



OPEN SESSION

**REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE
GOLDEN RAIN FOUNDATION OF LAGUNA WOODS
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

Tuesday, April 5, 2022, 9:30 a.m.
24351 El Toro Road, Laguna Woods, California
Board Room/Virtual Meeting

NOTICE OF THE AGENDA

The purpose of this meeting is to conduct the regular Golden Rain Foundation Board Meeting in accordance with *Civil Code §4930* and was hereby noticed in accordance with *Civil Code §4920*

- 1. Call Meeting to Order / Establish Quorum – President Carpenter**
- 2. Pledge of Allegiance – Director Skillman**
- 3. Acknowledgment of Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
 - a. February 17, 2022 – GRF Board Agenda Prep Meeting
 - b. March 1, 2022 – GRF Board Regular Open Meeting
 - c. March 3, 2022 – GRF Special Open Meeting
 - d. March 17, 2022 – GRF Board Agenda Prep Meeting
- 6. Report of the Chair**
- 7. CEO Report**
- 8. Open Forum (Three Minutes per Speaker)**

At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The board reserves the right to limit the total amount of time allotted for the Open Forum to thirty minutes. A member may speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/98131257242> or call 1 (669) 900-6833 or email meeting@vmsinc.org to have your message read during the Open Forum.
- 9. Responses to Open Forum Speakers**

10. Consent Calendar

All matters listed under the Consent Calendar are recommended for action by committees and will be enacted by the board by one motion. In the event an item is removed from the Consent Calendar by members of the board, such item(s) shall be the subject of further discussion and action by the board.

Recommendation from the Finance Committee:

- a. Consistent with its statutory obligations a subcommittee of the board consisting of the Treasurer and at least one other board member reviewed and approved preliminary Golden Rain Foundation financials for the month of February 2022 by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes.
- b. Laguna Hills Memorial Day Half Marathon 10K and 5K
- c. Saddle Club Donation – Equestrian Center Shade Structures
- d. Old Pros Donation – Equestrian Center
- e. Village Community Fund Phase Two – Equestrian Center Help the Herd Program
- f. Update Committee Appointments

11. Unfinished Business - None

12. New Business

- a. Entertain a Motion to Approve the Formation of the Website Ad Hoc Committee
- b. Entertain a Motion to Approve the Donation Policy Update
- c. Entertain a Motion to Approve the Duplicate Bridge Tournament Room Reservation Rental Rate & July 4 Rollover Exception
- d. Entertain a Motion to Approve the Men's Golf Club Annual Memorial Tournament
- e. Entertain a Motion to Approve the Calle Sonora Parking Permit Program

13. The Board will take a 5-minute break (if needed)

14. Committee Reports

- a. Report of the Finance Committee/Financial Reports – Director Hopkins. The committee met on February 16, 2022; next meeting April 20, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) GRF Treasurer's Report – Director Hopkins
 - (2) GRF Finance Committee Report
- b. Strategic Planning Committee—Director Dotson. The committee met on March 7, 2022; next meeting May 2, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.

- c. Report of the Community Activity Committee – Director Horton. The committee met on March 10, 2022; next meeting April 14, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Equestrian Center Ad Hoc Committee – President Carpenter. The committee met on March 30, 2022; next meeting March 30, 2022, at 1:00 p.m. as a virtual meeting.
 - (2) Revenue Resource Ad Hoc Committee – Director Horton. The committee met on February 8, 2022; Committee Dissolved.
- d. Report of the Landscape Committee – Director Skillman. The committee met on March 9, 2022; next meeting June 8, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Report of Water Conservation – Director Skillman.
- e. Report of the Maintenance & Construction Committee – Director Garthoffner. The committee met on February 9, 2022; next meeting April 13, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - (1) Report of the Clubhouse Renovation Ad Hoc Committee – Director Garthoffner. The Committee met on January 28, 2022; next meeting TBA.
- f. Report of the Media and Communications Committee—Director Milliman. The committee met on March 21, 2022; next meeting April 18, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- g. Report of the Mobility & Vehicles Committee – Director Tibbetts. The Committee met on February 2, 2022; next meeting April 6, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- h. Report of the Security & Community Access Committee – Director Tibbetts. The Committee met on February 28, 2022; next meeting April 25, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Report of the Laguna Woods Village Traffic Hearings – Director Addington. The Traffic Hearings were held on March 16, 2022; next hearings on April 20, 2022, at 9:00 a.m. as a virtual meeting.
- i. Report of the Disaster Preparedness Task Force – Director Skillman. The Task Force met on March 29, 2022; next meeting May 31, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- j. Information Technology Advisory Committee – Director Hopkins. The Committee met on April 1, 2022; next meeting April 8, 2022, at 1:30 p.m.

15. Future Agenda Items - *All matters listed below are items for a future Board Meetings. No action will be taken by the Board on these agenda items at this meeting. The Board will vote on these items at a future Board Meeting.*

16. Directors' Comments

17. Recess - *At this time, the Meeting recessed for lunch and reconvened to Executive Session to discuss the following matters per California Civil Code §4935: Member Disciplinary Matters; Personnel Matters; Contractual Matters; and Litigation Matters.*

18. Closed Session Agenda

VMS Board Update

Approved the Agenda

Approve the Minutes of:

(a) March 1, 2022 – Regular Closed Session

Discuss and Consider Personnel Matters

Discuss and Consider Contractual Matters

Discuss Legal/Legislation Matters

Discuss Member Disciplinary Matters

19. Adjournment



OPEN MEETING

**MINUTES OF THE BOARD OF DIRECTORS OF THE
THE GOLDEN RAIN FOUNDATION OF LAGUNA WOODS
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

**Thursday, February 17, 2022 – 9:30 a.m.
Virtual Meeting**

GRF Agenda Prep Meeting

Directors Present: Bunny Carpenter, Egon Garthoffner, Yvonne Horton, Debbie Dotson, Gan Mukhopadhyay, Elsie Addington, Juanita Skillman, Don Tibbetts, Reza Karimi, Jim Hopkins,

Directors Absent: Joan Milliman

Staff Present: Siobhan Foster- CEO, Grant Schultz, Michelle Estrada, Makayla Thomas, Catherine Laster

Others Present: None

1. Call Meeting to Order and Establish Quorum

President Carpenter called the meeting to order at 9:30 a.m. and established that a quorum was present.

2. Approval of the Agenda

President Carpenter asked for approval of the agenda.

Hearing no objections, the agenda was approved by unanimous consent.

3. Announcements

President Carpenter made the following announcements:

- Requested the Agendas be provided two days prior to the Agenda Prep Meeting.
- Provided an update regarding the recent Insurance Ad-Hoc Meeting. They will be commencing research on Insurance, and requested to place this as an Item on the Agenda to establish the committee.
- CAI Legislative Retreat April 18-21 discussing California's Associations.
- Client Services recently had a meeting. Director Addington and Director Dotson were invited because of the meeting's discussion on Finance. President Carpenter requested Director Dotson and Director Addington provide an update regarding such topic at the next Board Meeting.

- Office Space Planning - meeting and tour tentatively scheduled for March 3, 2022 at 9:00 a.m.
- Requested the Insurance Policy Renewal of Cyber Insurance be placed as an Item on the Agenda.
- The Age-Well Transportation/Bus proposal will be a Hybrid meeting at Clubhouse 7 on March 18, 2022.
- Overview of meeting with Jeff Beaumont, Esq. regarding harassment policy and hearings.

Discussion ensued among the board.

4. Discuss and Consider Items to be placed on the Tuesday, March 2, 2022, Board Meeting Open & Closed Agendas

Hearing no objection, the March 2, 2022, Open and Closed Agendas were approved by unanimous consent.

5. Director Comments

- Director Addington recommended an article for the Board to read.
- Director Karimi commented on the most recent Maintenance and Construction Committee Meeting.
- Several Directors commented on in-person/virtual meetings.
- President Carpenter confirmed that the next Board Meeting will be held via Hybrid format.

6. Adjournment

The meeting was adjourned at 10:23 a.m.


Joan Milliman, Secretary of the Board
Golden Rain Foundation



OPEN SESSION

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE
GOLDEN RAIN FOUNDATION OF LAGUNA WOODS A CALIFORNIA NON-PROFIT
MUTUAL BENEFIT CORPORATION**

**Tuesday, March 1, 2022, 9:30 a.m.
24351 El Toro Road, Laguna Woods, California
Virtual Meeting**

Directors Present: Bunny Carpenter, Egon Garthoffner, James Hopkins, Don Tibbetts, Gan Mukhopadhyay, Joan Milliman, Debbie Dotson, Yvonne Horton, Juanita Skillman, Elsie Addington, Reza Karimi

Directors Absent: None

Staff Present: CEO - Siobhan Foster, Makayla Schwietert, Michelle Estrada, Carlos Rojas, Brian Gruner, Steve Hormuth

1. Call Meeting to Order/ Establish Quorum - President Carpenter

President Carpenter called the meeting to order at 9:30 a.m. and established that a quorum was present.

2. Pledge of Allegiance

Director Dotson led the Pledge of Allegiance to the Flag.

3. Acknowledgment of Media

The media and the Village Television crew were present remotely by way of cameras.

4. Approval of Agenda

President Carpenter asked if the board had any changes to the agenda.

There being no changes or objections, the agenda was approved by unanimous consent.

5. Approval of Minutes

- a. January 20, 2022 – GRF Board Agenda Prep Meeting
- b. February 1, 2022 – GRF Board Regular Open Session

There being no objections, the minutes of January 20, 2022 – GRF Board Agenda Prep Meeting and February 1, 2022 – GRF Board Regular Open Session, were each approved by unanimous consent.

6. Report of the Chair

President Carpenter gave a report on the following items:

- On March 18, 2022, the transportation – Age Well proposal will be presented during the Town Hall Meeting.
- On March 3, 2022, GRF will have a Special Board Meeting to tour the Community Center and discuss space planning.

7. CEO Report

Siobhan Foster-CEO gave a report on the following items:

- Security performs perimeter fencing inspections daily. Security breaches regarding fencing can be reported to Resident Services and Security.
- The organics recycling program is still a work in progress. Resident Services will no longer be the point of contact for trash-related concerns; residents are to contact CR&R directly at 949-625-6735 or lagunawoods-recycles@crrmail.com.

8. Open Forum (Three Minutes per Speaker)

At this time members were allowed to address the Board of Directors regarding items not on the agenda.

- A member commented on organic recycling, waste disposal, water usage, bus transportation, and suggested a Freedom of Information Act.
- A member commented on the Laguna Woods Village Foundation.
- A member commented on the vaccination requirements at club events.
- A member commented on the locations of the organic recycling bins. Additionally, he was in support of vaccination requirements at community events.

9. Responses to Open Forum Speakers

The following are responses to the open forum speakers:

- Director Dotson responded to the member who commented on vaccination requirements at club events. GRF's moral responsibility is to protect the thousands of residents of the senior community.
- Director Milliman commented that GRF is not responsible for rules set by clubs.
- Director Skillman commented that the Recreation Policy states that each club can set its own requirements.
- Director Karimi commented on clubs have the right to protect their membership and set specific rules. He stated that the organics recycling process is a work in progress and the locations can be changed to better suit the needs of residents.
- CEO-Foster confirmed that the organics recycling process is analyzed and locations of the bins will be reviewed/evaluated and possibly relocated.
- Director Horton thanked the Laguna Woods Village Foundation for their support.

10. Consent Calendar

All matters listed under the Consent Calendar were recommended for action by committees and were enacted by the board by one motion. In the event an item was removed from the Consent Calendar by members of the board, such item(s) would be the subject of further discussion and action by the board.

Recommendation from the Finance Committee:

10a. Consistent with its statutory obligations a subcommittee of the board consisting of the Treasurer and at least one other board member reviewed and approved preliminary Golden Rain Foundation financials for the month of January 2022, and by this vote ratified that such review be confirmed in this month's Board Member Open Session Meeting minutes.

10b. Update Officer Resolution

Director Milliman read the following resolution:

RESOLUTION 90-22-11
APPOINTMENT OF OFFICERS

RESOLVED, on March 1, 2022, pursuant to Golden Rain Foundation Bylaws which sets guidelines, terms and responsibilities for the election of Officers to this Corporation the following persons are hereby elected to the office indicated next to their names to serve:

Bunny Carpenter	President
Egon Garthoffner	1 st Vice President
Debbie Dotson	2 nd Vice President
Joan Milliman	Secretary
James Hopkins	Treasurer

RESOLVED FURTHER, that the following staff persons are hereby appointed as ex Officio officers of this Corporation:

Siobhan Foster	Vice President ex Officio
Carlos Rojas	Assistant Secretary ex Officio
Steve Hormuth	Assistant Treasurer ex Officio

RESOLVED FURTHER, that Resolution 90-21-44, adopted November 10, 2021, is hereby superseded and cancelled; and

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

10c. Update Committee Appointments

RESOLUTION 90-22-12
GRF Committee Appointments

RESOLVED, March 1, 2022, that the following persons are hereby appointed and ratified to serve on the Committees of this Corporation:

Strategic Planning Committee

Debbie Dotson, Chair (GRF)
James Hopkins (GRF)
Gan Mukhopadhyay, Alternate (GRF)
Robert Mutchnick (Third)
Nathaniel Ira Lewis (Third)
Anthony Liberatore, Alternate (United)
Cash Achrekar (United)
~~Reza Bastani (United)~~
~~Diane Casey (United)~~
Ryna Rothberg (Mutual 50)
Advisors: Dick Rader, Gay Page

Community Activities Committee

Yvonne Horton, Chair (GRF)
Elsie Addington (GRF)
Joan Milliman, Alternate (GRF)
Annie McCary (Third)
Cush Bhada (Third)
Maggie Blackwell (United)
~~Pearl Lee (United)~~
~~Diane Casey (United)~~
Ryna Rothberg, (Mutual 50)
Advisor: Roland Boudreau

Equestrian Center Ad Hoc Committee

Bunny Carpenter, Chair (GRF)
Yvonne Horton (GRF)
Cush Bhada (Third)
Annie McCary, (Third)
Pat English (United)
Pearl Lee (United)
Advisors: Gary Empfield, Susan Hemberger

Revenue Resources Ad Hoc Committee

Cush Bhada (Third)
Donna Rane-Szostak (Third)
Yvonne Horton, Chair (GRF)
Bunny Carpenter (GRF)
~~Elsie Addington (GRF)~~
~~Diane Casey (United)~~
~~Azar Asgari (United)~~
~~Lenny Ross (United)~~

Advisors: Dennis Boudreau, Dick Rader, Dave Beneck, Fred Vogt

Finance Committee

James Hopkins, Chair (GRF)
Elsie Addington (GRF)
Deborah Dotson, Alternate (GRF)
Donna Rane-Szostak (Third)
Mark Laws (Third)
Azar Asgari (United)
Diane Casey, **Alternate** (United)
Pat English (United)
Al Amado, (Mutual 50)
Sue Stephens, Alternate (Mutual 50)
Advisor: Rosemarie diLorenzo

