



OPEN MEETING

REGULAR OPEN MEETING OF THE GOLDEN RAIN FOUNDATION CLUBHOUSE RENOVATION AD HOC COMMITTEE

**Wednesday, September 22, 2021 – 9:30 AM
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/81253124374> or by calling 1-669-900-6833, Access Code: 81253124374
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. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of Meeting Report for July 9, 2021
5. Chair's Remarks
6. Member Comments (Items Not on the Agenda)
7. Department Head Update

Items for Discussion:

8. Discuss impressions of renovation work observed at PAC walkthrough on 9/17/21 and review costs, if available.
9. Small CH1 meeting room renovations - what quality do we want to achieve?
10. Scheduling work & use conflict for meeting rooms in CH1 - all at once or one/two rooms at a time?
11. CH1 Main Lounge renovation discussion.
12. Solicit Directors' comments on specific renovation issues not covered for all clubhouses.
13. Revise current Charter to reflect future renovations for all Clubhouses.

Items for Future Agendas:

- TBD

Concluding Business:

14. Committee Member Comments
15. Date of Next Meeting: TBD
16. Adjournment

Egon Garthoffner, Chair
Guy West, Staff Officer
Telephone: 268-2281

OPEN MEETING**THE GOLDEN RAIN FOUNDATION
REPORT OF CLUBHOUSE RENOVATION AD HOC COMMITTEE**

Friday, July 9, 2021 – 11:00 A.M.
24351 El Toro Road, Board Room and Zoom Meeting

MEMBERS PRESENT: Egon Garthoffner – Chair, Gan Mukhapadhyay, Debbie Dotson, John Frankel, Cush Bhada, Carl Randazzo, Advisors: Steve Leonard and Bill Walsh

MEMBERS ABSENT: Manuel Armendariz

STAFF PRESENT: Guy West – Interim Staff Officer, Laurie Chavarria, Brian Gruner, Rodger Richter, Siobhan Foster

1. Call to Order

Chair Garthoffner called the meeting to order at 11:03 A.M.

2. Acknowledgement of Media

There was no media present.

3. Approval of the Agenda

The agenda was approved as written.

4. Approval of the Meeting Report for March 23, 2021

The meeting report was approved as written.

5. Chair's Remarks

Chair Garthoffner remarked on the original scope of work for the renovation of Clubhouse

1. The scope of work for the RFP grew and changed into a programmatic or utilization study so the different groups who use of the clubhouse can provide insight on the updates or changes they would like to see take place.

6. Member Comments (Items Not on the Agenda)

- None

7. Department Head Update

Interim Staff Officer Guy West had no update.

NEW BUSINESS:

8. Review Draft for CH 1 Programmatic Study

Staff Officer Guy West summarized the project to date through the pre-bid meeting with two architectural firms; and the Director of Recreation, Brian Gruner, reviewed the 2019 usage statistics for Clubhouse 1. Mr. West and Mr. Gruner answered all questions and comments from the Ad-hoc Committee.

Discussion ensued regarding the meaning of a programmatic study; user group wish lists; clubhouse usage for 2019; findings from the facility assessment; the foundation; the usage study of all clubhouses; current code requirements; touring all clubhouses to see utilization first hand; are the spaces utilized/rented out based on size and user group; flexible space design; electrical repairs in pool room; chemical storage corrosion; revitalizing the archery room and shuffleboard areas; the 2012 Recreation Master Plan; a general email for document sharing; setting a deadline for revisions to the scope of work; the structural integrity of the main lounge; ways to determine if the beam in the archery room has shifted further; adding a second level where possible, to add more meeting rooms; and the deliverables that the Committee wants to come from the programmatic study.

By consensus, Mr. Gruner was asked to prepare a summary of the current usage for all spaces; the productivity of all spaces and to provide alternative solutions to maximum usage of Clubhouse 1.

By consensus, staff was asked to remove the data collection of all clubhouses from the scope of work. This information will be provided by the Recreation Department. The Committee requested that the request for proposal not be released until the scope of work can be determined for the programmatic study and once the Committee has determined what direction to take for the renovations.

Additionally, staff was directed to:

1. Remove the study of all clubhouses from the RFP
2. Perform necessary repairs to prevent further corrosion in the pool chemical storage rooms;
3. Perform necessary repairs to prevent further corrosion to the electrical components in the pool room
4. Determine if further shifting of the cracked beam in the Archery Room has occurred.

Chair Garthoffner asked the Ad-hoc Committee members to send their suggested revisions to the scope of work, to him via email. The Chair will combine the information he receives and forward it to Mr. West.

9. Discuss Clubhouse Room Rental Reservations

This was discussed during the review of agenda item #8.

10. Discuss Expanding Ad-hoc Committee (to include all Clubhouses)

This was discussed during the review of agenda item #8.

