

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 6, 2015

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 6, 2015, at 9:30 A.M., at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Kathryn Freshley, Sharon Roddan, Lucy Shimon, Mary Stone, Dick Palmer, Richard Johnston, John Beckett, JoAnn di Lorenzo, Stanley Feldstein, John Parker

Directors Absent: Margaret Klein

Staff Present: Jerry Storage, Kim Taylor, Heather Rasmussen, John Besmehn and John Schulte from Pangea, Russ Ridgeway

Others Present: Stanley Feldsott, Corporate Counsel

CALL TO ORDER

President Kathryn Freshley 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 Sharon Roddan led the membership in the Pledge of Allegiance to the Flag.

ACKNOWLEDGEMENT OF MEDIA

A representative of the Laguna Woods Globe and the Channel 6 Camera Crew, by way of remote cameras, were acknowledged as present.

APPROVAL OF AGENDA

Director Feldstein moved to approve the agenda as amended by adding under New Business as 11b "Approval of the The Thrive Project." Director Beckett seconded the motion.

By a vote of 9-0-0 the motion carried and the agenda was approved as amended.

APPROVAL OF THE MINUTES

Without objection, the meeting minutes of September 1, 2015 were approved as written.

CHAIR'S REPORT

President Freshley spoke to Fiduciary Duty of each Director, bringing back the governance structure for the community, and spoke to the recall of herself and Mary Stone brought on by Third Mutual.

MEMBER COMMENTS

- Diane Penn (443-C) commented on her reservations regarding Associa and spoke to the \$10M loan.

- Michelle Stanton (950-E) asked about the new Board of Directors for Laguna Woods Village Management Inc. with regard to their job descriptions and asked how many staff has left to date due to the Transition.
- Judith Troutman (3011-B) spoke to the Permits and Alterations Task Force and asked the Board to update the name on the sign in the Community Center.
- Marion Levine (438-D) inquired about when the AEDs are going to be placed in the Clubhouses.
- Duane Forrest (2287-P) commented on gate security in the community and an issue concerning one of the gates.
- Bert Moldow (3503-A) spoke to a letter that he submitted in the Globe.
- Darwin Mickelson (2394-2D) commented on having coffee available at Clubhouse 1.
- Elizabeth Barrett (2035-A) commented on having coffee available at Clubhouse 1.
- Anne Russell (3079-A) commented on having coffee available at Clubhouse 1.
- John Luebbe (3301-A) spoke to the request from Third Mutual to recall Kathryn Freshley and Mary Stone.
- Faye Pearl (2238-F) commented on Third Mutual's request to recall Kathryn Feshley and Mary Stone.
- Sharon O'Neil (581-P) commented on the plantings at Aliso Creek.
- Pamela Grundke (2214-B) spoke to innuendos, accusations, power plays and Third Mutual's request to recall Kathryn Freshley and Mary Stone.
- Maxine McIntosh (68-C) commented on the Laguna woods Village Management Inc. Board of Directors, the recall, and having coffee available at the Clubhouses.
- John McRae (5500-2H) commented on the request from Third Mutual to recall Kathryn Freshley and Mary Stone and requested that Third Mutual drop the recall request.
- Fred Sherman (3161-A) spoke to the importance of learning the village structure and the Trust.
- Barbara Fisch (2390-2E) commented on the pool 1 heating issue.

The GRF Directors briefly responded to Members' Comments.

GENERAL MANAGER'S REPORT

In the interest of time, Mr. Jerry Storage did not present a report.

UNFINISHED BUSINESS

The Secretary of the Corporation, Director Stone read a proposed resolution approving revisions to the Clubs and Organizations Section of the Recreation Division Policy, which was postponed in August to satisfy the 30-day notification requirement. Director Stone moved to approve the resolution. Director Beckett seconded the motion and discussion ensued.

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

RESOLUTION 90-15-52

Revisions to Clubs and Organizations Section of the Recreation Division Policy

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 GRF Community Activities Committee is recommending revisions to the Clubs and Organizations section of the Recreation Division Policy;

NOW THEREFORE BE IT RESOLVED, October 6, 2015, that the Board of Directors of this Corporation hereby adopts the revisions to the Clubs and Organizations section of the Recreation Division Policy, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 90-14-12 adopted March 4, 2014 is hereby superseded and cancelled; and

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

The Secretary of the Corporation, Director Stone read a proposed resolution approving revisions to the Room Reservations section of the Recreation Division Policy, which was postponed in August to satisfy the 30-day notification requirement. Director Stone moved to approve the resolution. Director Parker seconded the motion and discussion ensued.

Members Pardiss Broomand (524-B), Kenneth Hirsch (4010-3F), Pamela Grundke (2214-B), Randi Ellen Gutin-Unger (696-C), and Fred Sherman (3161-A) commented on the resolution.

Director Feldstein moved to amend the resolution to add "***to the extent that it differs***" to the first Resolved Further. Director Beckett seconded the motion. By a vote of 8-1-0 (Director di Lorenzo opposed) the amendment carried.

By a vote of 8-1-0 (Director di Lorenzo opposed) the motion carried and the Board adopted the following resolution as amended:

RESOLUTION 90-15-53

Revisions to the Recreation Division Policy - Room Reservations

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 Golden Rain Foundation Room Reservation Task Force has recommended revisions to the Recreation Division Policy with regard to Room Reservations;

NOW THEREFORE BE IT RESOLVED, October 6, 2015, that the Board of Directors of this Corporation hereby adopts revisions to its Recreation Division

Policy with regard to Room Reservations, as attached herein, that will take effect January 1, 2016 **and after August 4, 2015 new reservations must comply with the revised policy**; and

RESOLVED FURTHER, that Resolution 90-14-12 adopted March 4, 2014 is hereby superseded and cancelled **to the extent that it differs**; and

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

The Secretary of the Corporation, Director Stone read a proposed resolution approving a Supplemental Appropriation of \$8,781.03, funded from the Contingency Fund, for final payment to the City of Laguna Woods to process the General Plan Amendment and Zoning Code Amendment. Director Stone moved to approve the resolution. Director Shimon seconded the motion and discussion ensued.

