



OPEN MEETING

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

**Thursday, September 14, 2023 – 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 August 10, 2023
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. Drop-In Lounge Television
12. Donation of Step Ladder for Ceramics Room
13. Recreation and Special Events Department Operating Rules (Partial Review)

Items for Future Agendas:

- Reservation System Review
- Recreation Policy Review
- Equestrian Center Non-Resident Boarder Fee

Concluding Business:

- Committee Member Comments

- Date of Next Meeting: Thursday, October 12, 2023 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, August 10, 2023 – 1:30 p.m.
Board Room/Virtual Meeting

MEMBERS PRESENT: Yvonne Horton, Chair, Elsie Addington, Maggie Blackwell, Cush Bhada, Jules Zalon, Sue Stephens, Ajit Gidwani, Dennis Boudreau

MEMBERS ABSENT: Pearl Lee (excused), Mark Laws (excused), Diane Casey

OTHERS PRESENT: Bunny Carpenter, Juanita Skillman, Andy Ginocchio, S.K. Park

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Jackie Chioni, Tom McCray, Sabine Bayless

Call to Order

Chair Horton called the meeting to order at 1:33 p.m.

Acknowledgement of Media

There was no press present.

Approval of Agenda

Chair Horton made a motion to add Chicago Club Exception to Series Ticket Sales and Advertising under Reports. Director Bhada seconded.

Motion passed unanimously.

Approval of Committee Report for July 17, 2023

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

Motion passed unanimously.

Chair's Remarks

Chair Horton stated that many clubs donate to amenities and volunteers donate many hours of time which are some examples of good works within Laguna Woods Village. Chair Horton thanked these clubs and volunteers for being so selfless with money and time and stated this is what makes Laguna Woods Village work.

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: the patio concert at Clubhouse 1, featuring Britain's Finest, a Beatles Tribute, sold out with 350 attendees; the Clubhouse 1 main lounge HVAC compressor was replaced; a new employee was hired at Clubhouse 4 to prepare for the extension of clubhouse hours on the weekends from 9 a.m. to 4 p.m.; Clubhouse 4 workshop volunteers must be present for the hours to go into effect; the Clubhouse 4 woodshop supervisor meeting was held on August 1 to discuss safety, cleanliness and storage; the Camera Club hosted two additional lectures; the Art Association held a white elephant fundraiser on July 21; the July BBQ monthly dinner at Clubhouse 5 had 201 attendees; Clubhouse 5 floor maintenance was completed last week; the HVAC at Clubhouse 7 is fully operational and working well; the Clubhouse 7 main lounge floor must be replaced due to an unexpected issue; Recreation staff is working diligently to relocate events and activities to other clubhouses during this replacement; new indoor grooming/vet examination/farrier room is completed at ready for use at the Equestrian Center; Equestrian staff is hosting up to 81 riders per week in the lesson program; the door and trim capital project at the Equestrian Center is underway; the Library continues to be a great service to the residents with 2,747 visitors greeted and 703 volunteer hours reported; the cool reading area remains full on most days during the summer months.

Ms. Murphy stated the following upcoming events: the Performing Arts Center will host two movies per month during the summer months at 2 p.m. with *A Man Called Otto* on August 21 and *Mr. Malcolm's List* on August 28; Kids Summer Splash Days tickets are available for August 18; Clubhouse 5 will host the Italian Buffet monthly dinner on August 28 at 5 p.m.; The 5th Dimension Live will be at the Performing Arts Center on September 9; Aqua Fitness with Casey Chavez returns Tuesdays and Thursdays, 4 to 5 p.m.; Grandparents' Fun Day will be hosted on September 9, 11 a.m. to 2 p.m., at Clubhouse 5.

Mr. McCray stated the golf course is in good shape although verticutting has been implemented to reduce extra growth; staff is working diligently with the driving range project contractor as there have been delays; residents are still able to hit practice balls at the driving range; online tee time software options are being reviewed; club fitting events are occurring; the Garden Center advisory group had the first meeting which was productive; Garden Center staff is monitoring all compliance issues; Farmer's Market was very successful raising \$2,200 for the Meals on Wheels program.

Member Comments (Items Not on the Agenda)

No members were called to speak.

CONSENT

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

Motion passed unanimously.

REPORTS

Request for Exception for Chicago Club to GRF Recreation Flyer and Poster Policy and Allowance of Event Series Ticket Sales – Chair Horton made a motion to recommend the exception for the Chicago Club to GRF Recreation flyer and poster policies and allowance of event series ticket sales. Director Bhada seconded.

Discussion ensued.

Motion passed unanimously.

ITEMS FOR DISCUSSION AND CONSIDERATION

Resident Request for Pool 5 Lane Lines - Director Blackwell made a motion to retain current lane procedures for Pool 5. Director Bhada seconded.

Discussion ensued.

Motion passed unanimously.

Recreation and Special Events Department Operating Rules (Clubhouse 4 Only) – Director Bhada made motion to accept the presented Clubhouse 4 operating rules with suggested edits. Director Addington seconded.

Discussion ensued.

Staff was directed to implement the suggested edits and bring the operating rules back to the Community Activities Committee for review.

Motion passed unanimously.

ITEMS FOR FUTURE AGENDAS

Reservation System Review – Staff was directed to place this item under Items for Future Agendas.

Recreation Policy Review – Staff was directed to keep this item under Items for Future Agendas.

Equestrian Center Non-Resident Boarder Fee – Staff was directed to keep this item under Items for Future Agendas.

Drop-In Lounge Television – Staff was directed to put this item under Items for Discussion and Consideration for the next CAC meeting.

CONCLUDING BUSINESS

Committee Member Comments

Advisor Gidwani thanked staff for providing a clean copy of the operating rules to make the review easier.

Director Addington stated staff condensed the operating rules well.

Director Bhada thanked staff for diligently working on the operating rules.

Chair Horton stated Recreation and GRF must adhere to state laws regarding high-stakes poker games and these games must be canceled if a valid license to play is not obtained.

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, September 14, 2023.

Adjournment

There being no further business, the Chair adjourned the meeting at 3:20 p.m.

____Yvonne Horton____
Yvonne Horton, Chair

**Golden Rain Foundation of Laguna Woods
Recreation Services Summary of Operations
7/31/2023**

	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	\$952,692	\$6,248	\$958,940	\$1,017,618	(\$58,678)	(5.77%)
2	0	0	0	0	0	0	135,839	0	135,839	221,242	(85,403)	(38.60%)
3	0	192	31,180	0	0	0	115,511	0	146,884	213,451	(66,567)	(31.19%)
4	7,519	14	0	180,179	2,780	0	10,369	291,812	492,673	364,151	128,522	35.29%
5	0	0	0	0	0	49,268	36,750	0	86,018	75,481	10,537	13.96%
6	44,796	77,372	2,001	58,748	99,824	0	83	17,610	300,434	274,720	25,714	9.36%
7	52,315	77,578	33,181	238,927	102,604	49,268	1,251,245	315,670	2,120,788	2,166,663	(45,875)	(2.12%)
Expenses:												
8	484,424	230,037	9,640	389,821	214,075	53,716	883,699	186,399	2,451,811	2,393,799	(58,011)	(2.42%)
9	113,119	72,718	2,229	107,956	35,148	21,436	341,035	51,326	744,967	859,893	114,926	13.37%
10	7,004	97,162	321	51,750	133,134	11,442	133,608	9,624	444,044	376,595	(67,449)	(17.91%)
11	0	0	12,694	0	0	0	84,003	0	96,697	130,837	34,140	26.09%
12	108	15,421	0	65,696	7,716	103	275,706	133,985	223,028	225,107	2,079	0.92%
13	634	165,802	0	410,042	13,917	37,335	81,615	81,615	985,049	874,638	(110,411)	(12.62%)
14	0	0	0	0	60	0	0	0	60	0	(60)	0.00%
15	0	14,331	0	0	0	0	29,757	0	44,088	65,534	21,446	32.72%
16	32,805	382,555	72	21,829	11,712	13,427	137,417	15,790	615,606	463,373	(152,233)	(32.85%)
17	0	7,194	0	10,245	8,741	0	9,438	703	36,321	42,790	6,469	15.12%
18	22,454	4,029	0	13,794	1,412	331	10,220	2,361	54,603	66,627	12,024	18.05%
19	43	14	2,243	212	28	102	9,111	25	11,778	16,556	4,778	28.86%
20	660,591	989,263	27,199	1,071,345	425,941	137,891	1,913,994	481,827	5,708,052	5,515,749	(192,303)	(3.49%)
Net Cost (before allocations)	\$608,276	\$911,685	(\$5,982)	\$832,418	\$323,337	\$88,622	\$662,750	\$166,157	\$3,587,264	\$3,349,086	(\$238,177)	(7.11%)
22	(437,168)	0	0	(22,937)	0	0	0	0	(460,106)	(312,434)	147,672	47.26%
23	173,151	76,660	7,807	489,276	33,258	4,622	87,003	73,410	945,187	837,448	(107,739)	(12.87%)
24	\$344,259	\$988,345	\$1,824	\$1,298,757	\$356,595	\$93,244	\$749,753	\$239,567	\$4,072,345	\$3,874,100	(\$198,245)	(5.12%)

