



**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, May 3, 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*

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**1. Call Meeting to Order / Establish Quorum – President Carpenter**

**2. Pledge of Allegiance – Director Dotson**

**3. Acknowledgment of Media**

**4. Approval of Agenda**

**5. Approval of Minutes**

- a. March 17, 2022 – GRF Board Agenda Prep Meeting
- b. April 5, 2022 – GRF Board Regular Open 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](mailto: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 March 2022 by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes.

**11. Unfinished Business**

- a. Update Committee Appointments

**12. New Business**

- a. Entertain a Motion to Cancel Duplicate Bridge Tournament Room Reservation Rental Rate **(May Initial Notification – postpone 28-days for Member review and comment to comply with Civil Code §4360)**
- b. Entertain a Motion to Approve Broadband Services Reconnection Fee **(May Initial Notification – postpone 28-days for Member review and comment to comply with Civil Code §4360)**
- c. Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Formation of Joint Hearing Body **(May Initial Notification – postpone 28-days for Member review and comment to comply with Civil Code §4360)**
- d. Entertain a Motion to Approve a Supplemental Appropriation in the Amount of \$22,569 for Unforeseen Permitting Costs Related to the Replacement of Two Hydraulic Lifts in the Mower Shop
- e. Entertain a Motion to Move Bus Benches to Improve Pedestrian Movement **(May Initial Notification – postpone 28-days for Member review and comment to comply with Civil Code §4360)**
- f. Discuss Scheduled Maintenance for Clubhouses (Oral Discussion)

- 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 April 20, 2022; next meeting June 15, 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 May 2, 2022; next meeting TBA.

- c. Report of the Community Activity Committee – Director Horton. The committee met on April 14, 2022; next meeting May 12, 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 TBA.
- 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.
- e. Report of the Maintenance & Construction Committee – Director Garthoffner. The committee met on April 13, 2022; next meeting June 8, 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 April 18, 2022; next meeting May 16, 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 April 6, 2022; next meeting June 1, 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 April 25, 2022; next meeting June 27, 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 April 20, 2022; next hearings on May 18, 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 8, 2022; next meeting TBA.
- k. Website Ad Hoc Committee – Director Milliman. Next meeting TBA.
- l. Insurance Ad Hoc Committee – Director Carpenter. The Committee will meet on May 9, 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.*

**Closed Session Agenda**

*VMS Board Update*

*Approved the Agenda*

*Approve the Minutes of:*

*(a) April 5, 2022 – Regular Closed Session*

*Discuss and Consider Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss Legal/Legislation Matters*

*Discuss Member Disciplinary Matters*

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

**GRF Agenda Prep Meeting**

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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. All Presidents have a meeting today to discuss insurance with Dan Yost.
- Overview of meeting regarding harassment policy and hearings. All Presidents will have an additional meeting to continue discussion.
- Proposed a process to distribute a Code of Conduct handbook to advisors.

Discussion ensued among the board.

**4. Discuss and Consider Items to be placed on the Tuesday, April 5, 2022, Board**

Minutes of the GRF Agenda Prep Meeting  
March 17, 2022  
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### **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*

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

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**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, Cindy Shoffeitt, Carlos Rojas, Brian Gruner

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

President Carpenter called the meeting to order at 9:34 a.m. and established that a quorum was present.

**2. Pledge of Allegiance**

Director Skillman 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.

President Carpenter moved Consent Calendar items b, c, d, e and f to Unfinished Business.

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

**5. Approval of Minutes**

- a. February 17, 2022 – GRF Board Agenda Prep Meeting
- b. March 1, 2022 – GRF Board Regular Open Meeting

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- c. March 3, 2022 – GRF Special Open Meeting
- d. March 17, 2022 – GRF Board Agenda Prep Meeting

There being no objections, the minutes of February 17, 2022 – GRF Board Agenda Prep Meeting, March 1, 2022 – GRF Board Regular Open Session, March 3, 2022 – GRF Special Open Meeting and March 17, 2022 – GRF Board Agenda Prep Meeting were each approved by unanimous consent.

## 6. Report of the Chair

President Carpenter announced that a hate-crime incident occurred within the community recently.

## 7. CEO Report

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

- The bulky-item collection dates are available on the website. 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](mailto:lagunawoods-recycles@crrmail.com).
- The coin distribution services are available in the community center recreation office Monday through Friday between 8:00 a.m. and 5:00 p.m.
- The 2022 Health and Wellness Expo will be held on April 23<sup>rd</sup> at 10:00 a.m. in Clubhouse 5.

## 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 the Laguna Woods Village Foundation.
- A member commented on the annual elections for GRF. She also commented that the movie selections and frequencies in the community are appreciated.
- A member commented on bicycle usage on a walking path. She requested that signage prohibiting bicycle be posted at the entrance of the path.
- A member commented that he would like more details regarding the hate-crime incident from staff. He also stated that the height of the trash bins is too high for several residents.

## 9. Responses to Open Forum Speakers

The following are responses to the open forum speakers:

- Carlos Rojas, Director of Operations, responded to the member who asked for additional details on the hate-crime incident. He confirmed that the incident is under investigation.
- Director Hopkins commented that the board needs to be cautious when addressing sensitive issues.
- Director Milliman commented that the boards as a whole should release a statement that we condemn behavior related to the hate-crime incident.

## 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*

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*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 February 2022, and by this vote ratified that such review be confirmed in this month's Board Member Open Session Meeting minutes.

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

**11. Unfinished Business**

**11a. Laguna Hills Memorial Day Half Marathon 10K and 5K**

Director Milliman read the following resolution:

**RESOLUTION 90-22-13**

**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.

Director Milliman made a motion to approve the resolution, Director Dotson seconded the motion.

There being no objections, Resolution 90-22-13 was approved unanimously.

**11b. Saddle Club Donation – Equestrian Center Shade Structures**

Director Milliman read the following resolution:

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**RESOLUTION 90-22-14**

**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 importance 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

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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.

Director Milliman made a motion to approve the resolution, Director Dotson seconded the motion.

There being no objections, Resolution 90-22-14 was approved unanimously.

### **11c. Old Pros Donation – Equestrian Center Shade Structure**

Director Milliman read the following resolution:

#### **RESOLUTION 90-22-15** **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 importance 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

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**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.

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Director Milliman made a motion to approve the resolution with amended verbiage, Director Karimi seconded the motion.

There being no objections, the amended Resolution 90-22-15 was approved unanimously.

#### **11d. Village Community Fund Phase Two – Equestrian Center Help the Herd Program**

Director Milliman read the following resolution:

##### **RESOLUTION 90-22-16**

##### **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; and;

**NOW THEREFORE BE IT RESOLVED**, April 5, 2022, the Board of Directors of this Corporation hereby accepts the donation of \$33,565 from Village Community Fund for the Equestrian Center Help the Herd Program 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.

Director Milliman made a motion to approve the resolution with amended verbiage, Director Dotson seconded the motion.

There being no objections, the amended Resolution 90-22-16 was approved unanimously.

#### **11e. Update Committee Appointments**

##### **RESOLUTION 90-22-17** **GRF Committee Appointments**

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

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**Insurance Ad Hoc Committee**

Bunny Carpenter, Chair (GRF)

Anthony Liberatore (United)

Robert Mutchnick (Third)

Reza Karimi (GRF)

Yvonne Horton (GRF)

Advisor: Leleng Isaacs

**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)~~

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~~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)

~~Craig Wayne, Alternate (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)~~

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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

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**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)**

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**Cynthia Rupert (United)**

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.

Director Milliman made a motion to approve the resolution, Director Horton seconded the motion.

There being no objections, Resolution 90-22-17 was approved unanimously.

## **12. New Business**

### **12a. Entertain a Motion to Approve the Formation of the Website Ad Hoc Committee**

Director Milliman read the following resolution:

#### **RESOLUTION 90-22-18**

#### **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;

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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, that 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.

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

There being no changes or objections, Resolution 90-22-18 was approved unanimously.

## **12b. Entertain a Motion to Approve the Donation Policy Update**

Director Milliman read the following resolution:

### **RESOLUTION 90-22-19**

#### **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;

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- 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.

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

There being no changes or objections, Resolution 90-22-19 was approved unanimously.

**12c. Entertain a Motion to Approve the Duplicate Bridge Tournament Room Reservation Rental Rate & July 4 Rollover Exception**

Brian Gruner, Recreation and Special Events Director, provided a brief overview of the July 4<sup>th</sup> event activities and schedule.

Director Skillman made a motion to deny the duplicate bridge tournament. Director Horton seconded.

Brian Gruner answered questions from the board.

Director Milliman made an amendment to the motion to reconsider the resolution for next year. There was not a second and the amendment to the motion did not pass.

Discussion ensued among the board and members.

Director Mukhopadhyay left the meeting at 10:46 a.m.

Hearing no changes, the motion was called to a vote and failed 7-2. Director's Garthoffner, Dotson, Hopkins, Skillman, Horton, Tibbetts and Karimi opposed. Director's Addington and Milliman abstained. Director Mukhopadhyay was absent.

Director Milliman read the following resolution:

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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 revenue.

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GRF guest fees collected. Staff anticipates annual receipt of up to \$800 in guest fees from the tournament, and;

**NOW THEREFORE BE IT RESOLVED**, April 5, 2022, that 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.

Director Milliman made a motion to approve the resolution for discussion purposes only. Director Horton seconded the motion.

Discussion ensued among the board.

Director Milliman made a motion to send the resolution back to committee. Director Addington seconded.

There being no changes or objections, the motion to send the Resolution 90-22-xx back to committee was approved unanimously.

**The Board took a 10-minute break at 11 a.m.**

#### **12d. Entertain a Motion to Approve the Men's Golf Club Annual Memorial Tournament**

Director Milliman read the following resolution:

##### **RESOLUTION 90-22-20** **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, 2022, 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;

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**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 green fees, Clubhouse 2 rental rates and bar service fees are paid in full with no discounts, and;

**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, 2022, 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.

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

A member commented on the Laguna Woods Village Foundation funding to the community.

There being no changes or objections, Resolution 90-22-20 was approved unanimously.

President Carpenter thanked the Golf Club for their funding.

## **12e. Entertain a Motion to Approve the Calle Sonora Parking Permit Program**

Director Milliman read the following resolution:

### **RESOLUTION 90-22-21** **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

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**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.

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

There being no changes or objections, Resolution 90-22-21 was approved unanimously.

**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

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 Activities 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 May 25, 2022, at 1:00 p.m. in the Sycamore Room and as a virtual meeting.

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(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.

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.

f. Report of the Media and Communications Committee—Director Milliman. The committee met on March 21, 2022; next meeting Monday, 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 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 March 16, 2022; next hearings on April 20, 2022, at 9:00 a.m. in the Board Room and 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. Director's Comments**

- Director Addington commented that she would like staff to respond to the open forum comment regarding bicycles on the walking path. CEO – Foster deferred the item to Director Horton who confirmed that bicycles are not prohibited from the path, however, staff will look further into this.
- Director Skillman commented on the purpose and reason for the formation of the Website Ad Hoc Committee.

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April 5, 2022

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- Director Hopkins commented that revisions to the website are being reviewed at the Website Ad Hoc Committee meetings.
- Several members commented on prohibiting electric bicycles in specific areas and adding signage.
- CEO – Foster provided the contact information for CR&R to the members.

**17. Recess 12:01 p.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) 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**

The meeting was adjourned at 3:34 p.m.

DocuSigned by:

*Joan Milliman*

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Joan Milliman, Secretary of the Board  
Golden Rain Foundation

**RESOLUTION 90-22-XX**  
**GRF Committee Appointments**

**RESOLVED**, May 3, 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

### **Website Ad Hoc Committee**

Joan Milliman (Chair)

Debbie Dotson (GRF)

Elsie Addington, Alternate (GRF)

Anthony Liberatore (United)

Pearl Lee (United)

Azar Asgari, Alternate (United)

Lynn Jarrett (Third)

Annie McCary (Third)

Mark Laws, Alternate (Third)

**Advisor: Lucy Parker, Diane Phelps**

### **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)  
Maggie Blackwell (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)  
Cash Achrekar, Alternate (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)  
Neda Ardani (United)  
~~Anthony Liberatore (United)~~  
Advisor: Carl Randazzo

**Select Audit Task Force**

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

**Insurance Ad Hoc Committee**

Bunny Carpenter (Chair)  
Anthony Liberatore (United)  
Lenny Ross (United)  
Cash Achrekar (United)  
Robert Mutchnick (Third)  
Yvonne Horton (GRF)  
Reza Karimi (GRF)  
Juanita Skillman (GRF)  
Advisor: Lelang Isaacs, Kathryn Freshley, Bob Laux

**RESOLVED FURTHER**, that Resolution 90-22-17 adopted April 5, 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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**ENDORSEMENT (to Board of Directors)**

**Duplicate Bridge Tournament Room Reservation Rental Rate**

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.

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.

Motion passed unanimously.

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## STAFF REPORT

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**DATE:** May 3, 2022  
**FOR:** Board of Directors  
**SUBJECT:** Duplicate Bridge Tournament Room Reservation Rental Rate

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### **RECOMMENDATION**

Review and recommend board approval to cancel and supersede Resolution 90-11-28 (Attachment 1) nullifying the exception rate during the annual February Duplicate Bridge tournament.

### **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 1<sup>st</sup> 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.

On April 5, 2022 GRF requested that the Duplicate Bridge Club request to supersede Resolution 90-11-28 (Attachment 1) to show the cancellation of the exception rate during the annual February Duplicate Bridge tournament be reviewed further at the April CAC meeting.

On April 14, 2022 CAC recommended 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.

**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: Resolution 90-22-XX Duplicate Bridge Tournament Room Reservation Rental Rate

Attachment 1

Golden Rain Foundation of Laguna Woods  
Minutes of the Regular Meeting of the Board of Directors  
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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.



**RESOLUTION 90-22-XX**  
**Duplicate Bridge Tournament Room Reservation Rental Rate**

**WHEREAS**, staff recommends to cancel and supersede Resolution 90-11-28 nullifying the exception rate during the annual February Duplicate Bridge tournament, 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 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, 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**, on April 14, 2022, the Community Activities Committee (CAC) recommended 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.

**NOW THEREFORE BE IT RESOLVED**, June 7, 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;

**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.

May 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.

## STAFF REPORT

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**DATE:** May 3, 2022  
**FOR:** Golden Rain Foundation Board of Directors  
**SUBJECT:** Broadband Services Reconnection Fee  
Recommendation to Avoid Bad Debt from Unpaid Reconnection Fees

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### **RECOMMENDATION**

The Broadband Services Division of the Media and Communications Department requests that the Golden Rain Foundation (GRF) Board of Directors authorize Broadband to require residents whose broadband services have been turned off due to non-compliance pay a reconnection fee of \$52.50 in advance of service restoration.

### **BACKGROUND**

On November 11, 2017, the GRF Board of Directors approved Resolution 90-17-38 to Suspend Cable/Internet in the Event of Disciplinary Action. Upon the authorization/notification of the Compliance Division, the Broadband Services Division was directed to turn off the specified resident's cable television and internet access.

The Broadband Services Division cost to reinstate these services is \$52.50 (\$50 fee to roll the truck and the technician; \$2.50 city tax for services provided). Many residents who are charged the reconnection fee do not fulfill payment, resulting in a bad debt charge to Broadband Services' budget and year-end balance sheet.

The total dollar cost of reconnection orders from March 2021 to March 2022 was \$3,742, which represents 77 service calls. (\$50 service fee + \$2.50 city tax per service call x 77 = \$3,742.)

The Media and Communications Department, which includes the Broadband Services Division, recommends the GRF Board of Directors to require prepayment for reconnection before staff visits the manor to execute the reconnection process.

