



## OPEN MEETING

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

**Thursday, June 10, 2021 – 1:30 P.M.**

#### **VIRTUAL MEETING**

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

### **AGENDA**

1. Call to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of Meeting Report for May 13, 2021
5. Chair's Remarks
6. Department Head Update
7. Member Comments (Items Not on the Agenda)

*At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The Board reserves the right to limit the total amount of time allotted for the Open Forum. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/96276504972> or by calling (949) 268-2020 or email [meeting@vmsinc.org](mailto:meeting@vmsinc.org) to request to speak.*

#### Consent:

8. Financial Statement
9. Utilization of Open Activities

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

10. Proposed Recreation Reopening Plan
11. Shared Fee/Financial Analysis Update

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

12. Recreation Department Standardized Annual Fee Increases
13. Special Accommodation for Reciprocal & Charitable Club Events

#### Items for Future Agendas:

14. Laguna Woods Village Pre-reserved Golf Tee Times
  - a. Golf Greens Committee
15. Long Range Plans for Outdoor Fitness Equipment
16. Garden Center 2 Access Gate
17. Saddleback Emeritus Institute Contract Update
18. Locker Fees
19. Club Insurance

Concluding Business:

20. Committee Member Comments

21. Date of Next Meeting – July 8, 2021 at 1:30 p.m. via the Zoom Webinar platform

22. Adjournment

Jon Pearlstone, Chair  
Brian Gruner, Staff Officer  
Telephone: 597-4270

# **OPEN MEETING**

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

Thursday, May 13, 2021 – 1:30 p.m.  
Virtual Zoom Webinar

**MEMBERS PRESENT:** Jon Pearlstone, Chair, Bunny Carpenter, Yvonne Horton, Andre Torng, Elsie Addington, Debbie Dotson, Reza Karimi, Dennis Boudreau, Juanita Skillman

**MEMBERS ABSENT:** Ryna Rothberg

**OTHERS PRESENT:** Dick Rader

**STAFF PRESENT:** Brian Gruner, Jennifer Murphy, Jackie Kupfert

### **Call to Order**

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

### **Acknowledgement of Media**

There was no press present.

### **Approval of Agenda**

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

### **Approval of Committee Report for April 8, 2021**

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

### **Chair's Remarks**

Chair Pearlstone stated a show of great respect for Director Moldow as he passed recently and will strive to keep some of his ideas moving forward to honor his memory. The fee structure project will be discussed today in hopes of recommending minor changes that may provide budget stability. Chair Pearlstone stated major changes will be coming in regards to availability of activities due to improvement of the pandemic. He recommends the committee support staff with these changes as it will take several months to phase in new activities mostly due to the difficulty in replacing staff due to COVID layoffs.

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

Mr. Gruner stated staff continues to follow the conditional modified operating procedures based on state and county guidelines. At this time, Orange County is in the orange tier with anticipation of moving to the yellow tier next Wednesday. The current Orange County statistics are as follows: adjusted daily case rate per 100,000 is 1.8, test positivity rate is 1% and tests per 100,000 is 277. Staff is eagerly anticipating the state to fully reopen with no restrictions including not wearing masks on June 15 according to Governor Newsom. Mr. Gruner stated staff is preparing to reopen activities but will be an incremental process due to staffing as many are not working at their assigned facility. Management is diligently working to hire enough staff to safely reopen facilities and to ensure proper customer service levels.

Mr. Gruner stated the following facility updates: the Library is reopened with modifications; Clubhouse 4 utilization is still low and the reservable times may be expanded to three or four times per week instead of only two which may also include weekends; Pool 1 is still closed due to a new boiler that must be built and shipped which may delay the reopening until the end of June or early July; the Golf Greens committee has not finalized a skins game solution, but the skins games participants have been able to book the normal tee times using the online reservation system, foreUP. Maggie Blackwell is the Golf Greens committee secretary and those who must miss the meeting may find a suitable substitute for fair voting; foreUP is working very well with minor hiccups and has improved the billing process with staff assisting those who need assistance setting up charge accounts; aerification of the golf course is complete.

Mr. Gruner introduced Ms. Cobarruviaz, Equestrian Supervisor, to provide an update on the Equestrian Center. Ms. Cobarruviaz stated the following improvements: health and safety are a priority which include lighting improvements, both solar and cafe lights; trees added for shade for the horses; decorative plants and vines from the nursery have been added for beautification; implemented new services for boarders which is adding revenue; new lesson types will be available; the trail system has been cleaned and staff will create a trail map; the equine assisted learning program is being created; VCF Help the Herd funding is at approximately \$8,000; painting stalls and replacement of mangers project is being completed; the arena footing project will commence soon; guided facility tours will be offered once facility opens to non-boarders and guests; staff is working to connect our trails to the OC trail system.

Mr. Gruner stated the upcoming yellow tier only changes the capacity levels of our activities. Staff will be meeting with club presidents, continue working on the reopening plan and strive to improve the staffing shortage issue. Director Dotson stated the CDC changed guidelines today with President Biden stating if vaccinated, you may stop wearing masks in certain situations. She inquired as to informing the community of the reopening plan to ensure expectations are clear. Mr. Gruner stated many changes have been made regarding the CDC recommendations and staff monitors these regularly. Reopening of facilities depends upon staffing and he concurred with being transparent to the community. Director Carpenter

inquired as to the Equestrian Center opening on June 15. Mr. Gruner stated the Equestrian Center is scheduled to open on June 15. Director Carpenter stated a list of pricing for new programming will need to be ready at that time. Chair Pearlstone stated staff will have to determine the legalities of proof of immunization. Advisor Skillman stated the library has been open for a week with restrictions such as only 15 people are allowed at one time and masks are required to protect volunteers. These measures will continue for everyone's safety. Advisor Skillman disputed the Library utilization as those numbers represent reserved items only, not the use of the outdoor area of the library. Mr. Gruner clarified that these numbers are for residents served, not number of items checked out.

