



Laguna Woods Village owner/residents are welcome to participate in committee meetings and submit comments or questions regarding virtual committee meetings using one of two options:

1. 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 manor number must be included.
2. By calling (949) 268-2020 beginning one half hour before the meeting begins and throughout the remainder of the meeting. You must provide your name and manor number.

OPEN MEETING

**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION COMMUNITY
ACTIVITIES COMMITTEE
Thursday, May 14, 2020 – 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 April 9, 2020
5. Chair's Remarks
6. Department Head Update
7. Member Comments (Items Not on the Agenda)

Consent:

8. Financial Statement

Reports:

9. None

Items for Discussion and Consideration:

10. Request from resident-George Zilligen
11. Club Insurance - Mr. Dan Yost, Risk Manager
 - a. COVID-19 Club Insurance
12. Clubs/Organizations Annual Fee and Rollover Fee
13. Exclusive Use of Club Entertainment
14. Alternative Entertainment for 2021 4th of July Celebration
15. Additional Emeritus Classes Review for 2021
16. Security for Specialty Events Discussion



Items for Future Agendas:

17. Review of Existing Recreation Department Rules and Policies
18. Review of Community Facilities Utilization
19. Expense and Revenue for all Recreation Activities for 2020
20. Outdoor Fitness Equipment

Concluding Business:

21. Committee Member Comments
22. Date of Next Meeting – June 11, 2020 at 1:30 p.m.
23. Adjournment

Joe Fitzekam, Chair
Brian Gruner, Staff Officer
Telephone: 597-4270

OPEN MEETING

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

Thursday, April 9, 2020 – 1:30 p.m.
Board Room

MEMBERS PRESENT: Joe Fitzekam-Chair, Andre Torng, Juanita Skillman, Yvonne Horton, Bunny Carpenter, Annie McCary, Cush Bhada, Dennis Boudreau

MEMBERS ABSENT: Ryna Rothberg, Ed Tao, Janey Dorrell

OTHERS PRESENT: Annette Soule was present in audience.

STAFF PRESENT: Siobhan Foster, Brian Gruner, Jennifer Murphy and Jackie Kupfert

Call to Order

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

Acknowledgement of Media

There was no press present.

Approval of Agenda

A motion was made to add item Special Accommodation for Reciprocal and Charitable Events as #11 under reports and to add Expense and Revenue for all Recreation Activities for 2020 under Future Agendas.

Motion passed unanimously.

Approval of Committee Report for March 12, 2020

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

Chair's Remarks

Chair Fitzekam thanked everyone for attending today. He stated clubs will want to have opportunity to make their events safe once all are able to return to normal activity. Chair Fitzekam encouraged staff and boards to make every effort to accommodate the needs of both small and large clubs as these clubs are vital to Laguna Woods Village.

Report of the Recreation and Special Events Director

Mr. Gruner stated residents may go to lagunawoodsvillage.granicus.com to view and listen to today's CAC meeting. He stated due to the COVID-19 pandemic closure, there are no past or upcoming events to report at this time.

Mr. Gruner reported the following facility maintenance updates: the Performing Arts Center bids have come in and the Ad-Hoc committee will be meeting next Monday to review; new screening was installed on the staff tool shed at Garden Center 2; West Coast Arborists will begin tree trimming at both Garden Centers on April 20 which will focus on walkways for safety; weeding at Garden Center 2 will also commence soon; the golf course is being maintained daily; aerification of the golf course has been scheduled to begin early due to the closure; additional fitness classes will start airing on Village TV tomorrow at 10 a.m.; in-home golf skill videos will be emailed to the golfers; the Equestrian Center watering system is being improved with replacing waterers, valves and fixing leaks; Newport Exterminating has added more rodent control measures at the Equestrian Center; staff consolidated horse feed vendors to reduce costs; pools are being maintained daily including the lowering of chlorine levels due to closures; Recreation staff has been working as gate ambassadors assisting Security.

Director Skillman stated the "little library" has been made available on the library front patio and the volunteers are responding to requests on our website to reserve items. Every precaution is being taken to protect residents and supervisors who are working, singularly, for a few hours a day. Both offerings are very well used.