Recreation Dashboard

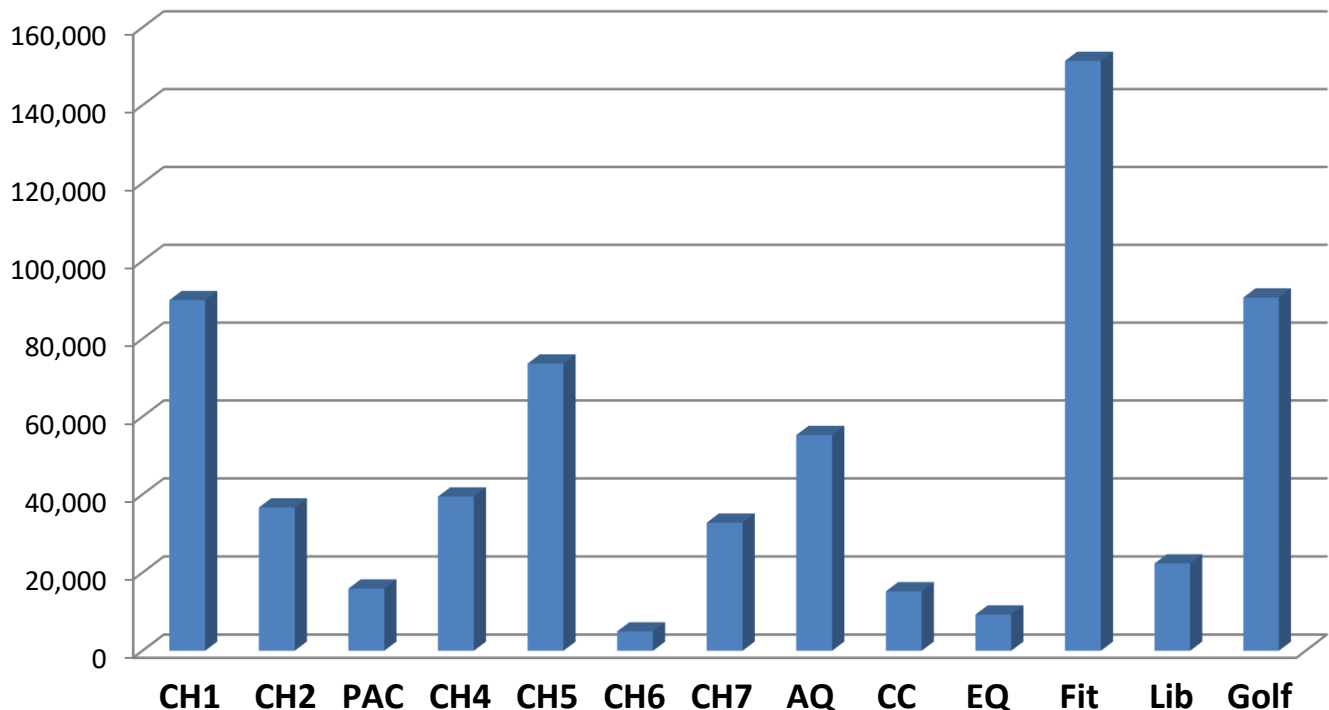
UPCOMING EVENTS

- Sep 18:** Monday Movie, *Till*, PAC, 2 p.m.
- Sep 18:** Monthly Dinner, Clubhouse 5, 5 p.m.
- Sep 30:** Outdoor Concert, Clubhouse 2, 4 p.m.
- Oct 7:** Health and Wellness Expo, Clubhouse 5, 10 a.m.
- Oct 14:** Hoedown, Equestrian Center, 4 p.m.
- Oct 16:** Monday Movie, *Puss in Boots: The Last Wish*, PAC, 2 p.m.
- Oct 23:** Monthly Dinner, Clubhouse 5, 5 p.m.
- Oct 28:** Village Bazaar, Clubhouse 5, 10 a.m.
- Nov 4:** Arts & Crafts Bonanza, Clubhouse 4, 9 a.m.
- Nov 5:** Arts & Crafts Bonanza, Clubhouse 4, 10 a.m.
- Nov 11:** Veteran's Day, Clubhouse 2, TBD
- Nov 20:** Monday Movie, *Living*, PAC, 2 p.m.
- Nov 23:** Thanksgiving Dinner, Clubhouses 2 and 5, 1 p.m.



A critically acclaimed Tom Jones tribute by Tino Macchia will be featured at the Clubhouse 2 outdoor concert on Saturday, September 30 at 4 p.m.

Facility Usage (2023 YTD)



FEATURED PROGRAM

The Hoedown will be hosted at the Equestrian Center on Saturday, October 14. This free event will feature live music, food trucks, games, bar and photo opportunities! Agenda Item #9
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STAFF REPORT

DATE: September 14, 2023
FOR: Community Activities Committee
SUBJECT: Drop-In Lounge Television

RECOMMENDATION

Review and recommend changes to the Clubhouse 1 Drop-In Lounge television programming.

BACKGROUND

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

Until December 17, 2018, a wall mounted television was present within the lounge; users had the ability to select programming and volume level.

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

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

Since the reinstallation of the television, board members and staff continue to receive complaints regarding access to preferred programming and restriction of use of the remote for control of volume and channels. It was requested by the Community Activities Committee to review the process and provide alternative options to limit conflict.

DISCUSSION

Staff proposes three options for the Drop-In Lounge television:

- Affixed on the Turner Classic Movies (TCM) channel (with closed-captioning)
- Marquee displaying upcoming events, classes and message boards (no volume)
- Removal of the television

FINANCIAL ANALYSIS

Cost will only be incurred if the marquee option is chosen and the PowerPoint production is not sufficient. A cloud-based service would require installation of the equipment at \$1500 and a subscription of \$30 per month.

Prepared By: Alison Giglio, Recreation and Special Events Director

Reviewed By: Catherine Laster, Services Manager

Agenda Item #11
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ATTACHMENT(S)

None

STAFF REPORT

DATE: September 14, 2023
FOR: Community Activities Committee
SUBJECT: Donation of Step Ladder for Clubhouse 4 Slipcasting Studio

RECOMMENDATION

Review and recommend the donation of a 3-step ladder for use in the Clubhouse 4 Slipcasting studio in accordance with the Donation Policy (Attachment 1).

BACKGROUND

Laguna Woods Village clubs and/or individual residents have historically donated items to GRF to enhance GRF facilities, services and programs for the enjoyment of all village residents.

DISCUSSION

The Slipcasting Club would like to donate a 3-step ladder to replace an existing step stool at Clubhouse 4 that is showing signs of wear and does not meet current OSHA and ANSI safety standards. The ladder to be donated has been approved by the Village Management Services Safety Division for use in the Slipcasting studio. (Attachment 2 and Attachment 3). This step ladder meets the criteria for acceptance contained in the GRF Donation Policy including meeting a true need for the facility; does not interfere with the intended use of the facility; and does not require the relocation of other equipment or infrastructure to accommodate the donation.

FINANCIAL ANALYSIS

There is no estimated maintenance cost. Estimated cost of the donated step ladder is \$220.

Prepared By: Alison Giglio, Recreation and Special Events Director

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

ATTACHMENT(S)

ATT 1: GRF Donation Policy
ATT 2: Resident Donation Request
ATT 3: Photo of Step Ladder

Attachment 1



Golden Rain Foundation | Donation Policy

I. Purpose

To provide guidelines and an efficient and effective process for accepting gifts and minor monetary donations in a responsible, transparent and accountable manner that is consistent with Golden Rain Foundation (GRF) goals. This policy also establishes guidelines, standards and procedures for the installation and care of donated community improvements. GRF desires to encourage donations while managing aesthetic impacts and mitigating installation and ongoing maintenance costs.

II. Donation Defined

A donation is defined as any item of value given to GRF by a donor who expects nothing significant of value in return other than recognition and disposition of the gift in accordance with the donor's wishes to the degree possible.

III. Sponsorships Defined

A sponsorship is defined as any item of value given to GRF by a donor. The sponsor expects the publicity of the sponsorship(s) to attract new supporters, sponsors and donors alike. Most sponsors like to share their activities, and GRF will typically highlight the sponsor.

IV. Types of Donations and Sponsorships

Donations and/or sponsorships may be offered in the form of cash and real or personal property. Designated donations are donations the donor specifies for a particular department, location or purpose. Undesignated donations are donations given to GRF for an unspecified use. Typically, donations and/or sponsorships to GRF are made by individuals, Village clubs or the Village Community Fund (VCF). VCF is a nonprofit 501(c)(3) community-benefit charitable organization created by Village residents to provide support for programs, services and facilities that enrich the lives of older adults.

V. Consistency with GRF Interests

Designated donations and/or sponsorships may be accepted only when they fulfill a purpose consistent with GRF goals and are in the best interest of Laguna Woods Village. GRF must always consider resident trust and comply with all applicable governing documents and laws when accepting donations.

VI. Standards for Donations and Sponsorships

- A. **Acquisition or purchase:** GRF and the community have an interest in ensuring that community space elements shall be purchased and installed by Village Management Services (VMS). Items selected for acquisition or purchase will be of high quality related to style, appearance, durability and ease of maintenance. VMS personnel will be responsible for coordinating purchases and installations of all community space elements. All acquisitions and/or purchases shall be approved in advance by the GRF

board of directors. In certain instances, the GRF board may waive the requirements that the community space element(s) be purchased by VMS.

- B. **Appearance and aesthetics:** GRF and the community have an interest in ensuring the best appearance and aesthetic quality of community facilities. Community space elements should reflect the character of the space or facility. All community space elements will be installed in a manner that will not substantially change the character of a facility or its intended use.
- C. **Maintenance:** Donated community space elements will become GRF property once installed and/or permanently placed in the mutually agreed-upon location. Accordingly, VMS has the duty to provide only routine maintenance and repair of the donation for a minimum of five years or beyond, if applicable. GRF, may, but shall not be required to, replace the donation or community space improvement if it is stolen, vandalized, worn out, irreparably damaged, destroyed or expires. In certain instances, the GRF board may waive the requirement that maintenance costs be funded by the donor.
- D. **Repair:** GRF has an interest in ensuring that all community space elements remain in good repair. In addition, the community has an interest in ensuring that the short- and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated community space elements purchased must be of high quality to ensure longevity and be resistant to the elements, wear and tear, and acts of vandalism.
- E. **Cost:** GRF has an interest in ensuring that the donor covers the full cost for the purchase, installation and maintenance during the expected life cycle of donated community space element(s). GRF also has an interest in ensuring that ongoing maintenance costs do not negatively impact the resources for maintenance of other GRF facilities. Consequently, GRF will assess, at time of purchase, a charge sufficient to cover anticipated installation and ongoing maintenance costs of donated community space element(s) during its anticipated life cycle.

VII. Procedure for Making Donations and Sponsorships

- A. **Management:** The applicable department director or services manager will manage the proposed donation(s) and/or sponsorship(s) (Recreation and Special Events, Landscaping Services, General Services, Maintenance and Construction, etc.).
- B. **Contact:** Donor or sponsor must contact the applicable department director or services manager to determine whether donation(s) and/or sponsorship(s) will be accepted and the conditions of acceptance. If the donation(s) or sponsorship(s) is(are) accepted, the donor will work with VMS staff to finalize the combined total cost of donation(s) and/or sponsorship(s) and complete the Donation Agreement (Attachment 1).

- C. **Committee consideration:** Donation(s) and/or sponsorship(s) will be reviewed by the applicable oversight committee prior to board consideration of donation(s).
- D. **Board approval:** Final approval shall be granted by the GRF board of directors for acceptance of all donations and/or sponsorships.
- E. **Board approval – VCF donations:** Acceptance of VCF donations and/or sponsorships requires GRF board approval of the Donation/Sponsorship Agreement (Attachment 1) followed by execution of the corresponding VCF Project Application (Attachment 2).

VIII. Criteria for Acceptance

To accept donation(s) and/or sponsorship(s) of a community space element for a specific facility, the donation must:

- A. Meet a true need of the facility;
- B. Not interfere with the intended current or future use of the facility; and
- C. Not require the relocation of other equipment or infrastructure to accommodate the donation and/or sponsorship.

GRF reserves the right to accept or deny any donation(s).

IX. Guidelines

All determinations, will be based upon, but not limited to, the following guidelines.

- A. **Flowers, shrubs and bushes**
 - 1. Donated plants become exclusive property and maintenance responsibility of GRF;
 - 2. Only those plantings that require a maintenance effort consistent with other plantings will be considered;
 - 3. Site preparation, installation and site restoration will be the responsibility of GRF;
 - 4. Only perennial flowering plants will be permitted and incorporated in existing beds; and
 - 5. Placement of plants will be based on criteria such as the variety, color, mature height and size. Compatibility with surrounding areas will be a strong consideration for planted materials and their location.

B. Trees

1. Donated trees become the exclusive property and maintenance responsibility of GRF;
2. Site preparation, installation and site restoration will be the responsibility of GRF;
3. Tree placement/location will be based upon variety of tree selected, mature height, size, etc. Compatibility with surrounding areas will be a strong consideration for trees and their location; and
4. Size and species of tree(s) donated shall be limited to those determined by GRF.

C. Signage

1. No signage or slogans shall be displayed on donated personal property or those items secured with U.S. dollar cash donations. Donation and/or sponsorship acknowledgement shall be found listed on gratuity plaque displayed at one selected location, e.g., the Community Center or applicable clubhouse, if gratuity plaques are displayed there. Gratuity plaque will list only the name(s) of the person(s) or the specific club name and the date of the donation and/or sponsorship. Refer to Naming Policy.

D. Benches, tables and other amenities

1. Donated benches become exclusive property and maintenance responsibility of GRF;
2. Site preparation, installation and site restoration will be the responsibility of GRF; and
3. Amenity must be similar to or complement other amenities in the area.

