



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, October 8, 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 September 10, 2020
5. Chair's Remarks
6. Department Head Update
7. Member Comments (Items Not on the Agenda)

Consent:

8. Financial Statement
9. Utilization of Open Activities

Reports:

10. Equestrian Operating Rules
11. 2021 Recreation Fees

Items for Discussion and Consideration:

12. Updated Outdoor Activity List
13. Removal of Garden Center 1 Office Building

Items for Future Agendas:

14. Budget and Financial Analysis Report - In Progress



Concluding Business:

15. Committee Member Comments

16. Date of Next Meeting – November 23, 2020 at 1:30 p.m.

17. 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, September 10, 2020 – 1:30 p.m.
Virtual GoToMeeting

MEMBERS PRESENT: Jon Pearlstone-Acting Chair, Ryna Rothberg, Juanita Skillman, Andre Torng, Cush Bhada, Dennis Boudreau

MEMBERS ABSENT: Bunny Carpenter, Yvonne Horton, Annie McCary Janey Dorrell, Ed Tao

OTHERS PRESENT: Elsie Addington, John Frankel, Carmen Pacella

STAFF PRESENT: Brian Gruner, Jennifer Murphy, Tom McCray, Jackie Kupfert

Call to Order

Acting Chair Pearlstone 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, and by consensus, the agenda was approved.

Approval of Committee Report for August 13, 2020

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

Chair's Remarks

Acting Chair Pearlstone stated he is appreciative of staff assistance in preparation of this meeting. There are a lot of topics on the agenda that we anticipate moving forward and may be better served waiting until next month when all are present. He welcomed all who are in attendance.

Report of the Recreation and Special Events Director

Mr. Gruner reported that the County of Orange was moved to a red tier category which allows for more businesses to open with conditions in place as the total numbers of COVID-19 are down. Recreation may be able to open more programs and facilities with restrictions and staff is reviewing all options, however this must be done strategically to ensure safety for all residents. The reopening of facilities in phase 1 (golf and driving range) and phase 2 (tennis, pickleball, paddle tennis, lawn bowling, swimming) has been completed and staff is drafting protocols to enter phase 3 which includes starting outdoor fitness classes on September 21. Courts online reservation system was introduced and is going well as many residents are using this system. Online registration will be the

trend for the foreseeable future for all classes. He stated the drive-in movie went well with over 100 attendees.

Mr. Gruner stated the following facility updates: Garden Center operations are going well; the online golf tee time reservation system may be introduced to the community in November; the new Equestrian Center supervisor will begin on October 5; GRF horse Moonstar transitioned to retirement at Sunny Oasis Pasture; the Tennis Center renovation is about complete which included an expansion of the patio deck, refurbishment of the restrooms and the clubhouse; Performing Arts Center and Clubhouse 1 renovations are in review which includes curtain refurbishment and other safety concerns at the Performing Arts Center and staff is working in conjunction with the Clubhouse 1 Ad Hoc Committee to assess the needs of this renovation; Clubhouse 5 and Performing Arts Center are the host facilities for the coin distribution on Thursdays and Fridays which is going well.

Director Torng inquired about Clubhouse 4 reopening. Mr. Gruner stated there is no reopen date yet and the following will need to be in place to ensure safety: protocols to be created, reservations for room use and extra staff onsite for monitoring usage. Acting Chair Pearlstone stated there will be a discussion on these openings/offers later in the agenda.

Member Comments (*Items Not on the Agenda*)

Residents were called to speak on the following: limited accessibility of Recreation amenities and private pool use for Aquadettes practice.

Mr. Gruner stated facility operations are very different due to COVID. For example, at the pools, we must now have reservations to allow for safety in lieu of a resident's ability to come at their leisure. We are utilizing staff as we haven't in the past with new duties and assisting other departments. There is still approximately 70% of Recreation staff furloughed at this time. Current staff is continually training for the new roles in their positions.

Director Bhada inquired as to addressing the Aquadettes request for pool usage. Mr. Gruner stated we cannot accommodate at this time due to high utilization and consistency of club allowances.

Director Addington inquired as to an alternative for those who cannot utilize the online systems. Mr. Gruner stated residents may still use the phone or email to make reservations, but staff will encourage residents to use the online reservation system.

Director Bhada inquired as to instructions on how to use the online reservation system. Mr. Gruner stated it is on the website and residents can get a hard copy at the pools.

CONSENT

Mr. Gruner explained the facility utilization report is created by staff recording the usage of each facility/activity.

Director Torng inquired as to obtaining utilization percentage rates. Acting Chair Pearlstone stated we will be reviewing Recreation utilization and budget reports for the past three years and Equestrian was not included in the current utilization report. Ms. Murphy stated the Equestrian Center is only open for feeding and care at this time, but staff will provide prior year utilization for

the mentioned review. Acting Chair Pearlstone stated we will need a methodology for this study. Ms. Murphy stated the utilization numbers are generated from drop-in room/activity sign-in sheets and pre-registered classes/bookings which are more accurate in recording.

Director Skillman stated the library is functioning and should be included in this total. Ms. Murphy will contact the Library representative for these statistics.

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

REPORTS

None

ITEMS FOR DISCUSSION AND CONSIDERATION

Outdoor Fitness Equipment - Mr. Gruner reported committee members reviewed locations of Clubhouse 4 and Par 3, with consensus being the best locations are Clubhouse 4 and Aliso Creek. He stated boundary lines may be an issue at Aliso Creek between United and GRF. Staff obtained three quotes of equipment only as the location must be determined for proper quote on installation costs. Mr. Gruner would like staff direction from the committee.

A motion was made to utilize the Aliso Creek location for outdoor fitness equipment.

Discussion ensued including location, area survey of Aliso Creek, involving M & C Committee, limited parking at Aliso Creek location, cost of project which is to include a financial review, handicapped accessibility, sanitization of outdoor fitness equipment, potential lack of use of this equipment and moving existing Fitness Center equipment outdoors.

Motion was withdrawn.

Members were called to speak on the following: the addition of outdoor fitness classes, postponing the addition of this equipment and moving existing fitness center equipment outdoors for use.

A motion was made to direct staff to research moving some existing fitness equipment to outdoor areas that are covered properly and provide a detailed cost analysis.

Motion passed unanimously.

2021 Estimated Equestrian Fees - Mr. Gruner stated this agenda item will be tabled to the October CAC meeting to complete a comprehensive analysis of all Recreation fees.

Equestrian Application for Village Community Fund-Help the Herd Program - Mr. Gruner stated staff is looking for approval of this request to move forward for review at the next GRF Board meeting.

Acting Chair Pearlstone requested Equestrian Ad Hoc Committee member, Susan Hemberger, present this request. Ms. Hemberger stated this request is to obtain funding from the Village Community Fund for the care of GRF horses at the Equestrian Center. There is no cost to the community for this request and these funds would go directly to the care of the GRF horses.

Staff was directed to move this item to the October GRF meeting for review.

Recreation Committee Request Form-Additional Golf Course Perimeter Fencing-Community Walkway - Mr. Gruner stated the resident request to install additional fencing around the perimeter path to utilize the entire path for walkers.

Mr. Gruner stated that during the COVID-19 closure, residents were able to walk on the golf course, but with its reopening, the pathways have been restricted. Mr. McCray reported the area that would require fencing which would be costly to the community.