Member Maxine McIntosh (86-C) and Barbara Copley (410-D) commented on the resolution.

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

RESOLUTION 90-15-54

General Plan Amendment and Zoning Code Amendment

WHEREAS, on September 2, 2014 by way of Resolution 90-14-47 GRF terminated the Specific Plan process and resolved to apply to the City of Laguna Woods for a General Plan Amendment and Zoning Code Amendment for 10 of the 11 Planning Area parcels that had been considered by the Specific Plan; and

WHEREAS, Planning Area 7, the parcel for the maintenance yard, would remain designated as an Urban Activities Center in the General Plan;

WHEREAS, on December 2, 2014 by way of resolution 90-14-76 the Board authorized \$25,000 for payment to the City of Laguna Woods to process the General Plan Amendment and Zoning Code Amendment; and

WHEREAS, the final cost for the General Plan Amendment and Zoning Code Amendment is \$33,781.03;

NOW THEREFORE BE IT RESOLVED, October 6, 2015, that the Board of Directors hereby authorizes a supplemental appropriation in the amount not to exceed \$8,800 to be funded from the Contingency Fund for final payment to the City of Laguna Woods to process the General Plan Amendment and Zoning Code Amendment; and

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

The Secretary of the Corporation, Director Stone read a proposed resolution approving revisions to the Delegation of Actions and Commitments. Director Stone moved to approve the resolution. Director Johnston seconded the motion and discussion ensued.

Member Maxine McIntosh (68-C) commented on the resolution.

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

RESOLUTION 90-15-55

Revisions to the Delegations of Actions and Commitments

WHEREAS, in order to avoid confusion as to the role and responsibilities of the Board and managing agent, a Delegation of Actions and Commitments Matrix was created to clearly define the responsibilities of the Board and the responsibilities the Board may wish to delegate; and

NOW THEREFORE BE IT RESOLVED, October 6, 2015, the Board of Directors of the Corporation hereby approves the following revisions to the attached document entitled “**Delegation of Actions and Commitments**” which clarifies the level of contract awards required to have Board approval.

15. Approval to Award Contract.

Below are the approvals required for contract award that are within the budget for the activity.

Less than \$5,000: The managing agent will proceed to award the contract to the vendor best fulfilling the requirements of the RFP and the scope of work/specifications without committee review and board approval.

Greater than \$5,000: The appropriate committee will review and recommend approval for contract award to the board for the vendor best fulfilling the requirements of the RFP and the scope of work/specifications. The Board will have final approval of the contract.

For activities requiring expenditures exceeding the budget, the appropriate committee will review and recommend approval of the contract to the Board. The Board will proceed to approve a resolution for supplemental funding and contract award to the recommended vendor.

Single source awards shall be reviewed and approved by the Board.

RESOLVED FURTHER, that resolution 90-15-48 adopted September 1, 2015 is hereby superseded and cancelled *to the extent that it differs*; and

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

NEW BUSINESS

The Board discussed appointing a Moderator for Meet the Candidates on November 4, 2015.

Director Roddan moved to appoint Salle Martinis as Moderator for the GRF Meet the Candidates. Director di Lorenzo seconded the motion.

By a vote of 9-0-0 the motion carried.

The Secretary of the Corporation, Director Stone read a proposed resolution approving The Thrive Project. Director Feldstein moved to approve the resolution. Director di Lorenzo seconded the motion and discussion ensued.

John Besmehn and John Schulte from Pangea and Third Mutual Director Beth Perak spoke to The Thrive Project.

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

RESOLUTION 90-15-56

Creation of "The Thrive Project"

Whereas, the Media and Communications Committee of this corporation created a task force to investigate means for improving and distributing a modern image of this community and its residents; and

Whereas, Director Beth Perak was named Chairperson of this Task Force, with power to select members of the task force with skills and experience necessary for this project, named "The Thrive Project" (hereinafter [Project]); and

Whereas, the task force has established the basic format and content of the Project, as well as the means for communicating to this community and the public at large, a fresh and attractive image of life in this community; and

Whereas, the task force included representatives of Third Mutual and United Mutual, as well as of this corporation; and

Whereas, the meeting of the Media and Communications Committee scheduled for this month of October was cancelled due to conflict with the celebration of Columbus Day;

Now Therefore Be It Resolved, this 5th day of October 2015, upon request of the chairperson of the Media and Communications Committee, that this Board forego the need for a formal endorsement from said committee; and

Resolved Further, that the creation and continuation of the Project be, and hereby is, approved; and

Resolved Further, that all present members of the aforesaid task force are authorized to continue as members of the task force, or any successor agency for the execution of the Project.

CONSENT CALENDAR

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

Security and Community Access

Approve request from Lisa Bartlett, Supervisor Fifth District, to hold the Senior Summit May 20, 2016 at Clubhouse Three.

Approve request from UPS to place two PODs in the Clubhouse 1 parking lot for the holidays.

Community Activities Committee

Deny request from resident Saeed Sabeti to extend his room reservation to midnight on October 24, 2015.

Maintenance and Construction Committee

Approve a donation from the Tennis Club to purchase and install a video surveillance system for use at Tennis Center building.

Approve the donation from the Hearing Well Club for the installation of a hearing loop at Clubhouse 3 Dining Room 2.

COMMITTEE REPORTS

Director Johnston reported from the Finance Committee, presented the Treasurer's Report, spoke to the cost of the Transition to date, and updated the Members on the Microsoft Dynamics AX conversion project.

The Secretary of the Corporation, Director Stone read a proposed resolution approving resolution to obtain letter of credit for insurance renewal. Director Stone moved to approve the resolution. Director Johnston seconded the motion and discussion ensued.

Members John McRae (5500-2H) and Michelle Stanton (950-E) commented on the resolution.

