

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

**November 1, 2011**

The Regular Meeting of the Golden Rain Foundation of Laguna Woods Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, November 1, 2011, at 9:30 A.M., at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Jim Matson, Lloyd Foster, Don Tibbetts, Ruth May, Ken Hammer, Patrick Murphy, Lynne Dvorak, Ray Gros, Burns Nugent, Bevan Strom, Bob Hatch

Directors Absent: None

Others Present: Jerry Storage, Patty Kurzet  
*Executive Session:* Jerry Storage, Cris Robinson, Patty Kurzet

Designated Representative  
from Mutual Fifty: None

**CALL TO ORDER**

President Jim Matson served as Chair of the meeting and stated that it was a regular meeting held pursuant to notice duly given and that a quorum was present. The meeting was called to order at 9:30 A.M.

A moment of silence and reflection was held to honor our US Troops who are serving our Country, and for those who are in harm's way.

**PLEDGE OF ALLEGIANCE TO THE FLAG**

Director Murphy led the membership in the Pledge of Allegiance to the Flag.

**ACKNOWLEDGEMENT OF PRESS**

A freelance reporter was not present, and the Channel 6 Camera Crew, by way of remote cameras, was acknowledged as present.

**APPROVAL OF AGENDA**

Without objection, the agenda was approved as amended by removing Agenda item 10(d) *Approve Request from Old Pros to Use Portion of Old Clubhouse Four Bridge Room for Storage*, placing it under the Community Activities Committee Report for discussion.

**APPROVAL OF MINUTES**

The Board reviewed and approved without objection the minutes of the Special Meeting of September 27, 2011, the Regular Meeting of October 4, 2011, and the Special Meeting of October 25, 2011.

### **CHAIR'S REPORT**

President Matson recognized Directors Nugent, Hatch, and May whose terms have expired and thanked them for their service on the Board. President Matson stated that his term also expired and that he is re-running for the Board.

### **GENERAL MANAGER'S REPORT**

Mr. Storage updated the membership on the ongoing GRF projects within the Community.

### **OLD BUSINESS**

The Secretary of the Corporation, Director Lynne Dvorak, read a proposed resolution approving the revised Recreation Division Policy with respect to "Section V (A) – Fundraising", which was postponed from last month to satisfy the 30-day notification requirement. Director Dvorak moved to approve the resolution. Director May seconded the motion.

By a vote of 10-0-0, the motion carried and the Board of Directors adopted the following resolution:

### **RESOLUTION 90-11-114**

**WHEREAS**, the Board of Directors of this Corporation adopted Resolution 90-07-81 on November 6, 2007, which approved Section I of the new Recreation Division Policy with respect to "General Recreation;" and

**WHEREAS**, in the interest of simplifying the Recreation Division Policy, recommendation has been made by GRF's legal counsel to revise the policy with respect to clubs and organizations;

**NOW THEREFORE BE IT RESOLVED**, November 1, 2011, that the Board of Directors of this Corporation hereby approves the revised Recreation Division Policy with respect to "Section V (A) - Fundraising", effective November 1, 2011 by revising the paragraph as stated below:

- A. Residents and clubs/organizations may have fundraising events at GRF facilities to benefit their own club or organization or for charitable purposes. No special approval is required and no GRF fundraising fees are applicable. Bingo where any money or prizes change hands will require a City permit. Other games of chance must be held in accordance with the California Penal Code and guidelines established by the State Attorney General's Office.

**RESOLVED FURTHER**, Resolution 90-07-81 adopted November 6, 2007 is hereby amended, and Resolution 90-10-99 adopted December 7, 2010 is amended; 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.

The Secretary of the Corporation read a proposed resolution approving the revised Recreation Division Policy with respect to "Section VI (A) - Gambling", which was postponed from last month to satisfy the 30-day notification requirement. Director Dvorak moved to approve the resolution. Director Hatch seconded the motion.

Members Isabel Muennichow (5285) and Maxine McIntosh (68-C) asked that the Board further explain the revisions.

By a vote of 10-0-0, the motion carried and the Board of Directors adopted the following resolution:

**RESOLUTION 90-11-115**

**WHEREAS**, the Board of Directors of this Corporation adopted Resolution 90-07-81 on November 6, 2007, which approved Section I of the new Recreation Division Policy with respect to "General Recreation;" and

**WHEREAS**, a recommendation has been made by the Community Activities Committee to make additional changes to further accommodate the needs of the residents;

**NOW THEREFORE BE IT RESOLVED**, November 1, 2011, that the Board of Directors of this Corporation hereby approves the revised Recreation Division Policy with respect to "Section VI (A) - Gambling", effective November 1, 2011 by removing the words "GRF approved"; and

**RESOLVED FURTHER**, Resolution 90-07-81 adopted November 6, 2007 is hereby amended; 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.

The Secretary of the Corporation read a proposed resolution approving the revised Recreation Division Policy with respect to "Section XIII A.2. - Clubhouses and Community Center Recreation Rooms," which was postponed from last month to satisfy the 30-day notification requirement. Director Dvorak moved to approve the resolution. Director Hatch seconded the motion.

Member Pat Feeney (2399-1E) spoke to the resolution.

By a vote of 10-0-0, the motion carried and the Board of Directors adopted the following resolution:

**RESOLUTION 90-11-116**

**WHEREAS**, the Board of Directors of this Corporation adopted Resolution 90-07-81 on November 6, 2007, which approved Section II of the new Recreation Division Policy with respect to "General Recreation;" and

**WHEREAS**, a recommendation has been made by the Community Activities Committee to make additional changes to further accommodate the needs of the residents;

**NOW THEREFORE BE IT RESOLVED**, November 1, 2011, that the Board of Directors of this Corporation hereby approves the revised Recreation Division Policy with respect to "Section XIII A.2. - Clubhouses and Community Center Recreation Rooms", November 1, 2011, by removing the word "approved"; and

**RESOLVED FURTHER**, Resolution 90-07-81 adopted November 6, 2007 is hereby amended; 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.

The Secretary of the Corporation read a proposed resolution approving the Open House Directional Uniform Signage Policy which was postponed from last month to satisfy the 30-day notification requirement. Director Dvorak moved to approve the resolution. Director Foster seconded the motion and discussion ensued.

Members Mary Stone (356-C), Sy Wellikson (5026), and Ron Beldner (203-C) commented on the resolution.

Without objection, the Board agreed to replace the word "purchasing" with "providing" under number 5.

By a vote of 10-0-0, the motion carried and the Board of Directors adopted the following resolution as amended:

**RESOLUTION 90-11-117**

**WHEREAS**, the GRF Maintenance and Construction Committee has recommended allowing Open House directional signage with the intention of improving the marketability of cooperatives and condominiums in Laguna Woods Village; and

**WHEREAS**, providing directional signage to a particular cul-de-sac to a scheduled Open House will help guide traffic to the cooperative or condominium for sale or rent; and

**WHEREAS**, United Laguna Hills Mutual and Third Laguna Hills Mutual allow signage for Open Houses held every Saturday and Sunday between the hours of 11:00 A.M. and 4:00 P.M.; and

**NOW THEREFORE BE IT RESOLVED**, November 1, 2011, the Board of Directors of this Corporation hereby adopts the following Open House Directional Uniform Signage Policy:

1. Directional signs shall be with 24" x 9" corrugated plastic with vinyl lettering and adhere to the GRF approved colors, font and logo;
2. Directional signs shall be placed at GRF street intersections to direct traffic to a specific cul-de-sac. There shall be one sign per direction with a maximum of three signs per intersection;
3. Directional signage can be posted for authorized Open Houses which are held on Saturday and Sunday between the hours of 11:00 A.M. and 4:00 P.M.;
4. Directional signage may be posted on the day of the Open House no earlier than 10:00 A.M., and must be removed no later than 5:00 P.M., of the same day;
5. Realtors shall be responsible for ~~purchasing~~ **providing** the signs and shall adhere to the specifications in accordance with this resolution;
6. Non-conformance to this policy shall result in removal of sign from premises;
7. Non-residents must be accompanied by a licensed real estate agent approved for Laguna Woods Village entry; or granted access by the Seller/Resident of the property; and

**RESOLVED FURTHER**, that members selling their properties "For Sale By Owner" shall be required to comply with the same guidelines as Realtors; 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.