E. Buildings, structures and public art

1. Donated buildings, structures (including playgrounds) and public art are not considered as part of this policy.

X. Conditions

- A. **Cost:** Donor covers the full cost for the purchase, installation and maintenance during the expected life cycle of donated community space elements. Any surplus funds would be applied to related or ancillary operational and maintenance expenses.
- B. **Installation:** Installation of donated community space elements, including any donor acknowledgement, will be completed by VMS personnel. Installation will be

scheduled at a time and date as determined by applicable department director or COO, so as not to unnecessarily interfere with routine maintenance activities.

- C. **Removal and/or relocation:** This section applies to both existing and new donations. GRF reserves the right to remove and/or relocate donated community space elements and their associated signage when they interfere with site safety, maintenance or other activities.

XI. Distribution of Donation and Sponsorship

- A. Tangible items will be distributed to the applicable department director or CEO for use.
- B. Monetary donations in U.S. dollars for the installation and maintenance expenses will be deposited into the appropriate account for the designated department as assigned by the director of Financial Services or recommended by the receiving department director.
- C. Donations of cash for undesignated donations will be deposited into appropriate account for the designated department as assigned by the director of Financial Services.
- D. The director of Financial Services will allocate any surplus funds to related or ancillary operational and maintenance expenses.

XII. Donation Record Keeping

A copy of the Donation/Sponsorship Agreement for accepted donations shall be forwarded to the director of Financial Services for recordkeeping, the designated department director for which the donation and/or sponsorship was assigned and the services manager.

XIII. Declined Donations and Sponsorships

GRF reserves the right to decline any donation if, upon review, acceptance of the donation is determined in the sole discretion of GRF to be not in the best interests of the community.

Attachment 2



Laguna Woods Village

Recreation Committee Request Form

PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE RECREATION REQUESTS

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

Print Requestor Name: _____ Date: _____

Print Individual, Club or Organization Name: CERAMIC SLIPCASTING CLUB

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.

Ceramic Slipcasting Club would like to purchase and donate a 'Folding Rolling Ladder' to the GRF.
The ladder has already been approved by the LWV Safety department - Copies of correspondence and picture is herewith attached.
Purpose of our donation will fulfill the need and use of this ladder in our slipcasting ->

Requestor Signature: _____

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

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

(Please attach a separate sheet if more signatures are necessary)

PLEASE FORWARD COMPLETED REQUEST FORM TO:

Laguna Woods Village Recreation Department
P.O. Box 2220, Laguna Woods, CA 92637

Explanation (Continued):

Studio for our Volunteer Supervisors and
 members to safely and effectively reach
 higher cabinets.
 Thank you.

Recreation Committee Request Form Guidelines

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

OFFICE USE ONLY

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

Attachment 3



Vestil FLAD-3 Folding 3 Steps Ladder with Wheels, Carbon Steel, 350 lbs Capacity, 30-1/4" Top Step Height

Brand: Vestil

3.8 ★★★★★ 17 ratings

\$219⁹⁶

FREE Returns

Thank you for being a Prime member. Get \$150 off: Pay \$69.96 \$219.96 upon approval for Prime Visa.

Size: Pack of 1

Pack of 1	Pack of 2	Pack of 3	Pack of 4
\$219.96	\$862.26	\$1,568.97	\$2,091.96

Purchase options and add-ons

Payment plans

\$21.45/mo (12 mo) at example APR of 30% (rates from 10-30% APR)

Material	Alloy Steel
Brand	Vestil
Product Dimensions	23"W x 52.5"H
Color	Blue
Special Feature	Foldable

About this item

- Locking foldable design saves on storage space when not needed
- Perforated steps provide a non-slip surface
- Tilt back ladder design on wheels provides easy portability
- Complies with ANSI 14.7 and OSHA 1910.29 specifications

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STAFF REPORT

DATE: September 14, 2023
FOR: Community Activities Committee
SUBJECT: Recreation and Special Events Department Operating Rules (Partial Review)

RECOMMENDATION

Review staff recommendation to amend the Recreation and Special Events Department Operating Rules. Staff is presenting 6 of the 34 amenity operating rules for this meeting.

BACKGROUND

The Recreation and Special Events Department oversees all Golden Rain Foundation (GRF) recreation facilities and periodically updates the operating rules, as needed. Existing amenity operating rules were previously approved on various dates and at various levels of approval including by Community Activities Committee/GRF Board review and minor changes at the staff level.

DISCUSSION

The Compliance Department recommended that Recreation review and update all amenity operating rules for audit and consistency purposes. Recommendations were provided by clubs, user groups and Recreation staff to ensure safety and compliance with the GRF and Recreation Policies. The proposed edits are shown as redlined in each attachment for the following amenities:

Equestrian Center
Lockers and Storage
Performing Arts Center

Garden Centers
Paddle Tennis and Pickleball
Tennis

Upon completion of review of all operating rules, the Community Activities Committee will review and recommend all of the 34 amended operating rules for GRF Board review and approval.

FINANCIAL ANALYSIS

None.

Prepared By: Alison Giglio, Recreation and Special Events Director

Reviewed By: Catherine Laster, Services Manager

ATTACHMENT(S)

ATT: Operating Rules Listed Above

OPERATING RULES Equestrian Center



The Laguna Woods Village Equestrian Center (Equestrian Center) is a private facility for Laguna Woods Village residents and their guests. Residents must show their ID card when visiting the facility.

The Equestrian Center offers a boarding program, a riding program that includes guided lessons and trail rides, an outdoor brick BBQ and a small kitchen for outdoor social events, and horse trailer storage for current boarders. All fees for boarding, riding and social events are set by the Golden Rain Foundation of Laguna Woods (GRF).

Everyone using the facility must follow these operating rules at all times. The Recreation and Special Events Department sets rules and procedures for the protection of residents, guests, staff and horses, and reserves the right to review and adjust these operating rules to accommodate community needs. These Equestrian Center operating rules supersede and replace all prior Equestrian Center operating rules and understandings, oral or written.

A. GENERAL General FACILITY RULES

1. All residents and guests must sign in upon arrival at the facility.
2. Business hours are Wednesday through Sunday from 9 a.m. to 3 p.m., except holidays.
 - a. Outside of business hours, access is restricted to staff, boarders and their guests, and authorized volunteers. No one may enter from 10 p.m. to 6:30 a.m. unless there is a horse emergency. In this instance, Security Services staff and the Equestrian Center supervisor must be notified.
- ~~1. In addition, the Equestrian Center supervisor must provide each guest with authorization to use the facility. All who enter the facility must sign in.~~
- ~~2. Business hours are Wednesday through Sunday from 9 a.m. to 3 p.m., except holidays.~~
- ~~1. Business hours are Wednesday through Sunday from 9 a.m. to 3 p.m., except holidays.~~
- ~~3. Outside of business hours, access is restricted to staff, boarders and their guests, and authorized volunteers. No one may enter from 10 p.m. to 6:30 a.m. unless there is a horse emergency. In this instance, Security Services staff and the Equestrian Center supervisor must be notified.~~
- ~~4. 1. Respect all staff, residents, boarders, guests and their property. Disrespect will not be tolerated.~~
- ~~5. All facility guests are encouraged to attend staff and volunteer guided tours Wednesday through Sunday. Visit the Equestrian Center webpage for current tour times.~~

- ~~6.3.~~ Visitors may visit the office from 10 a.m. to 1 p.m. to request to view the GRF courtyard and arenas. ~~Staff will provide a quick tour if possible.~~ For a more detailed view of the facility, visitors will be asked to return for a scheduled tour time.
- ~~7.4.~~ No unsupervised visits are allowed at the Equestrian Center for safety reasons. No petting of horses or feeding of horses is allowed by visitors at any time unless staff or the owner of a horse permits.
- ~~8.5.~~ Everyone who rides/handles horses at the Equestrian Center is required to have an equestrian waiver on file, ~~which will be verified/renewed annually.~~
- ~~9. a. Residents must accompany and register their guests at the Equestrian Center and will be required to show their ID card. In addition, the Equestrian Center supervisor must provide each guest with authorization to use the facility.~~
- ~~10. Guests must be at least 10 years of age in order to ride a horse.~~
- ~~11.~~ Minors must have a waiver and a medical release signed by a parent or guardian and are required to wear boots and helmets while riding. Minors must be under adult supervision at all times while on the property.
- ~~6.~~ Smoking is strictly prohibited anywhere on the property.
- ~~12.7.~~ Gasoline storage is not permitted.
- ~~13.8.~~ ~~Touching or f~~Feeding of horses is strictly prohibited unless the owner gives explicit permission.
- ~~14.9.~~ Bare feet, flip flops, sandals and inappropriate clothing are prohibited.
- ~~15.10.~~ Leashed dogs are allowed on the trails. Only boarders may bring leashed dogs on the property. Dogs deemed a nuisance must immediately leave the property upon request by staff. Registered service dogs trained to perform a task directly related to a person's disability are permitted.
- ~~16.11.~~ Label all tack, equipment and supplies that will be stored on the property. GRF is not responsible for the theft, loss, damage or disappearance of any tack or equipment or other property stored at the facility. Owners store all items at their own risk.
- ~~17.12.~~ Immediately report all incidents to the Equestrian Center supervisor and/or the Equestrian Center assistant. If the Equestrian Center supervisor or assistant are unavailable, immediately notify Security Services personnel.
- ~~13.~~ In case of an emergency that involves evacuation of the Equestrian Center, all horses will be moved to the OC Fair & Event Center per Orange County Fire Control, or any other location as designated by Orange County Fire Control. The Equestrian Center serves as an evacuation center for horses in danger due to fire (i.e., Trabuco, Silverado and Majeska canyons); Equestrian Center supervisor approval required.
- ~~2.~~ Respect all staff, residents, boarders, guests and their property. Disrespect will not be tolerated.
- ~~18.14.~~

~~19. Violations of these Equestrian Center operating rules or any other GRF rules are subject to disciplinary action by the board.~~

B. Guests

1. Guests under 10 years of age are not permitted to take lessons but may visit and attend events at the Equestrian Center. Residents must accompany their guests at all times, but are not required to ride with their guests. In addition, the Equestrian Center supervisor must provide each guest with authorization to use the facility.
2. All facility guests are encouraged to attend staff- and volunteer-guided tours Wednesday through Sunday. Visit the Equestrian Center webpage for current tour times.

C. Safety

1. All lesson clients are required to wear a helmet, boots, long pants, riding boots or other staff approved footwear. Shorts and open-toed shoes are not permitted.
2. Only staff and staff-trained volunteers may handle and feed GRF horses.
3. The Equestrian Center supervisor or the Recreation and Special Events Department has the authority to determine when a situation is unsafe.

D. BOARDING PROGRAM RULESBoarding Program Rules

~~— All boarders must follow all Equestrian Center operating rules and are responsible for ensuring their guests follow all rules.~~

~~1. Nonresident boarders may not invite guests to the facility without the presence of their sponsoring resident.~~

A. 2. Residents with a valid Laguna Woods Village ID card may lease a 12-by-12-foot box stall for their owned/leased horse and must be actively involved in the care of their horse.

a. Laguna Woods Village residents may sponsor a nonresident boarder to lease a 12-by-12-foot box stall for their owned/leased horse. Nonresident boarders must be actively involved in the care of their horse.

b. b. Residents are responsible for their sponsored nonresident boarders' billing, unpaid feed and/or any damage caused by the sponsored nonresident boarder or the boarder's horse, or violations of this policy.