Chair Pearlstone stated the CDC guidelines are followed per state guidelines and the state guidelines supersede country guidelines. Director Karimi stated limitation on labor work force is prevalent in all work centers and several states announced discontinuation of extra unemployment benefits as of June 15. He stated we may need to utilize volunteers. Mr. Gruner stated that can be a consideration. Chair Pearlstone stated the priority is to get information out to the community. Mr. Gruner stated staff will work with the Marketing and PR department to disseminate reopening information.

Director Dotson inquired as to eliminating all reservations systems on June 15. Mr. Gruner stated the reservation systems will be reduced via a gradual reduction process with modifications. She stated the concern will be determining if someone is vaccinated. She stated it is up to vaccinated people to wear a mask or not and that we (Recreation) aren't able to monitor others with regard to vaccine status.

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

A member was called to speak regarding Emeritus classes returning as status quo and its impact on the community.

Mr. Gruner stated staff is currently discussing contract renewal with Saddleback Emeritus Institute. Emeritus representatives stated the number of classes will be reduced by approximately 10 which will equate to 75 class offerings. Some classes will remain online. Director Horton stated the parking lot at Clubhouse 4 is impacted with resident cars from buildings close by and inquired as to how this will be managed in the future. Mr. Gruner stated Security can assist with monitoring. Director Dotson stated parking is most concerning for the community and Emeritus brings value to the community. Chair Pearlstone inquired as to what the percentage of Emeritus attendees are residents. Mr. Gruner stated approximately 3,000 attend classes and approximately 2,000 are residents.

Director Addington stated a fee for a second and third vehicle would be more costly for residents, not Emeritus students. She stated the parking fee for Emeritus non-resident students is also impacting the parking for residents and appears low. Director Karimi inquired as to how much revenue Emeritus generates. Chair Pearlstone stated this will be discussed on future agendas. Director Horton stated non-resident Emeritus students pay \$50 for

parking. Director Carpenter stated \$50 is high. Chair Pearlstone stated this may be lower than the parking fee at Saddleback College.

Staff was directed to add Emeritus Update to a future CAC agenda which is to include a brief analysis of what the new Emeritus agreement will feature and the financial impact of this program.

## **CONSENT**

None.

## **REPORTS**

**Shared Fee/Financial Analysis Update** – Chair Pearlstone presented the Recreation Department Financial Analysis which assists with the review to manage costs for residents and minimize impact on assessments while not reducing customer service levels. He stated Mr. Gruner has been most cooperative and his commitment has been appreciated. Chair Pearlstone presented the objectives and implementation strategy.

Mr. Gruner presented a snapshot of utilization estimates which were used to calculate the estimated monthly cost per manor and monthly GRF cost per participant, recommended fee changes, proposed options for additional revenue, GRF potential revenue sources and a summary of current shared cost percentages. Chair Pearlstone stated the utilization figures were reviewed to help establish the top three fees that are considered very low compared to industry standards. Any fee adjustment considered would be done once and any increase in these fees may assist the Recreation Department to remain under budget. Chair Pearlstone stated that \$30M possibly needed for future facility upkeep may be offset with proposed additional revenue from outside sources, but we do not currently have the staffing to research these proposed revenue sources and additional staff would be necessary to complete this research. Chair Pearlstone stated the Recreation budget may be met if a cost of living increase, reduction of budget, lockdown of capitals and an increase of trust facility is reviewed closely.

Discussion ensued.

A motion was made to accept the three fee increases as stated on slide 5 of the Recreation presentation: Golf Driving Range bucket of balls (small = \$2.00; medium = \$4.00; large = \$6.00), clubhouse lockers minimum charge of \$25 (billiards at Clubhouse 1 and at PAC, Clubhouse 4 outdoor lockers, Clubhouse 4 jewelry indoor lockers, and Community Center Table Tennis lockers) and catering fee of \$2.00 per plate to be effective January 1, 2022.

Motion passed unanimously.

Staff was directed to review all locker fees which will remain unchanged for 2021 and to place this item on a future CAC agenda. Chair Pearlstone stated standardizing the shared cost percentages may not be feasible and generating additional revenue from outside sources is preferred. Chair Pearlstone stated a potential motion for next CAC would be to accept the proposed fee schedule and cost of living adjustment for the next three years at a not-to-exceed cap of 3%.

**2021 Recreation Department Financial Forecast** - Mr. Gruner presented the facility utilization and the 2021 quarterly report for the Recreation Department expenditures and revenue.

Chair Pearlstone inquired as to actual versus budget which appears as an excess of \$82,043 showing the Recreation Department as under budget.

Director Torng inquired as to shortage of revenue, lower expenses and the reason the Recreation Department is under budget. Chair Pearlstone stated expenses are lower for 2021. Mr. Gruner stated the shortage of revenue is based partially upon no guests allowed on golf course and guest green fees are substantially higher. Chair Pearlstone stated another expenditure was loss of golf tee times during COVID.

Staff was directed to include Clubhouse 4 utilization in the facility utilization report next month.

**Garden Center Speed Bumps Update** – Mr. Gruner stated the modifications made to the existing speed bumps at Garden Center 2.

Chair Pearlstone congratulated Director Horton and Director Addington for suggesting the modifications to the speed bumps. Director Addington thanked staff for completing this project as the gardeners seem pleased.

**Aliso Creek Park Signage** – Mr. Gruner stated amplified music has been a concern at the Aliso Creek park area and inquired as to modifying current signage. Chair Pearlstone would like an additional sign in lieu of a new sign.

Discussion ensued.

A motion was made to add a sign stating please no amplified music in this area.

Motion passed unanimously.

Mr. Gruner stated a current staff person may be able to replicate the current sign and add the new information. Staff will research both options of adding an additional sign or replicating the current sign to include proper verbiage.

**Removal of Garden Center 1 Office Building Update** - Mr. Gruner stated the removal of the Garden Center 1 office building project can be completed in-house through General Services. The foundation will remain for use of presentations or events.

A motion was made to remove the Garden Center 1 office building.

Discussion ensued.

Motion passed unanimously.

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

None

### **ITEMS FOR FUTURE AGENDAS**

**Laguna Woods Village Pre-reserved Golf Tee Times** - Mr. Gruner stated the Greens Committee will continue to meet to ensure an equitable resolution for the skins game is reached and all other golf related items are fairly represented.