Director Parker moved to send the resolution back to the Finance Committee and for Director Johnston to speak to the Bank with regard to changing the language of the resolution. Director Roddan seconded the motion. By a vote of 9-0-0 the motion carried.

RESOLUTION 90-15-XX

**RESOLUTION TO OBTAIN LETTER OF CREDIT
GOLDEN RAIN FOUNDATION**

RESOLVED, October 6, 2015 that this corporation, Golden Rain Foundation of Laguna Woods, may:

1. borrow money from BANK OF AMERICA, N.A. (together with Bank of America Corporation and its subsidiaries and affiliates, collectively, "*Bank*");
2. obtain for the account of this Corporation commercial and standby letters of credit issued by Bank;
3. obtain for the account of this Corporation Bank's acceptance of drafts and other instruments; and
4. ~~discount with or sell to Bank notes, acceptances, drafts, receivables and other evidences of indebtedness, and assign or otherwise transfer to Bank any security interest or lien for such obligations;~~

from time to time, in such amount or amounts as in the judgment of the Authorized Officers (as hereinafter defined) this Corporation may require (the credit facilities described in the first part of this resolution are collectively referred to herein as the "*Credit Facilities*").

~~**RESOLVED FURTHER**, that this Corporation is authorized to enter into one or more agreements with Bank or an affiliate of Bank that provide for an interest rate, credit, commodity or equity swap, cap, floor, collar, forward foreign exchange transaction, currency swap, cross currency rate swap, currency option, securities puts, calls, collars, options or forwards or any combination of, or option with respect to, these or similar transactions, which agreements may be oral or in writing (collectively, "*Hedge Agreements*") and to execute and deliver any master agreement and the related schedule, confirmation or other agreement or certificate as Bank or its affiliate may require relating to such Hedge Agreements, including without limitation, any security or other collateral documentation as Bank or its affiliate may require in connection therewith.~~

RESOLVED FURTHER, that the Authorized Officers are hereby authorized and directed, as security for any obligation or obligations of this Corporation to Bank, whether arising pursuant to these Resolutions or otherwise, to grant in favor of Bank a security interest in or lien on any real or personal property belonging to or under the control of this Corporation.

RESOLVED FURTHER, that any two (2) of the following:

Kathryn Freshley, the President,

Richard Johnston, the Treasurer

of this Corporation, acting individually or in any combination as may be set forth above (the "Authorized Officers"), are hereby authorized and directed, in the name of this Corporation, to execute and deliver to Bank, and Bank is requested to accept:

- a. the notes, loan agreements, advance account agreements, acceptance agreements, letter of credit applications and agreements, purchase agreements, sale agreements or other instruments, agreements and documents which evidence the obligations of this corporation under the Credit Facilities obtained or to be obtained pursuant to these resolutions;
- b. any and all security agreements, deeds of trust, mortgages, financing statements, fixture filings or other instruments, agreements and documents with respect to any security interest or lien authorized to be given pursuant to these resolutions;
- ~~c. any master agreement and the related schedule, confirmation or other agreement or certificate as Bank may require relating to Hedge Agreements; and~~
- d. any other instruments, agreements and documents as Bank may require and the Authorized Officers may approve.

RESOLVED FURTHER, that the Authorized Officers are hereby authorized and directed, in the name of this Corporation, to endorse, assign to Bank, and deliver to Bank, any and all notes, acceptances, drafts, receivables and other evidences of indebtedness discounted with or sold to Bank, together with any security interest or lien for such obligations, and to guarantee the payment of the same to Bank.

RESOLVED FURTHER, that any and all of the instruments, agreements and documents referred to above may contain such recitals, covenants, agreements and other provisions as Bank may require and the Authorized Officers may approve, and the execution of such instruments, agreements and documents by the Authorized Officers shall be conclusive evidence of such approval, and that the Authorized Officers are authorized from time to time to execute renewals or extensions of any and all such instruments, agreements and documents.

RESOLVED FURTHER, that Bank is authorized to act upon the foregoing resolutions until written notice of revocation is received by Bank, and that the authority hereby granted shall apply with equal force and effect to the successors in office of the Authorized Officers.

The Board took a brief recess for lunch at 12:45 PM and returned at 1:35 PM.

Director Johnston reported from the Administrative Processes and Procedures Ad-Hoc Committee.

Director Roddan reported from the Maintenance and Construction Committee.

The Secretary of the Corporation, Director Stone read a proposed resolution approving a Supplemental Appropriation of \$11,900 to renovate the Aliso Creek restrooms. Director Stone

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

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

RESOLUTION 90-15-57

Aliso Creek Restrooms Renovation Additional Funding

WHEREAS, May 5, 2015 by way of Resolution 90-15-32 the Board approved \$25,000 to renovate the Aliso Creek restrooms located along the walkway of upper Aliso Creek due to their deteriorated condition;

WHEREAS, to proceed with the contract award to the lowest bidder additional funding is required to complete the project;

NOW THEREFORE BE IT RESOLVED, October 6, 2015, the Board of Directors of this Corporation hereby authorizes a supplemental appropriation in the amount of \$11,900, funded from the Facilities Fund, to renovate the Aliso Creek restrooms located along the walkway of upper Aliso Creek; and

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

The Secretary of the Corporation, Director Stone read a proposed resolution approving a supplemental appropriation of \$12,100 for Motorized Blinds in the Main Lounge at Clubhouse 7. Director Stone moved to approve the resolution. Director di Lorenzo seconded the motion and discussion ensued.

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

RESOLUTION 90-15-58

Window Coverings for Clubhouse 7

WHEREAS, the GRF Community Activities Committee directed staff to provide alternatives for window coverings in the Main Lounge at Clubhouse 7 to mitigate the glare on the North facing projector screen when in use;

NOW THEREFORE BE IT RESOLVED, October 6, 2015, the Board of Directors of this Corporation hereby authorizes a supplemental appropriation in the amount of \$12,100, funded from the Equipment Fund, to purchase motorized blackout/near blackout shades for Clubhouse 7 Main Lounge; and

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

The Secretary of the Corporation, Director Stone read a proposed resolution approving closing the Building D and E Capital Plan Projects (P14034, P14039, P15016 and P15017). Director Stone moved to approve the resolution. Director Johnston seconded the motion and discussion ensued.

