

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

**April 5, 2016**

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, April 5, 2016, at 9:30 A.M., at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Mike Comer, John Parker, Beth Perak, Margaret Klein, John Beckett, Richard Johnston, Joan Milliman, John Luebbe, Judith Troutman, JoAnn diLorenzo

Directors Absent: Richard Palmer

Staff Present: Open Session: Brad Hudson, Kim Taylor, Lori Moss  
Executive Session: Kim Taylor, Francis Rangel, Betty parker,  
Laurie Chavarria, Blessilda Fernandez, Cris Robinson

Others Present: Fred Whitney, Corporate Counsel, Neuland Whitney & Michael Karl Schmidt, of Parker Milliken

**CALL TO ORDER**

President Mike Comer 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 AM.

**PLEDGE OF ALLEGIANCE TO THE FLAG**

Director JoAnn diLorenzo 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 Beckett asked for clarification as to why closed session agenda item 6a 'Discuss and Consider GRF Restated Articles of Incorporation' was in closed session and not in open session. Discussion ensued and no action was taken.

Without objection, the agenda was approved as written.

**APPROVAL OF THE MINUTES**

Director Parker moved to approve the meeting minutes of March 1, 2016 and the Special meeting minutes of March 28, 2016. Director Troutman seconded the motion. Without objection the minutes were approved.

**CHAIR'S REPORT**

President Comer commented on the upcoming budget process, read a letter from a Member commenting on the procedure of conducting GRF Board meetings and proceeded to the Open Forum portion of the meeting.

## **OPEN FORUM**

- Barbara Fox (3243-1F) commented on a roommate situation where the roommate she would like to have is a full time employee and according to policy she cannot live in the community and be a full time employee.
- Ray Gros (5128) commented on changes in the law and possibly holding a Town Hall to address misinformation.
- Fred Sherman (3161-A) commented on the Boards setting policy and letting the Management manage.
- Karen Wood (3160-A) speaking on behalf of the Cat Club voiced her concern over the room reservation fees and asked for clarification from the Board.
- Catherine Brians (392-B) spoke on behalf of the Foundation of Laguna Woods Village, provided an overview of the history of the Foundation and solicited donations.
- Kitty Platt (3249-B) spoke to her concern regarding the change in garden center plans.
- Philip Maitland (53-Q) spoke to his concern over the new gates being constructed and asked that the costs be published and audited.
- Neil Purcell (5259) spoke of a neighbor who committed suicide and asked for transparency from the Board.
- Al Steinberg (5244) Vice President of the Art Association thanked the Board for their effort in allowing the Art Association to place art in the Community Center Building and commented on his concern regarding the new gate entry system.
- Regina Roland (366-B) voiced concern over the changes in the garden center plans and asked the Board to build a garden center 3.
- Terry Holcomb (5088) voiced his concern over not building a third garden center.
- Maxine McIntosh (68-C) thanked the Board for the renovation near Aliso Creek, asked that Board to reconsider the new name for Clubhouse 3 and voiced her support of the new gate entry system.
- Sue Mills (5223) commented on a landscape issue she is having and water access at her garden plot, and stated that she disagrees with the policy of no chairs allowed at the garden centers.
- Ralph Bushnell (5522-B) spoke to his enjoyment of gardening and voiced his concern regarding current policy and changes in the garden center plans.
- Mike Landry (693-B) commented on installation of electric vehicle charging areas, asked for more succulents and water conserving plants in the community.
- Roberta Berk (933-B) commented on the letter that President Comer read during the Report of the Chair and commented on her concern regarding the new gate entry system and Aliso Creek gate being closed.

GRF Directors Beckett, Troutman, Parker, Perak, Johnston and Luebbe briefly responded to Members' Comments.