Staff was directed to send a respectful letter to resident explaining prohibitive cost.

Proposed Outdoor Activity List - Mr. Gruner highlighted tentative outdoor fitness class schedule and 10 classes may begin on September 21 with registration beginning next week. Staff is verifying scheduling with instructors. Staff would also like to host drive-up concerts pending the resolution of large gatherings change, move some fitness equipment outdoors and possibly host drive-up entertainment.

Acting Chair Pearlstone inquired about the status of Restaurant 19. Mr. Gruner stated Restaurant 19 is contracted out to Mr. Tony Hibbard and activities would have to be approved with the operator. Mr. Hibbard has not opened dining room or bar services at this time. Acting Chair Pearlstone inquired as to if the agreement is his final decision. Mr. Gruner stated Mr. Hibbard has full operational rights to Restaurant 19.

Ms. Murphy stated four classes are fee based and five classes are free of charge to residents and will be promoted as a four week session; each class may have a 14 person limit and registration scheduling will be through ActiveNet. The resident volunteer instructors will host 1-2 classes per week and the spin class may be up to five days per week. All others may be two classes per week. Acting Chair Pearlstone inquired about waivers. Ms. Murphy stated instructors will need to renew their contracts. She stated Dan Yost, Risk Manager, is reviewing all contracts and waivers and waivers will be online. Ms. Murphy stated the Clubhouse 2 back patio is a tile floor and grout could be a tripping hazard while other locations may be too sunny. All locations will have to be assessed individually for safety. Acting Chair Pearlstone inquired as to any budgetary impact and will existing staff be utilized. Ms. Murphy stated existing staff will be utilized and staff may need to assist those with online reservations. Ms. Murphy stated we may have to bring back additional staff. Mr. Gruner stated the operational procedures will have to be recreated.

Acting Chair Pearlstone would like to move forward with some new activities.

Garden Center Update

Garden Center 2 Gate - Mr. Gruner stated the gate at Garden Center 2 is not operational due to a card swipe system which does not allow for safe pedestrian access and the existing side sensor plate is only designed for cars, not golf carts. This gate would need to be retrofitted to allow for pedestrians and other modes of transportation. The card swipe system would not allow for contractor access, Waste Management access and those gardeners that share the plot who may not be a resident or card coded for access if a resident. Mr. Gruner stated the gate is currently

locked at night and unlocked in the morning by Security. All options would require additional funding.

Discussion ensued.

Staff was directed to not move forward on researching the retrofitting of the gate.

Garden Center Operating Rules - Ms. Kupfert reported on the omission of a redundant line item which states disciplinary action if resident is “receiving more than six written warnings for the same violation within two program years.”

Staff was directed to omit the redundant line item.

Recreation Committee Request Form-Assessment of Public Gathering Area Safety - Mr. Gruner stated the resident request that Recreation provide an initial assessment of the value of having an outdoor amphitheater for multiple community gathering benefits. Mr. Gruner stated this item will be discussed at the next GRF Strategic Planning Committee meeting.

Staff was directed to stay in communication with the GRF Strategic Planning Committee with no action to be taken at this time. Staff will present at a future CAC meeting if project is to move forward.

ITEMS FOR FUTURE AGENDAS

Budget and Financial Analysis Report - Acting Chair Pearlstone stated staff has prepared documentation regarding fees, excessive loss and expenses and revenue for review. This will be discussed at the October CAC meeting.

CONCLUDING BUSINESS

Committee Member Comments

Director Skillman stated this was a very productive meeting as many discussions were important. Director Bhada thanked Acting Chair Pearlstone for a good meeting and stated everyone stay safe.

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, October 8, 2020.

Adjournment

There being no further business, the Acting Chair adjourned the meeting at 4:12 p.m.

Jon Pearlstone

Jon Pearlstone, Acting Chair

**Golden Rain Foundation of Laguna Woods
Budget Comparison Report by Account
8/31/2020**

SUMMARY: DEPARTMENT OF RECREATION SERVICES

	2016 Actuals	2017 Actuals	2018 Actuals	2019 Actuals	2020 Actual YTD
Non-Assessment Revenues:					
Golf Green Fees					
42001000 - Golf Green Fees - Residents	\$959,170	\$920,154	\$1,225,612	\$1,125,468	\$726,969
42001500 - Golf Green Fees - Guests	197,349	207,659	241,579	226,330	47,991
Total Golf Green Fees	1,156,519	1,127,813	1,467,191	1,351,798	774,960
Golf Operations					
42002000 - Golf Driving Range Fees	102,713	97,822	110,420	71,640	34,596
42003000 - Golf Cart Use Fees	169,422	168,764	162,484	142,948	114,317
42004000 - Golf Lesson Fees	27,525	25,835	15,985	13,775	12,135
42005000 - Golf Club Storage Fees	0	2,395	920	3,180	2,745
42005500 - Golf Club Rental Fees	0	78	0	0	0
Total Golf Operations	299,660	294,894	289,809	231,543	163,793
Merchandise Sales					
41501000 - Merchandise Sales - Pro Shop	144,288	191,429	201,529	179,145	68,372
41502500 - Merchandise Sales - Fitness	231	1,526	1,135	926	290
41505000 - Bar Sales	82,685	81,816	76,127	68,140	10,672
Total Merchandise Sales	227,204	274,771	278,791	248,211	79,334
Clubhouse Rentals and Event Fees					
42501000 - Clubhouse Room Rentals - Residents	291,906	249,898	323,965	421,484	75,409
42501500 - Clubhouse Room Rentals - Exception Rate	4,282	55,141	63,419	13,915	2,517
42502000 - Clubhouse Event Fees - Residents	263,114	291,037	252,622	276,589	65,291
42502500 - Clubhouse Event Fees - Non Residents	0	0	0	(24)	0
42503000 - Village Greens Room Rentals - Residents	1,642	5,899	5,068	6,008	2,568
42503500 - Village Greens Room Rentals - Non Residents	870	1,307	780	1,185	467
Total Clubhouse Rentals and Event Fees	561,814	603,282	645,854	719,157	146,252
Rentals					
43001000 - Garden Plot Rental	43,098	37,011	44,299	44,534	38,046
43001500 - Shade House Rental Space	0	338	360	360	407
48001500 - Lease Revenue	46,500	45,000	54,000	54,000	36,000
Total Rentals	89,598	82,349	98,659	98,894	74,453
Fees and Charges for Services to Residents					
46501000 - Permit Fee	170	0	0	0	0
Total Fees and Charges for Services to Residents	170	0	0	0	0
Miscellaneous					
43501000 - Horse Boarding Fee	73,016	66,700	63,493	58,825	42,015
43501500 - Horse Feed Fee	30,266	29,716	28,764	27,068	18,034
43502000 - Horse Trailer Parking Fee	1,106	(240)	480	480	480
43502500 - Horse Lesson Fee - Resident	27,079	25,199	23,498	14,178	3,403
44001000 - Fitness Fee - Guests	1,056	1,614	1,168	0	0
44001500 - Pool Fee - Guests	13,534	3,978	2,399	(30)	0
44002000 - Bridge Room Fee - Guests	66,680	64,851	62,193	58,276	12,380
44002500 - Parking Fees - Non Residents	38,740	0	0	0	0
44003000 - Class Fees	82,889	124,355	153,662	152,687	36,548
44003500 - Locker Rental Fee	4,252	4,856	5,276	4,984	4,235
44004500 - Clubhouse Labor Fee	28,996	40,809	39,740	39,352	4,635
44005000 - Clubhouse Equipment Fee	0	0	0	750	0
44005500 - Clubhouse Catering Fee	14,977	25,980	19,038	17,391	5,458
44006000 - Tickets Sales - Residents	11,919	805	50	630	0
44006500 - Sponsorship Income	42,804	34,027	40,585	45,050	4,246
46001000 - RV Storage Fee	0	(66)	0	0	0
46002000 - Traffic Violation	18	0	0	0	0
44502000 - Variance Processing Fee	0	0	(36)	0	0

