



Minutes of the Regular Meeting of the Golden Rain Foundation
Tuesday, January 2, 2018, 9:30 a.m.
24351 El Toro Road, Laguna Woods, California.

Directors Present: Thomas Sirkel (arrived late), Beth Perak, Ray Gros, JoAnn diLorenzo, Diane Phelps, James Juhan, Jim Matson, Richard Palmer, Annette Sabol Soule and Judith Troutman

Directors Absent: Joan Milliman

Staff Present: Lori Moss, Tim Moy, Bruce Hartley and Cheryl Silva

Others Present: United Mutual: Juanita Skillman, Cash Achrekar, Pat English, Andre Torng
Third Mutual: John Frankel
VMS: Dick Rader

1. Call to Order

Vice President Perak called the meeting to order at 9:31 a.m., established a quorum, and stated that President Sirkel was not feeling well, but will be arriving later today.

2. Pledge of Allegiance to the Flag

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

3. Acknowledgement of Media

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

4. Approval of Agenda

Director Gros made a motion to approve the Agenda. Director Palmer seconded the motion and it passed unanimously.

5. Approval of Minutes

Director Sabol Soule made a motion to approve the minutes from the December 5, 2017, Regular Open Session. The motion was seconded by Director Juhan and passed unanimously.

6. Report of the Chair

Vice President Perak announced that the Corporate Members Meeting will be held on January 30, 2018, at 9:30 a.m. in the Board Room. She encouraged Members to get involved in the Community. The gates will continue to be updated in 2018.

7. Update from VMS

Director Bender gave an update of the VMS meetings in the month of December. The Board meets bi-weekly and work on the 5 strategic plans: Improve customer service, efficient operations, safe community, transparent communications, and being an employer of choice. The Handyman Services are expected to start in March. Recreation events calendar is available on the website. Residents are encouraged to become active and get involved in the governance of the Community.

8. CEO Report

Lori Moss, General Manager, gave a presentation on the GRF Accomplishments in 2017. Negotiations continue with the TV Stations to lower the costs. Director Walsh will Chair the Energy Consultant Services. Lawn Bowling will be closed for two months during the facility upgrades and heavy equipment will go through gate 12 during construction. All landscape crews will have tables with Arbor Pro software and Residents can access Arbor Pro through the website. Plan-a-Ride is now available Saturday, Sundays and Holidays. Residents can stay involved by watch the governance on the website through Granicus and watching on YouTube.

9. Open Forum (Three Minutes per Speaker)

Several members spoke on the Laguna Woods Foundation, ID Card Replacement Fee, Pickleball and various issues during open forum. Many seniors in the community have benefitted from donations to the LWV Foundation. The Laguna Woods Village Foundation can be reached at (949) 597-4267 or www.foundationoflagunawoodsvillage.org.

10. Response to Open Forum Speakers

Several Directors and the General Manager responded to member comments.

11. Consent Calendar

- (a) Entertain a Motion to Extend the Social Media and Reputation Management Program

RESOLUTION 90-18-02 **EXTENSION OF SOCIAL MEDIA CONTRACT**

WHEREAS, the Golden Rain Foundation approved funding for a Social Media and Reputation Management pilot program;

WHEREAS, upon review of the pilot program, the Media and Communications Committee determined that the pilot program was successful in increasing all Facebook metrics, including brand posts, reactions, photo views, page views and page likes; and

WHEREAS, On December 18, 2017, the Media and Communications Committee endorsed approval of extension of the Laguna Woods Village Social Media and Reputation Management contract for six months.

NOW THEREFORE BE IT RESOLVED, January 2, 2018, that the Board of Directors of this Corporation hereby approve extension of the contract from January to June, 2018, with a supplemental appropriation of \$22,200 to be funded from the Contingency Fund;

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

(b) Entertain a Motion to Approve a Resolution Appointing the Assistant Treasurer ex Officio

RESOLUTION 90-18-01
Appointment of Officers

RESOLVED, on January 2, 2018, pursuant to the Golden Rain Foundation Bylaws Article 9 - Officers, which sets guidelines, terms and responsibilities for the election of Officers to this Corporation, the following persons are hereby elected to the office indicated next to their names to serve:

Thomas Sirkel	President
Beth Perak	First Vice President
Ray Gros	Second Vice President
Joan Milliman	Secretary
Diane Phelps	Treasurer

RESOLVED FURTHER, that the following Staff persons are hereby appointed as ex Officio officers of this Corporation:

Bradley Hudson	Vice President ex Officio
<i>Betty Parker Assistant</i>	<i>Treasurer ex Officio</i>

RESOLVED FURTHER, that Resolution 90-17-39, adopted November 8, 2017, is hereby superseded and canceled; and

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

Director Juhan made a motion to approve the Consent Calendar. Director Phelps seconded the motion.