## **CEO REPORT**

Mr. Bradley Hudson spoke to the garden centers and beautifying the areas; advised the Community on an initiative on conducting check points at various gates; updated the Board and Community on the efforts to improve customer service, customer service response and the amount of customer service that is provided. He announced the new hours for the Community Center Service are now 8a.m. to 5p.m. Monday through Friday and a concierge service is in place at the front desk; spoke to interviewing candidates for Security Chief, the gate access system, landscape services, clubhouse services, new rollouts of online services, and Lori Moss, Community Manager, will be meeting with the City to improve communications.

## **IT Systems Presentation – Chuck Holland**

Mr. Chuck Holland, Information Technology Director, addressed the Board and spoke to various items that he will be implementing including updating the website and the integration of technology for the Community to improve customer service, improving the current resales process to be more efficient and looking long term to provide a modern way of running Board business to provide transparency.

Mr. Holland answered questions from the Board of Directors.

## **Update from VMS – Director Dan Kenney**

Mr. Dan Kenney, Director, Village Management Services Inc. (VMS) provided an overview of Brad Hudson - CEO's first couple of months on the job; updated the Board on the rolls and responsibilities of VMS and provided a handout which outlines the current VMS Board projects including Resident Services, Broadband, Finance, Information Technology, Human Resources, Security, Landscape and Recreation, Maintenance Operations, General Services.

Director Kenney introduced new VMS Director Lisa Bender, representing the Golden Rain Foundation. Director Bender addressed the Board and Community and answered questions from the Board.

## **CONSENT CALENDAR**

Without objection (Director Luebbe was absent for the vote), the Board approved the Consent Calendar as written and the Board took the following actions:

### **Community Activities Committee Recommendation:**

Approved accepting \$386 for the 2016 USTA Super Senior Tennis Tournament.

## **COMMITTEE REPORTS**

Director Klein reported from the Finance Committee and presented a financial update.

Director Richard Johnston reported from the Laguna Woods Village Traffic Hearings.

Director John Beckett reported from the AED Task Force.

Director Judith Troutman reported from the Maintenance and Construction Committee.

Director Judith Troutman reported from the Clubhouse 2 Renovation Ad Hoc Committee.

Director Troutman moved to approve the purchase of a grand style digital piano and an upright digital piano at an amount not to exceed \$22,000 to be funded under the existing 2013 Capital Plan P13007 and 2014 Capital Plan P14007. Director Milliman seconded the motion.

Member Maggie Blackwell (71-D) commented on the motion.

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

Director Troutman read a proposed resolution approving a supplemental appropriation of \$234,416, funded from the Facilities Fund, to address change order requests for Clubhouse 2 renovation. Director Troutman moved to approve the resolution. Director Parker seconded the motion. Discussion ensued.

By a vote of 7-1-1 (Director diLorenzo abstained; Director Beckett opposed) the motion carried and the Board approved the following resolution:

**RESOLUTION 90-16-15**

**Supplemental Appropriation for Change Orders  
to Renovate Clubhouse 2**

**WHEREAS**, by way of resolution 90-14-36 adopted on August 5, 2014 the Board of Directors of this Corporation approved proceeding with the design phase of the Clubhouse 2 renovation with an appropriation of \$200,000 funded from the Facilities Fund; and

**WHEREAS**, the proposed project cost for Clubhouse 2 Renovation in the 2015 Capital Plan was \$4,000,000 for construction and \$200,000 for furnishings; and

**WHEREAS**, by way of resolutions 90-15-46 and 90-16-07 the Board authorized additional supplemental appropriations totaling \$2,490,670 for construction and structural repairs for the Clubhouse 2 Renovation; and

**NOW THEREFORE BE IT RESOLVED**, April 5, 2016, the Board of Directors of this Corporation hereby authorizes an additional supplemental appropriation of \$234,416 funded from the Facilities Fund to address the following change order requests:

- Change Order 19 New Foundations at SE Ballroom - \$8,827
- Change Order 20 Repair Dry-Rot at Exterior Wall Fireplace - \$24,698
- Change Order 22 New Structural Ceiling at Meeting Rooms - \$30,747
- Change Order 23 New Plaster at Hallways/Kitchen/Etc. - \$39,885
- Change Order 24 ASI-Four Plan Corrections for Structural Repairs- \$83,449
- Tile Wainscot Repair at Dry rot - \$20,000

- Additional Plaster and Structural Repairs at Exit Hallways - \$26, 810; and

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

Director John Luebbe reported from the Security and Community Access Committee.