### **DISCUSSION**

The recommended solution places the onus on the resident found to be in non-compliance and protects GRF from incurring unreimbursed expenses.

### **FINANCIAL ANALYSIS**

Upon recommendation approval, GRF is no longer in the position of incurring bad debt on services related to reconnecting Broadband Services following resolution of a compliance issue.

**Prepared By:** Eileen Paulin, Director of Media and Communications

**Reviewed By:** Paul Ortiz, General Manager Broadband Services  
Steve Hormuth, Finance Director

**ATTACHMENT(S)**

**Attachment 1 – GRF Resolution 90-17-38**

**Attachment 2 – GRF Broadband Services Reconnection Orders**

**Attachment 3 – Resolution 90-22-XX**



## **RESOLUTION 90-17-38**

### **Suspend Cable/Internet in the Event of Disciplinary Action**

**WHEREAS**, the Golden Rain Foundation Corporation is an association formed to manage a common interest development under the Davis-Stirling Common Interest Development Act (Articles of Incorporation, Article XI); Golden Rain Foundation of Laguna Woods

**WHEREAS**, the purpose of the Golden Rain Foundation Corporation is to develop and maintain facilities and services (Bylaw 2.1.1), operate community facilities (Bylaw 2.1.2) and operate as a Common Interest Development in accordance with the Davis-Stirling Common Interest Development Act, in providing community facilities (Bylaw 2.1.3); and

**WHEREAS**, the Golden Rain Foundation Corporation has the power to adopt rules and regulations, including disciplinary procedures with regard to its Mutual Members and permitted and approved Qualifying Residents, Co-occupants, Tenants and their guests (Bylaw 2.2.3), and the authority to establish policy (Bylaw 2.3); and

**WHEREAS**, Cable/Internet services for the Mutual Members, Qualifying Residents, Co-occupants, Tenants and their guests are provided by way of a contract between the Golden Rain Foundation Corporation and a Cable/Internet provider ("Master Contract"), and then a bulk service contract between the Golden Rain Foundation Corporation and the Housing Mutuals, which consists of Laguna Woods Mutual No. Fifty, Third Laguna Hills Mutual and United Laguna Woods Mutual; and

**WHEREAS**, each of the Housing Mutuals Bylaws empowers their respective Boards to manage and govern property, facilities and services, including the adoption of policies and rules (Laguna Woods Mutual No. Fifty Bylaws 2.1, 2.2 and 2.3; Third Laguna Hills Mutual Bylaws 2.1.3, 2.2.3 and 2.3; United Laguna Woods Mutual Bylaws 2.1, 2.2 and 2.3);

**WHEREFORE**, the Board of Directors acknowledges that Cable/Internet is a jointly administered amenity, of both the Housing Mutuals and the Golden Rain Foundation Corporation;

**NOW THEREFORE, BE IT RESOLVED**, November 7, 2017, that the Board of Directors of the Golden Rain Foundation Corporation, and the Board of Directors for each of the Housing Mutuals, each possess the power to take disciplinary action against their respective Mutual Members, including, but not limited to, the suspension of Cable/Internet and internet services;



**RESOLVED FURTHER**, that it is within the sole authority of the Golden Rain Foundation to negotiate the terms of the Master Contract, including, but not limited to, pricing and programming;

**RESOLVED FURTHER**, that it is the sole obligation of the Golden Rain Foundation to develop, maintain, operate, and/or repair the facilities necessary to provide Cable/Internet for the Mutual Members, Qualifying Residents, Co-occupants, Tenants and their guests;

**RESOLVED FURTHER**, that this resolution cancels and supersedes Resolution 90-06- 110; to the extent that it differs; and  
Golden Rain Foundation of Laguna Woods

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

SEPTEMBER Initial Notification  
30-days notification to comply with Civil Code 4360 has been satisfied.

Director diLorenzo made a motion to adopt the Suspend Cable/Internet in the Event of Disciplinary Action Resolution. Director Perak seconded the motion.

President Parker called for a vote and the motion passed unanimously.

## Transaction List Broadband Services

Fr#	Acct# Name	TxTyp	Description	Pkg	Date	Batch	BC	FM	Init	Chg	Post	Appl	Amount	Applied To
		MAN	GRF Cable Service Fine	GRF	3/22/2021	15708	253	244	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	3/22/2021	15708	253	244	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	3/23/2021	15711	253	244	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	3/23/2021	15711	253	244	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	3/26/2021	15722	253	244	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	3/26/2021	15722	253	244	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	3/29/2021	15729	253	244	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	4/23/2021	15806	254	245	0E9	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	4/23/2021	15806	254	245	0E9	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	5/27/2021	15898	255	246	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	5/27/2021	15898	255	246	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	7/6/2021	16018	256	247	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	7/6/2021	16018	256	247	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	7/6/2021	16018	256	247	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	9/20/2021	16229	259	250	0E9	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	10/5/2021	16266	259	250	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	12/1/2021	16415	261	252	0E9	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	12/1/2021	16415	261	252	0E9	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	12/28/2021	16489	262	253	0H1	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	2/14/2022	16628	264	255	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	2/14/2022	16628	264	255	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	2/14/2022	16628	264	255	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	2/14/2022	16628	264	255	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	2/14/2022	16628	264	255	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	3/11/2022	16701	146	135	0EQ	0EU	PST	No	50.00	BAL

401-013566 Olson, M

**Report Criteria:** Franchise Group: 001 - Broadband Services  
 Sort Order: Transaction Date  
 Summary By: Payment Methods  
 Packages: GRF  
 Transaction Date: 1/1/2020..3/28/2022  
 Post Status: PST

**Report Summary: Payment Methods**

SubsCnt	TransCnt	Sum
71	77	3,550.00
<b>Totals:</b>	<b>71</b>	<b>\$3,550.00</b>

Franchise	Package	Subscribers	Transactions	Total

**Transaction List**  
**Broadband Services**

Fr#	Acct# Name	TxTyp	Description	Pkg	Date	Batch	BC	FM	Init	Chg	Post	Appl	Amount	Applied To
		MAN	GRF Cable Service Fine	GRF	1/2/2020	14405	238	229	0EC	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	1/2/2020	14405	238	229	0EC	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	1/2/2020	14405	238	229	0EC	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	1/2/2020	14405	238	229	0EC	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	1/2/2020	14522	240	231	0EU	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	2/13/2020	14544	240	231	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	2/13/2020	14544	240	231	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	3/9/2020	14615	241	232	0EQ	0FK	PST	Yes	50.00	BAL
		ADJ	GRF Cable Service Fine	GRF	3/27/2020	14666	241	232	0EU	0FK	PST	Yes	(50.00)	BAL
		MAN	GRF Cable Service Fine	GRF	7/22/2020	15004	245	236	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	7/29/2020	15030	245	236	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	7/29/2020	15030	245	236	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	7/29/2020	15030	245	236	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	8/14/2020	15076	246	237	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	8/14/2020	15076	246	237	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	8/14/2020	15076	246	237	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	8/14/2020	15076	246	237	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	8/14/2020	15076	246	237	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	8/26/2020	15106	246	237	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	8/26/2020	15106	246	237	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	8/26/2020	15106	246	237	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	8/26/2020	15106	246	237	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	8/26/2020	15106	246	237	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	9/3/2020	15128	246	237	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	9/3/2020	15128	246	237	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	9/3/2020	15128	246	237	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	9/3/2020	15128	246	237	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	9/15/2020	15164	247	238	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	9/24/2020	15189	247	238	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	9/24/2020	15189	247	238	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	9/24/2020	15189	247	238	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	10/13/2020	15246	248	239	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	10/13/2020	15246	248	239	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	10/13/2020	15246	248	239	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	10/13/2020	15246	248	239	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	10/13/2020	15246	248	239	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	10/13/2020	15246	248	239	0EQ	0FK	PST	Yes	50.00	BAL
		ADJ	GRF Cable Service Fine	GRF	2/5/2021	15577	251	242	0EU	0FK	PST	Yes	(50.00)	BAL
		ADJ	GRF Cable Service Fine	GRF	2/5/2021	15577	251	242	0EU	0FK	PST	Yes	(50.00)	BAL
		MAN	GRF Cable Service Fine	GRF	2/24/2021	15630	252	243	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	2/24/2021	15630	252	243	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	2/24/2021	15630	252	243	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	2/24/2021	15630	252	243	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	3/22/2021	15708	253	244	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	3/22/2021	15708	253	244	0EQ	0FK	PST	Yes	50.00	BAL
		MAN	GRF Cable Service Fine	GRF	3/22/2021	15708	253	244	0EQ	0FK	PST	Yes	50.00	BAL

**Transaction List**  
**Broadband Services**

Run Date: 3/29/2022  
Time: 9:46:08 AM  
USR Code: 0EU  
401 Leguna Woods Village Digital

GRF	GRF-Cable-Service-Fine	71	77	3,559.00
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**Transaction List**  
**Broadband Services**

Fr#	Acct# Name	TxTyp	Description	Pkg	Date	Batch	BC	FM	Init	Chg	Post	Appl	Amount	Applied To	
Total for Franchise: 401			Laguna Woods Village Digital			77							\$3,550.00		
Total for All Franchises Selected:													77	\$3,550.00	



## RESOLUTION 90-22-XX

### Suspend Cable/Internet in the Event of Disciplinary Action

**WHEREAS**, the Golden Rain Foundation Corporation is an association formed to manage a common interest development under the Davis-Stirling Common Interest Development Act (Articles of Incorporation, Article XI); Golden Rain Foundation of Laguna Woods; and

**WHEREAS**, the purpose of the Golden Rain Foundation Corporation is to develop and maintain facilities and services (Bylaw 2.1.1), operate community facilities (Bylaw 2.1.2) and operate as a Common Interest Development in accordance with the Davis-Stirling Common Interest Development Act, in providing community facilities (Bylaw 2.1.3); and

**WHEREAS**, the Golden Rain Foundation Corporation has the power to adopt rules and regulations, including disciplinary procedures with regard to its Mutual Members and permitted and approved Qualifying Residents, Co-occupants, Tenants and their guests (Bylaw 2.2.3), and the authority to establish policy (Bylaw 2.3); and

**WHEREAS**, Cable/Internet services for the Mutual Members, Qualifying Residents, Co-occupants, Tenants and their guests are provided by way of a contract between the Golden Rain Foundation Corporation and a Cable/Internet provider (“Master Contract”), and then a bulk service contract between the Golden Rain Foundation Corporation and the Housing Mutuels, which consists of Laguna Woods Mutual No. Fifty, Third Laguna Hills Mutual and United Laguna Woods Mutual; and

**WHEREAS**, each of the Housing Mutuels Bylaws empowers their respective Boards to manage and govern property, facilities and services, including the adoption of policies and rules (Laguna Woods Mutual No. Fifty Bylaws 2.1, 2.2 and 2.3; Third Laguna Hills Mutual Bylaws 2.1.3, 2.2.3 and 2.3; United Laguna Woods Mutual Bylaws 2.1, 2.2 and 2.3); and

**WHEREFORE**, the Board of Directors acknowledges that Cable/Internet is a jointly administered amenity, of both the Housing Mutuels and the Golden Rain Foundation Corporation;

**NOW THEREFORE, BE IT RESOLVED**, June 7, 2022, that the Board of Directors of the Golden Rain Foundation Corporation, and the Board of Directors for each of the Housing Mutuels, each possess the power to take disciplinary action against their respective Mutual Members, including, but not limited to, the suspension of Cable/Internet and internet services; and

**RESOLVED FURTHER**, that upon the member rectifying the reason for suspension of cable/internet services, the reconnection fee must be paid in advance prior to the reconnection of services;



**RESOLVED FURTHER**, that it is within the sole authority of the Golden Rain Foundation to negotiate the terms of the Master Contract, including, but not limited to, pricing and programming; and

**RESOLVED FURTHER**, that it is the sole obligation of the Golden Rain Foundation to develop, maintain, operate, and/or repair the facilities necessary to provide Cable/Internet for the Mutual Members, Qualifying Residents, Co-occupants, Tenants and their guests; and

**RESOLVED FURTHER**, that this resolution cancels and supersedes Resolution 90-17-38; to the extent that it differs; and Golden Rain Foundation of Laguna Woods; and

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

**MAY 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.

## STAFF REPORT

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**DATE:** May 3, 2022  
**FOR:** Board of Directors  
**SUBJECT:** Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Formation of Joint Hearing Body

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### **RECOMMENDATION**

The Board of Directors adopt the Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and authorize the formation of a Joint Hearing Body to address claims of harassment, abuse and intimidation by directors to staff of Village Management Services, Inc. (“VMS”), fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents to staff of VMS, directors and other residents.

### **BACKGROUND**

The Board of Directors of Golden Rain Foundation (“GRF”), United Laguna Woods Mutual (“United”), and Third Laguna Hills Mutual (“Third”) recognize the need for a clear and consistent policy to address claims of harassment, abuse and intimidation by directors to VMS staff, fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents to staff of VMS, directors and other residents.

### **DISCUSSION**

To address the need for a clear and consistent Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy, the board presidents and VMS Board chair collaborated with Jeffrey C. Beaumont, Esq. to develop the proposed policy and charter for a joint hearing body, modeled after the effective Village Traffic Hearing Committee. The proposed policy provides guidance relative to harassing, abusive, and intimidating behavior and issues a mechanism for addressing such behavior by the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee.

United Mutual and Third Mutual are expected to consider the proposed policy and charter at their May board meetings on May 10 and May 17, 2022, respectively. The proposed policy is being considered by the board of directors of GRF, United and Third in the exercise of their respective duties to maintain, protect and enhance the value and desirability of Laguna Woods Village and the interests of all of its members.

### **FINANCIAL ANALYSIS**

None.

**Prepared By:** Siobhan Foster, CEO/General Manager

**Reviewed By:** Francis Gomez, Operations Manager  
Eric Nunez, Director of Security

**ATTACHMENT(S)**

Attachment 1: Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy

Attachment 2: Charter of Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee

Attachment 3: Resolution 90-22-XX

**Golden Rain Foundation, United Laguna Woods  
Mutual and Third Laguna Hills Mutual  
Joint Hearing Body Committee  
ANTI-HARASSMENT, ANTI-ABUSE AND  
ANTI-INTIMIDATION POLICY**

Adopted \_\_\_\_\_, 2022

**I. PURPOSE**

The Board of Directors of Golden Rain Foundation (“GRF”), United Laguna Woods Mutual (“United”), and Third Laguna Hills Mutual (“Third”) require a clear and consistent policy to address claims of harassment, abuse and intimidation by directors toward staff of Village Management Services Inc. (“VMS”), fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents toward staff of VMS, directors and other residents. This Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy (“Policy”) is intended to provide guidance relative to such behavior and issue a mechanism for addressing same by the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee.

This Policy has been adopted by the Board of Directors of GRF, United and Third in the exercise of their respective duties to maintain, protect and enhance the value and desirability of Laguna Woods Village and the interests of all of its members.

**II. DEFINITIONS**

- a. **Community** - Laguna Woods Village, including, but not limited to, the Community Center, Gate Houses, Clubhouses and amenities.
- b. **Resident** - An approved occupant of a residence in Laguna Woods Village.
- c. **Staff** - Employees of Village Management Services Inc. (“VMS”) authorized to act on behalf of United, Third and GRF.
- d. **Director** - A member of the Board of Directors of either United, Third or GRF.
- e. **Harassment** - See details under Conditions.
- f. **Abuse** - See details under Conditions.
- g. **Intimidation** - See details under Conditions.
- h. **Governing Documents** - All of the following, collectively: the Articles of Incorporation; the Bylaws; the CC&Rs; the Rules and Regulations; and Resolutions or Policies duly adopted by the Board of Directors of United, GRF and Third; all as may be lawfully amended or modified from time to time.
- i. **Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee (“Committee”)** - A hearing body formed via charter by the Board

of Directors of United, GRF and Third to address claims of harassment, abuse and intimidation by directors toward staff of VMS, fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents toward staff of VMS, directors and other residents.