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

RESOLUTION 90-15-59

**Close Building D and E Capital Plan Projects
(P14034, P14039, P15016 and P15017)**

WHEREAS, by way of Capital Plan projects (P14034, P14039, P15016 and P15017) the Board approved an appropriation of \$1,658,500 from the Facilities Fund for Building D and E projects; and

WHEREAS, the GRF Maintenance and Construction Committee is recommending that the Board close Building D and E Capital Plan Projects to make funding available for other projects;

NOW THEREFORE BE IT RESOLVED, October 6, 2015, the Board of Directors of this Corporation hereby closes the Building D and E Capital Plan Projects (P14034, P14039, P15016 and P15017) to be re-prioritized in a future year of the 30-year Capital Plan; and

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

Director Roddan reported from the Security and Community Access Committee.

The Board discussed gate access and issues of security and maintenance with specific gates.

Director Feldstein reported from the Media and Communications Committee.

The Secretary of the Corporation, Director Stone read a proposed resolution authorizing an early expenditure from the approved 2016 Capital Plan for the purchase of additional Set Top Boxes. Director Stone moved to approve the resolution. Director Palmer seconded the motion and discussion ensued.

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

RESOLUTION 90-15-60

Additional Set Top Boxes

WHEREAS, currently, there is a greater demand in the new digital services than anticipated and based on current subscriber trends, the number of digital subscribers is expected to rise to over 5,700 by year end; and

WHEREAS, funding approved in the 2015 reserve expenditures plan will be depleted before year-end and additional set-top boxes are needed to accommodate the increased demand; and

NOW THEREFORE BE IT RESOLVED, October 6, 2015, the Board of Directors of this Corporation hereby authorizes an early expenditure from the approved 2016 Capital Plan for the purchase of additional set top boxes; and

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

Director Feldstein reported from the Laguna Woods Village Traffic Hearings.

Director Palmer reported from the Energy Committee.

Director Stone reported from the Clubhouse 2 Renovation Ad Hoc Committee.

Director Stone reported from the Community Activities Committee.

The Secretary of the Corporation, Director Stone read a proposed resolution approving revisions to the Room Reservation Pricing Policy, with 90% to be shared for small meeting rooms and 80% to be shared for main lounges and large dining rooms:

RESOLUTION 90-15-XX

New Room Rental Fees for 2016 with Prime Hours

RESOLVED, December 1, 2015, that the Board of Directors hereby approves the following percentage to be shared by the Community at large relative to the Recreation Division Resident Room Reservation Fees and Setup Fees: ~~90% for all rooms~~

Reservable Room Type	Percent Shared by the Community at Large
CC Rooms and Conference Rooms	90%
Multi-Purpose Rooms	90%
Small Dining Rooms	90%
Main Lounges and Large Dining Rooms	80%
Other	80%

RESOLVED FURTHER, that the charge for Clubhouse 3 Auditorium Event with Admission shall be \$345 per day; and

RESOLVED FURTHER, that such policy shall be effective January 1, 2016; and

RESOLVED FURTHER, Resolution 90-10-94, adopted November 2, 2010 is hereby superseded and cancelled *to the extent that it differs*; and

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

Director Stone moved to approve the resolution. Director Shimon seconded the resolution. Member Joan Milliman (969-3E) commented on the resolution.

By a vote of 9-0-0 the resolution was postponed to the December meeting to comply with Civil Code §4360, to satisfy the 30-day notification requirement.

The Secretary of the Corporation, Director Stone read a proposed resolution approving revisions to Section 111.N.1.a and Section 1.B.4 of the Recreation Division Policy - Tennis Prime Time Hour and Guest Policies:

RESOLUTION 90-15-XX

Recreation Division Policy - Tennis Revisions to Prime Time Hour and Guest Policies

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 GRF Community Activities Committee is recommending revisions to the Tennis section of the Recreation Division Policy;

NOW THEREFORE BE IT RESOLVED, December 1, 2015, that the Board of Directors of this Corporation hereby adopts the revisions to Section 111.N.1.a and Section 1.B.4 of the Recreation Division Policy – Tennis, prime time hour and guest policies, as attached to the official minutes of this meeting; and

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

Director Stone moved to approve the resolution. Director Shimon seconded the motion.

By a vote of 9-0-0 the resolution was postponed to the December meeting to comply with Civil Code §4360, to satisfy the 30-day notification requirement.

Director Parker reported from the Landscape Committee.

Director Stone moved to ratify rescinding Resolution 90-15-35 Aliso Creek Mitigation Plan Process and direct staff to finish the planting work within the existing mitigation area and further to generate an RFP for the required ongoing monitoring work. Director di Lorenzo seconded the motion and discussion ensued.

Members Sharon O'Neil (581-P) and Sally Sunderhaus (580-O) commented on the motion.

By a vote of 8-0-1 (Director Roddan abstained) the motion carried.

Director Shimon reported from the Mobility and Vehicles Committee.

FUTURE AGENDA ITEMS

Due to time limitations the Board did not discuss future agenda items.

DIRECTORS' COMMENTS

The Directors made their final comments.

MEETING RECESS

The meeting was recessed at 3:35 PM to reconvene October 8, 2015 at 9:30 AM.

Mary Stone, Secretary

Summary of Previous Closed Session Meetings per Civil Code Section §4935

During its Regular Executive Session Meeting of September 3, 2015 the Board approved the Regular Executive Session meeting minutes of August 6, 2015 and the Special Executive Session meeting of August 11, 2015 as written. The Board approved three (3) hearing requests; held one (1) Disciplinary Hearing and imposed \$150.00 in fines; considered 2015 Non-Union Wage Adjustments; and discussed the resolution to obtain letter of credit for insurance purposes.