The Secretary of the Corporation read the following proposed resolution approving the revised Recreation Division Policy with respect to "Section XIII(J).2.C.2. - Clubhouses and Community Center Recreation Rooms (flyers/posters):"

**RESOLUTION 90-11-**

**WHEREAS**, the Board of Directors of this Corporation adopted Resolution 90-07-81 which approved the new Recreation Division Policy, Section I "General Recreation" & Section II "Use of Clubhouses and Community Center Rooms"; and

**WHEREAS**, a recommendation has been made by the Community Activities Committee to make additional changes to further accommodate the needs of the residents;

**NOW THEREFORE BE IT RESOLVED**, December 6, 2011, that the Board of Directors of this Corporation hereby approves the revised Recreation Division Policy with respect to "Section XIII(J).2.C.2. - Clubhouses and Community Center Recreation Rooms (flyers/posters)," effective December 6, 2011 by adding the following paragraph:

- (2) This area may also be used by those who have performances scheduled in the Clubhouse Three auditorium.

**RESOLVED FURTHER**, that Resolution 90-11-70 adopted August 2, 2011 is hereby superseded and cancelled, and Resolution 90-07-81 adopted November 6, 2007 is hereby amended; 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.

Director Dvorak moved to approve the resolution. Director Hatch seconded the motion.

Director Foster moved to postpone the motion to the December meeting to satisfy the 30-day notification requirements. Director May seconded the motion and the motion carried unanimously.

The Secretary of the Corporation read the following proposed resolution approving the revised Recreation Division Policy with respect to "Section XIII.A.3. - Clubhouses and Community Center Recreation Rooms:"

**RESOLUTION 90-11**

**WHEREAS**, the Board of Directors of this Corporation adopted Resolution 90-07-81 on November 6, 2007, which approved Section II of the new Recreation Division Policy with respect to "General Recreation;" and

**WHEREAS**, a recommendation has been made by the Community Activities Committee to make additional changes to further accommodate the needs of the residents;

**NOW THEREFORE BE IT RESOLVED**, December 6, 2011, that the Board of Directors of this Corporation hereby approves the revised Recreation Division Policy with respect to "Section XIII.A.3. - Clubhouses and Community Center Recreation Rooms" (making reservations), December 6, 2011, by adding the following paragraph:

3. Reservations are not permitted in any clubhouse main lounge for more than two Saturday nights per month by any one club, organization, or resident. The remaining two or three Saturday nights at each facility will be available for one time reservations only.

**RESOLVED FURTHER**, Resolution 90-07-81 adopted November 6, 2007 is hereby amended; 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.

Director Dvorak moved to approve the resolution. Director Hammer seconded the motion and discussion ensued.

Without objection, the Board agreed to remove the word "approved" under paragraph 2 in the proposed policy.

Member Miriam Kahn (5483-C) addressed the Board on the resolution.

Director Foster moved to postpone the motion to the December meeting to satisfy the 30-day notification requirements. Director Gros seconded the motion and the motion carried unanimously.

The Secretary of the Corporation read a proposed resolution revising the Trust Facilities Fee policy. Director Dvorak moved to approve the resolution. Director Foster seconded the motion.

Member Barbara Copley (410-D) spoke to the revision.

By a vote of 9-1-0 (Director May opposed), the motion carried and the Board of Directors adopted the following resolution:

**RESOLUTION 90-11-118**

**WHEREAS**, as Trustee of the Golden Rain Foundation Trust, the Board of Directors of the Golden Rain Foundation is required to maintain and improve the recreational and other amenities available to all residents of Laguna Woods Village; and

**WHEREAS**, the Board of Directors finds that reinstatement of the capital contribution to the Trust originally required to be made for each manor sold will ensure the continuation of the amenities that make Laguna Woods Village unique;

**NOW THEREFORE BE IT RESOLVED**, November 1, 2011, that as Trustee of the Golden Rain Foundation Trust, a declaration of Trust recorded March 6, 1964, the Board will impose a fee, to be known as the "Trust Facilities Fee", in accordance with all terms and conditions contained in this policy statement and in California Civil Code §1368(c)(2) (as amended by Senate Bill 1128, Stats 2010 Chapter 322, §2, effective January 1, 2011), on all transactions involving the purchase of a separate interest in any of the Trustors' common interest developments (United Laguna Hills Mutual, Third Laguna Hills Mutual and Mutual 50, each of which is hereinafter referred to as a "Trustor") within the City of Laguna Woods, as an obligation of the purchaser(s).

**RESOLVED FURTHER**, the Trust Facilities Fee will be a fixed amount, as determined from time to time by the Trustee of the Golden Rain Foundation Trust. The entirety of each such fee, when and as paid by the purchaser(s), shall be deposited into the Trust Facilities Fund Reserve Account and shall be applicable to all such transactions, excluding the following transfers of a separate interest:

1. Where at least one of the purchasers has paid a Trust Facilities Fee to the Golden Rain Foundation Trust at any time prior to the close of escrow on the purchase of a separate interest;
2. Where ownership of a separate interest is joined between a current beneficiary of a Trustor and a non-beneficiary spouse, domestic partner or other relative of such beneficiary;
3. Where ownership of a separate interest is transferred to a non-beneficiary of a Trustor by gift or through inheritance from a beneficiary of a Trustor;
4. Where ownership of a separate interest is transferred by a beneficiary of a Trustor to the current qualifying resident (as defined in the Bylaws of each Trustor) of the separate interest, where the transferor has never been a qualifying resident and has previously paid a Trust Facilities Fee; or
5. Where ownership of a separate interest is being transferred to a trust whose settlor or principal beneficiary is the transferor, or to another trust for estate planning purposes.

**RESOLVED FURTHER**, effective with escrows opened, or purchase contracts signed, on or after January 1, 2012, the Trust Facilities Fee shall be set at \$1,500.00 until modified by the Trustee; and

**RESOLVED FURTHER**, in accordance with California Civil Code §1368(c)(2)(B)(iii), each new purchase of a separate interest in any of the Trustors' common interest developments within the City of Laguna Woods to which this Trust Facilities Fee applies (i.e., all new purchases other than a transfer qualifying for any of the exclusions set forth in subparagraphs 1-5 above), shall in compliance with California Civil Code §1368(c)(2)(B)(iii), have the option to either:

- (i) pay the fee in its entirety at the time of transfer; or
- (ii) pay the fee amount pursuant to an installment payment plan for a period of seven (7) years.

If the purchaser elects to pay the fee in installment payments under the second of the above statutorily permitted options, then the Trustee may also collect additional amounts not to exceed the actual costs for billing and financing on the amount owed (as set forth below, and in compliance with the Davis-Stirling Act, as the same may be amended from time to time), and if the purchaser sells their separate interest prior to the end of the installment payment plan period, he or she shall pay the remaining balance of the fee owed to the Trustee prior to transfer. **A fee of \$10 will be imposed for any late payments.**

The Golden Rain Foundation Board shall assess a one-time fee for the preparation and recording of the promissory note. The Golden Rain Foundation Board shall also assess a monthly handling fee of \$3.00 until later modified by the Board and interest, if applicable, at the minimum rate allowed by law. The monthly payment of the Trust Facilities Fee, the monthly handling fee and interest, if applicable, shall be due on the 1st day of each month; and

**RESOLVED FURTHER**, Resolution 90-11-87, adopted September 6, 2011 is hereby superseded and cancelled; 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.

## **NEW BUSINESS**

The Secretary of the Corporation read a proposed resolution adopting a rain event action plan. Director Dvorak moved to approve the resolution. Director Foster seconded the motion and discussion ensued.

Members Pat Feeney (2399-1E), Bud Nesvig (2392-3H), Carol Skydell (3070-B), Roberta Berk (933-B), Isabel Muennichow (5285), and Kathryn Freshley (5490-N) spoke to the rain event plan.

By a vote of 9-1-0 (Director Hatch opposed), the motion carried and the Board of Directors adopted the following resolution:

**RESOLUTION 90-11-119**

**WHEREAS**, in an effort to prepare Laguna Woods Village for the upcoming and future rain seasons, procedures and safety policies have been compiled that identifies tasks and responsibilities for the Security, Landscape, and Maintenance Divisions during a rain event;

**NOW THEREFORE BE IT RESOLVED**, November 1, 2011, that the Board of Directors of this Corporation hereby adopts the Laguna Woods Village Rain Event Action Plan as attached to the official minutes of this meeting; and

**WHEREAS**, if the Laguna Woods Village Disaster Plan is activated, as a result of flooding during a severe storm, the procedures outlined in the Rain Event Action Plan will be superseded; 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.