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

**Long Range Plans for Outdoor Activities** – Staff was directed to keep this item under Items for Future Agendas.

**Garden Center 2 Access Gate** –Mr. Gruner stated staff will continue to work on making the gates operable.

### **CONCLUDING BUSINESS**

#### **Committee Member Comments**

Director Addington stated great meeting and thanked all for attending.

Advisor Skillman stated staffing reports indicate 20 part-time jobs are available for which residents may apply, but none are applying at this time. Open positions are posted on the website and may need to be included in the Friday eblast as staffing will be the main hindrance to reopening.

Chair Pearlstone stated reopening may be challenging and cautioned the committee to be prepared to field resident calls. Chair Pearlstone hopes to present a fee structure that will be fair to all residents.

Director Dotson stated some residents may not want to return due to COVID concerns and open positions should be publicized better.



**Date of Next Meeting**

The next regular meeting of the GRF Community Activities Committee will be held at 1:30 p.m. via the Zoom Webinar platform on Thursday, June 10, 2021.

**Adjournment**

There being no further business, the Chair adjourned the meeting at 4:15 p.m.

*Jon Pearlstone*

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Jon Pearlstone, Chair

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**Golden Rain Foundation of Laguna Woods**  
**Proforma Recreation Services Summary of Operations**

**4/30/2021**

SUMMARY: DEPARTMENT OF RECREATION SERVICES

	Admin	Aquatics/ Fitness	Bar Services	Clubhouses	Equestrian	Garden Centers	Golf	PAC	ACTUAL	BUDGET	VAR\$ B/(W)
									YTD		
<b>Non-Assessment Revenues:</b>											
Golf Green Fees	0	0	0	0	0	0	387,346	0	387,346	505,000	(117,654)
Golf Operations	0	0	0	0	0	0	81,708	0	81,708	85,744	(4,036)
Merchandise Sales	0	0	0	0	0	0	66,393	0	66,393	73,220	(6,827)
Clubhouse Rentals and Event											
Fees	(90)	0	0	(968)	1,950	0	(102)	(3,708)	(2,918)	113,528	(116,446)
Rentals	0	0	0	0	0	13,976	13,500	0	27,476	36,520	(9,044)
Miscellaneous	(281)	(55)	0	0	29,342	0	(2)	0	29,004	93,942	(64,938)
<b>Total Non-Assessment Revenue</b>	<b>(371)</b>	<b>(55)</b>	<b>0</b>	<b>(968)</b>	<b>31,292</b>	<b>13,976</b>	<b>548,843</b>	<b>(3,708)</b>	<b>589,010</b>	<b>907,954</b>	<b>(318,944)</b>
<b>Expenses:</b>											
Employee Compensation	118,718	88,577	2,480	143,921	69,710	21,952	482,835	44,715	972,905	1,169,762	196,857
Expenses Related to											
Employee Compensation	33,791	32,225	1,187	42,587	16,464	10,547	167,195	10,005	314,001	400,946	86,946
Materials and Supplies	358	16,617	0	7,820	31,076	1,716	76,285	116	133,988	187,656	53,668
Cost of Goods Sold	0	0	0	0	0	0	54,322	0	54,322	54,724	402
Community Events	7,656	1,390	0	215	0	0	0	0	9,261	108,784	99,523
Utilities and Telephone	231	50,972	0	111,895	4,112	16,688	123,176	17,440	324,513	309,555	(14,958)
Professional Fees	0	0	0	0	0	0	0	0	0	500	500
Equipment Rental	0	10,236	0	0	0	0	8,719	0	18,955	25,505	6,550
Outside Services	4,088	124,771	0	2,056	1,651	129	45,379	625	178,698	162,909	(15,789)
Repairs and Maintenance	0	516	0	2,003	4,751	0	1,299	399	8,968	26,466	17,498
Other Operating Expense	6,013	1,739	0	2,438	871	74	5,785	254	17,174	38,231	21,057
Property and Sales Tax	43	0	0	212	0	131	5,586	25	5,996	7,613	1,617
<b>Total Expenses</b>	<b>170,898</b>	<b>327,043</b>	<b>3,667</b>	<b>313,147</b>	<b>128,635</b>	<b>51,237</b>	<b>970,581</b>	<b>73,579</b>	<b>2,038,781</b>	<b>2,492,651</b>	<b>453,872</b>

<b>Net Cost (before allocations)</b>	<b>\$171,269</b>	<b>\$327,098</b>	<b>\$3,667</b>	<b>\$314,115</b>	<b>\$97,343</b>	<b>\$37,261</b>	<b>\$421,738</b>	<b>\$77,287</b>	<b>\$1,449,771</b>	<b>\$1,584,697</b>	<b>\$134,928</b>
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Allocated To Departments	(142,076)	0	0	(11,846)	0	0	0	0	(153,922)	(205,336)	(51,413)
Allocated From Departments	82,802	49,164	2,537	155,779	14,537	2,430	37,226	31,810	376,286	449,818	73,533

<b>Net Cost</b>	<b>\$111,995</b>	<b>\$376,262</b>	<b>\$6,204</b>	<b>\$458,048</b>	<b>\$111,880</b>	<b>\$39,691</b>	<b>\$458,964</b>	<b>\$109,097</b>	<b>\$1,672,135</b>	<b>\$1,829,179</b>	<b>\$157,047</b>
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## 2020/2021 Facility Utilization During COVID



	2019 (Jan-June only)*	2020 Total	2021-Jan	2021-Feb	2021-March	2021-April	2021-May	Cumulative Total During COVID
Tennis	9,897	15,105	1,876	2,142	2,222	2,406	2,405	26,156
Pickleball	2,860	14,580	2,188	2,064	2,848	2,740	2,780	27,200
Paddle Tennis	1,171	1,873	166	138	344	414	314	3,249
Swim	38,822	27,905	4,528	4,471	4,764	5,901	6,145	53,714
Lawn Bowling	3,557	2,497	331	428	261	395	431	4,343
Golf	52,170	82,809	11,075	11,355	11,790	11,819	12,078	140,926
Driving Range/Lessons	37,245	37,526	3,233	3,784	1,624	4,662	5,222	56,051
Library-Residents Served	18,483	2,270	320	402	308	302	457	4,059
Bocce Ball	1,251	30	2	0	5	0	4	41
Class Attendees	N/A	1,145	780	933	917	906	1,026	5,707
Clubhouse 1								
Fitness	156,292	7,468	1,478	2,515	2,929	3,703	4,094	22,187
Clubhouse 4	36,636	0	0	0	0	943	1,429	2,372
<b>Total</b>	<b>358,384</b>	<b>193,208</b>	<b>25,977</b>	<b>28,232</b>	<b>28,012</b>	<b>34,191</b>	<b>36,385</b>	<b>346,005</b>

