



## **OPEN MEETING**

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

**Thursday, October 14, 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](mailto: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 September 9, 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. Golf Greens Committee Report Update
11. Clubhouse 2 Open Space Operating Rules
12. Kourts Survey
13. Revenue Resources Ad Hoc Committee

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

14. Bridge Club Room Renovation
15. Equestrian Arena Rental Pricing

#### **Items for Future Agendas:**

- Saddleback Emeritus Institute Contract Update
- Club Insurance

Concluding Business:

- Committee Member Comments
- Date of Next Meeting: Monday, November 8, 2021 at 1:30 p.m. due to Veteran's Day Holiday
- 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, September 9, 2021 – 1:30 p.m.  
Virtual Zoom Webinar

**MEMBERS PRESENT:** Yvonne Horton, Chair, Andre Torng, Elsie Addington, Debbie Dotson, Reza Karimi, Juanita Skillman, Dennis Boudreau, Ajit Gidwani

**MEMBERS ABSENT:** Ryna Rothberg

**OTHERS PRESENT:** Bunny Carpenter, Jim Hopkins, Joan Milliman, Egon Garthoffner, Stefanie Brown, Cash Achrekar

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

#### **Call to Order**

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

#### **Acknowledgement of Media**

There was no press present.

#### **Approval of Agenda**

A motion was made to amend the agenda as follows: remove item #13 Customer Service Education Program, add Kourts Discussion to Items for Discussion and Consideration, add Pool 5 Early Opening to Reports, and add Review of Garden Center Operating Rules to Items for Future Agendas.

Motion passed unanimously.

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

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

#### **Chair's Remarks**

Chair Horton stated the use of Kourts remains divided and this will be discussed under Items for Discussion and Consideration.

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

Mr. Gruner stated clubs have requested moving events outdoors due to rising COVID numbers, but space remains limited. He stated the Pool 1 boiler is installed but will not allow the temperature to be set higher than 81 degrees. The optimal temperature would be 84 degrees. The Garden Center 2 gate is awaiting a part to allow for proper operation. The Garden Centers will undergo tree trimming in October. Paddle tennis and pickleball hours have been extended to 10 p.m. The new Aqua Zumba class will be held at pool 2 beginning in September. The Dallas and Doll free outdoor concert will be hosted on September 23 at Clubhouse 2, 4 p.m. to 6 p.m. Pour and Paint event will be on September 20 at Clubhouse 1 at 6 p.m. The Village Bazaar will be hosted October 2, 10 a.m. to 2 p.m. at Clubhouse 5. On November 6 and 7, the Arts & Crafts Bonanza will be at Clubhouse 4 starting at 8 a.m. Recreation will reinstate the Thanksgiving and Christmas holiday dinners with more information coming. The Performing Arts Center and Clubhouse 5 will be hosting New Year's Eve events.

Chair Horton inquired as to hosting a golf cart parade for Halloween. Mr. Gruner stated the parade has not been planned due to lack of staffing for that type of event, but can be discussed.

Director Dotson inquired as to adding another date for the Village Bazaar. Staff was directed to review dates to add another Village Bazaar.

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

Residents were called to speak on the following items: drop-in lounge additional tables request; Garden Center waiting list; importance of amenities within the community.

Advisor Gidwani stated fundraising has started for the pickleball lights which has raised nearly \$15,000 to date with a goal of \$25,000. He inquired as to the process to begin the planning of light installation. Director Carpenter stated once fundraising is complete, the project will be presented to the GRF board for review. If approved, Maintenance & Construction will be directed to proceed.

Chair Horton stated the GRF board is dedicated to maintaining our amenities.

### **CONSENT**

A motion was made to approve the consent calendar.

Motion passed unanimously.

### **REPORTS**

**Bridge Room Request** - Ms. Murphy stated Duplicate bridge club request.

Discussion ensued.

Staff was directed to obtain internal quotes and present this item as a staff report to CAC in October.

**Golf Cart Safety** - Mr. Gruner stated we currently have signs for golf safety and additional signs will be added.

Discussion ensued.

Staff was directed to install five to six additional signs in accordance with current signage.

**Outdoor Events Locations** - Mr. Gruner presented the following proposed outdoor event locations: Clubhouse 2 open space; Equestrian Center arena; Clubhouse 4 (near Golf Course); behind the Community Center.

After discussion of all the proposed outdoor event locations, the committee concurred that the Equestrian Center arena may best meet the needs of the community.

Director Carpenter stated the Equestrian arena has seating available, but lighting may need to be updated. Director Addington inquired as to if events could interrupt the Equestrian Center operations. Director Torng stated his concern for available event parking.

Ms. Cobarruviaz stated in order to maintain the footing, no trash or sharps will be allowed and the staging must not be too heavy. Lighting would need to be addressed for evening events. Mr. Gruner stated the employee parking lot may be utilized if the event is on a weekend. Director Carpenter stated the Community Center parking lot can be utilized for overflow parking.

Advisor Skillman stated we must adhere to city and community planning policies. Parking at Community Center is limited as we do not own the entire lot which may require a parking study. A roadway may need to be created from the employee lot to the Equestrian Center as a shuttle is the only option at this time.

Advisor Gidwani inquired as to an event spooking the horses. Ms. Cobarruviaz stated the arena is far enough removed and any normal level of noise would be acceptable. Resident boarders would be informed of any events and the upper arena area would be closed for use during the event.

Staff was directed to create a rental fee for the use of the Equestrian Center arena only and to create general rules of event utilization of the Clubhouse 2 open space to include, but not limited to, event coordinator must contact the Clubhouse 2 supervisor to ensure no encroachment of other scheduled activities, no sitting in landscaped areas and capacity limits and to bring this recommendation to the next CAC meeting.

**Revenue Generating Objective** - Mr. Gruner presented the revenue generating chart and highlighted three items that could be implemented soon: Golf tee box sponsors, coupon booklet and fee-based classes.

Director Dotson inquired as to who would implement these programs. Mr. Gruner stated this still needs to be identified, but possibly golf staff, Recreation staff working closely with PR/Marketing Department and Recreation staff coordination with contract instructors dependent upon space limitations.

Director Milliman stated coupon books could be available in Recreation office or at the Community Center front desk. Director Carpenter stated the creation of a bistro would be a simple project as a location is already available by the golf driving range in the existing room not being used. She will research and bring to CAC next month to discuss. Chair Horton stated an ad hoc committee will be created and directed those on the committee interested are to email Ms. Kupfert for inclusion.

Dick Rader stated posthumous donations are listed and inquired as to resident donations. Director Carpenter stated the Village Community Fund is available for resident donations.

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

**Equestrian Pricing Policy** - Ms. Murphy stated the staff recommendation to 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.

Discussion ensued.

A motion was made to 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.

Motion passed unanimously.

Chair Horton stated she is very proud of what has been completed through the Equestrian Ad Hoc Committee. Director Carpenter thanked all on the Equestrian Ad Hoc Committee and Director Hopkins for assisting with the analysis.

**Kourts Discussion** - Ms. Murphy read the member comments submitted via email that stated either for or against the use of Kourts for reservations.

Discussion ensued.

Director Dotson inquired as to separating the Kourts system by sport and as to the ease of adjustments. Mr. Gruner stated the system can be adjusted and it is independent per sport currently.

Director Dotson inquired as to Kourts usage for pickleball and the pools. Mr. Gruner stated the Recreation Department worked in conjunction with the clubs using Kourts and is only being used at Pool 2, 6 to 11 a.m. as it is intended as a lap swim pool.

Advisor Boudreau stated amenities are for all residents and clubs cannot dictate use of amenities. Director Dotson suggested using the eblast to link to the survey form. Chair Horton stated she spoke to tennis staff and all courts were busy with many standing around for their turn which notes that the use of either system at tennis may not be efficient.

Staff was directed to create a survey for the community and present to the next CAC meeting for approval.

Kourts to remain in place at this time.

**Pool 5 Early Opening** - Mr. Gruner stated resident request to open Pool 5 at 6 a.m.

Discussion ensued.

Staff was directed to advise the petitioner that one pool is always open at 6 a.m. and there will be no change at this time.

### **ITEMS FOR FUTURE AGENDAS**

**Greens Committee Report and Recommendations** - 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.

**Garden Center Operating Rules** – Staff was directed to include this item under Future Agendas.

### **CONCLUDING BUSINESS**

#### **Committee Member Comments**

Director Addington stated good meeting and thank you.

Director Dotson stated thank you.

Chair Horton stated to email Ms. Kupfert if interested in joining the Revenue Generating Objective Ad Hoc Committee

Director Carpenter thanked the committee and stated Chair Horton did a great job.

### **Date of Next Meeting**

The next regular meeting of the GRF Community Activities Committee will be held at 1:30 p.m. via the Zoom Webinar platform on Thursday, October 14, 2021.

### **Adjournment**

There being no further business, the Chair adjourned the meeting at 4:55 p.m.

\_\_\_ *Yvonne Horton* \_\_\_

Yvonne Horton, Chair



**Golden Rain Foundation of Laguna Woods**  
**Proforma Recreation Services Summary of Operations**  
8/31/2021

	Admin	Aquatics& Fitness	Bar Services	Clubhouses	Equestrian	Garden Centers	Golf	PAC	ACTUAL	BUDGET	VAR\$ B/W)
									YTD	YTD	
<b>Non-Assessment Revenues:</b>											
Golf Green Fees	0	0	0	0	0	0	1,115,448	0	1,115,448	1,010,000	105,448
Golf Operations	0	0	0	0	0	0	220,702	0	220,702	169,088	51,614
Merchandise Sales	0	3	5,755	0	0	0	207,727	0	213,485	159,660	53,825
Clubhouse Rentals and Event Fees	600	(1,010)	0	26,813	6,071	0	3,186	(333)	35,326	349,466	(314,140)
Rentals	0	0	0	0	0	38,369	36,000	0	74,369	73,040	1,329
Miscellaneous	2,073	11,901	0	9,240	64,185	0	38	0	87,437	238,409	(150,972)
<b>Total Non-Assessment Revenue</b>	<b>2,673</b>	<b>10,894</b>	<b>5,755</b>	<b>36,053</b>	<b>70,256</b>	<b>38,369</b>	<b>1,583,101</b>	<b>(333)</b>	<b>1,746,766</b>	<b>1,999,663</b>	<b>(252,897)</b>

	Admin	Aquatics& Fitness	Bar Services	Clubhouses	Equestrian	Garden Centers	Golf	PAC	ACTUAL	BUDGET	VAR\$ B/W)
<b>Expenses:</b>											
Employee Compensation Expenses Related to	284,056	209,955	5,616	340,650	154,187	42,197	1,034,684	115,771	2,187,114	2,535,275	348,161
Employee Compensation	84,621	78,378	2,133	103,781	36,390	23,116	392,683	24,188	745,292	838,455	93,163
Materials and Supplies	1,200	47,229	0	38,688	79,026	7,087	163,644	4,320	341,194	370,331	29,137
Cost of Goods Sold	0	0	2,902	0	0	0	136,423	0	139,325	110,308	(29,017)
Community Events	9,229	0	0	6,491	142	0	0	0	15,862	252,513	236,651
Utilities and Telephone	463	89,005	0	319,204	13,020	50,271	439,924	44,864	956,750	930,859	(25,890)
Professional Fees	0	0	0	0	0	0	0	0	0	1,000	1,000
Equipment Rental	0	18,425	0	0	0	0	30,548	0	48,973	50,952	1,979
Outside Services	9,159	368,080	10	8,477	8,379	1,513	121,819	2,004	519,440	357,285	(162,155)
Repairs and Maintenance	0	3,762	0	4,377	10,580	0	6,410	737	25,865	51,688	25,823
Other Operating Expense	8,442	3,202	0	14,415	1,908	436	14,218	1,561	44,182	63,705	19,523
Property and Sales Tax	43	0	414	212	0	131	15,818	25	16,642	14,013	(2,629)
Uncollectible Accounts	0	0	0	1,665	0	0	0	0	1,665	0	(1,665)
<b>Total Expenses</b>	<b>397,213</b>	<b>818,036</b>	<b>11,075</b>	<b>837,960</b>	<b>303,632</b>	<b>124,751</b>	<b>2,356,171</b>	<b>193,470</b>	<b>5,042,302</b>	<b>5,576,384</b>	<b>534,081</b>

	Admin	Aquatics& Fitness	Bar Services	Clubhouses	Equestrian	Garden Centers	Golf	PAC	ACTUAL	BUDGET	VAR\$ B/W)
<b>Net Cost (before allocations)</b>	<b>\$394,540</b>	<b>\$807,142</b>	<b>\$5,320</b>	<b>\$801,907</b>	<b>\$233,376</b>	<b>\$86,382</b>	<b>\$773,070</b>	<b>\$193,803</b>	<b>\$3,295,536</b>	<b>\$3,576,721</b>	<b>\$281,184</b>
Allocated To Departments	(295,949)	0	0	(24,970)	0	0	0	0	(320,919)	(414,142)	(93,223)
Allocated From Departments	156,030	103,654	5,285	327,221	30,376	5,231	77,491	67,056	772,345	904,170	131,825

<b>Net Cost</b>	<b>\$254,621</b>	<b>\$910,796</b>	<b>\$10,605</b>	<b>\$1,104,158</b>	<b>\$263,752</b>	<b>\$91,613</b>	<b>\$850,561</b>	<b>\$260,859</b>	<b>\$3,746,962</b>	<b>\$4,066,749</b>	<b>\$319,786</b>
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	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	2021-Sept	Cumulative Total During COVID
<b>Activities</b>												
Tennis	15,105	1,876	2,142	2,222	2,406	2,405	1,177	556	262	464	440	29,055
Pickleball (Outdoor)	14,580	2,188	2,064	2,848	2,740	2,780	1,534	726	262	933	993	30,453
Pickleball (Indoor)								119	158	213	260	750
Paddle Tennis	1,873	166	138	344	414	314	160	205	143	239	239	3,996
Swim	27,905	4,528	4,471	4,764	5,901	6,145	3,882	4,779	10,604	12,026	8,264	93,269
Lawn Bowling	2,497	331	428	261	395	431	239	239	612	503	398	6,334
Golf	82,809	11,075	11,355	11,790	11,819	12,078	6,107	6108	12,888	12,261	11,128	189,418
Driving												
Range/Lessons	37,526	3,233	3,784	1,624	4,662	5,222	2,264	2265	4,406	4,808	4,179	73,973
Library-Residents Served	2,270	320	402	308	302	457	862	1,076	2,260	2,495	2,385	13,137
Bocce Ball	30	2	0	5	0	4	0	91	40	67	95	334
Fee Based Classes	1,145	780	933	917	906	1,026	506	506	1,030	1,100	1,050	9,899
Fitness												
Clubhouse 4					943	1,429	926	2,136	8,878	9,233	9,061	29,308
Badminton								927	2,838	2,815	3,114	12,992
Volleyball								120	144	235	245	744
Archery								105	228	117	43	493
Shuffleboard								20	9	38	22	89
Billiards							77	130	137	125	369	838
Drop-in Lounge								56	2	110	311	479
Game Rooms								124	185	370	379	1,058
PC Room								243	534	620	706	2,103
Mac Room								121	535	553	429	1,638
Table Tennis								838	1,745	1,651	1,550	5,784
Video Lab/Studio								99	160	142	198	599
Radio Room										25	0	25
Fitness Room								151	268	471	426	1,316
Clubhouse 5 Gym								356	723	853	820	2,752
Bridge Room									1,436	1,602	1,420	4,458
<b>Room Reservations</b>												
Community Center										167	108	275
Clubhouse 1									66	3,477	3,432	6,975
Clubhouse 2								866	2,203	3,824	3,861	10,754
Clubhouse 5						21	221	221	2,510	3,805	5,738	12,516
<b>Total</b>	<b>185,740</b>	<b>24,499</b>	<b>25,717</b>	<b>25,083</b>	<b>30,488</b>	<b>32,312</b>	<b>17,955</b>	<b>23,506</b>	<b>55,628</b>	<b>64,709</b>	<b>62,340</b>	<b>547,977</b>

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

## CLUBHOUSE 2 OPEN SPACE OPERATING RULES



### A. Introduction/Purpose

1. The Clubhouse 2 open space is designed for the enjoyment of Laguna Woods residents.
2. The open space rules and regulations have been designed to:
  - a. Ensure the open space is utilized safely
  - b. Ensure the open space users are respectful to all using Clubhouse 2
  - c. Establish fairness and equality among Clubhouse 2 users
  - d. Prevent damage to the surrounding landscape areas and buildings

### B. General Operating Information

1. Golden Rain Foundation (GRF) establishes the hours of operation, assigns personnel and oversees the operation of the Clubhouse 2 open space. The operating rules are subject to change at any time.
2. You may contact the **Clubhouse 2 office at 949-597-4286**.
3. Staff is responsible for enforcing the Operating Rules to serve the best interest of all residents who use, or wish to use, the Clubhouse 2 open space. Staff oversees the Clubhouse 2 open space.
4. Maximum Capacity: 125 people
5. Operating Hours: 8:00 a.m. 10:00 p.m.
6. Controlled substances and smoking are prohibited within 25 feet of the open space area.

### C. Who May Rent the Clubhouse 2 Open space

1. Any resident may rent the Clubhouse 2 ballroom which provides event rights to the open space.
2. If the ballroom is not rented or the renter is not using the open space, the open space becomes available for general use on a first come first serve basis.
3. The open space is not reservable as a standalone reservation.

### F. In Case of Emergency

1. **Call 911.**

**G. Clubhouse 2 Open Space User Responsibilities**

1. Those wishing to organize an event within the Clubhouse 2 open space must contact the Clubhouse 2 supervisor prior to the event to ensure no encroachment of other scheduled activities and/or facility rentals.
2. No attendee, performer or user may sit within the landscaped areas surrounding the Clubhouse 2 open space.
3. The use of foul language and inappropriate behavior including but not limited to threats, intimidation, physical violence, property damage, racial/ethnic slurs and sexual harassment is in violation of the GRF Nuisance Policy and may result in disciplinary action.
4. Excessive noise and/or loud amplified music is prohibited.

**K. Sprinkler System**

1. The Clubhouse 2 open space sprinklers are on a timer which can be adjusted only by staff. Any event that does not inquire with the Clubhouse 2 supervisor is at risk of their event being interrupted by automatic sprinklers.

**Q. Authority, Enforcement of Rules and Compliance Reporting**

1. GRF is authorized to take disciplinary action against a resident found to be in violation of the Clubhouse 2 open space Operating Rules. The GRF Board has the authority to impose monetary fines, revoke use of facilities and/or bring forth legal action.
2. Clubhouse 2 staff will monitor use of the open space. If a violation issue exists, staff will take corrective action to ensure the safety of the Clubhouse 2 open space.

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

**Kourts Survey Questions**

**General**

1. Are you familiar with the Kourts online reservation system?      Yes      No
2. For which activities do you use Kourts?
  - a. Tennis
  - b. Pickleball
  - c. Swimming
  - d. All of the above
  - e. None of the above
3. How many reservations do you make per week using Kourts?  
Less than 1      1      2-3      4 or more
4. How satisfied are you with Kourts?  
Very Satisfied      Satisfied      Somewhat Satisfied      Not Satisfied
5. If you selected "Not Satisfied" in question #4 please indicate why:
  - a. Too difficult to use
  - b. It is not needed
  - c. Lacks flexibility
  - d. All of the above

**Tennis- Specific Questions**

1. How many days per week do you play tennis?  
Less than 1      1-2      3-4      5 or more
2. Are you a Tennis Club member?      Yes      No
3. Which court reservation method do you prefer?
  - a. Kourts
  - b. White board

**Swimming- Specific Questions**

1. How many days per week do you swim?  
Less than 1      1-2      3-4      5 or more
2. What is/are your preferred pool(s)?  
Pool 1      Pool 2      Pool 4      Pool 5      Combination of Pools
3. If you swim laps, do you prefer to reserve a swimming lane via Kourts?      Yes      No
4. Are you opposed to sharing a lane with another swimmer you do not know?      Yes      No

**Pickleball- Specific Questions**

1. Are you a Pickleball Club member?      Yes      No
2. Which method of court reservation do you prefer?
  - a. Kourts
  - b. Drop-in open play
3. For each of the following pickleball time slots, which do you prefer:

Times Slots	Brad's boxes	Kourts	No preference
M, W, F mornings			
Mon - Fri after 3 p.m. - 5 p.m.			
M - F, from 5 p.m. - 10 p.m.			
Sat. and Sun. mornings			
Sat. and Sun. evenings			

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## STAFF REPORT

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**DATE:** October 14, 2021  
**FOR:** Community Activities Committee  
**SUBJECT:** Repainting the Clubhouse 7 Bridge Room North and South Facing Interior Walls

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### **RECOMMENDATION**

Review and recommend approval of the Duplicate Bridge club's request to repaint the interior north and south facing walls of the Clubhouse 7 bridge room (Attachment 1).

### **BACKGROUND**

The Clubhouse 7 bridge room is a large open floor room with 60 bridge tables and a kitchen. The Duplicate and Progressive Bridge clubs host social games, tournaments, meetings and banquets with an annual utilization of approximately 48,000 users.

On June 7, 2016, the board approved a supplemental appropriation for the Clubhouse 7 Bridge room carpet replacement project. In addition, on September 5, 2017 the board approved the Clubhouse 7 kitchen modifications project as part of the adopted 2018 Capital Plan. The carpet installation and kitchen remodel projects began January 29, 2018. The painting of the north and south walls were not included in the renovation projects.

### **DISCUSSION**

On September 9, 2021 the Duplicate Bridge club attended the CAC meeting and formally requested approval to repaint the north and south interior walls of the bridge room. The committee directed staff to develop a staff report and provide a recommendation.

The color enhancement of the walls would enhance the ambience and aesthetics of this large room. The suggested color choices are Behr Polar Bear or Behr Moonlit Beach (Attachment 2).

### **FINANCIAL ANALYSIS**

The VMS Painting Division reviewed the scope of the project and estimates \$680 for materials, supplies and labor (Attachment 3). If approved, the Duplicate Bridge club will pay for the repainting at no cost to GRF.

**Prepared By:** Jennifer Murphy, Recreation Manager

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

**ATTACHMENT(S)**

ATT 1: Image - North and South Bridge room walls

ATT 2: Polar Bear and Moonlit Beach Paint Color Samples

ATT 3: VMS Paint Division Quote



## Attachment 1

North Wall



South Wall



## Attachment 2

Polar Bear White



Moonlight Beach



### Attachment 3

#### 2021 Cost Estimate

**Name:** CH-7  
**Address:**

Dimensions:	Description	Size
	Bridge room	1320 sqf
	north&south walls	

Materials:	Description	Qty	Unit Cost	Est. Cost \$
	Permit Fees			\$ -
	int ltx eggshell	5 gal	\$23.78	\$ 118.90
				\$ -
				\$ -
	<b>SUBTOTAL MATERIALS</b>			
	<b>TAX</b>			
	<b>TOTAL MATERIALS</b>			\$ -

This column will automatically calculate once quantity and unit cost are entered.

Labor:	Work Ct	Description	Hours	Bill Rate	
	911	Appliance		\$ 73.34	\$ -
	912	Carpentry		\$ 63.76	\$ -
	913	Electrical		\$ 76.64	\$ -
	914	Plumbing		\$ 69.07	\$ -
	917	Interior Component Svs		\$ 70.29	\$ -
	932	Paint	9	\$ 62.35	\$ 561.15
	935	Janitorial		\$ 47.40	\$ -
	936	Paving		\$ 61.24	\$ -
	<b>TOTAL LABOR</b>				

This column will automatically calculate once hours are entered

Outside Services	Description	Cost
	<b>TOTAL OUTSIDE SERVICES</b>	\$ -

Subtotal   
 Contingency   
**TOTAL ESTIMATED COST**

**Notes:**  
 estimate to set up and paint the north and south walls in bridge room at CH-7 including paint

Enter the contingency percentage in whole numbers (for example "15")

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## STAFF REPORT

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**DATE:** October 14, 2021  
**FOR:** Community Activities Committee  
**SUBJECT:** Outside Vendor Equestrian Center Arena Rental

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### **RECOMMENDATION:**

Review and recommend board approval of the proposed outside vendor rental rates for the Equestrian Center to host event horse shows, clinics and individual rentals beginning January 1, 2022.

### **BACKGROUND:**

On August 24, 2021 the GRF Equestrian Ad Hoc Committee held a special pricing policy and fee review meeting to determine fee adequacy, fair costs to boarders and revenue assumptions. All equestrian fees were reviewed and staff was directed to establish an outside vendor rental rate for the purpose of hosting horse shows and riding clinics.

### **DISCUSSION:**

Arena rentals are common practice within the equine industry. The completed improvements to the Equestrian Center arena footings and future irrigation improvements will offer an appealing venue within the local horse community for hosting riding clinics, horse shows and other horse related events. Hosting these types of events would provide significant benefits such as:

- Additional revenue source;
- Provide educational opportunities for residents to learn about horses;
- Bring a unique entertainment opportunity to the community; and
- Build goodwill with the local horse community.

Clinics are typically taught by someone who is an expert in a particular area of horsemanship. Clinics generally consist of up to eight lessons or rides per day and have a limited number of participants and an audience of auditors who observe the rides. Horse shows are a competitive display of the capabilities and qualities of horses and their riders or handlers, usually held as an annual event.

For events and clinics, the following items are to be considered when scheduling and renting the facility for an event, which would be included in the rental agreement:

- **Parking:** Weekday events may use half of the Equestrian Center parking lot and is restricted to ten trailers and 35 attendees. Weekend events are for large events and may use the employee maintenance parking lot (adjacent to the Broadband building).
- **Restrooms:** During clinics and smaller events, the existing Equestrian Center restrooms are adequate. For larger weekend events, portable restrooms will be required at the expense of the organizer. A list of approved vendors will be provided to the applicant. Proof of acquisition and delivery date will be required prior to the event.

- Food and beverage: The Equestrian Center does not have a permitted kitchen for a caterer to use, nor a liquor license for alcohol sales. Any food or beverage will need to be provided by a permitted food truck. Liquor sales are prohibited.
- Enclosures for visiting horses: The Equestrian Center has 10 outdoor pens available for use as “day stalls” for visiting horses either as part of a full-day rental agreement or individually for a fee to the Equestrian Center. Optional temporary stalls could be brought in at the organizers expense and placed on the walkway adjacent to the arena on the El Toro side.
- Contract and insurance: Proof of general liability insurance of \$2,000,000 is required for both clinics and arena events.

**FINANCIAL ANALYSIS:**

The proposed fees were determined after reviewing operational costs with guidance from local facilities such as Chino Hills McCoy Equestrian Center (Attachment 1) and Walnut Creek Equestrian Center (Attachment 2).

Proposed Fee Structure:

Type	Availability	Time Frame	Cost
<b>Horse Shows w/ 10 Outdoor Stalls</b>			
	Mon-Fri (Per Day)	6 a.m. to 6 p.m.	\$650
	Sat or Sun (One Day)	6 a.m. to 6 p.m.	\$800
	Sat and Sun (Both Days)	All Day	\$1,200
<b>Horse Clinics</b>			
	Mon-Fri (Per Day)	6 a.m. to 6 p.m.	\$200
	Sat or Sun (One Day)	6 a.m. to 6 p.m.	\$300
	Sat and Sun (Both Days)	All Day	\$400
<b>Individual Day and Overnight Rentals</b>			
	Small Pen	6 a.m. to 6 p.m.	\$20 per day
	Large Pen	6 a.m. to 6 p.m.	\$30 per day
	Overnight	6 a.m. to 6 a.m.	\$40 small pen; \$50 large pen

\*Mid-day water and drag of arena \$50

Staff estimates the Equestrian Center will host four shows (two-day rental with overnight horses) and eight clinics (single day rental/weekend) per year with an annual revenue projection of \$7,200. Fees will be reviewed annually and fee increases, rounded up to the nearest dollar, will be based off of the Recreation Departments recommendation.

**Prepared By:** Laura Cobarruviaz, Equestrian Supervisor

**Reviewed By:** Jennifer Murphy, Recreation Manager  
Brian Gruner, Recreation and Special Events Director  
Siobhan Foster, Chief Operating Officer  
Steve Hormuth, Interim Finance Director

**Committee Routing:** Community Activities Committee  
Finance Committee

**ATTACHMENT(S)**

ATT1: Chino Hills McCoy Equestrian and Recreation Center pricing

ATT2: Walnut Creek Equestrian Center pricing

# McCoy Equestrian & Recreation Center

## FACILITY RENTAL RATES



<b>Non-Chino Hills Resident, Non-Profit, or Business:</b>			
<b>Reservation Priority:</b> Up to twelve (12) months in advance; limited to six (6) bookings per year, unless approved by the Community Services Director or designee.			
<b>Package</b>	<b>Cleaning Deposit:</b>	<b>Weekday Rates: Monday-Thursday 8:00 a.m. – 10:00 p.m. Minimum two (2) hour rental</b>	<b>Weekend Rates: Friday-Sunday 8:00 a.m. – 12:00 a.m. Minimum six (6) hour rental</b>
<b>Real McCoy Package:</b> Entire Facility Including Arenas	\$500	n/a	\$2,890 (6 hour rental) \$5,610 (16 hour rental) \$430 each additional hour
<b>Platinum Package:</b> Barn, Residence, and Lawn	\$500	\$672 (2 hour rental) \$1,610 (6 hour rental) \$336 each additional hour	\$2,220 (6 hour rental) \$5,170 (16 hour rental) \$330 each additional hour
<b>Gold Package:</b> Barn and Lawn	\$250	\$504 (2 hour rental) \$1,210 (6 hour rental) \$252 each additional hour	\$1,660 (6 hour rental) \$3,780 (16 hour rental) \$250 each additional hour
<b>Silver Package:</b> Residence and Lawn	\$250	\$336 (2 hour rental) \$860 (6 hour rental) \$168 each additional hour	\$1,180 (6 hour rental) \$2,770 (16 hour rental) \$180 each additional hour
<b>Sapphire Package:</b> Barn	\$250	\$336 (2 hour rental) \$860 (6 hour rental) \$168 each additional hour	\$1,180 (6 hour rental) \$2,770 (16 hour rental) \$180 each additional hour
<b>Ruby Package:</b> Residence	\$100	\$168 (2 hour rental) \$480 (6 hour rental) \$84 each additional hour	n/a
<b>Outdoor Ceremony Package*:</b> Choice of 5 Ceremony Locations	\$250	\$675 (3 hour rental)	\$675 (3 hour rental)

- \* The Outdoor Ceremony Package is a ceremony only; wedding receptions/parties, food and alcohol are not permitted. Rental hours 8:00 a.m. to two (2) hours after sunset.
- Site packages cannot be combined with other site packages and cannot add additional facility location hours, unless specifically included in the package.
- A \$500 alcohol deposit is required when alcohol is being served.
- If additional staff is required, an additional \$29 per hour will be charged.
- A \$25 fee will be charged for returned checks.



Attachment 2



Walnut Creek Recreation Division
EQUESTRIAN CENTER APPLICATION/USE PERMIT



- 1. Date(s) of use \_\_\_\_\_ Hours from \_\_\_\_\_ to \_\_\_\_\_
2. Type of activity \_\_\_\_\_ Estimated Attendance \_\_\_\_\_
3. Name of Organization \_\_\_\_\_
4. Name of Applicant \_\_\_\_\_
Home Phone \_\_\_\_\_; Work Phone \_\_\_\_\_
E-mail \_\_\_\_\_
5. Applicant's Address \_\_\_\_\_

- 6. The City of Walnut Creek and the Equestrian Center of Walnut Creek will provide:
a. Two riding arenas (Main arena = 300' x 150', Warm-up arena = 200' x 85')
b. Parking area
c. Announcer's stand with electricity
d. Water and separate restroom facilities for men and women
e. Garbage cans w/liners
f. Picnic tables and bleachers

The applicant and the organization must provide all personnel equipment other than that requested below.

7. Daily Fees: Circle those requested for your event
Table with 3 columns: Item, Members, Non-Members. Items include Main & warm up arenas for Junior groups, Senior groups, Warm-up arena use only, Snack bar and kitchen, Public address system, Publicity banner, Jumps, trail obstacles, gymkhana equipment, Arena watering and drag midday, Arena maintenance crewperson/day, Special events fees.

8. Will alcoholic beverages be served: Yes \_\_\_\_\_ No \_\_\_\_\_
Alcoholic beverages (beer, wine or champagne ONLY) may be consumed only with advance approval and payment of an Alcoholic Beverage Service Fee of \$75 to the City of Walnut Creek.

9. A refundable cleaning/damage deposit of \$250 is due with all daily fees. Please send this deposit as a separate check (made payable to the Equestrian Center of Walnut Creek).

- a. including but not limited to: damage to fences, irrigation system, landscaping, snack bar, restrooms, picnic benches or bleachers, and announcer's booth. You will be billed for any damages in excess of your deposit.
  - b. All event-related trash must be collected on the site and placed in the dumpster in City maintenance yard across the street. New liners must be placed in the garbage cans.
  - c. If there is a failure to return the Bathroom Key within 3 weeks of the end of the rental you will lose the deposit
10. Cooking any greasy foods is not allowed in the snack bar/kitchen area. Failure to comply with this policy will forfeit the entire damage deposit. Use of the snack bar must comply with Contra Costa County Health Codes for the serving of food and beverages.
11. The applicant must provide first aid services at any function to the public.
12. Preparation of the arenas for horse events will be performed by the ECWC grounds staff. Any additional/special preparation required by the applicant will be at the expense of the applicant. Overnight boarding of horses is not allowed on the facilities unless permitted by the City. No parking is allowed on the paved road.
13. Your organization is solely responsible and answerable financially for any and all accidents or injuries to persons or property resulting from your use of City facilities. You shall be responsible for the control and supervision of all people in attendance during your usage of the facility and shall take care to see that no damage is done to the facility and that everyone conducts themselves in an orderly manner.
14. Cancellations must be received at least seven (7) days prior to your use-date. Cancellations within seven days prior to your use date may result in forfeiture of the damage deposit.
15. Mail this completed application form and one copy of the *Notice of Conditions*, the *Hold Harmless & Insurance Agreement* form, and all applicable fees (payable to ECWC) to:  
**Equestrian Center of Walnut Creek, P. O. Box 3532, Walnut Creek, CA 94598**
16. After all forms, including the insurance documents, and fees have been received and the application deemed complete and appropriate, an approved copy of this permit will be issued to you.

I have read, understand, and agree to all provisions, policies, and conditions described on this *Application/Use Permit* and *Notice of Conditions*:

Applicant's  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICIAL USE ONLY**  
 Notes & Conditions:

\_\_\_\_\_

Fees received: Arena \_\_\_\_\_ Snack Bar \_\_\_\_\_ PA System \_\_\_\_\_ Deposit \_\_\_\_\_ Alcohol fee \_\_\_\_\_

Date permit approved \_\_\_\_\_ by

\_\_\_\_\_