44506000 - Photo Copy Fee	388	0	0	0	0
47001000 - Cash Discounts - Accounts Payable	627	454	8	708	0
47001500 - Late Fee Revenue	0	(160)	(1,830)	(160)	0
49009000 - Miscellaneous Revenue	18,632	3,051	4,918	2,273	(111)
Total Miscellaneous	456,979	425,929	443,406	422,462	131,323
Total Non-Assessment Revenue	2,791,944	2,809,038	3,223,710	3,072,065	1,370,115
Expenses:					
Employee Compensation					
51011000 - Salaries & Wages - Regular	2,341,895	2,348,640	2,398,201	2,474,377	1,231,056
51021000 - Union Wages - Regular	860,532	923,835	865,480	851,462	637,142
51041000 - Wages - Overtime	53,441	63,814	48,918	65,492	18,004
51051000 - Union Wages - Overtime	12,374	17,167	11,420	15,382	9,167
51061000 - Holiday & Vacation	275,127	125,451	291,008	289,090	161,225
51071000 - Sick	49,559	57,228	61,470	78,526	69,183
51091000 - Missed Meal Penalty	3,936	6,607	13,956	15,260	7,779
51101000 - Temporary Help	45,705	27,936	0	0	0
51981000 - Compensation Accrual	61,682	(12,227)	7,190	17,276	(96,078)
Total Employee Compensation	3,704,251	3,558,451	3,697,643	3,806,865	2,037,478
Compensation Related					
52411000 - F.I.C.A.	266,058	266,840	274,541	282,868	161,550
52421000 - F.U.I.	27,801	29,452	6,504	6,338	4,789
52431000 - S.U.I.	40,213	37,121	57,455	48,588	32,607
52441000 - Union Medical	268,799	317,639	293,540	288,047	209,607
52451000 - Workers' Compensation Insurance	297,411	217,488	312,190	246,152	125,846
52461000 - Non Union Medical & Life Insurance	202,863	188,456	230,342	230,851	154,529
52471000 - Union Retirement Plan	57,840	57,658	53,180	59,763	48,598
52481000 - Non-Union Retirement Plan	34,768	52,020	53,783	54,432	31,197
52981000 - Compensation Related Accrual	5,553	(1,268)	17,950	(19,566)	(13,108)
Total Compensation Related	1,201,306	1,165,406	1,299,485	1,197,473	755,615
Materials and Supplies					
53001000 - Materials & Supplies	347,686	375,694	306,054	369,953	227,083
53002000 - Expense To Fixed Assets	(24,439)	0	0	0	0
53002500 - Printed Membership Materials	0	0	1,201	0	0
53003000 - Materials Direct	181,765	49,536	0	0	0
53003500 - Materials Direct - Grf	3,312	164,012	185,003	159,171	116,386
53004000 - Freight	6,460	5,947	8,013	11,284	6,570
Total Materials and Supplies	514,784	595,189	500,271	540,408	350,039
Cost of Goods Sold					
53101000 - Cost Of Sales - Warehouse	7,845	5,062	5,221	4,302	1,238
53101500 - Cost Of Sales - Pro Shop	120,401	153,385	171,689	143,244	47,612
53102000 - Cost Of Sales - Alcohol	19,253	25,080	19,508	21,557	3,935
Total Cost of Goods Sold	147,499	183,527	196,418	169,103	52,785
Community Events					
53201000 - Community Events	335,918	429,011	430,677	563,596	121,301
Total Community Events	335,918	429,011	430,677	563,596	121,301
Utilities and Telephone					
53301000 - Electricity	499,091	521,683	465,259	479,621	223,495
53301500 - Sewer	60,480	65,375	68,624	64,405	37,166
53302000 - Water	588,368	637,422	628,745	542,641	385,176
53302500 - Trash	58,056	93,783	92,214	93,378	73,677
53303500 - Gas	150,230	189,698	183,483	214,776	87,400
Total Utilities and Telephone	1,356,225	1,507,961	1,438,325	1,394,821	806,914
Professional Fees					
53403500 - Consulting Fees	24,858	0	0	0	0
Total Professional Fees	24,858	0	0	0	0
Equipment Rental					
53501500 - Equipment Rental/Lease Fees	47,634	65,002	73,863	72,370	45,602
Total Equipment Rental	47,634	65,002	73,863	72,370	45,602

Outside Services

53601500 - Credit Card Transaction Fees	56,403	63,439	82,630	90,353	60,875
53602000 - Merchant Account Fees	14,521	15,970	19,090	19,589	3,415
53603000 - Permit Fees	0	2,221	0	0	0
53704000 - Outside Services	122,478	464,983	509,166	523,290	187,177
Total Outside Services	193,402	546,613	610,886	633,232	251,467

Repairs and Maintenance

53701000 - Equipment Repair & Maint	58,663	69,471	61,768	45,125	21,989
53702500 - Building Repair & Maint	12,817	3,501	6,079	10,940	1,794
53703000 - Elevator /Lift Maintenance	3,099	3,727	764	3,493	1,857
53703500 - Water Softener	3,540	3,260	2,174	3,122	3,053
Total Repairs and Maintenance	78,119	79,959	70,785	62,680	28,693

Other Operating Expense

53604000 - Pest Control Fees	2,118	1,584	2,028	7,380	2,962
53801000 - Mileage & Meal Allowance	3,970	1,914	2,042	1,600	131
53801500 - Travel & Lodging	337	1,386	2,472	909	1,053
53802000 - Uniforms	23,078	43,325	31,762	24,227	13,197
53802500 - Dues & Memberships	4,231	3,038	6,175	6,536	4,819
53803000 - Subscriptions & Books	0	0	0	0	15
53803500 - Training & Education	6,145	2,843	4,987	4,961	522
53804000 - Staff Support	306	1,302	1,104	188	342
53901500 - Volunteer Support	14,885	13,859	3,601	10,397	0
53902500 - Recruiting Fees	0	141	0	0	0
53903000 - Safety	366	0	0	0	0
54001500 - Public Relations	0	0	495	0	50
54002500 - Filing Fees / Permits	26,735	26,553	30,789	30,710	21,723
Total Other Operating Expense	82,171	95,945	85,455	86,908	44,814

Property and Sales Tax

54301500 - State & Local Taxes	12,285	19,708	19,953	17,776	5,786
54302000 - Property Taxes	2,426	1,213	2,426	2,426	1,213
Total Property and Sales Tax	14,711	20,921	22,379	20,202	6,999