\*not included in cumulative total during COVID

## Recreation Budget Analysis – Revenue/Expenses

2019 Actual Net Expenses	2022 Projected Net Expenses	2022 Projected Net Operating Expenses with 3% increase in revenue
Total Revenue: \$3,071,359	Total Revenue: \$3,274,535	Total Revenue: \$3,366,697
Total Expenses: \$9,379,560	Total Expenses: \$10,015,018	Total Expenses: \$10,015,018
<b>Net Expenses (\$6,308,201)</b>	<b>Net Projected Expenses (\$6,740,483)</b>	<b>Net Projected Expense with 3% (\$6,648,321)</b>

# Maximum 3% Annual Fee Increases



	2021	2022	2023	2024
<b>EQUESTRIAN CENTER</b>				
Horse Care Services (per day)	\$35.00	\$36.05	\$37.13	\$38.25
Horse Boarding Fee	\$249.00	\$256.47	\$264.16	\$272.09
Horse Feed - Pellets	\$36.00	\$37.08	\$38.19	\$39.34
Horse Feed - Alfalfa Hay	\$51.00	\$52.53	\$54.11	\$55.73
Horse Feed - Teff Hay	\$63.00	\$64.89	\$66.84	\$68.84
Horse Feed - Orchard Hay	\$90.00	\$92.70	\$95.48	\$98.35
Horse Feed - Timothy Hay	\$96.00	\$98.88	\$101.85	\$104.90
Resident trail ride, per hour on GRF horse	\$5.00	\$5.15	\$5.30	\$5.46
Horse rental, per hour	\$4.00	\$4.12	\$4.24	\$4.37
Horse rental, per 1/2 hour	\$2.00	\$2.06	\$2.12	\$2.19
Lessons, private, per hour	\$21.00	\$21.63	\$22.28	\$22.95
Lessons, private, per 1/2 hour	\$11.00	\$11.33	\$11.67	\$12.02
Lessons, group, per hour, per person	\$5.00	\$5.15	\$5.30	\$5.46
Lessons, group, per 1/2 hour per person	\$3.00	\$3.09	\$3.18	\$3.28
Storage, horse trailer	\$160.00	\$164.80	\$169.74	\$174.84
Hauling horse in trailer (per hour)	\$47.25	\$48.67	\$50.13	\$51.63
Hauling horse in trailer (per mile)	\$0.58	\$0.59	\$0.61	\$0.63
<b>GARDEN CENTERS</b>				
Garden Plot	\$57.00	\$58.71	\$60.47	\$62.29
Shade Area Benches	\$11.00	\$11.33	\$11.67	\$12.02
Tree Plot	\$57.00	\$58.71	\$60.47	\$62.29
<b>LOCKER RENTAL (Annual)</b>				
Billiard Room - Clubhouse 1	\$10.00	\$10.30	\$10.61	\$10.93
Billiard Room - PAC	\$9.00	\$9.27	\$9.55	\$9.83
Clubhouse 2	\$33.00	\$33.99	\$35.01	\$36.06
Clubhouse 4 - Outside	\$13.00	\$13.39	\$13.79	\$14.21
Golf Club Locker	\$45.00	\$46.35	\$47.74	\$49.17
Club Storage (locker) , Monthly	\$12.00	\$12.36	\$12.73	\$13.11
Jewelry Locker - Inside	\$8.00	\$8.24	\$8.49	\$8.74
Table Tennis	\$11.00	\$11.33	\$11.67	\$12.02

# Maximum 3% Annual Fee Increases



	2021	2022	2023	2024
RECREATION (Other)				
Bartending Service Fee	Varies			
Kitchen Fee - Small Dining Room	\$25.00	\$25.75	\$26.52	\$27.32
Kitchen Fee - Large Dining Room	\$50.00	\$51.50	\$53.05	\$54.64
GOLF				
CARTS AND CLUBS				
Cart Registration, Single Use	\$8.00	\$8.24	\$8.49	\$8.74
Cart Registration, Annual Pass	\$60.00	\$61.80	\$63.65	\$65.56
Cart Rental, 18 Holes	\$15.00	\$15.45	\$15.91	\$16.39
Cart Rental, 9 Holes	\$8.00	\$8.24	\$8.49	\$8.74
Cart Rental, Hand Pulled	\$1.00	\$1.03	\$1.06	\$1.09
Club Rental	\$25.00	\$25.75	\$26.52	\$27.32
Club Storage (locker), Annual Fee	\$45.00	\$46.35	\$47.74	\$49.17
Club Storage (locker) , Monthly	\$12.00	\$12.36	\$12.73	\$13.11
DRIVING RANGE				
Driving Range, Large Bucket	\$3.00	\$3.09	\$3.18	\$3.28
Driving Range, Small Bucket	\$2.00	\$2.06	\$2.12	\$2.19
Driving Range, Quarter Bucket	\$1.00	\$1.03	\$1.06	\$1.09
GREENS FEES				
27 Hole Course, 18 Holes	\$16.00	\$16.48	\$16.97	\$17.48
27 Hole Course, 9 Holes	\$8.00	\$8.24	\$8.49	\$8.74
Par 3 Course, 18 Holes	\$10.00	\$10.30	\$10.61	\$10.93
Par 3 Course, 9 Holes	\$6.00	\$6.18	\$6.37	\$6.56
ROOM RENTAL - RESIDENTS (Hourly Rate)				
CONFERENCE ROOMS				
CH1 - Conference Room	\$1.00	\$1.03	\$1.06	\$1.09
PAC - Conference Room	\$1.00	\$1.03	\$1.06	\$1.09
VG - Clubroom 1	\$4.00	\$4.12	\$4.24	\$4.37
VG - Clubroom 2	\$4.00	\$4.12	\$4.24	\$4.37
VG - Clubroom 3	\$4.00	\$4.12	\$4.24	\$4.37