~~b. — All boarders must follow all Equestrian Center operating rules and are responsible for ensuring their guests follow all rules.~~

~~a. Nonresident boarders may not invite guests to the facility without the presence of their sponsoring resident.~~

3. Boarding fees include the stall, one stall cleaning daily, two feedings daily, use of day turnouts on a rotation schedule, three bags of shavings per week and one tamping service per year, per stall. Stalls are chosen based on seniority and horse safety determined by the Equestrian supervisor.

~~C.~~ a. Care services are available only as staff time allows; there may be a waitlist for additional care services.

4. All boarders must sign a Horse Boarding Agreement providing information about their horse, their choice of veterinarian and professional farrier, the desired feed for their horse, a list of contacts authorized to handle their horse and proof of liability insurance, with Golden Rain Foundation (GRF) and Village Management Services Inc. listed as additional insured. All paperwork must be complete and on file in the Equestrian Center office. Paperwork must be renewed annually or any time the owner exchanges their horse. Any horse exchanges must be approved by the Equestrian Center supervisor.

~~D.~~ a. Boarders are responsible for arranging veterinary and professional farrier services as needed and agree to be directly billed for all services. All veterinary and farrier work must be done in designated areas.

5. Each resident boarder is entitled to two stalls. If one stall is vacated for any reason (death, sale of horse, etc.) and there is a ~~waiting~~ waiting list, the stall becomes available to the next person waitlisted. If there is no waitlist, the boarder may pay a dry-stall fee for up to 90 days, at which time the stall must be filled or relinquished.

a. When there is a waitlist, resident boarders take priority over nonresident sponsored boarders.

b. Nonresident boarders will be entitled to one stall only and will not be asked to vacate if there is a waitlist.

c. If there is a waitlist and a stall becomes available, the first individual on the list will be contacted. If that individual accepts the stall but does not have a horse, a nonrefundable dry-stall fee will be charged, at which time the stall must be filled or relinquished. If a resident is not ready when contacted, they will be placed at the end of the waitlist.

~~When there is a waitlist, resident boarders take priority over nonresident sponsored boarders.~~
6. Only boarders may rent trailer space at the Equestrian Center.

a. Trailering may be scheduled with the Equestrian Center office for local transport during business hours when available. Nonemergency transport must be scheduled at least 48 hours in advance.

b. Emergency transport to the veterinarian will be provided when qualified staff are available from 7 a.m. to 7 p.m. The Equestrian Center supervisor will determine whether a horse is safe for staff to transport. ~~No horses at risk of going down in the trailer during transport will be hauled by Equestrian Center staff.~~

c. Owners will load their own horses for transport or may ask for staff assistance only if owners are physically incapable of doing so. Horses showing dangerous behaviors will not be transported by Equestrian Center or VMS staff and will be referred to a local professional hauling company. Staff has a right to refuse hauling for any horse they believe will be dangerous to haul. Staff will

provide ~~to boarders~~ a current list _____ of local haulers and horse ambulances when they are not able to transport a horse. _____ Horse owners or those leasing a horse being transported by the Equestrian Center _____ will be responsible for any damage to the trailer caused by their horse.

7. In the event of a medical emergency involving a boarded horse where staff has made all reasonable attempts to contact the boarder, the owner/lessee agrees that the Equestrian Center supervisor will use ~~his/her~~ their best professional judgment as to the veterinarian services required ~~in administering care to the horse~~; owner/lessee agrees to be billed directly by the veterinarian for services rendered.

a. After hours communications with staff hours must be for emergency, critical care or training information only.

8. No carts for driving horses are allowed onsite.

9. Only the Equestrian Center supervisor may provide facility keys to boarders and their agents.

10M. The Equestrian Center supervisor must be present when a new horse arrives and has the authority to refuse any horse for boarding that may be dangerous to the facility and other participants. Stallions are never allowed and very young horses must be assessed ahead of time by the Equestrian Center supervisor.

- E. a. All new horses are subject to a quarantine up to seven days. Horses without _____ vaccines or _____ from out of state may be subject to quarantine up to two weeks. Yearly _____ vaccines are mandatory for all boarded horses. Horses must be dewormed twice _____ yearly unless a veterinarian recommends otherwise.

~~a.b.~~ Local horses with vaccines up to date will be in quarantine for three days.

~~b.c.~~ California horses or local horses without current vaccines will be in quarantine for five days.

~~c.d.~~ Horses from out of state with current Coggins and health certificates with current vaccine records provided will be quarantined for seven days.

e. Horses from out of state without current vaccines from areas with reported communicable disease or from rescue/auction situations will be quarantined for two weeks.

- F. 11. Nonresident boarders are not entitled to remain if their sponsor is no longer a resident of Laguna Woods Village. Nonresident boarders must vacate the facility by the move date of their sponsor. If a new sponsor is to be added, they must apply to the supervisor for permission to continue tenancy. The supervisor will review on a case-by-case basis. Continued permission to remain on the facility is not guaranteed.

~~G. Boarders are responsible for arranging veterinary and farrier services as needed and agree to be directly billed for all services. All veterinary and farrier work must be done in designated areas.~~

~~H. In the event of a medical emergency involving a boarded horse where staff has made all reasonable attempts to contact the boarder, the owner/lessee agrees that the~~

~~Equestrian Center supervisor will use his/her best professional judgment as to the veterinarian services required in administering care to the horse; owner/lessee agrees to be billed directly by the veterinarian for services rendered.~~

- 12. A washer and dryer are available for cleaning blankets, pads and towels. Boarders must provide their own HE-approved soap and remain on the property until washing and drying cycles are complete. Remove items immediately so others may use the washer and dryer.
- 13. During hot weather, boarders may use battery-operated fans only in stall windows. Fans cannot be permanently secured and must be used according to manufacturer directions, per ~~the fire department~~ Orange County Fire Authority.
- 14. Boarders are welcome to participate in staff-guided lessons and trails with their horse.

C. 3. — STABLE YARD RULES Stable Yard Rules

- 1. Horses must be tied at designated areas where they cannot injure another horse or damage someone's property. Horses must never be left unattended.
- ~~2. Never touch or feed a horse other than your own (including GRF horses) without the owner's permission.~~
- ~~3.~~ 2. All horses must be kept to a walk in the stable yard unless under direction of staff. The only exception is for injury assessment when the area is clear. In this instance, horses may trot or canter on a lead line.
- ~~4.~~ 3. Loose horses are never allowed anywhere in the stable area.
- 4. When staff is mounting riders in the courtyard, other riders must wait out of the way or use mounting blocks in other areas.
 - ~~5.~~ a. Riders may ride around the courtyards and must never walk under eaves of barn or through breezeways.
- ~~6.~~ 5. There is a 20-minute limit on the hot walker when others are waiting.
- ~~7.~~ 6. Riding double is prohibited at all times.
- 7. There is no feeding in the turnouts.
 - ~~8.~~
- ~~9.~~ 8. Horses must be washed in the wash rack. There is a 15-minute limit when others are waiting; always keep water conservation efforts in mind.
- ~~10.~~ 9. Everyone must clean up after their horse in the wash rack, at the rail, in the grooming stall, in the hot walker, in the arenas and in the turnouts. Bridles, buckets or other items must be cleaned in the utility sink—not the bathroom sinks.
- ~~10.~~ Horses must be under control of their rider or handler at all times. The Equestrian Center supervisor or the Recreation and Special Events Department has the authority to determine when a situation is unsafe. Riders/handlers must keep a hold of led horses in hand at all times.
 - ~~11.~~ a. Boarded horses may not be walked two at a time by one person (double).

~~12.11.~~ Professional Farriers must use one of three designated areas on the property and must clean up all clippings and nails.

~~13.12.~~ Exterior gates must be secured at all times by a padlock and chain.

F. ARENA RULES

1. Use is prioritized as follows:

~~a1.~~ Lessons

~~,2b.~~ riding

~~,3c.~~ lunging

~~and 4d.~~ loose horses/turnout.

~~1.2.~~ When both arenas are busy, the small arena must be shared by rotation every 15 minutes. Never leave horses unattended in either arena.

~~2.3.~~ Lessons take priority in both arenas. Owners must ask for permission to enter/exit and/or to canter when lessons are taking place.

~~3.4.~~ Loose horses may be turned out for up to 20 minutes if no one is using the arena. They must immediately be removed if someone wishes to ride or lunge their horse.

~~4.5.~~ Only three horses can be turned out at a time.

~~5.6.~~ Gates must always be secured with the chains when horses are loose/turned out.

~~6.7.~~ Riders ~~should be polite and considerate and try not to interfere with other riders by following these~~ guidelines:

a. Pass on the inside when travelling in the same direction.

b. Pass left shoulder to left shoulder when travelling opposite.

~~7.8.~~ Riders must follow staff instructions when a lesson is in progress.

~~8.9.~~ If problems occur, stop all horses immediately.

~~9.10.~~ If riders are present and you wish to lunge a horse, ask for permission and stay in your own space.

~~10.11.~~ No lunging is allowed in the dressage arena.

~~11.12.~~ If lesson equipment is moved, it must be put back in place.

~~12.13.~~ Appropriate gaits are walk, trot, and canter.

G. TRAIL RULES

1. Guided trails with staff are walking only. Riders should pay attention to their horse and the surrounding area, maintain appropriate spacing between horses, pass oncoming horses left shoulder to left shoulder and follow all staff instructions.

2. All horses should be kept to a walk when going up and down hills or through tunnels and also when other horses are in the area. Private horses may trot or canter only when the area is clear.

3. The bridle trail gate must be locked upon entry and exit. Riders must stay on the path and not on the grass. In addition, after ~~23~~ p.m. and when the Equestrian Center is

closed, the rider is responsible for picking up the horse's droppings. Riders are always required to pick up droppings on the creek side.

H. ~~TURNOUT RULES~~Turnout Rules

1. Twenty turnouts are provided for the use of boarders. Boarders must follow the rotation schedule and turnout rules posted by staff.
2. There is no riding in the turnouts or in narrow aisles between turnouts unless the turnouts are empty.
3. Feeding is prohibited in turnouts except under special circumstances with staff approval.
4. Horses may share waterers in turnouts; boarders are responsible for cleaning all
3. added water containers.

I. ~~FEED RULES~~Feed Rules

1. Feed cost is not included in the boarding fee; prices may fluctuate per current market prices.
2. Staff sets feed and feeds two times daily unless the owner is feeding something other than the feed provided. In this instance, the owner is responsible for setting the feed; staff will place it in the stall. Lunch is fed for an additional charge. All supplements are the responsibility of the owner unless paying for this optional service.
3. A flake of hay is an approximation. Staff will make their best attempt to be consistent and to accommodate requests for slightly more or less depending on the needs of their horse. Amounts may fluctuate slightly daily.
4. Boarders may get loose hay from the ground at any time to give to their horse.
5. For horses with specific medical needs that require precise feedings, owners may be responsible for preparing the feed; all preparation should be done at the sink or tables outside the tack rooms.
6. Supplemental feed must be kept in designated areas and/or in rodent-proof, approved containers to help with mitigate rodent problemsinfestation.
6.—

J. ~~TACK ROOMS RULES~~Tack Rooms Rules

1. Boarders are allotted space in one of six common tack rooms and must contain their tack and supplies to their own space.
2. Boarders must keep the tack room and their area clean ~~and also help keep the tack room clean.~~
3. Horses are not allowed in the tack rooms.
- ~~4. Any feed (horse only) must be stored properly in an approved airtight container; all preparation should be done at the sink or tables outside.~~

- 5.4. Lock the tack room when you leave and after you have confirmed that other occupants are not in the immediate area. Do not leave keys in the tack room; secure the door in the open position when you are inside.