- j. **Member** - Any person who is an owner of a Unit in United's development or Third's development who has been approved for membership in United or Third in accordance with the Governing Documents.

## II. **CONDITIONS FOR HARASSMENT, ABUSE AND INTIMIDATION**

Below are various definitions and descriptions of harassment under both Federal and California law:

- **Federal Law:** Under federal law, "harassment" is defined to mean "a serious act or a course of conduct directed at a specific person that causes substantial emotional distress in such person and serves no legitimate purpose" (18 U.S.C.A. §1514[d][1][B]).
- **California Law:** California defines "harassment" as unlawful violence, a credible threat of violence or a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys or harasses that person, and that serves no legitimate purpose (Code of Civil Procedure §527.6[b][3]).

**Department of Housing and Urban Development (HUD) "Final Rule":** Recent Federal regulations/guidelines enacted by the Department of Housing and Urban Development (HUD) impose certain obligations on GRF, United and Third with regard to the investigation and treatment of reported harassment. The new guidelines, adopted in August 2016, were enacted in an effort to further define and address housing discrimination in the form of harassment. In that regard, HUD's new guidelines now deem any form of harassment in housing or within housing developments a form of illegal discrimination. Based on HUD's guidelines, homeowners' associations, including GRF, United and Third, are considered housing providers, and as such are required to evaluate alleged harassment to investigate whether a resident is being subjected to harassment to the extent that it may amount to illegal housing discrimination. Pursuant to the guidelines, GRF, United and Third are required to investigate all reported claims of potential harassment of Residents and, as appropriate, take all action permitted under the Governing Documents to address such harassing behavior (24 CFR 100.600).

This Policy interprets and defines harassment in the community to include, without limitations, physical intimidation; threatening bodily harm or to harm one's property; shouting; stalking, such as following someone around to intimidate or "make a point"; disrupting organized activities in progress; entering the second floor of the Community Center without escort or pass; interfering, instructing or otherwise disrupting the work of vendors or Staff; unreasonable, hostile and excessive telephone calls and/or emails to a Resident, Staff or vendor; disparaging someone; humiliating someone; and other behavior which the ordinary person would find unreasonable and/or threatening.

Below are various definitions and descriptions of abuse under both Federal and California law:

- **Federal Law:** Under Federal law, “abuse” is defined to mean “the knowing infliction of physical or psychological harm or the knowing deprivation of goods or services that are necessary to meet essential needs or to avoid physical or psychological harm” (42 USC §1397[j]).
- **California Law:** Under California law, “abuse” includes, but is not limited to, intentionally or recklessly causing or attempting to cause bodily injury, sexual assault and placing a person in reasonable apprehension of imminent serious bodily injury to that person or to another. Abuse is not limited to the actual infliction of physical injury or assault (Family Code §6203). For purposes of this Policy, “abuse” also includes conduct that creates a hostile work environment as defined under California law.

Below are various definitions and descriptions of intimidation under both Federal and California law:

- **Federal Law:** Under Federal law, “intimidation” is defined to mean “a serious act or course of conduct directed at a specific person that (i) causes fear or apprehension in such person; and (ii) serves no legitimate purpose” (18 USC §1514[d][1]).
- **California Law:** Under California law, the definition of “intimidation” was noted “to make timid or fearful; to inspire or affect with fear; to make fearful; to frighten ... to deter, as by threats. ...” (In re Bell, 19 Cal. 2d 488, 122 P.2d 22 [1942][dissent]).

### III. HARASSMENT, ABUSE AND INTIMIDATION COMPLAINTS AND INVESTIGATION

**Harassment, abuse and intimidation is strictly prohibited in the Community.** A complaint involving harassment, abuse and intimidation may be registered by calling the Security Department at 949-580-1400 or the Compliance Division at 949-268-CALL or by emailing [compliance@vmsinc.org](mailto:compliance@vmsinc.org). Staff will inform the reporting party to call the Security Department for documentation of the reported harassment, abuse or intimidation. Staff may also inform the reporting parties to call the Orange County Sheriff’s Department if and when the behavior occurs. Staff will inform the Committee of its receipt of such complaint(s) and will forward the details of the complaint to the Committee for evaluation and investigation. The Committee will thereafter conduct an investigation, and if the complaint is confirmed, shall take such enforcement action as authorized below.

A complaint involving harassment, abuse and intimidation by one Resident against another may be registered by calling the Security Department at 949-580-1400 or the Compliance Division at 949-268-CALL or by emailing [compliance@vmsinc.org](mailto:compliance@vmsinc.org). The Security Department may inform the reporting party to call the Orange County Sheriff’s Department if and when the behavior occurs. The Security Department will investigate the complaint and will report its findings to the Committee. The Committee

will thereafter conduct an investigation, and if the complaint is confirmed, shall take such enforcement action as authorized below.

Investigating alleged harassment, abuse and intimidation: To determine whether or not harassment, abuse or intimidation is taking place, the Committee evaluates the nature of the unwelcome conduct, the context in which the incidents occur, the severity, scope, frequency, duration and location of the conduct; and the relationships of the people involved. The Committee may take appropriate enforcement action based upon its findings, as outlined below. The Committee shall maintain strict confidentiality of those that report complaints and strict confidentiality of information obtained relative to same.

Notwithstanding the foregoing, VMS investigates incidents of harassment from an employer's standpoint, and by necessary implication, there will be overlap when an employee is harassed by a director. For example, VMS will investigate the harassment to determine what action must be taken to protect the employee, while the Committee will also investigate and determine what action to take against the director. Accordingly, VMS and the Committee must be able to share information and the sharing of such information is therefore expressly authorized for this purpose.

#### **IV. ENFORCEMENT**

The Committee is authorized to take disciplinary action against directors involving investigated and confirmed claims of harassment, abuse and intimidation by directors toward staff of VMS, fellow directors and residents. The Committee is also authorized to take disciplinary action against residents involving investigated and confirmed claims involving harassment, abuse and intimidation by residents toward staff of VMS, directors and other residents.

Discipline shall be imposed after a duly noticed disciplinary hearing in accordance with the requirements of Civil Code Section 5855 and pursuant to rules, regulations and fine and enforcement policies duly adopted by the Boards of GRF, United and Third. If a director or resident is found to have engaged in acts constituting harassment, abuse and intimidation, the Committee has the authority to impose monetary fines and suspend Member(s) privileges pursuant to rules, regulations and fine and enforcement policies duly adopted by the Boards of GRF, United and Third.

Notwithstanding the foregoing, and regardless of whether disciplinary action is taken, any member to be found to have violated this policy may be removed as an officer of their Board, if serving as such, or from any committee they serve, by their respective Board, i.e., GRF, United and Third.

Decisions by the Committee to impose disciplinary action against an offending member shall be subject to a right of appeal to his or her respective corporation's Board.

**CHARTER OF THE  
ANTI-HARASSMENT, ANTI-ABUSE AND ANTI-INTIMIDATION  
JOINT HEARING BODY COMMITTEE FOR  
GOLDEN RAIN FOUNDATION, UNITED LAGUNA WOODS  
MUTUAL AND THIRD LAGUNA HILLS MUTUAL**

**I. INTRODUCTION**

Pursuant to Article VIII of the Amended and Restated Bylaws (“Bylaws”) of Golden Rain Foundation (“GRF”) and California Corporations Code Section 7212, the Board of Directors of GRF is entitled to create committees to assist it in the execution of their powers and duties.

Pursuant to Article VIII, Section 1 of the Amended and Restated Bylaws (“Bylaws”) of United Laguna Woods Mutual (“United”) and California Corporations Code Section 7212, the Board of Directors of United is entitled to create committees to assist it in the execution of their powers and duties.

Pursuant to Article VII, Section 1 of the Amended and Restated Bylaws (“Bylaws”) of Third Laguna Hills Mutual (“Third”) and California Corporations Code Section 7212, the Board of Directors of Third is entitled to create committees to assist it in the execution of their powers and duties.

This Charter serves to create the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee (“Committee”) for GRF, United and Third.

**II. PURPOSE**

The Committee Members (as defined in Article III) will serve as a hearing body to address claims of harassment, abuse and intimidation by directors toward staff of Village Management Services Inc. (“VMS”), fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents toward staff of VMS, directors and other residents. The Committee will interface with the Board of Directors of GRF, United and Third, as well as VMS, legal counsel and other relevant individuals, and impose discipline and provide reports and/or recommendations, as appropriate.

**III. COMMITTEE MEMBERS**

The Committee shall be comprised of two (2) directors from the Board of Directors for GRF, United and Third, therefore totaling six (6) total members. The term of Committee membership shall be concurrent with each Member’s term on their respective Board of Directors in which he or she has been elected or appointed. Committee Members serve at the pleasure of their respective Board in which he or she has been appointed to serve on the Committee and may be removed with or without cause, at any time, in the sole discretion of their respective Board.

Committee Members must be in “good standing” at all times, defined as the following:

1. Current in the payment of assessments and all other financial obligations to their respective organization, i.e., GRF, United and Third;
2. No outstanding violations of the governing documents of their respective organization, as determined by their respective Board;
3. No active dispute, including pending claims, dispute resolution, litigation or the like between the Committee Member and their respective organization or Board or VMS; and
4. Regular attendance at Committee meetings, which requirement precludes the Committee Member’s absence from three (3) consecutive meetings.

#### **IV. SCOPE OF AUTHORITY**

##### **A. Powers and Duties of the Committee**

The Committee is formed to serve as a hearing body to address claims involving claims of harassment, abuse and intimidation by directors to staff of VMS, fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents to staff of VMS, directors and other residents. The Committee has the power and authority to investigate claims and interface with the Board of Directors of GRF, United and Third, as well as VMS, legal counsel, and other relevant individuals. The Committee shall also have the authority to impose discipline against the offending party, subject to notice and hearing procedures, pursuant to rules, regulations and fine and enforcement policy duly adopted by the Boards of GRF, United and Third.

##### **B. Committee Member Compensation and Conduct**

No Committee Member shall receive compensation of any kind for participation on the Committee.

##### **C. Meetings**

The Committee shall meet as necessary and as required to perform its duties privately in executive session to maintain confidentiality. Minutes of all meetings shall be prepared and maintained.

##### **D. Effect of Decisions by the Committee**

Decisions by the Committee to impose disciplinary action against an offending member shall be subject to a conditional right of appeal, whereas the right to appeal only applies to the appeal of a decision that can be addressed by the Board hearing the appeal. For instance, for United, if the Committee imposes a fine, the accused can appeal to the United Board and that Board can affirm or overturn that decision, given the Board can levy fines. However, if the Committee bans the accused from accessing the administrative building or the clubhouse/amenities, the United Board cannot hear any appeal regarding same as GRF has the authority to impose that discipline, and therefore the accused would need to appeal to GRF, not United.

**E. Insurance/Defense/Indemnity**

GRF, United and Third shall at all times maintain a directors' and officers' liability insurance policy, as required by law and their respective governing documents (i.e., Bylaws), which shall cover volunteer committee members, among others, for actions and/or omissions done in the official capacity of a Member's service on the Committee, and as authorized by the Boards of GRF, United and Third. GRF, United and Third will defend and indemnify Committee members for claims, costs, defense fees, etc., incurred as a result of their official service on the Committee, including any self-insured retention costs, and shared by GRF, United and Third.

**F. Confidentiality**

Committee Members are obligated to maintain strict confidentiality of information obtained while on the Committee, beyond the term of service on the Committee, and such information shall only be used for its purpose as provided herein.

The Open Meeting Act authorizes boards to meet in executive session to consider litigation, matters relating to the formation of contracts, member discipline and personnel matters. (Civil Code Section 4935.) The underlying principle of the Open Meeting Act is transparency. While focusing primarily on the interests of transparency by way of Civil Code Section 4935, the California legislature has underscored the importance of individual and corporate privacy. If boards were required to discuss such sensitive matters in a public forum, individuals would be irreparably damaged. It is paramount that Committee Members similarly acknowledge and respect the privacy interests of GRF, United and Third and its members, exercising constant vigilance in the handling of confidential information.

Notwithstanding the foregoing, VMS investigates incidents of harassment from an employer's standpoint, and by necessary implication there will be overlap when an employee is harassed by a director. For example, VMS will investigate the harassment to determine what action must be taken to protect the employee, while the Committee will also investigate and determine what action to take against the director. Accordingly, VMS and the Committee must be able to share information, and the sharing of such information is therefore expressly authorized for this purpose.

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**RESOLUTION 90-22-XX**

**Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and  
Charter of the Joint Hearing Body Committee**

**WHEREAS**, the Board of Directors of Golden Rain Foundation (“GRF”), United Laguna Woods Mutual (United”), and Third Laguna Hills Mutual (“Third”) require a clear and consistent policy to address claims of harassment, abuse and intimidation by directors to staff of Village Management Services, Inc., fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents to staff of VMS, directors and other residents; and

**WHEREAS**, this Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy (“Policy”) is intended to provide guidance relative to such behavior and issue a mechanism for addressing same by the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee; and

**WHEREAS**, this Policy is being adopted by the Board of Directors of GRF, United and Third in the exercise of their respective duties to maintain, protect and enhance the value and desirability of Laguna Woods Village and the interests of all of its members.

**NOW THEREFORE BE IT RESOLVED**, June 7, 2022 that the Board of Directors of this Corporation hereby introduces the Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Charter of the Joint Hearing Body Committee, as attached to the official minutes of this meeting; 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.

MAY 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)**

**Supplemental Funding for Change Order for Unforeseen Permitting Costs Related to the Replacement of Hydraulic Lifts in Mower Shop**

Kurt Wiemann, Director of Landscape, presented a staff report requesting approval of a supplemental appropriation fund in the amount of \$22,569 to be funded from the Facilities Fund for unforeseen permitting costs related to the replacement of two hydraulic lifts in the mower shop.

A motion was made and carried unanimously to accept the recommendation to endorse and present at the next board meeting.

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## STAFF REPORT

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**DATE:** May 3, 2022  
**FOR:** Board of Directors  
**SUBJECT:** Supplemental Funding for Change Order for Unforeseen Permitting Costs Related to the Replacement of Hydraulic Lifts in Mower Shop

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### **RECOMMENDATION**

Approve a supplemental appropriation in the amount of \$22,569 for unforeseen permitting costs related to the replacement of two hydraulic lifts in the mower shop.

### **BACKGROUND**

There are four existing hydraulic lifts in the mower shop which are used daily for maintenance and repair of lawnmowers and other landscape equipment. These lifts were recently inspected in April 2021 for maintenance purposes and found to be non-compliant with current California Division of Occupational Safety and Health (OSHA) safety regulations.

On September 7, 2021, the Board of Directors approved a contract award and supplemental funding in the amount of \$51,890 for the replacement of two of the hydraulic lifts.

### **DISCUSSION**

The four hydraulic lifts were installed when the maintenance building was constructed and have been in continual service since.

Staff cannot locate any records of inspection of service to these units. When the units were inspected due to a hydraulic leak, it was noted that the lifts were non-compliant with current OSHA regulations for several items; dead-man safety standards, safety lock standards, and egress standards for working technician. Staff investigated retro-fitting the lifts but discovered it was not possible due to the age of the equipment. Staff consulted with the Human Resources safety division and the decision was made to take the lifts out of service for worker safety.