CONCLUDING BUSINESS

11. Committee Member Comments

- There were no Committee Member Comments

12. Date of the Next Meeting(s): TBD, possibly August.

13. Adjournment

The meeting was adjourned at 12:56 P.M.

DRAFT

Egon Garthoffner, Chair

RESOLUTION 90-20-1421-XX

**CLUBHOUSE 4 RENOVATION
AD HOC COMMITTEE CHARTER**

WHEREAS, the Golden Rain Foundation Board of Directors of this Corporation understand that at some point all Clubhouses 1, built in the 1960's, may will require some long-term renovations; and

WHEREAS, on March 3, 2020 November 2, 2021, the Board of Directors of this Corporation established the Clubhouse 4-Renovation Ad Hoc Committee in accordance with the Golden Rain Foundation By-laws Article 7, Section 7.1.1 and 7.1.2 for the purpose of providing feedback for the potential renovations and upgrades to all Clubhouses 1; and

NOW THEREFORE BE IT RESOLVED, March 3, 2020 November 2, 2021, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Renovation Ad Hoc Committee as follows:

1. The Clubhouse 4-Renovation Ad Hoc Committee will be provided with and review all current Consultants, Construction Managers and VMS Staff Reports relative to the proposed renovations for to any Clubhouse 4.
2. The CH4 Renovation Ad Hoc Committee may make suggestions, revisions, changes, approvals, or disapprovals of said Reports. When evaluating said Reports, concepts for the renovation, such as architectural designs, the CH4 Renovation Ad Hoc Committee shall consider the overall Community needs, uses and future growth.
3. Furthermore, the CH4 Renovation Ad Hoc Committee shall serve as the Liaison between the Golden Rain Foundation Maintenance and Construction Committee (GRF M&C), the Community Activities Committee (CAC), and the Finance Committee. The CH4 Renovation Ad Hoc Committee, in its duty as Liaison, will first gather the input of the Golden Rain Foundation Maintenance and Construction GRF M&C Committee (GRF M&C) and the Community Activities Committee (CAC) Committee's.
4. The CH4 Renovation Ad Hoc Committee, as Liaison, will submit such gathered inputs to the Consultants, Construction Managers and the VMS staff. The Consultants will then prepare a Preliminary Proposal for the submission to the Ad Hoc Committee and VMS staff for review.
5. The Consultants' Preliminary Proposal will include an Assessment and Schematic Design and Design Development as requested, for the Rrenovation of a Clubhouse 1 including the proposed Scope of Work (SOW) and a proposed line item for budgetary consideration.
6. The Scope of Work for the Preliminary Proposal for renovation of a Clubhouse 1 at a minimum will focus on:
 - The Architectural considerations,

- The Original Schematic site and floor plans,
- The Proposed Schematic Site and Floor Plans changes,
- The Proposed Building Elevations and Landscape plans,
- The Interior design,
- The primary interior activity relationships related to the building and program adjacencies,
- All interior and exterior Finish Materials and Color Finishes,
- Parking accommodations and locations,
- Overall site improvements if required.

6-7. Upon approved review of the Consultants' Preliminary Proposal by the CH~~4~~ Renovation Ad Hoc Committee and the VMS staff, the Ad Hoc Committee will present the Preliminary Proposal to the GRF Maintenance and Construction Committee (GRF M&C) and the Community Activities Committee (CAC) for each committee's review and approval of the implementation plan for the recommended facility upgrades.

7-8. Upon the final approvals of the Implementation Plans for the recommended facility upgrades by both the GRF Maintenance and Construction Committee (GRF M&C) and the Community Activities Committee (CAC), ~~then~~ the CH~~4~~ Renovation Ad Hoc Committee shall present the Implementation Plans to the Finance Committee and the Corporate Members (if applicable) for its approval.

8-9. The CH~~4~~ Renovation Ad Hoc Committee, upon the approval of the Finance Committee and the Corporate Members (if applicable), will submit such approval to the Consultants and the VMS staff.

9-10. The Consultants and the VMS staff may then commence implementation of Clubhouse ~~4~~ renovations according to the approved Implementation Plans.

10-11. The CH~~4~~ Renovation Ad Hoc Committee will meet as needed, to receive project updates from VMS staff and/or the consultant.

11-12. The CH~~4~~ Renovation Ad Hoc Committee shall report on the planned implementation activities to the Golden Rain Foundation Board periodically at Board meetings or when requested by the Golden Rain Foundation Board.

RESOLVED FURTHER, that the Clubhouse ~~4~~ Renovation Ad Hoc Committee shall perform such other duties as may be assigned by the Golden Rain Foundation Board and upon conclusion of the Committee's work, it will be disbanded by the Board.