During the Special Executive Session All Boards meetings of September 11th, September 18th, September 24th and October 2, 2015 the Board discussed and considered contractual matters.

During the Special Executive Session meeting of September 30, 2015 the Board discussed and considered contractual and legal matters.

During the Special Executive Session meeting of October 2, 2015 the Board discussed and considered contractual and legal matters.

Final

D. CLUBS and ORGANIZATIONS

The following requirements must be met for a club/organization to be recognized by GRF:

1. Residents requesting to form a club/organization must first submit a written request to Recreation Staff stating the purpose and/or objective of the proposed club/organization and a list of at least 20 resident names, addresses, and telephone numbers of those requesting membership in the new club/organization.
2. Compliance with the Rules, Policies and Procedures of the Golden Rain Foundation, including the GRF Guest Policy, must be a condition for membership in the club/organization.
3. The club/organization must be organized for educational, social, cultural, recreation or other non-profit purposes.
4. The club/organization may not represent any business or commercial interest or activity.
5. The club/organization must be substantially supported by revenue from its members/donors.
6. The club/organization must have a minimum membership of 90% Laguna Woods Village residents unless otherwise exempted from this requirement by specific policy or rules approved by the GRF Board.
Non-residents may participate as "guests"
7. A current membership roster and updated contact information must be submitted to Recreation Staff annually unless otherwise exempted from this requirement by specific policy or rules approved by the GRF Board..
8. The club/organization may not advertise events to the general public through media in general circulation outside of Laguna Woods Village including electronic communications.
Website and Globe articles should say "for Laguna Woods Village residents and their guests only".
9. Although GRF recognized clubs/organizations are afforded promotional privileges by GRF, such organizations are entirely independent and therefore GRF assumes no liability for their acts, whatsoever.

Final

G. ROOM RESERVATIONS

1. General

- a) Facilities shall only be rented by Laguna Woods Village residents (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) Rentable rooms shall not be used to conduct a business, promote a product, or solicit for service. Caterers, entertainers, speakers, and instructors are permitted as service providers to the group.
- d) Rooms are assigned based on planned attendance and availability; exclusive use of the patio is included for those rooms with patio access.
- e) Clubhouse reservation hours are 8:00 AM until 10:00 PM seven days per week, **except for New Year's Eve.**
- f) All weddings and/or wedding receptions for nonresidents are limited to only parents, children, and grandchildren of residents.
- g) The GRF Pricing Policies contains two rates: resident rate and exception rate, refer to the GRF Pricing Policies
 - (1) Exception rate applies:
 - a. To any non-Laguna Woods Village organization/club/group for which a resident makes a reservation.
- h) It is prohibited to use the room for anything but the stated purpose (birthday party, anniversary, family reunion, etc.).
- i) Individual residents/clubs/organizations are limited to two special events/fund raisers per year per group. Special events/fundraisers include sales of any kind and events not regularly carried on that are conducted for the primary purpose of raising funds to support the local club or other non-profit purpose.
- j) 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.
- k) The length of a reservation must include the set up/decorating, caterer preparation, and clean up time.
- l) Every reservation must submit a Facility Check Out form to the Clubhouse staff at the conclusion of the event indicating the number of residents and non-residents.
- m) 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.

- n) Refunds will be credited to the requestor's credit card or via check by request.
- o) No shows" and cancellation within 14 days of the reservation date will result in the complete forfeiture of the room reservation fees.

DELEGATION OF ACTIONS AND COMMITMENTS

I. INTRODUCTION

One of the core principles of the laws governing corporations, both for-profit and non-profit, is that the ultimate responsibility for the business and operations of the corporation and thus the ultimate authority to take action rests with the corporation's Board of Directors. The board then has the right to determine under what circumstances to delegate specific actions and commitments to committees, committee chairs, to management, to other agents, professionals or contractors.

The Golden Rain Foundation Board of Directors has created a Delegation of Actions and Commitments Matrix that can be used to guide current and future Board members in the responsible delegation of duties and responsibilities. The intent is to develop a document that can be adopted by each of the four boards and can be used to clearly define the responsibilities and authority of the boards and those responsibilities they may wish to delegate.

The goal of the matrix and this accompanying memorandum is to identify more clearly those who have the principal responsibility for performing certain actions or duties and those who are expected to render services and assistance in an advisory capacity to add value and expertise to foster better actions and decisions by the principal decision-maker(s).

II. AUTHORITY

In order for an individual or an organization to accomplish a task, they need a certain amount of authority to carry out the assigned activity. However, implicit in the delegation of authority is that the responsibility for the outcome of the activity remains with the individual or organization that delegated the authority.

When the governing Board of a homeowners' association delegates responsibility and authority to others, it becomes vital to maintain control through the timely reporting of data and information and monitoring the progress or outcome of the delegated responsibilities or functions. This is typically accomplished through timely financial reports that can be evaluated in the context of budgeted/projected income and expenditures for a given fiscal period, and the receipt of progress reports that address work status and milestones achieved during the specified period, such as a calendar month, quarter or fiscal year.

III. DELEGATION MATRIX

The Matrix that accompanies this Memorandum presents four categories of functions that are part of the day-to-day responsibilities of Laguna Woods Village Corporations, namely the formation of contracts, the conduct of Board, Committee and member meetings, financial matters, and manner in which legal services are solicited and utilized by the corporations. Then, in the columns opposite these four substantive areas of corporate action, the Matrix presents a description of the appropriate role and responsibilities of:

the Association's Board of Directors; Board Committee Chairs; Board Committees; and the management agent. The matrix is set forth on Page 9 of this memorandum.

Regardless of any delegation indicated, the Board always has the option to become directly involved in any and every process and item in the Matrix.

IV. PURPOSE OF THIS MEMORANDUM

The principal purpose of this Memorandum is to provide explanatory text that clarifies and further elaborates on each of the action items in the Matrix.

