



OPEN MEETING

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

**Thursday, March 10, 2022 – 1:30 P.M.
Board Room/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 January 13, 2022
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. Revenue Resources Ad Hoc Update
11. Golf Greens Committee Update
12. Men's Golf Club Annual Memorial Tournament
13. Operating Rules Update
 - Pickleball
 - Garden Centers

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

14. Duplicate Bridge Tournament Room Reservation Rental Rate and July 4 Annual Rollover Exception
15. Charity Golf Tournaments
16. Saddle Club Donation - Equestrian Center Shade Structures
17. Old Pros Donation – Equestrian Center
18. Village Community Fund Phase Two - Equestrian Center

Items for Future Agendas:

- Club Insurance

Concluding Business:

- Committee Member Comments
- Date of Next Meeting: Thursday, April 14, 2022 at 1:30 p.m.
- Adjournment

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

Yvonne Horton, Chair
Brian Gruner, Staff Officer
Telephone: 597-4270

OPEN MEETING

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

Thursday, January 13, 2022 – 1:30 p.m.
Virtual Zoom Webinar

MEMBERS PRESENT: Yvonne Horton, Chair, Elsie Addington, Ryna Rothberg, Cush Bhada, Maggie Blackwell, Annie McCary, Pearl Lee, Dennis Boudreau, Ajit Gidwani

MEMBERS ABSENT: None

OTHERS PRESENT: Bunny Carpenter, Joan Milliman, Juanita Skillman, Diane Casey, Debbie Dotson

STAFF PRESENT: Brian Gruner, Jennifer Murphy, Jackie Kupfert

Call to Order

Chair Horton 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 to add Performing Arts Center Overutilization under Items for Future Agendas.

Motion passed unanimously.

Approval of Committee Report for December 9, 2021

A motion was made to amend to show Director Addington as present at the December 9, 2021 meeting.

Motion passed unanimously.

Chair's Remarks

Chair Horton reminded all who use Recreation facilities must wear a mask and stated those being rude or abrasive to employees when asked to wear a mask is not acceptable.

Report of the Recreation and Special Events Director

Mr. Gruner stated the operational updates as follows: staff levels are still low with recruitment ongoing in all avenues, but existing staff has done an outstanding job shifting locations and adjusting to new job responsibilities; as of January 15, the state mandates attendees of mega events of 500 or more must provide vaccination proof; Saddleback College Emeritus Institute classes have been postponed until February 7.

Mr. Gruner stated the facility and program updates as follows: the Garden Center 2 gate will be operational soon; an offer for the position of Garden Center Coordinator was made and anticipate this new person starting in approximately two weeks; the pickleball lighting project is currently underway, but incorrect footings were installed and must be removed before the project may be completed; the Fitness Centers have COVID case numbers rising which may impact classes, but at this time, all is moving forward as planned; the Equestrian Center riding program has been suspended due to increase of COVID cases reported; a dressage court has been donated and rat abatement has been successful at the Equestrian Center; the success of the New Year's Eve event at the Performing Arts Center was attributed to the clear sound system which our tech team has worked tirelessly to repair.

Advisor Boudreau inquired about volunteers assisting at the clubhouses. Mr. Gruner stated staff is researching this option.

Director Dotson inquired as to lawn bowling policy regarding usage by those not guests of residents. Mr. Gruner stated Recreation policy states a club may have 20% non-residents in attendance and must be a guest of a member.

A member was called to speak regarding an existing club event that may need to be canceled due to COVID concerns. This member requested direction from the Recreation Department or GRF. It was explained that this is a club event so direction must come from within the club.

A member inquired as to which entity will pay for the correction of the pickleball footing. Mr. Gruner responded the contractor will pay for the correction as they did not follow procedure.

A member inquired as to contracting more caterers. Mr. Gruner stated a current approved caterer list is available. The difficulty of contracting new caterers is the cost for services that are significantly higher than previous caterers.

Member Comments (Items Not on the Agenda)

Members were called to speak on the following: Duplicate Bridge club request of resident rate versus exception rate for an upcoming tournament (Feb 12 and 13), in opposition of Kourts reservation system and in favor of Kourts reservation system.

Ms. Murphy addressed the Duplicate Bridge club request and discussion ensued.

Director Milliman suggested a new resolution be presented to CAC next month for this bridge tournament to be operated as a regular tournament using the lounge at the resident rate in the future.

The committee concurred that the Duplicate Bridge club request to use the Clubhouse 7 bridge room for the upcoming tournament on February 12 and 13 be allowed to proceed with use of the bridge room only at no fee while collecting guest fees and no Clubhouse 7 lounge use for the 2022 tournament.

CONSENT

A motion was made to approve the consent calendar.

Motion passed unanimously.

REPORTS

Revenue Resources Ad Hoc Update - Chair Horton stated first meeting was yesterday and many ideas were presented. A tour of a possible bistro area at Clubhouse 7 will be arranged for the Ad Hoc committee members.

Garden Centers Operating Rules - Chair Horton inquired as to why approval has not been requested previously for those fences that are not in compliance. Mr. Gruner stated approval is stated in the operating rules however those that are not in compliance may have been erected prior to the statement. Director Blackwell stated the compliance may be used to enforce garden center violations. Mr. Gruner stated over 70 compliance letters have been sent by the Garden Center staff person. Mr. Gruner stated a volunteer program is in place to assist with reporting of compliance issues.

Director Addington inquired as to the creation of a wait list. Chair Horton stated this is being instated.

Director Lee inquired as to how long the wait is to get a garden plot and if a current plot lease can be transferred to another who is not on a wait list. Mr. Gruner stated the wait is three to four months currently and a single gardener may not transfer their plot to someone not on the list. Mr. Gruner stated a plot partner may have first choice to accept or decline.

Staff was directed to add Garden Center Operating Rules under Items for Future Agendas next month.

Online Reservations System Analysis - Mr. Gruner stated the following change for Kourts reservation system regarding tennis: three courts will be reserved using the Kourts online reservation system and seven courts will be reserved using the previous white board system; all reservations are to be 1.5 hours; this will be re-evaluated in six months. He stated the

disciplinary process for those that abuse the system as follows: first offense is a verbal warning; second offense is a written warning and final notice; third offense will be referred to the Compliance Division to initiate the disciplinary process. The committee concurred as to staff recommendation for the modification of the Kourts online system at tennis.

Members were called to speak in opposition of and in favor of Kourts.

Discussion ensued.

A motion was made to remove pickleball from the Kourts reservation system and review in three months.

Motion passed unanimously.

Recreation Event Cancellation Guidelines - Mr. Gruner stated COVID numbers have increased exponentially and several upcoming events will need review of when cancellation is required due to low attendance that will affect revenue. Mr. Gruner recommended a minimum of two weeks to postpone any event. Chair Horton inquired as to the inclusion of a clause for force majeure within each event contract. Mr. Gruner stated it is included in each contract.

Ms. Murphy inquired as to Recreation continuing events that do not generate revenue. Chair Horton stated yes, please continue with these events.

A motion was made that if ticket sales are 50% or less within 2 weeks of any event that is planned at the Performing Arts Center or any other planned event, it may be canceled or postponed during the time of COVID.

Discussion ensued.

Motion passed unanimously.

ITEMS FOR DISCUSSION AND CONSIDERATION

Supplemental Funding to Purchase a Toro ProCore 648 Aerator - Mr. Gruner stated the staff report recommendation of a sole-source supplemental appropriation in the amount of \$34,869.03, for the purchase of a new ProCore 648 Aerator for the 27-hole golf course, to be funded from the Equipment Fund.

Chair Horton inquired as to renting one in the interim. Mr. Gruner stated there is a 9 to 12 month lead time to receive this type of machinery and will inquire with vendor regarding long-term rental.

A motion was made to accept staff recommendation of supplemental funding of \$34,869.03 in order to purchase a Toro ProCore 648 Aerator.

Discussion ensued.

Motion passed unanimously.

ITEMS FOR FUTURE AGENDAS

Golf Greens Committee Update – Director Blackwell will present an update next month.

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

CONCLUDING BUSINESS

Committee Member Comments

None

Date of Next Meeting

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

Adjournment

There being no further business, the Chair adjourned the meeting at 4:38 p.m.