Information Technology Advisory Committee (ITAC)

James Hopkins, Chair (GRF)
Bunny Carpenter (GRF)
Deborah Dotson (GRF)
Diane Casey (United)
Cash Achrekar (United)
Lynn Jarrett (Third)
Mark Laws (Third)
Advisor: Sue Margolis

Landscape Committee

Juanita Skillman, Chair (GRF)
Reza Karimi (GRF)
Yvonne Horton Alternate (GRF)
Maggie Blackwell (United)
Diane Casey (United)
Lynn Jarrett, (Third)
Nathaniel Ira Lewis (Third)
Annie McCary, Alternate (Third)
Vacant (Mutual 50)

Maintenance & Construction Committee

Egon Garthoffner, Chair (GRF)
Gan Mukhapadhyay (GRF)
Reza Karimi, Alternate (GRF)
James Cook (Third)
John Frankel, Alternate (Third)
Ralph Engdahl (Third)
Cash Achrekar (United)
Lenny Ross (United)
~~Anthony Liberatore (United)~~

Sue Stephens (Mutual 50)

Advisors: ~~Richard Palmer~~, Steve Leonard, Bill Walsh, Carl Randazzo

Clubhouse Renovation Ad Hoc Committee

Egon Garthoffner, Chair (GRF)

Gan Mukhopadhyay (GRF)

Deborah Dotson (GRF)

Reza Karimi (GRF)

John Frankel (Third)

Cush Bhada, Alternate (Third)

Ralph Engdahl (Third)

Diane Casey (United)

~~Pat English (United)~~

Advisors: ~~Cathy Garris, Carl Randazzo, Bill Walsh~~

Media and Communications

Joan Milliman, Chair (GRF)

Juanita Skillman (GRF)

Deborah Dotson, Alternate (GRF)

Annie McCary (Third)

James Cook (Third)

Lynn Jarrett, Alternate (Third)

Neda Ardani (United)

Maggie Blackwell (United)

Ryna Rothberg, (Mutual 50)

Advisors: Carmen Pacella, Tom Nash, Lucy Parker, Theresa Frost

Broadband Ad Hoc Committee

Joan Milliman, Chair (GRF)

Jim Hopkins (GRF)

Debbie Dotson (GRF)

Annie McCary (Third)

Lynn Jarrett (Third)

Diane Casey (United)

Vacant (United)

Mobility & Vehicles Committee

Don Tibbetts, Chair (GRF)

Egon Garthoffner (GRF)

Elsie Addington, Alternate (GRF)

James Cook (Third)

Cush Bhada (Third)

Maggie Blackwell (United)

~~Lenny Ross (United)~~

~~Pearl Lee (United)~~

Margaret Bennett (Mutual 50)
Sue Stephens, Alternate (Mutual 50)
Advisor: Vashi Williams

Security and Community Access

Don Tibbetts, Chair (GRF)
Reza Karimi (GRF)
Annie McCary (Third)
Craig Wayne (Third)
Donna Rane-Szostak, Alternate (Third)
Cash Achrekar (United)
Reza Bastani (United)
Sue Stephens (Mutual 50)
Margaret Bennett, Alternate (Mutual 50)

OTHER COMMITTEES:

Disaster Preparedness Task Force

Carlos Rojas, Chair
Juanita Skillman (GRF)
Gan Mukhapadhyay (GRF)
James Cook (Third)
John Frankel (Third)
Donna Rane-Szostak, Alternate (Third)
Anthony Liberatore (United)
Diane Casey (United)
John Carter (Mutual 50)
Advisors: Tom Soule, Bruce Bonbright

Laguna Woods Village Traffic Hearings

(Chair will alternate between Boards)
Elsie Addington (GRF)
Deborah Dotson, Alternate (GRF)
John Frankel (Third)
Mark Laws (Third)
Neda Ardani (United)
Anthony Liberatore (United)
Board Members by Rotation (Mutual 50)

Purchasing Ad Hoc Committee

Bunny Carpenter, Chair (GRF)
Jim Hopkins (GRF)
Robert Mutchnick (Third)
Donna Rane-Szostak (Third)
Ralph Engdahl, Alternate (Third)
Diane Casey (United)

Anthony Liberatore (United)
Advisor: Carl Randazzo

Select Audit Task Force

James Hopkins (GRF)
Diane Phelps (GRF)
~~Elizabeth Roper (United)~~
Cynthia Rupert (VMS)
Peggy Moore (Third)

RESOLVED FURTHER, that Resolution 90-22-02 adopted January 4, 2022, is hereby superseded and canceled; and

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

Director Horton commented that Director Addington's name was missing from the Revenue Resources Ad Hoc Committee.

President Carpenter stated that the correction to the oversight will be completed.

Director Skillman made a motion to approve the Consent Calendar, Director Milliman seconded the motion.

There being no objections, the Consent Calendar was approved unanimously.

11. Unfinished Business – None

12. New Business

Director Milliman read the following resolution:

12a. Entertain a Motion to Establish an Insurance Ad Hoc Committee

RESOLUTION 90-22-10
Insurance Ad Hoc Committee

WHEREAS, the formation of an Insurance Ad Hoc Committee is being considered by the board of directors pursuant to Article 7, Section 7.1.2 and Section 7.5 of the bylaws of this corporation;

WHEREAS, the primary mission of the Insurance Ad Hoc Committee is to research and evaluate risk management alternatives for Laguna Woods Village; and

WHEREAS, the duties and responsibilities of the Insurance Ad Hoc Committee are to:

1. Take into consideration the current insurance pricing and unique requirements of GRF and each housing mutual, including but not limited to consolidating valuation assessments in an effort to lower overall costs while managing risk; and
2. Make recommendations for the entire community.

NOW THEREFORE BE IT RESOLVED, March 1, 2022 the Board of Directors of this Corporation hereby adopts the mission statement, duties and responsibilities of the Insurance Ad Hoc Committee; and;

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

Director Milliman made a motion to approve the resolution. Director Karimi seconded the motion.

There being no changes or objections, Resolution 90-22-xx Insurance Ad Hoc Committee was approved unanimously.

A member from the audience asked how to join committees. President Carpenter and Director Milliman answered the member's question.

13. The Board opted to not take a 5-minute break.

14. Committee Reports

- a. Report of the Finance Committee/Financial Reports – Director Hopkins provided a slideshow presentation. The committee met on February 16, 2022; next meeting April 20, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

- (1) GRF Treasurer's Report – Director Hopkins
- (2) GRF Finance Committee Report

Several directors thanked Director Hopkins for his report.

Director Hopkins answered questions from the board and a member from the audience.

Director Dotson commented on cyber security.

- b. Strategic Planning Committee – Director Dotson. The committee met on January 10, 2022; next meeting March 7, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.

- c. Report of the Community Activities Committee – Director Horton. The committee met on January 13, 2022; next meeting March 10, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Equestrian Center Ad Hoc Committee – President Carpenter. The committee met on January 26, 2022; next meeting March 30, 2022, at 1:00 p.m. as an in-person (location to be announced) and as a virtual meeting.
 - (2) Revenue Resource Ad Hoc Committee – Director Horton. The committee met on February 8, 2022; next meeting March 8, 2022, at 2:00 p.m. as a virtual meeting.
- d. Report of the Landscape Committee – Director Skillman. The committee met on December 8, 2021; next meeting March 9, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- e. Report of the Maintenance & Construction Committee – Director Garthoffner. The committee met on February 9, 2022, in closed session; next meeting April 13, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - (1) Report of the Clubhouse Renovation Ad Hoc Committee – Director Garthoffner. The Committee met on January 28, 2022; next meeting TBA.

Director Garthoffner answered questions from the board and members from the audience.

- f. Report of the Media and Communications Committee—Director Milliman. The committee met on February 22, 2022; next meeting Monday, March 21, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- g. Report of the Mobility & Vehicles Committee – Director Tibbetts. The Committee did not meet on February 2, 2022, as the meeting was canceled; next meeting April 6, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- h. Report of the Security & Community Access Committee – Director Tibbetts. The Committee met on February 28, 2022; next meeting April 25, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Report of the Laguna Woods Village Traffic Hearings – Director Addington. The Traffic Hearings were held on February 16, 2022; next hearings on March 16, 2022, at 9:00 a.m. in the Board Room and as a virtual meeting.

Discussion ensued among the directors.

A member from the audience commented on safety concerns regarding pedestrians walking along the streets rather than the sidewalks.

- i. Report of the Disaster Preparedness Task Force – Director Skillman. The Task Force met on January 25, 2022; next meeting March 29, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- j. Information Technology Advisory Committee – Director Hopkins. The Committee met on February 25, 2022; next meeting March 4, 2022, at 1:30 p.m.

15. Future Agenda Items - *All matters listed below are items for a future Board Meetings. No action will be taken by the Board on these agenda items at this meeting. The Board will vote on these items at a future Board Meeting.*

16. Director's Comments

- Director Dotson commented that there will be an ERP article on the Village Breeze.
- A member from the audience revisited her comment from open forum regarding the policies from GRF and the Recreation Department.
- Director Addington called point of order – member comments were discussed during open forum and the meeting was about to be recessed into closed session.
- President Carpenter stated that she is able to allow additional comments and the topic continued.
- Several directors responded to the member's comment and questions.
- Director Dotson called point of order and President Carpenter ended the debate with the member.
- Director Karimi commented further on committees and their policies.

17. Recess 11:21 a.m. - *At this time, the Meeting recessed for lunch and reconvened to Executive Session to discuss the following matters per California Civil Code §4935: Member Disciplinary Matters; Personnel Matters; Contractual Matters; and Litigation Matters.*

Closed Session Agenda

VMS Board Update

Approve the Agenda

Approve the Minutes of:

(a) February 1, 2022 – Regular Closed Session

Discuss and Consider Personnel Matters

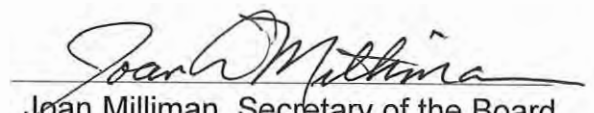
Discuss and Consider Contractual Matters

Discuss Legal/Legislation Matters

Discuss Member Disciplinary Matters

19. Adjournment

The meeting was adjourned at 1:51 p.m.



Joan Milliman, Secretary of the Board

Golden Rain Foundation
Agenda Item # 5b

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OPEN SESSION

**MINUTES OF A SPECIAL OPEN MEETING OF THE BOARD OF
DIRECTORS OF THE GOLDEN RAIN FOUNDATION OF LAGUNA
WOODS A COLIFORNIA NON-PROFIT MUTUAL BENEFIT
CORPORATION**

Thursday, March 3, 2022, 9:00 a.m.
24351 El Toro Road, LagunaWoods, California
BOARD ROOM/COMMUNITY CENTER

Directors Present: Bunny Carpenter, Egon Garthoffner, Joan Milliman, Debbie Dotson, Yvonne Horton, Gan Mukhopadhyay, Elsie Addington, Don Tibbetts, Juanita Skillman, Reza Karimi

Directors Absent: James Hopkins

Staff Present: Siobhan Foster-CEO, Michelle Estrada, Manuel Gomez, Bart Mejia, Brian Gruner, Carlos Rojas, Steve Hormuth, Carrie Weldon

Others Present: **Third:** John Frankel, Jim Cook
United: Diane Casey
Mutual 50: None
VMS: None

1. Call to Meeting to Order / Establish Quorum

President Carpenter called the meeting to order at 9:00 a.m. and established that a quorum was present.

2. State Purpose of Meeting – President Carpenter

President Carpenter stated that the purpose of this meeting was to tour the Community Center and discuss comprehensive space planning.

3. Approval of the Agenda

President Carpenter made a motion to add Garden Center 1 – Possible Re-designation/Rezoning to item 7. Director Skillman seconded.

Hearing no objections, the amended agenda was approved unanimously.

4. Community Center Tour

Manuel Gomez gave a brief overview of the tour and asked that all questions and discussion be held until the group reconvenes in the Board Room. The directors were led on a tour of the Community Center in two groups.

5. Presentation: Maintenance and Construction Department – Manuel Gomez

Manuel Gomez provided a slide show presentation outlining comprehensive space planning. Recommendations included:

Building E – Direct staff to continue with approved Feasibility Study scope of services to determine building square footage and construction costs.

Community Center 3rd Floor – Direct staff to present design consultant cost proposal to relocate HR to the 3rd floor for consideration by the GRF Board in closed session on April 5, 2022.

Manuel Gomez answered questions from the board.

6. Discuss Space Planning and Provide Direction to Staff

Several directors provided input on comprehensive space planning.

A member from the audience commented on the need for separating administration from resident community activities.

President Carpenter called for a motion regarding Building E.

Director Milliman made a motion to approve staff recommendation regarding Building E. Director Skillman seconded.

Discussion ensued among the board.

Hearing no changes or objections, the motion was approved unanimously.

President Carpenter called for a motion regarding the Community Center 3rd floor.

Director Milliman made a motion to approve staff recommendation regarding work space planning for the Community Center. Director Horton seconded.

Manuel Gomez answered questions from the board.

Director Dotson made an amendment to have the design consultant study include relocation of other departments to the 3rd floor, not only HR. Director Karimi seconded.

The amendment to the motion was called to a vote and failed 4 – 6. Director's Carpenter, Milliman, Skillman, Horton, Tibbetts and Addington opposed, Director Hopkins was absent.

The original motion made by Director Milliman to approve staff recommendation regarding the Community Center work space planning was called to a vote and failed in a tie vote 5-5. Director's Dotson, Karimi, Tibbetts, Mukopadohay, and Garthoffner opposed, Director Hopkins was absent.

After some discussion, a new motion was made by Director Milliman to direct staff to present a design consultant cost proposal to relocate HR to the 3rd floor for consideration by the GRF Board in closed session on April 5, 2022. Director Horton seconded.

There being no debate, the vote was called and the motion passed, unanimously. Director Hopkins was absent.

7. Discuss Garden Center 1 – Possible Re-designation/Rezoning

CEO Foster provided a slide show presentation outlining possible rezoning. The recommendation to the board is to consider re-designating/rezoning Garden Center 1 (GC1) parcel from High Density Residential/Residential multifamily to open space/open space-recreation as part of reopening of City of Laguna Wood's land use element.

Director Skillman made a motion to approve staff recommendation. Director Karimi seconded.

Discussion ensued among the board.

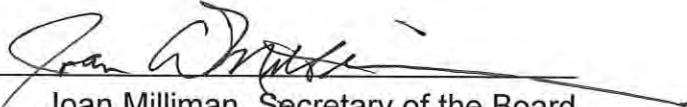
Hearing no changes, the motion was called to a vote and passed 9 – 1. Director Dotson abstained, Director Hopkins was absent.

8. Director Comments

- President Carpenter thanked staff for their effort in the presentations.
- Director Karimi thanked staff and the board for their work and participation.
- Director Dotson commented on why she abstained from voting on item 7.

9. Adjournment

The meeting was adjourned at 11:23 a.m.