Member Comments (*Items Not on the Agenda*)

As meeting was held via GoToMeeting, Chair Fitzekam read an email from the President of Duplicate Bridge regarding the proposed early closure of 4 p.m. at Clubhouse 7 on specified holidays.

Chair Fitzekam directed staff to research the revenue of duplicate bridge club events and how the closure may affect that revenue.

CONSENT

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

REPORTS

Pool 2 Backstroke Stanchions and Flags – Mr. Gruner stated the Recreation and Special Events Department recommendation to install stanchions and backstroke flags at Pool 2.

Discussion ensued.

Motion was made to deny the Recreation and Special Events Department recommendation to install stanchions and backstroke flags at Pool 2.

Motion failed 4-3.

Motion was made to approve the Recreation and Special Events Department recommendation to install stanchions and backstroke flags at Pool 2.

Motion passed 4-3.

Mandatory Security Presence at Specialty Resident Events - Ms. Murphy stated the staff recommendation to amend the GRF Recreation and Special Events Department Policy requiring clubs/residents to obtain fee-based security services when hosting specialty events, as deemed necessary by recreation staff.

Discussion ensued.

Motion was made to deny staff recommendation for mandatory security presence at specialty resident events.

Motion passed unanimously.

Staff was directed to reword the staff report verbiage, include financial impact and present an updated report at the May 14, 2020 CAC meeting.

Special Accommodation for Reciprocal and Charitable Club Events - Mr. Gruner stated the staff recommendation to approve the Men's 18-Hole Golf Club special accommodation request 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 on behalf of the community to apply modified facility usage rates.

Discussion ensued.

Motion was made to approve special accommodation request to reduce or waive guest fees for the Memorial Golf Tournament, Men's Silver Senior Golf Team Matches and Laguna Woods Men's Club Member/Guest Tournament only.

Motion passed 5-1.

ITEMS FOR DISCUSSION AND CONSIDERATION

Clubs/Organizations Annual Fee and Rollover Fee – Mr. Gruner stated a sliding rate review was proposed at the March CAC meeting and introduced Ms. Murphy to report the history of Ad Hoc meetings regarding the annual fee and rollover fee.

Discussion ensued.

Staff was directed to review current fees and readjust them for small clubs with members totaling 20 to 30. A staff report is to be presented at the May 14, 2020 CAC meeting.

Club President Meeting Survey Results - Mr. Gruner stated a survey was conducted at the Club President's meeting in February. Ms. Murphy presented the survey report.

Discussion ensued.

Staff was directed to review the room reservation usage regarding clubs.

ITEMS FOR FUTURE AGENDAS

Review of Existing Recreation Department Rules and Policies - Staff was directed to keep this item under future agendas.

Review of Community Facilities Utilization - Staff was directed to keep this item under future agendas.

Expense and Revenue for all Recreation Activities for 2020 - Staff was directed to keep this item under future agendas.

CONCLUDING BUSINESS

Committee Member Comments

Director Carpenter stated the meeting went well and thanked staff for assisting.

Director Horton agreed with Director Carpenter and stated all who were involved with the Club President meeting handled it well.

Chair Fitzekam stated only a few club presidents were upset and many clubs thanked all who hosted the meeting. He stated today's CAC meeting went well and thanked all participants for their patience as a new platform is learned.

Director McCary stated this was a great meeting and thanked staff. She recommended future meetings only last a maximum of three hours.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held at 1:30 p.m. via the GoToMeeting platform on Thursday, May 14, 2020.

Adjournment

There being no further business, the Chair adjourned the meeting at 4:53 p.m.