A. Contracts

1. Request for Analysis-Determination of Objectives (Project Request Form) The decision to commission a subject report request primarily resides with the Board of Directors; however, a committee chair with committee approval may also request a subject report from the managing agent. There may be situations where a committee will request reports from other professional organizations. Certain contracts are processed based upon board-approved service levels and appropriations, and are not a result of a subject report.

2. Subject Report (Tracking # Assigned)

The committee having jurisdiction over this activity has the option to prepare the subject report, unless otherwise directed by the Board of Directors when the project is assigned to the committee. However, the report preparation usually will be performed by the managing agent. If the agent is unable to perform the work, then with board approval, a consultant may be engaged to draft the report.

3. Approval of Appropriation by Resolution of Board

This activity is reserved for the Board of Directors. The approval follows the review of the subject report by the appropriate committees with their respective recommendation submitted for action. The board will then review the subject report and the attendant recommendations and either approve the recommended action or return the subject report to committee for further consideration.

4. Draft of Specifications for a Contracted Activity

This activity, which is a statement of particulars, such as, type, scope, size, performance, terms, conditions, etc., will be performed by the managing agent, with guidance from any retained consultant.

5. Approval of Scope of Work/Specifications

Below are the approvals required for the scope of work/specifications:

- Less than \$5,000: The managing agent has the authority to approve the scope of work/specification without committee review and approval.
- \$5,000 to \$25,000: The appropriate committee chair has the authority to approve the scope of work/specification without full committee review and approval.
- Greater than \$25,000: The authority to approve the scope of work/specification

requires appropriate committee review and approval.

If the scope of work varies significantly from what the Board approved at the time of funding then the Board approval of the scope of work/specifications requires Board review and approval.

6. Preparing the RFP with Approved Scope of Work/Specifications

The managing agent will prepare the RFP and if the value of the contract is expected to be less than \$5,000 and is within the approved budget, the managing agent has the authority to issue the RFP with the appropriate scope of work/specifications without review by the appropriate committee.

7. Approval of RFP with Approved Scope of Work/Specifications

Below are the approvals required for RFPs with approved scope of work/specifications:

- Less than \$5,000: The managing agent will proceed to send the RFP to the selected vendors
- \$5,000 to \$25,000: The appropriate committee chair will review and approve all RFPs
- Greater than \$25,000: The appropriate committee will review and approve all RFPs

8. Creation of Initial Bidders List (Excluding Financial and Legal Contracts)

The bidders list will be created by the managing agent.

9. Approval/Modification of Final Bidders List

Below are the approvals required for the bidders list:

- Less than \$5,000: The managing agent will proceed to send the RFP to the selected vendors
- \$5,000 to \$25,000: The appropriate committee chair will review and approve the bidders list
- Greater than \$25,000: The appropriate committee will review and approve the bidders list

10. Delivery of Request for Proposal (RFP)

This activity is performed by the managing agent.

11. Pre-bid Meeting

The Pre-bid Meeting, if required, will be set up and conducted by the managing agent. The managing agent shall notify the appropriate committee chair of the meeting date.

12. Bid Opening

The Board does not have to participate in this activity; they may delegate the responsibility to an appropriate committee or, if the expected contract is less than \$25,000, delegate the responsibility to the managing agent. The appropriate committee chair should be invited to all bid openings for projects greater than \$5,000.

13. Bid Analysis (Price and Cost Analysis)

The Board does not have to participate in Bid Analysis; they may delegate the

responsibility to an appropriate committee who may elect to exercise control of the bid review and prepare a recommendation to the Board or, if the expected contract is less than \$5,000, delegate the responsibility to the managing agent.

14. Recommendation for Award of Contract and Approval of Change Orders

The managing agent will prepare a memo with the recommendation of the vendor that best fulfills all aspects of the RFP and the required specifications of the work to be performed. This activity may include a concurrent report by the committee involved in the RFP and Bidding process.

15. Approval to Award Contract

Below are the approvals required for contract award that are within the budget for the activity:

- Less than \$5,000: The managing agent will proceed to award the contract to the vendor best fulfilling the requirements of the RFP and the scope of work/specifications without committee review and board approval.
- ~~\$5,000 to \$25,000: The appropriate committee chair will review and approve the contract award to the vendor best fulfilling the requirements of the RFP and the scope of work/specifications.~~
- ~~\$25,000 to \$100,000: The appropriate committee will review and approve contract award to the vendor best fulfilling the requirements of the RFP and the scope of work/specifications.~~
- Greater than ~~\$100,000~~ **\$5,000**: The appropriate committee will review and recommend approval for contract award to the Board for the vendor best fulfilling the requirements of the RFP and the scope or work/specifications. The Board will have final approval of the contract award.

For activities requiring expenditures exceeding the budget, the appropriate committee will review and recommend approval of the contract to the Board. The Board will proceed to approve a resolution for supplemental funding and contract award to the recommended vendor.

Single source contract awards shall be reviewed and approved by the Board.

16. Administration of Contract and/or Work

The managing agent performs this activity with reporting, when requested, to the appropriate committee of progress and discussion of any issues arising during the previous month with the vendor, such that there are no surprises for Board members regarding the contract work and activities. Unless otherwise specified, below are the approvals required for change orders:

- Less than \$5,000: The managing agent will approve change orders
- \$5,000 to \$25,000: The appropriate committee chair will review and approve the change orders
- Greater than \$25,000: The appropriate committee will review and approve the change orders

For activities requiring expenditures exceeding the budget, the Board will proceed to approve a resolution for supplemental funding and approval of the change order.

17. Annual Contracts

Annual Contracts and Material Purchase Agreements typically have a term of two years and are renewed with existing contractors and vendors unless one of the following events occurs and triggers the competitive bid process: 1) unfavorable evaluation submitted by Staff, 2) notice of non-renewal from either party to the contract, or 3) a proposed price increase above a threshold amount, currently 5%. For other considerations, the board or committees can opt into the Delegation of Actions and Commitments (Matrix) process and pursue the competitive bid process for a particular annual contract or purchase agreement.