K. RIDING PROGRAM RULES Riding Program Rules

1. All residents and guests must ~~follow GRF policies and the Equestrian Center operating rules at all times~~ follow the directions of staff at all times.
2. The riding program is for boarders ~~and their own horses as well as~~, residents and their guests who schedule lessons on a boarded or GRF horse ~~GRF horse~~. Reservations are required and can be scheduled by calling the Equestrian Center office.
3. The schedule is determined by the Equestrian Center supervisor and is based on demand, staff availability, weather and protecting the welfare of the horses.
 - a. Lessons may be canceled due to inclement weather including heat over 83 degrees, excessive wind, thunder, lightning, rain, fire danger and air quality.
 3. b. All lessons and trail rides will be with staff instructor or guide.
4. Riders must meet weight and age requirements: 200 pounds maximum weight, and 10 years old minimum age.
5. Riders must be free of injury or illness that might compromise their safety or the safety of staff assisting them.
6. Riders must also be able to mount and dismount using the mounting block with ~~very minimal staff assistance~~ only one staff person assisting. Referrals to therapy centers in the area for those with physical disabilities may be provided by the Equestrian Center Supervisor.
7. Staff will assess all riders to determine their ability to safely participate and may cancel or end a lesson/trail ride if the safety of the rider, horse or staff could be compromised.
 - a. Before riding on the trail, riders must demonstrate, to staff's satisfaction, their ability to handle the horse at a walk and trot while guiding the horse on a course.
 1. b. All lesson clients must be able to reach the stirrups, control the horse and follow instructions.
4. —
5. ~~Residents must accompany their guest(s) for the first visit to show their ID card and sign the waiver. Due to the nature of this activity, residents are not required to ride with their guests.~~
6. ~~1. Staff will assess all riders to determine their ability to safely participate and may cancel or end a lesson/trail ride if the safety of the rider, horse or staff could be compromised.~~
7. ~~All lesson clients are required to wear a helmet, boots, reach the stirrups, control the horse and follow instructions.~~

- ~~8. Before riding on the trail, riders must demonstrate, to staff's satisfaction, their ability to handle the horse at a walk and trot while guiding the horse on a course.~~
- ~~9. All lessons and trail rides will be with staff instructor or guide.~~
- ~~10. Riders must follow the directions of staff at all times.~~
- ~~11. Riders must wear long pants and riding boots or other staff approved footwear. Shorts and open-toed shoes are prohibited.~~
- ~~12. Only staff and staff-trained volunteers may handle and feed GRF horses.~~

L. VOLUNTEER PROGRAM RULESVolunteer Program Rules

1. Volunteers must be at least 12 years of age.
2. Volunteers who handle horses must have attended several grooming and tacking classes, and be able to demonstrate proficiency in several basic skills as well as confidence in handling the horses.
3. Once approved by the Equestrian Center supervisor, new volunteers will be mentored by staff and ~~by~~ other trained volunteers.
4. Volunteers may only handle the horses during business hours ~~and under supervision by staff,~~ and must remain in the GRF area under staff supervision unless otherwise directed by staff.

4. Note: The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. All GRF policies and procedures apply to the use of the amenities.

**GARDEN-CENTERS
OPERATING RULES**
Garden Centers



A. Introduction/Purpose

1. The Garden Centers are recreational facilities managed by the Laguna Woods Village Recreation Department and its staff. The Garden Centers are a functioning farm that provides a relaxing enjoyable environment for the residents to tend, grow and harvest their own fruits, vegetables, flowers and non-flowering ornamental plants.
2. The rules and regulations have been designed to:
 - a. Ensure the gardens are safe
 - b. Ensure that community gardens are a pleasant place to visit and admire
 - c. Establish fairness and equality among gardeners
 - d. Prevent damage to the land and groundwater

BA. General Operating Information

1. Golden Rain Foundation (GRF) establishes the hours of operation, assign personnel and otherwise oversee the operation of the Garden Centers. In an ongoing effort to improve, the operating rules are subject to change at any time. Any updates will be posted on the bulletin boards and distributed via e-mail and/or website. All rules applying to all GRF Amenities are applicable to the Garden Centers.
2. You may contact the Garden Center at (949) 268-2387 or Garden Center Manager Tom McCray at 949-597-4350.
3. Staff is responsible for enforcing the Operating Rules to serve the best interest of all residents who use, or wish to use, the Garden Center facilities. Staff oversees the Garden Centers; staff hours are posted at the Garden Center office and on the Laguna Woods Village website. Garden center staff are authorized to enforce these rules.
1. **Operating Hours: Sunrise to Sunset.**
 - a. The Garden Centers may only be accessed by those authorized Occupants or Lessees who are actively leasing a garden, tree, shade and/or Vegepod plot.
 - b. Laguna Woods Village residents who don't lease a garden center plot may arrange to tour the garden centers by making an appointment with staff or one the center volunteers. Someone is typically available everyday between 8 a.m. and 4 p.m. Contact the garden center staff at 949-268-2387 or via email at gardencenters@vmsinc.org to make arrangements.
2. Guests must be accompanied by an authorized resident or staff member at all times.
 4. Odors: this includes second-hand smoke (cigarettes, cigars, marijuana and vaping); etc. and is a violation of the GRF Nuisance Policy.

CB. Safety

1. In severe emergencies call 911 then call Security at 949-580-1400.
2. Emergency telephones that connect directly with the Security Office are available at both Garden Centers.

- a. At Garden Center One, the emergency telephone is located at the Moulton side front gate.
- b. At Garden Center Two, there is one emergency phone outside of the office and another on the east side of the storage building (tool shed and restroom) near the Maintenance Center.

C. Who May Rent a Garden and/or Tree Plot

1. ~~Any authorized Occupant or Lessee, as defined by United Laguna Woods Mutual and Third Laguna Hills Mutual, resident~~ may request a Garden Center Use Permit. One permit is issued per manor. Use Permits are only accepted on official forms provided by GRF. All persons using a plot must be listed with the following contact information: resident ID number, manor number, address, home phone number, cell number, and e-mail if applicable. ~~Use Permits will be renewed annually in compliance with current adopted GRF policies.~~
- 1.2. ~~All fees are according to the GRF Schedule of Fees and must be paid~~ Upon receipt of the Garden Center invoice.

~~D.~~ D. Signing Required Release and Waiver of Liability Agreement

1. All gardeners and partners are required to sign a Hold Harmless, Release and Waiver of Liability Agreement. ~~This signed agreement will be maintained on file. This agreement limits GRF's liability and waives any claim a gardener may have, including injury or damage absent gross negligence or willful misconduct.~~ Forms are available online, at the Garden Center office or the Recreation Office. The waiver agreement form will periodically be updated and require a new signature.
2. ~~Guests must be accompanied by an authorized resident at all times.~~

~~E.~~ E. Temporary Working of Your Plot by a Designated Person

1. ~~No one may work a garden for another gardener unless they are a resident of Laguna Woods Village and listed on the Use Permit as a partner with the appropriate contact information. If an individual is found to be working a plot without being listed on the Use Permit, the Use Permit holder will be subject to disciplinary action which could result in loss of gardening privileges. If a garden plot holder is unable to work their plot for a period of time the registered partner may work the plot in their absence. If a partner is also not available please contact the Ggarden Ceenter office for guidance. A temporary partner may be assigned, but will need to have a partner waiver on file for that plot. -Guests may assist in the maintenance of the plot as long ascontingent upon a plot holder or their partner arebeing present the entire time the guest isthey are working on the garden.~~
2. ~~Circumstances including but not limited to medical issues and extended leave of absence may prevent a gardener from obtaining a resident partner; such cases will be reviewed on a case by case basis by Recreation staff.~~

~~F.~~ F. In Case of Emergency

1. ~~Emergency telephones that connect directly with the Security Office are available at both Garden Centers.~~
 - a. ~~At Garden Center One, the emergency telephone is located at the Moulton side front gate.~~
 - b. ~~At Garden Center Two, there is one emergency phone outside of the office and another on the east side of the storage building (tool shed and restroom) near the Maintenance Center.~~
2. ~~In severe emergencies please call 911.~~

G. Gardener Responsibilities

- ~~1. Gardeners/partners are responsible for keeping their plots weed and debris free **at all times**. Gardeners are responsible for keeping plots free of excessive weeds and debris under control as much as possible. Long periods of neglect will be addressed by GRF staff and could result in the loss of a garden plot.~~
 - ~~2. Gardeners/partners must do their own gardening. Gardeners are expected to manage the garden in their plot on their own. GRF Staff are not generally available to assist in the day to day activities expected of a garden plot.~~
 - ~~3. Gardeners are not allowed to sublease or otherwise turn their plot over to someone who is not legally documented on the Use Permit as a partner.~~
 - ~~4. **The Use Permit holder must grow/harvest/maintain (keeping weed free) his/her plot all 12 months.**~~
 - ~~54. Work must commence within 30 days of permit issuance.~~
 - ~~65. Gardeners are obligated to plant fruits, vegetables and/or flowers.~~
 - ~~76. Seasonal gardeners, e.g. "snowbirds", summer "desert escapees" are required to share their plot(s) with a partner who may maintain the plot in the opposing seasons.~~
 - ~~8. **Mulch outside of plots is prohibited.**~~
 - ~~97. Gravel and decomposed granite are not permitted for use in garden or tree plots. Gravel is only permitted for use in the Garden Center Two walkways.~~
 - ~~108. The disposal of trash and debris is the responsibility of each gardener. Large green waste and general trash dumpsters are located strategically throughout the facilities. Do not place debris in walk areas or leave debris in wheelbarrows. Green waste items need to be placed in the green waste **trash** bins.~~
 - ~~11. A19. **W**alkways must be kept clear and wheelbarrows must be emptied and returned to their proper storage areas. Gardeners using tools furnished by GRF are responsible for the proper care, cleaning, return, and storage of these tools to the tool sheds from which they were obtained.~~
 - ~~1210. Gardeners are permitted to plant within their assigned garden space only. Planting in any common area, such as in the parking lot, within medians, **and** around structures **or in walkways**; is not **allowed permitted** unless approved by Recreation staff.~~
 - ~~11. A licensed contractor must be hired for any improvements over \$500; these contractors must have current copies of their license, liability insurance and sign the GRF Contractor/Handyman Release Agreement, all of which must be presented to Garden Center staff prior to commencement of work.~~
 - ~~12. A handyman may be hired for any improvements under \$500 and must provide proof of insurance and sign the GRF Contractor/Handyman Release Agreement both of which must be presented to Garden Center staff prior to commencement of work.~~
 - ~~13. All items stored within the garden plot must be **essential** to gardening. Pesticides of any kind may not be stored at the Garden Center. Items such as wooden stakes, tomato cages, etc. must be kept in a neat and orderly manner. Materials may not be stored against either the perimeter fencing of the plot or Garden Center.~~
 - ~~14. Gardeners are required to adhere and comply with all Garden Center Operating Rules, Recreation Department Policy, GRF Governing Documents, and all applicable laws. Failure to do so may result in disciplinary action and/or loss of use permit.~~
- ~~HG.~~ Pets/Animals at the Garden Centers

1. Pets are ~~not~~ allowed at ~~the~~either Garden Centers, ~~but~~ must be on a leash at all times and remain inside the plot while the owner is gardening. Staff reserves the right to deny access to pets that are deemed aggressive or not behaving in an appropriate manner.
2. Do not feed wildlife in the Garden Centers.