Joe Fitzekam, Chair

**Golden Rain Foundation of Laguna Woods
Proforma Recreation Services Summary of Operations
3/31/2020**

SUMMARY: DEPARTMENT OF RECREATION SERVICES

	Admin	Aquatics/Fitness	Bar Services	Clubhouses	Equestrian	Garden Centers	Golf	PAC	YTD ACTUAL	YTD BUDGET	VAR\$ B/(W)
Non-Assessment Revenues:											
Golf Green Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$308,120	\$0	\$308,120	\$378,750	(\$70,630)
Golf Operations	0	0	0	0	0	0	53,571	0	53,571	64,159	(10,588)
Merchandise Sales	0	290	10,672	0	0	0	38,558	0	49,520	67,080	(17,560)
Clubhouse Rentals and Event Fees	2,204	2,006	0	61,820	1,399	0	3,433	82,716	153,578	162,431	(8,853)
Rentals	0	0	0	0	0	13,689	13,500	0	27,189	55,800	(28,611)
Miscellaneous	2,539	37,827	100	20,280	26,902	(1,154)	(105)	5,254	91,642	114,543	(22,901)
Total Non-Assessment Revenue	4,743	40,123	10,772	82,100	28,301	12,535	417,077	87,971	683,620	842,763	(159,143)
Expenses:											
Employee Compensation	94,921	117,245	5,459	201,775	51,532	10,914	394,050	83,289	959,185	958,554	(631)
Expenses Related to Employee Compensation	36,132	36,277	1,553	58,030	12,905	5,859	159,440	19,432	329,627	318,183	(11,444)
Materials and Supplies	731	20,741	0	44,151	15,159	3,134	45,074	3,914	132,904	200,474	67,570
Cost of Goods Sold	0	0	5,090	0	0	0	27,653	0	32,743	42,696	9,953
Community Events	1,258	297	0	46,686	(289)	0	0	64,700	112,652	85,449	(27,203)
Utilities and Telephone	170	49,054	0	132,602	21,812	10,087	50,191	18,384	282,299	289,759	7,460
Professional Fees	0	0	0	0	0	0	0	0	0	375	375
Equipment Rental	0	6,142	0	0	0	0	11,314	0	17,456	17,544	89
Outside Services	2,483	87,792	0	4,130	0	735	18,344	9,486	122,970	176,376	53,406
Repairs and Maintenance	0	2,584	0	3,439	2,695	0	2,293	569	11,581	25,757	14,176
Other Operating Expense	19,068	2,303	0	2,450	1,046	80	5,407	1,080	31,433	32,269	836
Property and Sales Tax	43	21	848	212	28	102	3,576	25	4,855	4,932	77
Total Expenses	154,806	322,456	12,949	493,474	104,887	30,912	717,341	200,879	2,037,704	2,152,368	114,664
Net Cost (before allocations)	\$150,063	\$282,333	\$2,178	\$411,374	\$76,586	\$18,377	\$300,264	\$112,908	\$1,354,084	\$1,309,605	\$44,479
Allocated To Departments	(112,416)	0	0	(8,932)	0	0	0	0	(121,348)	(163,161)	(41,813)
Allocated From Departments	61,773	39,370	1,964	126,731	11,399	1,470	27,271	25,217	295,195	340,776	45,581
Net Cost	\$99,420	\$321,703	\$4,141	\$529,173	\$87,985	\$19,848	\$327,535	\$138,125	\$1,527,930	\$1,487,220	\$40,710

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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: George Zilligen Date: 04-17-2020

Print Individual, Club or Organization Name: George Zilligen

Manor: 761B Phone: 612-479-7038 E-mail: fruesott@gmail.com

Request (please check one):

- Change/Exception to Policy
- Donation
- Staff Time Request
- Equipment Request
- Facility Request
- Other: I will be doing the work

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.

Letter attached: My resume below
I am a rose hybridist with two roses listed in the IRAR
(International Registration Authority for Roses) also listed in
The American Rose Society Modern Roses data base.
I've written a rose article for Minnesota Horticulturist
Magazine. I've lectured on climbing and rambling roses for
Twin Cities Rose Club and Northern Iowa State College.
My Minnesota garden had 170 roses mostly ramblers, old world
roses, and climbing roses. I am a winner of numerous ribbons
(cont'd)

Requestor Signature: George D. Zilligen

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):

including the Dowager Queen twice. I have been growing roses for 54 years.