Joan Milliman, Secretary of the Board

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OPEN MEETING

**MINUTES OF THE BOARD OF DIRECTORS OF
THE GOLDEN RAIN FOUNDATION OF LAGUNA WOODS
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

**Thursday, March 17, 2022 – 9:30 a.m.
Willow Room/Virtual Meeting**

GRF Agenda Prep Meeting

Directors Present: Bunny Carpenter, Egon Garthoffner, Yvonne Horton, Debbie Dotson, Gan Mukhopadhyay, Elsie Addington, Juanita Skillman, Don Tibbetts, Reza Karimi, Jim Hopkins, Joan Milliman

Directors Absent: None

Staff Present: Siobhan Foster- CEO, Michelle Estrada, Makayla Schwietert

Others Present: None

1. Call Meeting to Order and Establish Quorum

President Carpenter called the meeting to order at 9:30 a.m. and established that a quorum was present.

2. Approval of the Agenda

President Carpenter asked for approval of the agenda.

Hearing no objections, the agenda was approved by unanimous consent.

3. Announcements

President Carpenter made the following announcements:

- The Age-Well Transportation/Bus proposal will be a hybrid meeting at Clubhouse 5 on March 18, 2022.
- Provided an update regarding purchasing an insurance policy.
- Overview regarding harassment policy and hearings.
- Proposed a process to distribute a Code of Conduct handbook to advisors.

Discussion ensued among the board.

Minutes of the GRF Agenda Prep Meeting

March 17, 2022

Page 2 of 2

4. Discuss and Consider Items to be placed on the Tuesday, April 5, 2022, Board Meeting Open & Closed Agendas

Hearing no objection, the April 5, 2022, Open and Closed Agendas were approved by unanimous consent.

5. Director Comments

Several members commented on attendance in open session and closed session committee meetings.

6. Adjournment

The meeting was adjourned at 10:41 a.m.

DocuSigned by:

Joan Milliman

B855D0EC004A480

Joan Milliman, Secretary of the Board
Golden Rain Foundation

STAFF REPORT

DATE: April 5, 2022
FOR: Board of Directors
SUBJECT: Laguna Hills Memorial Day Half Marathon 10K and 5K

RECOMMENDATION

Staff recommends that GRF authorize the limited use of the Community streets for the City of Laguna Hills Memorial Day Half Marathon, 10K and 5K event.

BACKGROUND

For the past 23 years, Laguna Woods Village has given permission for a portion of the City of Laguna Hills Memorial Day Half Marathon, 10K and 5K event to pass through the Community. The race is a collaboration between Memorial Care Hospital, the City of Laguna Hills, the Golden Rain Foundation and Laguna Woods Village, who created the 5k event in 1994. The event is scheduled for May 30, 2022, and is expected to draw nearly 5,000 runners and spectators.

DISCUSSION

The City of Laguna Hills has once again requested that the Golden Rain Foundation allow a portion of the course to traverse through Laguna Woods Village (Attachment 1).

If approved by GRF and United Laguna Woods Mutual, the course would begin on Calle de La Louisa, and enter the Village by way of Gate 2, traverse around Via Estrada, to Calle Aragon, to Avenida Sevilla, to Avenida Majorca and back to Via Estrada and back out Gate 2 (Attachment 2).

Gates 2 and 4 would be closed from 5:45 to 8:30 a.m. The following Cul-de-sacs would be closed from 6:30 to 8:30 a.m.: 9, 10, 21, 22, 23, 24, 40, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60 and 61.

Signs would be placed along the course a week in advance of the event, advising residents that no driving would be allowed during the race and no parking would be allowed on the race course between 5:30 and 8:30 a.m. on race day. In addition, Staff would include the notice in the "What's Up in the Village" weekly blast on May 20 and 27; in the Globe; and send automatic phone calls to those households affected by the race closures.

FINANCIAL ANALYSIS

None.

Prepared By: Brian Gruner, Recreation and Special Events Director

Reviewed By: Catherine Laster, Services Manager

Golden Rain Foundation of Laguna Woods
Laguna Hills Memorial Day Half Marathon 10K and 5K
April 5, 2022

ATTACHMENT(S)

Attachment 1: Request Letter from the City of Laguna Hills
Attachment 2: Laguna Hills Half Marathon, 10K and 5K Course Map
Attachment 3: Resolution - City of Laguna Hills Memorial Day Half
Marathon, 10K and 5K Event



Brian Gruner
Director of Recreation
Laguna Woods Village
24351 El Toro Road
Laguna Woods, CA. 92637

Dear Mr. Gruner:

For the past twenty-three years, both avid runners and community members have enjoyed the City of Laguna Hills Memorial Day Half Marathon, 10K and 5K, Honoring the USMC Dark Horse Battalion event over the Memorial Day weekend. The community event has been successful for many reasons, primarily due to the collaboration between the hospital, the City of Laguna Hills, and the Golden Rain Foundation and Laguna Woods Village, who created the 5k event in 1994. The event is scheduled for Monday May 30, 2022 and is once again expected to draw nearly 5,000 runners and spectators.

The City of Laguna Hills is again working with Spectrum Sports Management as the event management company. It is our hope that as in years past, the Golden Rain Foundation and Laguna Woods Village will allow the participants to run or walk through its beautiful community. The proposed course for the 5k is the same that was used for last year's event, and the half marathon and 10K will once again follow the 5k route for the first three miles of the race. The goal again is to minimize the impact on your residents by having participants enter and exit through Gate 2, which will allow complete access to Gate 3 for the duration of the event. Staff from Renegade Racing and community volunteers will be available to ensure that the road closures run smoothly.

The generosity of the Golden Rain Foundation and Laguna Woods Village has contributed to the event's success for eighteen years. Many of the participants consider the loop through the village to be the highlight of the course. A booth will be provided to Laguna Woods Village in the event expo, and you will be permitted to place an insert in the goodie bags that will be distributed to expo participants and runners. We look forward to celebrating the 24th year anniversary of the event, and to working with the Golden Rain Foundation and Laguna Woods Village staff.

Thank you for your consideration of the request. If you have any questions or concerns, please feel free to contact me at (949) 707-2686.

Sincerely,

Dan Meehan, City of Laguna Hills



RESOLUTION 90-22-XX

**City of Laguna Hills Memorial Day Half Marathon, 10K and 5K
Request to Use a Portion of Laguna Woods Village**

WHEREAS, the City of Laguna Hills Memorial Day Half Marathon, 10K and 5K, is scheduled to take place on Monday, May 30 2022; and

WHEREAS, the City of Laguna Hills is requesting that the Golden Rain Foundation allow a portion of the course to traverse Laguna Woods Village, to enter in Gate 2, traverse around Via Estrada, to Calle Aragon, to Avenida Sevilla, to Avenida Majorca, back to Via Estrada and out Gate 2;

NOW THEREFORE BE IT RESOLVED, April 5, 2022, that the Board of Directors of this Corporation hereby authorizes the limited use of the Community streets inside Gate 2 on the morning of May 30, 2022, for the City of Laguna Hills Memorial Day Half Marathon, 10K and 5K event; and

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

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ENDORSEMENT (to Board of Directors)

Donation Agreement Between GRF and Saddle Club for Two Shade Shelters

Authorize the Community Activities Committee recommendation to review and recommend board approval of the donation two shade shelters for the Laguna Woods Village Equestrian Center.

A motion was made to accept staff recommendation of the donation two shade shelters for the Laguna Woods Village Equestrian Center.

Motion passed unanimously.

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STAFF REPORT

DATE: April 5, 2022
FOR: Board of Directors
SUBJECT: Donation Agreement Between GRF and Saddle Club
for Two Shade Shelters

RECOMMENDATION

Review and recommend board approval of 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

ATTACHMENT(S)

ATT 1: GRF Donation Policy
ATT 2: Existing Shade Shelters
ATT 3: Saddle Club Donation Request
ATT 4: Rancho Cortes Inc Quote
ATT 5: Resolution 90-22-XX Donation Agreement
between GRF and Saddle Club for Two Shade Shelters

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.

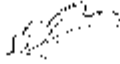
12. Declined Donations

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 ROUTING 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: LW 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 LW Saddle Club is a non profit club whose purpose is to provide support for the LW 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



RESOLUTION 90-22-XX

Donation Agreement between GRF and Saddle Club for Two Shade Shelters

This Agreement, entered into this 5th day of April, 2022, is by and between the Golden Rain Foundation (“GRF”), a California non-profit mutual benefit corporation and Saddle Club (Donor) who donated two shade shelters.

WHEREAS, GRF and Donor recognize the important of community facilities and amenities; and

WHEREAS, GRF and Donor acknowledge the benefit of donations when they have a purpose consistent with GRF goals and are in the best interest of Laguna Woods Village; and

WHEREAS, the Donor has offered to donate two shade shelters totaling \$2,167.93; and

WHEREAS, the Recreation and Special Events Department Director or COO reviewed and affirms the proposed donation meets the criteria for acceptance contained in the GRF Donation Policy:

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

NOW THEREFORE BE IT RESOLVED, April 5, 2022 that GRF and Donor in accordance with the described conditions and obligations, hereinafter set forth and agree as follows:

Section 1 The donation, known as two shade shelters, described below, is donated in its entirety to GRF, hereafter owned by GRF and managed on behalf of the residents of Laguna Woods Village by Village Management Services, Inc. (VMS)

Section 2 Donation description: two shade shelters
Space of facility: Equestrian Center turnouts
Location: Equestrian Center

- Section 3 Amount of Donation
- | | |
|--------------------------|---------------|
| Item cost: | \$2,167.93 |
| Installation cost: | \$0.00 |
| Maintenance cost: | <u>\$0.00</u> |
| Total estimated donation | \$2,167.93 |
- Section 4 GRF reserves the right to move/remove and/or retire the donation following cessation of the five-year period. The term shall commence upon the date entered into and indicated above.
- Section 5 GRF will not replace the donation or community space improvement if it is stolen, vandalized, worn out, irreparably damaged, destroyed or expires.
- Section 6 Installation and Maintenance: GRF shall be responsible for installation and maintenance of the item, including any reasonable repairs.
- Section 7 Term: The term of this agreement is a minimum of five years or beyond, if applicable.

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized to carry out this resolution as written.

April Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

ENDORSEMENT (to Board of Directors)

\$1,000 Donation Agreement Between GRF and Old Pros

Authorize the Community Activities Committee recommendation to review and recommend board approval of the donation of \$1,000 for the Laguna Woods Village Equestrian Center.

A motion was made to accept staff recommendation of the donation of \$1,000 for the Laguna Woods Village Equestrian Center.

Motion passed unanimously.

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STAFF REPORT

DATE: April 5, 2022
FOR: Board of Directors
SUBJECT: \$1,000 Donation Agreement Between GRF and Old Pros

RECOMMENDATION

Review and recommend board approval for 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

ATTACHMENT(S)

ATT 1: GRF Donation Policy
ATT 2: Old Pros Donation Request
ATT 3: Resolution 90-22-XX Donation Agreement between GRF and Old Pros



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

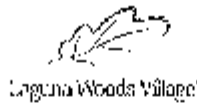
- use.
- b. Monetary donations in U.S. dollars for the installation and maintenance expenses will be deposited into the appropriate account for the designated department as assigned by the chief financial officer (CFO) or recommended by the receiving department director.
- c. Donations of cash for undesignated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



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 LUY Equus Triun
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 2225, Laguna Woods, CA 92657



RESOLUTION 90-22-XX
Donation Agreement between GRF and Old Pros

This Agreement, entered into this 5th day of April, 2022, is by and between the Golden Rain Foundation (“GRF”), a California non-profit mutual benefit corporation and Old Pros (Donor) for \$1,000.

WHEREAS, GRF and Donor recognize the important of community facilities and amenities; and

WHEREAS, GRF and Donor acknowledge the benefit of donations when they have a purpose consistent with GRF goals and are in the best interest of Laguna Woods Village; and

WHEREAS, the Donor has offered to donate \$1,000.00 for purchase of equipment and/or tools such as rakes, shovels and trash cans; and

WHEREAS, the Recreation and Special Events Department Director or COO reviewed and affirms the proposed donation meets the criteria for acceptance contained in the GRF Donation Policy:

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

NOW THEREFORE BE IT RESOLVED, April 5, 2022 that GRF and Donor in accordance with the described conditions and obligations, hereinafter set forth and agree as follows:

Section 1 The donation, known as \$1,000.00, described below, is donated in its entirety to GRF, hereafter owned by GRF and managed on behalf of the residents of Laguna Woods Village by Village Management Services, Inc. (VMS)

Section 2 Donation description: \$1,000.00
 Location: Equestrian Center

- Section 3 Amount of Donation
- | | |
|--------------------------|---------------|
| Item cost: | \$1,000.00 |
| Installation cost: | \$0.00 |
| Maintenance cost: | <u>\$0.00</u> |
| Total estimated donation | \$1,000.00 |
- Section 4 GRF reserves the right to move/remove and/or retire the donation following cessation of the five-year period. The term shall commence upon the date entered into and indicated above.
- Section 5 GRF will not replace the donation or community space improvement if it is stolen, vandalized, worn out, irreparably damaged, destroyed or expires.
- Section 6 Installation and Maintenance: GRF shall be responsible for installation and maintenance of the item, including any reasonable repairs.
- Section 7 Term: The term of this agreement is a minimum of five years or beyond, if applicable.

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized to carry out this resolution as written.

April Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

ENDORSEMENT (to Board of Directors)

Phase Two-Village Community Fund Equestrian Center Help the Herd Program

Authorize the Community Activities Committee recommendation to review and recommend board approval of Phase Two Village Community Fund (VCF) Equestrian Center Help the Herd fundraising campaign proposal in the amount of \$33,565.

A motion was made to accept staff recommendation of Phase Two Village Community Fund (VCF) Equestrian Center Help the Herd fundraising campaign proposal in the amount of \$33,565.

Motion passed unanimously.