Director John Beckett reported from the Mobility and Vehicles Committee.

Director Margaret Klein reported from the Community Activities Committee.

Without objection the Board tabled the proposed resolution approving revisions to the Recreation Division Policy – Room Reservation Rate Shared Percent by the Community at Large and the Resident Reserving.

Director JoAnn diLorenzo reported from the Media and Communications Committee.

Director Parker reported from the Landscape Committee.

Director John Luebbe reported from the Energy Committee.

#### **UNFINISHED BUSINESS**

Director Troutman read a proposed resolution approving revisions to the Recreation Division Policy – Room Reservation Policy, to prohibit advertising events outside of Laguna Woods Village including electronic communications, to be consistent with Club Policy, which was postponed in March to satisfy the 30-Day notification to comply with Civil Code §4360. Director Beckett moved to approve the resolution. Director Johnston seconded the motion. Discussion ensued.

Members Gail Gomez (4013-3B) and Mary Stone (356-C) commented on the resolution.

By a vote of 8-0-0 (Director Troutman abstained) the motion carried and the Board approved the following resolution:

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

##### **Recreation Division Policy - Room Reservation Policy to Prohibit Advertising Events to the Outside**

**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 Room Reservation Policy;

**NOW THEREFORE BE IT RESOLVED**, April 5, 2016, that the Board of Directors of this Corporation hereby adopts the revisions to the Recreation

Division Policy – Room Reservation Policy, to prohibit advertising events outside of Laguna Woods Village including electronic communications, as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 90-15-66 adopted December 1, 2015 is hereby superseded and cancelled to the extent that it differs from the current policy; and

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

Director Troutman read a proposed resolution approving revisions to the Recreation Division Policy, to lengthen the advertising time frame for auditorium show ticket sales and poster advertising, which was postponed in March to satisfy the 30-Day notification to comply with Civil Code §4360. Director Troutman moved to approve the resolution. Director Johnston seconded the motion. Discussion ensued.

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

**RESOLUTION 90-16-17**

**Revisions to the Recreation Division Policy to Lengthen Advertising Time Frame for Clubhouse Three Auditorium**

**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 Room Reservation Policy;

**NOW THEREFORE BE IT RESOLVED**, April 5, 2016, that the Board of Directors of this Corporation hereby adopts the revisions to the Recreation Division Policy, to lengthen the advertising time frame for Auditorium show ticket sales and poster advertising, as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 90-15-66 adopted December 1, 2015 is hereby superseded and cancelled to the extent that it differs from the current policy; and

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

Director Troutman read a proposed a resolution to approve increasing the catering fee to \$1.00 per plate and the fee will automatically renew each year thereafter, which was postponed in March to satisfy the 30-Day notification to comply with Civil Code §4360.

Director Troutman moved to approve the resolution. Director Perak seconded the motion. Discussion ensued.

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

**RESOLUTION 90-16-18**

**Increase Catering Fee**

**WHEREAS**, GRF currently charges caterers servicing club/organization and resident private parties a caterers' fee of \$0.80 per plate when providing services within GRF facilities; and

**WHEREAS**, this fee has not been changed since at least 2007;

**NOW THEREFORE BE IT RESOLVED**, April 5, 2016, the catering fee is hereby increased to \$1.00 per plate and this fee will be automatically increased ~~by 10% on January 1, 2017 reviewed and~~ each year thereafter.

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

Director Troutman read a proposed a resolution to approve charging a \$25 kitchen fee when the kitchen is used for meal preparation/service while renting a small dining room and a \$50 kitchen fee, shall be charged while renting a large dining room or main lounge, which was postponed in March to satisfy the 30-Day notification to comply with Civil Code §4360. Director Troutman moved to approve the resolution. Director Johnston seconded the motion. Discussion ensued.