Prior to the original Board action, initial conversations with the City of Laguna Woods indicated that minimal permits and fees would be necessary for the replacement of the lifts. The costs for the minimal permits were included in the original supplemental appropriation. Subsequent to the award of the contract, the contractor applied for permits from the City. The City is now requesting additional requirements; engineered stamped drawings with calculations, seismic analyses and anchors, electrical drawings, load calculations, and an entire new dedicated circuit for the lifts.

These additional requirements will cost \$22,569 dollars, for a total amended contract amount of \$70,691. This cost is still significantly below the price of the second low bidder from Autolift Inc. of \$89,089.29

**FINANCIAL ANALYSIS**

A supplemental appropriation of \$22,569 from the Facilities Fund is necessary to fund this work.

**Prepared By:** Kurt Wiemann, Director of Landscape Services  
**Reviewed By:** Eve Morton, Landscape Coordinator

**ATTACHMENT(S)**

**Attachment 1:** Resolution - Supplemental Appropriation for Change Order for Unforeseen Permitting Costs for Hydraulic Lifts in Mower Shop

**ATTACHMENT 1**



**RESOLUTION 01-22-XX**  
**Supplemental Appropriation for Change Order for**  
**Unforeseen Permitting Costs for Hydraulic Lifts in Mower Shop**

**WHEREAS**, the Board of Directors awarded a contract to replace two hydraulic lifts in the mower on September 7, 2021, and supplemental funding in the amount of \$51,890 was appropriated; and

**WHEREAS**, the City of Laguna Woods is requesting significant additional requirements to obtain permits to install the replacement lifts including; engineered stamped drawings with calculations, seismic analyses and anchors, electrical drawings, load calculations, and an entire new dedicated electrical circuit for the lifts; and

**WHEREAS**, the costs for these requirements exceed the contingency in the contract.

**NOW THEREFORE BE IT RESOLVED**, May 3, 2022, that the Board of Directors of this Corporation hereby authorizes a supplemental appropriation for \$22,569 from the Facilities Fund, to meet the requirements of the City and obtain all that is required for the lift permits;

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

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**ENDORSEMENT (to board)**

**Supplemental Appropriation for the Relocation of Bus Benches to Improve Pedestrian Movement**

General Services Director Robert Carroll summarized the report and answered questions from the Committee.

A motion was made and passed by a majority of the members present to recommend the board approve a supplemental appropriation in the amount of \$97,625 for the relocation of existing benches as described in Option 2.

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**ENDORSEMENT (to board)**

**Moving of Bus Benches to Improve Pedestrian Movement**

Robert Carroll, Director of General Services, presented a staff report with various options to prioritize relocation of 40 bus benches to improve pedestrian movement. Option 2 listed on the report included contracted labor to install the current benches and reducing project cost to \$97,625. The endorsement from the finance committee is to recommend a supplemental appropriation of \$97,625 to be funded from the Contingency Fund.

A motion was made and carried unanimously to accept the recommendation to endorse and present at the next board meeting.

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## STAFF REPORT

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**DATE:** May 3, 2022  
**FOR:** Board of Directors  
**SUBJECT:** Moving of Bus Benches to Improve Pedestrian Movement

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### **RECOMMENDATION**

Approve a supplemental appropriation in the amount of \$97,625 for the relocation of existing benches as described in Option 2 of this report.

### **BACKGROUND**

Laguna Woods Village has 266 bus benches located throughout the Village that are used primarily by residents who utilize Laguna Woods Village transportation services. These benches are located on sidewalks and are maintained by General Services staff. The benches are used primarily by users of the GRF funded transportation system, and the maintenance and replacement of these benches is also funded by GRF. There is a combination of older white benches and newer green benches throughout the community. The older white benches are being upgraded to newer more modern green benches as maintenance requires and funding permits. The current operating budget allows approximately eight to ten bus bench replacement/repairs per year.

### **DISCUSSION**

In December 2021, the General Services Department received a request to move bus benches that are obstructing the pathway of Vision Club members while walking on the sidewalks. General Services staff worked with Vision Club President Jeanne Bray to prioritize 38 bus benches that, when moved, will most benefit their membership. The bus benches will be moved back a few feet onto the adjacent grass area, thereby improving pedestrian movement along the sidewalk for all community members. See Attachment 2 for an image of a current green bench installation. All 38 bus benches that are proposed to be moved are the older white benches. The General Services Department is requesting funding for a total of 40 bus bench moves, which will allow some contingency funding should two more bus benches be identified as priority.

The GRF Maintenance and Construction Committee considered this item at their February 9, 2022 meeting, and the committee requested that staff obtain additional quotes to help reduce project costs. Staff obtained quotes from concrete contractors, and identified a less expensive green bench that is similar, but not identical, to the current model green bench. General Services staff is capable of installing 20 benches per year, in addition to its current workload. Therefore, should in-house labor be preferred, this project would be implemented over a two-year period. Otherwise, contracted labor could be used should GRF decide to complete all the installations on a more aggressive one-year timeline. Four installation options are presented below for the Committee's review and consideration.

**Option 1**

This option includes using in-house labor to install the current model green benches. The cost of this option is \$110,415 (\$70,790 for labor and materials and \$39,625 for the benches). Under this option, the General Services Department is proposing to move 20 benches in 2022 and 20 benches in 2023. Once implemented, this project will improve pedestrian movement along the sidewalk, and facilitate the upgrade of 40 benches to the newer more modern green benches.

**Option 2**

This option includes using contracted labor to install the current model benches. The cost of the project can be reduced to \$97,625 if we use a contractor for the installation of the current green benches (\$58,000 for labor and materials and \$39,625 for the benches). Using the current model green benches will allow us to continue to provide a consistent look throughout the community. This option, which utilizes contracted labor, would allow the project to be completed on a more aggressive one-year timeline.

**Option 3**

This option includes using in-house labor to install the alternative green bench. Staff identified an alternative green bench that looks similar, but not identical to our current bench (see Attachment 3). Installing this alternative bench using in-house labor would reduce the cost of the project to \$94,012 (\$70,790 in labor and materials and \$23,222 for the benches). Using this alternative green bench would result in a less consistent look throughout the community as we will no longer be standardized on one bench. This option would also be implemented over a two-year period.

**Option 4**

This option includes using contracted labor to install the alternative green bench. Installing the alternate green bench with contracted labor would reduce the project cost to \$81,222 (\$58,000 for labor and materials and \$23,222 for the benches). This option, which utilizes contracted labor, would allow the project to be completed on a more aggressive one-year timeline.

All four options are summarized in Table A in the Financial Analysis section below.

**FINANCIAL ANALYSIS**

Should GRF elect to utilize in-house labor and spread the project over two fiscal years, the General Services Department will request a 2022 GRF budget appropriation to move 20 benches in 2022, and will also request funding through the regular 2023 GRF budget process to move 20 benches in 2023. Alternatively, GRF could provide a 2022 budget appropriation for one of the two contracted options above to move all the benches in 2022.

**Table A**

		<b>Subtotal Per Bench Location</b>	<b>Project Total (40 Benches)</b>
<b>Option 1</b>	In-house Installation/Current Bench	\$2,760.38	\$110,415
<b>Option 2</b>	Contracted Installation/Current Bench	\$2,440.62	\$97,625
<b>Option 3</b>	In-house Installation/Alternative Bench	\$2,350.30	\$94,012
<b>Option 4</b>	Contracted Installation/Alternative Bench	\$2,030.54	\$81,222

**Prepared By:** Robert Carroll, Director of General Services

**Reviewed By:** Guy West, Projects Division Manager  
 Manuel Gomez, Director of Maintenance and Construction

**ATTACHMENT(S)**

- Attachment 1: List of Proposed Bus Benches to be Moved
- Attachment 2: Photo of Existing Installation
- Attachment 3: Photo of Alternate Bench
- Attachment 4: Resolution 90-22-XX Moving of Bus Benches to Improve Pedestrian Movement

LAGUNA WOODS VILLAGE BENCHES (VISION CLUB)	Gate #	New	Old	OLD to MOVE
CALLE ARAGON	Gate 1	5	9	9
CALLE ARAGON/CARMEL	Gate 1		2	Counted on Aragon
AVENIDA CASTILLA	Gate 1	4	8	8
VIA ESTRADA	Gate 3	2	4	1
AVENIDA SEVILLA (2 OFF SIDEWALK & DAMAGED)	Gate 3	9	7	5
VIA LOS ALTOS	Gate 3	4	2	2
VIA ALHAMBRA	Gate 3		2	2
RONDA MENDOZA (INCLUDING CUL DE SAC # 82)	Gate 3	1	3	3
CUL DE SAC #13 ACROSS FROM VIA LOS ALTOS	Gate 4		3	3
ALTA VISTA	Gate 8	2	3	3
VIA SERENA NORTH & SOUTH	Gate 8	4	3	2
	Total	31	46	38







**RESOLUTION 90-22-XX**

**Moving of Bus Benches to Improve Pedestrian Movement**

**WHEREAS**, Laguna Woods Village has 266 bus benches located throughout the Village that are used primarily by residents who utilize Laguna Woods Village transportation services and;

**WHEREAS**, in December 2021, the General Services Department received a request to move bus benches that are obstructing the pathway of Vision Club members while walking on the sidewalks and;

**WHEREAS**, pedestrian movement will be improved by moving the benches from the sidewalk to the adjacent grass area and:

**WHEREAS**, on April 13, 2022, the GRF Maintenance and Construction Committee recommended the board approve a supplemental appropriation in the amount of \$97,625 to utilize contracted labor to install 40 current model green benches on adjacent grass areas;

**NOW THEREFORE BE IT RESOLVED**, June 7, 2022 the Board of Directors of this Corporation hereby approves a supplemental appropriation in the amount of \$97,625 to be funded from the Contingency Fund for the relocation of 40 bus benches; 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.

MAY 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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## Treasurer's Report for May 3, 2022 Board Meeting

**Slide 1** – Through the reporting period of March 31, 2022, GRF had net revenue of \$1,003K, with total revenue of \$11,432K and total expense of \$10,429K. GRF was better than budget by \$449K with total expenses coming in \$1,244K better than anticipated. The favorable results seen in expenses were partially offset by lower revenues of (\$795K).

**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 \$1,120K through the reporting period, with expense better than budget by \$1,239K offset by revenue worse than budget by (\$119K).

**Slide 3** – This next chart shows reserve and restricted revenues and expenses. Together, these funds show an unfavorable variance of (\$672K) through the reporting period, with revenue worse than budget by (\$676K) 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 \$600K, was primarily due to Recreation, with various positions unfilled, resulting in Clubhouse closures or limited hours open to members. In addition, open positions in General Services, Security, and Maintenance and Construction contributed to the variance; recruitment is in progress.
- Materials and Supplies expense of \$214K, due to less materials needed for clubhouses and vehicle repairs due to limited hours schedule for the clubhouses and less vehicles being driven due to open positions.
- Outside Services expense of \$141K, due to unutilized evening janitorial services as clubhouses remain closed or only open for limited hours. In addition, less services such as vehicle repairs and carwashes utilized as less company cars were driven due to open positions.
- Professional Fees expense of \$118K, due to timing of invoices for audit & tax preparation fees. The variance was furthered by consulting services not yet needed in Financial Services and Media and Communications.

**Unfavorable.** Some offsetting variance included:

- Broadband Services revenue of (\$154K), due lower high-speed internet revenue sharing than budgeted. The budget anticipated contract re-negotiation in which GRF would be awarded a

higher revenue sharing percentage, negotiations are ongoing. The variance was furthered by less ad insertion as a result of ongoing COVID-19 pandemic causing advertisers to spend less.

- Utilities & Telephone Expense of (\$83K), due to higher natural gas costs in the recreation department due to rising rates; the variance was furthered by higher water expense for the golf course, as a result of (77%) less rainfall than 3-year average used for budgeting.

**Slide 5** – We do have sources of revenue other than the assessments, such as fees and rentals. To date, we have received just over \$2,407K 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, Clubhouse Rentals & Event Fees, and Merchandise Sales. These revenues offset costs and help keep assessments down.

**Slide 6** – Operating expenses to date of just under \$9.1M, excluding depreciation, shown on this pie chart with our largest categories being Compensation, Cable Programming/Franchise Fees, Insurance, Professional and Legal, Utilities & Fuel, Outside Services, 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 \$31.6M; restricted fund balances have an ending balance of \$2.4M. 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 \$2M for reserve and \$43K for restricted, reflecting the amounts paid for projects not yet completed.
- The 3rd column represents the resulting “adjusted” fund balances of \$29.6M 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 256 through March 31, 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 March 31, 2022



INCOME STATEMENT (in thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$7,470	\$7,470	\$0
Non-Assessment Revenue	\$3,121	\$3,916	(\$795)
Total Revenue	\$11,432	\$12,227	(\$795)
Total Expense	\$10,429	\$11,673	\$1,244
Net Revenue/(Expense)	\$1,003	\$554	\$449

# GRF Financial Report

As of March 31, 2022



OPERATING ONLY INCOME STATEMENT (in thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$7,470	\$7,470	\$0
Non-Assessment Revenue	\$2,407	\$2,526	(\$119)
Total Revenue	\$9,877	\$9,996	(\$119)
Total Expense <sup>1</sup>	\$9,097	\$10,336	\$1,239
Operating Surplus/ (Deficit)	\$780	(\$340)	\$1,120

1) excludes depreciation

# GRF Financial Report

As of March 31, 2022



RESERVE & RESTRICTED INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$841	\$841	\$0
Non-Assessment Revenue	\$714	\$1,390	(\$676)
Total Revenue	\$1,555	\$2,231	(\$676)
Total Expense	\$0	\$4	\$4
Net Revenue/(Expense)	\$1,555	\$2,227	(\$672)