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STAFF REPORT

DATE: April 5, 2022
FOR: Board of Directors
SUBJECT: Phase Two-Village Community Fund Equestrian Center Help the Herd Program

RECOMMENDATION

Review and recommend board approval of 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

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
ATT 5: Village Community Fund Project Application
ATT 6: Resolution 90-22-XX Phase Two-Village Community
Fund Equestrian Center Help the Herd Program

Attachment 1

Rancho Cortes Inc



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. # 1736

Date: February 16, 2022

For: Laura Cobarruviaz
 Laguna Woods CA 92637

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/ 3.388 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			

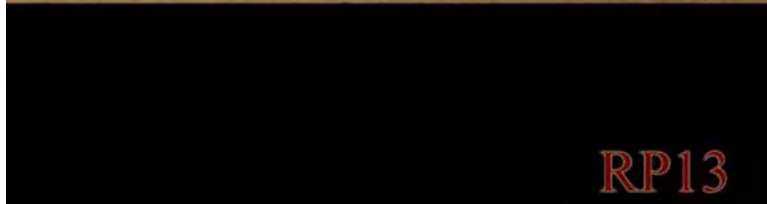
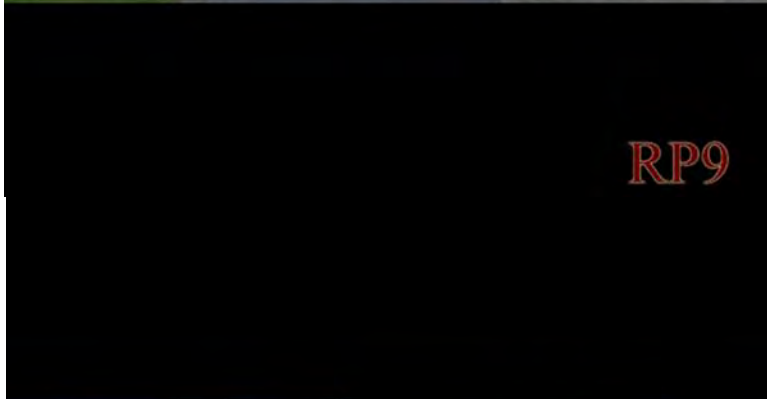
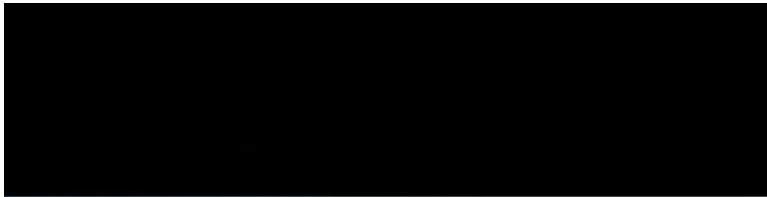
LIFETIME GUARANTEE - ALL STRUCTURAL PARTS

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, spikes, sealants, anchor 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 Barns engineers to CBC 2019 standards
- Please check with your local building department for your requirements.
- This quotation is based on Castlebrook Barns' standard terms and conditions Doc. CBC001.

Revised 01/26/22

Attachment 3



Attachment 4



Andres Lytal, DVM



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

INVOICE 12293

DATE BILLED 02/02/22 TERMS Net 10

DUPLICATE 11/11/2022

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 DP's 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

Attachment 5

VILLAGE COMMUNITY FUND
PROJECT APPLICATION

The Village Community Fund (VCF), a non-profit 501(c)(3) community benefit organization, serves to foster projects that benefit senior adults and our local Laguna Woods Village community, and raise funds to carry out our mission. All projects go through a rigorous procedure before being accepted by VCF. A club or group of concerned residents, working with GRP's cooperation and ultimate approval, will develop and plan the proposed project, including timetable and budget.

The resident group or club is responsible for raising the tax-deductible funds which will be donated to VCF and earmarked for the project. Most projects are coordinated with the Recreation Department.

For your project to be considered for funding, please complete both sides of this application and return via email to: villagecommunityfund@gmail.com.

PROJECT NAME Help the Herd Phase 2

CLUB OR GROUP NAME _____

PRIMARY CONTACT INFORMATION Robert Redhead & Linda Pesner-Redhead

Name (and title, if applicable) _____

Phone : _____ Email _____

NUMBER OF ACTIVE CLUB OR GROUP MEMBERS 5

NAMES OF PROJECT COMMITTEE MEMBERS
Robert Redhead, Linda Pesner-Redhead, Pam Caskey,
Roberta Bayer, David Cohen

PROJECT DESCRIPTION, PURPOSE, and TIMELINE _____

PROJECT BUDGET \$ 33,565

PROJECT FUNDS APPROVED BY GRF (if any, attach detail) _____

NAME OF YOUR GRF CONTACT _____

REQUESTER -- By signing this application the requester is committing to raise the funds budgeted for the project.

Signature [Signature] Date 2-9-2022

Name and Title Linda S. Penno, Resident

VMS APPROVAL -- By signing this application VMS is acknowledging they have been involved in setting the scope of the project and agree the amount budgeted is adequate to complete the project.

Signature [Signature] Date 3-16-22

Name and Title Brian Lewis, Recreation & Special Events Director

GRF APPROVAL -- This application should be signed after the GRF board has passed a resolution to approve the project and accept the funds. By signing this application GRF is committing to complete the project for the amount budgeted.

Signature _____ Date _____

Name and Title _____

VCF APPROVAL -- This application will not be accepted by VCF until the project is approved by VMS and GRF.

Signature _____ Date _____

Name and VCF Title _____

We want to hear from you! For additional information or questions, please contact us:

Call: 949-467-1050

Email: VillageCommunityFund@grfnet.com

Visit our website: VillageCommunityFund.org

Tel: 408-82-87960

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Attachment 6



RESOLUTION 90-22-XX

Phase Two-Village Community Fund Equestrian Center Help the Herd Program

WHEREAS, on April 5, 2022 the GRF Board accepted VCF's application to start fundraising for the Equestrian Center Help the Herd Program in the amount of \$33,565 in order to purchase the following: additional shade shelters, new round pen fence and advance veterinary care support for the GRF horses; and;

WHEREAS, in 2021, VCF generated \$10,000 in fundraised monies donated to the GRF Equestrian Center for the purpose of purchasing medical care, tack and supplies and shade shelters; and;

WHEREAS, any remaining donated funds will be redistributed to VCF;

NOW THEREFORE BE IT RESOLVED, April 5, 2022 the Board of Directors of this Corporation hereby adopts the donation of \$33,565 from Village Community Fund for the Equestrian Center Help the Herd Program in the amount of \$33,565 in order to purchase the following: additional shade shelters, new round pen fence and advance veterinary care support for the GRF horses; and;

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

April Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

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RESOLUTION 90-22-12
GRF Committee Appointments

RESOLVED, April 5, 2022, that the following persons are hereby appointed and ratified to serve on the Committees of this Corporation:

Strategic Planning Committee

Debbie Dotson, Chair (GRF)
James Hopkins (GRF)
Gan Mukhopadhyay, Alternate (GRF)
Robert Mutchnick (Third)
Nathaniel Ira Lewis (Third)
Anthony Liberatore, Alternate (United)
Cash Achrekar (United)
~~Reza Bastani (United)~~
~~Diane Casey (United)~~
Ryna Rothberg (Mutual 50)
Advisors: Dick Rader, ~~Gay Page~~

Community Activities Committee

Yvonne Horton, Chair (GRF)
Elsie Addington (GRF)
Joan Milliman, Alternate (GRF)
Annie McCary (Third)
Cush Bhada (Third)
Maggie Blackwell (United)
~~Pearl Lee (United)~~
~~Diane Casey (United)~~
Ryna Rothberg, (Mutual 50)
Advisor: Roland Boudreau, ~~Ajit Gidwani~~

Equestrian Center Ad Hoc Committee

Bunny Carpenter, Chair (GRF)
Yvonne Horton (GRF)
Cush Bhada (Third)
Annie McCary, (Third)
Pat English (United)
Pearl Lee (United)
Advisors: ~~Gary Empfield~~, Susan Hemberger

Revenue Resources Ad Hoc Committee

~~Cush Bhada (Third)~~
~~Donna Rane-Szostak (Third)~~
~~Yvonne Horton, Chair (GRF)~~
~~Bunny Carpenter (GRF)~~

~~Elsie Addington (GRF)~~
~~Diane Casey (United)~~
~~Azar Asgari (United)~~
~~Lenny Ross (United)~~
~~Advisors: Dennis Boudreau, Dick Rader, Dave Beneck, Fred Vogt~~

Finance Committee

James Hopkins, Chair (GRF)
Elsie Addington (GRF)
Deborah Dotson, Alternate (GRF)
Donna Rane-Szostak (Third)
Mark Laws (Third)
Azar Asgari (United)
Diane Casey, **Alternate** (United)
Pat English (United)
Al Amado, (Mutual 50)
Sue Stephens, Alternate (Mutual 50)
Advisor: Rosemarie diLorenzo

Information Technology Advisory Committee (ITAC)

James Hopkins, Chair (GRF)
Bunny Carpenter (GRF)
Deborah Dotson (GRF)
Diane Casey (United)
Cash Achrekar (United)
Lynn Jarrett (Third)
Mark Laws (Third)
Advisor: Sue Margolis

Landscape Committee

Juanita Skillman, Chair (GRF)
Reza Karimi (GRF)
Yvonne Horton Alternate (GRF)
Maggie Blackwell (United)
Diane Casey (United)
Lynn Jarrett, (Third)
Nathaniel Ira Lewis (Third)
Annie McCary, Alternate (Third)
Vacant (Mutual 50)

Maintenance & Construction Committee

Egon Garthoffner, Chair (GRF)
Gan Mukhapadhyay (GRF)
Reza Karimi, Alternate (GRF)
James Cook (Third)
John Frankel, Alternate (Third)
Ralph Engdahl (Third)
Cash Achrekar (United)
Lenny Ross (United)
~~Anthony Liberatore (United)~~

Sue Stephens (Mutual 50)

Advisors: **Richard Palmer**, Steve Leonard, Bill Walsh, Carl Randazzo

Clubhouse Renovation Ad Hoc Committee

Egon Garthoffner, Chair (GRF)

Gan Mukhopadhyay (GRF)

Deborah Dotson (GRF)

Reza Karimi (GRF)

John Frankel (Third)

Cush Bhada, Alternate (Third)

Ralph Engdahl (Third)

Diane Casey (United)

Pat English (United)

Advisors: **Cathy Garris, Carl Randazzo, Bill Walsh**

Media and Communications

Joan Milliman, Chair (GRF)

Juanita Skillman (GRF)

Deborah Dotson, Alternate (GRF)

Annie McCary (Third)

James Cook (Third)

Lynn Jarrett, Alternate (Third)

Neda Ardani (United)

Maggie Blackwell (United)

Ryna Rothberg, (Mutual 50)

Advisors: Carmen Pacella, Tom Nash, Lucy Parker, Theresa Frost

Broadband Ad Hoc Committee

Joan Milliman, Chair (GRF)

Jim Hopkins (GRF)

Debbie Dotson (GRF)

Annie McCary (Third)

Lynn Jarrett (Third)

Diane Casey (United)

Vacant (United)

Mobility & Vehicles Committee

Don Tibbetts, Chair (GRF)

Egon Garthoffner (GRF)

Elsie Addington, Alternate (GRF)

James Cook (Third)

Cush Bhada (Third)

Maggie Blackwell (United)

Lenny Ross (United)

Pearl Lee (United)

Margaret Bennett (Mutual 50)

Sue Stephens, Alternate (Mutual 50)

Advisor: Vashi Williams

Security and Community Access

Don Tibbetts, Chair (GRF)
Reza Karimi (GRF)
Annie McCary (Third)
Craig Wayne (Third)
Donna Rane-Szostak, Alternate (Third)
Cash Achrekar (United)
Reza Bastani (United)
Sue Stephens (Mutual 50)
Margaret Bennett, Alternate (Mutual 50)

OTHER COMMITTEES:

Disaster Preparedness Task Force

Carlos Rojas, Chair
Juanita Skillman (GRF)
Gan Mukhapadhyay (GRF)
James Cook (Third)
John Frankel (Third)
Donna Rane-Szostak, Alternate (Third)
Anthony Liberatore (United)
Diane Casey (United)
John Carter (Mutual 50)
Advisors: Tom Soule, Bruce Bonbright

Laguna Woods Village Traffic Hearings

(Chair will alternate between Boards)
Elsie Addington (GRF)
Deborah Dotson, Alternate (GRF)
John Frankel (Third)
Mark Laws (Third)
Neda Ardani (United)
Anthony Liberatore (United)
Board Members by Rotation (Mutual 50)

Purchasing Ad Hoc Committee

Bunny Carpenter, Chair (GRF)
Jim Hopkins (GRF)
Robert Mutchnick (Third)
Donna Rane-Szostak (Third)
Ralph Engdahl, Alternate (Third)
Diane Casey (United)
Anthony Liberatore (United)
Advisor: Carl Randazzo

Select Audit Task Force

James Hopkins (GRF)
Diane Phelps (GRF)
Elizabeth Roper (United)
Cynthia Rupert (VMS)
Peggy Moore (Third)

RESOLVED FURTHER, that Resolution 90-22-02 adopted March 1, 2022, is hereby superseded and cancelled; and

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

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STAFF REPORT

DATE: March 21, 2022
FOR: Board of Directors
SUBJECT: Website Ad Hoc Committee

RECOMMENDATION

Approve the formation of the Website Ad Hoc Committee in accordance with the Golden Rain Foundation (GRF) of Laguna Woods Amended Bylaws.

BACKGROUND

Section 7.1.2 of the GRF Amended Bylaws states: “The Board of Directors or Standing Committees may establish ad hoc advisory or other Committees to perform special functions. The Membership, duties and powers shall be appropriate to the special function to be performed, but the authority of each Committee is limited to advising the Board or Standing Committee as appropriate and all action is subject to the specific approval of the Board (or Mutual Boards, if a joint Committee).”

Section 7.5 of the GRF Amended Bylaws states: “All GRF Standing Committees will have a written charter that was voted on by the Board. All other types of Committees should have a written mission statement that the participants develop.”

DISCUSSION

Attachment 1 to this report details the mission statement, duties and responsibilities of the proposed Website Ad Hoc Committee.

FINANCIAL ANALYSIS

None.

Prepared By: Ellyce Rothrock, Media and Communications Supervisor

Reviewed By: Eileen Paulin, Media and Communications Director

ATTACHMENT(S)

Attachment 1: Resolution 90-22-XX

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RESOLUTION 90-22-XX

Website Ad Hoc Committee

WHEREAS, the formation of a Website Ad Hoc Committee is being considered by the board of directors pursuant to Article 7, Section 7.1.2 and Section 7.5 of the bylaws of this corporation;

WHEREAS, the primary mission of the Website Ad Hoc Committee is to engage the expertise of internet and technology experts among residents and staff to develop a scope of work and an RFP in an effort to select the most qualified vendor to execute an improved website for Laguna Woods Village; and

WHEREAS, the duties and responsibilities of the Website Ad Hoc Committee are to:

1. Define, analyze and evaluate current website environment/architecture information and perform gap analysis to improve website accessibility and functionality, including, but not limited to, navigation and user experience;
2. Make recommendations to deliver an improved website that meets the current and future needs of Laguna Woods Village residents and the community as a whole;
3. Review, evaluate and select a website development vendor that can build and/or improve the Laguna Woods Village website to meet the long-term needs of residents and the community as a whole;
4. Perform the duties imposed upon all advisory committees as established in the GRF Bylaws;
5. Review and submit for approval any financial requirements or capital budgets to GRF Finance Committee and Board of Directors;
6. Review the financial, security and operational impacts of investments and expenditures and make recommendations to the board as they may relate to website redesign/architecture information;
7. Receive regular reports from staff concerning the progress of the implementation including initiatives, costs and timelines of the project plan; and
8. Review and reassess as needed, the adequacy of this Mission Statement and recommend to the Board any improvements to the Website Ad Hoc Committee that is considered necessary or advisable.