The Board discussed a request from a Third Mutual Board Director for GRF to approve the use of the Board Room to hold a Robert's Rules of Order seminar for the Boards of Directors. Without objection, the Board agreed to allow the seminar to be held.

**CONSENT CALENDAR**

The Consent Calendar was approved as amended with Director Strom opposing, and the Board took the following actions:

**Community Activities Committee Recommendations:**

**RESOLUTION 90-11-120**

**WHEREAS**, the existing ice machine at Clubhouse 6 runs out of ice during events with bar service and catering and it needs replacing; and

**WHEREAS**, the proposed machine has a head unit and a bin which would require the countertop at the bar to be modified;

**NOW THEREFORE BE IT RESOLVED**, November 1, 2011, that the Board of Directors of this Corporation hereby approves to replace the

Clubhouse 6 ice machine with a larger capacity machine at a cost of \$3,500 utilizing the operations budget; 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.

**RESOLUTION 90-11-121**

**WHEREAS**, a resident made a reservation at the exception rate on behalf of West Coast Professional Talent to hold its annual talent entertainment showcase for March 19, 2012 in Clubhouse Five; and

**WHEREAS**, the entertainment showcase is a commercial program, wherein the entertainers who participate pay the organizer \$150 for a 10 minute time slot on the program and the audience has the opportunity to book the entertainers for their future events, and the Recreation Division policy prohibits such events; and

**NOW THEREFORE BE IT RESOLVED**, November 1, 2011, that the Board of Directors of this Corporation hereby agrees that the value of the benefit the showcase event brings outweighs the policy prohibiting commercial programs; and hereby approves the use of Clubhouse Five on March 19, 2012 on behalf of West Coast Professional Talent to hold an entertainment showcase at the exception rate of \$550; and

**RESOLVED FURTHER**, that the resident who books the reservation shall be responsible for arranging gate clearance for non-residents; 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.

**RESOLUTION 90-11-122**

**RESOLVED**, November 1, 2011, that the Board of Directors of this Corporation hereby approves the request of AARP to hold its Driver Safety Program at Clubhouse One and Clubhouse Five in 2012; and

**RESOLVED FURTHER**, that the room rental fee shall be waived provided that the classes are for residents only and who shall be charged for materials only; and

**RESOLVED FURTHER**, that Resolution 90-11-74 adopted August 2, 2011 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 the purpose of this resolution.

**RESOLUTION 90-11-123**

**WHEREAS**, the Community Center Fitness Center is currently open and available to all members of the Community from 6 A.M. – 5 P.M on Monday, Wednesday, and Friday; 6 A.M. – 7 P.M. on Tuesday and Thursday; 7 A.M. – 2 P.M. on Saturday, and closed on Sunday; and

**WHEREAS**, the use of the facility has grown significantly in recent years and the busiest usage time is during the first hour of the day;

**NOW THEREFORE BE IT RESOLVED**, November 1, 2011, that the Board of Directors of this Corporation hereby extends the Community Center Fitness Center operational hours an additional hour a week opening up at 6 A.M. on Saturdays; and

**RESOLVED FURTHER**, that the cost to provide staff members for the additional hour is \$1,750, resulting in an unbudgeted operating expense and shall be included in future business plans; and

**RESOLVED FURTHER**, that Resolution 90-08-70, adopted October 7, 2008 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 the purpose of this resolution.

**COMMITTEE REPORTS**

Director Nugent gave the Treasurer's and Finance Committee reports.

Director May reported from the Government and Public Relations Committee.

Director Ken Hammer reported from the Bus Services Committee.

Director Lynne Dvorak reported from the Community Activities Committee.

The Secretary of the Corporation read the following proposed resolution approving the revised Recreation Division Policy with respect to "Section II, Paragraph XIII.I.1.a – d - Use and/or Rental of Clubhouse Lockers:"

**RESOLUTION 90-11**

**WHEREAS**, the Board of Directors of this Corporation adopted Resolution 90-07-81 on November 6, 2007, which approved Sections I and II of the

new Recreation Division Policy with respect to “General Recreation” and “Use of Clubhouses and Community Center Rooms;” and

**WHEREAS**, a recommendation has been made by the Community Activities Committee to make additional changes to further accommodate the needs of the residents;

**NOW THEREFORE BE IT RESOLVED**, December 6, 2011, that the Board of Directors of this Corporation hereby approves the revised Recreation Division Policy with respect to “Section II, Paragraph XIII.I.1.a – e - Use and/or Rental of Clubhouse Lockers ~~or Storage~~” by making the following changes:

1. There are a variety of lockers available for residents’ use in the community recreational facilities. Some of these lockers have a fee associated with them, in accordance with the GRF Pricing Policy for lockers. The following is a list of lockers associated with a fee.
  - a. Billiard Room Lockers
  - b. Clubhouse Four Jewelry Room Lockers
  - c. Clubhouse Four Outdoor Lockers
  - d. Table Tennis Lockers
  - e. **Golf Bag Storage Lockers**

**RESOLVED FURTHER**, that Resolution 90-07-81 adopted November 6, 2007 is hereby amended, and Resolution 90-10-102, adopted December 7, 2010 is hereby superseded and cancelled; 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.

Director Dvorak moved to approve the resolution. Director Hammer seconded the motion and discussion ensued.

Without objection, the Board agreed to remove the word “or storage” from the resolution.

Director Foster made a motion to postpone the resolution as amended to the December meeting to satisfy the 30-day notification requirement. Director Tibbetts seconded the motion. By a vote of 8-1-1 (Director Strom opposed and Director May abstained), the motion carried.

The Secretary of the Corporation read the following proposed resolution approving the revised GRF Pricing Policy relative to Locker Rental Fees:

**RESOLUTION 90-11**

**WHEREAS**, according to Resolution G-89-115, which established guidelines for shared costs and fees, certain fees can be imposed upon users of various recreational facilities in order to control crowding and minimize over-usage, and to recover operating costs; and

**WHEREAS**, by way of Resolution 90-06-32, the Board of Directors adopted a Recreation Division Fee Schedule which lists fees charged to residents and non-residents to use GRF shared facilities; and

**NOW THEREFORE BE IT RESOLVED**, December 6, 2011, that the Board of Directors of the Corporation hereby adopts the GRF Pricing policy relative to Locker Rental Fees:

**Locker Rental Fees**

- A non-refundable Locker Rental Fee shall be charged, annually, for each type of locker for which a fee is associated per Recreation Division Policy Section II, Paragraph XIII.I.1.a – e.
- The fee shall be based on the annualized estimated replacement cost, the estimated annual maintenance and administrative costs, and 1% shared (subsidized) by the community at large, and rounded up to the nearest dollar.
- The fee will be adjusted annually on the basis of changes to the estimated replacement, maintenance, and administrative costs, and percentage(s) shared by the community at large.
- The GRF Board of Directors will periodically review the estimated annual cost of each locker type and determine what shared percentage to apply in order to maintain an equitable and reasonable division between the user and the monthly assessment (per Resolution G-89-115, Guidelines for Shared Costs and Fees).

**RESOLVED FURTHER**, that Resolution 90-06-32 adopted May 2, 2006 is hereby amended (Recreation Division Fee Schedule) as to the Locker Rental Fees, and Resolution 90-10-103 adopted December 7, 2010 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 the purpose of this resolution.

Director Dvorak moved to approve the resolution. Director Hatch seconded the motion and discussion ensued.

Members Mike Epstein (2245-D), Maxine McIntosh (68-C), Kathryn Freshley (5490-N), and Bud Nesvig (2392-3H) commented on the proposed policy.

Director Foster moved to refer the resolution back to the Community Activities Committee. Director Hammer seconded the motion and the motion carried unanimously.

The Secretary of the Corporation read the following proposed resolution approving the revised Recreation Division Policy with respect to "Section IV - Clubs and Organizations:"

**RESOLUTION 90-11**

**WHEREAS**, the Board of Directors of this Corporation adopted Resolution 90-07-81 on November 6, 2007, which approved Section I of the new Recreation Division Policy with respect to "General Recreation;" and

**WHEREAS**, a recommendation has been made by the Community Activities Committee to make additional changes to further accommodate the needs of the residents;

**NOW THEREFORE BE IT RESOLVED**, December 6, 2011, that the Board of Directors of this Corporation hereby adopts and approves the revised Recreation Division Policy, as attached to the minutes of this meeting, with respect to "Section IV - Clubs and Organizations," effective December 6, 2011; and

**RESOLVED FURTHER**, Resolution 90-07-81 adopted November 6, 2007 is hereby amended; 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.

Director Dvorak moved to approve the resolution. Director Foster seconded the motion and discussion ensued.

Members Isabel Muennichow (5285) and Maxine McIntosh (68-C) commented on the proposed policy.

Director Dvorak moved to postpone the resolution to the December meeting to satisfy the 30-day notification requirement. Director May seconded the motion and the motion carried by a vote of 9-0-1 (Director Strom abstained).

The Secretary of the Corporation read the following proposed resolution approving the revised Recreation Division Policy with respect to "Section II A - Use of GRF Recreation Facilities:"

**RESOLUTION 90-11**

**WHEREAS**, the Board of Directors of this Corporation adopted Resolution 90-07-81 on November 6, 2007, which approved Section I of the new Recreation Division Policy with respect to "General Recreation;" and

**WHEREAS**, a recommendation has been made by the Community Activities Committee to make additional changes to further accommodate the needs of the residents;

**NOW THEREFORE BE IT RESOLVED**, December 6, 2011, that the Board of Directors of this Corporation hereby approves the revised Recreation Division Policy with respect to "Section II A - Use of GRF Recreation Facilities", effective December 6, 2011 by removing the words "GRF authorized"; and

**RESOLVED FURTHER**, Resolution 90-07-81 adopted November 6, 2007 is hereby amended; 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.

Director Dvorak moved to approve the resolution. Director Hammer seconded the motion.

Director Foster moved to postpone the resolution to the December meeting to satisfy the 30-day notification requirement. Director May seconded the motion and the motion carried with Director Strom abstaining.

The Secretary of the Corporation read the following proposed resolution approving the revised Recreation Division Policy with respect to "Section XIII.D.3.b - Clubhouses and Community Center Recreation Rooms (Ticket Sales and Distribution):"

**RESOLUTION 90-11**

**WHEREAS**, the Board of Directors of this Corporation adopted Resolution 90-07-81 on November 6, 2007, which approved Section II of the new Recreation Division Policy with respect to "General Recreation;" and

**WHEREAS**, a recommendation has been made by the Community Activities Committee to make additional changes to further accommodate the needs of the residents;

**NOW THEREFORE BE IT RESOLVED**, December 6, 2011, that the Board of Directors of this Corporation hereby approves the revised Recreation Division Policy with respect to "Section XIII.D.3.b. -

Clubhouses and Community Center Recreation Rooms” (Ticket Sales and Distribution), December 6, 2011, by revising the following paragraph:

- b. Upon request, sponsoring clubs and organizations, and outside rentals may be issued tickets on consignment for up to ~~10-25~~ percent of the total number of tickets.

**RESOLVED FURTHER**, Resolution 90-07-81 adopted November 6, 2007 is hereby amended; 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.

Director Dvorak moved to approve the resolution. Director Hatch seconded the motion and discussion ensued.

Director Foster amended the motion to change the percentage from 25% to 10%. Director Hammer seconded the motion and discussion ensued.

Members Maxine McIntosh (68-C), Ron Beldner (203-C), Carol Skydell (3070-B), Roberta Berk (933-B), Linda Wilson (816-P), and Mary Stone (356-C) spoke to the amendment.

By a vote of 4-6-0 (Directors Strom, Nugent, Foster, and Tibbetts voted in favor), the amendment failed.

Director Dvorak moved to postpone the resolution to the December meeting to satisfy the 30-day notification requirement. Director May seconded the motion and the motion carried with Director Strom abstaining.

The Secretary of the Corporation read a proposed resolution establishing a policy for transferring computer equipment. Director Dvorak moved to approve the resolution. Director Foster seconded the motion.

By a vote of 10-0-0, the motion carried and the Board of Directors adopted the following resolution:

#### **RESOLUTION 90-11-124**

**WHEREAS**, each year the Recreation Division operating budget includes funding for equipment additions and replacements in the Computer Learning Center. When computers are replaced, the GRF asset disposal policy requires that obsolete equipment be auctioned off for sale, except when users from other facilities learn of computers being retired from the

Learning Center and request the used computers be transferred to other GRF facilities with the Board's approval; and

**WHEREAS**, in order to minimize administrative costs and to make the transfer of assets more expedient, a transfer policy for computer equipment from the Computer Learning Center to other GRF facilities should be established;

**NOW THEREFORE BE IT RESOLVED**, November 1, 2011, that the Board of Directors of this Corporation hereby establishes the following policy for transferring computer equipment from the Computer Learning Center for use at other GRF facilities:

- GRF computers located at the Computer Learning Center that are scheduled for disposal could be transferred to other GRF facilities at the discretion of the GRF Community Activities Committee.
- Allow users of GRF facilities throughout the Community to benefit from the use of computers without GRF purchasing additional computers, as long as the number of computers remains constant.
- If additional computers are required, requests should be processed through the normal business plan process. When the computers become obsolete to the GRF facility, the obsolete computers would follow the normal GRF disposal procedure of going to the Warehouse for sale at auction.

**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.

The Secretary of the Corporation read a proposed resolution authorizing supplemental appropriations totaling \$121,400 to perform renovations at Clubhouse 6. Director Dvorak moved to approve the resolution. Director Gros seconded the motion and discussion ensued.

Director Strom amended the motion to approve Alternative 2: Appropriate Supplemental Funds to Proceed with the Clubhouse 6 Renovation as outlined in the 2010 Capital Plan. Director Foster seconded the motion and discussion ensued.

Member Roberta Berk (933-B) commented on the resolution.

By a vote of 3-7-0 (Director Strom, Foster, Nugent voted in favor), the amendment failed.

By a vote of 9-1-0 (Director Foster opposed), the original motion carried and the Board of Directors adopted the following resolution:

**RESOLUTION 90-11-125**

**WHEREAS**, on September 1, 2009, the GRF Board approved Capital Plan P10025 which appropriated \$60,000 for the renovation of Clubhouse 6; and

**WHEREAS**, the last scheduled renovation occurred in 2000, and although a significant amount of the facility has been updated since then, certain functionality upgrades are essential to improve its usability; and

**WHEREAS**, the Community Activities Committee identified additional items that should be included in the renovation to improve usability of the Clubhouse, including:

- Replace the carpet and wood floor in the Dining Room with all wood flooring.
- Replace the chair rail, paint, and window blinds in the Dining Room.
- Add a protective floor covering in the corner of the Dining Room by the kitchen door.
- Replace carpet, paint and update lighting in the Nook Area (across from the Restrooms).
- Install bookshelves furniture, art and accessories in the Nook Area.
- Replace the outside trellis.

**WHEREAS**, the Orange County Fire Authority noted that the following updates are required in the Clubhouse 6 kitchen for compliance:

- Replace the existing hood over the stove with new hood including a fire suppression system.
- Install an air make-up unit and update the kitchen ventilation.
- Modify and repair the ceiling caused by the new hood and air make-up unit installation.

**NOW THEREFORE BE IT RESOLVED**, November 1, 2011, that the Board of Directors of this Corporation hereby authorizes to perform Clubhouse 6 renovations as outlined in the Capital Plan including the recommendations by the Community Activities Committee, outlined above, and perform kitchen improvements as required by the Orange County Fire Authority, with a supplemental appropriation of \$113,900 to be funded from the Facilities Fund and \$7,500 from the Equipment Fund; 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.

Director Dvorak made a motion to hire a consultant to prepare a Recreation Long Range Plan at a cost not to exceed \$50,000. Director Murphy seconded the motion and discussion ensued.

Member Mike Epstein (2245-D) commented on the motion.