___*Yvonne Horton*___

Yvonne Horton, Chair

**Golden Rain Foundation of Laguna Woods
Proforma Recreation Services Summary of Operations
12/31/2021**

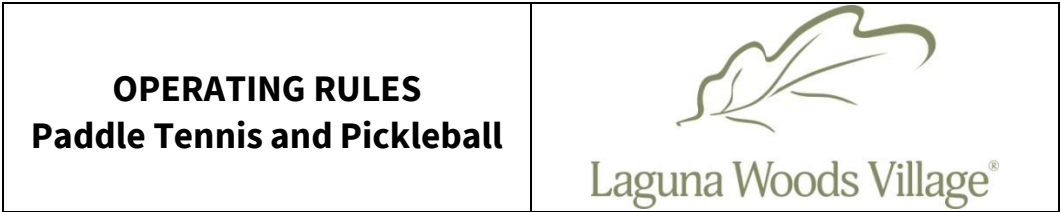
	Admin	Aquatics/Fitness	Bar Services	Clubhouses	Equestrian	Garden Centers	Golf	PAC	ACTUAL	BUDGET	VAR\$ B/(W)
Non-Assessment Revenues:											
Golf Green Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$1,656,161	\$0	\$1,656,161	\$1,515,000	\$141,161
Golf Operations	0	0	0	0	0	0	318,827	0	318,827	252,450	66,377
Merchandise Sales	0	54	24,574	0	0	0	296,061	0	320,689	246,110	74,579
Clubhouse Rentals and Event Fees	842	(1,010)	0	61,983	11,337	0	4,659	35,521	113,330	593,442	(480,112)
Rentals	0	0	0	0	0	57,108	54,000	0	111,108	109,560	1,548
Miscellaneous	2,467	45,196	428	33,224	108,841	0	38	9,345	199,539	380,100	(180,561)
Total Non-Assessment Revenue	3,308	44,240	25,002	95,207	120,177	57,108	2,329,745	44,866	2,719,653	3,096,662	(377,009)
Expenses:											
Employee Compensation	463,548	338,926	9,688	527,723	252,557	49,979	1,545,419	203,062	3,390,901	3,893,544	502,643
Expenses Related to Employee Compensation	132,277	122,185	3,260	159,575	57,024	28,927	584,935	41,178	1,129,362	1,272,583	143,221
Materials and Supplies	1,767	80,752	0	62,786	111,007	10,317	248,861	11,878	527,369	553,391	26,022
Cost of Goods Sold	0	0	0	0	0	0	204,813	0	216,278	165,900	(50,378)
Community Events	18,572	159	11,466	23,754	142	0	0	2,602	45,229	387,686	342,457
Utilities and Telephone	694	150,759	0	540,170	18,944	78,007	591,326	71,429	1,451,329	1,449,094	(2,234)
Professional Fees	0	0	0	0	0	0	0	0	0	1,500	1,500
Equipment Rental	0	26,614	0	0	0	0	43,586	0	70,200	76,401	6,201
Outside Services	19,685	538,067	10	16,861	29,150	9,295	220,122	9,072	842,262	549,493	(292,770)
Repairs and Maintenance	0	6,551	0	9,269	17,652	0	11,130	2,250	46,851	81,005	34,154
Other Operating Expense	13,835	3,662	0	18,024	2,493	531	20,426	2,726	61,696	93,993	32,297
Property and Sales Tax	86	4	1,830	423	28	233	23,114	49	25,767	21,626	(4,141)
Uncollectible Accounts	0	0	0	1,665	0	0	0	0	1,665	0	(1,665)
Total Expenses	650,464	1,267,678	26,253	1,360,249	488,998	177,290	3,493,731	344,247	7,808,909	8,546,216	737,307
Net Cost (before allocations)	\$647,156	\$1,223,438	\$1,251	\$1,265,042	\$368,820	\$120,182	\$1,163,986	\$299,381	\$5,089,256	\$5,449,554	\$360,298
Allocated To Departments	(466,359)	0	0	(37,661)	0	0	0	0	(504,020)	(626,150)	(122,130)
Allocated From Departments	234,521	161,658	8,328	511,693	47,099	8,091	119,765	104,504	1,195,659	1,356,833	161,174
Net Cost	\$415,317	\$1,385,095	\$9,578	\$1,739,074	\$415,920	\$128,273	\$1,283,752	\$403,885	\$5,780,895	\$6,180,236	\$399,341

**Golden Rain Foundation of Laguna Woods
Profoma Recreation Services Summary of Operations
1/31/2022**

	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	\$156,887	\$0	\$156,887	\$133,498	\$23,389
Golf Operations	0	0	0	0	0	0	32,133	0	32,133	31,880	253
Merchandise Sales	0	0	792	0	0	0	9,730	0	10,522	24,243	(13,721)
Clubhouse Rentals and Event Fees	713	0	0	18,937	1,687	0	3,244	33,584	58,165	43,115	15,050
Rentals	0	0	0	0	0	4,361	4,500	0	8,861	9,283	(423)
Miscellaneous	2,249	7,964	0	1,232	9,514	0	0	0	20,959	34,055	(13,096)
Total Non-Assessment Revenue	2,962	7,964	792	20,169	11,201	4,361	206,494	33,584	287,526	276,074	11,452
Expenses:											
Employee Compensation	45,169	34,986	681	46,129	22,938	0	136,581	17,845	304,329	336,339	32,009
Expenses Related to Employee Compensation	15,377	13,223	253	16,246	5,869	0	54,411	6,014	111,393	126,978	15,585
Materials and Supplies	20	5,399	0	3,985	20,439	296	1,312	614	32,065	84,467	52,402
Cost of Goods Sold	0	0	890	0	0	0	7,109	0	7,999	13,982	5,984
Community Events	256	769	0	7,669	0	0	0	5,782	14,477	24,295	9,818
Utilities and Telephone	70	15,495	0	42,726	921	3,943	14,651	7,877	85,683	86,243	560
Equipment Rental	0	2,047	0	0	0	0	0	0	2,047	6,113	4,066
Outside Services	1,018	36,826	0	1,389	67	38	17,584	786	57,709	73,941	16,232
Repairs and Maintenance	0	437	0	513	2,702	0	402	0	4,053	11,063	7,010
Other Operating Expense	17,491	48	0	1,439	0	0	1,007	183	20,168	19,194	(974)
Property and Sales Tax	0	0	57	0	0	0	700	0	757	1,432	675
Total Expenses	79,401	109,231	1,880	120,096	52,936	4,277	233,757	39,102	640,681	784,047	143,366
Net Cost (before allocations)	\$76,440	\$101,267	\$1,088	\$99,927	\$41,735	(\$83)	\$27,263	\$5,518	\$353,155	\$507,973	\$154,818
Allocated To Departments	(46,894)	0	0	(3,375)	0	0	0	0	(50,269)	(53,901)	(3,632)
Allocated From Departments	20,969	12,140	837	45,772	4,045	525	9,795	7,887	101,971	125,208	23,237
Net Cost	\$50,515	\$113,407	\$1,926	\$142,324	\$45,780	\$442	\$37,058	\$13,405	\$404,857	\$579,280	\$174,423

	2020 Total	2021 Total	2022-Jan	2022-Feb	Cumulative Total During COVID
Activities					
Tennis	15,105	18,449	2,573	1,636	37,763
Pickleball (Outdoor)	14,580	19,317	1,626	1,424	36,947
Pickleball (Indoor)		1,618	247	226	2,091
Paddle Tennis	1,873	2,575	111	56	4,615
Swim	27,905	83,512	2,994	6,835	121,246
Lawn Bowling	2,497	5,461	642	689	9,289
Golf	82,809	138,613	12,787	11,907	246,116
Driving Range	36,806	46,995	3,904	3,402	91,107
Lessons	720	617	8	38	1,383
Library-Residents Served	2,270	17,717	2,341	2,251	24,579
Bocce Ball	30	544	116	35	725
Fee Based Classes	1,145	11,312	723	700	13,880
Fitness		57,895	8,314	8,923	75,132
Clubhouse 4		23,539	2,802	3,117	29,458
Badminton		3,960	557	554	5,071
Volleyball		1,513	201	230	1,944
Archery		890	206	133	1,229
Shuffleboard		420	14	83	517
Billiards		1,419	323	203	1,945
Drop-In Lounge		1,583	431	514	2,528
Game Rooms		2,179	685	297	3,161
PC Room		4,142	64	373	4,579
Mac Room		2,752	0	159	2,911
Table Tennis		10,577	1,283	1,262	13,122
Video Lab/Studio		1,064	69	109	1,242
Radio Room		25	13	0	38
Fitness Room		2,229	1,419	376	4,024
Clubhouse 5 Gym		4,614	513	671	5,798
Bridge Room		9,023	1,228	1,500	11,751
Room Reservations					
Community Center		563	146	133	842
Clubhouse 1		18,320	2,793	1,784	22,897
Clubhouse 2		16,843	2,139	2,572	21,554
Clubhouse 5		28,480	4,083	4,798	37,361
Clubhouse 7		701	396	394	1,491
Total	185,740	539,461	55,751	57,384	838,336

In July and August 2021 respectively, outdoor Pickleball and Paddle Tennis sign in sheets were not being tallied; combined indoor/outdoor Pickleball beginning in September.



1. Residents and guests must sign in upon arrival at the paddle tennis/pickleball facility.
 2. The facility is for playing paddle tennis and pickleball only.
 3. Guests must be at least 6 years old to enter and be accompanied by a resident at all times.
 4. Guests may occupy only one court with their resident sponsor.
 5. Use the sign-in sheets available at the courts to secure play time on a given day.
 6. Proper tennis attire and footwear required. Shoes that mark /injure the court surface are prohibited.
 7. Skateboards, roller skates and bicycles are prohibited on the courts.
 8. Pets are prohibited on the courts.
 9. Players may play as long as desired unless others are waiting to play.
 10. Players may play one game only **(maximum of 15 minutes)** if others are waiting to play.
 11. Walking onto a court before play has stopped is prohibited.
 12. Court priority*:
 - Pickleball: Monday, Wednesday and Friday mornings
Tuesday evenings
Second and fourth Saturdays
 - Paddle Tennis: Tuesday and Thursday mornings
Wednesday evenings
First and third Saturdays
- *If a court is unoccupied, either sport can play until priority sport players arrive.