During my most recent years, I have taken to collecting roses that are exquisite but rarer and in fear of disappearing such as the Noisette class, the tea class, and the climbing tea class. I also collect roses associated with the French hybridists of Lyon in the 19th century. I have flown to the Jardin des Bagatelle outside Paris in March to observe the French method of pruning roses. I am a member of Help me find roses, a website with critical rose information. My ID there is George Z, please look at my photos.

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		COMMENTS/COMPLETED DATE
		YES	NO	

If No: *Check Below*

REFERRED TO		DATE	COMMENTS/COMPLETED DATE
	CAC M&C SECURITY GRF FINANCE GRF OTHER		

4/16/20
TO Brian G

April, 10, 2020

Dear GRF Board Members,

Years ago our grandfathers and grandmothers and their parents grew roses available from catalogs from the East Coast sent to Midwestern towns. Roses also came over from Europe with families intent on bringing something of their home countries with them to the prairies of opportunity in America. Successful gold prospectors in San Francisco ordered ornate roses from fancy plant catalogs from Lyon, France.

These roses are still grown, some 200 years old, albeit in smaller numbers and perpetuated by a small group of rosarians throughout the world. I am one of those rosarians living in Laguna Woods.

My request is this; outside my garden plot is the fence that surrounds the garden center, in my case, garden center 2. There is approximately 18 inches from the sidewalk to the fence. Many of the roses I grow reach a height of 18 to 22 feet at their maturity and do not respond well to pruning in order to give a display of roses. However, they can be grown horizontally (flat against the fencing) rather than vertically in which to give the greatest display of roses as possible. This also prevents them from spilling onto the paths.



Pg.2

At the same rate of a garden plot, with the same square footage, I am asking to be allowed an 1.5' by 100' foot length of the fence to grown these exquisite roses for the equal yearly rental fee of \$57.00 a year.

There are very few repositories of these roses throughout the world. The Jardin de Bagetelle in Paris, the San Jose Rose garden, and the Huntington Library Rose garden in Pasadena as well as Germany, Italy, and Australia. *England, Japan*

Please let me know your thoughts on this matter so I can employ this growing season to get started. You can ask Guilleramo at the garden center to oversee this project so you can be assured of its integrity.

My best,

George Zilligen



761 Calle Aragon Unit B

Laguna Woods, CA. 92637

Plot 367

STAFF REPORT

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

RECOMMENDATION

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

BACKGROUND

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

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

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

DISCUSSION

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

Proposed amendments to the current policy are:

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

FINANCIAL ANALYSIS

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

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

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

Prepared By: Jennifer Murphy, Recreation Manager

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

ATTACHMENT(S)

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

RESOLUTION 90-19-39
GRF Recreation Department Policy Revision:
Clubs/Groups/Organizations

WHEREAS at the July Community Activities Committee (CAC) meeting, Staff recommended to approve staff recommendation to amend the GRF Recreation Department Policy as it pertains to clubs/groups/organizations;

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

WHEREAS Club bookings make up the majority of reservations each year with 9,200 dates reserved vs. 4,485 dates reserved by private parties in 2019;

WHEREAS room availability is limited for private party reservations; members are turned away when inquiring about availability for memorials, birthdays and anniversaries;

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

WHEREAS proposed amendments to the current policy are: limit club status to 250 clubs/groups/organizations; initiate annual clubs/groups/organizations fee (\$50) to maintain club status; apply rollover processing fee (calculated by dates) to annual billing; limit rollover dates to 104 per club/group/organization (additional reservations are available through the standard lottery process); club activities, programs and events geared totally towards minors are prohibited;

WHEREAS limiting club status and applying rollover restrictions will free up approximately 477 rental slots for private party use and additionally, implementing a processing fee will offset incurred administrative costs;

WHEREAS anticipated annual revenue generated from proposed fees is \$20,750; and,

NOW THEREFORE BE IT RESOLVED, September 3, 2019, that the Board of Directors of this Corporation hereby introduces approval of staff recommendation to amend the GRF Recreation Department Policy as it pertains to clubs/groups/organizations;

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

August Initial Notification

28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied