

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

October 1, 2013

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, October 1, 2013, at 9:30 A.M., at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Lynne Dvorak, Patrick Murphy, Marv Rosenhaft, Ray Gros, Pat Feeney, Ruth May, Maxine McIntosh, Ken Hammer, Linda Wilson, Larry Souza

Directors Absent: Heather Gerson

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

CALL TO ORDER

President Lynne Dvorak 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.

PLEDGE OF ALLEGIANCE TO THE FLAG

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

ACKNOWLEDGEMENT OF PRESS

A representative of the Laguna Woods Globe 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 written.

APPROVAL OF MINUTES

The Board reviewed and approved without objection the minutes of the Regular Meeting of September 3, 2013.

MEMBER COMMENTS

- Bert Moldow (3503-A) commented on a solar energy fair held at Clubhouse 5.
- Roberta Berk (933-B) commented on the community clubs and insurance coverage.
- Charlie Hammer (923-B) commented on the Globe ad on the Recreation Master Plan.
- Corky Eley (2401-2E) commented on the governing documents.
- Tony Dauer (96-C) commented on club insurance coverage, and suggested improvements in the Community.
- Rae Tso (3256-A) commented on additional hospitals.
- Shari Horne (2354-3C) spoke to solar energy and club insurance.
- Pamela Grundke (2214-B) commented on the Recreation Master Plan.

- Craig Charlton (3478-B) commented on club insurance coverage.
- Charlene Sydow (646-A) commented on the Recreation Master Plan.
- Marc Bayer (796-B) commented on the Recreation Master Plan.
- Lixian Lai (2181-Q) commented on the Recreation Master Plan.
- Maggie Blackwell (71-B) commented on the Recreation Master Plan.
- Agnes Csotsits (718-Q) commented on club insurance coverage.
- Jonathan Adler (2315-B) commented on club liability.
- Joan Milliman (969-3E) commented on club insurance coverage.

The Directors briefly responded to Members' comments.

GENERAL MANAGER'S REPORT

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

CHAIR'S REPORT

President Dvorak spoke to an article written by Cheryl Walker in 2004 about the construction of Clubhouse 7 and the resident criticism on the new building; and commented on the alternatives that led up to the Board's final decision on the Recreation Master Plan.

OLD BUSINESS

The Secretary of the Corporation, Director Linda Wilson, read a proposed resolution approving the revisions to its Recreation Division Policy, which has been postponed to conform to the 30-day notification requirement. Director Wilson moved to approve the resolution. Director McIntosh seconded the motion and discussion ensued.

Member Mary Stone (356-C) commented on the policy.

By a vote of 8-0-1 (Director McIntosh abstained) the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 90-13-87

WHEREAS, the Golden Rain Foundation has established a Recreation Division Policy to streamline and reduce confusion regarding use of its facilities by residents; and

WHEREAS, the Community Activities Committee recommended revisions to the Recreation Division Policy;

NOW THEREFORE BE IT RESOLVED, October 1, 2013, that the Board of Directors of this Corporation hereby adopts the revisions to its Recreation Division Policy; and

RESOLVED FURTHER, that Resolution 90-12-133 adopted November 6, 2012 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.

Ms. Betty Parker, Financial Services Director, provided a status update on the KPMG Operational Review.

The Board discussed extending the Recreation Reservation deadline.

Director McIntosh moved to postpone any requirement to submit a roll-over reservation request and extend the deadline from October 1 to November 1. Director Rosenhaft seconded the motion.

Members were given the opportunity to express their sentiments with the motion.

By a vote of 8-1-0 (Director Souza opposed), the motion carried.

NEW BUSINESS

No new business came before the Board.

CONSENT CALENDAR

Without objection the Consent Calendar was approved, and the Board took the following actions:

RESOLUTION 90-13-88

WHEREAS, a request was received from resident Frank Harrison on behalf of the Men's Nine Hole Golf Club in conjunction with other affected clubs, that GRF recalibrate the ball machine at the Driving Range to include a quarter size bucket (approximately 20 balls) at a \$1.00 charge;

NOW THEREFORE BE IT RESOLVED, October 1, 2013, that the Board of Directors of this Corporation hereby approves the request to recalibrate the ball machine at the Driving Range to include a quarter size bucket (approximately 20 balls) to be sold for \$1.00 which is in a manner consistent with the current GRF Approved Pricing Policy; and

RESOLVED FURTHER, that this would replace the current practice of providing this size bucket for use on the chipping/pitching practice area free of charge; 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.

- Approval to remove the Fuse Channel and the You Too Channel from the GRF Broadband Channel Line-Up.

COMMITTEE REPORTS

Director Patrick Murphy reported from the Finance Committee.

Director Pat Feeney gave the Treasurer's Report.

Director Marv Rosenhaft reported on the Mobility & Vehicles Committee.

President Lynne Dvorak reported from the Community Activities Committee.

Director Wilson read the following proposed resolution approving the request from The Village Theatre & Film Arts Academy for an exception to the Room Reservation Pricing Policy. Director Wilson moved to approve the resolution. Director Gros seconded the motion and discussion ensued.

Ms. Sanner addressed the Board on her request.

Member Mary Stone (356-C) commented on the motion.

By a vote of 9-0-0, the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 90-13-89

WHEREAS, a request was received from resident Jeanne Sanner on behalf of The Village Theatre & Film Arts Academy that GRF waive the Auditorium reservation fee for up to 104 hours per month, as scheduled with the Clubhouse Three Supervisor;

NOW THEREFORE BE IT RESOLVED, October 1, 2013, that the Board of Directors of this Corporation hereby approves the request from The Village Theatre & Film Arts Academy for an exception to the Room Reservation Pricing Policy and allow the performing arts group to use the Clubhouse Three stage for up to 104 hours a month free of charge to conduct rehearsals and classes; 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 Linda Wilson reported from the Security and Community Access Committee.

Director Ray Gros reported from the Traffic Committee.

Director Larry Souza reported from the Maintenance and Construction Committee.

Director Wilson read a proposed resolution authorizing a supplemental appropriation to upgrade the walls at Gate 7. Director Wilson moved to approve the resolution. Director Rosenhaft seconded the motion and discussion ensued.

Director McIntosh moved to amend the resolution by removing the pilasters. Director Hammer seconded the motion and discussion ensued. The motion failed by a vote of 2-7-0 (Directors Hammer and McIntosh voted in favor).

By a vote of 7-2-0 (Directors Murphy and Hammer opposed), the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 90-13-90

WHEREAS, by way of Resolution 90-13-17, the GRF Board agreed to renovate Gate 7 with a new gatehouse and landscaping; and

WHEREAS, the GRF Maintenance and Construction Committee requests upgrades to the Gate 7 walls to be consistent with the Gate 1 design which includes removing barbed wire, painting the walls, constructing pilasters, installing a brick cap and constructing a colored concrete base;

NOW THEREFORE BE IT RESOLVED, October 1, 2013, that the Board of Directors of this Corporation hereby authorizes a supplemental appropriation of \$146,630 to be funded from the Facilities Fund to upgrade the walls at Gate 7 to match the Gate 1 walls; and

RESOLVED FURTHER, that the proposed improvements on the western walls need to be approved by Third Laguna Hills Mutual; 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 Wilson read a proposed resolution authorizing a supplemental appropriation to authorize Gate 7 to remain open during construction. Director Wilson moved to approve the resolution. Director Rosenhaft seconded the motion.

By a vote of 9-0-0, the motion carried and the Board of Directors adopted the following resolution

RESOLUTION 90-13-91

WHEREAS, by way of Resolution 90-13-17, the GRF Board agreed to renovate Gate 7 and keep the Gate closed during construction as a potential cost savings; however, the Traffic Engineers recommend that the entrance remain open due to traffic impacts, delay, and inconveniences;

NOW THEREFORE BE IT RESOLVED, October 1, 2013, that the Board of Directors of this Corporation hereby authorizes a supplemental appropriation of \$56,100 to be funded from the Facilities Fund to authorize Gate 7 to remain open during construction for the staging and temporary required gatehouse facilities; and

RESOLVED FURTHER, that Resolution 90-13-17 adopted February 5, 2013 is hereby amended in regards to the closure of the gate; 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 Larry Souza reported from the Recreation Master Plan Ad Hoc Committee.

Director Pat Feeney reported from the Media & Communications Committee.

Director Maxine McIntosh reported from the Landscape Committee.

Director May reported on the City Council meetings.

Director Ray Gros reported on the Laguna Canyon Foundation.

Future board agenda items were discussed.

DIRECTORS' COMMENTS

Directors made their final comments.

MEETING RECESS

The regular open meeting recessed at 12:37 P.M. and reconvened into Executive Session at 1:21 P.M.

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

During its Regular Executive Session Meeting of September 3, 2013, the Board reviewed and approved the minutes of the August 6, 2013 Regular Executive Session. The Board heard held one disciplinary hearing; discussed the litigation report; and discussed contractual issues regarding Moulton Parkway Project, Recreation Reservation Agreement, Recreation Master Plan, and authorized a chargeable services write-off in the amount of \$963.40.

During its Special Executive Session Meeting of September 9, 2013, the Board discussed the KPMG operational review.

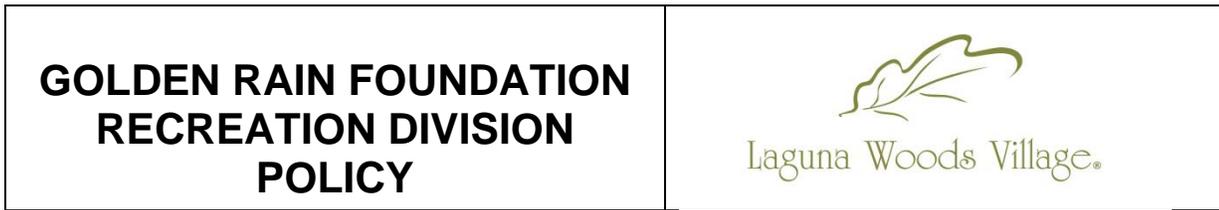
During its Special Executive Session Meeting of September 13, 2013, the Board discussed obtaining special counsel.

During its Special Executive Session Meeting of September 26, 2013, the Board discussed issues with special counsel.

ADJOURNMENT

There being no further business to come before the Board of Directors, the meeting adjourned at 2:15 P.M.

Linda Wilson, Secretary



I. ACCESS TO GRF RECREATION FACILITIES

A. RESIDENTS

1. Residents must be prepared to show their Laguna Woods Village ID card upon request

B. GUESTS/OTHER

1. Guests must always be accompanied by a resident except at pools and fitness centers where residents may sign in their adult guests and leave the facility, and no sign-in is required if the guest has a Privilege Pass
2. Guests may not enroll in/attend Recreation Division coordinated classes, use any of the Clubhouse Four Workshops (except as students during a Saddleback Emeritus class), or check out materials from the Library
3. Guests must pay all applicable guest fees in accordance with the GRF Pricing Policies and Fees List; a caregiver providing continual assistance to the resident in or out of the pool is exempt unless personally using the pool
4. Guests must abide by age restrictions and guest limits that are identified for certain facilities:

Facility	Age Minimum	Guest Limit Per Resident
Billiards	14	N/A
Bocce	12	N/A
Bridge Room	16	2** 4***
Gymnasium	14	2
Golf Facilities	11*	1**** 3*****
Tennis	6	1 court
Fitness Centers	16	5

Facility	Age Minimum	Guest Limit Per Resident
Equestrian Center and Horseshoes	10	N/A
Lawn Bowling	12	N/A
Paddle Tennis/Pickle Ball	6	1 court
Shuffleboard	10	N/A
Pools	4-15 child 16+ adult	5
Hot Pools	16	5
Table Tennis	12	N/A

*No limit with Junior PGA card signed by PGA professional

**Per session

*** Maximum per day

****Per round on weekends & holidays until noon/1:00 PM

*****Remainder of time

5. Employees may only use the facilities as invited guests of residents unless permission is granted by GRF or for Laguna Woods Village business
6. Only City Staff and City Council for City business and/or City events and City pays resident room rental rate plus any additional costs for Technicians, Door Hosts, etc. in accordance with the GRF Pricing Policies and Fees List
7. Tours, filming, and/or photography in any recreation facility must be approved in advance through the Governmental and Public Affairs Department

II. USES OF GRF RECREATION FACILITIES

A. ALL FACILITIES/GENERAL

1. Everyone must sign in or check in at facility
2. Use of Styrofoam products of any kind is prohibited
3. Technical special effects must be approved by the facility Supervisor or Senior Technician
4. Facility staff and Volunteer Supervisors have the final authority to determine safe procedures, protect facilities and equipment, and enforce policy; users must use/wear all required safety equipment and safety guards and operate the equipment in accordance with operator's manuals, manufacturers' instructions and recommendations, etc.
5. Residents' use of equipment is at the discretion of the facility staff or Volunteer Supervisor and may require training prior to use; facilities and equipment must be used in a safe manner and in such a way as to not cause a hazard, damage, or undue wear and tear
6. Users must sign and/or provide required documents annually and/or as requested for the applicable facility (waivers, insurance information, reservation permits and agreements, authorization for another resident to work a garden plot, etc.)
7. Scheduled club/organization tournaments and activities at the specifically designated facility take priority and club rules prevail as long as they are not in conflict with GRF Policy
8. Everyone must follow proper rules of etiquette for each activity/sport
9. Everyone must wear appropriate attire and appropriate footwear for each activity/sport
10. No resident may remove any furniture, equipment, or supplies from any facility (including from one clubhouse room to another, from pool deck to locker room, etc.)
11. Users must leave the facility and equipment in the same condition it was found, including removing anything brought in by the user, taking trash to the dumpster or a location designated by the facility Supervisor, and reimbursing GRF for any materials and labor necessary to return the facility to its original condition including the cost of replacement of broken items in kind
12. Staff and Volunteer Supervisors may impose time limits, as necessary, for fair and equal use of the facilities, equipment, etc.; limits may be placed on the number of games, sets, buckets of balls at the driving range, use of fitness equipment, etc.
13. Unless otherwise noted, facilities, ticket sales, posting of flyers, etc. are available on a first come first served basis
14. Unless otherwise noted, when there is a waiting list the first resident on the list is contacted for the first opening; that resident has the option to accept the opening, pass and go to the bottom of the list, or pass and be removed from the list

15. Facility user shall solely be responsible for compliance with all applicable GRF rules and all applicable Federal, state and local laws, statutes, codes, ordinances and regulations. Neither GRF nor its managing agent nor their directors, officers and/or employees shall be liable, at law or in equity, as a result of a resident/club/organization's failure to comply with this rule.
16. Facility user shall not discriminate in any way against any person on the basis of race, color, religion, national origin, ancestry, sex, physical handicap, mental condition or marital status in connection with the activities of any resident/club/organization.
17. Facility user shall be solely responsible for all resident/ club/organization's statements, actions and/or failures to act. Facility user understands and agrees that GRF does not endorse, approve or authorize such conduct, and expressly disclaims all responsibility and liability therefore, without exception.
18. Facility user shall defend, indemnify and hold harmless GRF and its managing agent, and their directors, officers and employees (individually and collectively, "Indemnitees") from and against any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, costs and expenses, including reasonable attorneys' fees and disbursements, of whatever nature, that Indemnitees may suffer or incur, including, but not limited to, injury to or death of any person(s), damaged property, loss of use of property, economic loss or any other damage, without exception, arising out of or in any way relating to, in whole or in part, resident/club/organization's activities under this Policy.
19. No user of GRF facilities shall act in any of the following manners, and no GRF facility shall be used for any of the following purposes:
 - a. In any manner that constitutes a violation of GRF rules;
 - b. In any manner that interferes with the rights of other GRF members and/or users of GRF facilities;
 - c. In any manner that unreasonably annoys other GRF members and/or users of GRF facilities;
 - d. In any manner that constitutes a nuisance;
 - e. In any manner that constitutes an indecent act; or
 - f. In any manner that constitutes an illegal act.
20. GRF reserves the right to remove any user of GRF facilities and/or to revoke any permit relating to the use of GRF facilities if it reasonably believes that said user has violated this rule or that the use of GRF facilities has been used in violation of this rule. Any Member responsible for actions alleged to be in violation of these rules shall be subject to disciplinary action pursuant to subsections 4.4 through 4.6 of GRF's Bylaws, as well as the dispute resolution procedures set forth in subsection 4.8 of GRF's Bylaws and Civil Code section 1363.840.

B. GAMES OF CHANCE/BINGO/RAFFLES

1. Games of chance/bingo/raffles are permitted only in accordance with all applicable laws

C. GATHERING SIGNATURES FOR PETITIONS AND/OR INITIATIVES

1. Gathering signatures for petitions and/or initiatives is permitted under the following criteria:

- a. The petition must remain in the possession of the signature gatherer
 - b. The signature gatherer must be outside of the GRF facility and not interfere with ingress or egress of the facility
 - c. The signature gatherer may not disturb or interrupt any program or activity
2. The use of tables, chairs, or other furniture is prohibited

D. CLUBS AND ORGANIZATIONS

1. The resident must submit a statement of purpose and initial list of at least 20 resident printed names, signatures, addresses, and telephone numbers
2. Each club/organization must provide the Recreation Division with contact information regarding those resident members authorized to make/change/cancel room reservations on behalf of the club/organization; limited to a maximum of three resident members
3. Each club/organization shall be listed on a contact list (which may include president's or designee's name, phone number, Email or other contact information); such list shall be maintained/distributed by the Recreation Division and posted on the community website
4. Promotions of activities and/or events must be produced, advertised, and promoted solely under the club/organization's name and auspices

E. CONTINUING EDUCATION PROGRAM

1. **Emeritus Program**
 - a. GRF provides the facilities at no cost
 - b. Classes may be held in all clubhouses except Clubhouses Six and Seven, the Computer Learning Center, Community Fitness Center, and Village Greens
 - c. The Recreation Division works with the College to facilitate the Emeritus Program
 - d. There is a limit of 100 Emeritus classes per semester
 - e. Non-resident students may only use Saddleback student passes to attend classes in which they are registered; they may arrive at the facility no more than 15 minutes prior to the start of the class; must leave the facility no more than 15 minutes after the Instructor dismisses the class; a parking pass is required if the student is driving into the Community
2. **Recreation Division Coordinated**
 - a. Class punch cards are only refundable if they were never punched and purchased within the last 12 months; no refunds will be made after the first class for classes without punch cards

