALLATION.
RECIPIENT IS RESPONSIBLE FOR COORDINATING THE
RECEIPT DATE WITH THE FREIGHT CARRIER.
BAILEY POTTERY EQUIPMENT IS NOT RESPONSIBLE FOR
FREIGHT CARRIERS WHO DO NOT ARRIVE AS PROMISED.

I ACCEPT RESPONSIBILITY FOR FOLLOWING THE
RECEIVING INSTRUCTIONS OUTLINED ABOVE.

NAME _____ TITLE _____
DATE ____/____/____

CHECK
Deposit Authorization or
Check #

Net Order:	2,528.50
Less Discount:	0.00
Freight:	580.00
Sales Tax:	225.37
Order Total	3,333.87