Net Allocation to Mutuals

48501000 - Allocated To Grf Departments	(463,694)	(486,894)	(485,316)	(476,038)	(303,262)
54602500 - Allocated Expenses	1,686,564	1,486,538	1,434,403	1,311,016	713,746
Total Net Allocation To Mutuals	1,222,870	999,644	949,087	834,978	410,484

Uncollectible Accounts

54602000 - Bad Debt Expense	0	0	0	710	0
Total Uncollectible Accounts	0	0	0	710	0

Total Expenses

8,923,748	9,247,629	9,375,274	9,383,346	4,912,191
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Excess of Revenues Over Expenses

(\$6,131,804)	(\$6,438,591)	(\$6,151,564)	(\$6,311,281)	(\$3,542,076)
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Final

2020 Facility Utilization



	May	June	July	August	September	Total
Tennis	333	1288	2874	2135	1951	8581
Pickleball	57	366	721	1828	3158	6130
Paddle Tennis	4	109	153	488	420	1174
Swim	0	508	2380	5396	4401	12685
Lawn Bowling	0	246	425	392	219	1282
Golf	7423	11131	11801	11210	9442	51007
Driving Range/Lessons	962	4744	6822	6983	7280	26791
Total	8779	18392	25176	28432	26871	107650

Swim not open in May
Lawn Bowling not open in May

	May	June	July	August	September	Total
Library-residents involved	284	269	306	279	235	1373

The next page will outline the materials usage at the Laguna Woods Village Library.

The Village Library has been open for Reserve Pick Up since mid-March. 5,636 items have been checked out by 552 residents. [as of 9/18/20]

	3/2020	4/2020	5/2020	6/2020	7/2020	8/2020	9/2020	Totals
CD Book	12	46	47	74	54	42	25	300
DVD	129	172	226	137	208	143	98	1113
Books								
Regular Print								
Biography	7	10	24	16	16	16	9	98
Fiction	167	415	467	433	490	461	293	2726
Nonfiction	28	37	35	43	55	43	34	275
Village Authors	0	0	0	0	0	3	2	5
Total Regular	202	462	526	492	561	523	338	3104
Large Print								
Large Print Biography	1	4	2	2	2	1	0	12
Large Print Fiction	53	163	176	179	196	188	132	1087
Large Print Non-Fiction	1	6	2	3	1	3	3	19
Total Large	55	173	180	184	199	192	135	1118
Total Books	257	635	706	676	760	715	473	4222
Total All	398	853	979	888	1022	900	596	5636
Residents Involved	135	247	284	269	306	279	235	



STAFF REPORT

DATE: October 8, 2020
FOR: Community Activities Committee
SUBJECT: Operating Rules – Equestrian Center

RECOMMENDATION

Recommend that the board of directors approve the amended Recreation and Special Events Department Equestrian Center Operating Rules.

BACKGROUND

The Recreation and Special Events Department manages the Equestrian Center's daily operation. The department's responsibilities include, but are not limited to, managing the resident boarding and riding programs, outdoor social events, horse trailer storage, horse feeding, trails and facility maintenance relying on the Operating Rules for the Equestrian Center to ensure a safe and positive experience for all users. The current rules were adopted on January 2, 2018 by Resolution 90-18-05.

DISCUSSION

The proposed amendments to the Equestrian Center Operating Rules would augment service delivery to boarders while enhancing horse care and facility maintenance. Specifically proposed are modifications to:

- Boarding Program Rules, Item 2: to add one tamping service per year per stall; and
- Turnout Rules. Item 4: to allow boarders to turn out their horses and one additional horse per day. (Boarders may turn out their horses and one additional horse per day, prior to 11 a.m. Helpers may turn out a maximum of two horses per day, prior to 11 a.m.)

FINANCIAL ANALYSIS

There is no financial impact associated with the proposed amendments to the Equestrian Center Operating Rules.

Prepared By: Jennifer Murphy, Recreation Manager

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

ATTACHMENT(S)

ATT 1: Equestrian Center Operating Rules – Redlined Version

OPERATING RULES Equestrian Center



The Laguna Woods Village Equestrian Center is a private facility for the residents of Laguna Woods Village and their guests. Residents must show their ID card when visiting the facility. The Equestrian Center offers a Boarding Program, a Riding Program including rental horses with guided lessons and trail rides, an outdoor brick BBQ and small kitchen for outdoor social events, and horse trailer storage for current boarders. All fees for boarding, riding and social events are set by GRF. Everyone utilizing the facility must follow the Operating Rules at all times. Rules and procedures will be set by the Recreation Department for the protection of residents, guests, staff, and horses and are subject to change as needed.

OPERATING RULES SECTIONS:

- General Facility Rules
- Boarding Program Rules
- Stable Yard Rules
- Arena Rules
- Trail Rules
- Turnout Rules
- Feed Rules
- Tack Room Rules
- Riding Program Rules
- Volunteer Program Rules

GENERAL FACILITY RULES:

1. Everyone who enters the facility must sign in.
2. Business hours are Wednesday through Sunday, 7:00 AM until 4:00 PM, except holidays.
3. Outside of business hours, access is restricted to staff, boarders and their guests, and authorized volunteers. No one may enter between 10:00 PM and 6:30 AM unless there is a horse emergency. In this instance, Security and the Equestrian Supervisor must be notified.
4. Everyone who rides or handles horses at this facility is required to have an Equestrian waiver on file which will be verified and/or renewed annually.
5. Residents must accompany their guests to the Equestrian Center to register them and will be required to show their ID card. In addition, the Equestrian Supervisor must provide each guest with authorization to use the facility.
6. Guests must be at least 10 years of age in order to ride a horse.
7. Minors must have a waiver and a Medical Release signed by the parents and are required to wear helmets while riding. Minors must be under adult supervision at all times while on the property.
8. There is NO SMOKING anywhere on the property.
9. There is NO FEEDING of any horses unless the owner gives explicit permission.
10. Bare feet and inappropriate clothing are not allowed.
11. Dogs are not allowed on the property during business hours. Boarders may bring dogs after hours, but they must be kept on a leash at all times.
12. Accidents should be reported immediately to the Equestrian Supervisor. When the Equestrian Supervisor is not available, Security should be notified right away.
13. When rules are broken, a complaint will be filed with Compliance. While the complaint is under consideration, use of the facility may be restricted until a resolution is made by the GRF board. When a complaint is against a

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guest, the guest must be accompanied by their resident sponsor at all times or they will be suspended from using the facility at the discretion of the Equestrian Supervisor until GRF decides the final outcome.