~~H.~~ Annual Fees

1. As part of the initial plot rental process, residents will ~~be given~~receive a statement ~~from~~ Financial Services with the amount due for their plot(s). All checks will be made payable to GRF. The rental fees along with all applicable documentation must be submitted to the Recreation Office. GRF may revoke the Use Permit of any gardener who is 30 days delinquent in payment of his/her plot rental.
2. Plot rentals are for one calendar year and ~~renewed~~ billed annually.
2. ~~The resident may begin working the plot upon receipt of plot rental fees and must commence within 30 days of paying the plot rental fees.~~

~~J.~~ Assignment of Garden Plots/Spaces

4. ~~1.~~ Garden Center staff will keep an active waiting list based on a first come, first served basis. When a plot is released the first resident on the waiting list will be offered that plot. The plot will be transferred "as is" unless a dangerous structure needs to be removed or no working water source. Garden plots are leased on an available basis and only one is allowed per manor.
- a. ~~If needed, staff will prepare plot offered to a lessee, so that it is weed free, rototilled (if free of gravel), all prior existing non-gardening miscellaneous items removed, as well as any deteriorating structures, and has access to a functioning water source.~~
2. Plots vary in location, actual size and previous improvements. Any fencing around a plot must be maintained by the current Use Permit holder.
3. There is a limit of one garden plot and/or one tree plot per manor. Anyone with more than one garden plot and/or more than one tree plot prior to May 3, 2016 will be allowed to keep a maximum of two garden plots not to exceed approximately 400 square feet and/or two tree plots.
 - a. If primary permit holder releases the plot, the registered partner may only become the permit holder for one plot.
3. ~~4.~~ When a Use Permit holder decides to relinquish his/her plot, he/she may designate the registered partner as the new Use Permit holder in writing to Garden Center administrative staff.
- a. ~~If the new designated Use Permit holder has another plot, he/she must relinquish a matching number of plot(s) which will become available to new garden plot applicants.~~
4. Use Permits shall be personal to the gardener and shall not be assignable to any other person and shall not pass on to any successors or assignees unless the plot is shared by another resident who is a registered partner ~~in accordance with Section G.2. of these Operating Rules.~~ If during the lease agreement a resident moves or becomes deceased, the resident sharing the plot may have an opportunity to become the Use Permit Holder.
 - a. If the plot is offered to a partner, it will be in the order in which the names of the partners appear on the current Use Permit.
 - a.b. If the new designated Use Permit holder has another plot, they must relinquish a matching number of plots which will be made available to those on the waiting list.

5. ~~5.~~ When a garden plot becomes available-vacant, all permanent structural improvements made to the plot become the property of GRF. Other gardeners are not allowed to remove items from the plot.

~~KJ.~~ Watering/Irrigation

Any gardener watering their garden plot must be present at the Garden Center ~~in their plot~~ the entire period of time the water is turned on, unless even if an alternative irrigation system is in place.

1. All watering at the Garden Centers is subject to the El Toro Water District rules and any other governing agency or municipality.
2. All hoses must be equipped with a positive self-closing shut-off hose nozzle. The water faucet must ~~be also~~ be turned off once watering is complete.
3. Staff shall be notified when faucets or valves are found to be leaking. Water shut off valves must be accessible from outside the plot. All fences must have an opening at the faucet for easy access by Garden Center staff.
4. Irrigation work that will require shutting off water to a garden area must be done by a Garden Center staff member or a GRF approved technician.
4. a. Common area water sources may not be blocked by personal garden fences or other obstructions.
5. ~~If an alternative irrigation system is in place such as an automatic irrigation or drip irrigation system, **timers are required** and must be set at the lowest possible setting for appropriate watering of garden plot.~~
- a. ~~Batteries must be checked on a weekly basis to ensure they are working properly.~~
5. All gardeners are responsible for prudent, non-wasteful watering practices, and for preventing water runoff from damaging adjacent plots.

6. ~~6.~~ No irrigation systems other than drip or soaker systems are permitted in a plot.

7. ~~Gardeners must keep the amount of time the water is turned on to as short a time period as possible. Electronic solar and battery operated water timers are allowed.~~

~~LK.~~ General Gardening Information

1. Garden plots must be ~~planted and~~ maintained year-round.
2. Plot holders who do not actively garden during short periods (less than one month) must plant a cover crop or cover the plot with plastic to limit the growth of invasive ~~maintain the plot free of~~ weeds. The registered partner may maintain the plot in the plot holder's absence.
3. ~~GRF/Recreation reserves the right to prohibit or limit any plantings that are not in the best interest of the Community or the Garden Centers.~~
4. All plants with invasive roots ~~or plants that are larger than the plot size is~~ are prohibited and must be removed or grown in a container that can contain the roots.
 - a. For example - banana trees, mint, canna lilies, bird of paradise, sugar cane and ginger
 - b. Trees may not be planted in the ground of the garden plots ~~including pots/planters except but~~ may be in pots to contain the roots.
5. Shading a neighbor's garden plot with any plant or material is prohibited. ~~Tall plants/creeping vines must be planted along a south/south east facing fence or planted in the center of the garden plot. These planting must not exceed 10 feet in height nor interfere with a neighbor's plot. Gardeners are required to monitor the growth of the plants in their garden as not to adversely affect the sunlight in neighboring gardens.-~~

ML. Garden/Vegetable Plot Specifics

1. Staff must approve any fence or other structure prior to it being built per GRF guidelines. Proper materials and structural integrity will be required as part of the plan. When planning any enclosure keep in mind that when releasing the unit the structure stays with the unit and no financial arrangement can be made with a prospective new renter. The plot and all improvements become GRF property upon release of the plot; no financial arrangement can be made with a prospective new renter. and follow GRF guidelines.
2. Each gardener is responsible for walkways within and around their plots. Walkways must be clear of obstacles and weeds. No intrusion of growing material into the walkways.
3. No trees may be planted in any garden plots except in pots that fully contain the roots.
4. Plot holders may grow vegetables, fruits, herbs, flowers and edible weeds in their plot.
5. Plot holders may grow plants considered invasive, such as bamboo, mint and Asian Yams, as long as it is in an above ground mobile container, planter, etc. Invasive plants, such as bamboo, mint and Asian Yams and trees already existing in the garden plot must be removed by the gardener or transferred to a pot that can contain the roots.
6. Edible weeds must be harvested and not allowed to go to seed.
67. Plot holders must utilize at least 75% of the plot for planting. Plots are not to be used to store materials/tools not associated with gardening. or be used as an entertaining area.
78. The plot soil must be maintained in an aerated state and no modification or amendment to the soil may be added which will impede the future use of the plot, including but not limited to gravel and vermiculite decomposed granite (DG).
8. Plot holders may grow plants considered invasive, such as bamboo, mint and Asian Yams, as long as it is in an above ground mobile container, planter, etc. Invasive plants, such as bamboo, mint and Asian Yams and trees already existing in the garden plot must be removed by the gardener or transferred to a pot that can contain the roots.
9. The following water-intensive crops are prohibited: rice and sugar cane.
10. Crops should be rotated.
110. Crops must be harvested and not left on the ground to rot and go to waste.
12. Plot holders should grow a variety of plants and should never grow less than two types of plants at any one time.
131. All plants, planters, planter boxes and trellises must be placed inside the plot perimeter. Plants may not over hang into the walk-way. The Garden Center staff has the right to trim the excess plants over hanging into the walkway without prior notification.

NM. Shade House Spaces

1. Each bench space is approximately 16 square feet and will be assigned on a one per manor basis.
2. The shade house will be kept locked at all times when it is not in use by those with Use Permits. Keys will be issued to all shade house permit holders. Keys must be returned to the Recreation Office when the Use Permit is terminated.
3. All materials stored under the benches, such as pots, potting mixtures, etc., must be kept in a neat and orderly condition and must be maintained above the ground in order to reduce the opportunity for rodent nest sites. Storage of materials not essential to shade house gardening activities is prohibited.
4. Each shade house gardener is responsible for elimination of all debris and weeds in their half of the walkways around their bench space.

ON. Fruit Tree Areas

1. All new trees planted in tree plots in both Garden Centers shall be dwarf and semi-dwarf fruit trees only and must obtain written approval in advance by the Recreation Department. Trees that are not fruit trees currently planted in both Garden Centers may be grandfathered in at Garden Center staff discretion. Untended or unapproved trees may be removed by Garden Center staff after notification to tree plot Use Permit holders.
2. In both Garden Centers, existing trees ~~maximum height is 15 feet and must have a~~ **minimum of three trees per 10'x10' area** ~~but not exceed five trees must be maintained in a fashion as suitable for the plot space and the neighboring gardens plots. New trees that are planted should be that can only grow to a reasonable size that will fit in the plot and not intrude adjacent gardens.~~
- 2.3. Tree plots must utilize shared water spigots. Please ~~remove your personal hose after each use, roll up your hose and place it in your plot after each use~~ **Timers are not allowed.**
- 3.4. Gardeners are reminded of the steep sloping grades that exist in the tree area and lessees are to maintain safe walks, steps and slope retaining walls at all times.
4. ~~Gardeners are expected to prune and care for their trees so they do not spread disease. Trees are not to grow over other plots or block walkways, and may not rise more than 15 feet in pruned condition.~~
5. Tree plots must be ~~kept free of weeds, fallen fruit, leaves, and flowers; maintained year-around and should~~ **must be clear of excessive weeds, fallen leaves and unharvested fruits.**
 - a. ~~No vegetation plants are allowed in tree plots.~~
6. Structural fences are prohibited around tree plots. Temporary fencing may be installed with staff approval. ~~Temporary fencing is only permitted for 30 days during harvest time to protect the produce from falling or being taken before ripeness. Failure to remove the fence at staff's request shall result in the removal of the fence at the expense of the Use Permit Holder at the current chargeable service rate. Due to the nature of the trees in the plots, fences that can be removed are necessary so trees in order to can be pruned as needed.~~
 - a. ~~If the tree plot produces fruit year-round, permanent fence approval will need to be obtained from the Garden Center Administrative office.~~
 - b. a. Temporary fencing guidelines are as follows:
 - i. 14-gauge wire fence or flexible plastic mesh with ¾" to 1"
 - ii. Up to 2 1/2" Metal T or U Posts not to exceed six feet in height
 - iii. Galvanized steel fence T-Post clips
 - iv. Wooden boundary footings are permitted
 - v. Concrete or other hard curing materials are prohibited.





PQ. Garden Product Policy

1. Any organic substance for use in the gardens should be approved by the U.S. Department of Agriculture's (USDA) National Organic Program or by the Organics Materials Review Institute (OMRI). To see if a substance is allowed in a community garden check the USDA National Organic Program National List, Subpart G, 205.601 and 205.602 or the OMRI Web site, www.omri.org
2. Organic Gardening: The form of agriculture that relies on techniques such as crop rotation, green manure, compost and biological pest control. Organic Gardening uses fertilizers and pesticides but excludes the use of manufactured (synthetic) fertilizers, pesticides (including herbicides, insecticides and fungicides), plant growth regulators, sludge and nano materials.

The following table includes, but is not limited to, substances that are recommended and those that are not.

