



OPEN MEETING

REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION COMMUNITY ACTIVITIES COMMITTEE*

**Thursday, September 9, 2021 – 1:30 P.M.
Virtual Meeting**

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

1. Join the Committee meeting via a Zoom link at: <https://zoom.us/j/96276504972> or by calling (669) 900-6833; Access Code: 962 7650 4972
2. Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and unit number must be included.

NOTICE AND AGENDA

This Meeting May Be Recorded

1. Call to Order
2. Acknowledgement of Media
3. Approval of the Agenda
4. Approval of Meeting Report for July 8, 2021
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: (Receive and File or Provide Recommendations)

10. Bridge Room Request
11. Golf Cart Path Safety
12. Outdoor Event Locations
13. Customer Satisfaction Education Program
14. Revenue Generating Objective

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

15. Equestrian Pricing Policy

Items for Future Agendas:

- Greens Committee Report and Recommendations
- Saddleback Emeritus Institute Contract Update
- Club Insurance

Concluding Business:

- Committee Member Comments
- Date of Next Meeting: Thursday, October 14, 2021 at 1:30 p.m.
- Adjournment

*A quorum of the GRF Board or more may also be present at the meeting.

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, July 8, 2021 – 1:30 p.m.
Board Room/Virtual Zoom Webinar

MEMBERS PRESENT: Jon Pearlstone, Chair, Yvonne Horton, Andre Torng, Ryna Rothberg, Reza Karimi, Cush Bhada, Dennis Boudreau

MEMBERS ABSENT: Elsie Addington, Juanita Skillman

OTHERS PRESENT: Maggie Blackwell, Bunny Carpenter, Debbie Dotson

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 June 10, 2021

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

Chair's Remarks

Chair Pearlstone stated he is pleased with increased communication between residents, staff and committee members and appreciates the prompt responses. The primary item on the agenda is review of the fees for residents to provide highest level of service without asking for additional money. The financials have been documented with fiscal responsibility brought through the research completed in order to try to manage the budget in an intelligent way with respect to the community.

Report of the Recreation and Special Events Director

Mr. Gruner stated July is Parks Make Life Better month through CPRS. He stated the following operational updates: Recreation opened additional facilities on June 15 as state restrictions were lifted; contacted clubs for rollover reservations; transitioned into private

reservations and expanded facility openings with exception of Clubhouse 6, Performing Arts Center and no reservable rooms in Clubhouse 7; challenges remain with low staffing and shortage of supplies affecting operations locally and nationally; Pool 1 remains closed; the library is fully operational; Seth Jones is the new full-time administrative employee at Garden Centers.

Ms. Murphy stated the Equestrian Center arena and pen project is completed. The center hosts 25 boarded horses (three stalls are on hold until horses arrive) leaving only one open stall. The Help the Herd fundraiser has raised \$9,695 to date and the following items have been purchased with these funds: fly sheets, stall mats, saddles, saddle pads, vet needs, and protective boots. The Help the Herd fundraiser will be extended and a donor event was hosted at the Equestrian Center to thank donors. Ms. Murphy stated three horses have retired to pasture, two new horses have been purchased and one lease horse in process.

Ms. Murphy stated room reservations have begun for Clubhouses 1, 2 and 5 and the Village Greens. Classes are ongoing with 16 instructors currently and another 10 to return soon. Ms. Murphy stated the upcoming events which include the Farmers Market at Garden Center 1, 9 a.m. to noon on Saturday, July 10 (this event will be cash only), free Monday movies at Clubhouse 5 on the 2nd and 4th Mondays at 4 p.m. (residents must register on ActiveNet for the free movies) and the outdoor concert featuring Dallas and Doll on Thursday, September 23 at Clubhouse 2, 4 to 6 p.m.

Director Horton inquired as to the computers in the Fitness Center being non-operational. Mr. Gruner explained the system used prior to the Malware incident was outdated and not able to be reinstated. ActiveNet will be utilized and staff must input all resident information before cards may be scanned once again.

Director Horton inquired as to having two billiards rooms. Mr. Gruner stated these rooms have been reduced from four previously and review of the community needs for Clubhouse 1 will be completed via the Clubhouse 1 renovation process.

Director Horton stated some rules contradict some resolutions at the Garden Centers and inquired as to which are correct. She stated a bar was built on a Garden Center 2 plot. Mr. Gruner stated staff will review the bar built and the service fee for rototilling that is not in the current policy. The resolution only states it is an available service and does not list a fee.

Member Comments (Items Not on the Agenda)

Residents were called to speak on the following items: Golf Greens Committee continues to meet to discuss guest fees, increasing guest allowance to weekdays after noon, safety of walkers on perimeter golf cart paths and two persons are allowed per cart currently; tennis ice machine broken; new ice machine for tennis facility; tree stump removal at tennis facility; new income ideas; low staffing affecting open facilities; resident two-day event on July 4.

Chair Pearlstone stated Greens Committee has been instrumental but wants to ensure fees are presented to CAC. He stated signage is placed to protect GRF against those that walk the golf cart path. Mr. Gruner stated staff will assist with proper signage on the golf cart paths. Advisor Boudreau stated the sign by hole 16 needs to be reinstated. Chair Pearlstone directed staff to research other golf club policies regarding those walking the golf cart paths. Director Dotson would like this item placed on the Security Community Access Committee agenda.

Mr. Gruner stated ice machine at the tennis facility is awaiting several parts and confirmed they are en route. Chair Pearlstone would like staff to research new ice machine costs. Mr. Gruner stated staff will research costs of commercial grade ice machine and will contact landscaping regarding the tree stump.

Chair Pearlstone stated income will be discussed today and Director Bhada is to be invited to subsequent income discussions.

Mr. Gruner stated low staffing levels will affect facility hours and/or amenities. He also stated the resident that proposed the July 4 two-day event declined hosting the event.

CONSENT

A motion was made to approve the consent calendar.

Motion passed unanimously.

REPORTS

Exception for Village Greens Room Usage - Ms. Murphy stated the request for consideration of an exception to the policy which states the Village Greens rooms are not to be used for club rollovers. This consideration of exception is due to shortage of available rooms and would be two Mondays per month and would only be scheduled in room 2.

Discussion ensued.

Staff was directed to present this item as a staff report to CAC in August.