# GRF Financial Report

As of March 31, 2022

Operating Only

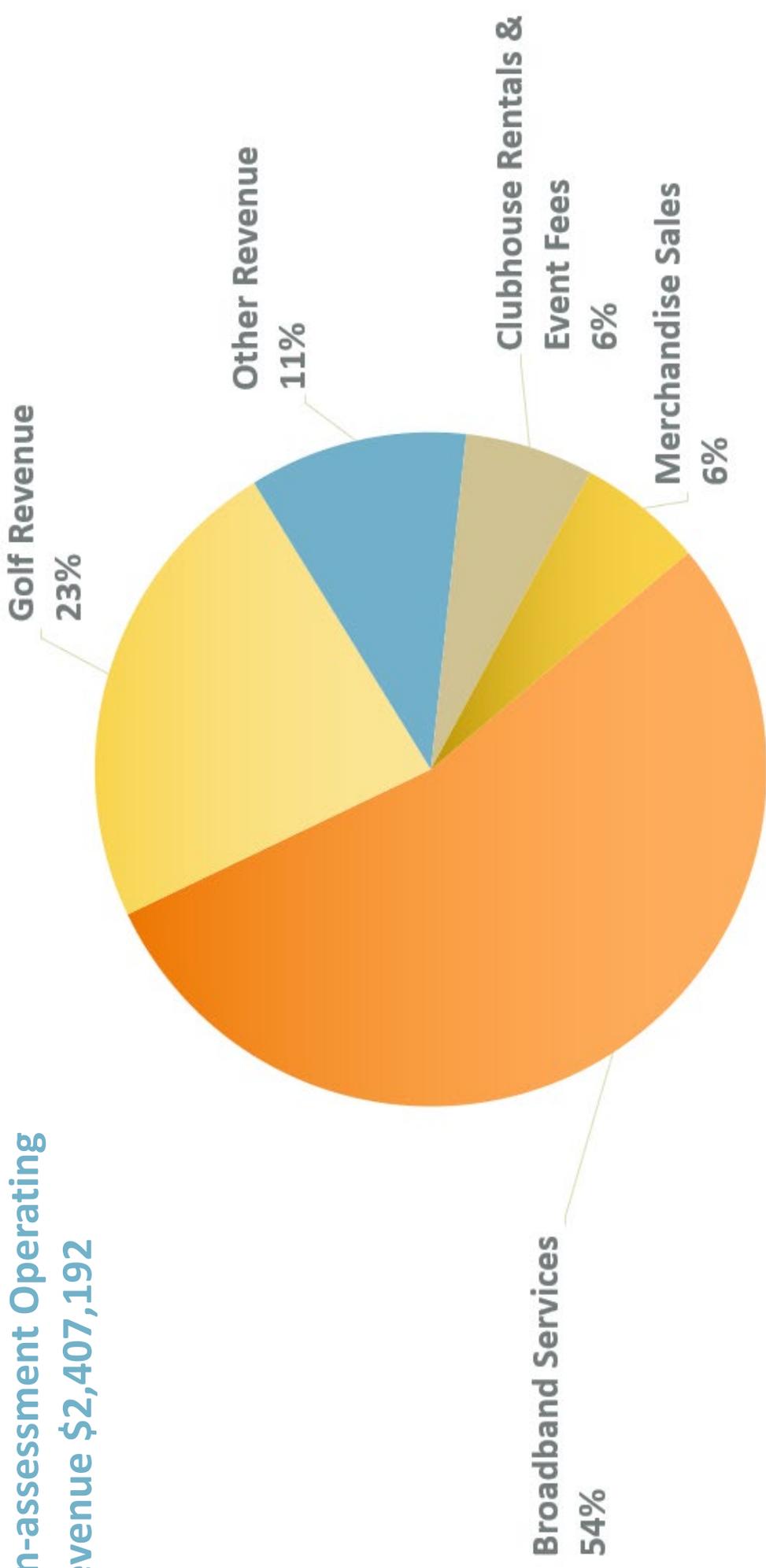


# GRF Financial Report

As of March 31, 2022



**Total Non-assessment Operating  
Revenue \$2,407,192**

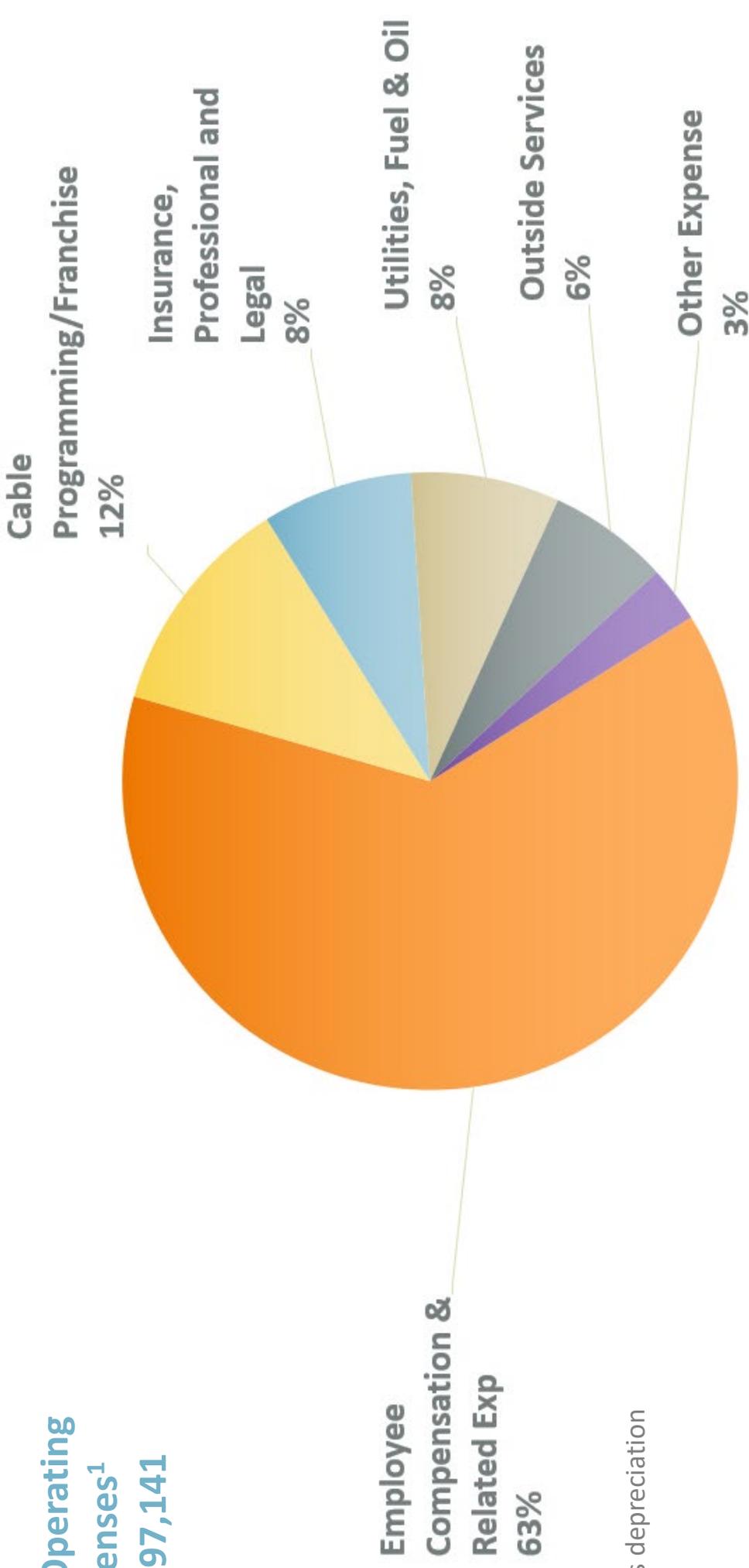


# GRF Financial Report

As of March 31, 2022



**Total Operating Expenses<sup>1</sup>**  
**\$9,097,141**



1) excludes depreciation

# GRF Financial Report

As of March 31, 2022



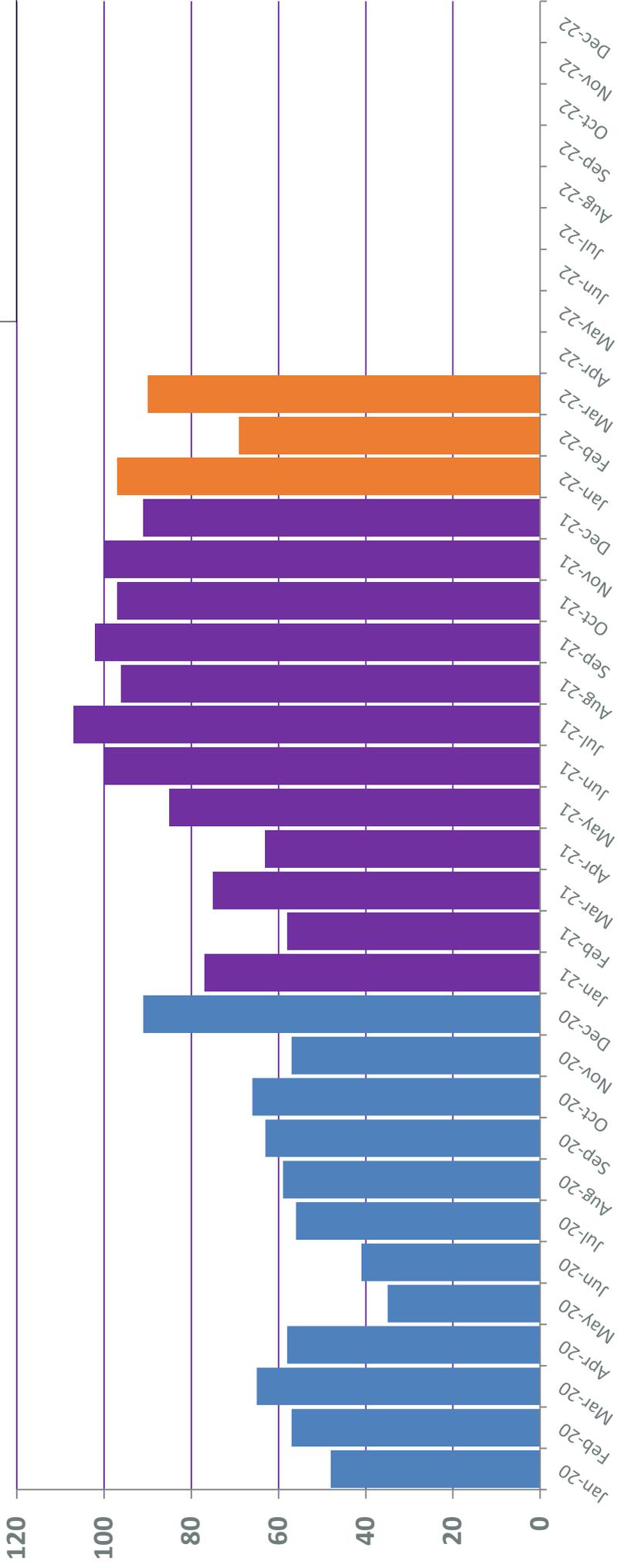
RESERVE FUND BALANCES (in thousands)	ENDING BALANCE	WORK IN PROGRESS	ADJUSTED BALANCES
Equipment Fund	\$5,304	\$925	\$4,379
Facilities Fund	20,893	1,131	19,762
Trust Facilities Fee Fund	5,445	0	5,445
<b>TOTAL</b>	<b>\$31,642</b>	<b>\$2,056</b>	<b>\$29,586</b>
RESTRICTED FUND BALANCES (in thousands)	ENDING BALANCE	WORK IN PROGRESS	ADJUSTED BALANCES
Contingency Fund	2,375	43	2,332

# GRF Financial Report

As of March 31, 2022

## Resale History — Consolidated

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2020	170	\$337,999
YTD 2021	210	\$377,127
YTD 2022	256	\$368,584



# GRF Financial Report

As of March 31, 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	614	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	1,950	0	0	
<b>TOTAL</b>	<b>\$12,896</b>	<b>\$10,707</b>	<b>\$50</b>	<b>\$7</b>	

# GRF Financial Report

As of March 31, 2022





FINANCE COMMITTEE MEETING  
REPORT OF THE REGULAR OPEN SESSION

Wednesday, April 20, 2022 – 1:30 p.m.  
Hybrid Meeting

**DIRECTORS PRESENT:** Jim Hopkins – Chair, Azar Asgari, Debbie Dotson, Diane Casey, Donna Rane-Szostak, Elsie Addington, Mark Laws, Sue Stephens (Alternate for Al Amado)

**DIRECTORS ABSENT:** Al Amado

**ADVISORS PRESENT:** Rosemarie DiLorenzo

**STAFF PRESENT:** Jose Campos, Kurt Wiemann, Robert Carroll, Erika Hernandez

**OTHERS PRESENT:** United – Advisor: Dick Rader  
GRF – Bunny Carpenter, Yvonne Horton, Egon Garthoffner, Juanita Skillman

**Call to Order**

Director James Hopkins, Treasurer, chaired the meeting and was called to order at 1:33 p.m.

**Acknowledgement of Media**

The meeting was streamed through Granicus and made available via Zoom for members of the community to participate virtually.

**Approval of Meeting Agenda**

A motion was made and carried unanimously to approve the agenda as presented.

**Approval of the Regular Meeting Report of February 16, 2022**

A motion was made and carried unanimously to approve the committee report as presented.

**Chair Remarks**

Director Hopkins thanked VMS, Inc for bringing forth items to be reviewed by Directors in order to render endorsements on certain projects.

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

None.

**Department Head Update**

Jose Campos, Assistant Director of Financial Services, commented on the Purchasing Policy, 2023 Business plan development and the 2021 Audit Update issued by KPMG, who issued a favorable opinion.

### **Review Preliminary Financial Statements dated March 31, 2022**

The committee reviewed the financial statements dated March 31, 2021. Questions were addressed.

### **Endorsement from Standing Committees**

Landscape Services – Supplemental Funding for Change Order for Unforeseen Permitting Costs Related to the Replacement of Hydraulic Lifts in Mower Shop. Kurt Wiemann, Director of Landscape Services, presented a staff report requesting approval of a supplemental appropriation fund in the amount of \$22,569 for unforeseen permitting costs related to the replacement of two hydraulic lifts in the mower shop. A motion was made and carried unanimously to accept the recommendation to endorse and present at the next board meeting.

General Services – Moving of Bus Benches to Improve Pedestrian Movement. Robert Carroll, Director of General Services, presented a staff report with various options to prioritize relocation of 40 bus benches to improve pedestrian movement. Option 2 listed on the report included contracted labor to install the current benches and reducing project cost to \$97,625. The endorsement from the finance committee is to recommend a supplemental appropriation of \$97,625 to be funded from the Contingency Fund. A motion was made and carried unanimously to accept the recommendation to endorse and present at the next board meeting.

### **Future Agenda Items**

None.

### **Committee Member Comments**

None.

### **Date of Next Meeting**

Wednesday, June 15, 2022 at 1:30 p.m.

### **Recess to Closed Session**

The meeting recessed to closed session at 2:33 p.m.

  
J. W. Hopkins (Apr 25, 2022 13:49 PDT)

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James Hopkins, Chair



**OPEN MEETING**

**MINUTES OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION  
STRATEGIC PLANNING COMMITTEE**

**Monday, March 7, 2022 – 9:30 a.m.  
BOARD ROOM/VIRTUAL MEETING  
Laguna Woods Village Community Center 24351 El Toro Road**

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**Director Present:** Debbie Dotson, Anthony Liberatore, Bunny Carpenter, Ira Lewis, James Hopkins, Gan Mukhopadhyay, Diane Casey

**Directors Absent:** Robert Mutchnick, Cash Achrekar, Gay Page (Advisor)

**Staff Present:** CEO-Siobhan Foster, Michelle Estrada, Makayla Schwiertert

**Others Present:** Richard Rader (Advisor), Ralph Engdahl, Elsie Addington

**1. Call to Order—Director Dotson, Chair**

Chair Dotson called the meeting to order at 9:31 a.m. and established that a quorum was present.

**2. Approval of the Agenda**

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

**3. Approval of the Minutes**

- a. GRF Strategic Planning Committee Meeting – June 28, 2021**
- b. GRF Strategic Planning Committee Meeting – January 10, 2022**

Hearing no changes or objections, the minutes of June 28, 2021 and January 10, 2022 were approved unanimously.

**4. Chair's Remarks**

Chair Dotson commented due to the mission statement of GRF, all boards collaborating on one strategic plan is not realistic and emphasized that the long-term planning needs of each mutual, VMS, and GRF are very diverse. The mission statement of the committee is to create achievable GRF goals, including that for the clubhouses, land owned by the trust, and services that fall under the reach of GRF, and the committee is composed of members of the other boards to provide useful ideas under that scope.

**5. Old Business**

- a. Committee Member Ideas With Research**

Director Carpenter commented that Committee Members should conduct research and see what is needed for the future of GRF, so that the Board knows what parameters to work with. Additionally, emphasized that a good budget is important for planning the future.

Director Hopkins stated that one of the focal points of this Committee is to focus on things inside their control. Provided an example that Broadband may be moving to the cloud. Expressed that those such things, will need to be prepared in advance in order to respond to them when and if they become an issue.

Director Lewis reminded the Committee Members that everything has a cost, and asked the members what type of budget is currently in use. Recommended that an infusion of cash from the outside would be the most ideal thing to do to create more development for the people within the village.