NOW THEREFORE BE IT RESOLVED, April 5, 2022, the Board of Directors of this Corporation hereby adopts the mission statement, duties and responsibilities of the Website Ad Hoc Committee; and;

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

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STAFF REPORT

DATE: April 5, 2022
FOR: Board of Directors
SUBJECT: Donation Policy

RECOMMENDATION

Staff recommends adoption of the amended Donation Policy.

BACKGROUND

On May 5, 2020, the board unanimously adopted the Donation Policy, Resolution 90-21-21, to provide an efficient and effective process for accepting gifts and monetary donations in a responsible, transparent and accountable manner that is consistent with Golden Rain Foundation (GRF) goals.

DISCUSSION

Through the use of the policy over the past two years, the need for adjustments has become apparent, including such items as the:

- Inclusion of sponsorships;
- Elimination of the \$100,000 limit on cash donations;
- Waiver of the requirement for community space element(s) to be purchased by VMS in certain circumstances;
- Waiver of the requirement that maintenance costs be funded by the donor in certain instances;
- Application of surplus funds to related or ancillary operational and maintenance expenses; and
- Replacement of Chief Operating Officer (COO) in the policy with Services Manager.

FINANCIAL ANALYSIS

There is no anticipated fiscal impact associated with the amended policy as it requires the donor to cover the full cost for the purchase, installation and maintenance during the lifecycle of donated community space elements.

Prepared By: Siobhan Foster, CEO/General Manager

Reviewed By: Steve Hormuth, Director of Financial Services
Catherine Laster, Services Manager

ATTACHMENT(S)

ATT 1: Amended Donation Policy (redlined to show changes)

ATT 2: Amended Donation Policy (clean copy)

ATT 3: Resolution 90-22-XX

Attachment 1
Amended Donation Policy (redlined to show changes)

I. 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.

II. 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.

III. Sponsorships Defined

A sponsorship is defined as any item of value given to the GRF by a donor. The sponsor expects the publicity of the sponsorship(s) to attract new supporters, sponsors, and donors alike. Most sponsors like to share what they are doing and GRF will typically highlight the sponsor.

IV. Types of Donations and Sponsorships

Donations and/or sponsorships 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. Typically, donations and/or sponsorships to GRF are made by individuals, Village clubs, or The Village Community Fund (VCF). VCF is a non-profit 501(c)(3) community-benefit charitable organization created by Village residents to provide support for programs, services and facilities that enrich the lives of older adults.

V. Consistency with GRF Interests

Designated donations and/or sponsorships 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.

VI. Standards for Donations and Sponsorships

- 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. **In certain instances, the GRF board may waive the requirements that the community space element(s) be purchased by VMS.**

- 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. **In certain instances, the GRF board may waive the requirement that maintenance costs be funded by the donor.**
- 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.

VII. Procedure for Making Donations and Sponsorships

- A. Management:** The applicable department director or ~~chief operating officer~~ **Services Manager** will manage the proposed donation(s) and/or sponsorship(s) (Recreation and Special Events, Landscaping Services, General Services, Maintenance and Construction, ~~Operations~~, etc.).
- B. Contact:** Donor or sponsor must contact the applicable department director or ~~COO~~ **Services Manager** to determine whether donation(s) and/or sponsorship(s) will be accepted and the conditions of acceptance. If the donation(s) or sponsorship(s) is accepted, donor will work with VMS staff to finalize the combined total cost of

donation(s) **and/or sponsorship(s)** and complete Donation Agreement (Attachment 1).

- C. Committee consideration:** Donation(s) **and/or sponsorship(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 **and/or sponsorships**.
- E. Board approval – VCF donations:** Acceptance of VCF donations **and/or sponsorships** requires GRF board approval of the Donation/Sponsorship Agreement (ATT 1) followed by execution of the corresponding VCF Project Application (ATT 2).

VIII. Criteria for Acceptance

To accept donation(s) **and/or sponsorship(s)** of a community space element for a specific facility, the donation must:

- A.** Meet a true need of the facility;
- B.** Not interfere with the intended current or future use of the facility; and
- C.** Not require the relocation of other equipment or infrastructure to accommodate the donation **and/or sponsorship**.

GRF reserves the right to accept or deny any donation(s).

IX. Guidelines

All determinations, will be based upon, but not limited to, the following guidelines.

A. Flowers, shrubs and bushes

1. Donated plants become exclusive property and maintenance responsibility of GRF;
2. Only those plantings that require a maintenance effort consistent with other plantings will be considered;
3. Site preparation, installation and site restoration will be the responsibility of GRF;
4. Only perennial flowering plants will be permitted and incorporated in existing beds; and
5. 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

1. Donated trees become the exclusive property and maintenance responsibility of GRF;
2. Site preparation, installation and site restoration will be the responsibility of GRF;

3. 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
4. Size and species of tree(s) donated shall be limited to those determined by GRF.

C. Signage

1. No signage or slogans shall be displayed on donated personal property or those items secured with U.S. dollar cash donations. Donation **and/or sponsorship** 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 **and/or sponsorship**. Refer to Naming Policy.

D. Benches, tables and other amenities

1. Donated benches become exclusive property and maintenance responsibility of GRF;
2. Site preparation, installation and site restoration will be the responsibility of GRF; and
3. Amenity must be similar to or complement other amenities in the area.

E. Buildings, structures and public art

1. Donated buildings, structures (including playgrounds) and public art are not considered as part of this policy.

X. Conditions

- A. Cost:** Donor covers the full cost for the purchase, installation and maintenance during the expected life cycle of donated community space elements. **Any surplus funds would be applied to related or ancillary operational and maintenance expenses.**
- 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 Services Manager**, 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.

XI. Distribution of Donation and Sponsorship

- A. Tangible items will be distributed to the applicable department director or ~~CEO~~ **Services Manager** 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)~~ **Director of Financial Services** 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~~ **Director of Financial Services**.
- D. **Director of Financial Services will allocate any surplus funds to related or ancillary operational and maintenance expenses.**

XII. Donation Record Keeping

A copy of the Donation/Sponsorship Agreement for accepted donations shall be forwarded to the ~~CFO~~ **Director of Financial Services** for recordkeeping, the designated department director for which the donation **and/or sponsorship** was assigned and to the ~~CEO~~ **Services Manager**.

XIII. Declined Donations and Sponsorships

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.

Attachments

ATT 1: Donation/Sponsorship Agreement

ATT 2: **Village Community Fund Project Application** (*note - not included in redline version*)

Attachment 1

Resolution 90-22-XXX

Donation/~~Sponsorship~~ Agreement between GRF and _____

This Agreement, entered into this ____ day of _____, 2022, is by and between the Golden Rain Foundation (“GRF”), a California non-profit mutual benefit corporation and _____ (“Donor”).

WHEREAS, GRF and Donor recognize the importance of community ~~facilities and amenities programs, services and facilities~~; and

WHEREAS, GRF and Donor acknowledge the benefit of donations when they have a purpose consistent with GRF goals and are in the best interest of Laguna Woods Village;

WHEREAS, the Donor has offered to donate _____;

WHEREAS, the _____ Department Director or ~~COO~~ **Services Manager** reviewed and affirms the proposed donation meets the criteria for acceptance contained in the GRF Donation Policy:

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

WHEREAS, the donor consents to allocate any surplus funds to related or ancillary operational and maintenance expenses.

NOW THEREFORE BE IT RESOLVED, _____ (date) that GRF and Donor in accordance with the described conditions and obligations, hereinafter set forth and agree as follows:

Section 1 The donation, known as _____, described below, is donated in its entirety to GRF, hereafter owned by GRF and managed on behalf of the residents of Laguna Woods Village by Village Management Services, Inc. (VMS)

Section 2 Donation description:
Space of facility:
Location:
Additional information:

Section 3	Amount of Donation	
	Item cost:	\$
	Installation cost:	\$
	Maintenance cost:	\$
	Reception/ribbon cutting (optional donor discretion)	\$
	Total donation:	\$

Section 5 GRF reserves the right to move/remove and/or retire the donation following cessation of the five year period. The term shall commence upon the date entered into and indicated above.

Section 6 GRF will not replace the donation or community space improvement if it is stolen, vandalized, worn out, irreparably damaged, destroyed or expires.

Section 7 Installation and Maintenance: GRF shall be responsible for installation and maintenance of the item, including any reasonable repairs.

Section 8 Term: The term of this agreement is a minimum of five years or beyond, if applicable.

RESOLVED FURTHER, that Resolution 90-XX-XX adopted _____ is hereby suspended in its entirety and cancelled.

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized to carry out this resolution as written.

Attachment 2
Amended Donation Policy (clean copy)

Golden Rain Foundation | Donation Policy**I. 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 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 managing aesthetic impacts and mitigating installation and ongoing maintenance costs.

II. Donation Defined

A donation is defined as any item of value given to 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.

III. Sponsorships Defined

A sponsorship is defined as any item of value given to GRF by a donor. The sponsor expects the publicity of the sponsorship(s) to attract new supporters, sponsors and donors alike. Most sponsors like to share their activities, and GRF will typically highlight the sponsor.

IV. Types of Donations and Sponsorships

Donations and/or sponsorships may be offered in the form of cash and real or personal property. Designated donations are donations the donor specifies for a particular department, location or purpose. Undesignated donations are donations given to GRF for an unspecified use. Typically, donations and/or sponsorships to GRF are made by individuals, Village clubs or the Village Community Fund (VCF). VCF is a nonprofit 501(c)(3) community-benefit charitable organization created by Village residents to provide support for programs, services and facilities that enrich the lives of older adults.

V. Consistency with GRF Interests

Designated donations and/or sponsorships may be accepted only when they fulfill 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.

VI. Standards for Donations and Sponsorships

- 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. In certain instances, the GRF board may waive the requirements that the community space element(s) be purchased by VMS.

- 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. In certain instances, the GRF board may waive the requirement that maintenance costs be funded by the donor.
- 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.
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VII. Procedure for Making Donations and Sponsorships

- A. Management:** The applicable department director or services manager will manage the proposed donation(s) and/or sponsorship(s) (Recreation and Special Events, Landscaping Services, General Services, Maintenance and Construction, etc.).
- B. Contact:** Donor or sponsor must contact the applicable department director or services manager to determine whether donation(s) and/or sponsorship(s) will be accepted and the conditions of acceptance. If the donation(s) or sponsorship(s) is(are) accepted, the donor will work with VMS staff to finalize the combined total cost of donation(s) and/or sponsorship(s) and complete the Donation Agreement (Attachment 1).

- C. Committee consideration:** Donation(s) and/or sponsorship(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 and/or sponsorships.
- E. Board approval – VCF donations:** Acceptance of VCF donations and/or sponsorships requires GRF board approval of the Donation/Sponsorship Agreement (Attachment 1) followed by execution of the corresponding VCF Project Application (Attachment 2).

VIII. Criteria for Acceptance

To accept donation(s) and/or sponsorship(s) of a community space element for a specific facility, the donation must:

- A.** Meet a true need of the facility;
- B.** Not interfere with the intended current or future use of the facility; and
- C.** Not require the relocation of other equipment or infrastructure to accommodate the donation and/or sponsorship.

GRF reserves the right to accept or deny any donation(s).

IX. Guidelines

All determinations, will be based upon, but not limited to, the following guidelines.

A. Flowers, shrubs and bushes

- 1.** Donated plants become exclusive property and maintenance responsibility of GRF;
- 2.** Only those plantings that require a maintenance effort consistent with other plantings will be considered;
- 3.** Site preparation, installation and site restoration will be the responsibility of GRF;
- 4.** Only perennial flowering plants will be permitted and incorporated in existing beds; and
- 5.** 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

1. Donated trees become the exclusive property and maintenance responsibility of GRF;
2. Site preparation, installation and site restoration will be the responsibility of GRF;
3. 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
4. Size and species of tree(s) donated shall be limited to those determined by GRF.

C. Signage

1. No signage or slogans shall be displayed on donated personal property or those items secured with U.S. dollar cash donations. Donation and/or sponsorship 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 and/or sponsorship. Refer to Naming Policy.

D. Benches, tables and other amenities

1. Donated benches become exclusive property and maintenance responsibility of GRF;
2. Site preparation, installation and site restoration will be the responsibility of GRF; and
3. Amenity must be similar to or complement other amenities in the area.

E. Buildings, structures and public art

1. Donated buildings, structures (including playgrounds) and public art are not considered as part of this policy.

X. Conditions

- A. Cost:** Donor covers the full cost for the purchase, installation and maintenance during the expected life cycle of donated community space elements. Any surplus funds would be applied to related or ancillary operational and maintenance expenses.
- 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.

XI. Distribution of Donation and Sponsorship

- A.** Tangible items will be distributed to the applicable department director or CEO 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 director of Financial Services 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 director of Financial Services.
- D.** The director of Financial Services will allocate any surplus funds to related or ancillary operational and maintenance expenses.

XII. Donation Record Keeping

A copy of the Donation/Sponsorship Agreement for accepted donations shall be forwarded to the director of Financial Services for recordkeeping, the designated department director for which the donation and/or sponsorship was assigned and the services manager.

XIII. Declined Donations and Sponsorships

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.

Attachments

Attachment 1: Donation/Sponsorship Agreement

Attachment 2: Village Community Fund Project Application

Attachment 1

Resolution 90-22-XXX

Donation/Sponsorship Agreement between GRF and _____

This Agreement, entered into this ____ day of _____, 2022, is by and between the Golden Rain Foundation (“GRF”), a California non-profit mutual benefit corporation and _____ (“Donor”).

WHEREAS, GRF and Donor recognize the importance of community programs, services and facilities; and

WHEREAS, GRF and Donor acknowledge the benefit of donations when they have a purpose consistent with GRF goals and are in the best interest of Laguna Woods Village;

WHEREAS, the Donor has offered to donate _____;

WHEREAS, the _____ Department Director or Services Manager reviewed and affirms the proposed donation meets the criteria for acceptance contained in the GRF Donation Policy:

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

WHEREAS, the donor consents to allocate any surplus funds to related or ancillary operational and maintenance expenses..

NOW THEREFORE BE IT RESOLVED, _____ (date) that GRF and Donor in accordance with the described conditions and obligations, hereinafter set forth and agree as follows:

Section 1 The donation, known as _____, described below, is donated in its entirety to GRF, hereafter owned by GRF and managed on behalf of the residents of Laguna Woods Village by Village Management Services Inc. (VMS)

Section 2 Donation description:
Space of facility:
Location:
Additional information:

Section 3 Amount of Donation
Item cost: \$

Installation cost:	\$
Maintenance cost:	\$
Reception/ribbon cutting (optional donor discretion)	\$ _____
Total donation:	\$

Section 5 GRF reserves the right to move/remove and/or retire the donation following cessation of the five-year period. The term shall commence upon the date entered into and indicated above.

Section 6 GRF will not replace the donation or community space improvement if it is stolen, vandalized, worn out, irreparably damaged, destroyed or expires.

Section 7 Installation and maintenance: GRF shall be responsible for installation and maintenance of the item, including any reasonable repairs.

Section 8 Term: The term of this agreement is a minimum of five years or beyond, if applicable.