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

**GARDEN CENTERS
OPERATING RULES**



A. Introduction/Purpose

1. The Garden Centers are recreational facilities managed by the Laguna Woods Village Recreation Department and its staff. The Garden Centers are a functioning farm that provides a relaxing enjoyable environment for the residents to tend, grow and harvest their own fruits, ~~and~~ vegetables and flowers.
2. The rules and regulations have been designed to:
 - a. Ensure the gardens are safe
 - b. Ensure that community gardens are a pleasant place to visit and admire
 - c. Establish fairness and equality among gardeners
 - d. Prevent damage to the land and groundwater

B. General Operating Information

1. Golden Rain Foundation (GRF) establishes the hours of operation, assign personnel and otherwise oversee the operation of the Garden Centers. In an ongoing effort to improve, **the operating rules are subject to change at any time**. Any updates will be posted on the bulletin boards and distributed via e-mail and/or website.
2. You may contact the **Garden Center at (949) 268-2387**.
3. Staff is responsible for enforcing the Operating Rules to serve the best interest of all residents who use, or wish to use, the Garden Center facilities. Staff oversees the Garden Centers; staff hours are posted at ~~each of the Garden Center offices~~ and on the Laguna Woods Village website.
4. Operating Hours: **Sunrise to Sunset**.

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~~5. Controlled substances and smoking are prohibited.~~

C. Who May Rent a Garden and/or Tree Plot

1. Any authorized Occupant or Lessee, as defined by United Laguna Woods Mutual and Third Laguna Hills Mutual, may ~~apply for request~~ a Garden Center Use Permit. One permit is issued per manor. Use Permits are only accepted on official forms provided by GRF. All persons using a plot must be listed with the following contact information: resident ID number, manor number, address, home phone number, cell number, and e-mail if applicable. Use Permits will be renewed annually in compliance with current adopted GRF policies.
2. All fees are according to the GRF Schedule of Fees and must be paid ~~at the time of Use Permit submittal~~. Upon receipt of the Garden Center invoice.

D. Signing Required Release and Waiver of Liability Agreement

1. All ~~g~~ Gardeners and partners are required to sign a **Hold Harmless, Release and Waiver of Liability Agreement** annually, or upon staff's request. This signed

Updated 8/13/2020

agreement will be maintained on file. This agreement limits GRF's liability and waives any claim a gardener may have, including injury or damage absent gross negligence or willful misconduct. Forms are available online, ~~at or from~~ the Garden Center office or the Recreation Office.

2. Guests must be accompanied by an authorized resident or partnering gardener or staff.

E. Temporary Working of Your Plot by a Designated Person

1. No one may work a garden for another gardener unless they are a resident of Laguna Woods Village and listed on the Use Permit as a partner with the appropriate contact information. If an individual is found to be working a plot without being listed on the Use Permit, the Use Permit holder will be subject to disciplinary action which could result in loss of gardening privileges.

F. In Case of Emergency

1. Emergency telephones that connect directly with the Security Office are available at both Garden Centers.
 - a. At Garden Center One, the emergency telephone is located at the Moulton side front gate.
 - b. At Garden Center Two, there is one emergency phone outside of the office and another on the east side of the storage building (tool shed and restroom) near the Maintenance Center.
2. In **severe emergencies please call 911**.

G. Gardener Responsibilities

1. Gardeners are responsible for keeping their plots weed and debris free **at all times**.
2. Gardeners must do their own gardening and may share their plot with other residents provided those residents have been properly registered as a partner and have signed a Hold Harmless, Release and Waiver of Liability Agreement.
3. Gardeners are not allowed to sublease or otherwise turn their plot over to someone ~~else to work~~ who is not legally documented on the Use Permit as a partner.
4. The Use Permit holder must work his/her plot at least six months of the calendar year and maintain the plot at all times all 12 months. Work must commence within 30 days of permit execution.
5. Gardeners are obligated to plant fruits, vegetables and/or flowers 12 months out of the year.
6. Seasonal gardeners, e.g. "snowbirds", summer "desert escapees" are ~~required~~ **REQUIRED** to ~~SHARE~~ share their plot(s) with other seasonal gardeners.
7. Mulch outside of plots is prohibited.
8. Gravel is not permitted for use in garden or tree plots. Gravel is only permitted for use in the Garden Center Two common area pathways.

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9. The disposal of trash and debris is the responsibility of each gardener. Large dumpsters are located strategically throughout the facilities. Do not place debris in walk areas or leave debris in wheelbarrows.

10. All walkways must be kept clear and wheelbarrows must be emptied and returned to their proper storage areas. Gardeners using tools furnished by GRF are responsible for the proper care, cleaning, return, and storage of these tools to the tool ~~sheds-barns~~ from which they were obtained.

~~40-11.~~ Gardeners are permitted to plant within their assigned garden space only. Planting in any common area, such as in the parking lot, within medians and around structures, is not allowed.

~~44-12.~~ All items stored within the garden plot must be **essential** to gardening. Pesticides of any kind may not be stored at the Garden Center. Items such as wooden stakes, tomato cages, etc. must be kept in a neat and orderly manner. Materials may not be stored against either the perimeter fencing of the plot or Garden Center.

~~42-13.~~ Gardeners are required to adhere and comply with all Garden Center Operating Rules, Recreation Department Policy, GRF Governing Documents, and all applicable laws. Failure to do so may result in ~~loss of permit~~ disciplinary action or loss of gardening privileges.

H. Pets/Animals at the Garden Centers

1. Pets are ~~not allowed~~ permitted within the Garden Centers and must be kept under control at all times. Pet owners are responsible for cleaning up after their pets and must dispose of waste prior to exiting the Garden Centers.
2. Do not feed wildlife in the Garden Centers.

I. Annual Fees

1. As part of the plot rental process, residents will be given a statement with the amount due for their plot(s). All checks will be made payable to GRF. The rental fees along with all applicable documentation must be submitted to the Recreation Office. GRF may revoke the Use Permit of any gardener who is 30 days delinquent in payment of his/her plot rental.
- ~~2.—Plot rentals are for one calendar year and renewed annually. The plot rental package will be sent out to all current plot renters. The forms and rental fees must be returned to the Recreation Department.~~
- ~~2.~~
3. The resident ~~will receive their~~ may begin working the plot upon receipt of plot rental fees.

J. Assignment of Garden Plots/Spaces

1. ~~4.—Garden plots are leased on an available basis and only one is allowed per manor.~~
 - ~~a. Staff will prepare any plot offered to a lessee, so that it is weed free, rototilled (if free of gravel), all prior existing non-gardening miscellaneous items removed, as well as any deteriorating structures, and has access to a functioning water source.~~
~~Staff will prepare any plot offered to a lessee, so that it is weed free, rototilled, all prior existing non-gardening miscellaneous items removed, as well as any deteriorating structures, and has access to a functioning water source.~~

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2. Plots vary in location, actual size and previous improvements. Any fencing around a plot must be maintained by the current Use Permit holder.
3. There is a limit of one garden plot ~~of approximately 200 square feet~~ and/or one tree plot per manor. Anyone with more than one garden plot and/or more than one tree plot prior to May 3, 2016 will be allowed to keep a maximum of two garden plots not to exceed approximately 400 square feet and/or two tree plots.
4. When a Use Permit holder decides to relinquish his/her plot, he/she must notify staff may designate the pre-registered partner as the new Use Permit holder in writing. However, if the new Use Permit holder has another plot, he/she must relinquish said plot which will become available to new garden plot applicants.
5. Use Permits shall be personal to the gardener and shall not be assignable to any other person and shall not pass on to any successors or assignees unless the plot is shared by another resident who is a registered partner in accordance with Section G.2. of these Operating Rules. If during the lease agreement a resident moves or becomes deceased, the resident sharing the plot will have an opportunity to become the Use Permit Holder. It will be offered in the order in which the names of the partners appear on the current Use Permit.
6. When a garden plot becomes vacant, all improvements made to the plot become the property of GRF. Other gardeners are not allowed to remove items from the plot.

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K. Watering/Irrigation

Any gardener watering their garden plot must be present at the Garden Center in their plot the entire period of time the water is turned on, even if an alternative irrigation system is in place.

1. All watering at the Garden Centers is subject to the El Toro Water District rules and any other governing agency or municipality.
2. All hoses must be equipped with a positive self-closing shutoff hose nozzle.
3. Staff shall be notified when faucets or valves are found to be leaking. Water shut off valves must be accessible from outside the plot. All fences must have an opening at the faucet for easy access by Garden Center staff.
4. Irrigation work that will require shutting off water to a garden area must be done by a Garden Center staff member or a GRF approved technician.
5. If an alternative irrigation system is in place such as an automatic irrigation or drip irrigation system, timers are required and must be set at the lowest possible setting for appropriate watering of garden plot. Gardeners must still be present while the systems are on.
6. All gardeners are responsible for prudent, non-wasteful watering practices, and for preventing water runoff from damaging adjacent gardens.
7. No irrigation systems other than drip or soaker systems are permitted in a plot.
8. Gardeners must keep the amount of time the water is turned off-on to as short a time

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period as possible. Electronic solar and battery-operated water timers are allowed.

L. General Gardening Information

1. Garden plots **must** be planted and maintained year-round.
2. Summer gardens must be planted by May 31 and must be cleaned up by November 15.
3. Plot holders who do not actively garden during short periods (less than four months) ~~either have to~~**must** plant a cover crop ~~or~~ cover the plot with plastic ~~or to~~ maintain the plot free of weeds or have the registered partner maintain the plot in the plot holder's absence.
4. GRF reserves the right to prohibit or limit any plantings that are not in the best interest of the Community or the Garden Centers.
5. All plants with invasive roots or plants that are larger than the plot size are prohibited and must be removed or grown in a container.
 - a) For example - banana trees, mint, canna lilies, bird of paradise, sugar cane and ginger
6. Shading a neighbor's garden plot with any plant or material is prohibited. Tall plants/creeping vines are to be planted along a fence that is not attached to another plot or planted in the center of the garden plot. These plantings must not exceed 6 feet in height.