Maximum 3% Annual Fee Increases



		2021	2022	2023	2024
ROOM RENTAL - RESIDENTS (Hourly Rate)					
MULTI-PURPOSE ROOM					
CH1 - Multi-Purpose Room		\$3.00	\$3.09	\$3.18	\$3.28
CH1 - Art Studio		\$3.00	\$3.09	\$3.18	\$3.28
CH5 - Multipurpose Room		\$3.00	\$3.09	\$3.18	\$3.28
CH6 - Multipurpose Room		\$2.00	\$2.06	\$2.12	\$2.19
SMALL DINING ROOM					
CH1 - Dining Room 2		\$1.00	\$1.03	\$1.06	\$1.09
CH1 - Dining Room 3		\$1.00	\$1.03	\$1.06	\$1.09
CH2 - The Los Olivos		\$1.00	\$1.03	\$1.06	\$1.09
CH2 - The Grevillea		\$1.00	\$1.03	\$1.06	\$1.09
LARGE DINING ROOM					
PAC - Dining Room 1		\$5.00	\$5.15	\$5.30	\$5.46
PAC - Dining Room 2		\$5.00	\$5.15	\$5.30	\$5.46
OTHER					
PAC - Rehearsal Room		\$2.00	\$2.06	\$2.12	\$2.19
PAC - Auditorium		\$19.00	\$19.57	\$20.16	\$20.76
PAC - Auditorium Performance Package		\$23.00	\$23.69	\$24.40	\$25.13
PAC - Auditorium Event w/Admission		\$395.00	\$406.85	\$419.06	\$431.63
MAIN LOUNGES					
CH1 - Main Lounge		\$8.00	\$8.24	\$8.49	\$8.74
CH2 - The Sequoia (Including Patio)		\$10.00	\$10.30	\$10.61	\$10.93
CH5 - Main Lounge (Stage Side) Total		\$13.00	\$13.39	\$13.79	\$14.21
CH5 - Main Lounge (Back Side) Total		\$9.00	\$9.27	\$9.55	\$9.83
CH5 - Main Lounge (All) Total		\$19.00	\$19.57	\$20.16	\$20.76
CH6 - Main Lounge		\$5.00	\$5.15	\$5.30	\$5.46
CH7 - Main Lounge		\$7.00	\$7.21	\$7.43	\$7.65



Maximum 3% Annual Fee Increases



		2021		2022		2023		2024	
ROOM RENTAL - EXCEPTION RATES (Hourly Rate)									
CONFERENCE ROOMS									
CH1 - Conference Room		\$10.00		\$10.30		\$10.61		\$10.93	
PAC - Conference Room		\$12.00		\$12.36		\$12.73		\$13.11	
VG - Clubroom 1		\$20.00		\$20.60		\$21.22		\$21.85	
VG - Clubroom 2		\$20.00		\$20.60		\$21.22		\$21.85	
VG - Clubroom 3		\$20.00		\$20.60		\$21.22		\$21.85	
MULTI-PURPOSE ROOM									
CH1 - Multi-Purpose Room		\$66.00		\$67.98		\$70.02		\$72.12	
CH1 - Art Studio		\$80.00		\$82.40		\$84.87		\$87.42	
CH5 - Multipurpose Room 1		\$52.00		\$53.56		\$55.17		\$56.82	
CH6 - Multipurpose Room		\$32.00		\$32.96		\$33.95		\$34.97	
SMALL DINING ROOM									
CH1 - Dining Room 2		\$63.00		\$64.89		\$66.84		\$68.84	
CH1 - Dining Room 3		\$63.00		\$64.89		\$66.84		\$68.84	
CH2 - The Los Olivos		\$55.00		\$56.65		\$58.35		\$60.10	
CH2 - The Grevillea		\$56.00		\$57.68		\$59.41		\$61.19	
LARGE DINING ROOM									
PAC - Dining Room 1		\$114.00		\$117.42		\$120.94		\$124.57	
PAC - Dining Room 2		\$114.00		\$117.42		\$120.94		\$124.57	
OTHER									
PAC - Rehearsal Room		\$48.00		\$49.44		\$50.92		\$52.45	
PAC - Auditorium		\$2,908.00		\$2,995.24		\$3,085.10		\$3,177.65	
PAC - Auditorium Performance Package		\$2,908.00		\$2,995.24		\$3,085.10		\$3,177.65	
MAIN LOUNGES									
CH1 - Main Lounge		\$251.00		\$258.53		\$266.29		\$274.27	
CH2 - The Sequoia (Including Patio)		\$256.00		\$263.68		\$271.59		\$279.74	
CH5 - Main Lounge (Stage Side) Total		\$346.00		\$356.38		\$367.07		\$378.08	
CH5 - Main Lounge (Back Side) Total		\$250.00		\$257.50		\$265.23		\$273.18	
CH5 - Main Lounge (All) Total		\$484.00		\$498.52		\$513.48		\$528.88	
CH6 - Main Lounge		\$91.00		\$93.73		\$96.54		\$99.44	
CH7 - Main Lounge		\$210.00		\$216.30		\$222.79		\$229.47	

## **STAFF REPORT**

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**DATE:** June 11, 2020  
**FOR:** Community Activities Committee  
**SUBJECT:** Recreation Department Standardized Annual Fee Increases

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### **RECOMMENDATION**

Discuss incrementally increasing recreation fees by 3 percent annually for fiscal years 2022, 2023 and 2024 and amend the current GRF shared cost guidelines and calculation formulas.