By a vote of 6-4-0 (Directors Hammer, Tibbetts, Foster and Strom opposed), the motion carried and the Board of Directors adopted the following resolution:

**RESOLUTION 90-11-126**

**WHEREAS**, in 2008, GRF commissioned a Recreational Needs Assessment to determine the Community's perception of the recreational facilities and programs to develop a prioritized list of recreational needs; and

**WHEREAS**, RJM Design Group was hired to perform such assessment and prepared the "Laguna Woods Village Recreational Needs Assessment Report" which identified various facility improvements; and

**WHEREAS**, in 2009, Staff prepared the "GRF Recreation Utilization Review Report" which analyzed resident usage of GRF facilities;

**NOW THEREFORE BE IT RESOLVED**, November 1, 2011, that the Board of Directors of this Corporation hereby authorizes a supplemental appropriation in an amount not to exceed \$50,000 funded from the Contingency Fund to hire a consultant to prepare a Recreation Long Range Plan; 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 Dvorak moved to approve the request of the Old Pros to use 500 square feet of open storage and the locked room inside the former bridge room in Clubhouse Four. Director May seconded the motion and discussion ensued.

Members John Perak (3321-C), Mary Stone (356-C), Maxine McIntosh (68-C), and Gunther Austin (326-B) spoke to the resolution.

By a vote of 6-4-0 (Director Strom, Foster, Hammer, and Nugent opposed), the motion carried and the Board of Directors adopted the following resolution:

**RESOLUTION 90-11-127**

**WHEREAS**, the Old Pros has requested use of 500 square feet of open storage and the locked room inside the former bridge room in Clubhouse Four;

**NOW THEREFORE BE IT RESOLVED**, November 1, 2011, that the Board of Directors of this Corporation hereby approves the request of the Old Pros to use 500 square feet of open storage and the locked room inside the former bridge room in Clubhouse Four; and

**RESOLVED FURTHER**, that no work on the sets would be allowed in the storage room; 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 Don Tibbetts reported from the Landscape Committee.

The Secretary of the Corporation read a proposed resolution authorizing a supplemental appropriation of \$7,150 funded from the Facilities Fund and \$34,320 from the 2012 Landscape Operating Budget to develop a vista point. Director Dvorak moved to approve the resolution. Director Tibbetts seconded the motion and discussion ensued.

Members Pat Feeney (2399-1E), Maxine McIntosh (68-C), Ron Beldner (203-C), and Jody Foster (2162-C) presented their comments and concerns with the proposed project.

Director Strom left the meeting at 12:12 P.M.

Director May left the meeting at 12:15 P.M.

By a vote of 5-4-0 (Directors Hammer, Tibbetts, Foster and Gros voted in favor and President Matson voted in favor to break the tie; Directors May and Strom were absent from the meeting), the motion carried and the Board of Directors adopted the following resolution:

**RESOLUTION 90-11-128**

**WHEREAS**, the May 2008 "Laguna Woods Village Recreation Needs Assessment Report" identified picnic tables as a needed facility improvement, and the GRF Landscape Committee requested the

development of a vista point adjacent to Building 3045 just outside the perimeter wall between the Driving Range and the Nursery to satisfy the identified need; and

**WHEREAS**, the area of the parcel to be developed is zoned as Open Space Recreation by the City of Laguna Woods which allows open space park or recreation use in this area;

**NOW THEREFORE BE IT RESOLVED**, November 1, 2011, that the Board of Directors of this Corporation hereby authorizes a supplemental appropriation in the amount of \$7,150 funded from the Facilities Fund to develop a vista point which would include picnic tables, benches, pathways and landscaped areas; and

**RESOLVED FURTHER**, that the Board further authorizes \$34,320 to be funded from the 2012 Landscape Operating Budget for the landscaping and irrigation work to be performed by the Landscape Division; 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 May returned to the meeting at 12:18 P.M.

Director Strom returned to the meeting at 12:19 P.M.

Director Jim Matson reported from the Village Greens Ad Hoc Committee.

Director Lloyd Foster reported from the Maintenance and Construction Committee.

The Secretary of the Corporation read a proposed resolution authorizing an additional supplemental appropriation of \$19,600 to remove, replace, and relocate the radio antenna tower at Clubhouse One. Director Dvorak moved to approve the resolution. Director Foster seconded the motion.

Member Denny Welch (5517-1C) commented on the motion.

By a vote of 8-1-1 (Director Nugent opposed and Director Gros abstained), the motion carried and the Board of Directors adopted the following resolution:

**RESOLUTION 90-11-129**

**WHEREAS**, by way of Resolution 90-11-65 adopted July 5, 2011, the Board of Directors appropriated \$36,300 to replace and relocate a new radio antenna tower at Clubhouse One; and

**WHEREAS**, the lowest competitive bid to complete the design, engineering and construction exceeds the budgeted amount by \$19,600;

**NOW THEREFORE BE IT RESOLVED**, November 1, 2011, that the Board of Directors of this Corporation hereby authorizes an additional supplemental appropriation in the amount of \$19,600 to be funded from the Facilities Fund to remove, replace, and relocate the antenna tower and cabling to the Radio Room at Clubhouse One; 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.

The Secretary of the Corporation read a proposed resolution authorizing a supplemental appropriation of \$45,200 for the installation of safety railing and landscaping with concrete decks on the north side of the lawn bowling greens. Director Dvorak moved to approve the resolution. Director Foster seconded the motion.

By a vote of 10-0-0, the motion carried and the Board of Directors adopted the following resolution:

**RESOLUTION 90-11-130**

**WHEREAS**, the lawn bowling facility at Clubhouse 2 experiences a range of 8,000 to 9,000 uses per year, and a lawn bowling tournament is held every year at the lawn bowling greens which attracts players and guests from many countries around the world; and

**WHEREAS**, seating and shade structures are provided for players along the perimeter concrete walkways surrounding the greens, however the shade structures on the northern walkways provide sun protection for only a small area of the walkway during a portion of the day due to the sun angle, resulting in players placing chairs on an uneven landscaped area behind the perimeter concrete walkway to obtain sufficient shade; and

**WHEREAS**, installing concrete pads behind the shade structure will allow players to utilize more space behind the northern walkways for additional shade;

**NOW THEREFORE BE IT RESOLVED**, November 1, 2011, that the Board of Directors of this Corporation hereby authorizes a supplemental appropriation in the amount of \$45,200 funded from the Facilities Fund to install safety railing and landscape with the addition of 10 7-foot by 4-foot concrete decks located at each shade structure at the north end of the Lawn Bowling Greens; and

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

The Secretary of the Corporation read a proposed resolution authorizing an additional supplemental appropriation of \$358,650 to complete the Clubhouse 5 pool renovation. Director Dvorak moved to approve the resolution. Director Foster seconded the motion.

By a vote of 10-0-0, the motion carried and the Board of Directors adopted the following resolution:

**RESOLUTION 90-11-131**

**WHEREAS**; on September 1, 2009, the GRF Board approved Capital Plan P10027 to renovate the Clubhouse 5 pool equipment room using an environmentally friendly water treatment option with an appropriation of \$167,000; and

**WHEREAS**; on September 7, 2010, the GRF Board approved Capital Plan P11013 to replace the Clubhouse 5 pool deck with an appropriation of \$136,950; and

**WHEREAS**, during the design phase, it was discovered that the pool equipment plumbing under the pool deck has to be upsized to meet the Orange County Health Department water circulation requirements and the ideal time to replace the plumbing is during the deck replacement which is scheduled for the Clubhouse 5 pool winter 2011 shut down; and

**WHEREAS**, the lowest qualified bid to complete the entire Clubhouse 5 renovation project exceeds the budgeted amount by \$358,650;

**NOW THEREFORE BE IT RESOLVED**, November 1, 2011, that the Board of Directors of this Corporation hereby authorizes an additional supplemental appropriation in the amount of \$358,650 funded from the Facilities Fund to complete the Clubhouse 5 renovation project by renovating the pool equipment room using an environmentally friendly water treatment option and replacing the Clubhouse 5 pool deck; 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.

The Secretary of the Corporation read a proposed resolution authorizing the installation of a new storm drain serving CDS 221 through the Clubhouse 4 parking lot. Director

Dvorak moved to approve the resolution. Director Foster seconded the motion and discussion ensued.

Member Kathryn Freshley (5490-N) commented on the resolution.