M. Garden/Vegetable Plot Specifics

1. **Staff must approve any fence or other structure prior to it being built and follow GRF guidelines.**
2. **Each gardener is responsible for walkways within and around their plots.** Walkways must be clear of obstacles. No intrusion of growing material into the walkways. Berries, bougainvillea and other climbing vines and plants that have thorns must be planted a minimum of 24 inches away from the fence and may not extend beyond the individual garden property line.
3. No trees may be planted or potted in any garden plots.
4. Plot holders may grow vegetables, herbs, flowers and edible weeds in their plot.
5. Edible weeds must be harvested and not allowed to go to seed.
6. Plot holders must utilize at least 75% of the plot for planting. Plots are not to be used to store materials/tools not associated with gardening or be used as an entertaining area.
7. The plot soil must be maintained in an aerated state and no modification or amendment to the soil ~~may be added which will~~shall impede the future use of the plot, including but not limited to gravel and vermiculite.
8. Plot holders may grow plants considered invasive, such as bamboo, mint and Asian Yams, as long as it is in an above ground mobile container, planter, etc. Invasive plants, such as bamboo, mint and Asian Yams and trees already existing in the garden plot must be removed by the gardener.

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9. The following water-intensive crops are prohibited: rice and sugar cane.
10. Crops should be rotated.
11. Crops must be harvested and not left on the ground to rot and go to waste.
12. Plot holders should grow a variety of plants and should never grow less than two types of plants at any one time.
13. All plants, planters, planter boxes and trellises must be placed inside the plot perimeter. Plants may not over hang into the walk way. The Garden Center coordinator has the right to trim the excess plants over hanging into the walkway without prior notification.

N. Shade House Spaces

1. Each bench space is approximately 16 square feet and will be assigned on a one per manor basis.
2. The shade house will be kept locked at all times when it is not in use by those with Use Permits. Keys will be issued to all shade house permit holders. Keys must be returned to the Recreation Office when the Use Permit is terminated.
3. All materials stored under the benches, such as pots, potting mixtures, etc., must be kept in a neat and orderly condition and must be maintained at least eight (8) inches above the ground in order to reduce the opportunity for rodent nest sites. Storage of materials not essential to shade house gardening activities is prohibited.
4. Each shade house gardener is responsible for elimination of all debris and weeds in their half of the walkways around their bench space.

O. Fruit Tree Areas

1. In Garden Center Two, tree plots bordering the Recreational Vehicle Storage Lot B, are designated as fruit, dwarf and semi-dwarf citrus tree plots. Tree plots bordering the bridle trail, are designated as fruit, dwarf and semi-dwarf citrus tree plots.
2. In both Garden Centers, existing trees maximum height is 15 feet.
3. New trees need must obtain written approval in advance by the Recreation Department and in most circumstances are will be -limited to dwarf and semi dwarf fruit trees.
4. Gardeners are reminded of the steep sloping grades that exist in the tree area and lessees are to maintain safe walks, steps and slope retaining walls at all times.
5. Gardeners are expected to prune and care for their trees so they do not spread disease. Trees should are not to grow over other's plots or block walk-ways, and may not rise more than 15 feet in pruned condition.
6. Tree plots must be kept free of weeds, fallen fruit, leaves, vegetables and leavesflowers.
7. Permanent fences are prohibited around tree plots. Temporary fencing may be installed with staff approval. Temporary fencing is only permitted for 30 days during harvest time to protect the produce from falling or being taken before ripeness.

P. Garden Product Policy

1. Any organic substance for use in the gardens should be approved by the U.S. Department of Agriculture's (USDA) National Organic Program or by the Organics Materials Review Institute (OMRI). To see if a substance is allowed in a community garden check the USDA National Organic Program National List, Subpart G, 205.601 and 205.602 or the OMRI Web site, www.omri.org
2. Organic Gardening: The form of agriculture that relies on techniques such as crop rotation, green manure, compost and biological pest control. Organic Gardening uses fertilizers and pesticides but excludes the use of manufactured (synthetic) fertilizers, pesticides (including herbicides, insecticides and fungicides), plant growth regulators, sludge and nano materials.

The following table includes, but is not limited to, substances that are recommended and those that are not.

PEST AND DISEASE CONTROL	Recommended	Not Recommended
	<ul style="list-style-type: none"> - bacillus thuringiensis(Bt) - soap spray - Horticulture pepper/onion spray - sulfur - wood ashes - sour milk solution - lace wings - dormant oils - micro-cop or equivalent - diatomaceous earth (DE) - baking soda - borax, boric acid - sluggo - lady bugs - tanglefoot - marigolds - beneficial nematodes - netting - Pyrethrum* * Pyrethrin: It is a naturally occurring insect-killing chemical taken from chrysanthemum flowers. In the flowers, these bug-killers exist as a mixture of six 	<ul style="list-style-type: none"> - Roundup is forbidden - rotenone - pyrethrate, pyrethroids - nicotine sulfate - malathion - diazinon - sevin - organophosphates - Roundup - Finale - Dursban - organ chlorides - chlorpyrifos

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Updated ~~8/13/2020~~ 8/13/2023/10/2022

FERTILIZERS	separate chemicals that together are called pyrethrum or pyrethrins . Pyrethrins (without piperonyl butoxide or other enhancers) are permitted for use on organically grown crops.	
	Recommended	Not Recommended
	<ul style="list-style-type: none"> - cotton Seed - kelp - compost - manure - blood, bone, horn, and hoof meals - liquid fish or seaweed - fertilizers classed as "organic" 	<ul style="list-style-type: none"> - ammonium sulfate - - ammonium nitrate - - muriate of potash - - superphosphates - highly soluble chemical fertilizer - - Ozmicote - Non organic Miracle Grow

Q. Authority, Enforcement of Rules and Revoke of Use Permit(s)

1. GRF is authorized to take disciplinary action ~~against a gardener found to be in violation of the Garden Center Operating Rules. The GRF Board~~ and has the authority to impose monetary fines, revoke Use Permit(s), and/or bring forth legal action against a gardener found to be in violation of the Garden Center Operating Rules.
2. Any gardener found to be in conflict with any of the Operating Rules may result in disciplinary action.
3. Garden Center staff will make periodic checks of all garden plots/spaces to ensure they are being properly cared for and operating rules are adhered. If a safety issue exists, staff will take corrective action to ensure the safety of the Garden Centers. Any costs incurred will be at the gardener's expense.
4. If a gardener is found to be in violation of the Operating Rules, the gardener shall be notified in writing of alleged violations and required to comply within a reasonable time from the date of the notice. Failure to comply within the allowable time may result in termination of the Use Permit and/or a Disciplinary Hearing before the GRF ~~Board of Directors.~~ Community Activities Committee.
5. **Upon termination or revocation of a Use Permit, a gardener shall not be entitled to any refund or apportionment of any fee paid to GRF for any material planted, growing or otherwise located within the Garden Centers or for any improvements made on the premises by the gardener, and at the option of GRF, all or part of such material and improvements shall become the property of GRF. Gardeners are responsible for leaving plots weed and debris free and ready for the next gardener. If not, GRF may charge for clean-up when a garden is left in such a condition as to require clean up.**

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6. VIOLATIONS WARRANTING DISCIPLINARY ACTION

- Theft of tools and equipment
- Theft of produce and plants
- Vandalism of tools, equipment
- The use of foul language and offensive behavior including but not limited to threats, intimidation, violence, racial/ethnic slurs and sexual harassment (GRF Nuisance Policy)
- ~~The use of alcoholic beverages and illegal drugs of any kind in any area of the gardens~~
- Receiving more than three combined written warnings ~~within a program year~~
- Failure to pay registration fee by the deadline

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community at any time. The Recreation Department also reserves the right to enter any plot at any time.

违反下列规定者得取消会员花圃權力资格

1. 禁止盜窃工具或设备
2. 禁止盜窃他人植物或农产品
3. 禁止破坏工具或设备。
4. 禁止讲脏话或采取攻击行为，包括威胁，恐吓，暴力，种族歧视，性骚扰，及其他不法行為。
5. 禁止在菜圃园区内使用酒精饮料和非法毒品
6. 在计划年度内收到三份以上的书面警告得取消会员花圃權力资格
7. 在截止日期前尚未缴纳注册费者可能會被取消資格

위반 시정 조치 즉시 징계 조치

1. 공구 및 장비 절도
2. 농산물 및 식물 절도
3. 도구, 장비의 파손.
4. 위협, 협박, 폭력, 인종 / 민족적 비방 및 성희롱을 포함하되 이에 국한되지 않는 부정한 언어와 공격적 행동의 사용.
5. 정원의 어떤 지역에서든 알코올성 음료와 불법 약물의 사용
6. 프로그램 연도 내에 3 가지 이상의 서면 경고를 받는다.
7. 마감일까지 등록비 납부 실패

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STAFF REPORT

DATE: March 10, 2022
FOR: Community Activities Committee
SUBJECT: Duplicate Bridge Tournament Room Reservation Rental Rate
and July 4 Annual Rollover Exception

RECOMMENDATION

Review and recommend to cancel and supersede Resolution 90-11-28 (Attachment 1) to show the cancellation of the exception rate during the annual February Duplicate Bridge tournament and recommend the Duplicate Bridge Club's request for an exception to the Permanent/Rollover Reservation Policy for a July 4 automatic annual rollover.