Director Liberatore mentioned his concern with regards to insurance. Stated that GRF owes it to the residents to explore all the possibilities, including their own insurance company.

Director Mukhapadhyay commented on the importance of forming a committee to discuss such insurance issues/concerns.

Discussion ensued further among the board.

#### **b. Questions for Community Survey/Focus Groups**

Chair Dotson stated that all questions and research should be compiled into a list. Shared that the list will create the building blocks for a plan.

### **6. New Business**

#### **a. CEO Report on VMS Strategic Planning**

CEO-Foster commented that in November 2019, VMS updated a strategic plan, however, due to the unforeseen Covid-19 Pandemic, such plans were changed. There will be an update to the VMS Strategic Plan, with a meeting on March 22, 2022. Representatives will include members from each Boards. The purpose of this meeting and the VMS Strategic Plan is to be able to provide better service to clients, provide Swat Analysis, revisit the 5-year Mission Statement, and revisit the 3-year goals; 6-month action items will be enforced to support such 3-year goals. The VMS Strategic Planning Committee will convene every 6 months to ensure all goals are met.

Chair Dotson and CEO Foster answered questions from the Committee Members.

### **7. Future Agenda Items – None**

### **8. Next Meeting – May 2, 2022, at 9:30 a.m.**

### **9. Committee Member Comments**

- Several Directors commented on their appreciation of the professionalism demonstrated which made this a successful meeting.
- Chair Dotson commented on providing additional research to future meetings.

GRF Strategic Planning Committee

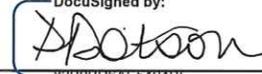
March 7, 2022

Page 2 of 2

**10. Adjournment**

There being no further business the meeting was adjourned at 10:06 a.m.

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Debbie Dotson, Chair  
GRF Strategic Planning Committee

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## **OPEN MEETING**

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

Thursday, March 10, 2022 – 1:30 p.m.  
Board Room/Virtual Meeting

- MEMBERS PRESENT:** Yvonne Horton, Chair, Elsie Addington, Maggie Blackwell, Annie McCary, Diane Casey, Dennis Boudreau, Ajit Gidwani
- MEMBERS ABSENT:** Ryna Rothberg, Cush Bhada, Pearl Lee
- OTHERS PRESENT:** Bunny Carpenter, Joan Milliman, Debbie Dotson, Egon Garthoffner, Anthony Liberatore
- STAFF PRESENT:** Brian Gruner, Jennifer Murphy, Tom McCray, Jackie Kupfert

#### **Call to Order**

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

#### **Acknowledgement of Media**

There was no press present.

#### **Approval of Agenda**

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

#### **Approval of Committee Report for January 13, 2022**

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

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

Chair Horton thanked all 65 Library volunteers as without their help during COVID many residents would not have been able to use this resource. These volunteers increased usage by 220%.

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

Mr. Gruner stated the following operational updates: emergency signage has been posted at all facilities to ensure proper information is provided when 911 is contacted; delivery services charges are increasing and will have a financial impact operationally; quarter distribution is

resuming on Monday, March 14 in the Community Center Recreation office during normal business hours of Monday through Friday, 8 a.m. to 5 p.m.; the Recreation Department is working closely with the Finance Department and IT to generate delinquent reports for notification to those residents that have not paid for Recreation fees charged; a quote to install cameras in all clubhouses is in process.

Mr. Gruner stated the following facility updates: Garden Center 2 gate was activated on Tuesday, March 8 and a new gate code was instituted at Garden Center 1; staff has received 18 volunteer applications for the Garden Centers with interviews starting next week; the Equestrian Center has a new mini-horse named Sebastian; four new shade structures have been installed and the rose garden has been updated at the front entrance at the Equestrian Center; Clubhouse 6 volunteer applicants will be interviewed beginning March 21 with anticipation of opening this clubhouse soon; Pool 2 is closed for annual maintenance with Pool 1 to be closed next for annual maintenance; the Performing Arts Center has ongoing renovations in the dining room kitchens, rehearsal room and billiards room and will be closing due to asbestos abatement.

Ms. Murphy stated the following events: the Performing Arts Center will host Stevie Nicks Illusions concert at 7pm on Saturday; St. Patrick's Day dinner will be hosted at Clubhouse 5 on March 17 with tickets on sale at the Clubhouse 5 office; monthly free movies normally at the Performing Arts Center will be moved to Clubhouse 7 on March 21 and will show Jungle Cruise; AARP tax program which is sponsored by PC Club will be at Clubhouse 7 during the asbestos abatement process; the Village Bazaar booth sales are full and the event will be in the Clubhouse 5 parking lot, 10 a.m. to 2 p.m. on April 2; the annual Village Games have returned with registration open now at the Community Fitness Center during regular business hours; the Village Games will be held April 11 through May 2; Easter at the Equestrian Center will be held on April 16, 9 to 11 a.m. with many activities for families and entrance is free; the Health and Wellness Expo will be hosted at Clubhouse 5 on April 23, 10 a.m. to 2 p.m. and entrance is free.

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

Members were called to speak regarding the new pool schedule; installing more pergolas; Lawn Bowling guests, tournament purse winnings and non-club use of the facility; Clubhouse 4 art studio card access and studio hours; kids swim resuming.

Chair Horton stated Pool 2 normally opens at 7 a.m. but due to maintenance closure, Pool 4 opens at 8 a.m. for resident use. Pool 5 opens at 6 a.m. and Pool 1 opens at 8 a.m. Chair Horton stated installation of shade/pergolas should be addressed by the Maintenance & Construction committee. Chair Horton stated Clubhouse 4 is not staffed past normal business hours, so rooms may not be open later due to no staff onsite. Mr. Gruner stated the Lawn Bowling club has approximately 126 members with only approximately 25 non-residents. GRF approved 20% non-resident members within a club. Mr. Gruner stated the club

confirmed there is no tournament purse prize. Mr. Gruner stated Kids Swim will return Memorial Day weekend at Pool 6.

### **CONSENT**

A motion was made to approve the consent calendar.

Motion passed unanimously.

### **REPORTS**

**Revenue Resources Ad Hoc Update** - Chair Horton stated it is with regret that we inform you of the disbandment of the Revenue Resources Ad Hoc committee. With staff levels at an all-time low, supply chain issues and costs rising exponentially, it is not prudent at this time to continue meeting.

This committee may reconvene in the future which would be announced at CAC to ensure the community is apprised of its reinstatement.

**Golf Greens Committee Update** - Mr. McCray stated the committee toured the golf course for generating ideas for improvements. The following improvements have been discussed and/or implemented: in-house installation of railings to green tees that are more difficult to walk; addressing normal progression of SoCal Golf Assoc rerating of the golf course which is a standard practice; moving starting points of some rated tee markers; recommended addition of a mat to one of the tees on course 3 to reduce damage to the grass. This committee has been very constructive.

Member was called to speak regarding the reinstatement of tee times for the Tuesday Skins Game, now called a scramble, due to the service it provides to the community.

**Men's Golf Club Annual Memorial Tournament** - Ms. Murphy read member emails and members were called to speak regarding the following: those in favor of hosting the Men's Golf Club Annual Memorial Golf Tournament allowing fundraising for the Foundation which assists those residents in need; the Men's Golf Club paying \$800 for setting up the event; fees not charged currently

Discussion ensued.

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.

## **Operating Rules**

**Pickleball** - Mr. Gruner presented the proposed Pickleball operating rule change of the addition of (maximum of 15 minutes) to #10.

Discussion ensued.

A motion was made to approve staff recommended changes to the Pickleball Operating Rules to state players may play one game only (maximum of 15 minutes) if others are waiting to play.

Motion passed unanimously.

**Garden Centers** - Mr. Gruner stated proposed changes to the Garden Center operating rules are being introduced to ensure fairness for all gardeners.

The following changes were recommended:

L5 and M3 should match in verbiage

O1 only addresses Garden Center 2 tree plots and may need to address Garden Center 1- would like staff to rework the verbiage

O3 has fruit trees listed with no mention of citrus

O6 may need to state fallen flowers only as flowers are not allowed

Change H1 to no pets allowed in the Garden Centers (with exception of service animals)

G2 may be changed to include resident partner

Discussion ensued regarding the following: organic waste receptacle at the Garden Centers; Chinese interpretation; omission of alcohol/drugs use referenced in B5; GRF smoking restrictions; service animal allowance on property.

Chair Horton stated green waste goes in the dumpsters at the Garden Centers. Mr. Gruner stated the translation is for the disciplinary process only. Chair Horton stated B5 is omitted as the use of alcohol and drugs cannot be enforced due to legality of alcohol permitted on GRF property. Chair Horton stated state and federal law protects service animals which are the only animals allowed at the Garden Centers.

Staff was instructed to institute changes and present to the April CAC meeting.

## **ITEMS FOR DISCUSSION AND CONSIDERATION**

**Duplicate Bridge Tournament Room Reservation Rental Rate and July 4 Annual Rollover Exception** - Ms. Murphy stated to review and recommend 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.

Discussion ensued.

Members were called to speak regarding the following: changing the tournament to the last weekend of January; GRF will not receive monies if no tournament is held; in favor of staff recommendation; thank you to Clubhouse 2 supervisor Laura Cooley and Recreation Manager Jennifer Murphy for their continued assistance; residents only have to ask for room reservations, not clubs.

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.

**Charity Golf Tournaments** - Mr. Gruner stated to review and recommend the Recreation Department schedule and coordinate up to three community charity golf events sponsored by Laguna Woods Village golf clubs at the Laguna Woods Village 27-Hole Golf Course.

Discussion ensued.

Staff was directed to present this recommendation to the Golf Greens Committee, then present to the Community Activities Committee and then present to the GRF board for final review.

**Saddle Club Donation - Equestrian Center Shade Structures** - Ms. Murphy stated to review and recommend the donation of two shade shelters for the Laguna Woods Village Equestrian Center in accordance with the Donation Policy.

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

Motion passed unanimously.

**Old Pros Donation - Equestrian Center** - Ms. Murphy stated to review and recommend a resolution of the donation of \$1,000 for the Laguna Woods Village Equestrian Center in accordance with the Donation Policy.

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

Motion passed unanimously.

**Village Community Fund Phase Two - Equestrian Center** - Ms. Murphy stated to review and recommend 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.

### **ITEMS FOR FUTURE AGENDAS**

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

### **CONCLUDING BUSINESS**

#### **Committee Member Comments**

None

#### **Date of Next Meeting**

The next regular meeting of the GRF Community Activities Committee will be held both in the board room and virtually via the Zoom platform at 1:30 p.m. on Thursday, April 14, 2022.

#### **Adjournment**

There being no further business, the Chair adjourned the meeting at 4:03 p.m.

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

Yvonne Horton, Chair

REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION  
EQUESTRIAN AD HOC COMMITTEE

Wednesday, March 30, 2022 – 1 p.m.  
Sycamore Rom

**MEMBERS PRESENT:** Bunny Carpenter, Chair, Yvonne Horton, Pearl Lee, Pat English, Susan Hemberger

**MEMBERS ABSENT:** Annie McCary, Cush Bhada

**OTHERS PRESENT:** None

**STAFF PRESENT:** Jennifer Murphy, Laura Cobarruviaz, Hailey Yocham, Jackie Kupfert

**Call to Order**

Chair Carpenter called the meeting to order at 1:07 p.m.

A motion was made to approve the agenda.

Motion passed unanimously.

**ITEMS FOR DISCUSSION AND CONSIDERATION**

**Help the Herd Program Update**

Ms. Murphy stated we are proposing phase two of the Help the Herd Village Community Fund fundraising. This proposal was pre-approved by VCF and CAC and will be presented to GRF for final approval in April. The focus will be installation of shade structures for remaining turnouts, replacement of the small pen and to raise funds for additional veterinary care for the GRF herd. Ms. Hemberger was instrumental in the first phase and the committee thanked her for her unyielding commitment. New team members will meet with Ms. Hemberger and staff to ensure phase two is successful. Ms. Murphy will represent the program update at future meetings.

**Senior Equestrian Supervisor Update**

**2022 Equestrian Center Events**

Ms. Cobarruviaz stated promotional information is out for Easter event at the Equestrian Center which will host Easter egg hunts for all ages, Easter bunny, petting zoo, child activities, horse parade, shuttles for attendees and snacks for purchase to benefit the Equestrian Center. Director Horton inquired as to spectators. Ms. Cobarruviaz stated all are welcome.

The Village Renaissance Faire will be hosted on May 21. A flyer has been given to the Clubhouse 4 Supervisor to disseminate to artisans for booth participation to ensure a Renaissance theme will be adhered. This event will host a fortune teller, Old Pros stage performances, bands/music, horse events, Renaissance Faire performers, Viking food truck, foam axe throwing, hair braiding and more and will be partially wheelchair assessible. Plastic beer mugs with the Laguna Woods Village logo will be for sold for \$5. If all are not sold, these will be offered for sale at the Clubhouse 2 July 4 event. More details are being discussed at weekly staff planning meetings.

Some Equestrian riders will participate in Village Games on April 30. The Equestrian Center will host a horse show in June and the Hoedown will be hosted in the fall.

Director English suggested an entry fee for the Renaissance Faire of \$10 for adults and free for children. Chair Carpenter stated she is happy to hear the community speaking of the Equestrian Center often, especially Sebastian, the miniature horse.

### **Security Fencing**

Ms. Cobarruviaz presented the quotes for the security fencing with one quote as a privacy, built in fence and the other as a standard chain link fence with sheeting for privacy. Ms. Cobarruviaz stated the following concerns that mitigate the installation of security fencing: a gang related shooting near the park near the Equestrian Center last weekend; many homeless visit the center daily; no staff is onsite during the late hours and some boarders must come to take care of their horses; horses may escape to El Toro Road. Chair Carpenter concurred this would be a capital and inquired as to if Security is aware of these incidents. Ms. Cobarruviaz stated Security is in full support of this installation.

The committee directed staff to present the higher quote for the added safety features to the CAC committee then the Finance committee for a supplemental appropriation in 2022.

### **Horse Sales and Purchases**

Ms. Cobarruviaz stated the sale proceeds from Remy were added to the horse purchase budget and another horse may be purchased tomorrow. Patrick may be sold this week. Murphy (purchased last year) has a neuro weakness and degenerative disease in his ligaments. Staff will find him a good home. Ms. Murphy inquired as to the number of GRF horses in the herd. Ms. Cobarruviaz stated we are half leasing Beau, full leasing Nemo and Tonka and own Rascal, Jerry, Belle, Camelia, Patrick and Murphy. Lease horses are very successful as we pay for their care, but we may exit the lease if the horse does not fit the program.

Ms. Cobarruviaz stated a part-time instructor is to be hired to assist with adding more lessons as the program is full at this time with a wait list of approximately 149. Horsemanship classes will be offered to those on the wait list in the interim. She stated currently there are approximately 40 lesson riders per week. In May, staff will offer a horse experience class to those on the waiting list so they may ride and approximate 40 people per month will be accommodated.

### **Hosting Clinics**

Ms. Cobarruviaz stated a Working Actuation and Dressage clinic is planned for May 7 and 8 hosting a trainer from Portugal. The current statewide horse quarantine is about to be lifted which allows outside agencies to rent the arena. The Equestrian Center may host four clinics this summer.

Ms. Hemberger inquired as to if the Equestrian Center will go to paperless invoicing for charges as is done at golf. Ms. Murphy stated ActiveNet will be used at the Equestrian Center to ensure ease of payment, but will require an additional part-time office staff person.