ITEMS FOR DISCUSSION AND CONSIDERATION

Proposed Fee Policy Amendment for Recreation and Related Services - Chair Pearlstone reviewed the fee sharing objectives and phases of strategy. Chair Pearlstone presented the 2022 Recreation Fees chart. He stated the only fees changing to assist with generating revenue are those approved at the July, 2021 GRF meeting and staff will manage a budget that has a potential three percent maximum increase for the next 3 to 5 years.

Mr. Gruner stated the fees we are reviewing are only the chargeable fees. The operating budget will follow the budget process currently (utilities, compensation, etc.) which would require board approval. These are not tied into the operating budget.

Ms. Murphy stated the Equestrian Center fees will be discussed at a special Equestrian Ad Hoc committee meeting.

Discussion ensued.

A motion was made to approve 2022 fees (excluding Equestrian Center based on Equestrian Ad Hoc Committee recommendation) with no mention of a cap of three percent increase.

Motion passed 4-1-1.

Staff was directed to add revenue generating objective under Future Agendas.

ITEMS FOR FUTURE AGENDAS

Laguna Woods Village Pre-reserved Golf Tee Times - Staff was directed to keep this item under Items for Future Agendas.

Saddleback Emeritus Institute Contract Update – Staff was directed to keep this under Future Agendas.

Club Insurance – Staff was directed to keep this item under Future Agendas.

CONCLUDING BUSINESS

Committee Member Comments

Director Torng suggested board members propose alternatives to material presented.

Chair Pearlstone stated short, intermediate and long-term revenue generating ideas will be prioritized as a starting point for the next discussion.

Director Bhada thanked all and stated this was a good meeting.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held at 9:30 a.m. in the Community Center Board Room and via the Zoom Webinar platform on Monday, August 16, 2021.

Adjournment

There being no further business, the Chair adjourned the meeting at 3:22 p.m.

Jon Pearlstone

Jon Pearlstone, Chair

**Golden Rain Foundation of Laguna Woods
Profoma Recreation Services Summary of Operations
6/30/2021**

	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	\$803,658	\$0	\$803,658	\$757,500	\$46,158
Golf Operations	0	0	0	0	0	0	162,241	0	162,241	127,416	34,825
Merchandise Sales	0	0	0	0	0	0	147,587	0	147,587	116,440	31,147
Clubhouse Rentals and Event Fees	400	(1,010)	0	3,361	3,218	0	452	45	6,466	232,549	(226,083)
Rentals	0	0	0	0	0	0	27,000	0	55,298	54,780	518
Miscellaneous	3,459	285	0	1,665	45,501	0	23	0	50,933	165,526	(114,593)
Total Non-Assessment Revenue	3,859	(725)	0	5,025	48,719	28,298	1,140,960	45	1,226,181	1,454,211	(228,030)
Expenses:											
Employee Compensation	202,099	151,106	3,387	248,048	117,552	35,888	802,181	74,429	1,634,691	1,848,871	(214,180)
Expenses Related to Employee Compensation	60,309	57,263	1,580	74,708	28,804	19,002	294,887	16,300	552,853	620,089	(67,236)
Materials and Supplies	594	39,836	0	22,744	59,064	3,509	109,932	116	235,795	278,566	(42,771)
Cost of Goods Sold	0	0	0	0	0	0	90,042	0	90,042	82,516	(7,526)
Community Events	9,188	0	0	271	142	0	0	0	9,601	173,953	(164,352)
Utilities and Telephone	347	75,839	0	175,844	7,657	31,628	264,368	20,526	576,210	568,224	(7,986)
Professional Fees	0	0	0	0	0	0	0	0	0	750	750
Equipment Rental	0	14,331	0	0	0	0	17,479	0	31,810	38,199	(6,389)
Outside Services	5,950	251,917	0	5,120	4,475	274	59,966	989	328,690	259,339	(69,351)
Repairs and Maintenance	0	2,197	0	2,645	5,703	0	2,656	559	13,760	39,260	(25,500)
Other Operating Expense	7,990	1,870	0	10,217	1,145	370	10,225	1,158	32,975	54,693	(21,718)
Property and Sales Tax	43	0	0	212	0	131	11,493	25	11,902	10,813	(1,090)
Uncollectible Accounts	0	0	0	1,665	0	0	0	0	1,665	0	(1,665)
Total Expenses	286,520	594,360	4,967	541,473	224,541	90,802	1,663,229	114,101	3,519,994	3,975,273	(455,279)
Net Cost (before allocations)	\$282,662	\$595,085	\$4,967	\$536,448	\$175,822	\$62,504	\$522,269	\$114,056	\$2,293,812	\$2,521,062	\$227,250
Allocated To Departments	(216,779)	0	0	(18,451)	0	0	0	0	(235,230)	(308,915)	(73,685)
Allocated From Departments	121,463	74,096	3,871	235,877	22,134	3,702	56,399	47,986	565,528	675,281	109,753
Net Cost	\$187,346	\$669,181	\$8,838	\$753,874	\$197,956	\$66,206	\$578,668	\$162,042	\$2,624,111	\$2,887,428	\$263,317