BACKGROUND

From 2008 to 2011, the Duplicate Bridge Club was approved each year to hold an Annual Bridge Unit 525 event on the second weekend in February at Clubhouse 7 in the Bridge Room and Main Lounge.

On April 5, 2011, GRF approved Resolution 90-11-28, accepting the Annual Bridge Unit 525 event as an automatic annual rollover reservation, an exception to the Permanent/Rollover Reservation Policy (Attachment 2), and that the organization shall be charged the exception rate for use of the Clubhouse 7 Bridge Room and the Main Lounge as the event is booked on behalf of an outside organization.

GRF approved Recreation and Special Events Department Policy section regarding permanent/rollover reservations states, "the rollover must have a minimum of four identical reservations during the calendar year; all dates in the series must be for the same day of the month/week (such as 1st Tuesday, every Tuesday, etc.), at the same time and duration, and in the same room; no modifications (date, time, duration, location, etc.) are permitted" (Attachment 2).

DISCUSSION

On January 13, 2022 the Duplicate Bridge president approached the CAC and requested that the exception rate for their upcoming tournament (February 12 and 13, 2022) be eliminated. The president expressed that the outside organization was no longer coordinating the event. Instead the Village Duplicate Bridge Club is solely in charge of the tournament. It was also stated that the tournament would be held in the Bridge Room and the Main Lounge was no longer needed.

The CAC concurred and approved the use of the Bridge Room for the Duplicate Bridge Club tournament at no cost while continuing to collect the \$5 guest fee.

The Duplicate Bridge Club is requesting an exception to the Permanent/Rollover Reservation Policy for an automatic annual rollover to host a barbeque on July 4 at Clubhouse 7 in the Main Lounge each year (Attachment 3).

FINANCIAL ANALYSIS

On February 12 and 13 the Duplicate Bridge Club logged 141 total guests in attendance for this year's tournament equating to \$705 in GRF guest fees collected. Staff anticipates annual receipt of up to \$800 in guest fees from the tournament.

Prepared By: Jennifer Murphy, Recreation Manager

Reviewed By: Brian Gruner, Recreation and Special Events Director
Steve Hormuth, Finance Director
Catherine Laster, Services Manager

ATTACHMENT(S)

ATT 1: RESOLUTION 90-11-28
ATT 2: GRF Recreation Room Reservation Policy
ATT 3: Duplicate Bridge Exception to Policy Request

Attachment 1

Golden Rain Foundation of Laguna Woods
Minutes of the Regular Meeting of the Board of Directors
Page 7 of 12

April 5, 2011

RESOLUTION 90-11-28

WHEREAS, over the past few years GRF has approved the Bridge Club's request to hold its annual Saddleback Bridge Unit 525 Sectional Bridge Tournament in the Bridge Room at Clubhouse Seven on the second weekend in February; and

WHEREAS, the Bridge Club has requested that GRF make an exception to its permanent reservation policy by accepting the annual Bridge Tournament as a permanent reservation;

NOW THEREFORE BE IT RESOLVED, April 5, 2011, that the Board of Directors of this Corporation hereby approves the exception to its permanent reservation policy (automatic annual rollover) by allowing the Bridge Club to hold its annual Unit 525 Sectional Bridge Tournament in the Bridge Room at Clubhouse Seven on the second weekend in February; and

RESOLVED FURTHER, that the organization shall be charged the exception rate for use of the Clubhouse Seven Bridge Room and Main Lounge; and

RESOLVED FURTHER, that the regular club rollover reservation for the Clubhouse Seven Main Lounge every Saturday night shall be moved or cancelled once a year to accommodate the bridge event; and

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

Attachment 2

Golden Rain Foundation Recreation Department Policy
Clubs/Groups/Organizations

C. Room reservations

1. For general procedures, see Page 10, Room Reservations Recreation Department Policy.
2. Only executive club officers of a club/group/organization may check availability or make/change/cancel reservations on behalf of the club/group/organization.
3. A Laguna Woods Village club/group/organization may submit a request for a rollover reservation subject to:
 - a. The rollover must have a minimum of four identical reservations during the calendar year; all dates in the series must be for the same day of the month/week (such as first Tuesday, every Tuesday, etc.), at the same time and duration, and in the same room; no modifications (date, time, duration, location, etc.) are permitted.
 - b. No more than 104 rollover dates per club/group/organization.
 - c. A rollover processing fee will be applied to annual billing in accordance with the GRF fee list.
 - d. Cancellations are permitted but requestor must retain at least four reservations (if less than four, permanent reservation status will be forfeited for the next year).
 - e. Any new rollover reservation request or change to an existing rollover reservation for the following year must be received by March 15.
 - f. Rollover reservations are mailed out for review on August 1 and payment/signed rental agreement are due by September 15.
 - g. No refunds, credits or transfers of fees will be honored after a payment and signed rental agreement is received by Recreation.
 - h. Requestor may not have more than one Saturday night per month in a main lounge; no more than two Saturday nights may be held down as rollover reservations in any main lounge.
 - i. Rollover reservations are not permitted in the Village Greens Facility.
 - j. Lottery requests for religious holiday events take priority over club/group/organization rollovers and lottery requests.

Attachment 3



Laguna Woods Village

Recreation Committee Request Form

PLEASE NOTE THIS FORM IS NOT FOR REQUESTING RECREATION REQUESTS

Your request is important to us and will be handled accordingly. For 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 507-4482 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: John Luchko Date: 2/21/22

Print Individual, Club or Organization Name: Laguna Woods Duplicate Bridge Club

Manor: _____ Phone: _____ E-mail: _____

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.

The Duplicate Club would like to use
Club House 7 Lounge and Park for a
Barbecue as the Club has done in the
past on July 4th
Exception to rollover policy

Requestor Signature: John Luchko

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

Signature	Manor #	For	Undecided	Against
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Please attach a separate sheet if more signatures are necessary)

PLEASE FORWARD COMPLETED REQUEST FORM TO:

Laguna Woods Village Recreation Department
 P.O. Box 2220, Laguna Woods, CA 92637

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STAFF REPORT

DATE: March 10, 2022
FOR: Community Activities Committee
SUBJECT: Community Charity Golf Tournaments

RECOMMENDATION

Review and recommend the Recreation and Special Events Department schedule and coordinate up to three community charity golf events sponsored by Laguna Woods Village golf clubs at the Laguna Woods Village 27-hole golf course.

BACKGROUND

The Men's 18-Hole Golf Club hosts the Annual Laguna Woods Village Memorial Golf Tournament in May on the 27-hole golf course. All proceeds are donated to the Laguna Woods Village Foundation to assist residents in financial need.

Past requests were made annually to the GRF Board to allow free use of the golf course in an effort to increase the donation amount for the Foundation. Previous requests were granted two times in the past two years.

DISCUSSION

Tournaments such as the Laguna Woods Village Memorial Golf Tournament are typical in the golf community and are held to generate monetary proceeds for various charity organizations. The 2019 Memorial Golf Tournament raised \$35,000 for the Laguna Woods Foundation. Furthermore, the allowance of such tournaments creates positive goodwill within the community benefiting residents.

Currently, there are no other Laguna Woods golf clubs requesting similar events. However, in the event other golf clubs want to host similar events, staff will ensure that all clubs are represented equally in terms of how many events are approved per club not to exceed three events in total per calendar year.

FINANCIAL ANALYSIS

Donation of the use of the golf course equates to an estimated per day green fee revenue loss of \$7,500 plus three additional part-time staff, costing an estimated \$800 for a total of approximately \$8,300 per event.

Prepared By: Tom McCray, Golf Operations

Reviewed By: Brian Gruner, Recreation and Special Events Director
Steve Hormuth, Director of Financial Services
Catherine Laster, Services Manager

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STAFF REPORT

DATE: March 10, 2022
FOR: Community Activities Committee
SUBJECT: Donation Agreement Between GRF and Saddle Club
for Two Shade Shelters

RECOMMENDATION

Review and recommend the donation of two shade shelters for the Laguna Woods Village Equestrian Center in accordance with the Donation Policy (Attachment 1).

BACKGROUND

In 2021, residents in conjunction with Village Community Fund campaigned to raise funds for the GRF Equestrian Center horses. A portion of these funds were used to purchase four shade shelters (Attachment 2).

Shade is essential to horse's wellbeing as they may overheat when exposed for long hours in direct sun which causes a variety of medical consequences and daily discomfort. Shade structures also provide fresh air, room to move and socialization.

DISCUSSION

The Saddle Club has raised additional funds for the purchase of two new shade shelters for use by all horses (Attachment 3). The cost of two shade shelters totals \$2,167.93 (Attachment 4).

FINANCIAL ANALYSIS

Installation requires approximately five hours of labor per structure and will be completed in-house by the Equestrian Center Senior Stable Hand. Total staff cost to install the shelters is approximately \$200.

Prepared By: Jennifer Murphy, Recreation Manager

Reviewed By: Brian Gruner, Recreation and Special Events Director
Steve Hormuth, Director of Financial Services
Catherine Laster, Services Manager

ATTACHMENT(S)

ATT 1: GRF Donation Policy
ATT 2: Existing Shade Shelters
ATT 3: Saddle Club Donation Request
ATT 4: Rancho Cortes Inc Quote

Attachment 1



Golden Rain Foundation | Donation Policy

1. Purpose

To provide guidelines and an efficient and effective process for accepting gifts and minor monetary donations in a responsible, transparent and accountable manner that is consistent with the Golden Rain Foundation (GRF) goals. This policy also establishes guidelines, standards and procedures for the installation and care of donated community improvements. GRF desires to encourage donations, while at the same time, manage aesthetic impacts and mitigate installation and ongoing maintenance costs.

2. Donation Defined

A donation is defined as any item of value given to the GRF by a donor who expects nothing significant of value in return, other than recognition and disposition of the gift in accordance with the donor’s wishes to the degree possible.

3. Types of Donations

Donations may be offered in the form of cash up to \$100,000 (U.S. dollars only) and real or personal property. Designated donations mean those donations that the donor specifies for a particular department, location or purpose. Undesignated donations mean those donations that are given to the GRF for an unspecified use.

4. Consistency with GRF Interests

Designated donations may be accepted only when they have a purpose consistent with GRF goals and are in the best interest of Laguna Woods Village. GRF must always consider resident trust and comply with all applicable governing documents and laws when accepting donations.

5. Standards for Donations

- a. **Acquisition or purchase:** GRF and the community have an interest in ensuring that community space elements shall be purchased and installed by Village Management Services (VMS). Items selected for acquisition or purchase will be of high quality related to style, appearance, durability and ease of maintenance. VMS personnel will be responsible for coordinating purchases and installations of all community space elements. All acquisitions and/or purchases shall be approved in advance by the GRF board of directors.
- b. **Appearance and aesthetics:** GRF and the community have an interest in ensuring the best appearance and aesthetic quality of community facilities. Community space elements should reflect the character of the space or facility. All community space

elements will be installed in a manner that will not substantially change the character of a facility or its intended use.

- c. **Maintenance:** Donated community space elements will become GRF property once installed and/or permanently placed in the mutually agreed-upon location. Accordingly, VMS has the duty to provide only routine maintenance and repair of the donation for a minimum of five years or beyond, if applicable. GRF, may, but shall not be required to, replace the donation or community space improvement if it is stolen, vandalized, worn out, irreparably damaged, destroyed or expires.
- d. **Repair:** GRF has an interest in ensuring that all community space elements remain in good repair. In addition, the community has an interest in ensuring that the short- and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated community space elements purchased must be of high quality to ensure longevity and be resistant to the elements, wear and tear, and acts of vandalism.
- e. **Cost:** GRF has an interest in ensuring that the donor covers the full cost for the purchase, installation and maintenance during the expected life cycle of donated community space element(s). GRF also has an interest in ensuring that ongoing maintenance costs do not negatively impact the resources for maintenance of other GRF facilities. Consequently, GRF will assess, at time of purchase, a charge sufficient to cover anticipated installation and ongoing maintenance costs of donated community space element(s) during its anticipated life cycle.

6. Procedure for Making Donations

- a. **Management:** The applicable department director or chief operations officer (COO) will manage the proposed donation(s) (Recreation, Landscaping, General Services, Operations, etc.).
- b. **Contact:** Donor must contact the applicable department director or COO to determine whether donation(s) will be accepted and the conditions of acceptance. If the donation(s) is accepted, donor will work with VMS staff to finalize the combined total cost of donation(s) and complete Donation Agreement (Attachment 1).
- c. **Committee consideration:** Donation(s) will be reviewed by the applicable oversight committee prior to board consideration of donation(s).
- d. **Board approval:** Final approval shall be granted by the GRF Board of Directors for acceptance of all donations.

7. Criteria for Acceptance

- a. Meet a true need of the facility; Not interfere with the intended current or future use of the facility; and
- b. Not require the relocation of other equipment or infrastructure to accommodate the donation.

8. Guidelines

- a. Flowers, shrubs and bushes
 - i. Donated plants become exclusive property and maintenance responsibility of

- GRF;
 - ii. Only those plantings that require a maintenance effort consistent with other plantings will be considered;
 - iii. Site preparation, installation and site restoration will be the responsibility of GRF;
 - iv. Only perennial flowering plants will be permitted and incorporated in existing beds; and
 - v. Placement of plants will be based on criteria such as the variety, color, mature height and size. Compatibility with surrounding areas will be a strong consideration for planted materials and their location.
- b. Trees**
- i. Donated trees become the exclusive property and maintenance responsibility of GRF;
 - ii. Site preparation, installation and site restoration will be the responsibility of GRF;
 - iii. Tree placement/location will be based upon variety of tree selected, mature height, size etc. Compatibility with surrounding areas will be a strong consideration for trees and their location; and
 - iv. Size and species of tree(s) donated shall be limited to those determined by GRF.
- c. Signage**
- i. No signage or slogans shall be displayed on donated personal property or those items secured with U.S. dollar cash donations. Donation acknowledgement shall be found listed on gratuity plaque displayed at one selected location, e.g., the Community Center or applicable clubhouse, if gratuity plaques are displayed there. Gratuity plaque will list only the name(s) of the person(s) or the specific club name and the date of the donation.
- d. Benches, tables and other amenities**
- i. Donated benches become exclusive property and maintenance responsibility of GRF;
 - ii. Site preparation, installation and site restoration will be the responsibility of GRF; and
 - iii. Amenity must be similar to or complement other amenities in the area.
- e. Buildings, structures and public art**
- i. Donated buildings, structures (including playgrounds) and public art are not considered as part of this policy.

9. Conditions

- a. **Cost:** Donor covers the full cost for the purchase, installation and maintenance during the expected life cycle of donated community space elements.
- b. **Installation:** Installation of donated community space elements, including any donor acknowledgement, will be completed by VMS personnel. Installation will be scheduled at a time and date as determined by applicable department director or COO, so as not to unnecessarily interfere with routine maintenance activities.

- c. **Removal and/or relocation:** This section applies to both existing and new donations. GRF reserves the right to remove and/or relocate donated community space elements and their associated signage when they interfere with site safety, maintenance or other activities.

10. Distribution of Donation

- a. Tangible items will be distributed to the applicable department director or COO for use.
- b. Monetary donations in U.S. dollars for the installation and maintenance expenses will be deposited into the appropriate account for the designated department as assigned by the chief financial officer (CFO) or recommended by the receiving department director.
- c. Donations of cash for undesignated donations will be deposited into appropriate account for the designated department as assigned by the CFO.

11. Donation Record Keeping

A copy of the Donation Agreement for accepted donations shall be forwarded to the CFO for recordkeeping, the designated department director for which the donation was assigned and to the COO.

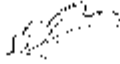
12. Declined Donations

GRF reserves the right to decline any donation if, upon review, acceptance of the donation is determined in the sole discretion of GRF to be not in the best interests of the community.

Attachment 2



Attachment 3



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: Gary Erfield Date: 02/14/2022

Print Individual, Club or Organization Name: LWV Saddle Club

Manor: _____ Phone: _____ E-mail: _____

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.

The LWV Saddle Club is a non profit club whose purpose is to provide support for the LWV Equestrian Center. We annually provide supplies needed by the Equestrian Center which are not in their annual budget. For calendar year 2022 the Saddle Club wants to provide 2 corrals covers that will give the horses protection from the sun and bad weather. Approximate cost is \$1800 and the Saddle Club will purchase them as soon as approved by GRF.

Requestor Signature:

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

Signature	Manor #	For	Undecided	Against
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Please attach a separate sheet if more signatures are necessary)

PLEASE FORWARD COMPLETED REQUEST FORM TO:

Laguna Woods Village Recreation Department
 P.O. Box 2220, Laguna Woods, CA 92657

Attachment 4

Rancho Cortes Inc
 34001 Speziali Rd.
 Winchester, CA 92596
 951-852-6370
 sales@rcicorrals.com
 rcicorrals.com

Estimate

ADDRESS
 GRF
 24312 El Toro Road
 Laguna Wood, CA
 (949) 232-9380

SHIP TO
 GRF
 24312 El Toro Road
 Laguna Wood, CA
 (949) 232-9380

ESTIMATE # 4458
 DATE 02/15/2022

SALES REP
 Kris

ACTIVITY	QTY	RATE	AMOUNT
misc 8x20 Shelter (Clamp-On Shelter), 1 5/8" 16 Gauge 8x24 frame 4 L Post 16 clamps 8 sheets PBR * 100 washer screws	2	906.00	1,812.00T
d1 Delivery: Customer is responsible to have adequate help to unload panels. If not possible we can send an extra person at extra charge. NOTE: We call the day of delivery. If we cannot reach you, we will not send the delivery. Delivery is curbside only.	1	200.00	200.00T
SUBTOTAL			2,012.00
TAX (0.0775)			155.93
TOTAL			\$2,167.93

Accepted By

Accepted Date

20% restocking fee on all orders once placed. Returns only accepted on new items. Return shipping is responsibility of customer. Custom orders are non-returnable. Link for financing

STAFF REPORT

DATE: March 10, 2022
FOR: Community Activities Committee
SUBJECT: \$1,000 Donation Agreement Between GRF and Old Pros

RECOMMENDATION

Review and recommend a resolution of the donation of \$1,000 for the Laguna Woods Village Equestrian Center in accordance with the Donation Policy (Attachment 1).

BACKGROUND

Laguna Woods Village clubs have historically raised and donated funds to GRF to enhance GRF facilities and programs for the enjoyment of all village residents.

DISCUSSION

The Old Pros Club has raised \$1,000 to benefit the Laguna Woods Village Equestrian Center (Attachment 2). The funds were raised and donated from their Western Music Concert to purchase day to day equipment and tools such as rakes, shovels and trash cans that the Equestrian Center needs.

FINANCIAL ANALYSIS

None.