Director Strom made a motion to amend the wording in the fourth paragraph by revising the sentence as follows: "permits Third Laguna Hills Mutual to install" ~~authorizes the installation of.~~

By a vote of 9-0-1 (Director Hatch abstained), the amendment carried.

Members Kathryn Freshley (5490-N) and Bud Nesvig (2392-3H) commented on the resolution.

By a vote of 6-0-4 (Directors Nugent, Hatch, May, and Murphy abstained), the motion carried and the Board of Directors adopted the following resolution as amended:

**RESOLUTION 90-11-132**

**WHEREAS**; Third Laguna Hills Mutual Board of Directors appropriated funds to retain a Civil Engineering Consultant to investigate the drainage area at cul-de-sac 221; and

**WHEREAS**, the Consultant concluded that the existing outlet pipe from the catch basin does not have the capacity to drain the area during larger storm events and the connection to the existing 84-inch City storm drain causes hydraulic backup to the system, and recommended that the storm drain servicing cul-de-sac 221 be upgraded and re-routed through the Clubhouse 4 parking lot to eliminate the connection to the 84-inch City storm drain; and

**WHEREAS**, currently there are two catch basins along the northern edge of the Clubhouse Four parking lot that also connects to the 84-inch City storm drain pipe causing hydraulic backup to the Clubhouse 4 parking lot; and

**NOW THEREFORE BE IT RESOLVED**, November 1, 2011, that the Board of Directors of this Corporation hereby **permits Third Laguna Hills Mutual to install** ~~authorizes the installation of~~ a new storm drain serving CDS 221 through the Clubhouse 4 parking lot, and eliminate the connection to the 84-inch City storm drain directing the runoff from the two catch basins into the new storm drain pipe serving CDS 221; and

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

Director Foster made a motion to dissolve the Village Greens Ad Hoc Committee. Director Tibbetts seconded the motion and the motion carried by a vote of 9-1-0 (Director Murphy opposed).

Director Ruth May reported from the Broadband Services Committee.

Director Ray Gros reported from the Security and Community Access Committee.

The Secretary of the Corporation read the following proposed resolution adopting the revised Golden Rain Foundation of Laguna Woods Traffic Rules and Regulations relative to displaying vehicle decals and overnight parking:

**RESOLUTION 90-11**

**WHEREAS**, the Golden Rain Foundation Security and Community Access Committee has recommended the adoption of the attached revised Traffic Rules and Regulations by the Golden Rain Foundation to standardize the traffic rules enforcement program and improve consistency within the community; and

**WHEREAS**, these Traffic Rules and Regulations are intended to adhere to and not contradict the California Vehicle Code and/or Davis-Stirling Act:

**NOW THEREFORE BE IT RESOLVED**, December 6, 2011, that the Board of Directors of this Corporation hereby adopts the revised Golden Rain Foundation of Laguna Woods Traffic Rules and Regulations; and

**RESOLVED FURTHER**, that enforcement of said rules shall commence upon proper notice to the Membership of the community; and

**RESOLVED FURTHER**, that Resolution 90-10-28 adopted April 6, 2010, and all other previous traffic rules and regulations are 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 the purpose of this resolution.

Director Dvorak moved to approve the resolution. Director Gros seconded the motion.

Members Roberta Berk (933-B) and Isabel Muennichow (5285) commented on the proposed revisions.

Director Dvorak moved to postpone the motion to the December meeting to satisfy the 30-day notification requirements. Director Gros seconded the motion and the motion carried with Director Strom abstaining.

Director Gros reported on the Laguna Canyon Foundation.

### **MEMBER COMMENTS**

- Kathryn Freshley (5490-N) thanked President Matson for accomplishments as GRF Board President and for his work with the Village Greens building.
- Corky Eley (2401-2E) commented on GRF's Trust Facilities Fee and GRF's governing documents.
- Mike Matzenbacher (2401-3D) inquired on a listing of outside organizations using GRF's facilities, and commented on the Trust Facilities Fee.
- Dave Stefanides, Governmental Affairs Director of the OC Association of Realtors, spoke to the Trust Facilities Fee which would allegedly cause a hardship to both the seller and buyer; advised the Board on the poor economic timing for the Board to impose the fee at this time; and requested that the Board remove the incorrect statement on the Village website that the California Association of Realtors (CAR) supported the change in legislation.
- Jack Wallace, realtor, commented on his opposition to the Trust Facilities Fee.
- Mike Roberts, President of Wealth Resource Institute and real estate broker, stated that CAR never endorsed the recently passed legislation and spoke to the financial hardship on the buyer/seller and that the Fee would impede Community sales.
- Libby Marks (82-Q) commented on the Fee.
- Mary Stone (356-C) spoke to the Fee's potential to reduce assessments.
- Sy Wellikson (5026) stated that the Fee is charged by Walnut Creek and Seal Beach and reported that their resales have increased.

### **DIRECTORS' RESPONSES TO MEMBER COMMENTS**

- Director Hatch spoke to comments made regarding the Trust Facilities Fee.
- Director Foster responded to comments made by Ms. Eley and the realtors and stated that CAR supported the passage of the new law.
- Director Strom responded to comments made by Ms. Eley and the realtors.
- Director Gros expressed his sentiments with living in the Community.

### **DIRECTORS' COMMENTS**

- Director Hatch commented on GRF's shared cost concept and the need to revise the policy and encouraged his successors to avoid working on pet projects.
- Director May commented on her retirement from the Board.
- Director Tibbetts commented on hit and runs in the Community.
- Director Strom encouraged the Directors to take time and vote carefully on business that comes before the Board
- Director Dvorak thanked the outgoing Directors for their service on the Board.

### **MEETING RECESS**

The regular open meeting recessed at 1:38 P.M. and reconvened into Executive Session at 2:09 P.M.

**Summary of Previous Closed Session Meetings per Civil Code Section §1363.05**

During its Regular Executive Session Meeting of October 4, 2011, the Board reviewed and approved the minutes of the Regular Executive Session of September 6, 2011; and the Board reviewed, revised, and approved the minutes of the Special Executive Session of September 15, 2011; approved GRF Security and Committee Access Committee recommendations for RV Lot Violations; held three member disciplinary hearings; and discussed contractual, litigation, and other member disciplinary matters.

**ADJOURNMENT**

There being no further business to come before the Board of Directors, the meeting adjourned at 3:20 P.M.

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Lynne Dvorak, Secretary



Laguna Woods Village®

# **Rain Event Action Plan**

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## **Introduction**

The Laguna Woods Village Rain Event Action Plan (Plan) was prepared to outline the rain event procedures that are in place. The Plan outlines procedures that are taken during:

- Rain Season Preparation
- Rain Season
- Severe Storm Forecasts
- Post Rain Event Clean-up

Flooding that may occur as a result of a severe storm event, would possibly qualify as a Disaster or if localized, an Incident as defined in the Laguna Woods Village Disaster Plan Manual.\*

Location maps of the high priority locations areas are provided in Appendix A.

*\*Note: The Laguna Woods Village Disaster Plan addresses two scenarios – a Disaster and an Incident. Below is a definition for those items as presented in the Disaster Plan:*

- *Disaster: Defined as a natural or manmade catastrophic event that seriously threatens the safety and welfare of the residents in Laguna Woods Village, and/or results in widespread damage to property, injuries to residents or employees, or seriously disrupts the normal activities or functions with the Laguna Woods Village Community. The Incident Command Center would be activated in the event of a Disaster. Examples of natural disasters include earthquakes, floods, windstorms, tornados, etc. Manmade disasters include toxic spills, airplane crashes, terrorism and the like.*
- *Incident: Defined as any natural or manmade event that can be a significant episode, but the event is more localized in coverage or impact to the Laguna Woods Village Community. The Field Command Post would be activated in the event of an Incident. An Incident could potentially evolve into a Disaster requiring the activation of the Incident Command Center.*

*If the Laguna Woods Disaster Plan is activated, then the procedures outlined in the Laguna Woods Disaster Plan will supersede all procedures outlined in this Rain Event Action Plan.*

### **Abbreviations**

<b>Abbreviation</b>	<b>Description</b>
NOV	Notice of Violation
Plan	Rain Action Event Plan
SEC	Storm Event Coordinator
WC	Work Center
WMC	Weather Monitoring Consultant

### **Work Centers**

<b>Work Center Number</b>	<b>Department</b>	<b>Division</b>
WC 240	Community Services	Community Relations
WC 530	Ground Maintenance Crews	Landscape
WC 540	Irrigation Division	Landscape
WC 570	Tree Maintenance	Landscape
WC 910	Building Maintenance	Maintenance
WC 936	Paving	Maintenance
WC 950	Property Services	Maintenance

## **Rain Season Preparation**

Procedures will be set in motion each year in an effort to prepare Laguna Woods Village for the upcoming rain season. The City of Laguna Woods Municipal Code defines the rain season from October 15 until April 15. Therefore the preparations will be done in September and early October. At Staff meetings prior to the rain season, Department Managers and/or Supervisors shall remind Staff of rain season preparation and safety policies that need to be upheld during a rain event. Below is the Statement of Procedures for each Division that summarizes the efforts that shall be taken for rain season preparation.