**Golden Rain Foundation of Laguna Woods
Profoma Recreation Services Summary of Operations
7/31/2021**

	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	\$963,559	\$0	\$963,559	\$883,750	\$79,809
Golf Operations	0	0	0	0	0	0	191,587	0	191,587	148,252	43,335
Merchandise Sales	0	0	0	0	0	0	178,171	0	178,171	138,050	40,121
Clubhouse Rentals and Event Fees	400	(1,010)	0	21,022	5,354	0	2,076	(333)	27,508	291,945	(264,437)
Rentals	0	0	0	0	0	33,185	31,500	0	64,685	63,910	775
Miscellaneous	327	3,135	0	7,295	54,513	0	38	0	65,308	202,170	(136,862)
Total Non-Assessment Revenue	727	2,125	0	28,316	59,867	33,185	1,366,931	(333)	1,490,818	1,728,077	(237,259)
Expenses:											
Employee Compensation	242,962	179,037	4,383	293,987	135,394	38,547	937,994	95,259	1,927,563	2,192,073	264,510
Expenses Related to Employee Compensation	72,698	67,818	1,830	89,497	32,541	21,143	345,152	20,423	651,101	729,272	78,170
Materials and Supplies	618	41,284	0	33,432	67,776	4,645	130,584	1,493	279,831	324,076	44,245
Cost of Goods Sold	0	0	445	0	0	0	113,001	0	113,446	96,412	(17,034)
Community Events	9,229	0	0	5,976	142	0	0	0	15,347	221,613	206,266
Utilities and Telephone	405	79,797	0	235,334	10,057	43,359	356,342	31,415	756,708	748,544	(8,165)
Professional Fees	0	0	0	0	0	0	0	0	0	875	875
Equipment Rental	0	16,378	0	0	0	0	26,173	0	42,551	44,605	2,054
Outside Services	8,487	308,787	0	6,393	7,822	1,495	86,002	1,669	420,655	307,421	(113,235)
Repairs and Maintenance	0	2,946	0	3,250	7,918	0	4,839	559	19,511	45,901	26,390
Other Operating Expense	8,190	2,842	0	11,214	1,145	392	11,671	1,240	36,694	58,261	21,567
Property and Sales Tax	43	0	0	212	0	131	13,692	25	14,102	12,413	(1,689)
Uncollectible Accounts	0	0	0	1,665	0	0	0	0	1,665	0	(1,665)
Total Expenses	342,631	698,889	6,658	680,960	262,794	109,711	2,025,452	152,081	4,279,175	4,781,464	502,290
Net Cost (before allocations)	\$341,904	\$696,764	\$6,658	\$652,643	\$202,927	\$76,525	\$658,521	\$152,414	\$2,788,356	\$3,053,387	\$265,031
Allocated To Departments	(256,323)	0	0	(21,709)	0	0	0	0	(278,032)	(361,968)	(83,936)
Allocated From Departments	138,802	89,907	4,577	283,707	26,369	4,545	67,292	58,166	673,364	790,949	117,585
Net Cost	\$224,383	\$786,671	\$11,235	\$914,641	\$229,295	\$81,070	\$725,813	\$210,580	\$3,183,689	\$3,482,369	\$298,680

Laguna Woods Village
620 - EQUESTRIAN
For the Six Months Ending 6/30/2021

	Actual	YEAR TO DATE Budget	VAR\$ B/(W)	VAR% B/(W)	ANNUAL BUDGET
Revenues:					
Non-Assessment Revenues:					
Clubhouse Rentals and Event Fees					
42502000 - Clubhouse Event Fees - Residents	\$3,218.00	\$2,056.00	\$1,162.00	56.52%	5,145
Total Clubhouse Rentals and Event Fees	3,218.00	2,056.00	1,162.00	56.52%	5,145
Miscellaneous					
43501000 - Horse Boarding Fee	29,561.95	32,868.00	(3,306.05)	(10.06%)	65,736
43501500 - Horse Feed Fee	14,720.30	14,346.00	374.30	2.61%	28,700
43502000 - Horse Trailer Parking Fee	153.00	480.00	(327.00)	(68.13%)	480
43502500 - Horse Lesson Fee - Resident	1,066.00	7,248.00	(6,182.00)	(85.29%)	14,500
43503500 - Horse Rental & Trail Ride Fee - Resident		864.00	(864.00)	(100.00%)	1,728
44004500 - Clubhouse Labor Fee		44.00	(44.00)	(100.00%)	176
Total Miscellaneous	45,501.25	55,850.00	(10,348.75)	(18.53%)	111,320
Total Non-Assessment Revenue	48,719.25	57,906.00	(9,186.75)	(15.86%)	116,465
Expenses:					
Employee Compensation					
51011000 - Salaries & Wages - Regular	91,724.45	83,507.29	(8,217.16)	(9.84%)	168,755
51041000 - Wages - Overtime	6,930.78	3,624.00	(3,306.78)	(91.25%)	7,250
51061000 - Holiday & Vacation	9,149.85	6,499.25	(2,650.60)	(40.78%)	13,134
51071000 - Sick	150.17	2,651.02	2,500.85	94.34%	5,357
51091000 - Missed Meal Penalty	1,332.33		(1,332.33)	0.00%	
51981000 - Compensation Accrual	8,264.49		(8,264.49)	0.00%	
Total Employee Compensation	117,552.07	96,281.56	(21,270.51)	(22.09%)	194,496
Compensation Related					
52411000 - F.I.C.A.	8,040.18	7,088.31	(951.87)	(13.43%)	14,324
52421000 - F.U.I.	259.34	252.00	(7.34)	(2.91%)	252
52431000 - S.U.I.	1,742.70	1,260.00	(482.70)	(38.31%)	1,260
52451000 - Workers' Compensation Insurance	3,669.28	6,317.38	2,648.10	41.92%	12,766
52461000 - Non Union Medical & Life Insurance	12,565.56	15,106.32	2,540.76	16.82%	30,213
52481000 - Non-Union Retirement Plan	1,116.98	3,420.67	2,303.69	67.35%	6,913
52981000 - Compensation Related Accrual	1,410.40		(1,410.40)	0.00%	
Total Employee Compensation and Related	28,804.44	33,444.68	4,640.24	13.87%	65,728
Materials and Supplies					
53001000 - Materials & Supplies	58,980.21	44,298.00	(14,682.21)	(33.14%)	88,764
53004000 - Freight	83.54	3,000.00	2,916.46	97.22%	6,000
Total Materials and Supplies	59,063.75	47,298.00	(11,765.75)	(24.88%)	94,764
Community Events					
53201000 - Community Events	142.38	3,800.00	3,657.62	96.25%	6,800
Total Community Events	142.38	3,800.00	3,657.62	96.25%	6,800
Utilities and Telephone					
53301000 - Electricity	1,795.44	1,647.00	(148.44)	(9.01%)	3,438
53301500 - Sewer	1,687.94	1,230.00	(457.94)	(37.23%)	3,736
53302000 - Water	3,359.74	2,420.00	(939.74)	(38.83%)	7,040
53302500 - Trash	813.66	32,832.00	32,018.34	97.52%	65,669
Total Utilities and Telephone	7,656.78	38,129.00	30,472.22	79.92%	79,883
Outside Services					
53601500 - Credit Card Transaction Fees	314.68	24.00	(290.68)	(1211.17%)	50
53602000 - Merchant Account Fees		24.00	24.00	100.00%	50