### **Trail**

Ms. Cobarruviaz stated the trails have been improved with added mulch, tree/bush trimming and repaired broken fencing. Staff is researching the removal of trash at the neighboring apartment perimeter, contacted the concrete division to remove concrete/rebar remnants at the trail entrance and sending a trail map to Marketing and PR to disseminate to residents. Residents may enjoy the trails with the understanding that bikes are not allowed and pets must be on leash at all times. The Landscape Department used tree stumps to create a perimeter fencing near the mulch area and will make benches out of tree stumps under shade trees. Ms. Cobarruviaz thanked the Landscape Department, Concrete Division and Marketing and PR Department.

Director Horton stated private property signs must be posted to ensure proper trail usage by residents only.

### **Personnel**

Ms. Murphy stated recruitment for a part-time office person is underway and an additional part-time stable hand position will be requested for the 2023 budget.

Chair Carpenter inquired as to if a log is kept for those who visit the Equestrian Center and stated if so, this number should be included when requesting new staff. Ms. Cobarruviaz stated staff enters those visitor numbers.

Discussion ensued about a community tour for new employees. Chair Carpenter stated she will speak with Media and Communications regarding the staff tours.

Chair Carpenter directed staff to include Equestrian Center utilization in the CAC report and to break out the Equestrian Center in the Financial Statement for CAC.

### **Quarantine Procedures**

Ms. Cobarruviaz stated the new quarantine procedures listed in the packet. The quarantine procedures document will be included in the boarder packet and some of the information will be added in the operating rules. Ms. Murphy presented the updated operating rules including eviction information and stated these will be posted on the Laguna Woods Village website.

Ms. Hemberger inquired as to a separate quarantine area. Ms. Cobarruviaz stated the materials are available and Maintenance is currently working on the hay barn which is expected to be completed by summer.

Director Horton inquired with Ms. Siobhan Foster, CEO, as to the use of Lot 5 near the Equestrian Center for turnouts. Ms. Cobarruviaz stated this would assist with space issue as there are not currently enough turnouts for the entire herd. She stated the pest control supervisor stated additional funding is used to spray the weeds in Lot 5. Director Horton stated a new large pen could be erected by using existing poles.

### **FUTURE BUSINESS**

### **Equine Assisted Learning Program Update**

Ms. Cobarruviaz stated the two possible ways to move forward with this program: use of Audrey Grider who provides workshop learning regarding emotional needs or use of The Shea Center for Therapeutic Riding in San Juan Capistrano. Insurance for Ms. Grider is ready, but she is not willing to do the billing of attendees or promotion of the program. Staff would need to assist.

Staff was instructed to update at next meeting.

### **Bulk Shavings Initiative**

Ms. Cobarruviaz stated bulk shavings may be implemented in the fall or early next year with the addition of the new part-time stable hand as the current lead stable hand does not have time to handle the intake of bulk shavings which includes moving them to individual stalls. The sides on the hay barn must be completed prior to adding bulk shavings deliveries.

Staff was directed to leave this under Future Business.

## **CONCLUDING BUSINESS**

### **Member Comments**

Director Lee stated she is amazed at all that is being planned and that which was accomplished in the past year.

Director Horton stated more staff is needed. Chair Carpenter stated the progress has been so swift which confirms that additional staff is needed. The new services have created more income which allowed for Ms. Yocham to become full-time and filling her open part-time position.

Director English stated staff has done a fantastic job and this is one of the most interesting committees. Ms. Hemberger stated bravo to staff and the committee as all worked together to improve the Equestrian Center.

Chair Carpenter stated staff is doing a great job and thanked all for attending the meeting.

### **Next meeting**

The date of the next meeting will be May 25, 2022 at 1 p.m.

### **Adjournment**

Chair Carpenter adjourned the meeting at 2:24 p.m.



Bunny Carpenter, Chair



**OPEN MEETING**

**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION  
LANDSCAPE COMMITTEE**

**Wednesday, March 9, 2022 – 1:30 P.M.**

**BOARD ROOM/ VIRTUAL MEETING  
Laguna Woods Village Community Center  
24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair – Juanita Skillman, Lynn Jarrett, Maggie Blackwell (via Zoom); Substitutes: Donna Rane-Szostak and Yvonne Horton

**COMMITTEE MEMBERS ABSENT:** Ira Lewis, Reza Karimi, Diane Casey

**OTHERS PRESENT:** Elsie Addington

**ADVISORS PRESENT:** None

**STAFF PRESENT:** Kurt Wiemann, Eve Morton, Bob Merget

**1. Call to Order**

Chair Skillman called the meeting to order at 1:30 p.m.

**2. Acknowledgement of Media**

No press was present.

**3. Approval of the Agenda**

Director Rane-Szostak made a motion to approve the agenda. The committee was in unanimous support.

**4. Approval of the Meeting Report for December 8, 2021**

The Report was approved without objections.

**5. Committee Chair Remarks**

Chair Skillman made a recommendation that all those interested in the proposed thinning out of Canary Pines attend the United Landscape Meeting on March 10th to get the real story, not just rumors.

## **6. Department Head Update**

### **6a. Update on Master Control Irrigation System**

Mr. Wiemann stated that the MCIS is almost ready to go out to bid. We are taking our time putting this out, we want to make sure we won't miss anything, It's a huge system with little documentation.

We expect to have it out to bid in mid-April. With the documentation ready for the Committee's review at the next meeting in June.

### **6b. Information on Different Colored Notification Flags on Ground and What They Mean**

Mr. Wiemann reviewed a chart indicating the different colored notification flags in the ground and what each indicates.

The flags seen most often in the Village are the yellow ones which are used after herbicide is sprayed. The herbicide dries in a couple of hours, however, staff will keep the yellow flags there for two days.

Blue flags mean an irrigator is working on the system and will be coming back to complete the repairs.

Purple flags indicate reclaimed water.

Director Jarrett requested that Mr. Wiemann bring examples of the flags to the next meeting.

## Reports

### **7. Update on the Creek**

Mr. Wiemann is filing the final paperwork to request an amended agreement which would allow the use of a herbicide to create a channel of free flowing water down the length of the creek to create areas for turtles and fish to grow.

Staff works at the creek in April and August and November/December.

The Village is only allowed to cut cattails to a foot above the water line.

A member inquired as to whether the area down by the bridge be wider? Or will there be minimal channel there? Mr. Wiemann reported that they are focusing upstream from the bridge. Additional areas will be selected by the biologist. Native plants cannot be disturbed. There will be water there you can see flowing.

## Items for Discussion and Consideration

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

None.

**9. Response to Member Comments**

None.

**10. Bob Merget; Tree Arborist and Support Landscape Manager**

Mr. Merget shared a PowerPoint with the committee to illustrate what he looks at when inspecting trees.

Director Jarrett commented that the Village residents would like to see these slides. Perhaps Mr. Merget could narrate over the slides with Village Television to record for YouTube video for residents.

**11. Third Board Director Donna Rane-Szostak; Water Conservation**

Director Rane-Szostak presented a PowerPoint to the committee regarding water use and conservation.

Concluding Business:

**12. Committee Member Comments**

Director Jarrett stated that it was an excellent meeting..

Chair Skillman thanked Director Rane-Szostak for sitting in and for her water use presentation

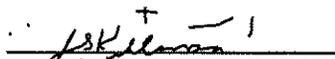
Director Horton stated that she will bring Director Rane-Szostak's idea to install timers on the showers at the swimming pools to a future GRF Community Activities Committee meeting.

Director Blackwell stated that the photo in the presentation of a very low aquifer should be on a cover of any water report.

**13. Date of Next Meeting – Wednesday, June 8, 2022 at 1:30 p.m.**

Chair Skillman stated that the work which Grounds Maintenance performs will be highlighted at the next meeting.

**14. Adjournment at 2:58 p.m.**

  
\_\_\_\_\_  
Juanita Skillman (Mar 22, 2022 15:45 PDT)

Juanita Skillman, Chair

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**REPORT OF THE REGULAR OPEN MEETING OF THE GOLDEN RAIN FOUNDATION  
MAINTENANCE AND CONSTRUCTION COMMITTEE**

**Wednesday, February 9, 2022 – 9:30 A.M.**  
**Virtual Meeting**

- MEMBERS PRESENT:** Egon Garthoffner, Gan Mukhopadhyay, Cash Achrekar, Sue Stephens, Lenny Ross, James Cook, Ralph Engdahl
- MEMBERS ABSENT:** None
- OTHERS PRESENT:** Bunny Carpenter, Elsie Addington, Juanita Skillman, Debbie Dotson, John Frankel, Advisors Carl Randazzo, Bill Walsh, Steve Leonard
- STAFF PRESENT:** Guy West – Projects Division Manager, Manuel Gomez – Maintenance & Construction Director, Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette - Maintenance & Construction Assistant Director, Brian Gruner – Recreation and Special Events Director, Robert Carroll – General Services Director, Chuck Holland – Information and Resident Services Director, Carlos Rojas – Director of Operations, Rodger Richter – Project Manager, Azita Badri – Project Manager, Laurie Chavarria – Sr. Management Analyst, Sandra Spencer – Administrative Assistant

**1. Call to Order**

Chair Garthoffner called the meeting to order at 9:31 a.m. and stated that he didn't see a quorum of members yet but that additional committee members will log in soon so the meeting will continue.

**2. Acknowledgement of Media**

Chair Garthoffner noted no members of the media were present.

**3. Approval of the Agenda**

Chair Garthoffner asked that a discussion on the Community Center Third Floor Renovations be added as Item 11a. The agenda was approved as amended.

**4. Approval of Meeting Reports**

- a. Approval of Meeting Report for October 13, 2021
- b. Approval of Meeting Report for December 8, 2021

The meeting reports for October 13, 2021 and December 8, 2021 were approved as written.

## 5. Chair's Remarks

Chair Garthoffner reminded the committee that all contracts brought to the committee should be given serious consideration and in-depth review. The contracts involve large sums of money and care needs to be shown in the spending of funds.

## 6. Member Comments (Items Not on the Agenda)

Mr. Gomez requested that it be noted in the record that a quorum was present.

- A member commented about the desire to have the two archery clubs consulted in regard to the improvements being considered at Clubhouse 1.
- A member inquired as to when access would be allowed to the billiards room in Clubhouse 3.

Chair Garthoffner addressed the concern about the archery range and stated that there are no plans to make any changes at this time.

Mr. West verified that the billiards room in Clubhouse 3 is in the process of being beautified and would be completed and open for use in May of 2022.

## 7. Department Head Update

Mr. West commented that the pickleball court lighting project is scheduled to be complete by February 11, 2022.

### Consent:

*All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.*

## 8. Project Log

### Items for Discussion and Consideration:

## 9. SCE Charge Ready Application Status

Mr. Mejia presented an SCE Electrical Charging Application Status Update via PowerPoint and answered questions from the committee. Discussion ensued regarding the number of charging ports, the proposed locations and the costs associated with the installations. Committee members made suggestions about considering other locations, reducing the number of ports, and comments were offered regarding ADA Compliance, convenience of locations, funding source for the project, and potential income generation.

Staff was directed to have SCE continue with the review process with the same number of ports originally applied for and work with SCE to conduct site evaluations and develop conceptual designs. SCE would provide those services at no charge to GRF.

## **10. Moving of Bus Benches to Improve Pedestrian Movement**

Mr. Carroll presented a report proposing that in-house staff move twenty bus benches in 2022 and twenty in 2023 at a cost of \$46,200 per year. Discussion ensued regarding the price of each bench and the cost of installation, potential relocation of benches to reduce cost, the need to bring the United Board into the decision, original funding and maintenance responsibility belonging to GRF. For comparison, a bid was obtained from an outside contractor in the amount of \$119,372. Chair Garthoffner suggested that since this is a safety issue, work should be done as quickly as reasonably possible.

Staff was directed to bring an additional quote from another outside contractor to a future committee meeting. The quote should include the cost of installation and a less expensive style of bench, similar to the existing benches in the community. Chair Garthoffner will call a special meeting to expedite the resolution of this matter, if necessary.

## **11. Resident Services Space Plan – PowerPoint Presentation**

Mr. West presented a Call Center Space Planning presentation via PowerPoint. Discussion ensued regarding the proposed floor plan, furniture options, sound mitigation options, and costs to safely and comfortably accommodate 17 employees within the space. Mr. Holland elaborated on the design, answered questions from the committee and endorsed the proposed space plan. Mr. West provided a line-item estimate but stated that bids from contractors after an RFP could be much lower.

Staff was directed to bring a detailed cost estimate for the resident services call center space planning project to a future committee meeting.

### **11a. Third Floor Community Center Renovations**

Chair Garthoffner reminded the committee that in 2018, a plan was approved to renovate the third floor of the community center and \$750,000 was allocated for that project. The gym was subsequently moved to the first floor and now there is a new proposal to renovate the vacant space on the third floor. Chair Garthoffner asked for clarification on how much of the original allocation was spent.

Mr. Gomez presented a Community Center 3rd Floor Renovation presentation via PowerPoint and explained that the renovation is needed to improve efficiencies and facilitate adjacencies for staff in various divisions/departments. He reminded the committee that a contract award for the renovations will be discussed in closed session today.

Chair Garthoffner asked for a comprehensive space planning review of all the locations under consideration, including the table tennis area, to determine how to efficiently use the community center.

Staff was directed to arrange a meeting as soon as possible between staff, this committee, and the Recreation, Landscape, and M&C departments, to address space utilization issues before moving forward with any plan.

## **12. Building E Feasibility**

Mr. West presented a report on the background and description of the current conditions at Building E, including staffing accommodations via PowerPoint. Mr. West reiterated that estimated costs have not

been determined but that space for current and future additional staff would need to be included in the scope of work. Utility locations and the available footprint space would be considered when deciding where the new building would be located.

Staff was directed to wait until after the comprehensive space planning meeting before giving Rengel+co. any further direction on the project.

### **13. Golf Driving Range Turf**

Mr. West updated the committee on the history of the driving range conditions and the challenges that the golf maintenance staff face on a daily and seasonal basis regarding golf ball collection, drainage issues, and fencing. He reminded the committee that a contract for turf renovation will be discussed in closed session today.

### **Concluding Business:**

#### **14. Committee Member Comments**

- Discuss Broadband HVAC replacement at the next meeting
- Add MelRok Energy Measurement Efficiency System to next agenda
- All generators should be evaluated to ensure proper maintenance
- All advisors are permitted to attend the closed session if they have signed the Non-Disclosure Agreement
- A workshop meeting will be scheduled for March 9 at 9:30 a.m.

**15. Date of Next Meeting:** April 13, 2022

#### **16. Recess**

The meeting was recessed at 1:40 p.m.



\_\_\_\_\_  
Egon Garthoffner, Chair

Guy West, Staff Officer  
Telephone: (949) 268-2380  
Egon Garthoffner, Chair



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

**Monday, April 18, 2022 – 1:30 p.m.  
Board Room / Virtual Hybrid Meeting**

**REPORT**

**Members Present:** Chair Joan Milliman; Directors, Juanita Skillman, Annie McCary, Neda Ardani, Maggie Blackwell; Advisor, Carmen Pacella; Alternates Deborah Dotson, Lynn Jarrett

**Members Absent:** Directors James Cook, Ryna Rothberg; Advisors Theresa Frost, Tom Nash, Lucy Parker

**Others Present:** Elsie Addington, 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 March 21, 2022**

Approved by unanimous consent.

**5. Chair's Remarks**

Chair Milliman welcomed the committee to spring and highlighted the Village Breeze cover, which captures the season. She mentioned that the photographer is a resident in the Village. She thanked the Department of Media and Communications for producing this publication and all the other communications.

**6. Member Comments**

Richard Rader mentioned he tried to sign up for CNN+, but could not, because it requires the TV provider to be listed. Are there any plans to offer this programming? As a follow-up question, Mr. Rader asked if there is any possibility this channel could be streamed through the internet.