F. SPONSORSHIP OF RECREATION PROGRAMS AND EVENTS

1. Sponsorship is permitted to offset some or all of the costs for Recreation Division coordinated events and may be refused for any reason

G. ROOM RESERVATIONS

1. **General**
 - a. Facilities may only be rented by residents of Laguna Woods Village (except for memorials). The requestor must be prepared to show his/her Laguna Woods Village identification card upon request in order to check room availability or make/change/cancel reservations

- b. Requestor must be an authorized agent of a club/organization to check availability or make/change/cancel reservations on behalf of the club/organization
- c. Rooms are assigned based on planned attendance and availability; exclusive use of the patio is included for those rooms with patio access
- d. Clubhouse reservation hours are 8:00 AM until 10:00 PM seven days per week; extended hours may be available but must be scheduled with the Clubhouse Supervisor at least two weeks in advance
- e. The GRF Pricing Policies contains two rates: resident rate and exception rate, refer to the GRF Pricing Policies
 - (1) Exception rate applies:
 - (a) To all weddings and/or wedding receptions for non-residents and are limited to only parents, children, and grandchildren of residents
 - (b) To any outside organization/club/group for which a resident makes a reservation
- f. It is prohibited to use the room for anything but the stated purpose (birthday party, anniversary, family reunion, etc.)
- g. Reservations may be cancelled or moved as necessary to accommodate government elections, GRF and Mutual meetings, facility renovations, GRF approved requests, Recreation coordinated community-wide events, etc.; Clubhouse Three Rehearsal Room reservations may be cancelled or moved if the Auditorium is booked
- h. The length of a reservation must include the set up/decorating, caterer preparation, and clean up time
- i. Every reservation must submit an attendance form at the conclusion of the event
- j. Cancellation of a paid reservation requires 14 days notice and contact with the reservation desk; cancellation or changes to paid reservations (with the exception of an extension in hours) will result in a fee of the minimum for that facility per reservation
- k. Refunds will be credited to the requestor's credit card or via check request
- l. "No shows" and cancellation within 14 days of the reservation date will result in the complete forfeiture of the room reservation fees

2. Types of Reservations

a. Permanent/Rollover

- (1) The series 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
- (2) 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); no refunds, credit, or transfers of fees after a signed contract is received by the Recreation Division

- (3) Requestor may not have more than two Saturday nights per month in a Main Lounge; the remaining Saturdays are for one time reservations only
- (4) Rollover reservations are not permitted in the Village Greens
- (5) Grandfathered Exceptions to Permanent/Rollover Reservation Policy are as follows:

Annual Bridge Unit 525 Event	Second weekend in February	Clubhouse Seven Main Lounge	8:00 AM – 10:00 PM
AARP Tax Preparation	Wednesdays, January through April 15 th	Community Center Redwood Room	8:00 AM – 5:00 PM
Garden Club Annual Garden Show	Fourth Wednesday in April	Clubhouse One Main Lounge	8:00 AM – 5:00 PM
Men's 18 Hole Golf Club Member Guest Tournament Dinner	Third Saturday in August	Clubhouse One Main Lounge	3:00 PM – 10:00 PM
Men's 18 Hole Golf Club Appreciation Event	Third Saturday in October	Clubhouse Two Main Lounge	12:00 PM – 5:00 PM
Men's 18 Hole Golf Club Skins Tournament Dinner	First Saturday in October	Clubhouse Two Main Lounge	2:00 PM – 10:00 PM
Men's 18 Hole Golf Club Memorial Tournament	Second Saturday in May	Clubhouse Two Main Lounge	3:00 PM – 10:00 PM
Women's Nine Hole Golf Club Luncheons	First Wednesday in April and December	Clubhouse Two Main Lounge	9:00 AM – 2:30 PM
Women's 18 Hole Golf Club Invitational Tournament	Third Thursday in June	Clubhouse Two Main Lounge	8:00 AM – 4:00 PM
Kiwanis Pancake Breakfast	Third Saturday in May and prior Friday for set up	Clubhouse One Main Lounge	8:00 AM – 10:00 PM
Meiklejohn Table Tennis Tournament	First Weekend in June (Wednesday through Sunday)	Clubhouse Five Main Lounge, and both Multi-Purpose Rooms	All Day
Men's 18-Hole Golf Club Father/Sibling	Third Saturday in June	Clubhouse Two Main Lounge	2:00 PM – 10:00 PM
City of Hope Dinner	First Sunday in November	Clubhouse Five Main Lounge	3:30 PM – 10:00 PM

b. Lottery

- (1) Requests for Rosh Hashanah and Yom Kippur events take priority on those dates; holiday must be named on lottery card
- (2) Only one card is permitted per event; duplicate cards will result in all cards for that event being moved to the end of the requests

c. One time/Walk-In

- (1) One time reservations must be made at least two weeks in advance (except memorials); reservations made less than two weeks in advance must be made with the Clubhouse Staff
- (2) One time reservations must be paid within two weeks of being made or they will automatically expire in the reservation system