53704000 - Outside Services	4,159.87	3,996.00	(163.87)	(4.10%)	8,000
Total Outside Services	4,474.55	4,044.00	(430.55)	(10.65%)	8,100
Repairs and Maintenance					
53701000 - Equipment Repair & Maint	5,702.50	7,992.00	2,289.50	28.65%	16,000
Total Repairs and Maintenance	5,702.50	7,992.00	2,289.50	28.65%	16,000
Other Operating Expense					
53604000 - Pest Control Fees	273.36		(273.36)	0.00%	
53802000 - Uniforms	871.25	1,074.00	202.75	18.88%	2,150
54002500 - Filing Fees / Permits		250.00	250.00	100.00%	439
Total Other Operating Expense	1,144.61	1,324.00	179.39	13.55%	2,589
Property and Sales Tax					
54302000 - Property Taxes		28.12	28.12	100.00%	56
Total Property and Sales Tax	0.00	28.12	28.12	100.00%	56
Total Expenses	224,541.08	232,341.36	7,800.28	3.36%	468,416
Net Revenue/(Expense)	(\$175,821.83)	(\$174,435.36)	(\$1,386.47)	(0.79%)	(351,951)

Agenda Item #8
Page 4 of 4



2020/2021 Facility Utilization

	2020 Total	2021-Jan	2021-Feb	2021-March	2021-April	2021-May	2021-June (1-14 only)	2021-June (15-30 only)	2021-July	2021-Aug	Cumulative Total During COVID
Activities											
Tennis	15,105	1,876	2,142	2,222	2,406	2,405	1,177	556	262	464	28,615
Pickleball (Outdoor)	14,580	2,188	2,064	2,848	2,740	2,780	1,534	726	262	464	29,460
Pickleball (Indoor)								119	158	213	490
Paddle Tennis	1,873	166	138	344	414	314	160	205	143	167	3,757
Swim	27,905	4,528	4,471	4,764	5,901	6,145	3,882	4,779	10,604	12,026	85,005
Lawn Bowling	2,497	331	428	261	395	431	239	239	612	503	5,936
Golf	82,809	11,075	11,355	11,790	11,819	12,078	6,107	6,108	12,888	12,261	178,290
Driving Range/Lessons	37,526	3,233	3,784	1,624	4,662	5,222	2,264	2,265	4,406	4,808	69,794
Library-Residents Served	2,270	320	402	308	302	457	862	1,076	2,260	2,495	10,752
Boce Ball	30	2	0	5	0	4	0	91	40	67	239
Fee Based Classes	1,145	780	933	917	906	1,026	506	506	1,030	1,100	8,849
Fitness											
Clubhouse 4					943	1,429	926	2,136	8,878	9,233	20,247
Badminton								927	2,838	2,815	9,878
Volleyball								120	144	235	1,486
Archery								105	228	117	499
Shuffleboard								20	9	38	450
Billiards							77	130	137	125	67
Drop-In Lounge								56	2	110	469
Game Rooms								124	185	370	168
PC Room								243	534	620	679
Mac Room								121	535	553	1,397
Table Tennis								838	1,745	1,651	1,209
Video Lab/Studio								99	160	142	4,234
Radio Room										25	401
Fitness Room								151	268	471	25
Gym								356	723	853	890
Bridge Room									1,436	1,602	1,932
Room Reservations											3,038
Community Center										167	167
Clubhouse 1									66	3,477	3,543
Clubhouse 2								866	2,203	3,824	6,893
Clubhouse 5						21	221	221	2,510	3,805	6,778
Total	185,740	24,499	25,717	25,083	30,488	32,312	17,955	23,506	55,628	64,709	485,637

Beginning July and August respectively, outdoor Pickleball and Paddle Tennis sign in sheets are not being tallied.



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: Raymond SAIDAH Date: 06/23/21

Print Individual, Club or Organization Name: LPGA BC (Laguna Woods Bridge Club)

Manor: 1 Phone: 949/7676680 Email: ray.saidah@gmail.com

Request (please check one):

- Change/Exception to Policy
- Donation
- Staff Time Request
- Equipment Request
- Facility Request
- Other: _____

Explanation:

Please explain the circumstances of your request. Include approximate cost, dates, times and locations when necessary. Please use reverse side or attach a separate sheet if necessary.

- Repaint the Northern & the Southern Walls of the Bridge Room with off white
- Repaint the Advertising Boards & Reposit them
- Install a ceiling at the top of the Southern Wall for hanging Art Works without the use of Nails & Screws IN special hangers

Cost estimated at \$ 2500.00 paid by our Club.

Requestor Signature: [Signature]