Mr. Ortiz stated this was considered about four or five years ago, and GRF Media and Communications Committee decided that this would be too expensive. He also thought this would be available as a pay streamed service.

## **Items for Discussion**

### **7. Media and Communications Report – Eileen Paulin**

Ms. Paulin stated it's been a busy month and it's getting busier as more amenities open back up. She highlighted from the Media and Communications Activities Report:

- The event at the Equestrian Center on April 16, which drew 500 people
- The 73 projects tracked, 125 posts to the website, the CEO's office fielding 400 to 500 phone calls and information@lagunavillage.com email address that gets utilized
- The April/May 2022 Village Breeze, which just mail dropped
- Targeted communications coming out of our department, such as the Manor Alterations newsletter every other week
- The CR&R trash rollout and new bulky-item collection process communicated in the magazine, email blast and on the message boards
- The third informational GRF Transportation meeting next month
- Strong open rates reported on iContact
- Overseeing all of the budget PowerPoint decks, Maintenance and Construction notices and Third Mutual's fumigation notices.

She mentioned that CEO Siobhan Foster has attended meetings with different gate groups and the Garden Villa Association. Ms. Paulin has accompanied her on these appearances. They plan to continue to go out and meet with these resident groups.

New resident orientations and docent tours are in person and running well. The request for new docents received a great response. The next step will be training the new docents. The attendance numbers are up for new resident orientations and the docent tours are full.

Ms. Paulin highlighted tasking completed by Village Television:

- "This Day" broadcasting six days a week
- The Monday, Friday and Saturday movies
- "Trading Post" show
- City Council meetings for City of Laguna Woods
- "Let's Talk Tech" show
- Over 2,000 minutes of original content

Ms. Paulin commended Chicago Club's video coverage of the History Center.

She discussed the Laguna Woods Art Association's participation in an Earth Month public awareness campaign in partnership with the El Toro Water District, the artist Wyland and the Municipal Water District of Orange County. Campaign artwork will be temporarily on display in the Community Center after which the Art Association will keep and display.

### **8. Website Ad Hoc Committee – Ellyce Rothrock**

Ms. Rothrock reported that at the April 5 GRF board meeting, resolution 90-22-18 was passed to approve the Website Ad Hoc Committee. As soon as we have the roster of committee members, we will go forward with regular meetings, focus groups and formal activities.

### **9. Broadband Services Report – Paul Ortiz**

Mr. Ortiz reported a 22% increase in subscriber count compared to a year ago. More people are watching Village Television and subscribing to the YouTube Channel. More people are streaming and using the internet to view a lot of their content. He also reported that pay channel subscriptions are down as residents are moving toward streaming services.

He reported that internet subscribers are converting to higher speeds because of the demand for bandwidth and demand for interaction with their device.

Mr. Ortiz mentioned the meeting that transpired with West Coast Internet and will have more information at a later date, adding that prices have not increased since 2014.

Mr. Ortiz stated Village Television is doing a wonderful job. The TV studio was recently honored to have Bob Eubanks as a guest, promoting a fitness device.

He announced that Village Television is producing a new show, "Did You Know?" hosted by Rebeca Gilad, who interviews people in our community from all over the world. P.J. Higgins, Cole Young and Mark Weiss are helping produce this program.

Mr. Ortiz mentioned some technical issues the studio has been having, but the head engineer and staff created a workaround. He commended the support of headend engineer John Nadal and the Broadband staff.

Director Skillman asked whether the international pay TV channels are streaming. Mr. Ortiz stated that he believed that some of those channels are available directly online and that those international channels retained their subscribers since they became available in the Village.

Director McCary asked whether the new Village Television program "Did You Know?" has already launched. Mr. Ortiz stated the premier aired in April and that the program airs on Sundays at 3:30 p.m. He added that they are in production on the May programs.

Director McCary asked about the technical issues. Mr. Ortiz explained some of the technical details with the router, server and cameras.

Mr. Ortiz mentioned that the Village Television studio acquired a desk from another local studio that moved and needed to offload some furniture. The division had budgeted to replace its decades-old studio desk for \$17,500, but estimated the one they acquired cost less than \$2,000.

Director Skillman thanked Village Television for the new table in the other part of the studio where she records the "Trading Post" show.

### **Items for Future Agendas**

Director Skillman asked about the Broadband Ad Hoc Committee. Ms. Paulin stated that they anticipate having a recommendation from The Broadband Group soon and added this to next month's agenda.

Ms. Paulin stated that for the advisor handbook, we need to schedule deadlines to get that project moving.

Ms. Paulin stated that staff is waiting to hear back from West Coast Internet. They are recommending a modest price increase, because the future direction of the industry is moving from cable to streaming.

### **Concluding Business**

#### **Committee Member Comments**

Advisor Pacella stated it was great to be back in person, adding that the more people you get in the seats, the more activity you'll have. He stated he and others who have commented are extremely happy with the Village Breeze and to keep up the good work. He thanked Mr. Ortiz for all his efforts.

Director Blackwell stated she thinks Media and Communications is one of the hardest working groups in the Village. This is phenomenal communication. The residents are learning. The Village Breeze, weekly reports and other communications are easy to read and accessible.

Director McCary agreed with Director Blackwell's comments on how communication is being delivered. She commended the work the staff is doing to produce good communications and consistent delivery. She thanked everyone for a smooth meeting.

Chair Milliman echoed what was said. She thanked all for a wonderful job and stated we're lucky to have the professional staff we have.

Ms. Paulin stated on behalf of the group that we like what we do and we're doing the best we can. She commended the synergy of every staff member present, in the studio and at Broadband Services.

Ms. Rothrock stated she feels very fortunate to work under Ms. Paulin's leadership, as the visionary for the department, and lucky to work with talented, wonderful colleagues.

Mr. Ortiz thanked everyone for their comments.

Director Ardani thanked everyone for a good meeting and the beautiful Village Breeze. She requested publishing again the chargeable services and alterations chart that was published in a past issue. She also requested an update on the trash bins and a discussion ensued.

Ms. Paulin received a trash update message during this meeting that CR&R will provide low-profile bins free of charge for residents who have expressed difficulty placing their trash in the new bins, which are 6 inches taller than previous bins. CR&R is manufacturing low-profile bins to accommodate resident requests. Send CR&R an email to request the low-profile bins.

Director Skillman stated we have no control over CR&R and requested encouraging residents to leave the organic trash cans where they are. If the bins are not where they're supposed to be on the CR&R drivers' route, they won't empty them.

Director Dotson thanked everyone for a great meeting and commended Mr. Ortiz and the team for being professional and a pleasure to work with.

Director Jarrett commended everyone on a good meeting, wonderful work and great communication.

**Date of Next Meeting – Monday, May 16, 2022, at 1:30 p.m.**

#### **Adjournment**

Chair Milliman adjourned the meeting at 2:28 p.m.

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



REPORT OF THE REGULAR MEETING OF THE  
GOLDEN RAIN FOUNDATION OF LAGUNA WOODS  
SECURITY AND COMMUNITY ACCESS COMMITTEE

The Regular Meeting of the Security and Community Access Committee was held on Monday, April 25, 2022 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

**MEMBERS PRESENT:** Don Tibbetts, Eric Nuñez, Craig Wayne, Annie McCary, Maggie Blackwell, Reza Karimi, Cash Achrekar, Margaret Bennett

**OTHERS PRESENT:** Grace Stencel, Mike Epstein, Vision Club, Elsie Addington, Bunny Carpenter, Debbie Dotson

**STAFF PRESENT:** Tom Siviglia, Jayanna Abolmoloki

**CALL TO ORDER**

Don Tibbetts, Chair, called the meeting to order at 1:30 PM.

**ACKNOWLEDGEMENT OF PRESS**

Media was not present.

**APPROVAL OF AGENDA**

By way of consensus, the Committee approved the agenda as presented.

**APPROVAL OF MEETING REPORT**

By way of consensus, the Committee approved the February 28, 2022 meeting report.

**CHAIRMAN'S REMARKS**

Chair Tibbetts acknowledged the new faces at the meeting, and he stated that the newest face was Chief Nuñez, who took over from Carlos Rojas. Chair Tibbetts explained that Mr. Rojas is now the Director of Operations for VMS.

**MEMBER COMMENTS ON NON-AGENDA ITEMS**

A resident asked the committee if there is a Drone policy in place, and where she can find it.

**RESPONSE TO MEMBER COMMENTS ON NON-AGENDA ITEMS**

Chair Tibbetts answered her question, and Jayanna Abolmoloki offered to send the policies to the resident via email.

Eileen Paulin, Director of Media and Communications, entered the meeting and discussed the Drone policy as well.

Members made comments and asked questions.

## **REPORTS**

### **Disaster Preparedness Task Force Report**

Chief Nuñez discussed the meeting report attached to the agenda packet. Chief Nuñez mentioned that the Disaster Preparedness Task Force has items and information on display at the Village Library during the month of April, and he encouraged the committee to view the display.

### **RV Update**

Chief Nuñez discussed the provided RV Lot parking statistics. Nuñez explained that the waiting list is based off of space size. Members made comments and asked questions.

### **Security Statistics**

Chief Nuñez explained the statistics provided within the agenda packet. Members made comments and asked questions.

## **ITEMS FOR DISCUSSION AND CONSIDERATION**

### **Solar Powered Stop Signs Staff Report**

Tom Siviglia paraphrased the staff report. Members made comments and asked questions. A motion was made for the staff report to be escalated to the GRF Board. By unanimous consent, the motion was approved.

### **“No Bicycle” Signs at Aliso Creek Park Committee Consideration**

Chief Nuñez explained the request made by a resident to have signs installed at Aliso Creek Park. A motion was made for the creation of a staff report, which would be presented back to the committee. By unanimous consent, the motion was approved.

## **ITEMS FOR FUTURE AGENDAS**

“No Bicycle” Signs at Aliso Creek Park Staff Report

## **CONCLUDING BUSINESS**

### **DATE OF THE NEXT MEETING**

The next meeting is scheduled for Monday, June 27, at 1:30 p.m. in a hybrid meeting on Zoom, and in the Board Room in the Laguna Woods Village Community Center.

### **ADJOURNMENT**

There being no further business to come before the Committee, Chair Tibbetts adjourned the meeting at 2:38 p.m.

Submitted by:

*Don Tibbetts*

Don Tibbetts (Apr 27, 2022 16:31 PDT)

Don Tibbetts, Chair

Apr 27, 2022

Date

**REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN  
FOUNDATION DISASTER PREPAREDNESS TASK FORCE**

**Tuesday, March 29 2022 9:30 AM**

**VIRTUAL MEETING**

**MEMBERS PRESENT:** Acting Chair: Tom Siviglia, Juanita Skillman, Sandy Benson, Donna Rane-Szostak, John Frankel, Jim Riedel, Bruce Bonbright, Diane Casey, Grace Stencel, James Cook, Sue Stephens

**OTHERS PRESENT:** Doug Gibson

**STAFF PRESENT:** Jayanna "JJ" Abolmoloki

**THE MEETING WAS CALLED TO ORDER:** 9:31 AM

**ACKNOWLEDGEMENT OF THE PRESS:** None present.

**APPROVAL OF THE AGENDA:** By consensus, the agenda was approved.

**APPROVAL OF MEETING REPORT:** By consensus, the meeting report was approved.

**CHAIRS REMARKS:** Chair Tom Siviglia shared that he is standing-in as the Chair for this meeting while VMS is still in the process of hiring a new Security Director. Tom also shared that the Tower's Repeater was supposed to be installed yesterday. However, it was delayed due to the rain.

**MEMBER COMMENTS:** A Member of the Gate 11 club, reported that their next meeting will be held on April 12<sup>th</sup>, 2022 from 9:00 AM to Noon. He gave the committee an open invitation to attend. The Member also stated that they are continuing to recruit Good Neighbor Captains as well.

**REPORTS**

**RADIO & COMMUNICATIONS:** Bruce Bonbright reported that the radio drill went very well, and that 15 out of 16 participants responded. The one member who did not respond will have her radio examined by Tom Siviglia to ensure it is working properly.

**OFFICE MANAGER/ADVISOR:** Grace Stencel stated that she is reporting on behalf of Tom Soule for this meeting. Grace reported that the deposits for March

came out to a total of \$300.00. Grace also shared that the sales for March to-date come out to a total of \$351.00. She reported that the most popular items in March were personal survival kits, water heater hoses, and car kits. Grace shared that the Office currently has 5 active volunteers, but they are hoping to have a few more along with some substitutes. Grace shared that the current advertising is working, and that there were 44 walk-ins in March.

Grace shared that she and a neighbor, who is a registered nurse, are visiting each Clubhouse cabinet to ensure uniformity in supplies and set-up, and they are creating a list of what needs to be ordered for each cabinet. Grace encouraged the committee members to view the Disaster Prep display in the Village Library during the month of April. Grace concluded by reminding the committee that Building Damage forms are no longer used by Good Neighbor Captains.

**RECRUITMENT / RETENTION / TRAINING:** Juanita Skillman shared that she and Sandy Benson will be at the Village Bazaar again on April 2<sup>nd</sup>, 2022.

**GRF BOARD:** Gan Mukhopadhyay introduced himself as a new member of the committee, and shared that he did not have anything to report.

**UNITED BOARD:** No report.

**THIRD BOARD:** Donna Rane-Szostak stated that she would like to share the Involvement Opportunities Document with the Third Board. James Cook introduced himself as a new member of the committee and shared his professional background.

**TOWERS:** Sue Stephens reported that the Towers has a total of 56 Floor Captains, and that she will send the roster to Juanita Skillman and JJ Abolmoloki.

**PET EVACUATION SUBMIT COMMITTEE:** Sandy Benson reported that she will be at the Village Bazaar with Juanita Skillman on April 2<sup>nd</sup>, 2022 at Clubhouse 5. Sandy also shared that she has 100 File of Life packages to hand-out, 250 "Pet Inside" stickers, and 250 brochures regarding pet preparedness to hand-out at the Bazaar. Sandy thanked JJ Abolmoloki for taking-on the responsibility of maintaining the list of confidential resident information regarding the Pet Evacuation Sub Committee.

## **DISCUSSIONS AND CONSIDERATIONS**

**FIRE AVERT PROGRAM UPDATE:** Tom Siviglia reported that he has 3 more devices to install. However, they have experienced an issue with the

plugs due to some manors having uncommon insertion types. Tom shared that one current participant experienced the device in action when they accidentally burnt bacon on the stove. The participant stated that the device performed exactly as it should have. Members made comments and asked questions.

**INVOLVEMENT OPPORTUNITIES DOCUMENT:** Tom Siviglia explained the attached document, which lists 5 different ways residents may participate in the Disaster Preparedness Task Force. Tom shared that this was requested at the last meeting. He thanked JJ Abolmoloki for creating the document.

**MEMBER COMMENTS:**

Juanita Skillman stated that she believes the Disaster Tas Force needs more publicity. Juanita stated she will bring figures for purchasing branded tablecloths and/or banners to the next meeting.

Diane Casey stated that the Red Cross is typically assigned to specific areas, and that she would check to see if Laguna Woods has anyone assigned to them.

Gan Mukhopadhyay volunteered to assist in assessing building structures.

Tom Siviglia thanked everyone for their participation, and stated that the time spent is very valuable even if most residents don't realize it.

**NEXT MEETING: May 31, 2022 at 9:30 AM**

**ADJOURNMENT: 10:01 AM**

Submitted By:

*Tom Siviglia*

Mar 31, 2022

Tom Siviglia, Acting Committee Chair

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