3. Set up of Rental Room

- a. Room set up specifications for furniture and equipment (such as projectors, pianos, etc.) must be made with the facility staff a minimum of seven days prior to the reservation date
- b. Residents must make a request for technical services at least two weeks in advance of the reservation date

- c. Auditorium and Clubhouse Five sound and lighting equipment may only be operated by Recreation Division Technicians or those authorized by the Recreation Division

H. TICKET SALES/ DISTRIBUTION/REFUNDS

1. Auditorium Events/Programs

- a. Tickets are available no more than 30 days prior to the scheduled event
- b. There is a limit four free tickets or six paid tickets per manor for Recreation Division coordinated events/programs
- c. No refunds are available on the day of the event for Recreation Division events
- d. Consignment tickets for Auditorium events are limited to 25% of the total number of tickets

2. Other Events/Programs

- a. Clubs/organizations and residents may distribute free tickets at the applicable facility for upcoming events as scheduled with the facility Supervisor

I. CATERERS

1. The Recreation Division has complete authority in scheduling times for the caterer to arrive at the appropriate facilities to prepare food
2. A caterer cannot enter any clubhouse facility without Recreation Division staff on the premises
3. Storage of food is only permitted during the reservation period; additional time must be requested in advance and approved by the facility Supervisor and may not exceed 24 hours
4. Caterer must pay caterer's fee in accordance with the GRF Pricing Policies and Fees List

J. GRF BAR SERVICE

1. At an exception rate event where liquor is served, a GRF Bartender may be required at the discretion of the Bar Services Coordinator

K. LOCKERS

1. In accordance with the GRF Locker Pricing Policy there are annual fees for these lockers: Billiard Room, Clubhouse Four Jewelry Room, Clubhouse Four outdoor, Table Tennis, and Village Greens bag storage
2. Lockers without a fee are for one day use only; lockers must be emptied out and the lock removed each day

L. FLYER RACKS AND BULLETIN BOARDS

1. Flyers

- a. GRF does not endorse any event/trip/product/service advertised on flyers
- b. Flyers are only permitted in designated locations subject to space availability
- c. Only two flyers per resident or club/organization are allowed at any one time
- d. Flyer size is 8 ½" by 11" only
- e. Commercial advertising is permitted on flyers

- f. Flyers must be for an event within Laguna Woods Village or a trip coordinated by a resident, club/organization, Recreation Division, or City of Laguna Woods; general information flyers are prohibited
- g. Flyers must contain the date and name of the sponsoring Laguna Woods Village club/organization or resident; use of "LW" or "LWV" either alone or in combination with other letters is prohibited
- h. Flyers may be submitted no more than three days prior to the posting date
- i. Flyers may not be posted more than 60 days prior to earliest date on the flyer; multiple dates may not be displayed longer than one month following the earliest date; thereafter flyers must be resubmitted with revised dates

2. Clubhouse Three Lobby Poster Area, Clubhouse Three Lobby Bulletin Board and Clubhouse Five Glass Enclosed Bulletin Board

- a. Displaying posters is subject to space availability
- b. Clubhouse Three Lobby posters must not be larger than 33" by 40"; Clubhouse Three and Five bulletin boards have a 22" by 17" maximum
- c. Posters may be displayed a maximum of 60 days prior to the date of the event
- d. The Clubhouse Three Lobby poster area is for events with tickets currently on sale at the Box Office
- e. The Clubhouse Three Lobby bulletin board is for use by residents and clubs/organizations that schedule events in the Clubhouse Three Auditorium on regular basis but do not distribute tickets through the Clubhouse Three Box Office
- f. The Clubhouse Five glass enclosed bulletin board is for use by residents and clubs/organizations that have events scheduled in the Clubhouse Five Main Lounge or the Clubhouse Three Auditorium

III. FACILITIES

A. BRIDGE ROOM

- 1. Gross guest fees shall be collected on behalf of and paid to GRF in appropriate and timely accountability; in accordance with the GRF Pricing Policies and Fees List
- 2. The parent chapter of the Duplicate Bridge Club may host a tournament one day per month; the Duplicate Bridge Club rents the room and pays a fee in accordance with the GRF Pricing Policies and Fees List

B. CARD/GAME ROOMS/DROP-IN LOUNGE

- 1. These facilities are for drop-in use only
- 2. Multiple games may take place at the same time