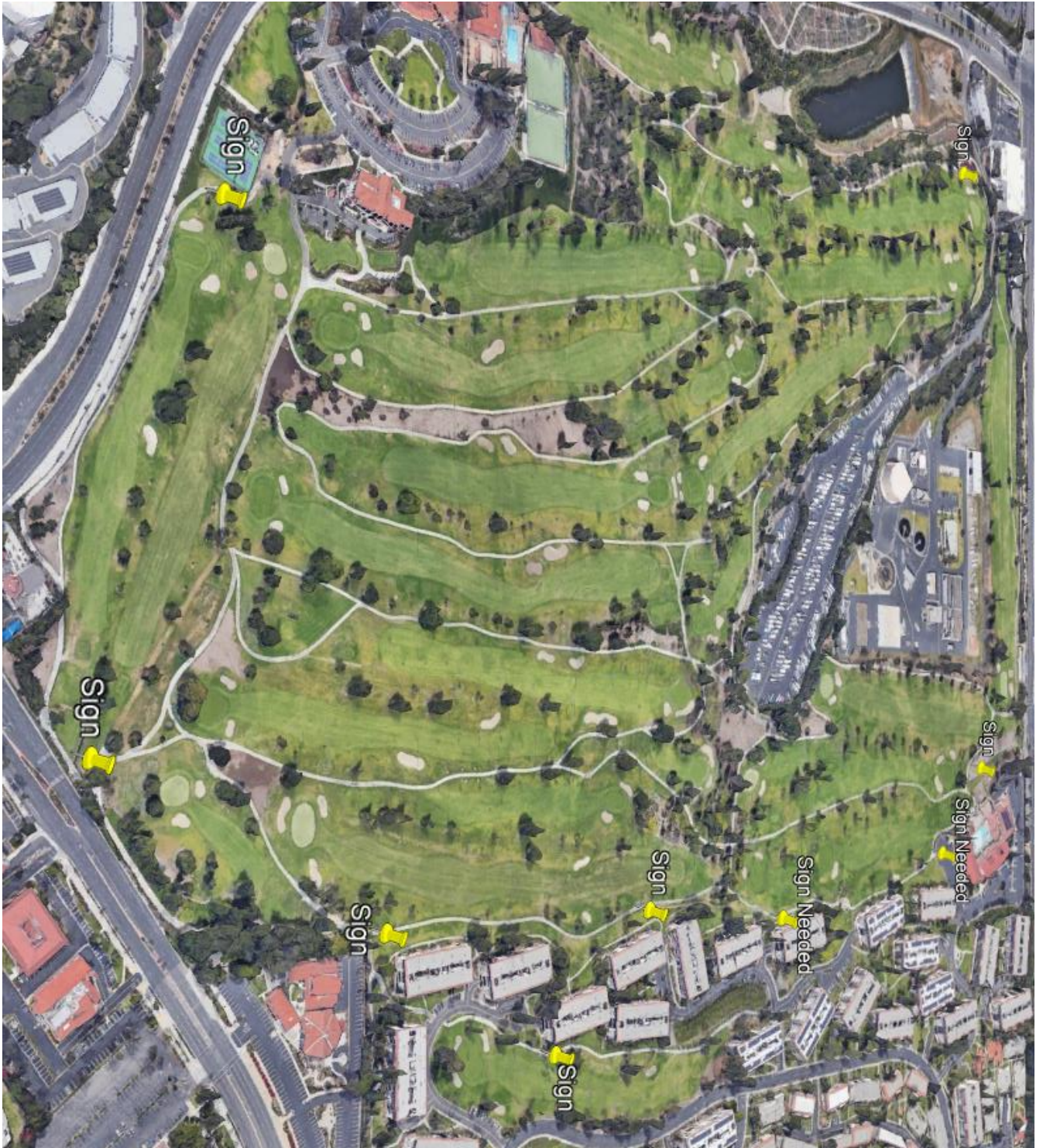
Signatures of All Other Individuals/Club Presidents Affected by this Request:

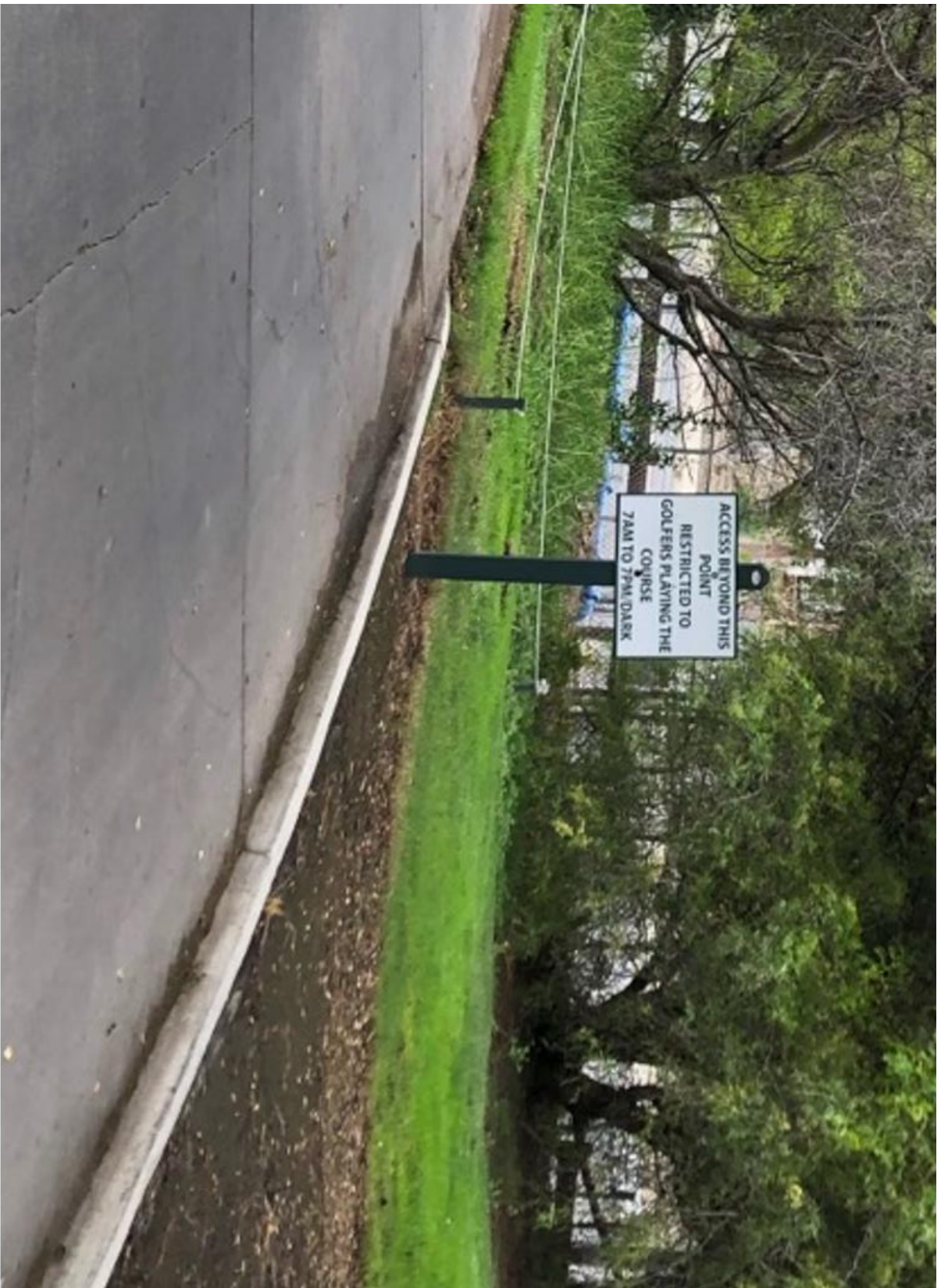
Signature	Manor #	For	Undecided	Against
X <u>[Signature]</u>	<u>Clubhouse</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<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