### **Security Division**

Security Staff will monitor the carports and trash enclosures near the high priority locations for trash and debris. The date and time of the carport and trash enclosure inspections will be documented in the Security Dispatch Log. If excess debris is located in the trash enclosure, a work ticket will be submitted through WC 950 for the trash enclosure to be cleaned. If there are unauthorized loose items stored in any carport, Security shall:

- Post a NOV in the carport of question. The NOV will require the Member to remove the unauthorized contents within 7 days.
- Prepare a subject report and forward to WC 240, if the Member fails to comply with the NOV, then:
  - WC 240 will send a letter to the Member and give them a specific number of days to comply.
  - If the Member fails to comply, WC 240 will schedule them before the appropriate Board for member disciplinary action.

### **Landscape Division**

WC 540 shall check and clear all landscape area drains and atrium weep hole outlets, logging the date of the check, repairs needed and when repairs are in effect (see Appendix B for Landscape Drain Inspection Log). WC 530 will clear concrete V-drains and submit a work ticket to WC 950 to coordinate repairs, if required. Pallets of sandbags are placed in key locations within the Community to accommodate emergency requests for small numbers of bags. Additional pallets of sandbags and plastic will be placed in close proximity to high priority locations. Materials such as polyethylene plastic (Visqueen), extra empty sandbags, slope retention materials and fencing for debris screens are stocked (see Appendix A for Material Storage Locations). Emergency equipment such as trash pumps are checked for operational readiness and secured for quick access.

WC 530 shall dedicate time to general clean-up such as leaf and debris removal to decrease the chance of drains becoming blocked during rains. Below are mulching guidelines for Landscape Staff:

- Mulch shall not be applied to the shrub beds in high priority locations prior to the rain season.
- At no time shall the amount of existing mulch in shrub beds adjacent to high priority locations exceed 1-inch.

The Landscape Manager shall coordinate updating the Plan prior to the rain season. An updated Plan shall be distributed each year to all relevant parties that reflects all changes.

### Maintenance Division

WC 936 shall clear all catch basins and drains in the streets and cul-de-sacs, logging the date of the check, repairs needed and when repairs are in effect (see Appendix B for Catch Basin Inspection Log). The flood wall gate tracks at the intersection of Calle Aragon and Avenida Majorca and between the El Toro tunnel and Via Mariposa shall be cleared of any debris and checked for ease of functionality. The flood wall gates at Via Mariposa East near the El Toro tunnel shall also be inspected of any debris and checked for ease of functionality. A work ticket is submitted through WC 950 if any repairs are required for the flood wall gates.

WC 936 shall coordinate the building gutter cleaning program. All debris shall be cleared and the gutters shall be rinsed to check if the downspouts are flowing.

WC 936 Supervisor shall log all rain season preparations in the WC 936 Rain Season Preparation Checklist (see Appendix B).

WC 950 shall enter work tickets as requested for the rain season preparation. The work tickets will be assigned and coordinated to get the work complete.

## **Rain Season**

During the rain season high priority locations will be monitored by Staff. The Laguna Woods Municipal Code defines the rain season from October 15 until April 15. Outlined are four courses of action during the rain season:

- No Rain Forecasted
- Rain Forecasted
- Severe Storm Forecasted
- Post Rain Event Clean-Up

During the rain season, the weather will be monitored daily by the contracted weather and hydrology monitoring service, California Weather & Earth (Weather Monitoring Consultant, WMC). Vendor notification as specified below, will guide Staff on the procedures of the Plan to follow:

- Initial Notice: The WMC shall notify Corporation identified personnel via email and/or fax five (5) days in advance when weather parameters are identified on model guidance revealing that potential strong storms are showing severe attributes for at least two model runs. Contact will be in the form of a written briefing in paragraph format describing storm system, intensity, direction, and estimated time of arrival and potential for flooding resulting from rainfall amounts depicted.
- 72 hour Notice: The WMC shall provide a 72 hour daily site specific storm event/flood forecast to Corporation identified personnel via email and/or fax in the form of a .pdf/rtf file giving a 72 hour breakdown of weather, rain intensities, wind, hourly rainfall totals, and potential for flooding in an easy-to-read profile format.
- 12 hour Notice: The WMC will provide radar and satellite monitoring within twelve (12) hours of the estimated time of arrival of the storm system. During the first six (6) hours the WMC will provide email and/or telephone updates to Corporation identified personnel on an hourly basis indicating the current weather parameters and changing conditions (if any). Should weather parameters suddenly change, the WMC will also send a notification.
- 6 hour Notice: The WMC will provide continuous monitoring of developing/ approaching storm system during the final six (6) hours to ground fall and will immediately advise Corporation identified personnel via email and/or telephone when radar depicts heavy rainfall and subsequent flooding.

## **No Rain Forecasted**

During the rain season, Staff will monitor the preparation efforts taken prior to the rain season. At Staff meetings prior to the rain season, Department Managers and/or Supervisors shall remind Staff of rain season preparation and safety policies that need to be upheld during a rain event. Below is the Statement of Procedures for each Division that summarizes the efforts that shall be taken during the rain season when no rain is forecasted:

### Security Division

Security Staff will continue to monitor the carports and trash enclosures near the high priority locations for debris. The date and time of the carport and trash enclosure inspections will be documented in the Security Dispatch Log. If excess debris is located in the trash enclosure a work ticket will be submitted through WC 950 for the trash enclosure to be cleaned. If there is unauthorized loose items stored in any carport, Security shall:

- Post a NOV in the carport of question. The NOV will require the Member to remove the contents within 7 days.
- Prepare a subject report and forward to WC 240, if the member fails to comply with the NOV, then:
  - WC 240 will send a letter to the member and give them a specific number of days to comply.
  - If the member fails to comply, WC 240 will schedule them before the appropriate Board for member disciplinary action.

### Landscape Division

Landscape area drains adjacent to high priority locations will be monitored by WC 540. The inventory of materials such as polyethylene plastic (Visqueen), filled sand bags, extra empty sandbags, slope retention materials and drain screens will be monitored (see Appendix A for Material Storage Locations).

WC 530 will continue general clean-up such as leaf and debris removal to decrease the chance of drains becoming blocked during rains. Below are mulching guidelines for Landscape Staff:

- Mulch shall not be applied to the shrub beds in high priority locations during the rain season.
- At no time shall the amount of existing mulch in shrub beds adjacent to high priority locations exceed 1-inch.

### Maintenance Division

WC950 shall enter work tickets as requested and the work tickets will be assigned and coordinated to get the work completed.

## **Rain Forecasted**

A rain forecasted event is determined by the WMC. During the initial notice, the WMC will indicate the potential for flooding resulting from rainfall amounts depicted. Absent any forecast information provided by the WMC advising Staff of potential strong storms showing severe attributes, additional Staff will not be kept onsite after hours. Below is the Statement of Procedures for each Division that summarizes the efforts that shall be taken during the rain season when rain is forecasted that does not indicate potential for flooding:

### Security Division

The El Toro tunnel gates shall be closed and locked at the beginning of a rain event to stop traffic through the tunnel. The gates shall not be opened until the rain event passes and water flow has subsided in the tunnel.

Security will respond to emergency and life/safety situations first then respond to other calls on a first come first served basis. Security will monitor high priority locations, when feasible, within the Community during a forecasted rain event. If necessary, Security will notify other departments to respond to rain-related events as needed.