BOARDING PROGRAM RULES:

1. Residents with a valid Laguna Woods Village ID card may lease a 12x12 box stall for their owned/leased horse and must be actively involved in the care of their horse. In addition, boarders must be willing to follow all facility rules and are responsible for making sure their guests follow all rules as well.
2. The boarding fee will include the stall, one stall cleaning daily, 2 feedings daily, use of day turnouts on a rotation schedule, ~~and 3~~ bags of shavings per week, ~~and 1 tamping service per year, per stall~~. Stalls are chosen based on seniority.
3. All boarders must sign a Boarders' Waiver and Release of Liability as well as provide information about their horse, their choice of vet and farrier, the desired feed for their horse, a list of people authorized to handle their horse, and proof of liability insurance with Golden Rain Foundation of Laguna Woods and Village Management Services, Inc. listed as additional insured. All paperwork must be complete and on file in the Equestrian Office. Paperwork must be renewed annually or anytime the owner exchanges their horse. Any horse exchanges must be approved by the Equestrian Supervisor.
4. Each resident is entitled to one stall. If there are empty stalls and no waiting list, the resident may rent one additional stall. If one of the stalls is vacated for any reason (death, sale of horse, etc.) and there is a waiting list, the stall becomes available to the next person on the list. If there is no waiting list, the resident may pay a dry stall fee for up to 90 days at which time they either fill the stall or give it up.
5. If there is a waiting list when a stall becomes available, the first person on the list will be called. If that person accepts the stall but does not have a horse, a dry stall fee will be charged for up to 90 days at which time they must either get a horse or give up the stall (no refunds). If a resident is not ready when called, they will be put at the end of the list.
6. Only boarders may rent trailer space at the Equestrian Center.
7. For staff to transport a boarder's horse, an Equestrian Trailering Release, Waiver of Liability and Indemnity Agreement must be completed and signed and placed on file in the Equestrian office prior to any transportation being provided.
8. Only the Equestrian Supervisor may give out facility keys to boarders and their agents.
9. The Equestrian Supervisor must be present when a new horse comes in 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 Supervisor.
10. All new horses are subject to a quarantine of up to 7 days. Yearly shots are mandatory for all boarded horses and horses must be ~~de~~wormed twice a year unless a veterinarian recommends otherwise.
11. Boarders are responsible for arranging veterinary and farrier services as needed and agree to be directly billed for all services. In addition, boarders must notify the Equestrian Supervisor of all vet visits and the reason for the visit for the protection of the other horses at the facility. All vet and farrier work must be done in the designated areas.
12. In the event of a medical emergency involving a boarded horse where Staff has made all reasonable attempts to contact a boarder, the owner/lessee agrees that the Equestrian Supervisor will use his/her best

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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.

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13. A washer and dryer are available for cleaning blankets, pads, and towels. Boarders must provide their own soap (HE approved) and must be on the property until the cycle is complete. Items must be removed immediately so others may use the washer/dryer.
14. Boarders are welcome to participate in staff guided lessons and trails with their horse.
15. Staff will be unable to train or ride private horses but may give instruction or assistance to boarders when requested. Training by anyone other than staff is not allowed on the property.

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STABLE YARD RULES:

1. Horses are not allowed at the tack rooms or in the breezeways near the tables when people are present. 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. All horses must be kept to a walk in the stable yard. 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. Loose horses are never allowed anywhere in the stable area.
5. When Staff is mounting riders in the GRF area, other riders must wait out of the way or use mounting blocks in other areas.
6. There is a 30 minute limit on the hot walker when others are waiting.
7. Riding double is prohibited at all times.
8. There is no feeding in the turnouts, at the tack rooms, or at the railings.
9. Horses must be washed in the wash rack. There is a 15 minute limit when others are waiting, and water conservation efforts should always be kept in mind.
10. Everyone must clean up after their horse in the wash rack, at the rail, in the grooming stall, and in the turnouts after hours. Bridles, buckets, or other items must be cleaned in the utility sink not the bathroom sinks.
11. Horses must be under control of their rider or handler at all times. Staff has the authority to determine when a situation is not safe.
12. Farriers must use the area at the end of the barn by the wash rack and must clean up all clippings and nails.
13. Exterior gates must be secured at all times by a padlock and chain.

ARENA RULES:

1. Use is prioritized as follows: 1. Lessons 2. Riding 3. Lunging 4. Loose horses. When both arenas are busy, the small arena must be shared by rotating every 15 minutes to the next person. Horses should never be left unattended in either arena.
2. Lessons always have priority in both arenas. Lessons shall have the front half of the large arena, and the back half will be reserved for owners wishing to ride during a lesson. Owners must ask for permission to enter/exit and/or to canter when lessons are taking place.
3. Loose horses may run free for up to 15 minutes if no one is using the arena. They must immediately be removed if someone wishes to ride or lunge their horse.
4. Only 3 loose horses are allowed at a time.

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5. If a new horse is being introduced, the limit is two.
6. The gates must always be secured with the chains when horses are loose.
7. Riders should be polite and considerate and should try not to interfere with other riders by following these guidelines:
 - Pass on the inside when travelling in the same direction
 - Pass left shoulder to left shoulder when travelling opposite
 - Canter safely towards the center of the arena when others are present
8. Riders must follow the instructions of staff when a lesson is in progress.
9. If problems occur, stop all horses immediately.
10. If riders are present and you wish to lunge a horse, ask for permission and stay in your own space.
11. If lesson equipment is moved, it must be put back in place.
12. Appropriate gaits are walk, trot, and canter. Galloping (running) is only allowed under the guidance of the Equestrian Supervisor or other certified staff.

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TRAIL RULES:

1. Guided trails with staff are walking only. Riders should pay attention to their horse and the area around, maintain appropriate spacing between horses, pass oncoming horses left shoulder to left shoulder, and follow all instructions of staff.
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 2:00 PM 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.

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TURNOUT RULES:

1. Twenty turnouts are provided for the use of the boarders. Boarders must follow the rotation schedule and turnout rules posted by staff. Four turnouts are reserved for GRF horses and for quarantine purposes in the GRF area.
2. There is no riding in the turnouts or in narrow aisles between turnouts unless the turnouts are empty.
3. There is NO FEEDING allowed in turnouts except under special circumstances with staff approval.
4. Boarders may turn out their horses and one additional horse per day, prior to 11 a.m. Helpers may turn out a maximum of two horses per day, prior to 11 a.m.

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FEED RULES:

1. Feed cost is not included in the boarding fee, and prices may fluctuate with the current market prices.
2. Staff sets feed and feeds 2 times per day unless the owner is feeding something other than feed that is provided. In this instance, the owner is responsible for setting the feed and staff will place it in the manger. All supplements are the responsibility of the owner.
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 from day to day.

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4. Boarders may get loose hay from the ground at any time to give their horse and may also get a small amount of pellets for supplementation occasionally.
5. For horses with specific medical needs requiring precise feedings, owners may be responsible for preparing the feed.
6. Supplemental feed must be kept in designated areas and/or in approved containers to help with rodent problems.

TACK ROOMS RULES:

1. Boarders are allotted space in one of five common tack rooms and must contain their tack and supplies to their own space.
2. Boarders must keep their area clean and help to keep the tack room clean as well.
3. Horses are not allowed in or near the tack rooms.
4. Any feed (horse only) must be stored properly in an approved airtight container and all preparation should be done at the sink or tables outside.
5. Tack room should be locked when you leave after you have confirmed that other occupants are not in the immediate area. Keys should not be left in the tack room, and the door should be secured in the open position when you are inside.