Revenue Generating Objective

Small Dollar Revenue Sources	Revenue Estimate	Notes	Current Staff	Additional Staff
Tee Box Sponsors *	\$10,000		X (REC)	
Event Sponsor	\$500 per sponsor	Solicit for recreation event sponsors which we already do generating \$30,000 annually	X (REC)	
Food trucks at PAC		Require a fee for them to be onsite at Performing Arts Center (one evening per week)	X (REC)	
Donations Monetary or In-Kind	\$5,000	Ask for donations at recreation events	X (REC)	
Guest and Event Fees	\$10,000	Re-introduce guest fees and charge for all recreation events	X (REC)	

Medium Dollar Revenue Sources	Revenue Estimate	Notes	Current Staff	Additional Staff
Discount Coupon Booklet *	\$25,000	Sell a coupon book to residents at the Community Center	X (PR)	
Build a Bistro	\$50,000	Build a café bistro to sell coffee and sandwiches		X
LWV Merchandise Sales	\$75,000	Sell clothing and other merchandise at the Community Center	X (PR/REC/RS)	
PAC Seat Sponsors/Lobby Tiles or Plaques Sponsors	\$25,000	Resident's name on the seat or tiles/plaques in Lobby		X (PR/REC)
Offer More Fee Based Classes*	\$30,000	Less relying on free classes and transition to fee based classes	X (REC)	

High Dollar Revenue Sources	Revenue Estimate	Notes	Current Staff	Additional Staff
Land Development with Lease Options	\$250k + annually	Develop office/retail building and then lease out to local businesses		X
Housing Development Projects				X
Facility Naming Rights	\$250k +	Corporate facility sponsor with naming rights for x years	X (PR)	
Government Grant Funding	Unknown	Needs Analysis		X
Estate Donor(s)	\$100k +	Residents can contribute any amount to GRF posthumously		X

*** Denotes pilot idea that could be completed within next 12 months**

All ideas are subject to tax and legal review.

Alternate idea-install a board to residents to advertise private sale of items

Keycode:

PR=Public Relations

REC=Recreation

RS=Resident Services

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STAFF REPORT

DATE: September 9, 2021
FOR: Community Activities Committee
SUBJECT: 2022 Equestrian Center Pricing Policy and Chargeable Service Fees

RECOMMENDATION

Review and approve the GRF-Equestrian Ad Hoc Committee's recommended equestrian service fee amendments to the current Equestrian Pricing Policy Resolution 90-20-20 to be effective FY 2022.

BACKGROUND

On August 24, 2021 the GRF-Equestrian Ad Hoc Committee held a special pricing policy and fee review meeting for the purpose of:

- Determining adequacy of fees to offset costs;
- Establish fair and consistent costs to boarders; and
- Provide reliable future revenue assumptions.

All equestrian fees were reviewed and proposals were made to adjust fees in the areas of boarding, the riding program, non-resident boarders and services.

DISCUSSION

The current pricing policy and fees were reviewed to establish fair costs to boarders while providing a high level of horse care and customer service. The proposed fees were determined after conducting a comprehensive regional cost analysis of similar facilities such as the Nellie Gail Ranch Equestrian Center (Attachment 1) which is operationally closest to the Laguna Woods Village Equestrian Center. The proposed service fee amendments as reflected in the redlined GRF Equestrian Center Fees (Attachment 2) are primarily for resident/non-resident boarding fees, lesson fees and other service fees. The horse pellets and half an hour lesson programs were eliminated due to a lack of nutrition and too short of duration for set-up and learning, respectively.

In addition to proposing service fee adjustments, the current GRF Equestrian Pricing Policy Resolution 90-20-20 was modified. Deleted and added verbiage reflected in the redlined GRF Pricing Policy (Attachment 3) are as follows:

- The proposed service fees, rounded up to the nearest dollar, shall be based on the estimated monthly cost to board a resident's owned or leased horse, and 70% shared (subsidized) by the community at large;
- The proposed service fees would be adjusted annually on the basis of changes to the operational costs, depreciation costs, and percentage shared by the community at large;
- The proposed fee to store a horse trailer would be 50% of the charge for a recreational vehicle in the RV Storage Lots; and

2022 Equestrian Center Pricing Policy and Chargeable Service Fees

September 9, 2021

Page 2

- The proposed service fees, rounded up to the nearest dollar, shall be based on the estimated hourly cost of labor and the cost of the horse used to lead the trail ride/lesson; and for residents, 64% shared (subsidized) by the community at large; for guests, 25% mark up.
- Added; fee increases, rounded up to the nearest dollar, would increase no more than 5% annually and be based off of the Recreation and Special Events Department recommendation; fees will be reviewed annually.

FINANCIAL ANALYSIS

Based on the current and the new proposed service fees, revenue calculations project an annual revenue increase of \$187,725 (Attachment 4). Revenue from feed is not included as the cost is directly passed on to the boarder.

Prepared By: Jennifer Murphy, Recreation Manager

Reviewed By: Brian Gruner, Recreation and Special Events Director
Steve Hormuth, Interim Finance Director
Siobhan Foster, COO

ATTACHMENT(S)