PEST AND DISEASE CONTROL	Recommended	Not Recommended
FERTILIZERS	<ul style="list-style-type: none"> - bacillus thuringiensis(Bt) - soap spray - Horticulture pepper/onion spray - sulfur - wood ashes - sour milk solution - lace wings - dormant oils - micro-cop or equivalent - diatomaceous earth (DE) - baking soda - borax, boric acid - sluggo - lady bugs - tangle foot - marigolds - beneficial nematodes - netting - Pyrethrum* 	<ul style="list-style-type: none"> - Roundup is forbidden - rotenone - pyrethrate, pyrethroids - nicotine sulfate - malathion - diazinon - sevin - organophosphates - - Finale - Dursban - organ chlorides - chlorpyrifos

	<p>* Pyrethrin: It is a naturally occurring insect-killing chemical taken from chrysanthemum flowers. In the flowers, these bug-killers exist as a mixture of six separate chemicals that together are called pyrethrum or pyrethrins. Pyrethrins (without piperonyl butoxide or other enhancers) are permitted for use on organically grown crops.</p>	
	Recommended	Not Recommended
	<ul style="list-style-type: none"> - cotton sSeed - kelp - compost - manure - blood, bone, horn, and hoof meals - liquid fish or seaweed - fertilizers classed as “organic” 	<ul style="list-style-type: none"> - ammonium sulfate - ammonium nitrate - muriate of potash - superphosphates - highly soluble chemical fertilizer - Ozmicote - Non-organic Miracle Grow

~~OP~~. Authority, Enforcement of Rules and Revoke of Use Permit(s)

1. VMS staff is authorized to ~~send out compliance letters for Operating Rules violations. Violations of the Garden Center Operating Rules, vandalism, theft, harassment or nuisance could result in filing a compliance report and/or subject to fines, suspension of GRF facilities and loss of Garden Center Use Permit make periodic checks of all garden/tree plots to ensure they are being cared for maintained and abiding by adhering to the operating rules. Staff will communicate concerns via email or phones to ask that these issues be addressed at once.~~
2. ~~Garden Center staff will make periodic checks of all garden plots/spaces to ensure they are being properly cared for and operating rules are adhered. If a safety issue exists, staff will take corrective action to ensure the safety of the Garden Centers. Any costs incurred will be at the gardener's expense.~~
- 3.2. If a gardener is found to be in violation of the Operating Rules, the gardener shall be notified by Recreation staff in writing of alleged violations and required to comply within a reasonable time from the date of the notice. Failure to comply within the allowable time may result in a hearing for disciplinary action by GRF. Violation protocol is as follows:
 - Notice 1: Verbal outreach to resolve the violation; if no response from lessee after seven days;
 - Notice 2: Letter outlining the violation and required deadline completion; if no response after 14 days;
 - Notice 3: Notification of GRF hearing Compliance Department notified of violation.
- 4.3. Upon termination or revocation of a Use Permit, a gardener shall not be entitled to any refund or apportionment of any fee paid to GRF for any material planted, growing or otherwise located within the Garden Centers or for any improvements made on the premises by the gardener, and at the option of GRF, all or part of such material and improvements shall become the property of GRF. Gardeners are responsible for leaving plots weed and debris free and ready for the next gardener. If not, GRF may charge for clean-up when a garden is left in such a condition as to require clean up.
- 5.4. VIOLATIONS WARRANTING DISCIPLINARY ACTION THROUGH SECURITY OR /OC SHERIFF (if warranted)
 - Theft of tools and equipment
 - Theft of produce and plants
 - Vandalism of tools, equipment
 - The use of foul language and offensive behavior including but not limited to threats, intimidation, violence, racial/ethnic slurs and sexual harassment (GRF Anti-Harassment Policy)
 - Odors: this includes second-hand smoke (cigarettes, cigars, marijuana and vaping), etc. and is a violation of the GRF Anti-Harassment Nuisance Policy;
 - Violation of GRF policies
 - Receiving more than three combined written warnings without correction of the issue(s)
 - Failure to pay registration fee by the deadline

Note: The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community at any time. The Recreation Department also reserves the right to enter any plot at any time. All GRF policies and procedures apply to the use of the amenities.

~~違反下列規定者得取消會員花園權力資格~~

- ~~1. 禁止盜竊工具或設備~~
- ~~2. 禁止盜竊他人植物或農產品~~
- ~~3. 禁止破壞工具或設備。~~
- ~~4. 禁止講髒話或採取攻擊行為，包括威脅，恐嚇，暴力，種族歧視，性騷擾，及其他不法行為。~~
- ~~5. 禁止在菜園園區內使用酒精飲料和非法毒品~~
- ~~6. 在計劃年度內收到三份以上的書面警告得取消會員花園權力資格~~
- ~~7. 在截止日期前尚未繳納註冊費者可能會被取消資格~~

~~위반 시정 조치 즉시 징계 조치~~

- ~~1. 공구 및 장비 절도~~
 - ~~2. 농산물 및 식물 절도~~
 - ~~3. 도구, 장비의 파손:~~
 - ~~4. 위협, 협박, 폭력, 인종 / 민족적 비방 및 성희롱을 포함하되 이에 국한되지 않는 부정확한 언어와 공격적~~
~~—행동의 사용.~~
 - ~~5. 정원의 어떤 지역에서든 알코올성 음료와 불법 약물의 사용~~
 - ~~6. 프로그램 연도 내에 3 가지 이상의 서면 경고를 받는다.~~
 - ~~7. 마감일까지 등록비 납부 실패~~
-

OPERATING RULES
Lockers and Storage



A. In accordance with the GRF Pricing Policy and Fee Schedule, there are annual fees for the following lockers: Billiard Room, Clubhouse 2, Clubhouse 4 Jewelry Room, Clubhouse 4 outdoor, Table Tennis, and Village Greens bag storage. These lockers are rented to residents/clubs for their use only.

B. Lockers without a fee are for one day use only; lockers must be emptied out and the lock removed each day.

C. Storage is available only to those Recreation approved clubs that meet at a specific facility. Storage fees are in accordance with the GRF Pricing Policy and Fee Schedule and are paid annually.

1. Storage areas are defined as follows:

a. Small (12" x 24" x 20" & up)

b. Medium (30" x 24" x 30" & up)

c. Large (5' x 5' & up)

D. No perishables or hazardous materials are to be stored.

B.E. Stored items must be contained within the approved storage area.

C.F. GRF ~~h~~ Holds no liability as to the contents held in these lockers and storage areas.

Note: The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. All GRF policies and procedures apply to the use of the amenities.

**OPERATING RULES
Paddle Tennis and Pickleball**



~~A.~~ A. General

- ~~1. All residents and guests must sign in upon arrival at the facility. All residents and guests must sign in upon arrival at the Paddle Tennis/Pickleball facility.~~
- 1.
2. The facility is for playing paddle tennis and pickleball only.
3. Use the sign-in sheets available at the courts to secure play time on a given day.
4. Proper tennis attire and footwear are required. Shoes that mark/injure the court surface are not permitted.
5. Skateboards, roller skates, bicycles and ~~unauthorized~~ amplified music are not permitted inside the facility ~~on the courts~~.
6. Players may play as long as desired unless others are waiting to play. Players may play one game only (maximum of 15 minutes) if others are waiting to play.
7. Walking onto a court before play has stopped is not permitted.
8. Court priority*:
 - Pickleball:
 - Monday, Wednesday and Friday mornings
 - Tuesday evenings
 - Second and fourth Saturdays
 - (Prime-time is 7 a.m. to noon daily on pickleball priority days and 4 to 10 p.m., Monday-Friday.)
 - Paddle Tennis:
 - Tuesday and Thursday mornings
 - Wednesday evenings
 - First and third Saturdays
- *If a court is unoccupied, either sport can play until priority sport players arrive.
9. Each resident and guest must clean up the area after use and return all equipment to its proper place.
10. Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no other pet/animal is permitted. ~~No pets are permitted on the courts.~~

11. Recreation contracted instructors may schedule lessons during non-prime time hours only.

12. Scheduled use is determined by the Recreation Department and is subject to change. Play may be restricted due to scheduled maintenance. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.

B. Guests

1. Guests under 6 years of age are not permitted to use the facility. Maximum number of guests per resident is three. Residents must accompany their guests at all times.

2. Guests may only occupy one court with their resident sponsor.

C. Pickleball

A. "Prime time" for pickleball play is 7 a.m. to noon daily on pickleball priority days and 4 to 10 p.m., Monday Friday.

B. Guests must be at least six years of age to enter the facility and must be accompanied by a resident at all times.

1. Guests may only occupy one court with their resident sponsor. Residents take priority over guests. If a resident is waiting, a guest must surrender the court after completing their game. (Staff does not recommend this club proposed rule.)

2. Doubles take priority over singles. If a resident is waiting to play doubles, anyone playing singles must surrender the court after completing their game. (Staff does not recommend this verbiage-stated in A.6.)

3. When the flag is up and players are waiting, the sign-up sheets (Brad's Boxes) are in effect. Players may play one game only (maximum 15 minutes). They must vacate the court at the end of each game and may only sign up again when present at the sign-up sheets. When the courts are full and the flag is up, the sign-up sheets (Brad's Boxes) will be used to establish who gets the next available court. A player finishing a game may not sign up for another game until the first game is completed and the player has vacated the court.

— Club activities at the courts will be posted in advance and have priority over open play, lessons and clinics.

C. Recreation contracted instructors may schedule lessons. During prime time hours, residents take priority over lessons when the courts are full.

D. When arriving to play, hang your paddle in the first slot, others waiting will follow. The first four paddles will be the next foursome to play.

E. Proper tennis attire and footwear are required. Shoes that mark the court or injure the surface are prohibited.

F. Skateboards, roller skates, and bicycles are prohibited on the courts.

~~G. No pets are allowed on the courts.~~

~~H. Unless someone is waiting to play, players may play as long as desired.~~

~~I. If someone is waiting to play players may only play two sets.~~

~~J. Walking into a court before play has stopped is prohibited.~~

~~K. Court 4 is reserved for teaching on the days and at the times posted at the courts and may be used for paddle tennis and pickleball at all other times.~~

Note: The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. All GRF policies and procedures apply to the use of the amenities.

OPERATING RULES Performing Arts Center



A. Safety

1. In case of injury or illness, call 911 and notify Security immediately at 949-580-1400. The first-aid kit is located in the office and AED is located in the lobby.

A.B. Performing Arts Center (PAC) General Auditorium Event Posters

~~—The PAC is open from 7:00 AM to 10:00 PM, Monday through Sunday except when posted otherwise.~~

1. Poster policy here Posters for resident events (non-club/no ticket fee) in the auditorium may only be posted for those events in the Performing Arts Center and may be displayed a maximum of three months prior to the date of the event.

a. Lobby posters must be no larger than 33 by 40 inches.

b. All posters must be stamped in advance by the Recreation Department.

c. Displaying posters is subject to space availability.

2. Club event posters must adhere to GRF Poster Policy.

B.C. Box Office/Ticketing

- ~~1. Box Office hours are 9:00 AM to 4:30 PM, Monday through Saturday, 10:00 AM to 2:00 PM on Sunday, and one hour prior to ticketed events in the theater.~~

2. Tickets are sold to Laguna Woods Village residents only. Residents must be prepared to show their Laguna Woods Village ID card when purchasing tickets.

3. Tickets purchased by credit cards, may be purchased only with a credit card in the residents name that is purchasing the tickets.

4. Tickets are available no more than 90 days prior to the scheduled event.

5. There is a limit of four free tickets or ten paid tickets per manor for Recreation Department coordinated events/programs.

4.

6. a. The limit of paid tickets per manor for resident sponsored events is at the discretion of the facility supervisor.

7. No refunds are available on the day of the event for Recreation Department events. Refunds for resident/club sponsored events must be provided by the sponsor.

8. Consignment tickets for theatre events must be withdrawn before tickets go on sale and are limited to 10 percent of the total number of tickets.