### **BACKGROUND**

The costs for providing GRF facilities and services are shared equally by all units within Laguna Woods Village, a concept referred to as “shared costs,” and billed within the monthly assessment. Some exceptions are made in the form of user fees, designed to partially offset the costs allocated to members. A shared cost guideline (Attachment 1) outlines when the levying and collection of fees would be appropriate and some of the key elements are noted below:

Exceptions are made to offset shared costs in a number of circumstances to:

1. Control crowding;
2. Minimize over-usage;
3. Impose reasonable limitations on facility or service;
4. Address high cost facility or service;
5. Address new facility or service; and/or
6. Account for limited or exclusive use

Since inception, no fees have been imposed for certain facilities and services because community associations traditionally view them as an integral part of residential real property and use of those facilities should be covered by the resident’s monthly assessments. This includes but is not limited to the following:

1. Aquatics (pools)
2. Racquet sport courts
3. Transportation
4. Practice putting greens
5. Bocce courts
6. Billiard rooms

Standing committees annually and at other times when circumstances require review fees and recommend changes based on current operations and economic conditions. When making fee recommendations, the committees are often looking at utilization, trends and costs. Recommendations are sent to the board for review and adoption by resolution.

## **DISCUSSION**

Recreation and Special Events Department fees are supported by fee policy resolutions that automatically update the fee amounts annually based on the adopted budget. The Community Activities Committee (CAC) is conducting a comprehensive Recreation and Special Events Department financial analysis including identifying the true shared cost per manor per month for recreational activities subsidized by the shared fee concept such as golf, room rentals and garden centers.

In an effort to minimize fee increase fluctuations and to stay current with economic inflationary measures the CAC discussed standardizing fee increases by implementing an annual 3 percent fee increases for three years beginning in FY 2022 and ending in 2024. Staff developed a three-year fee schedule reflecting an annual 3 percent increase for resident recreational services (Attachment 2). It should be noted that with the 3 percent annual increase some room rates will not change as rental fees are rounded to the nearest dollar. For example, the small dining room in Clubhouse 1 would remain \$1 with the 3 percent increase.

## **FINANCIAL ANALYSIS**

Based on a three-year average (FY 2017, 2018 and 2019) of non-assessed revenues, the Recreation and Special Events Department generates \$3 million annually. If the annual 3 percent fee increase were implemented, the following estimated additional reviews may be realized:

**Table 1: Estimated Additional Revenues**

Fiscal Year	Amount
2022	\$92,162
2023	\$94,927
2024	\$97,775
Estimated Total	\$284,864

**Prepared By:** Brian Gruner, Recreation and Special Events Director

**Reviewed By:** Steve Hormuth, Interim Finance Director  
Siobhan Foster, Chief Operating Officer

## **ATTACHMENT(S)**

ATT1: Guidelines for Shared Costs and Fees

ATT 2: Standardized 3 Percent Recreation Fee Schedule for Fiscal Years 2022, 2023 and 2024

## Attachment 1

### RESOLUTION 90-12-132

#### GUIDELINES FOR SHARED COSTS AND FEES

RESOLVED, November 6, 2012, that the following Guidelines for the sharing of costs and for the levying and collection of fees reflect the policies and practices which have developed over the history of Laguna Woods Village. The Guidelines are subject to change from time to time at the discretion of the Golden Rain Foundation Board of Directors (GRF).

A. General Principles and the Shared Cost Concept:

- I. Shared costs are costs of furnishing, maintaining, or operating facilities and services which all Laguna Woods Village residents use or enjoy, or have the right to use or enjoy. They are costs budgeted as Golden Rain Foundation operating or reserve expenditures shared equally throughout Laguna Woods Village by manor. The monthly assessment by each manor ownership reflects an equal portion of these costs per the amended Trust Agreement dated March 30, 1964, Paragraph 6: "Golden Rain costs shall be included in monthly assessment on a pro-rata basis to members of respective corporations."
- II. Reasonable fees may be imposed pursuant to the Trust Agreement, as amended.

B. Exceptions to the Shared Cost Concept:

- I. Utilization Control  
In order to control crowding, to minimize over-usage, or to impose reasonable limitations on guests, fees may be imposed on users of a shared cost facility or service.
- II. Financial Support of a Facility/Service  
Reasonable fees may be imposed on the users of a new or existing shared cost facility or service if GRF determines that fees would be appropriate to help offset costs and reduce assessments.
- III. Exclusive Use of Facility by Resident  
Where only a small number of residents are allowed access to a facility, GRF may impose a fee to recover certain costs of operating that facility.

C. Special Facilities:

Since the inception of Laguna Woods Village, two facilities have consistently been declared to be free from the imposition of fees for use thereof by Laguna Woods Village residents.

- I. The first of such special facilities is the aquatics and necessary related facilities. The special classification of aquatics derives from the view

traditionally held by the Laguna Woods Village community that the "swimming pool" is an integral part of residential real property.

- II. The second such special facility is the Laguna Woods Village Transportation System. Its special classification derives from assurances of the original developer that the community bus system would furnish certain fare-free bus transportation to Laguna Woods Village residents. Rendition of this free bus service has been endorsed and continued by the first and subsequently elected Golden Rain Foundation Boards of Directors.

Additionally, there are other facilities where it would be difficult to collect fees or where it may not prove to be cost effective.

D. Definition of Fees:

Inasmuch as GRF provides multipurpose facilities and services, a formula for determining fees shall be applied to each such facility or service separately in order to determine an appropriate fee amount. When establishing fees, GRF will review direct costs of operating the facility, reserve requirements for equipment and facility improvements, and utilization.

- I. Facilities Fee - A payment imposed on the user of a shared facility in order to control use or recover a portion of the facility costs. The fee should represent an equitable and reasonable division of cost between the user and the monthly assessment.
- II. Administrative Service Fee - A payment imposed on the user of a service provided by administrative personnel of the Managing Agent or a contracted service provider.
- III. Entertainment Fee - A fee assessed to individuals for a Recreation coordinated event.
- IV. Additional Occupant Fee - A payment imposed for each additional occupant over two in a manor, whether owner or tenant, for the right to use community facilities or services.
- V. Nonresident/Guest Fees - A payment imposed on a nonresident, including all non-Laguna Woods Village organizations, for use of a community facility or service.

In the event that the owner(s) of any manor shall lease said manor to a tenant or tenants, such tenant(s) shall be entitled to the use of all GRF facilities or services as aforesaid during the term of said lease and the owner(s) shall not be entitled to such use of said facilities or services.