Prepared By: Jennifer Murphy, Recreation Manager

Reviewed By: Brian Gruner, Recreation and Special Events Director
Steve Hormuth, Financial Services Director
Catherine Laster, Services Manager

Committee Routing: Golden Rain Foundation

ATTACHMENT(S)

ATT 1: GRF Donation Policy
ATT 2: Old Pros Donation Request

Attachment 1



Golden Rain Foundation | Donation Policy

1. Purpose

To provide guidelines and an efficient and effective process for accepting gifts and minor monetary donations in a responsible, transparent and accountable manner that is consistent with the Golden Rain Foundation (GRF) goals. This policy also establishes guidelines, standards and procedures for the installation and care of donated community improvements. GRF desires to encourage donations, while at the same time, manage aesthetic impacts and mitigate installation and ongoing maintenance costs.

2. Donation Defined

A donation is defined as any item of value given to the GRF by a donor who expects nothing significant of value in return, other than recognition and disposition of the gift in accordance with the donor's wishes to the degree possible.

3. Types of Donations

Donations may be offered in the form of cash up to \$100,000 (U.S. dollars only) and real or personal property. Designated donations mean those donations that the donor specifies for a particular department, location or purpose. Undesignated donations mean those donations that are given to the GRF for an unspecified use.

4. Consistency with GRF Interests

Designated donations may be accepted only when they have a purpose consistent with GRF goals and are in the best interest of Laguna Woods Village. GRF must always consider resident trust and comply with all applicable governing documents and laws when accepting donations.

5. Standards for Donations

- a. **Acquisition or purchase:** GRF and the community have an interest in ensuring that community space elements shall be purchased and installed by Village Management Services (VMS). Items selected for acquisition or purchase will be of high quality related to style, appearance, durability and ease of maintenance. VMS personnel will be responsible for coordinating purchases and installations of all community space elements. All acquisitions and/or purchases shall be approved in advance by the GRF board of directors.
- b. **Appearance and aesthetics:** GRF and the community have an interest in ensuring the best appearance and aesthetic quality of community facilities. Community space elements should reflect the character of the space or facility. All community space

elements will be installed in a manner that will not substantially change the character of a facility or its intended use.

- c. **Maintenance:** Donated community space elements will become GRF property once installed and/or permanently placed in the mutually agreed-upon location. Accordingly, VMS has the duty to provide only routine maintenance and repair of the donation for a minimum of five years or beyond, if applicable. GRF, may, but shall not be required to, replace the donation or community space improvement if it is stolen, vandalized, worn out, irreparably damaged, destroyed or expires.
- d. **Repair:** GRF has an interest in ensuring that all community space elements remain in good repair. In addition, the community has an interest in ensuring that the short- and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated community space elements purchased must be of high quality to ensure longevity and be resistant to the elements, wear and tear, and acts of vandalism.
- e. **Cost:** GRF has an interest in ensuring that the donor covers the full cost for the purchase, installation and maintenance during the expected life cycle of donated community space element(s). GRF also has an interest in ensuring that ongoing maintenance costs do not negatively impact the resources for maintenance of other GRF facilities. Consequently, GRF will assess, at time of purchase, a charge sufficient to cover anticipated installation and ongoing maintenance costs of donated community space element(s) during its anticipated life cycle.

6. Procedure for Making Donations

- a. **Management:** The applicable department director or chief operations officer (COO) will manage the proposed donation(s) (Recreation, Landscaping, General Services, Operations, etc.).
- b. **Contact:** Donor must contact the applicable department director or COO to determine whether donation(s) will be accepted and the conditions of acceptance. If the donation(s) is accepted, donor will work with VMS staff to finalize the combined total cost of donation(s) and complete Donation Agreement (Attachment 1).
- c. **Committee consideration:** Donation(s) will be reviewed by the applicable oversight committee prior to board consideration of donation(s).
- d. **Board approval:** Final approval shall be granted by the GRF Board of Directors for acceptance of all donations.

7. Criteria for Acceptance

- a. Meet a true need of the facility; Not interfere with the intended current or future use of the facility; and
- b. Not require the relocation of other equipment or infrastructure to accommodate the donation.

8. Guidelines

- a. Flowers, shrubs and bushes
 - i. Donated plants become exclusive property and maintenance responsibility of

- GRF;
 - ii. Only those plantings that require a maintenance effort consistent with other plantings will be considered;
 - iii. Site preparation, installation and site restoration will be the responsibility of GRF;
 - iv. Only perennial flowering plants will be permitted and incorporated in existing beds; and
 - v. Placement of plants will be based on criteria such as the variety, color, mature height and size. Compatibility with surrounding areas will be a strong consideration for planted materials and their location.
- b. Trees**
- i. Donated trees become the exclusive property and maintenance responsibility of GRF;
 - ii. Site preparation, installation and site restoration will be the responsibility of GRF;
 - iii. Tree placement/location will be based upon variety of tree selected, mature height, size etc. Compatibility with surrounding areas will be a strong consideration for trees and their location; and
 - iv. Size and species of tree(s) donated shall be limited to those determined by GRF.
- c. Signage**
- i. No signage or slogans shall be displayed on donated personal property or those items secured with U.S. dollar cash donations. Donation acknowledgement shall be found listed on gratuity plaque displayed at one selected location, e.g., the Community Center or applicable clubhouse, if gratuity plaques are displayed there. Gratuity plaque will list only the name(s) of the person(s) or the specific club name and the date of the donation.
- d. Benches, tables and other amenities**
- i. Donated benches become exclusive property and maintenance responsibility of GRF;
 - ii. Site preparation, installation and site restoration will be the responsibility of GRF; and
 - iii. Amenity must be similar to or complement other amenities in the area.
- e. Buildings, structures and public art**
- i. Donated buildings, structures (including playgrounds) and public art are not considered as part of this policy.

9. Conditions

- a. **Cost:** Donor covers the full cost for the purchase, installation and maintenance during the expected life cycle of donated community space elements.
- b. **Installation:** Installation of donated community space elements, including any donor acknowledgement, will be completed by VMS personnel. Installation will be scheduled at a time and date as determined by applicable department director or COO, so as not to unnecessarily interfere with routine maintenance activities.

- c. **Removal and/or relocation:** This section applies to both existing and new donations. GRF reserves the right to remove and/or relocate donated community space elements and their associated signage when they interfere with site safety, maintenance or other activities.

10. Distribution of Donation

- a. Tangible items will be distributed to the applicable department director or COO for use.
- b. Monetary donations in U.S. dollars for the installation and maintenance expenses will be deposited into the appropriate account for the designated department as assigned by the chief financial officer (CFO) or recommended by the receiving department director.
- c. Donations of cash for undesignated donations will be deposited into appropriate account for the designated department as assigned by the CFO.

11. Donation Record Keeping

A copy of the Donation Agreement for accepted donations shall be forwarded to the CFO for recordkeeping, the designated department director for which the donation was assigned and to the COO.

12. Declined Donations

GRF reserves the right to decline any donation if, upon review, acceptance of the donation is determined in the sole discretion of GRF to be not in the best interests of the community.

Attachment 2



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 697-4482 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: Cristina Mark Date: 2/23/22

Print Individual, Club or Organization Name: The Old Pros

Manor: _____ Phone: _____ E-mail: _____

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.

Profits from Western Music Concert
to be donated to HWY Express Tran
Center in the amount of \$1,000

Requestor Signature: Cristina Mark

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

Signature	Manor#	For	Undecided	Against
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Please attach a separate sheet if more signatures are necessary)

PLEASE FORWARD COMPLETED REQUEST FORM TO:
 Laguna Woods Village Recreation Department
 P.O. Box 2228, Laguna Woods, CA 92657

STAFF REPORT

DATE: March 10, 2022
FOR: Community Activities Committee
SUBJECT: Phase Two-Village Community Fund Equestrian Center Help the Herd Program

RECOMMENDATION

Review and recommend Phase Two Village Community Fund (VCF) Equestrian Center Help the Herd fundraising campaign proposal in the amount of \$33,565.

BACKGROUND

In 2021, a resident led fundraising campaign in conjunction with Village Community Fund raised \$10,000 for Golden Rain Foundation (GRF) horses. These funds were used to provide needed medical care, tack and supplies and shade shelters for the horses.

DISCUSSION

Phase Two of the VCF fundraising campaign benefits all Equestrian Center horses and includes the following services:

1. Shade shelters for remaining turnouts;
2. A new round pen fence;
3. Advanced veterinary care support for GRF horses.

Shade structures provide areas of shade for horses to enjoy fresh air, room to move and socialization. Shade is essential to horses as they may overheat when exposed to direct sunlight for an extended period of time which may cause a variety of medical side effects and daily discomfort. The Village Community Fund fundraiser for new shade structures to provide shade to the horses in the turnouts. The estimated cost is \$10,954 (Attachment 1).

The existing Equestrian Center round pen is made of steel pipe panels which poses an injury risk to horses when they kick out and the legs can be trapped. In addition, the current pen panels are rusting in several areas with sharp edges resulting in cuts on two resident boarders and one horse. The sharp edges have been filed down and covered with duct tape. The Village Community Fund would raise funds to purchase a new round pen including materials and shipping for an approximate cost of \$17,611 (Attachment 2). The proposed round pens (Attachment 3) are shown with a cover that may be purchased in the future.