RIDING PROGRAM RULES:

1. All residents and guests must follow GRF Policies and the Equestrian Center Operating Rules at all times.
2. The Riding Program is for boarders and their own horses as well as residents and their guests who rent a GRF horse. Reservations are required and can be scheduled by calling the Equestrian office.
3. The schedule is determined by the Equestrian Supervisor and is based on demand, staff availability, weather, and protecting the welfare of the horses.
4. Riders must meet the weight and age requirements: 200 lbs. maximum weight, 10 years old minimum age. Riders must be free of injury or illness that might compromise their safety or the safety of staff assisting them. Riders must also be able to mount and dismount using the mounting block with very minimal staff assistance.
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. 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. Minors are required to wear a helmet, must be able to reach the stirrups, be strong enough to control the horse and be able to 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.

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12. Only staff and staff-trained volunteers may handle and feed GRF horses.

VOLUNTEER PROGRAM RULES:

1. Volunteers must be at least 12 years of age and have completed at least 6 months of riding lessons.
2. Volunteers 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 Supervisor, new volunteers will be mentored by staff and by other trained volunteers and must continue to participate weekly in the riding program.
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.

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community.

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STAFF REPORT

DATE: October 8, 2020
FOR: Community Activities Committee
SUBJECT: 2021 Fee Review

RECOMMENDATION

A working copy of the current Fee Schedule (Attachment 1) is included for reference with specific proposals for increases that would become effective January 1, 2021 based on board-approved pricing policies. However, due to the uncertain timing of reopening facilities and the level of operation allowed under COVID-19 restrictions, staff recommends a continuation of existing fees from 2020 to 2021.

BACKGROUND

The costs for providing GRF facilities and services are shared equally by all units within Laguna Woods Village, a concept often referred to as “shared costs”, and billed through the monthly assessment. Some exceptions are made in the form of user fees, designed to offset the costs borne by all members to some degree. A shared cost guideline (Attachment 2) 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 a 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:
 - 1) Aquatics (pools)
The view traditionally held by community associations is that a swimming pool is an integral part of residential real property, and that use of that facility should be covered by the residents’ monthly assessments.
 - 2) Transportation (buses)
The original developer of the Village assured that the community bus system would furnish certain fare-free bus transportation to residents. GRF Boards have continued to provide fare-free bus service to Village residents.

Standing committees periodically review fees and recommend changes based on current operations of a particular facility or service. When making fee decisions, the committees are often looking at utilization, costs, and trends. Recommendations are sent to the Board for review and adoption by resolution.

DISCUSSION

Certain fees are supported by fee policy resolutions that automatically update the fee amounts annually based on the adopted budget. The attached fee schedules demonstrate current year fees and proposed changes generated by these fee policies, specifically for room reservations, locker rentals, garden plots, and equestrian facilities. Some of these fees would edge slightly higher based on the proposed 2021 business plan; however, timing of reopening and utilization of facilities makes it impossible to predict with accuracy the associated expenses and revenues. A freeze on existing GRF fees and a more in-depth review of fees after a return to “normal” operations is recommended.

FINANCIAL ANALYSIS

The current year business plan for this Corporation includes non-assessment revenues of \$9,139,420, generated through fines, fees, and charges. These alternative sources of revenue help keep the assessment down, by an amount equivalent to \$59.80 per manor per month. Currently, GRF is running 16% below anticipated revenues through August 31, 2020 due to facility closures during the COVID-19 shutdowns. The 2021 business plan assumes indoor recreational facilities will reopen March 2021.

Prepared By: Christopher Swanson, Financial Analyst

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

Attachments:

ATT1: GRF Fee Schedule with 2021 Business Plan Updates

ATT2: Guidelines for Shared Costs and Fees

SCHEDULE OF ROOM RENTAL FEES - RESIDENTS

Subsidy = 80% Shared / 20% User Fee

Reservable Room*	2020 Rate Per Hour	2020 2-Hr Min w/Setup	2021 Rate Per Hour	2021 2-Hr Min w/Setup
CC Rooms & Conference Rooms				
CC - Elm Room	\$1.00	\$3.00	\$1.00	\$3.00
CC - Pine Room	\$1.00	\$3.00	\$1.00	\$3.00
CH1 - Conference Room	\$1.00	\$2.00	\$1.00	\$2.00
PAC - Conference Room	\$1.00	\$2.00	\$1.00	\$2.00
VG - Clubroom 1	\$4.00	\$10.00	\$5.00	\$13.00
VG - Clubroom 2	\$4.00	\$10.00	\$5.00	\$13.00
VG - Clubroom 3	\$4.00	\$10.00	\$5.00	\$13.00
Multi-Purpose Rooms				
CH1 - Multi-Purpose Room	\$3.00	\$9.00	\$3.00	\$9.00
CH1 - Art Studio	\$3.00	\$9.00	\$4.00	\$12.00
CH5 - Multipurpose Room	\$3.00	\$9.00	\$3.00	\$9.00
CH6 - Multipurpose Room	\$2.00	\$6.00	\$2.00	\$6.00
Small Dining Rooms				
CH1 - Dining Room 2	\$1.00	\$3.00	\$1.00	\$3.00
CH1 - Dining Room 3	\$1.00	\$3.00	\$1.00	\$3.00
CH2 - The Los Olivos	\$1.00	\$3.00	\$1.00	\$3.00
CH2 - The Grevillea	\$1.00	\$3.00	\$2.00	\$6.00
Large Dining Rooms				
PAC - Dining Room 1	\$5.00	\$15.00	\$6.00	\$18.00
PAC - Dining Room 2	\$5.00	\$15.00	\$6.00	\$18.00
Other				
PAC - Rehearsal Room	\$2.00	\$6.00	\$3.00	\$9.00
PAC - Auditorium	\$19.00	\$38.00	\$21.00	\$42.00
PAC - Auditorium Performance Package	\$23.00	\$46.00	\$25.00	\$50.00
PAC - Auditorium Event w/Admission	\$395 per day		\$395 per day	
All Patios	Patios are only available by renting the adjacent room. See rates above.		Patios are only available by renting the adjacent room. See rates above.	

Reservable Room*	2020 Room Rate per Hour	2020 4-Hr Min w/Setup	2021 Room Rate per Hour	2021 4-Hr Min w/Setup
Main Lounges				
CH1 - Main Lounge	\$8.00	\$47.00	\$8.00	\$47.00
CH2 - The Sequoia (Including Patio)	\$10.00	\$59.00	\$11.00	\$65.00
CH5 - Main Lounge (Stage Side) Total	\$13.00	\$71.00	\$14.00	\$77.00
CH5 - Main Lounge (Back Side) Total	\$9.00	\$49.00	\$10.00	\$55.00
CH5 - Main Lounge (All) Total	\$19.00	\$113.00	\$21.00	\$125.00
CH6 - Main Lounge	\$5.00	\$25.00	\$5.00	\$25.00
CH7 - Main Lounge	\$7.00	\$38.00	\$8.00	\$44.00

* CC = Community Center; CH = Clubhouse; PAC = Performing Arts Center; VG = Village Greens

SCHEDULE OF ROOM RENTAL FEES - EXCEPTION RATES
Subsidy = 0% Shared / 100% User Fee