C. CLUBHOUSE FOUR

- 1. A Volunteer Supervisor must be on duty for any Workshop to be open

D. COMPUTER LEARNING CENTER (PC and Mac)

- 1. Facility Volunteers establish the facility hours

E. EQUESTRIAN CENTER/STABLES

- 1. **General**

- a. Access to the Equestrian Center outside of posted business hours is prohibited except for authorized GRF Volunteers and residents boarding a horse at the Equestrian Center and their guests
- b. Access after 10:00 PM is prohibited except for response to a medical concern by the horse owner/lessee or persons assisting with the medical concern

2. The following are prohibited:

- a. Dogs at the facility except after dusk and then they must be on leash
- b. Washing horses anywhere but the wash rack area
- c. Cleaning bridles, buckets, or other items except in the utility sink
- d. Use of the washer and dryer unless the resident is present.

3. Boarded Horses, Resident Owned

- a. The resident must provide proof of ownership or sign an affidavit attesting to the ownership and full financial and decision making responsibility for the board and care of the horse
- b. Only horses solely owned by a resident may be boarded at the Equestrian Center
- c. When a resident's boarded horse dies the resident shall be allowed 30 days to decide to replace the horse or not. Once it is decided that the horse will be replaced, the resident shall have 90 days to find a replacement, provided stall fees continue uninterrupted. If needed a 90 day extension may be requested for approval by CAC
- d. If a horse permanently leaves the Equestrian Center and is not being replaced, the horse's stall will be available on a seniority basis to any resident whose horse is currently boarded at the facility
- e. There is a limit of one boarded horse per resident rider
- g. The Equestrian Center Supervisor has the right to reject any horse deemed unsuitable for the program
- h. Residents must participate in the care and riding of their boarded horse
- i. Only boarders may rent a trailer space at the Equestrian Center

4. Veterinarian and Farrier Services

- a. In case of emergency (illness, injury, etc.) the Equestrian Center Supervisor has all authority to care for the boarded horse

F. FITNESS

1. Fitness Equipment Room

- a. The user must schedule an initial interview with staff prior to using the facility for the first time
- b. Video players and reading materials are prohibited while using treadmills
- c. Cell phone use is prohibited; phones must be turned off or on vibrate; conversations must take place outside of the facility

2. Fitness Center Privilege Pass

- a. The request must include a Doctor's statement attesting to the resident's inability to accompany someone to one of the fitness centers
- b. The resident must be "in town" throughout the duration of the pass
- c. Passes are limited to two weeks

d. Renewals are at the discretion of the Recreation Division

G. GARDEN CENTERS

1. Plots may not be transferred between residents; work must commence within 30 days of permit execution
2. Active gardeners prior to 2009 may be grandfathered up to 800 square feet per manor; new gardeners are limited to a maximum of 400 square feet per manor; in addition, there is a limit of one tree plot (citrus or fruit) per manor (any resident with more than one tree plot will be "grandfathered" until the permit is terminated)
3. The resident gardener assigned to the plot must work the plot (temporary assistance from another resident may be requested)
4. Staff must approve any fence, trellis, or other structure prior to it being built
5. GRF reserves the right to prohibit or limit any plantings that it deems not to be in the best interest of the Community or Garden Centers
6. Any sprinkler systems except drip or soaker are prohibited; water timers are prohibited
7. Gravel is permitted in Garden Center Two pathways only; use of mulch outside of plots is prohibited
8. A gardener must work his/her plot at least six months of the calendar year and maintain the plot at all times
9. Upon revocation of a use permit there is no refund or apportionment of any fee or reimbursement for any planted materials or improvements
10. Pets, except service dogs, are not allowed in the Garden Centers or their parking areas.

H. GOLF FACILITIES

1. General

- a. Visiting PGA and GCSAA Professionals and guests are permitted to play in accordance with PGA and GCSAA Policy; the Professional and one guest's green and cart fees are complimentary
- b. Clergy must be an active member of a church within or adjacent to the Community; must be the guest of a resident and play with the resident at the resident rate for green fees; clergy are limited to once per month; must provide proof of church affiliation
- c. Every golfer must have his/her own golf equipment in order to play
- d. Check in with the Starter is required no earlier than 20 minutes prior to tee time and no later than 10 minutes prior to tee time
- e. Pets, except service dogs, are prohibited in the Village Greens, its patios and terraces, and on the Golf Courses

2. Golf Carts

- a. Privately owned carts must have a golf cart permit or golfer must pay the daily fee prior to play in accordance with the GRF Pricing Policies and Fees List
- b. Golf carts are prohibited on the Par Three Golf Course
- c. Carts must carry containers of sand to be used on the fairways