### Landscape Division

During a rain event, WC 540 will monitor the drains near high priority locations (see Appendix A for the Location Maps). Drain screens shall be installed where needed. Newspaper recycling bins will be moved or secured, if possible, to reduce the chance of the bins tipping over. Debris, including any material that might reasonably appear capable of blocking or impeding water runoff from flowing through the drain grates such as large leaves, papers, card board, limbs, carpeting, plastic bags, etc, neighboring the drains shall be proactively removed. Landscape Staff shall come prepared with flood mitigation tools that may be required.

Landscape Staff shall respond to Security reports of clogged or overwhelmed drains, calls of requests for sandbags, downed limbs, backed up rain gutters or as situations may require, such as damage to landscape requiring installation of polyethylene plastic (Visqueen), etc.

### Maintenance Division

Before the first rain event WC 936 will perform the following:

- Open the gates at the upper and lower Aliso Creek
- Open the gates on the north end of the golf course at Ridge Route
- Verify all three control valves on the north side of Calle Aragon at Gate 3 are open.

The above items shall remain in effect until the end of the rain season.

WC 936 shall close the flood gates at the start of rain at the following locations:

- Flood gates around Avenida Majorca and Calle Aragon.
- Flood gates between the El Toro Tunnel and Via Mariposa.

Once the flood gates have been closed, they are not to be opened until the rain event passes. After the event passes and the rain has stopped, the flood gates will be reopened. The street sweeper will check high priority locations and clear debris as required. WC 936 shall respond to emergency requests as required.

WC 950 shall enter work tickets as requested during a rain event. The work tickets will be assigned and coordinated to the appropriate Staff.

### **Severe Storm Forecasted**

A severe storm forecast is determined by the WMC. The Landscape Manager will be the Storm Event Coordinator, SEC, in the event of a severe storm. The SEC shall notify relevant Department Managers and Division Directors that a severe storm is forecasted and that the Plan is in effect. It is generally understood that weather forecasts cannot be considered wholly accurate and dependable, however, the SEC shall try to convey as much information about the storm that is anticipated, as reported by the WMC.

Following notification of forecast information provided by the WMC advising Staff of potential strong storms showing severe attributes warranting storm shelter, Staff shall follow the procedures outlined in the Storm Shelter Policy (see Appendix C, Storm Shelter Policy).

### **At no time shall Staff enter an area that is flooded.**

Below is the Statement of Procedures for each Division that summarizes the efforts that shall be taken during the rain season when a severe storm is forecasted:

#### Security Division

The El Toro tunnel gates shall be closed and locked at the beginning of a rain event to stop traffic through the tunnel. The gates shall not be opened until the rain event passes and water flow has subsided in the tunnel.

Security will respond to emergency and life/safety situations first then respond to other calls on a first come first served basis. Security will monitor high priority locations, when feasible within the Community during a forecasted rain event. If necessary, Security will notify other departments to respond to rain related events as needed.

Once notified by the SEC that sandbagging of elevators and recreation rooms has begun, Security will post signage advising that resident access to those areas are being blocked.

In the event of a severe storm that is forecast to occur after hours, the SEC will notify the Division Directors regarding the after hours Staff members that will be on site. Security will monitor the weather after hours utilizing information for the severe storm event as provided by the WMC. Security shall call in more Staff from the Emergency Phone List (see Appendix D) in the event that more staffing is required to respond to an increase in storm-related events or the scope of work requires a different skill to address the emergency at hand.

### Landscape Division

The SEC shall evaluate if additional Staff is required during after hours. Prior to the end of the work day, the following response(s) may be implemented or scheduled for after hour coverage:

- Upon notification by the WMC that an intense storm as specified is imminent for our location, appropriate after hour coverage is scheduled to provide a crew(s) to be onsite.
- An email is posted by the SEC to advise Division Directors and key personnel as to how many crews will be scheduled to be onsite after regular work hours and at what times. A reminder is sent of where an inventory of equipment and other resources can be found, should they be required.
- The after hours crews work primarily to keep drains clear in high priority locations (see Appendix A for the Location Maps).
- The after hours crew will keep Security apprised of escalating events that will require calling in additional Staff for coverage.

Below is the Statement of Procedures for Landscape Staff, for regular hours or after hours, during a forecasted severe storm event:

- At the beginning of a rain event, deploy Landscape Staff to monitor the drains near high priority locations (see Appendix A for Location Maps). Debris, including any material that might reasonably appear capable of blocking or impeding water runoff from flowing through the drain grates such as large leaves, papers, card board, limbs, carpeting, plastic bags, etc, neighboring the drains shall be proactively removed. The Landscape Staff shall come prepared with those tools that may be required to remove debris where possible.
- Landscape Staff shall initiate procedures to install sandbags inside the garages at the entry ways of the recreation rooms and elevator shafts at buildings near high priority locations to attempt to minimize structural damage to the interior of those locations. The SEC shall notify Security to post signage advising that resident access to those areas will be blocked. Vehicle access to the garages will not be blocked with sandbags or barricades.
- Post Staff to survey drains and monitor high priority locations.
- Install debris screens at drain inlets where needed.

Landscape Staff shall respond to Security reports to the best of their ability for clogged or overwhelmed drains, calls from requests for sandbags, downed limbs, backed up rain gutters or as situations may require, such as damage to landscape requiring installation of polyethylene plastic (Visqueen), etc.

The SEC shall notify other Departments as necessary to assist during a severe rain event.

### Maintenance Division

WC 936 shall close the flood gates at the start of rain at the following locations:

- Flood gates around Avenida Majorca and Calle Aragon.
- Flood gates between the El Toro Tunnel and Via Mariposa.

Once the flood gates have been closed, they are not to be opened until the rain event passes. After the event passes and the rain has stopped, the flood gates will be reopened. The street sweeper will check high priority locations and clear debris as required. WC 936 shall respond to emergency requests as required.

WC 950 shall enter work tickets as requested during a rain event. The work tickets will be assigned and coordinated to the appropriate Staff.

*Note: It is understood that even when all Departments are fully staffed and on site, the intensity and/or duration of a rain event can overwhelm the existing infrastructure and that any after hour response is an attempt to provide a reasonably appropriate response during most events. At no time shall Staff enter an area that is flooded. Staff shall follow the Storm Shelter Policy outlined in Appendix C.*

### **Post Rain Event Clean-up**

After a rain or storm event, Staff will perform clean-up to the affected areas. Below is the Statement of Procedures for each Division summarizing the efforts that shall be taken during the post rain or storm event clean-up:

### Security Division

Security Staff will continue to monitor the carports and trash enclosures near the high priority locations for debris. The date and time of the carport and trash enclosure inspections will be documented in the Security Dispatch Log. If excess debris is located in the trash enclosure a work ticket will be submitted through WC 950 for the trash enclosure to be cleaned. If there is unauthorized loose items stored in any carport, Security shall:

- Post a NOV in the carport of question. The NOV will require the Member to remove the contents within 7 days.

- Prepare a subject report and forward to WC 240, if the member fails to comply with the NOV, then:
  - WC 240 will send a letter to the member and give them a specific number of days to comply.
  - If the member fails to comply, WC 240 will schedule them before the appropriate Board for member disciplinary action.

As Security Staff is patrolling the Community, any areas that received rain damage or that require post storm clean-up shall be reported to WC 950.

#### Landscape Division

Landscape area drains adjacent to high priority locations will be cleared by WC 540. The inventory of materials such as polyethylene plastic (Visqueen), filled sand bags, extra empty sandbags, slope retention materials and drain screens will be restocked as necessary.

Landscape Staff shall remove sandbags or polyethylene plastic (Visqueen) that was put up as a result of the severe storm event where appropriate. WC 530 will perform general clean-up such as removing downed limbs, leaves and debris as post storm clean-up. Any tree maintenance or large limbs requiring extra assistance shall be reported to WC 570.

#### Maintenance Division

WC 936 shall assist with the post rain event clean-up as requested. This could include removing sandbags, street sweeping or clearing catch basins as required. WC 936 shall respond to clogged gutters discovered after a rain event. At the end of the rain season WC 936 will perform the following:

- Close the gates at the upper and lower Aliso Creek
- Close the gates on the north end of the golf course at Ridge Route

WC 950 shall enter work tickets as requested during the post rain event clean-up. The work tickets will be assigned to and coordinated with the appropriate Staff.

*Board Approved: November 1, 2011*