- 9. a. Consignment tickets may not be sold in the lobby; sales are limited to the reserved facility during a scheduled meeting for that group producing/sponsoring the event.
 - 10. b. Refunds and/or exchanges of tickets must be done by the resident who purchased the tickets.
 - 11. 7. The bBox office will do a ticket reprint of lost or misplaced tickets, for the resident listed as the purchaser. In the event that two tickets are presented for seating at the same show, only the original ticket will be honored for seating at that event. The ticket marked “reprint” will not be accepted.
- C.D. Theater
- 1. Scheduling
 - a. Scheduling and reservations are made through the Performing Arts Center Supervisor only.
 - a.b. Technicians must be scheduled a minimum of four weeks in advance of auditorium events.
 - 2. Theater etiquette
 - a. During public performances, flash photography or video recording is prohibited.
 - b. Cell phones should be turned off (or muted) during performances.
 - b.c. All aisles must be kept clear at all times.
 - 3. Staffing
 - a. Clubhouse staff/technicians must be scheduled in the theater by the resident renter anytime it is occupied.
 - b. Clubhouse technicians must operate all systems and equipment in the theater.

D. Clubhouse Technicians

- 1. Clubhouse tTechnicians are scheduled through the Ssenior tTechnician.
- 2. The sSenior tTechnician will determine the time and number of staff required to facilitate the event.
- 3. Clubhouse tTechnicians must be scheduled a minimum of four weeks in advance of the event.
- 4. Clubhouse tTechnicians may only be scheduled for Recreation facilities.
- 5. Cancellation of tTechnician will result in an additional fee if cancelled within two weeks of the event.

Note: The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. All GRF policies and procedures apply to the use of the amenities.

<p style="text-align: center;">TENNIS</p> <p style="text-align: center;">OPERATING RULES</p> <p style="text-align: center;"><u>Tennis</u></p>	
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A. General ~~Rules:~~

1. Residents and guests must sign in upon arrival at the facility.
- ~~1-2. The tTennis facilityComplex is open every day from 7 a.m. to 10 p.m.~~
- ~~2-3. Lighted courts are available on courts 1, 2, 5, 6, and 7. —bring quarters for coin operation.~~
- ~~3. All residents and guests must sign in upon entering the facility.~~
- ~~4. Proper tennis attire (shirts required) for players and “non-marking shoes” for on-court play.~~
4. “Prime-time” for tennis play is during the hours of 7 a.m. to noon every day as follows:
 - a. June 1 to September 30 – 7 to 10:30 a.m.
 - b. October 1 to May 31 – 7 a.m. to noon
5. Proper tennis attire (shirts required) for players and “non-marking shoes” for on-court play.
- ~~6. Club tournaments, leagues, and other events must be scheduled and posted one week in advance.~~
- ~~7. Scheduled club/group/organization tournaments and activities at the tennis facility take priority and must be scheduled and posted one week in advance:~~
 - a. ~~Prime time events and tournaments must be reviewed and approved by the Recreation and Special Events Department~~
 - b. ~~At least 50% of the event players are Laguna Woods residents~~
 - c. ~~No other events are already scheduled at the same time/day~~
- ~~The event reservation notice will be posted on the appropriate courts~~6. Scheduled use is determined by the Recreation Department and is subject to change. Play may be restricted due to scheduled maintenance. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.
- ~~d. 7.~~
- ~~8. Guests must have resident present and may use one court only; One guest per resident in prime time and up to three guests for other times; no guests under the age of 6 are permitted. No pets~~ Only registered service dogs trained to perform a task directly related to a person’s disability are permitted; no other pet/animal is permitted.
- ~~9. 8. other than service animals are allowed at the tennis facility.~~
- ~~10. No unauthorized music is to be played on any device at the tennis facility.~~
- ~~11. 9.~~ Entry gates require Laguna Woods Village resident ID card (swipe or tap) for access – Do not prop open the gates.!

10. Only teaching professionals approved by GRF can host lessons Monday through Saturday, noon to close and Sunday all day on courts 3 and 4.

12- 11. In case of injury or illness, call 911 and notify Security personnel immediately at 949-580-1400. The first-aid kit is located in the tennis clubhouse and AED is located outside the two front doors of the tennis clubhouse.

B. Guests

1. Guests under 6 years of age are not permitted to use the facility. Maximum number of guests is one guest per resident during prime-time and up to three guests during non-prime time. Residents must accompany their guests at all times and may only use one court.

B.C. All Court Rules: (See tables on p-Page 3-3 for a summary of court rules)

1. Play time limits/reservation availability/walk-on usage varies by court number and time of day.
2. All-Minimum of two players must be present to claim an open court.
3. Courts 1 through 7 have a “whiteboard” for sign-up and must be used properly for all walk-on usage.
 - a. All players must post their start and stop time on the board and may not be changed (not to exceed the set court time limits during prime-time hours-see chart on page 33).
 - b. Do not change start/end times on the whiteboard (once recorded) after claiming a walk-on or reserved court.
4. Reservations may be made up to three days in advance with the online reservation system for Courts 8 through 10 all day and courts 6 and 7 during the evening.
 - a. Players with reservations may start early if their reserved court is available.
 - b. Players with advance reservations must claim their assigned court within 10 minutes of their start time or the reservation will be deemed canceled and the court will then be available for walk-on play until the next reservation time.
5. When time expires play may continue until a new group arrives and there are no other courts of equivalent time limit available, i.e. one or 1.5-hour one- or 1.5-hour courts.
6. Arriving players must take any open court, and not ask others playing beyond their time limit to move, unless the available courts are for lesser time limits, i.e. only one-hour courts available.
7. Doubles play does not have priority over singles play at any time.
8. During “prime-time” an individual may practice by themselves until a group arrives to play; but an individual player may not hold a court if all players are not present and ready to start play.
9. During non-prime-time an individual may occupy any walk-on court to practice by themselves.
10. Back-to-back reservations by the same group are not allowed and players should cancel online reservations that will not be used as soon as possible. Likewise, the same group may not change their times and sign up back-to-back on walk-on courts.

C. Court 1: Walk-on Challenge Court (sign up board on Clubhouse wall near the court)

1. Used for two doubles teams to play one set in prime-time (maximum time is one hour).
2. Winners stay for another round and play the next waiting team. If they win again both teams leave.
3. The next two teams take the court and the losers may sign up on the challenge board again.

- ~~4. If no one is playing on the court, up to four people may play but they could be challenged by another twosome that comes and signs up on the board. On-court "score tubes" must be used.~~
- ~~5. After noon (non prime time) court 1 reverts to a walk-on court for singles or doubles play with on-court time limited to 1.5 hours when others are waiting.~~
- D. Courts ~~21-45~~: Walk-on – ~~one 1.5~~ hour (sign-up board near the clubhouse main entrance)
 - ~~1. During prime time, play is for singles or doubles and on-court time is limited to one hour when others are waiting.~~
 - ~~2. After noon (non prime time) on-court time is limited to 1.5 hours when others are waiting.~~
 - ~~3.1. If no players are waiting, play may continue but the group must sign in again on the white board to show the new start time.~~
- E. ~~Court 5: Walk-on 1.5 hour (sign-up board near entrance to Court 5)~~
 - ~~1. Play is for singles or doubles and on-court time is limited to 1.5 hours when others are waiting.~~
- F.E. Courts 6-7: WalkDay walk-on; Day & nNight rReserved - 1.5 hour (sign-up board near entrance to Court 5)
 1. Play is for singles or doubles and on-court time is limited to 1.5 hours when others are waiting.
 2. These courts may be reserved with the online reservation system for lighted night play with set reservation times of: (4:30-6 p.m.), (6-7:30 p.m.) or (7:30-9 p.m.)
- G.F. Courts 8-10: Reserved Courts – 1.5 hour (sign-in board near entrance to Court 5)
 1. May be reserved with the online reservation system for singles/doubles play in prime-time with set reservation times of: (7:30-9 a.m.), (9-10:30 a.m.), (10:30 a.m.-noon).
 2. May be reserved with the online reservation system after prime-time for singles/doubles play (Court 8), ball machine (Courts 9 & 10) or backboard (Court 9) play with set reservation times of:

Winter Hours: (noon-1:30 p.m.), (1:30-3 p.m.) or (3-4:30 p.m.)

Summer Hours: (noon-1:30 p.m.), (1:30-3 p.m.), (3-4:30 p.m.), (4:30-6 p.m.), (6-7:30 p.m.)

Note: The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. All GRF policies and procedures apply to the use of the amenities. The Recreation Department reserves the right to review and adjust these Tennis Operating Rules to accommodate the needs of the community.

Tennis Court Rules for Prime-Time Hours

June 1 to September 30 - 7 a.m. to noon 10:30 a.m.

October 1 to May 31 - 7 a.m. to noon

~~Court 1—Challenge Court for doubles teams to play one set (maximum one hour); winners stay for next round; if that team wins again both teams leave; if no one is playing on the court, up to four may start play but may be challenged after one set.~~

Highlights of c Court Pplay Ppriorities for <u>all c</u> Courts 2-10	PRIME TIME 7 a.m. to noon			
	COURTS			
	1-4	5	6/7	8/9/10
Set reservation times available	NO	NO	NO	YES*
On-court time limit	1. <u>5</u> hour	1.5 hours	1.5 hours	1.5 hours
Walk-on if no show/no reservation	N/A	N/A	N/A	YES
Individual player uses by themselves	YES#	YES#	YES#	NO
Doubles have priority over singles	NO	NO	NO	NO
Note: If another court is available, you must take the open court and not ask others to move from a court they occupy.				
* Set reservations times are (7:30-9 <u>a.m.</u>), (9-10:30 <u>a.m.</u>), (10:30 <u>a.m.</u> -noon).				
# During prime time an individual may practice by themselves but can be bumped by a group that arrives to play until a group arrives to play.				
Reservations may be made via Court Reserv <u>with the online reservation system</u> for courts 8 through 10.				

Tennis Court Rules for Non-Prime-Time Hours

June 1 to September 3 - 10:30 a.m. to close

October 1 to May 31 - Noon to ~~c~~close

Highlights of c Court Pplay Ppriorities for <u>all c</u> Courts 1-10	NON-PRIME TIME (After noon)			
	COURTS			
	1-4	5	6/7	8/9/10
Set reservation times available	NO	NO	YES*	YES+
On-court time limit	1.5 hours	1.5 hours	1.5 hours	1.5 hours
Walk-on if no show/no reservation	N/A	N/A	YES	YES
Individual player uses by themselves	YES	YES	YES	YES
Doubles have priority over singles	NO	NO	NO	NO
An individual may practice by themselves on any walk-on court during non-prime time hours.				
Note: If another court is available, you must take the open court and not ask others to move from a court they occupy.				
* Set reservations times are (4:30-6 <u>p.m.</u>), (6-7:30 <u>p.m.</u>), (7:30-9 <u>p.m.</u>).				
+ Set reservation times for play (Court 8), ball machine (Court 9 & 10) or backboard (Court 9) are (noon-1:30 <u>p.m.</u>), (1:30-3 <u>p.m.</u>), (3-4:30 <u>p.m.</u>), (4:30-6 <u>p.m.</u>), (6-7:30 <u>p.m.</u>).				
Reservations may be made via Court Reserv <u>with the online reservation system</u> for courts 6 through 10.				

Instruction provided by ~~VMS~~GFR approved teaching professional have court priority on courts 3 and 4 all day on Sunday and after noon other days. The teaching professionals will post the lessons time 24 hours in advance.