RESOLVED FURTHER, that Resolution 90-XX-XX adopted _____ is hereby suspended in its entirety and cancelled.

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized to carry out this resolution as written.

VILLAGE COMMUNITY FUND

PROJECT APPLICATION

The Village Community Fund (VCF), a non-profit 501(c)(3) community benefit organization, serves to foster projects that benefit senior adults and our local Laguna Woods Village community, and raise funds to carry out our mission. All projects go through a rigorous procedure before being accepted by VCF. A club or group of concerned residents, working with GRF's cooperation and ultimate approval, will develop and plan the proposed project, including timetable and budget.

The resident group or club is responsible for raising the tax-deductible funds which will be donated to VCF and earmarked for the project. Most projects are coordinated with the Recreation Department.

For your project to be considered for funding, please complete both sides of this application and return via email to: villagecommunityfund@gmail.com.

PROJECT NAME

CLUB OR GROUP NAME

PRIMARY CONTACT INFORMATION

Name (and title, if applicable)

Phone

Email

NUMBER OF ACTIVE CLUB OR GROUP MEMBERS

NAMES OF PROJECT COMMITTEE MEMBERS

PROJECT DESCRIPTION, PURPOSE, and TIMELINE

PROJECT BUDGET

PROJECT FUNDS APPROVED BY GRF (if any, attach detail)

NAME OF YOUR GRF CONTACT

REQUESTER – By signing this application the requester is committing to raise the funds budgeted for the project.

Signature

Date

Name and Title

VMS APPROVAL – By signing this application VMS is acknowledging they have been involved in setting the scope of the project and agree the amount budgeted is adequate to complete the project.

Signature

Date

Name and Title

GRF APPROVAL – This application should be signed after the GRF board has passed a resolution to approve the project and accept the funds. By signing this application GRF is committing to complete the project for the amount budgeted.

Signature

Date

Name and Title

VCF APPROVAL – This application will not be accepted by VCF until the project is approved by VMS and GRF.

Signature

Date

Name and VCF Title

We want to hear from you! For additional information or questions, please contact us:

Call: 949-467-1030

Email: VillageCommunityFund@gmail.com

Visit our website: VillageCommunityFund.org

Tax ID# 82-379360

Attachment 3
Resolution 90-22-XX



RESOLUTION 90-21-XX

Donation Policy

WHEREAS, on May 5, 2020, the board unanimously adopted the Donation Policy to provide an efficient and effective process for accepting gifts and monetary donations in a responsible, transparent and accountable manner that is consistent with Golden Rain Foundation (GRF) goals; and

WHEREAS, through the use of the policy over the past two years, the need for adjustments has become apparent, including such items as the:

- Inclusion of sponsorships;
- Elimination of the \$100,000 limit on cash donations;
- Waiver of the requirement for community space element(s) to be purchased by VMS in certain circumstances;
- Waiver of the requirement that maintenance costs be funded by the donor in certain instances;
- Application of surplus funds to related or ancillary operational and maintenance expenses; and
- Replacement of Chief Operating Officer (COO) in the policy with Services Manager; and

NOW THEREFORE BE IT RESOLVED, April 5, 2022, that the Board of Directors of this Corporation hereby approves the amended Donation Policy as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 09-20-21, adopted May 5, 2020, is hereby superseded in its entirety and cancelled; and;

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

APRIL Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

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ENDORSEMENT (to Board of Directors)

Duplicate Bridge Tournament Room Reservation Rental Rate and July 4 Annual Rollover Exception

Authorize the Community Activities Committee recommendation to review and recommend board approval to cancel and supersede Resolution 90-11-28 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.

A motion was made to cancel and supersede Resolution 90-11-28 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.

Motion passed unanimously.

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STAFF REPORT

DATE: April 5, 2022
FOR: Board of Directors
SUBJECT: Duplicate Bridge Tournament Room Reservation Rental Rate
and July 4 Annual Rollover Exception

RECOMMENDATION

Review and recommend board approval 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).

Golden Rain Foundation of Laguna Woods

Duplicate Bridge Tournament Room Reservation Rental Rate and July 4 Annual Rollover and Annual Rollover Exception

April 5, 2022

There are currently 14 annual rollover exceptions:

Club:	Event and Location:
18 Hole Men's Golf Club (6)	Appreciation Dinner (CH2); Family Pride (CH2); Member Guest Tournament (CH2); Memorial Tournament (CH2); Presidents Ball (CH5); Skins Tournament (CH2)
9 Hole Women's Golf Club (1)	Luncheon (CH2)
Baby Boomers (1)	Woodstock (CH2, CH7, VG)
Duplicate Bridge (1)	Tournament (CH7) ; pending GRF supersede Resolution 90-11-28; July 4 Barbeque (CH7), pending GRF approval
Dog Club (1)	Vaccination Day (CH1)
Laguna International Dancers (1)	Festival (CH2)
Reform Temple (2)	Rosh Hashanah (CH5); Yom Kipper (CH5)
Tennis Club (1)	USTA Tennis Tournament Dinner (CH2)

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 Hormouth, Finance Director

ATTACHMENT(S)

ATT 1: RESOLUTION 90-11-28

ATT 2: GRF Recreation Room Reservation Policy

ATT 3: Duplicate Bridge Exception to Policy Request

ATT 4: Resolution 90-22- XX Duplicate Bridge
Tournament Room Reservation Rental Rate and July 4
Annual Rollover Exception

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 ROUTING 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 Zuckler 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 Bridge Club would like to use
Club House 7 Laguna and Park for a
barbecue as the club has done in the
past on July 4th
Exception to rollover policy

Requestor Signature: John Zuckler

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, GA 92637

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RESOLUTION 90-22-XX

Duplicate Bridge Tournament Room Reservation Rental Rate and July 4 Annual Rollover Exception

WHEREAS, staff recommends to cancel and supersede Resolution 90-11-28 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, and;

WHEREAS, 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, and;

WHEREAS, 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, 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, and;

WHEREAS, 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", and;

WHEREAS, 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, and;

WHEREAS, the Community Activities Committee 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, and;

WHEREAS, 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, and;

WHEREAS, 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,

NOW THEREFORE BE IT RESOLVED, April 5, 2022 the Board of Directors of this Corporation hereby adopts to cancel and supersede Resolution 90-11-28 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; and;

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

April Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

ENDORSEMENT (to Board of Directors)

Men's Golf Club Annual Memorial Tournament

Authorize the Community Activities Committee recommendation to review and recommend board approval to grant the Men's Golf Club use of the golf course for the Annual Memorial Tournament on May 21 with the stipulation of paying guest fees in full.

A motion was made to grant the Men's Golf Club use of the golf course for the Annual Memorial Tournament on May 21 with the stipulation of paying guest fees in full.

Motion passed 3-1-1.

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STAFF REPORT

DATE: April 5, 2022
FOR: Board of Directors
SUBJECT: Men's Golf Club Annual Memorial Tournament

RECOMMENDATION

Review and recommend board approval to grant the Men's Golf Club use of the 27-hole golf course for the Annual Memorial Golf Tournament on May 21 with the stipulation of paying regular resident and guest green fees, Clubhouse 2 room rental rates and bar service rates.

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 in 2018 and 2019. The event was not held in 2020 and 2021 due to COVID pandemic.

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.

On March 10, 2022, the Community Activities Committee approved exclusive use of the golf course on May 21 for the Men's Golf Club Annual Memorial Golf Tournament with stipulation that all greens fees, Clubhouse 2 rental rates and bar service fees are paid in full with no discounts.

FINANCIAL ANALYSIS

None.

Prepared By: Brian Gruner, Recreation and Special Events Director

Reviewed By: Tom McCray, Golf Operations Manager

ATTACHMENT(S)

Attachment 1: Resolution 90-22-XX Men's
Golf Club Annual Memorial Tournament

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RESOLUTION 90-22-XX
Men's Golf Club Annual Memorial Tournament

WHEREAS, staff recommends to grant the Men's Golf Club use of the 27-hole golf course for the Annual Memorial Golf Tournament on May 21 with the stipulation of paying regular resident and guest green fees, Clubhouse 2 room rental rates and bar service rates, and;

WHEREAS, 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, and;

WHEREAS, 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 in 2018 and 2019, and;

WHEREAS, 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, and;

WHEREAS, on March 10, 2022, the Community Activities Committee approved exclusive use of the golf course on May 21 for the Men's Golf Club Annual Memorial Golf Tournament with stipulation that all greens fees, Clubhouse 2 rental rates and bar service fees are paid in full with no discounts,

NOW THEREFORE BE IT RESOLVED, April 5, 2022 the Board of Directors of this Corporation hereby adopts to grant the Men's Golf Club use of the 27-hole golf course for the Annual Memorial Golf Tournament on May 21 with the stipulation of paying regular resident and guest green fees, Clubhouse 2 room rental rates and bar service rates; and;

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

April Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

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ENDORSEMENT (to Board)

Discuss and Consider the Calle Sonora Parking Permit Program

The street of Calle Sonora, outside of Gate 14, is private property belonging to Golden Rain Foundation. Staff, residents and visitors of neighboring facilities (The Regency and The Whispering Fountains) often park personal vehicles on this street, along with unknown vehicles.

Staff recommends the implementation of a Parking Permit Program that would allow Security Patrol Officers and Supervisors to regulate parking on this street, and to generate income for GRF. This program would be enforced and operated by existing staff.

A motion was made and unanimously approved to recommend the approval of the Calle Sonora Parking Permit Program.

STAFF REPORT

DATE: April 5, 2022
FOR: Board of Directors
SUBJECT: Calle Sonora Parking Permit Program

RECOMMENDATION

Staff recommends implementation of a parking permit program on Calle Sonora between Gate 14 and El Toro Road with an appropriation of \$3,982 to be funded from the Operating Fund.

BACKGROUND

The Golden Rain Foundation (GRF) Traffic Division enforces rules and regulations within the boundaries of Laguna Woods Village. The Officers are empowered to issue notices of violations (NOV). Individuals who receive an NOV may be subject to a fee and other disciplinary action. The traffic rules enforcement program is coordinated by the Security Services Department.

An area that has not been included as part of the traffic rules enforcement program is Calle Sonora. Calle Sonora is not a public parking street; it is a private street owned by GRF. The area consists of the paved street, curb, gutter, and sidewalks that begin from the south curb of El Toro Road and south into the Community past Gate 14 (Attachment 1). Calle Sonora not only provides access into the Community, it provides access to The Regency and The Whispering Fountains; privately owned assisted living facilities that are not affiliated with GRF. Residents, employees, and guests access these facilities via Calle Sonora.

Staff conducted a study of the area over a period of six months. The study revealed that the vehicles parked on Calle Sonora do not belong to Laguna Wood Village residents or their guest's. Most of the parked vehicles belong to residents, guests or employees of The Regency and The Whispering Fountains facilities. In some instances, the vehicles including recreational vehicles are not affiliated with either facility. Some vehicles that are parked on Calle Sonora are illegally parked which includes expired registration, exhibiting signs of abandonment and/or haven't been moved for over a year. Additionally, trash and debris has accumulated next to the vehicles that are left parked for an extended period. Currently, GRF is unable to enforce any rules and regulations on this street due to the lack of proper signage and notice to violators.

DISCUSSION

The Security Services Department proposes the creation of a parking permit program on Calle Sonora. This will allow staff to uniformly enforce the traffic program on all areas owned by GRF. Under this program, annual parking permits will be made available for a cost to staff, residents and guests of The Regency and The Whispering Fountains facilities. With each parked vehicle required to have a parking permit, staff will have the ability to identify the owner and issue an NOV for violation of rules and regulations, remove any vehicle if needed, and/or contact the owner for any reason.

The parking permit program will require an initial cost for proper signage to be posted on both sides of the street in compliance with California Vehicle Code involving enforcement on private property.

FINANCIAL ANALYSIS

If approved, the initial cost will be approximately \$3,982. The parking permit fee will be \$97.50 annually.

It is important to note that additionally offsetting revenue, estimated to be \$6,500 annually, will be generated from the parking permits and NOV's fees annually. Any ongoing maintenance cost will be included as part of the Business Plan.

Below is the cost associated with this purchase, to be funded from the Operating Expense Fund:

Proposed Outlay	Estimated Cost
Parking Permits	\$254.00
Notice of Violation Forms with Envelopes	\$520.00
6 Signs (including poles, hardware, paint, etc.)	\$3,208.00
Sub-Total	\$3,982
Less: Annual Permit Revenue	(\$3,900)
Less: NOV Fees	(\$2,600)
Total	(\$2,518)

Prepared By: Carlos Rojas, Security Services Director

Reviewed By: Tom Siviglia, Operations Manager
Francis Gomez, Operations Manager
Jose Campos, Financial Services Assistant Director
Baltazar Mejia, Maintenance & Construction Assistant Director

ATTACHMENT(S)

- Attachment 1: Calle Sonora Aerial Map
- Attachment 2: Parking Sign Design
- Attachment 3: Resolution 90-22-XX Calle Sonora Parking Permit Program

Attachment 1: Calle Sonora Aerial Maps



Attachment 1: Calle Sonora Aerial Maps



Sign Placements

The red dots placed on the image to the left indicate sign placement.

The intention is to place three signs on the east-side, that would require pole installation.

Three additional signs would be placed on the west-side, two attached to pre-existing light poles, and one attached to a pre-existing pole below the "NOT A THROUGH STREET" sign.

Attachment 2: Parking Sign Design


Laguna Woods Village®

PRIVATE PROPERTY

- PARKING BY GRF PERMIT ONLY
- NO COMMERCIAL, INOPERABLE, STORED OR UNREGISTERED VEHICLES
- NO PARKING IN A RED ZONE
- NO PUBLIC PARKING

GRF PERMIT PARKING ONLY
CALLE SONORA IS A PRIVATE STREET OWNED BY THE GOLDEN RAIN FOUNDATION

UNAUTHORIZED VEHICLES WILL BE CITED OR TOWED AWAY AT VEHICLE OWNER'S EXPENSE
FOR INFO ON TOWED VEHICLE CALL:
DTS TOWING 714-530-8697
O.C. SHERIFF 949-770-6011
LAGUNA WOODS VILLAGE SECURITY 949-580-1400

NO TRESPASSING
VIOLATORS WILL BE PROSECUTED

CVC 22658 CPC 602

**Attachment 3: Resolution 90-22-XX
Calle Sonora Parking Permit Program**



RESOLUTION 90-22-XX

Calle Sonora Parking Permit Program

WHEREAS, the Golden Rain Foundation (GRF) through the Security Division enforces traffic rules and regulations within the boundaries of Laguna Woods Village, and the officers are empowered to issue notices of violations of those rules and regulations as part of the Traffic Rules Enforcement Program; and

WHEREAS, the street of Calle Sonora, that begins from the south curb of El Toro Road and south into the Community past Gate 14, is private property belonging to GRF; and

WHEREAS, the Security and Community Access Committee has recommended implementing a parking permit to include this area as part of the Traffic Rules Enforcement Program;

NOW THEREFORE BE IT RESOLVED, on April 5, 2022, the Board of Directors of this Corporation hereby approves implementation of a Parking Permit Program with an appropriation of \$3,982 to be funded from the Operating Fund; and

RESOLVED FURTHER, the parking permit fee will be \$97.50 annually with an estimated \$6,500 generated revenue annually from these fees;

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.

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Treasurer's Report for April 5, 2022 Board Meeting

Slide 1 – Through the reporting period of February 28, 2022, GRF had net revenue of \$1,221K, with total revenue of \$7,590K and total expense of \$6,369K. GRF was better than budget by \$795K with total expenses coming in \$1,331K better than anticipated. The favorable results seen in expenses were partially offset by lower revenues of (\$536K).

Slide 2 – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund (without Depreciation) shows a favorable variance of \$1,187K through the reporting period, with expense better than budget by \$1,327K offset by revenue worse than budget by (\$140K).

Slide 3 – This next chart shows reserve and restricted revenues and expenses. Together, these funds show an unfavorable variance of (\$392K) through the reporting period, with revenue worse than budget by (\$396K) and expense better than budget by \$4K.

Slide 4 – This slide shows our most significant operating only variances by category with green bars representing favorable variances and orange bars representing unfavorable items.

Favorable. Overall, we had variances in:

- Employee Compensation and related expense of \$458K, was primarily due to open positions in Security, General, and Information Services; recruitment is in progress. In addition, various Recreation positions remain unfilled, resulting in Clubhouse closures or limited hours open to members.
- Cable Programming/Copyright/Franchise fees of \$261K, due to timing as invoices have not yet been received.
- Outside Services of \$199K, due to unutilized janitorial services during the closure/limited hours of several clubhouses and timing of services needed for fleet maintenance, recreation facilities, and the cable TV network.
- Materials and Supplies of \$176K, due to timing of materials needed primarily for Clubhouses, Golf Maintenance, and Fleet Maintenance.

Unfavorable. Some offsetting variance included:

- Broadband Services revenue of (\$139K), due to less ad insertion as a result of ongoing COVID-19 pandemic causing advertisers to spend less. The variance was furthered by lower high-speed internet revenue than budgeted due to an anticipated contract re-negotiation in which GRF would be awarded a higher revenue sharing percentage, which has not occurred.

Slide 5 – We do have sources of revenue other than the assessments, such as fees and rentals. To date, we have received just over \$1,519K of non-assessment operating revenue, as shown on this pie chart. By category, we can see that our largest revenue is Broadband Services (i.e. set top boxes, internet, ad insertion, and premium channels), followed by Golf Revenue, and Clubhouse Rentals & Event Fees. These revenues offset costs and help keep assessments down.

Slide 6 – Operating expenses to date of just under \$5.5M, excluding depreciation, shown on this pie chart with our largest categories being Compensation, Cable Programming/Franchise Fees, Insurance, Professional and Legal, Outside Services, Utilities, etc.

Slide 7 – The reserve and restricted funds adjusted balances are shown here.

- Starting with the 1st column on the left, reserve funds have a combined ending balance of \$31.2M; restricted fund balances have an ending balance of \$2.3M. Included in this total are contributions received this year through assessments, trust facilities fees, and investment earnings.
- The 2nd column shows the work in progress of \$2.2M for reserve and \$43K for restricted, reflecting the amounts paid for projects not yet complete.
- The 3rd column represents the resulting “adjusted” fund balances of \$29M for reserve and \$2.3M for restricted.

Slide 8 – We have a slide here to show resale History from 2020-2022. Community-wide sales total 165 through February 28, 2022. Most of these transactions generate the Trust Facilities Fee (transfer fee), used as a source of revenue for our reserves. Note: the new transfer fee of \$7,500 went into effect for purchase contracts entered into after January 1, 2022 or closing after March 31, 2022.

Slide 9 –The listing on this slide gives you an idea where the reserve money is committed. Of the \$12.9M appropriated by the Board for various projects and equipment purchases, the remaining encumbrances against our reserve funds is \$10.8M, primarily for renovation projects. Restricted funds had total appropriations of \$50K and remaining encumbrances of \$7K.

Slide 10 – We compare our “adjusted” fund balances to historical balances for the past five years on this next chart, showing that GRF has averaged \$25 million in reserve funds and \$1.3 million in contingency funds.

GRF Financial Report

As of February 28, 2022



INCOME STATEMENT (in thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$5,540	\$5,540	\$0
Non-Assessment Revenue	\$2,050	\$2,586	(\$536)
Total Revenue	\$7,590	\$8,126	(\$536)
Total Expense	\$6,369	\$7,700	\$1,331
Net Revenue/(Expense)	\$1,221	\$426	\$795

GRF Financial Report

As of February 28, 2022



OPERATING ONLY INCOME STATEMENT (in thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$4,980	\$4,980	\$0
Non-Assessment Revenue	\$1,519	\$1,659	(\$140)
Total Revenue	\$6,499	\$6,639	(\$140)
Total Expense ¹	\$5,482	\$6,809	\$1,327
Operating Surplus	\$1,017	(\$170)	\$1,187

1) excludes depreciation

GRF Financial Report

As of February 28, 2022



RESERVE & RESTRICTED INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$560	\$560	\$0
Non-Assessment Revenue	\$531	\$927	(\$396)
Total Revenue	\$1,091	\$1,487	(\$396)
Total Expense	(\$1)	\$3	\$4
Net Revenue/(Expense)	\$1,092	\$1,484	(\$392)

GRF Financial Report

As of February 28, 2022

Operating Only

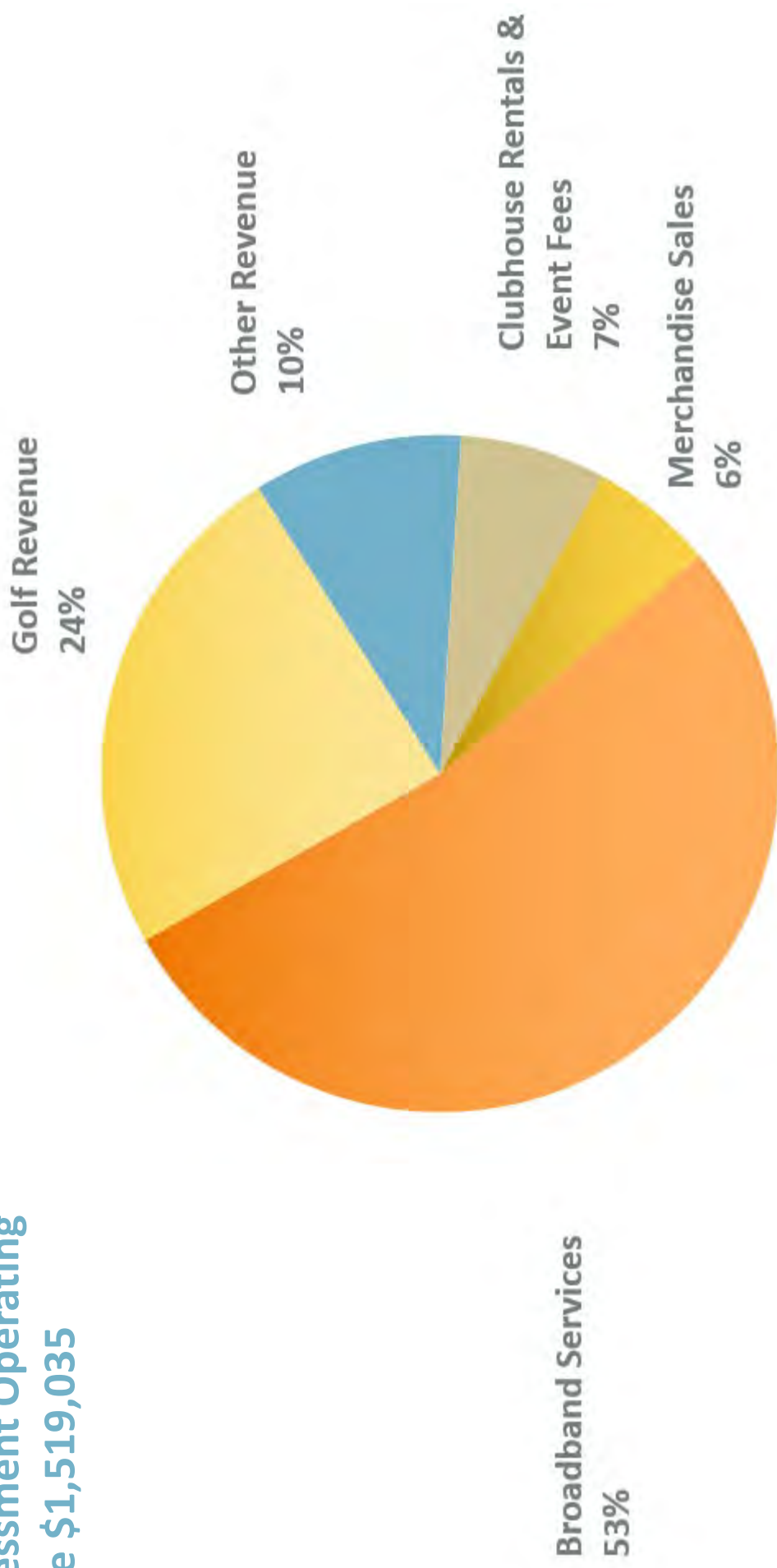


GRF Financial Report

As of February 28, 2022



**Total Non-assessment Operating
Revenue \$1,519,035**

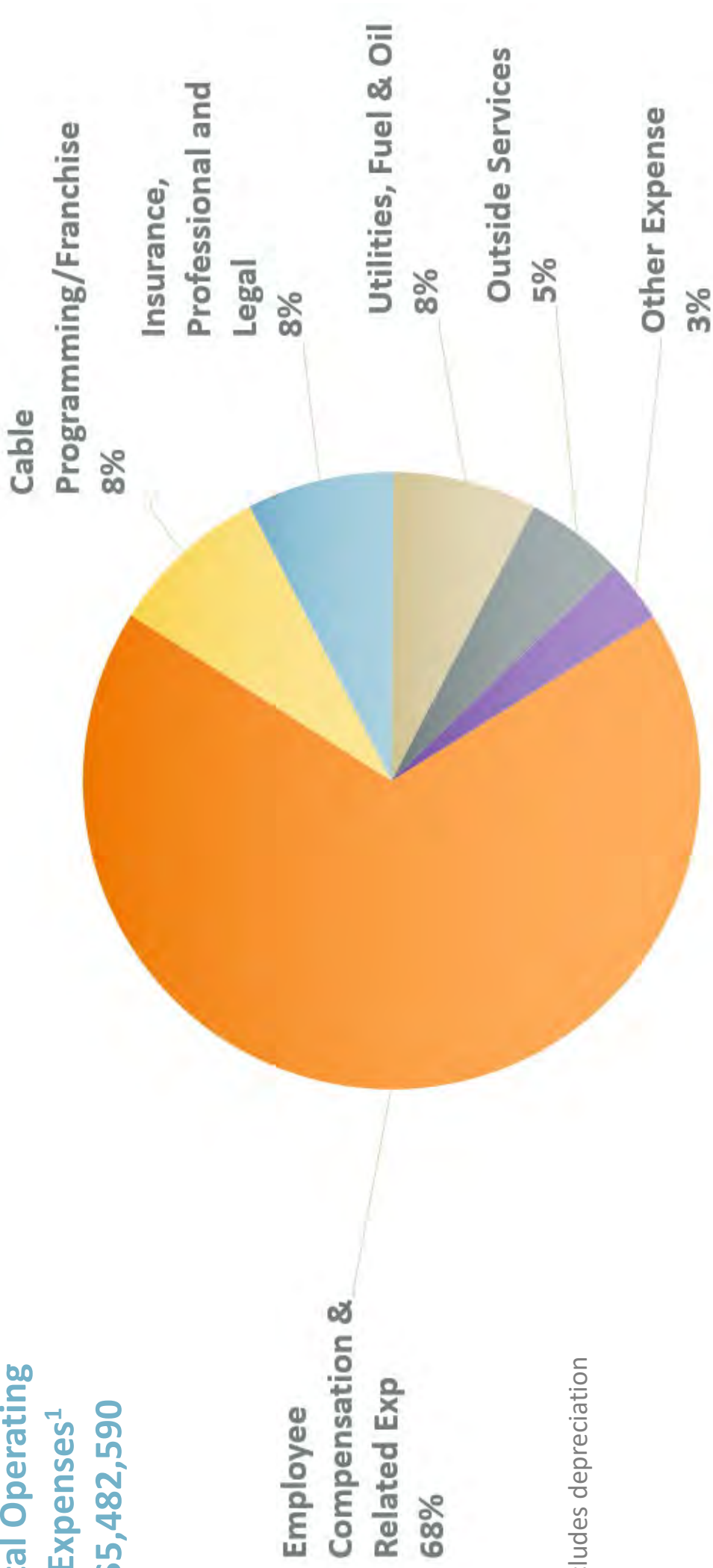


GRF Financial Report

As of February 28, 2022



Total Operating Expenses¹
\$5,482,590



1) excludes depreciation

GRF Financial Report

As of February 28, 2022



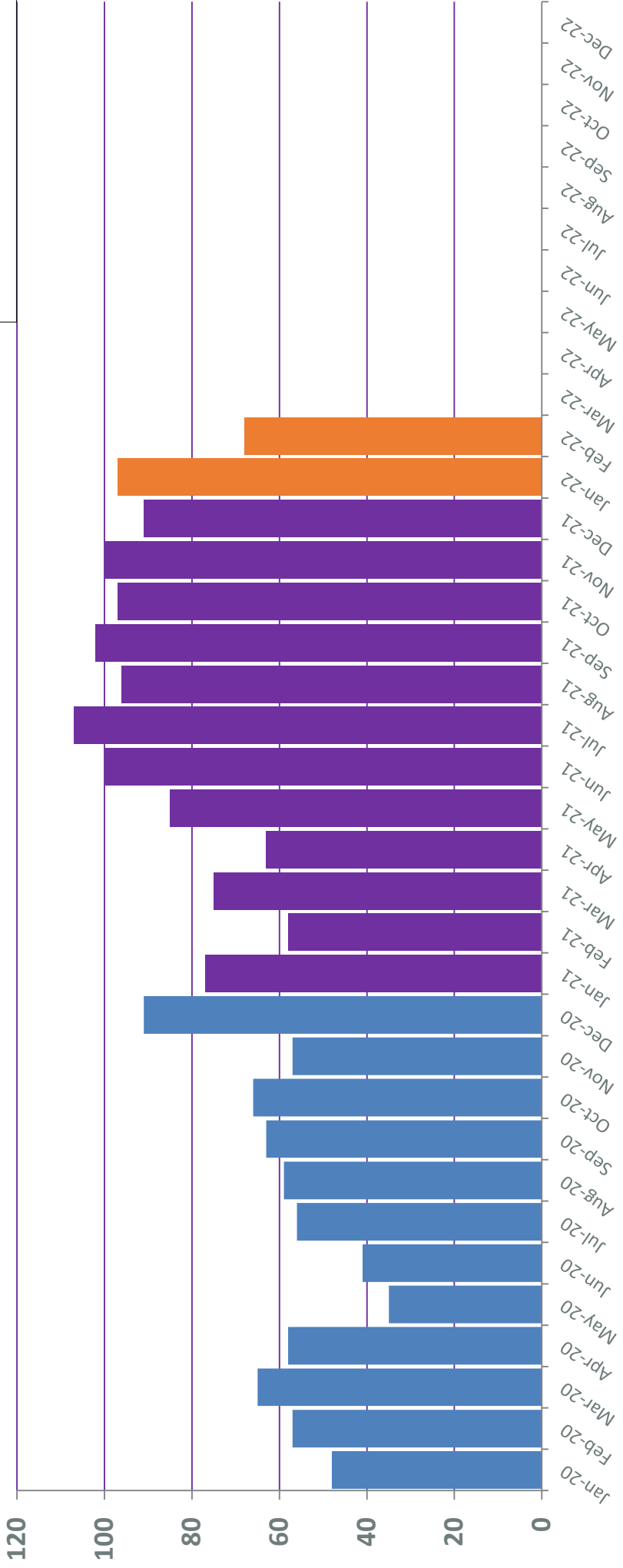
RESERVE FUND BALANCES (in thousands)	ENDING BALANCE	WORK IN PROGRESS	ADJUSTED BALANCES
Equipment Fund	\$5,088	\$1,060	\$4,028
Facilities Fund	21,265	1,131	20,134
Trust Facilities Fee Fund	4,890	0	4,890
TOTAL	\$31,243	\$2,191	\$29,052
RESTRICTED FUND BALANCES (in thousands)	ENDING BALANCE	WORK IN PROGRESS	ADJUSTED BALANCES
Contingency Fund	2,311	43	2,268