Member Maxine McIntosh (68-C), Maggie Blackwell (71-D) and Gail Gomez (4013-3B) commented on the resolution.

Without objection the Board agreed to clarify the intent of the resolution by adding "when major appliances in the kitchen are used" to the resolution.

By a vote of 8-1-0 (Director Beckett opposed) the motion carried and the Board approved the following resolution:

**RESOLUTION 90-16-19**

**Establish Kitchen Fee**

**WHEREAS**, residents *and or Club* from time to time make use of the GRF kitchens when renting a reservable room, and

**WHEREAS**, GRF currently charges a caterers' fee when residents *and or Club* hire a caterer but does not charge a fee for the use of kitchens when a caterer has not been hired,

**NOW THEREFORE BE IT RESOLVED**, April 5, 2016, a \$25 kitchen fee shall be charged to the reserving resident **and or Club when major appliances in** the kitchen **are** used for meal preparation/service while renting a small dining room (Clubhouses 1 and 2 Dining Rooms and Clubhouse 6 Main Lounge), and a \$50 kitchen fee shall be charged while renting a large dining room or main lounge (Clubhouse 3 Dining Rooms, and Main Lounges in Clubhouses 1, 2, 5, and 7; Clubhouse 6 Main Lounge is considered a small dining room);

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

### **NEW BUSINESS**

No New Business came before the Board.

### **FUTURE AGENDA ITEMS**

No items were discussed.

### **DIRECTORS' COMMENTS**

The Directors made their final comments.

### **MEETING RECESS**

The Board recessed at 12:25 PM and reconvened into Executive Session at 1:10 PM.

### **ADJOURNMENT**

There being no further business to come before the Board of Directors, the meeting adjourned at 4:15 PM.

---

Judith Troutman, Secretary  
Golden Rain Foundation

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

During its Regular Executive Session Meeting of March 1, 2016, the Board approved the Regular Executive Session meeting minutes of February 2, 2015, the Special Executive Session of February 8, 2016, Special Executive Session of February 9, 2016, and the Special Executive Session of February 22, 2016, as written. The Board held five (5) Disciplinary Hearings and imposed \$600.00 in fines for violations of the rules and regulations; discussed and considered GRF Trademark Matters; discussed and considered Member Matter; Probate Petition matter and litigation matters.

During the Special Executive Session meeting of March 17, 2016, the Board discussed and considered litigation matters.

During the Special Executive Session meeting of March 29, 2016, the Board discussed and considered personnel matters.

## II. USES OF GRF RECREATION FACILITIES

### 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) It is prohibited to advertise event 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".
- e) Rooms are assigned based on planned attendance and availability; exclusive use of the patio is included for those rooms with patio access.
- f) Clubhouse reservation hours are 8:00 AM until 10:00 PM seven days per week, **except for New Year's Eve**.
- g) All weddings and/or wedding receptions for nonresidents are limited to only parents, children, and grandchildren of residents.
- h) 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.
- i) It is prohibited to use the room for anything but the stated purpose (birthday party, anniversary, family reunion, etc.).
- j) 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.
- k) 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.
- l) The length of a reservation must include the set up/decorating, caterer preparation, and clean up time.

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

**Lengthen Advertising Time Frame for Clubhouse Three Auditorium**

## **II. USES OF GRF RECREATION FACILITIES**

### **H. TICKET SALES/ DISTRIBUTION/REFUNDS**

#### **1. Auditorium Events/Programs**

- a. Tickets are available no more than 90 days prior to the scheduled event
- b. There is a limit of 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

### **L. FLYER RACKS AND BULLETIN BOARDS**

#### **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 -4 **3 months** prior to the date of the event (or date of first event in a series)
- d. The Clubhouse Three Lobby poster area is for events with tickets sold 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