Reservable Room*	2020 Rate Per Hour	2020 2-Hr Min w/Setup	2021 Rate Per Hour	2021 2-Hr Min w/Setup
CC Rooms & Conference Rooms				
CC - Elm Room	\$27.00	\$68.00	\$27.00	\$68.00
CC - Pine Room	\$24.00	\$60.00	\$24.00	\$60.00
CH1 - Conference Room	\$10.00	\$20.00	\$10.00	\$20.00
PAC - Conference Room	\$12.00	\$24.00	\$12.00	\$24.00
VG - Clubroom 1	\$20.00	\$50.00	\$20.00	\$50.00
VG - Clubroom 2	\$20.00	\$50.00	\$20.00	\$50.00
VG - Clubroom 3	\$20.00	\$50.00	\$20.00	\$50.00
Multi-Purpose Rooms				
CH1 - Multi-Purpose Room	\$66.00	\$198.00	\$66.00	\$198.00
CH1 - Art Studio	\$80.00	\$240.00	\$80.00	\$240.00
CH5 - Multipurpose Room 1	\$52.00	\$156.00	\$52.00	\$156.00
CH6 - Multipurpose Room	\$32.00	\$96.00	\$32.00	\$96.00
Small Dining Rooms				
CH1 - Dining Room 2	\$63.00	\$189.00	\$63.00	\$189.00
CH1 - Dining Room 3	\$63.00	\$189.00	\$63.00	\$189.00
CH2 - The Los Olivos	\$55.00	\$165.00	\$55.00	\$165.00
CH2 - The Grevillea	\$56.00	\$168.00	\$56.00	\$168.00
Large Dining Rooms				
PAC - Dining Room 1	\$114.00	\$570.00	\$114.00	\$570.00
PAC - Dining Room 2	\$114.00	\$570.00	\$114.00	\$570.00
Other				
PAC - Rehearsal Room	\$48.00	\$144.00	\$48.00	\$144.00
PAC - Auditorium	\$2,908.00		\$2,908.00	
PAC - Auditorium Performance Package	\$2,908.00		\$2,908.00	

Reservable Room*	2020 Rate Per Hour	2020 4-Hr Min w/Setup	2021 Rate Per Hour	2021 4-Hr Min w/Setup
Main Lounges				
CH1 - Main Lounge	\$251.00	\$1,505.00	\$251.00	\$1,505.00
CH2 - The Sequoia (Including Patio)	\$256.00	\$1,535.00	\$256.00	\$1,535.00
CH5 - Main Lounge (Stage Side) Total	\$346.00	\$1,903.00	\$346.00	\$1,903.00
CH5 - Main Lounge (Back Side) Total	\$250.00	\$1,374.00	\$250.00	\$1,374.00
CH5 - Main Lounge (All) Total	\$484.00	\$2,903.00	\$484.00	\$2,903.00
CH6 - Main Lounge	\$91.00	\$455.00	\$91.00	\$455.00
CH7 - Main Lounge	\$210.00	\$1,154.00	\$210.00	\$1,154.00

* CC = Community Center; CH = Clubhouse; PAC = Performing Arts Center; VG = Village Greens

SCHEDULE OF GOLF FEES

DESCRIPTION	2020 Fee	2021 Fee
Carts & Clubs		
Cart Registration, Single Use	\$8.00	\$8.00
Cart Registration, Annual Pass	\$60.00	\$60.00
Cart Rental, 18 Holes	\$15.00	\$15.00
Cart Rental, 9 Holes	\$8.00	\$8.00
Cart Rental, Hand Pulled	\$1.00	\$1.00
Club Rental	\$25.00	\$25.00
Club Storage (locker), Annual Fee	\$45.00	\$45.00
Club Storage (locker) , Monthly	\$12.00	\$12.00
Driving Range		
Driving Range, Large Bucket	\$3.00	\$3.00
Driving Range, Small Bucket	\$2.00	\$2.00
Driving Range, Quarter Bucket	\$1.00	\$1.00
Greens Fee, 27 Hole Course, 18 Holes		
Members	\$16.00	\$16.00
Guests, Weekday	\$35.00	\$35.00
Guests, Weekend	\$55.00	\$55.00
Greens Fee, 27 Hole Course, 9 Holes		
Members	\$8.00	\$8.00
Guests, Weekday	\$18.00	\$18.00
Guests, Weekend	\$28.00	\$28.00
Greens Fee, Par 3 Course, 18 Holes		
Members	\$10.00	\$10.00
Guests	\$16.00	\$16.00
Greens Fee, Par 3 Course, 9 Holes		
Members	\$6.00	\$6.00
Guests	\$8.00	\$8.00

SCHEDULE OF RESIDENT FEES

DESCRIPTION	2020 Fee	2021 Fee
Additional Occupant Fee (GRF)	\$100.00	\$100.00
Late Charge - Chargeable Services	\$35.00	\$35.00
Photocopy Fees	Varies	Varies
Replace Lost/Stolen ID Card	\$25.00	\$25.00
Trust Facilities Fee	\$5,000	\$5,000
COMPLIANCE		
Additional Contractor Vehicle Pass, Per Vehicle	\$15.00	\$15.00
Construction Contractor Work Pass	\$250.00	\$250.00
Replacement of Contractor Vehicle Pass, Per Pass	\$25.00	\$25.00
Illegal Dumping Reward	Varies	Varies
COMMUNITY CENTER		
Electric Vehicle Charging Fee	\$0.17 Per kWh	\$0.17 Per kWh
EQUESTRIAN CENTER		
Horse Care Services (per day)	\$35.00	\$35.00
Horse Boarding Fee	\$249.00	\$249.00
Horse Feed - Pellets	\$36.00	\$36.00
Horse Feed - Alfalfa Hay	\$51.00	\$51.00
Horse Feed - Teff Hay	\$63.00	\$63.00
Horse Feed - Bermuda Hay	n/a	n/a
Horse Feed - Orchard Hay	\$90.00	\$90.00
Horse Feed - Timothy Hay	\$96.00	\$96.00
Resident trail ride, per hour on GRF horse	\$5.00	\$5.00
Horse rental, per hour	\$4.00	\$5.00
Horse rental, per 1/2 hour	\$2.00	\$3.00
Lessons, private, per hour	\$21.00	\$22.00
Lessons, private, per 1/2 hour	\$11.00	\$11.00
Lessons, group, per hour, per person	\$5.00	\$5.00
Lessons, group, per 1/2 hour per person	\$3.00	\$3.00
Storage, horse trailer	\$160.00	\$160.00
Hauling horse in trailer (per hour)	\$47.25	\$47.41
Hauling horse in trailer (per mile)	\$0.575	\$0.575
GARDEN CENTERS		
Garden Plot	\$57.00	\$57.00
Shade Area Benches	\$11.00	\$11.00
Tree Plot	\$57.00	\$57.00
LOCKER RENTAL (Annual)		
Billiard Room - Clubhouse 1	\$10.00	\$10.00
Billiard Room - PAC	\$9.00	\$9.00
Clubhouse 2	\$33.00	\$33.00
Clubhouse 4 - Outside	\$13.00	\$13.00
Golf Club Locker	\$45.00	\$45.00
Club Storage (locker) , Monthly	\$12.00	\$12.00
Jewelry Locker - Inside	\$8.00	\$8.00
Table Tennis	\$11.00	\$11.00
BROADBAND SERVICES		
Digital Installation Fee (first TV/device)	\$40.00	\$40.00
Digital Installation Fee (additional TV/device)	\$20.00	\$20.00
Service Call	\$30.00	\$30.00
Cable Outlet Standard Extension Fee	\$50.00	\$50.00
Cable Outlet Major Extension Fee (starting fee and up)	\$100.00	\$100.00