RESOLVED FURTHER, that Resolution G-89-115 adopted November 7, 1989 is hereby superseded and cancelled; and

## Attachment 2

	2021	2022	2023	2024
<b>EQUESTRIAN CENTER</b>				
Horse Care Services (per day)	\$35.00	\$36.05	\$37.13	\$38.25
Horse Boarding Fee	\$249.00	\$256.47	\$264.16	\$272.09
Horse Feed - Pellets	\$36.00	\$37.08	\$38.19	\$39.34
Horse Feed - Alfalfa Hay	\$51.00	\$52.53	\$54.11	\$55.73
Horse Feed - Teff Hay	\$63.00	\$64.89	\$66.84	\$68.84
Horse Feed - Orchard Hay	\$90.00	\$92.70	\$95.48	\$98.35
Horse Feed - Timothy Hay	\$96.00	\$98.88	\$101.85	\$104.90
Resident trail ride, per hour on GRF horse	\$5.00	\$5.15	\$5.30	\$5.46
Horse rental, per hour	\$4.00	\$4.12	\$4.24	\$4.37
Horse rental, per 1/2 hour	\$2.00	\$2.06	\$2.12	\$2.19
Lessons, private, per hour	\$21.00	\$21.63	\$22.28	\$22.95
Lessons, private, per 1/2 hour	\$11.00	\$11.33	\$11.67	\$12.02
Lessons, group, per hour, per person	\$5.00	\$5.15	\$5.30	\$5.46
Lessons, group, per 1/2 hour per person	\$3.00	\$3.09	\$3.18	\$3.28
Storage, horse trailer	\$160.00	\$164.80	\$169.74	\$174.84
Hauling horse in trailer (per hour)	\$47.25	\$48.67	\$50.13	\$51.63
Hauling horse in trailer (per mile)	\$0.58	\$0.59	\$0.61	\$0.63
<b>GARDEN CENTERS</b>				
Garden Plot	\$57.00	\$58.71	\$60.47	\$62.29
Shade Area Benches	\$11.00	\$11.33	\$11.67	\$12.02
Tree Plot	\$57.00	\$58.71	\$60.47	\$62.29
<b>LOCKER RENTAL (Annual)</b>				
Billiard Room - Clubhouse 1	\$10.00	\$10.30	\$10.61	\$10.93
Billiard Room - PAC	\$9.00	\$9.27	\$9.55	\$9.83
Clubhouse 2	\$33.00	\$33.99	\$35.01	\$36.06
Clubhouse 4 - Outside	\$13.00	\$13.39	\$13.79	\$14.21
Golf Club Locker	\$45.00	\$46.35	\$47.74	\$49.17
Club Storage (locker) , Monthly	\$12.00	\$12.36	\$12.73	\$13.11
Jewelry Locker - Inside	\$8.00	\$8.24	\$8.49	\$8.74
Table Tennis	\$11.00	\$11.33	\$11.67	\$12.02
<b>RECREATION (Other)</b>				
Bartending Service Fee	Varies			
Kitchen Fee - Small Dining Room	\$25.00	\$25.75	\$26.52	\$27.32
Kitchen Fee - Large Dining Room	\$50.00	\$51.50	\$53.05	\$54.64
<b>GOLF</b>				
<b>CARTS AND CLUBS</b>				
Cart Registration, Single Use	\$8.00	\$8.24	\$8.49	\$8.74
Cart Registration, Annual Pass	\$60.00	\$61.80	\$63.65	\$65.56
Cart Rental, 18 Holes	\$15.00	\$15.45	\$15.91	\$16.39
Cart Rental, 9 Holes	\$8.00	\$8.24	\$8.49	\$8.74
Cart Rental, Hand Pulled	\$1.00	\$1.03	\$1.06	\$1.09
Club Rental	\$25.00	\$25.75	\$26.52	\$27.32

	2021	2022	2023	2024
Club Storage (locker), Annual Fee	\$45.00	\$46.35	\$47.74	\$49.17
Club Storage (locker) , Monthly	\$12.00	\$12.36	\$12.73	\$13.11
<b>DRIVING RANGE</b>				
Driving Range, Large Bucket	\$3.00	\$3.09	\$3.18	\$3.28
Driving Range, Small Bucket	\$2.00	\$2.06	\$2.12	\$2.19
Driving Range, Quarter Bucket	\$1.00	\$1.03	\$1.06	\$1.09
<b>GREENS FEES</b>				
27 Hole Course, 18 Holes	\$16.00	\$16.48	\$16.97	\$17.48
27 Hole Course, 9 Holes	\$8.00	\$8.24	\$8.49	\$8.74
Par 3 Course, 18 Holes	\$10.00	\$10.30	\$10.61	\$10.93
Par 3 Course, 9 Holes	\$6.00	\$6.18	\$6.37	\$6.56
<b>ROOM RENTAL - RESIDENTS (Hourly Rate)</b>				
<b>CONFERENCE ROOMS</b>				
CH1 - Conference Room	\$1.00	\$1.03	\$1.06	\$1.09
PAC - Conference Room	\$1.00	\$1.03	\$1.06	\$1.09
VG - Clubroom 1	\$4.00	\$4.12	\$4.24	\$4.37
VG - Clubroom 2	\$4.00	\$4.12	\$4.24	\$4.37
VG - Clubroom 3	\$4.00	\$4.12	\$4.24	\$4.37
<b>MULTI-PURPOSE ROOM</b>				
CH1 - Multi-Purpose Room	\$3.00	\$3.09	\$3.18	\$3.28
CH1 - Art Studio	\$3.00	\$3.09	\$3.18	\$3.28
CH5 - Multipurpose Room	\$3.00	\$3.09	\$3.18	\$3.28
CH6 - Multipurpose Room	\$2.00	\$2.06	\$2.12	\$2.19
<b>SMALL DINING ROOM</b>				
CH1 - Dining Room 2	\$1.00	\$1.03	\$1.06	\$1.09
CH1 - Dining Room 3	\$1.00	\$1.03	\$1.06	\$1.09
CH2 - The Los Olivos	\$1.00	\$1.03	\$1.06	\$1.09
CH2 - The Grevillea	\$1.00	\$1.03	\$1.06	\$1.09
<b>LARGE DINING ROOM</b>				
PAC - Dining Room 1	\$5.00	\$5.15	\$5.30	\$5.46
PAC - Dining Room 2	\$5.00	\$5.15	\$5.30	\$5.46
<b>OTHER</b>				
PAC - Rehearsal Room	\$2.00	\$2.06	\$2.12	\$2.19
PAC - Auditorium	\$19.00	\$19.57	\$20.16	\$20.76
PAC - Auditorium Performance Package	\$23.00	\$23.69	\$24.40	\$25.13
PAC - Auditorium Event w/Admission	\$395.00	\$406.85	\$419.06	\$431.63
<b>MAIN LOUNGES</b>				
CH1 - Main Lounge	\$8.00	\$8.24	\$8.49	\$8.74
CH2 - The Sequoia (Including Patio)	\$10.00	\$10.30	\$10.61	\$10.93
CH5 - Main Lounge (Stage Side) Total	\$13.00	\$13.39	\$13.79	\$14.21
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<b>ROOM RENTAL - EXCEPTION RATES (Hourly Rate)</b>				
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CH6 - Multipurpose Room	\$32.00	\$32.96	\$33.95	\$34.97
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CH1 - Dining Room 3	\$63.00	\$64.89	\$66.84	\$68.84
CH2 - The Los Olivos	\$55.00	\$56.65	\$58.35	\$60.10
CH2 - The Grevillea	\$56.00	\$57.68	\$59.41	\$61.19
<b>LARGE DINING ROOM</b>				
PAC - Dining Room 1	\$114.00	\$117.42	\$120.94	\$124.57
PAC - Dining Room 2	\$114.00	\$117.42	\$120.94	\$124.57
<b>OTHER</b>				
PAC - Rehearsal Room	\$48.00	\$49.44	\$50.92	\$52.45
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PAC - Auditorium Performance Package	\$2,908.00	\$2,995.24	\$3,085.10	\$3,177.65
<b>MAIN LOUNGES</b>				
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CH7 - Main Lounge	\$210.00	\$216.30	\$222.79	\$229.47