ATT 1: Nellie Gail Ranch Equestrian Center 2021 Service Fees

ATT 2: New 2022 Proposed Equestrian Fees

ATT 3: Redline GRF Equestrian Center Pricing Policy Resolution 90-20-20

ATT 4: 2022 Estimated Revenue Analysis

Attachment 1



EQUESTRIAN CENTER SERVICES - 2020/21 RATE SCHEDULE	FEE	OCCURRENCE
<u>Boarding Fee Rates</u> <i>(Includes 3 flakes of hay daily)</i>		
12'x12' Box Stall: Nellie Gail Resident <i>(Applies to first two stalls only)</i>	\$ 749.00	Monthly
12'x12' Box Stall: Non-Resident or Additional Resident Stalls	\$ 799.00	Monthly
Large Box/Pipe Stall: Nellie Gail Resident <i>(Applies to first two stalls only)</i>	\$ 779.00	Monthly
Large Box/Pipe Stall: Non-Resident or Additional Resident Stalls	\$ 824.00	Monthly
<u>Additional Feed Services</u>		
Lunch Service <i>(Labor only)</i>	\$ 30.00	Monthly
1 Extra Flake of Alfalfa, Orchard Grass, or Timothy Hay	\$ 65.00	Monthly
<u>Dry Stall</u> <i>(9 month time limit)</i>		
Resident	\$ 485.00	Monthly
Resident Sublet 1-6 months	\$ 105.00	Monthly
Resident Sublet 7-9 months	\$ 155.00	Monthly
Non-Resident	\$ 530.00	Monthly
Non-Resident Sublet 1-6 months	\$ 140.00	Monthly
Non-Resident Sublet 7-9 months	\$ 190.00	Monthly
<u>Day Services</u>		
Trailer-In	\$ 15.00	Daily
Daily Board w/o Feed	\$ 30.00	Daily
Daily Board with Feed <i>(Alfalfa/Orchard Grass/Timothy)</i>	\$ 75.00	Daily
<u>Stall Transfer Fees</u>		
Transfer - No Shavings	\$ 50.00	Per Occurrence
Transfer with New Shavings/Level/Box Stall	\$ 150.00	Per Occurrence
Transfer with New Shavings/Level/Pipe Corral	\$ 250.00	Per Occurrence
<u>Labor Services</u>		
Installation of Stall Fan <i>(Includes labor only - fan is boarder responsibility)</i>	\$ 115.00	Per Occurrence
Installation of Stall Mats/Level/Box Stall	\$ 75.00	Per Occurrence
Installation of Stall Mats/Level/Pipe Corral	\$ 125.00	Per Occurrence
<u>Trailer Storage:</u>		
Nellie Gail Resident	\$ 120.00	Monthly
Non-Resident	\$ 170.00	Monthly
<u>Miscellaneous</u>		
Bag of Shavings	\$ 12.00	Per Bag
Equestrian Center Non Homeowner Monthly Use Fee	\$ 45.00	Per Month
Foal Surcharge	\$ 150.00	1x Per Horse
Stallion Surcharge	\$ 150.00	1x Per Horse
Temporary Trailer Storage (3+ Horse) (If space is available)	\$ 30.00	Daily

Effective October 1, 2020

Attachment 2

New 2022 Proposed Equestrian Center Fees

EQUESTRIAN CENTER 2021 FEES		PROPOSED
Horse Care Services (per day)	\$35	No Changes
Horse Boarding Fee (per month)	\$249	\$265
Shavings (per bag)*	\$7	\$7.50
Non-Resident Horse Boarding Fee		\$325
Non-Resident Shavings		\$8.50
Dry Stall	\$150	No Changes
Horse Feed – Pellets	\$36	Eliminate
Horse Feed - Alfalfa Hay*	\$51	No Changes
Horse Feed - Teff Hay*	\$63	\$69
Horse Feed - Orchard Hay*	\$90	No Changes
Horse Feed - Timothy Hay*	\$96	\$99
Resident Trail Ride on GRF Horse (45 min)	\$9	\$15
Resident Trail Ride on Boarded Horse (45 min)	\$5	No Changes
Resident 1/2 Hour Lesson with GRF Horse	\$13	Eliminate
Resident 1/2 Hour Lesson with Boarded Horse	\$11	Eliminate
Resident Private Lesson with GRF Horse (45 min)	\$25	\$30
Resident Private Lesson with Boarded Horse (45 min)	\$21	\$20
Resident 1/2 Hour Group Lesson with GRF Horse	\$5	Eliminate
Resident 1/2 Hour Group Lesson with Boarded Horse	\$3	Eliminate
Resident Group Lesson with GRF Horse (45 min)	\$9	\$15
Resident Group Lesson with Boarded Horse (45 min)	\$5	\$10
Non-Resident Trail Ride on GRF Horse (45 min)	\$27	No Changes
Non-Resident Trail Ride on Boarded Horse (45 min)	\$15	No Changes
Non-Resident 1/2 Hour Lesson with GRF Horse	\$42	Eliminate
Non-Resident 1/2 Hour Lesson with Boarded Horse	\$36	Eliminate
Non-Resident Private Lesson with GRF Horse (45 min)	\$84	\$55
Non-Resident Private Lesson with Boarded Horse (45 min)	\$72	\$35
Non-Resident 1/2 Hour Group Lesson with GRF Horse	\$14	Eliminate
Non-Resident 1/2 Hour Group Lesson with Boarded Horse	\$8	Eliminate
Non-Resident Group Lesson with GRF Horse (45 min)	\$27	\$35
Non-Resident Group Lesson with Boarded Horse (45 min)	\$15	\$20
Storage, horse trailer (annually)	\$160	No Changes
Non-Resident Storage, horse trailer (annually)		\$240
Hauling horse in trailer (per hour)	\$47.25	\$50
Hauling horse in trailer (per mile)	\$0.58	No Changes
Specialty Care Services (monthly charges)		
Turnout		\$30
Feeding Prepared Grain or Feed		\$30
Hand Walking		\$150
Lunge (charges are per occurrence)		\$15
Blanketing or Fly Sheet, On & Off		\$60
3rd Feeding option		\$30

New Fee
New Fee

New Fee

Attachment 3

RESOLUTION 90-20-20
REVISED GRF EQUESTRIAN PRICING POLICY

WHEREAS, according to Resolution 90-12-132, which established guidelines for shared costs and fees, certain fees can be imposed upon users of various recreational facilities in order to control crowding, to minimize over-usage, and to recover operating costs; and

WHEREAS, the Board periodically reviews fees as part of the business planning process to determine adequacy of revenues ~~and shared costs~~ and their adoption of the 2020 Business Plan included certain fee changes;

NOW THEREFORE BE IT RESOLVED, May 5, 2020, that the Board of Directors of the Corporation hereby adopts a revised GRF Pricing policy relative to the Equestrian Center.

Horse Boarding

- A Horse Boarding Fee shall be charged, monthly, to residents who wish to board their horse(s) at the Equestrian Center in accordance with Exhibit "A".
- ~~The fee, rounded up to the nearest dollar, shall be based on the estimated monthly cost to board a resident's owned or leased horse, and 65% 70% shared (subsidized) by the community at large.~~
- ~~The fee will be adjusted annually on the basis of changes to the operational costs, depreciation costs, and percentage shared by the community at large.~~
- The GRF Board of Directors will periodically review the ~~estimated~~ monthly ~~cost~~ fees of boarded horses ~~and determine what shared percentage to apply in order to maintain an equitable and reasonable division between the user and the monthly assessment (per Resolution 90-12132, Guidelines for Shared Costs and Fees).~~
- Fee increases, rounded up to the nearest dollar, will increase no more than 5% annually and will be based off of the Recreation Department recommendation.
- The cost of feed will be fully absorbed by the resident based on their selection from the menu of options.