SCHEDULE OF RESIDENT FEES

DESCRIPTION	2020 Fee	2021 Fee
TiVo Single Device Install (including CableCARD Installation)	\$50.00	\$50.00
TiVo Whole Home Install (Multiple Devices)	\$100.00	\$100.00
CableCARD Purchase	\$95.00	\$95.00
CableCARD Programming Access Fee (monthly)	\$4.95	\$4.95
HD Converter Fee (monthly)	\$7.95	\$7.95
Standard Set Top Box/TV (monthly)	N/A	N/A
Digital Set Top Box/HD (monthly)	\$13.25	\$13.25
Digital Set Top Box/2 Tuner DVR (monthly, first box)	\$19.25	\$19.25
Digital Set Top Box/2 Tuner DVR (monthly, additional box)	\$13.25	\$13.25
Polaris Remote Control Purchase (Replacement)	\$12.00	\$12.00
TiVo Whole Home/ 6 Tuner DVR (monthly)	\$24.95	\$24.95
TiVo Whole Home/Mini Set Top Box (monthly)	\$7.95	\$7.95
TiVo Bridge Adaptor (for Whole Home Service)	\$50.00	\$50.00
TiVo Remote Control Purchase (Replacement)	\$15.00	\$15.00
Cinemax Package (monthly)	\$14.25	\$14.25
HBO Package (monthly)	\$17.25	\$17.25
Showtime Package (monthly)	\$14.25	\$14.25
Starz/Encore Package (monthly)	\$14.25	\$14.25
Foreign Language Channels (monthly)	\$10-\$15	\$10-\$15
Adult (PBC) Channel (monthly)	\$15.00	\$15.00
Adult Pay-Per-View (Per Event)	\$9.00	\$9.00
Power Cords (Replacement, Lost/Stolen)	\$15.00	\$15.00
HD Converter Recovery Fee (Lost/Stolen)	\$60.00	\$60.00
Digital Set Top Box/HD Recovery Fee (Lost/Stolen)	\$100.00	\$100.00
Digital Set Top Box/2 Tuner DVR Recovery Fee (Lost/Stolen)	\$275.00	\$275.00
TiVo Whole Home/ 6 Tuner DVR Recovery Fee (Lost/Stolen)	\$350.00	\$350.00
TiVo Whole Home/Mini Set Top Box Recovery Fee (Lost/Stolen)	\$100.00	\$100.00
RECREATION		
Bartending Service Fee	Varies	Varies
Catering Fee	\$1.00/plate	\$1.00/plate
Kitchen Fee - Small Dining Room (CH1 & CH2 Dining Rooms, CH 6 Main Lounges)	\$25.00	\$25.00
Kitchen Fee - Large Dining Room (PAC Dining Rooms, CH 1, 2, 5, 7 Main Lounges)	\$50.00	\$50.00
Lessons, Fitness Trainer	Varies	Varies
Lessons, Golf Pro	Varies	Varies
Lessons, Tennis Pro	Varies	Varies
Recreation Class Fees	Varies	Varies
RV LOT		
RV Storage - Commercial Vehicles	\$640.00	\$640.00
RV Storage - Annual Fee	\$320.00	\$320.00
RV Lot Key/Card Deposit	\$10.00	\$10.00
RV Lot Key/Card Replacement	\$25.00	\$25.00
SECURITY		
Additional Smoke Detector Installation	\$8.00	\$8.00
Auto Decal	Free	Free
Auto Decal - Non-Return Fee	\$125.00	\$125.00
Resident ID Card - Non-Return Fee	\$125.00	\$125.00
Auto Decal - RFID	\$25.00	\$25.00
Cut off padlocks (per cut)	\$8.00	\$8.00
Estate Sale - First Day	\$50.00	\$50.00
Estate Sale - Additional Day	\$40.00	\$40.00
Gate Pass Replacement - Business	\$15.00	\$15.00
Schedule of Traffic Monetary Penalties	Varies	Varies

SCHEDULE OF GUEST FEES

DESCRIPTION	2020 FEE	2021 FEE
AQUATICS		
Use of pool facilities, children and adults*	Free	Free
CLUBHOUSES		
Bridge Room Guest Fee	\$5.00	\$5.00
COMMUNITY CENTER		
Electric Vehicle Charging Fee	\$0.30 Per kWh	\$0.30 Per kWh
EQUESTRIAN CENTER		
Trail ride, adult, per hour	\$15.00	\$15.00
Trail ride, child, per hour	\$15.00	\$15.00
Lessons, private, per hour	\$72.00	\$75.00
Lessons, group, per hour	\$15.00	\$15.00
Lessons, private, per 1/2 hour	\$36.00	\$38.00
Lessons, group, per 1/2 hour	\$8.00	\$8.00
Horse rental, per hour	\$12.00	\$15.00
Horse rental, per 1/2 hour	\$6.00	\$8.00
EMERITUS		
Student Parking Pass - Fall and Spring Sessions	\$50.00	\$50.00
Student Parking Pass - Summer Session	\$30.00	\$30.00
FITNESS CENTER		
Use of equipment room, per day*	Free	Free

*Res 90-19-10 & 90-19-11 Suspension of Pool and Fitness Guest Fees

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

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



Laguna Woods Village®

Currently Offered Activities

- Swim
- Golf Course (both 27-Hole and Par 3)
 - Driving Range
 - Putting Greens
- Tennis
- Pickleball
- Paddle Tennis
- Lawn Bowling
- Library
- Outdoor Fitness Classes
 - Chair Yoga
 - Cardio Strength
 - Aquatic Fitness
 - Cardio Boxing Infusion
 - Tai Chi Dance
 - Cycling (Spin)
 - Chair Fitness
- Outdoor Fitness Center Equipment-Clubhouse 1
- Bocce Ball

Future Offered Activities

- Drive-up concert (with portable stage) - utilize resident bands
- Outdoor classes (CH2 annex open space) - must have lawn marked for spacing
 - Meditation
 - Pilates
 - Fitness Challenge (Boot Camp)
 - Bring own equipment
- Clubhouse 4 Studio Time

Sample Recreation Utilization Report

UTILIZATION	2016	2017	2018	2019	REVENUE	2016	2017	2018	2019	EXPENSES	2016	2017	2018	2019
Clubhouse 1-total	226,615	211,149	206,438	210,432	Clubhouse 1	\$101,273	\$77,191	\$77,888	\$124,674	Clubhouse 1	\$574,738	\$517,875	\$540,685	\$610,190
Billiards	9,920	11,252	12,929	8,133										
Shuffleboard	2,193	1,792	1,845	1,654										
Bocce	4,966	3,862	3,728	2,998										
Radio	1,400	1,503	1,240	1,118										
Clubhouse 2-total	17,919	63,325	45,216	41,587	Clubhouse 2	\$12,813	\$72,313	\$91,210	\$72,168	Clubhouse 2	\$326,951	\$498,871	\$525,910	\$508,870
Lawn Bowling	8,577	7,858	4,338	5,780										
Video Studio	821	766	494	370										
Video Room	1,885	2,179	1,500	1,399										