B. Agendas and Minutes – Board and Committee Meetings

1. Determine Format and Level of Reporting of Board and Committee Minutes This activity is performed by the Board with guidance from their legal counsel and the managing agent. Whenever consultants have been used, they must be identified.

2. Production of Draft Agendas

This activity is performed by the managing agent after review with the board.

3. Approval of the Board Agenda

This item is performed by the Board. A draft agenda will be prepared by the managing agent and reviewed by the presiding officer prior to distribution. The final agenda must be approved by the Board at the beginning of the board meeting.

4. Approval of the Committee Agenda

This item is performed by the committee chair. A draft agenda will be prepared by the managing agent and reviewed by the presiding officer prior to distribution.

5. Production of Draft Minutes (Board and Committee)

This item is performed by the by the managing agent, unless the minutes pertain to an executive session regarding management where, with the advice of legal counsel, management should be excluded from the need to know what transpired in the executive session. In this situation, the Board Secretary will prepare the minutes of the session for the Board members and at copy will be provided for the Corporate Records maintained by the managing agent for the corporation.

6. Approval of the Board Meeting Minutes

The text of the minutes must be approved by the Board.

7. Approval of the Committee Meeting Minutes

The text of the minutes must be approved by the respective committee.

C. Financial Analysis and Reporting

1. Initiate Request for Analysis/Report—Determination of Objectives

The initiation of a report on a financial topic primarily resides with the Board of Directors; however, a committee may also request a financial topic report from either the managing agent or another professional organization.

2. Determine Structure of Board and Committee Financial Reports

The board or Finance Committee chair can initiate the structure of the financial reports that are prepared by the agent for either the board or finance committee. The finance committee has the option of participating in the design of the report.

3. Prepare Financial Topic and Performance Reports

The committee has the option to prepare the financial topic report and performance reports, which are often call “Balanced Scorecards”. Unless otherwise directed by the Committee, this activity will be performed by either the managing agent or a selected

professional organization with input from other community sources as the committee deems appropriate.

4. Review of Report and Acceptance of Recommendation

The committee chair and committee will perform a detailed review of the report and the committee will act on the report. If a resolution is required for implementation of a change in operating practice or requires funding, the committee will forward a recommendation to the board for action.

5. Adoption of Recommendation

The Board approves the recommendation that has been forwarded by the finance committee and the managing agent implements the new or revised practices. If the recommendation is not approved, the subject will be returned to committee.

6. Establish Budget Goals and Objectives for Community and each Housing Mutual

The Business Planning Committee with input from the GRF Board will establish the Goals and Objectives for the overall budget. Each housing mutual board should establish the Goals and Objectives for their respective mutual. The preparation is the responsibility of the respective finance committee and will be reviewed and approved by each board.

7. Budget Preparation

The responsibility for a budget to be prepared, as required by law, resides with the Board who initiates the preparation process. In practice, the preparation process is delegated to the managing agent. Several successive versions of the budget are prepared as a result of reviews by appropriate committees. A final version is presented to the Board for review and approval in August.

8. Budget Approval

The final version of the budget is reviewed and approved by the Board at the September Board meeting by way of resolution.

9. Develop and Report Financial Rolling Forecast

Starting in the 5th month of the fiscal year, a rolling forecast Income Statement, that projects the year end expenses in each reported line item, is to be prepared by the managing agent for review by the finance committee. This enables the finance committee chair to report to the board any anticipated expense variances that could impact the financial health of the community.

10. Reserve Studies

The responsibility for a reserve analysis to be performed resides with the Board who initiates the process as part of the budgeting process when legally required. The Reserve Analysis is reviewed and approved by the Finance Committee prior to being submitted to the Board for a resolution approving the key criteria and elements of the document.

11. Select Resident Members for the Select Audit Task Force

The Finance Committee Chair for GRF and each housing mutual initiate the search for financially qualified representatives for their corporation who will be selected by

their finance committee and their board to serve on the community's Select Audit Task Force. The task force has the responsibility to have the RFP prepared for conducting the annual audit of the books of the four Laguna Woods Village corporations. The task force will review and recommend to their respective board the Accounting firm selected to perform the annual Audit. The managing agent will prepare the RFP in accordance with the instructions from the Select Audit Task Force.

12. Annual Audits – Review and Approval

The Select Audit Task Force will conduct the preliminary audit review. Once the preliminary review has been completed, an open meeting of the corporations is held where the firm performing the audit presents its findings and answers questions from the Select Audit Task Force and the membership in attendance. The joint Select Audit Task Force then presents the Audit Report for approval by the boards of the four Laguna Woods Village Corporations.

D. Requests for Legal Opinions/Guidance/Interpretation & Distribution of Same

1. Selection of Appropriate Legal Counsel

This responsibility resides with the Board to initiate and perform the selection process. The board may have their committee and management agent participate in the selection process. However, there is no obligation for the Board to consult with the managing agent if the purpose of the counsel is to evaluate the performance, acts or omissions of management.

2. Formulation of Legal Question

The formulation of a question requiring a legal opinion may occur from the Board, a committee chair and/or committee (if the question is within the committee's charter), or the managing agent.

3. Request Submitted to Law Firm to Answer Question

If a question arises within a Board committee, the Board president would submit the question as identified in writing by the committee to the corporation's counsel, unless the Board approves having the question submitted by the managing agent. The managing agent is delegated the authority to submit questions to corporate counsel regarding occupancy and membership issues, such as lien filings, etc. or issues arising from lending organizations for member mortgages

4. Opinion Tendered and Received

The legal opinions received will be directly submitted to the Board President for distribution to the full Board or committee, except for those opinions dealing with the resident occupancy issues initiated by the managing agent who will provide the opinion during the Board's monthly executive session.