Horse Trailer Storage & Horse Transportation Fees

- If space allows, residents may store their horse trailers at the Equestrian Center. ~~The fee to store a horse trailer shall be 50% of the charge for a recreational vehicle in the RV Storage Lots.~~
- GRF shall be reimbursed the cost of transporting a horse for a resident. The costs include:
labor, fuel, and wear and tear on the trailer and vehicle.

Trail Ride Fees

- A separate fee shall be charged for trail rides for residents and their guest(s)

- ~~o The fees, rounded up to the nearest dollar, shall be based on: the estimated hourly cost of labor and the cost of the horse used to lead the trail ride; and for residents, 64% shared (subsidized) by the community at large o for guests, 25% mark up.~~
- The fee will be ~~adjusted reviewed~~ annually on the basis of changes to the operational costs. ~~depreciation costs, percentage shared by the community at large for residents, and percentage mark up for guests.~~

Lesson Fees

- Fees shall be charged for individual and group lessons for residents and their guest(s).
- ~~The fees, rounded up to the nearest dollar, shall be based on: the estimated hourly cost of labor and the cost of the horse used to provide the lesson; and o for residents, 64% shared (subsidized) by the community at large o for guests, 25% mark up.~~
- The fee will be ~~adjusted reviewed~~ annually on the basis of changes to the operational costs. ~~depreciation costs, percentage shared by the community at large for residents, and percentage mark up for guests.~~

Horse Rental Fee

- A resident fee and a guest fee shall be charged for the use of a GRF owned horse for lessons and trail rides.
- ~~The fees, rounded up to the nearest dollar, shall be based on the estimated hourly cost of a GRF owned horse; and o for residents, 64% shared (subsidized) by the community at large o for guests, 25% mark up.~~
- The fee will be ~~adjusted reviewed~~ annually on the basis of changes to the operational costs. ~~depreciation costs, percentage shared by the community at large for residents, and percentage mark up for guests.~~

RESOLVED FURTHER, ~~January 1, 2020, at which time, retroactive billing for the 2020 storage fees will occur~~, that Resolution 90-20-12 adopted March 3, 2020, is hereby superseded and canceled and replaced by resolution dated October 5, 2021; and

RESOLVED FURTHER; that the officers and agents of this Corporation are directed on behalf of the Corporation to carry out this resolution.

~~APRIL Initial Notification~~

~~28-day notification for member review and comment to comply with Civil Code Section 4360 has been satisfied.~~

~~Director Garthoffner made a motion to adopt a resolution to revise GRF equestrian pricing policy. Director English seconded the motion. Discussion ensued among the directors.~~

Attachment 4

Estimated Revenue

EQUESTRIAN CENTER FEES	PROPOSED 2022 Fees	Average # Horses	Ave Monthly Occurrence	Annual Occurrences	Annual Rev Estimate	Ave Monthly Rev Estimate
Horse Care Services (per day)	\$35	0.5	X	183	\$6,405	\$533
Horse Boarding Fee (per month)	\$265	22	1	264	\$69,960	\$5,830
Non-Resident Horse Boarding Fee	\$325	8	1	96	\$31,200	\$2,600
Dry Stall	\$150	2	1	24	\$3,600	\$300
Shavings (per bag)*	\$7.50	22	30	660	\$4,950	\$413
Non-Resident Shavings	\$8.50	8	30	240	\$2,040	\$170
Resident Trail Ride on GRF Horse (45 min)	\$15	X	8	96	\$1,440	\$120
Resident Trail Ride on Boarded Horse (45 min)	\$5	X	24	288	\$1,440	\$120
Resident Private Lesson with GRF Horse (45 min)	\$30	X	24	288	\$8,640	\$720
Resident Private Lesson with Boarded Horse (45 min)	\$20	X	8	96	\$1,920	\$160
Resident Group Lesson with GRF Horse (45 min)	\$15	X	100	1200	\$18,000	\$1,500
Resident Group Lesson with Boarded Horse (45 min)	\$10	X	0	0	\$0	\$0
Non-Resident Trail Ride on GRF Horse (45 min)	\$27	X	0	0	\$0	\$0
Non-Resident Trail Ride on Boarded Horse (45 min)	\$15	X	4	48	\$720	\$60
Non-Resident Private Lesson with GRF Horse (45 min)	\$55	X	0	0	\$0	\$0
Non-Resident Private Lesson with Boarded Horse (45 min)	\$35	X	8	96	\$3,360	\$280
Non-Resident Group Lesson with GRF Horse (45 min)	\$35	X	40	480	\$16,800	\$1,400
Non-Resident Group Lesson with Boarded Horse (45 min)	\$20	X	0	0	\$0	\$0
Storage, horse trailer (annually)	\$160	X	5	5	\$800	\$67
Non-Resident Storage, horse trailer	\$240	X	1	1	\$240	\$20
Hauling horse in trailer (per hour)	\$50	X	X	18	\$900	\$75
Hauling horse in trailer (per mile)	\$0.58	X	X	1,080	\$626	\$52
Specialty Services (charges shown are monthly)						
Turnout	\$30	17	1	204	\$6,120	\$510
Feeding Prepared Grain or Feed	\$30	2	1	24	\$720	\$60
Hand Walking (charges are per occurrence)	\$5	17	1	204	\$1,020	\$85
Lunge (charges are per occurrence)	\$15	8	1	96	\$1,440	\$120
Blanketing or Fly Sheet, On & Off	\$60	3	1	36	\$2,160	\$180
3rd Feeding option	\$30	9	1	108	\$3,240	\$270
Total					\$187,741	\$15,645

EQUESTRIAN CENTER – 2022 REVENUE PROJECTION	
Horse Boarding Fees	\$69,960
Sponsored Boarding Fees	\$31,200
Dry Stall	\$3,600
Horse Care Services	\$6,405
Resident Shavings	\$4,950
Non-Resident Shavings	\$2,040
Rides and Lessons	\$52,320
Trailer Storage and Hauling	\$2,566
Turnout	\$6,120
Feeding Prepared Grain or Feed	\$720
Hand Walking	\$1,020

Lunge (charges are per occurrence)	\$1,440
Blanketing or Fly Sheet, On & Off	\$2,160
3rd Feeding option	\$3,240
Total Revenue	\$187,741