3. Tee Times and Tournaments

- a. Men's Club tournament day is every Wednesday; Women's Club tournament day is every Tuesday; the course is not available for open play on those days until it is released by the Tournament Director
- b. Requests for special tournaments where fees are affected must be made in writing and approved by GRF following a recommendation by CAC
- c. No tournaments coordinated by outside organizations/clubs/groups permitted

I. HORSESHOES

1. Players must rake the pit smooth after finishing the game
2. Players must stop pitching when a horse is being led along the length of the pit

J. LAWN BOWLING

1. New bowlers must pass a test administered by the Lawn Bowling Club to bowl on their own

K. LIBRARY

1. Fines are established and collected by the Library Club

L. PADDLE TENNIS AND PICKLE BALL

1. Pets, except service dogs, are prohibited

M. SWIMMING POOLS, HOT POOLS, AND LOCKER ROOMS

1. General

- a. The facilities are only open when a Lifeguard is on duty
- b. The approved annual pool schedule is five pools open Memorial Day through September; four pools open the month of October; three pools open November until Memorial Day
- c. Consistent with the Orange County Health Department, showers are recommended (but not required) prior to entering a pool or hot pool
- d. Food and beverages (except water) are prohibited except in designated areas
- e. The approved pool water temperatures are:
 - (1) Pools One, Five, and Six, 82-84 degrees
 - (2) Pool Two, 80-82 degrees
 - (3) Pool Four, 84-86 degrees
 - (4) All hot pools 102-104 degrees

2. Children's Swim

- a. Approved children's swim time is noon until 3:00 PM from the last two weeks in June through Labor Day & noon until 2:00 PM the remainder of the year at the designated facility

3. Pool Privilege Pass

- e. The request must include a Doctor's statement attesting to the resident's inability to accompany someone to a pool
- f. The resident must be "in town" throughout the duration of the pass
- g. Passes are limited to two weeks
- h. Renewals are at the discretion of the Recreation Division

N. TENNIS

1. General

- a. Prime time is defined as 6:00 AM until 10:30 AM

- b. Tennis Club tournaments and league matches must be posted one week in advance and take place after 10:30 AM, except the annual Tennis Club tournament in October that may use up to eight courts at any time
- c. Team practice sessions are prohibited during prime time and are limited to four courts
- d. After 4:30 PM lighted courts are governed by the rules for the reserved courts
- e. Pets, except service dogs, are prohibited

2. Reserved Courts (Courts Five through Ten)

- a. Players signed up on pick-up courts may not also sign up on reserved courts; one player may sign up a maximum of four names
- b. Courts may be reserved by signing up on the appropriate board
- c. Doubles takes priority on courts five through eight during prime time; singles takes priority on court 10 during prime time
- d. Lessons are prohibited during prime time

O. VIDEO LAB

- 1. Video Club projects take priority in the Video and Sound Studio

Recreation Master Plan Implementation Schedule

Project	Phase		
	Design ¹ (Blue)	Construction (Red)	Commissioning ² (Green)
Gate 12 Main Lounge	August 2013 - April 2014	April 2014 - March 2015	March 2015 - May 2015
Gate 12 Amphitheater & Green Plaza	November 2014 - May 2015	May 2015 - January 2016	n/a
Golf Practice Area	August 2015 - October 2015	October 2015 - December 2015	n/a
Gate 16 Fitness Center	November 2013 - August 2014	August 2014 - July 2015	July 2015 - October 2015
Gate 16 Paddle Tennis & Pickleball Courts	November 2013 - August 2014	August 2014 - July 2015	July 2015 - October 2015
Clubhouse 1 Table Tennis Facility	June 2015 - October 2015	October 2015 - December 2015	n/a
Community Center 3rd Floor Education Center	June 2015 - October 2015	October 2015 - April 2016	April 2016 - June 2016
Garden Center 3 & Passive Park	October 2013 - August 2014	August 2014 - January 2015	January 2015 - April 2015
Fitness Trails	January 2014 - May 2014	May 2014 - August 2014	n/a
Clubhouse 3 Improvements	November 2014 - May 2015	May 2015 - October 2015	n/a
Clubhouse 5 Drop-in Lounge	June 2015 - October 2015	October 2015 - December 2015	n/a
Clubhouse 6 Drop-in Lounge	August 2015 - December 2015	December 2015 - February 2016	n/a
Clubhouse 4 Arts & Crafts Expansion	August 2015 - February 2016	February 2016 - August 2016	n/a

Notes

- 1) Design Phase includes preliminary design, City Site Development review and construction documents.
- 2) Commissioning includes moving items into the facility and prepping it for future use. Not all projects require commissioning.
- 3) Paddle Tennis and Pickleball Courts will be constructed with the Gate 16 Fitness Center.
- 4) The duration of each task is based on typical estimates, however may vary depending on unforeseen conditions once each project is started.

Recreation Master Plan Implementation Schedule