GRF Financial Report

As of February 28, 2022

Resale History — Consolidated

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2020	105	\$331,337
YTD 2021	135	\$324,244
YTD 2022	165	\$367,197



GRF Financial Report

As of February 28, 2022



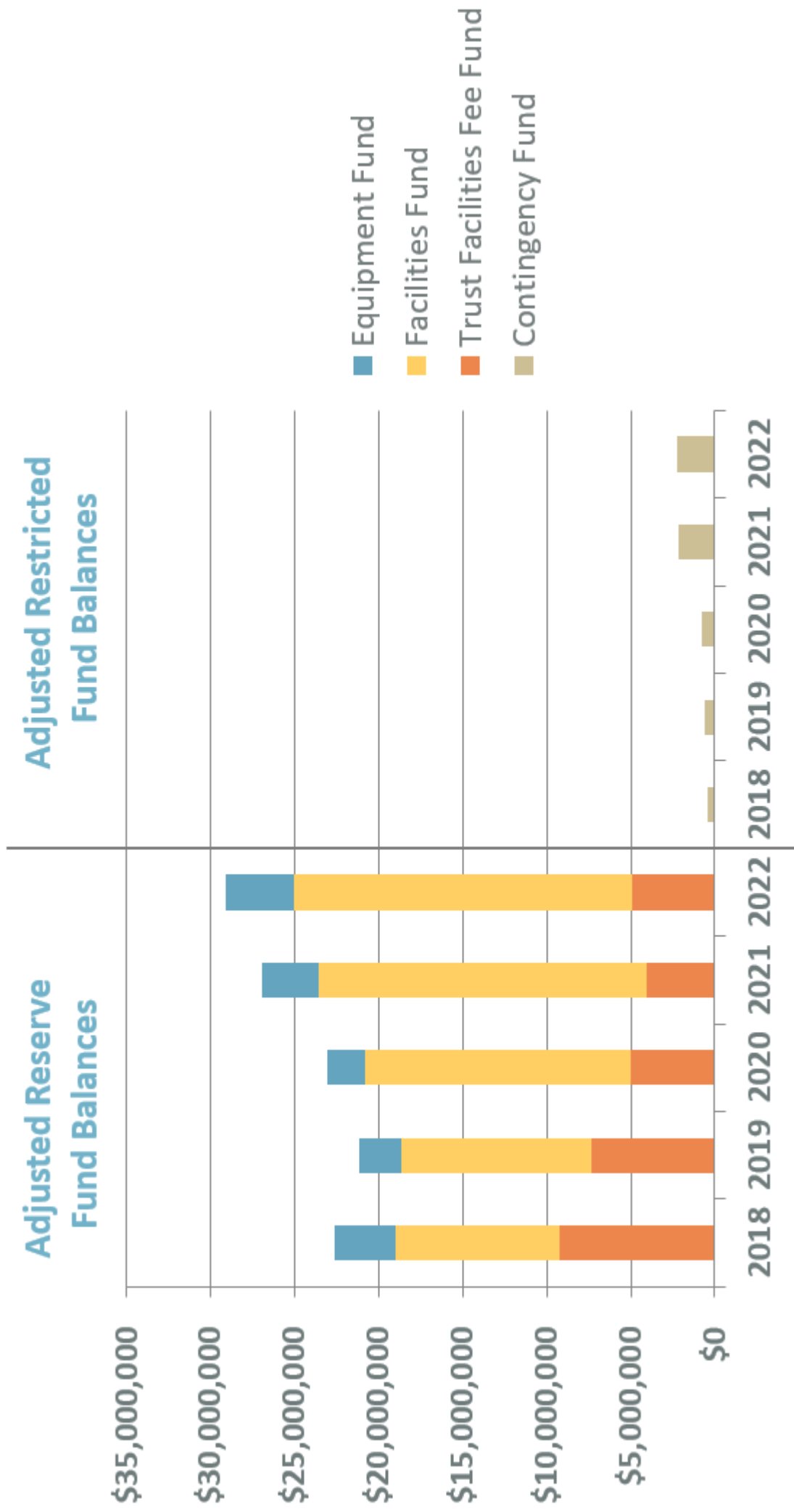
FUND ENCUMBRANCES (in thousands)

	RESERVE FUNDS (EQF + FCF)		RESTRICTED FUND (CNF)	
	Total Appropriations	Remaining Encumbrance	Total Appropriations	Remaining Encumbrance
Aquatics & Fitness	\$67	\$67	\$0	\$0
Broadband Services	631	616	50	7
Clubhouses	2,463	1,684	0	0
Computers	2,260	1,767	0	0
Community Center	279	143	0	0
Energy Projects	250	240	0	0
Golf Facilities	774	715	0	0
Landscaping	697	593	0	0
Other Equipment	280	280	0	0
Other GRF Facilities	1,527	1,334	0	0
Paving	904	904	0	0
Security	425	416	0	0
Vehicles	2,339	2,038	0	0
TOTAL	\$12,896	\$10,797	\$50	\$7

Adjusted Fund Balances

GRF Financial Report

As of February 28, 2022





**REGULAR MEETING OF THE
GOLDEN RAIN FOUNDATION
MEDIA AND COMMUNICATIONS COMMITTEE**

**Monday, March 21, 2022 – 9:30 a.m.
Board Room / Virtual Hybrid Meeting**

REPORT

Members Present: Chair Joan Milliman; Directors, Juanita Skillman, James Cook, Annie McCary, Neda Ardani, Maggie Blackwell; Advisors Tom Nash, Carmen Pacella, Lucy Parker; Alternate Deborah Dotson

Members Absent: Director Ryna Rothberg; Advisor Theresa Frost

Others Present: Elsie Addington, Bunny Carpenter, Egon Garthoffner, Richard Rader

Staff Present: Eileen Paulin, Paul Ortiz, Ellyce Rothrock, Susan Logan-McCracken

1. Call to Order

Meeting was called to order at 1:30 p.m. and a quorum was established by Chair Milliman.

2. Acknowledgement of Media

None present.

3. Approval of Agenda

Approved by unanimous consent.

4. Approval of Report for February 22, 2022

Approved by unanimous consent.

5. Chair's Remarks

Chair Milliman welcomed all the members of the committee. She highlighted information from the first six pages of the February/March Village Breeze. She reminded the advisors to sign their confidentiality agreement forms.

6. Member Comments

None.

Items for Discussion

7. Media and Communications Report – Eileen Paulin

Ms. Paulin shared an article from the March 19 Orange County Register, “Laguna Woods Village beats the odds in COVID-19 pandemic.”

Ms. Paulin highlighted from the Media and Communications activities report the strong open rates for the weekly Third Mutual email blasts from the iContact Report on page 7 of 8 of agenda item 7.

Director McCary noted in the report that the department is referred to Marketing and Communications as well as Media and Communications and inquired which is correct. Ms. Paulin stated Media and Communications is correct and the activities report will be corrected for the next meeting.

Director Skillman noted the unsubscribe rates in the iContact Report on page 7 of 8 of agenda item 7. Ms. Paulin stated that those are generally people who move out of the Village and due to the high volume of resales and turnover in the Village.

Ms. Paulin reported that The Broadband Group (TBG) will send an engineer to the Village Headend. She requested the Broadband Ad Hoc Committee attend this meeting. The date is to be determined. She also highlighted that Mr. Ortiz worked with the City of Laguna Woods, which resulted in cost savings.

8. Website Ad Hoc Committee – Ellyce Rothrock

Ms. Rothrock reported on a March 9 meeting with GRF, Third and United representatives to develop a mission statement for the proposed Website Ad Hoc Committee. In attendance were Joan Milliman, Annie McCary, Elsie Addington, Chuck Holland, Debbie Dotson, Lucy Parker, Lynn Jarrett, Diane Phelps, Eileen Paulin, Susan Logan-McCracken, Ellyce Rothrock.

Ms. Rothrock referred to Attachment 1 on page 2 of 2 of agenda item 8 for the primary mission statement of the proposed Website Ad Hoc Committee, which reads:

“... the primary mission of the Website Ad Hoc Committee is to engage the expertise of internet and technology experts among residents and staff to develop a scope of work and an RFP in an effort to select the most qualified vendor to execute an improved website for Laguna Woods Village; ...”

Director Skillman made a motion that the Media and Communications Committee forward the resolution to form a Website Ad Hoc Committee to the GRF Board of Directors with a recommendation to approve the resolution and charter. Director McCary seconded the motion. There were no objections and the motion passed unanimously.

9. Broadband Services Report – Paul Ortiz

Mr. Ortiz gave highlights from the Subscriber Counts report including:

- Village YouTube channel is growing in popularity
- Set-top box subscriptions have gone down as subscribers upgrade to newer technology
- High-speed internet subscriptions are increasing to the higher speeds as more residents subscribe to streaming services

Ms. Paulin commended Mr. Ortiz and the TV Studio for covering the Transportation meeting last week, which will be rebroadcast three times and available on the Village Television YouTube channel.

10. The Weather Channel Staff Report – Paul Ortiz

The NCTC negotiated a much better contract than a 5% increase year over year to retain The

Weather Channel. Instead, rates will increase by 2 cents in 2023, 1 cent in 2024 and 2 cents in 2025. Additional networks will not need to be added, so no additional bandwidth will be required. The new agreement expires February 28, 2026.

11. Channel One Russia Staff Report – Paul Ortiz

Per the request of the distributor, International Media Distribution, the Channel One Russia broadcast was terminated effective March 2, 2022. Broadband Services staff notified the 10 subscribers that the channel would no longer be available.

12. Closed Captioning Staff Report – Paul Ortiz

Mr. Ortiz discussed the switch to the Cablecast video server, which uses artificial intelligence and machine learning to display the captions in real time for live and pre-recorded content. Beginning in April, all programming broadcast on Village Television, which is approximately 1,250 hours of content annually, will be closed captioned utilizing the Cablecast video server. The new closed captioning process will save the community approximately \$25,000 to \$30,000 in 2022 and assure all Village Television programming complies with FCC Title 47, C79 requirements.

Director Skillman suggested publishing and broadcasting this news with instructions on how to turn Closed Captioning on.

Advisor Parker asked about TiVo closed captioning and a discussion ensued.

Director Dotson stated that closed captioning would be a good topic for her Village Television show “Let’s Talk Tech.”

Items for Future Agendas

Website Portal for Recreation Activities, Club Events and Movies

Director McCary mentioned a resident request to access all the Recreation activities in one place on the website. Ms. Paulin mentioned the Recreation TeamUp calendar that includes all the activities except for the Village club events, which are listed separately on the website. This functionality to access movies, Recreation activities and club events in one place will be added to the wish list for the new website.

Advisor Handbook

Director Carpenter suggested creating an advisor handbook to include the confidentiality agreement and similar information from the board director handbook.

Website Ad Hoc Committee Focus Group

Advisor Pacella suggested forming within the Website Ad Hoc Committee a focus group comprised of resident members who are not part of a board, committee or VMS staff and are not connected to the inner workings of the organization. Ms. Rothrock mentioned such focus groups are in the works.

West Coast Internet Pricing

Ms. Paulin mentioned upcoming meetings with West Coast Internet and requested we add this item to the agenda for next month.

Concluding Business

Committee Member Comments

Ms. Paulin highlighted from the meeting moving ahead on the website, the increase in high-speed internet subscriptions and the cost savings on The Weather Channel and closed captioning.

Advisor Pacella stated the meeting was informative.

Director Ardani commended the meeting.

Date of Next Meeting – Monday, April 18, 2022, at 1:30 p.m.

Adjournment

Chair Milliman adjourned the meeting at 2:31 p.m.

p.p. Joan Milliman / SLM
Joan Milliman, Chair
Media and Communications Committee

REPORT OF THE LAGUNA WOODS VILLAGE
TRAFFIC HEARINGS COMMITTEE

March 16, 2022

The Regular Meeting of the Laguna Woods Village Traffic Hearings Committee was held on Wednesday March 16, 2022 at 9:00 A.M., Virtual

MEMBERS PRESENT: Chair: John Frankel, Elsie Addington, Neda Ardani, Mark Laws

STAFF PRESENT: Jayanna Hendley, Erik Abolmoloki

Call to Order

John Frankel, Chair, called the meeting to order at 9:00 A.M.

Approval of Agenda

Chair Frankel made a motion to approve agenda as presented.
By unanimous consent, the motion passed.

Approval of Meeting Reports

Chair Frankel made a motion to approve the meeting report from February 16, 2022.
By unanimous consent, the motion passed.

Traffic Hearings

- a. 9:00 a.m. Traffic Violation # 2200808 (Failure to Obey Stop Sign) – *Guilty*
- b. 9:15 a.m. Traffic Violation # 2201673 (Failure to Obey Stop Sign) – *Guilty*
- c. 9:30 a.m. Traffic Violation # 2201674 (Valid Driver's License Not Produced) – *Guilty, no fine.*

Date of Next Meeting

The next meeting is scheduled for Wednesday April 20, 2022, at 9:00 A.M., hybrid meeting.

Adjournment

The meeting was adjourned at 9:24 AM.

John Frankel

[John Frankel \(Mar 22, 2022 19:08 PDT\)](#)

John Frankel, Chair

Mar 22, 2022

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