**STAFF REPORT**

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**DATE:** June 10, 2021  
**FOR:** Community Activities Committee  
**SUBJECT:** Special Accommodation for Reciprocal and Charitable Club Events Hosted by the Laguna Woods Village Men's 18-Hole Golf Club

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**RECOMMENDATION**

Approve the Laguna Woods Village Men's 18-Hole Golf Club special accommodation request for 2021 to reduce or waive guest fees when hosting the reciprocal and/or charitable club events listed below which market the community to non-residents and/or fundraise for the Foundation of Laguna Woods Village.

**BACKGROUND**

Annually, the LWV Men's 18-Hole Golf Club hosts a number of events that market to non-residents or fundraise for the Foundation of Laguna Woods Village. Typically, these events include:

<b>Event</b>
The Memorial Tournament benefiting Foundation of Laguna Woods Village
Silver Seniors Home Matches
60+ Match
Laguna Woods Men's Club Member/Guest Tournament
Laguna Woods Men's Club Annual Appreciation Day
Irvine Valley College Student Event

At the April 9, 2020 CAC meeting, the committee discussed and approved the events to have fees waived or adjusted. At the May 5, 2020 GRF board meeting, the board supported CAC's recommendation and approved the waiver/reduction of the fees. However, due to the COVID-19 pandemic the events did not occur.

**DISCUSSION**

The 18-Hole Men's Golf Club is again requesting that facility and golf fees be reduced or waived to accommodate the following events in 2021 (Attachment1):

<b>Event</b>	<b>Request</b>
Memorial Tournament	Greens fees waived plus admin. costs
Silver Seniors Home Matches	Guests pay resident rate
Member/Guest Tournament	Guests pay resident rate

## **FINANCIAL ANALYSIS**

The 18-Hole Men's Golf Club is requesting fees be modified for the following events only:

<b>Event</b>	<b>Request</b>	<b>Fiscal Impact</b>
Memorial Tournament	Greens fees waived plus admin. costs	(\$10,000 )
Silver Seniors Home Matches	Guests pay resident rates	( \$1,368)
Member/Guest Tournament	Guests pay residents rates	(\$2,808)
<b>Total Impact</b>		<b>(\$14,176)</b>

The Memorial Tournament raises more than \$30,000 annually for the Foundation of Laguna Woods Village.

**Prepared By:** Brian Gruner, Recreation and Special Events Director

**Reviewed By:** Steve Hormuth, Interim Finance Director  
Siobhan Foster, COO

## **ATTACHMENT(S)**

ATT1: 18-Hole Men's Golf Club Fee Modification Request

## **ATTACHMENT 1**

### **2021 18-Hole Men's Golf Club Fee Modification Request**

1. The Memorial Tournament Benefiting the Laguna Woods Village Foundation
  - a. Green Fees and Cart Fees have been waived each year by GRF
  - b. The tournament raises approximately \$30,000 each year between donations, sponsorship and other fundraisers during the event.
  - c. Staff has been involved in the set-up and execution of this event and VMS resources have helped with promotion and administration of parts of the event.
  - d. The fiscal impact and loss of approximately \$10,000 in green fees revenue and \$750 in added payroll to coordinate the tournament for the men's club.
2. Silver Seniors Home and Away Matches
  - a. These are matches with other senior teams from six other clubs around Southern California. They play one home and one away match with each of the clubs that culminate in a season ending championship for the winners of the different brackets.
  - b. 12 members of each team play at each venue for a total of 72 non-residents playing during the season.
  - c. Historically the facility has offered these visiting players the resident green fee of \$16 rather than the guest fee of \$35 as this is typically reciprocal when they travel to the other clubs.
  - d. Revenue lose would be \$1,368, the difference of resident fees and guest fees.
3. Laguna Woods Men's Club Member/Guest Tournament
  - a. Annual event pairing one men's club member with a non-resident guest in a social competitive format.
  - b. Can be as large as 72 members and 72 guests taking 18 of the 27 holes for one day.
  - c. In past years the fees has been adjusted to the resident fee of \$16 per player in an effort to allow the club members to showcase the facility at an affordable rate.
  - d. Loss of revenue is \$2,808.