5. Opinion Summarized with Appropriate Action Plans and Budgets

Oftentimes, it is more effective for the non-attorney Board members to have legal opinions summarized and this activity maybe delegated, by the committee or board that requested the opinion, to the managing agent. Legal counsel's opinion often includes a summary. The committee chair may prepare an abstract of the summary and opinion for presentation to the committee. Part of the summary will include an action plan developed by the committee chair and the managing agent. Any Board resolution necessary and appropriate to implement the opinion will be prepared by managing agent.

6. Implementation of the Opinion

The managing agent will implement the action plans within the established funds appropriated by the Board in the resolution.

IV. SUMMARY

The delegation of actions and commitments by a community association Board of Directors is fundamental to the effective management of a Community Service Organization. Every Board will approach the delegation of responsibility and commensurate authority somewhat differently; however, it is critical that the Board clearly establish how much authority it is willing to delegate to its committees, committee chairs and to the managing agent or CEO. Otherwise, conflicts arise or some activities will not be accomplished because clear objectives and corresponding authority was not defined.

Unfortunately, this can be a very challenging activity, but each Board needs to develop an orientation program for new Board members so that, upon election, each Board member understands the scope of his or her fiduciary responsibilities and duties that are incumbent upon being a Board member in a common interest development or any other non-profit mutual benefit corporation. The laws governing the duties and governance of community service organizations and common interest communities are different from the rules that apply to towns, cities, and municipalities; therefore, it is necessary to have an understanding of the differences between the two community organizational structures, and particularly, the duties of care, inquiry and loyalty, which are specifically defined in Corporations Code, Section 7231 and are critical to individual Board members and ensuring that the Board of Directors operates successfully.

Delegation of Actions and Commitments

Delegation of the Initiation, Authorization and Performance of Actions and Commitments that are Within the Responsibility Scope of the Organization NOTE: Refer to the Procedure Paragraph that Describes the Particular Action	Organization			
	Board of Directors	Board Committee Chair	Board Committee	Managing Agent

A. Contracts

1	Request for Analysis--Determination of Objectives (Project Request Form)	I	I ¹	I ¹	
2	Subject Report (Tracking Number)			O	P
3	Approval of Appropriation by Resolution of Board	A			
4	Draft of Specifications for a Contracted Activity	O	O	O	P
5	Approval of Specifications	R,A	R,A	R,A	P,A
6	Initiate a RFP with Approved Scope of Work/Specifications			I	P
7	Approval of RFP with Approved Scope of Work/Specifications		R,A	R,A	R,A
8	Creation of Initial Bidders List (Excludes Financial and Legal Contracts)		I	I	P
9	Approval/Modification of Final Bidders List		R,A	R,A	R,A
10	Delivery of RFP				P
11	Pre-bid Meeting		O	O	P
12	Bid Opening		O	O	P
13	Bid Analysis (Price and Cost Analysis)		O	O	P
14	Recommendation of Award of Contract				P
15	Approval to Award Contract	R,A	R,A	R,A	R,A
16	Administration of Contract and/or Work		R	R	P

B. Agendas and Minutes--Board & Committee Meetings

1	Determine Format and Level of Reporting of Minutes	P			
2	Production of Draft Agendas				P
3	Approval of Board Agenda	A			
4	Approval of Committee Agenda		R,A	A	
5	Production of Draft Board and Committee Minutes				P
6	Approval of Board Meeting Minutes	A			
7	Approval of Committee Meeting Minutes			A	

C. Financial Analyses

1	Initiate Request for Analysis/Report--Determination of Objectives	I	I ¹	I ¹	
2	Determine Structure of Board and Committee Financial Reports	I	I	O	P
3	Prepare Financial Topic and Performance Reports (Scorecards for Board Members)		O	O	P
4	Review of Report and Acceptance of Recommendation		R	R,A	
5	Adoption of Recommendation	A			P
6	Establish Goals and Objectives for Community and each Housing Mutual	R,A	I	P	
7	Budget Preparation	I	O	O	P
8	Budget Approval	A	R	R	
9	Develop and Report Financial Rolling Forecast		R	R	P
10	Reserve Studies	A	R	R	P
11	Select Resident Members of Select Audit Committee from Each Mutual and for GRF	A	I	R,A	P
12	Annual Audits - Review and Approval	A		R	

D. Requests for Legal Opinions/Guidance/Interpretation and Distribution of Same

1	Selection of Appropriate Legal Counsel *	I,P	O	O	
2	Formulation of Legal Question *	I	I ¹	I ¹	I
3	Request submitted to Law Firm to Answer Question	P	P		P
4	Opinion Tendered and Received	R	R		R
5	Opinion Summarized with Appropriate Action Plans and Budgets		O	O	P
6	Implementation of Opinion	A			P

* Note: There is no obligation to consult with the managing agent in selection of counsel if the purpose of the counsel is to evaluate the performance, acts or omissions of management.

Key

I = Initiate an activity, directive may come from either, but the directive is required

I¹ = Initiate activity within committee charter and with objective parameters

- A = Authorize an activity that is within the Governing Documents. For items within the budget for the activity, the

Managing Agent is authorized to approve contracts of less than \$5,000, Greater than ~~\$100,000~~ **\$5,000**: The appropriate committee will review and recommend approval for contract award to the Board for the vendor best fulfilling the requirements of the RFP and the scope or work/specifications. The Board will have final approval of the contract award.

O = The Committee or Board may choose to exercise participation at this level; if not, the Agent will perform the task

R = Review Reports and/or for Approval, where Necessary and Appropriate

P = Performed By

N. TENNIS

1. General

- a. Prime time is defined as ~~6:30AM-7:00 AM~~ until ~~10:30 AM~~ 12:00 PM
- 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

**Golden Rain Foundation Recreation Division Policy
Recommended changes to Section I. B. 4.**

B. GUESTS/OTHER

- 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*****

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+	5

Tennis	6	1 court 1 during prime time hours 3 (1 court only), all other hours
Fitness Centers	16	5

	adult	
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