The current budget does not allow for higher level maintenance and diagnostics to keep the horses pain free while promoting longevity within the program. A sample list of veterinary care is as follows and a sample quote is attached (Attachment 4):

Management and diagnostics:

- Diagnostic Lameness Exam
- Daily anti-inflammatory/pain medications for arthritis
- X-ray
- Ultra-sound
- Therapeutic shoeing
- Chiropractic and acupuncture treatments for spine, neck and muscle spasms
- Joint injections
- Blood testing

Emergency Services

- Colic treatment
- Stitches and wound care
- Treatment for choke

FINANCIAL ANALYSIS

The proposed Village Community Fund donations of \$33,565 are to be allocated to the 2022 Equestrian Center budget with stipulations that funds are only to be used for the following items:

1. Shade structures in the amount of \$10,954;
2. Round pen fence in the amount of \$17,611 and;
3. Advanced veterinary care expenses \$5,000.

Prepared By: Laura Cobarruviaz, Senior Equestrian Supervisor

Reviewed By: Jennifer Murphy, Recreation Manager
Brian Gruner, Recreation and Special Events Director
Steve Hormuth, Director of Financial Services
Catherine Laster, Services Manager

ATTACHMENTS

- ATT 1: RCI Shade Structure Quote
- ATT 2: Castlebrook Barns – Specs and Quote
- ATT 3: Castlebrook Barns – Round Pen Fencing Samples
- ATT 4: Example Veterinary Invoice

Attachment 1

Rancho Cortes Inc
 34001 Speziali Rd.
 Winchester, CA 92596
 951-852-6370
 sales@rcicorrals.com
 rcicorrals.com

Estimate

ADDRESS
 GRF
 24312 El Toro Road
 Laguna Wood, CA
 (949) 232-9380

SHIP TO
 GRF
 24312 El Toro Road
 Laguna Wood, CA
 (949) 232-9380

ESTIMATE # 4459
 DATE 02/15/2022

SALES REP
 Kris

ACTIVITY	QTY	RATE	AMOUNT
misc 8x20 Shelter (Clamp-On Shelter), 1 5/8" 16 Gauge 8x24 frame 4 L Post 16 clamps 8 sheets PBR ' 100 washer screws	11	906.00	9,966.00T
d1 Delivery: Customer is responsible to have adequate help to unload panels. If not possible we can send an extra person at extra charge. NOTE: We call the day of delivery. If we cannot reach you, we will not send the delivery. Delivery is curbside only.	1	200.00	200.00T
SUBTOTAL			10,166.00
TAX (0.0775)			787.87
TOTAL			\$10,953.87

Accepted By

Accepted Date

20% restocking fee on all orders once placed. Returns only accepted on new items. Return shipping is responsibility of customer. Custom orders are non-returnable. Link for financing

Castlebrook 62' Round Pen Proposal

Certified Fabricator's Lic. # 1789

Date: February 16, 2022

For: Laura Cobarruviaz
 Laguna Woods CA 92637

14600 Whittram Ave.
 Fontana, CA 92335
 909 822 0500 Ofc
 909 822 0709 Fax
 800.62BARN8

QTY	DESCRIPTION	PRICE	TOTAL
1.0	62' Round Pen w/ 6' high walls	\$13,980.00	\$13,980.00
	62' Round Pen w/ 8' high walls	\$18,640.00	
	62' Round Pen Cover	\$81,680.00	
	Upgrade roof load to 21#-40#	\$5,025.00	
	Upgrade roof load to 41#-60#	\$9,960.00	
	Upgrade roof load to 61#-80#	\$15,800.00	
	Upgrade roof load to 81#-100#	\$23,080.00	
	Upgrade roof load to 101#-120#	\$32,070.00	
	Upgrade roof load to 121#-140#	\$43,200.00	
	Credit to reduce roof load to 10#	(\$5,380.00)	
	Raise center portion of roof	\$6,670.00	
	Custom Color (Frame) Matte, Flat Finish only; Non-metallic	\$1,580.00	
	Paint brand and color code must be provided		
	Custom Color (Roof) Matte, Flat Finish only; Non-metallic	\$3,030.00	
1.0	Optional door conv. removing framework and center post	\$1,580.00	\$1,580.00
	MacroAir 8' Air Star Fan	\$4,400.00	
QTY	ENGINEERING	PRICE	TOTAL
	Blueprints & Structural Calculations	\$1,500.00	
	Out of State	\$650.00	
	Custom Charge	\$650.00	
QTY	ESTIMATED INSTALLATION/FOUNDATION \$1.800 min.	PRICE	Estimated Total
	62' Round Pen w/ 6' high walls	\$615.00	
	62' Round Pen w/ 8' high walls	\$785.00	
	62' Cover (includes forklift & scissor lift)	\$18,200.00	
	Upgrade roof load to 21#-40#	\$1,455.00	
	Upgrade roof load to 41#-60#	\$2,545.00	
	Upgrade roof load to 61#-80#	\$4,000.00	
	Upgrade roof load to 81#-100#	\$6,005.00	
	Upgrade roof load to 101#-120#	\$8,895.00	
	Upgrade roof load to 121#-140#	\$12,185.00	
	Credit to reduce roof load to 10#	(\$1,455.00)	
	Raise center portion of roof	\$1,205.00	
	Optional door conv. removing framework and center post	\$370.00	
	Mount MacroAir Fan (electrical not included)	\$110.00	
	Contractor, out of area charge	\$500.00	
	<input type="checkbox"/> Check this box if by customer <input type="checkbox"/> Check this box if TBD		
QTY	ESTIMATED DELIVERY	PRICE	Estimated Total
1.0	Delivery	\$845.00	\$845.00
	<input type="checkbox"/> Check this box if delivery is TBD		

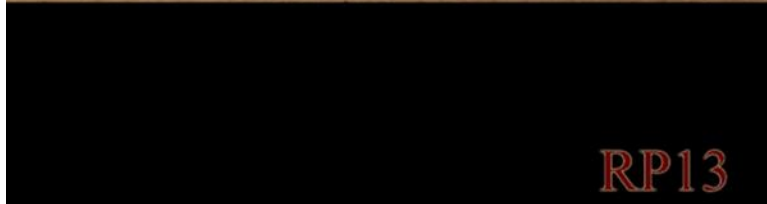
LIFETIME GUARANTEE - ALL STRUCTURAL PARTS

Material Subtotal	\$15,560.00
CA Sales Tax	\$1,205.90
Engineering	Not Included
Estimated Foundation/Installation	By Customer
Estimated Delivery	\$845.00
TOTAL	\$17,610.90

- Quotation valid until February 28, 2022.
- Package total excludes lumber treatment.
- Customer must provide required design criteria (i.e. snow load, wind load, etc.)
 This information can be obtained from your local Building & Safety Department.
- Foundation & installation estimates are based on \$85.00 per yard for concrete, having direct site access a flat, level pad, normal soils conditions digtable with typical trenching equipment and do not include embedded bolts, epoxies, sealants, and/or caulks.
- Fascia & skylight panels are not recommended in snow load areas.
- Customer is responsible for advising contractors of location and position of all accessories.
- Lumber is untreated
- Castlebrook Barnes engineers to CBC 2019 standards.
- Please check with your local building department for your requirements.
- This quotation is based on Castlebrook Barnes' standard terms and conditions Doc. CBC001.

Revised 01/20/22

Attachment 3



Attachment 4



Andrea Lytal, DVM
 22722 Islamare Ln
 Lake Forest, CA 92630 US
 (310)346-2426
 lytaldvm@hotmail.com

BILL TO
 Laguna Woods Equestrian Center -
 Golden Rain Foundation
 24351 El Toro Rd
 Laguna Woods, CA 92637

INVOICE 12293

DATE 01/01/2022 **TERMS** Net 10

DUE DATE 01/11/2022

SERVICE DATE
 10/26/2021

ACTIVITY	QTY	AMOUNT
Call Fee - Regular BELLE, MURPHY & BARN USE (meds)	1	60.00
Exam - Lameness BELLE HX: Caretaker reports that Belle began to appear lame on her LF & has been unable to do her lessons. Her caretaker has requested evaluation. PE: Shod with plain shoes x 4. 3/5 LF lameness most evident tracking left on firm footing. Bilateral front DPs wnl. Bilateral front HT negative. No heat, swelling nor withdrawal response to palpation of bilateral front limbs. Medial to lateral imbalance of RF hoof wall. LF PD block provides ~65% to PD improvement & reveals 2/5 RF lameness. RF PD block provides ~75% improvement of lameness. Discussion about Belle with her caretaker includes shortening her shoeing interval to no longer than 6 weeks and farrier has agreed via phone to try to lift Belle's heels at her next shoeing this coming Tuesday. Treating Belle with OsPhos has also been discussed but as she was recently treated with phenylbutazone she will require one week with no bute administration prior to OsPhos treatment. Detomidine gel is dispensed for her next shoeing to provide sufficient sedation for farrier to shoe her. Plan / Recommendations: Caretaker will administer 1-2g bute daily to Belle pending her farrier appointment and one to 2 days afterward. Caretaker will monitor Belle's comfort until and for a short time after next shoeing. If insufficient improvement noted after upcoming shoeing changes then additional diagnostics such as radiographs may be advised.	1	95.00
Procedure - diagnostic nerve block, PD BELLE Palmar digital nerve blocks, LF	1	20.00
Procedure - diagnostic nerve block, PD BELLE Palmar digital nerve blocks, RF	1	20.00
Med - Detomidine Gel BELLE Detomidine Gel - dispensed for farrier appointment	1	28.00
Med - Xylazine 100mg/Butorphanol 5mg IV MURPHY Xylazine 100mg/Butorphanol 5mg IV	1	26.00