Discussion ensued among the Directors.

Vice President Perak called for a vote and the motion passed unanimously.

12. Unfinished Business

(a) Entertain a Motion to Adopt a Resolution for Golf Greens Fees for 2018.

Director diLorenzo read the following resolution:

RESOLUTION 90-18-03 **Golf Fees Pricing Policy**

WHEREAS, according to Resolution 90-12-132, which established guidelines for shared costs and fees, certain fees can be imposed upon users of various recreational facilities in order to control crowding and minimize over-usage, and to recover operating costs; and

WHEREAS, the Board of Directors may periodically review the fees and make adjustments for reasons defined in the Shared Cost Guidelines; and

NOW THEREFORE BE IT RESOLVED, January 2, 2018, that the Board of Directors of the Corporation hereby introduces the following policy for golf fees and amounts set forth on the attached Schedule of Golf Fees:

Cart Fees

- A Cart Rental Fee shall be charged to residents and their guests who wish to use a GRF-owned golf cart or pull cart; a Cart Registration Fee shall be charged for the use of a golf cart not owned by GRF.

Club Rental Fees

- A Club Rental Fee shall be charged to residents and their guests who wish to use a GRF-owned set of golf clubs.

Driving Range Fees

- A Bucket Fee shall be charged to residents and their guests for hitting a bucket of balls on the Driving Range.

Greens Fees, 27-Hole Course

- Greens Fees shall be charged to residents and their guests per round of golf.
- Greens Fee amount shall be set according to the attached schedule for Residents and Guests.

Greens Fees, 9-Hole Course

- Greens Fees shall be charged to residents and their guests per round of golf.
- Greens Fee amount shall be set according to the attached schedule for Residents and Guests.

RESOLVED FURTHER, that Resolution 90-13-10 adopted February 5, 2013, is hereby superseded and canceled; and

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

NOVEMBER Initial Reading
30-days notification to comply with Civil Code §4360 has been satisfied.

SCHEDULE OF GOLF FEES

Adopted by Resolution 90-18-03

DESCRIPTION	2017 Fee	2018 Fee
Carts & Clubs		
Cart Registration, Single Use	\$8.00	\$8.00
Cart Registration, Annual Pass	\$60.00	\$60.00
Cart Rental, 18 Holes	\$15.00	\$15.00
Cart Rental, 9 Holes	\$8.00	\$8.00
Cart Rental, Hand Pulled	\$1.00	\$1.00
Club Rental	\$25.00	\$25.00
Club Storage (locker), Annual Fee	\$45.00	\$45.00
Club Storage (locker) , Monthly	\$12.00	\$12.00
Driving Range		
Driving Range, Large Bucket	\$3.00	\$3.00
Driving Range, Small Bucket	\$2.00	\$2.00
Driving Range, Quarter Bucket	\$1.00	\$1.00
Greens Fee, 27 Hole Course, 18 Holes		
Residents	\$11.00	\$16.00
Guests, Weekday	\$35.00	\$35.00
Guests, Weekend	\$55.00	\$55.00
Greens Fee, 27 Hole Course, 9 Holes		
Residents	\$6.00	\$8.00
Guests, Weekday	\$18.00	\$18.00
Guests, Weekend	\$28.00	\$28.00
Greens Fee, Par 3 Course, 18 Holes		
Residents	\$8.00	\$10.00
Guests	\$16.00	\$16.00
Greens Fee, Par 3 Course, 9 Holes		
Residents	\$4.00	\$6.00
Guests	\$7.00	\$8.00

Director diLorenzo made a motion to adopt a resolution for Golf Greens Fees for 2018. Director Phelps seconded the motion.

Discussion ensued among the Directors.

Vice President Perak called for a vote and the motion passed unanimously.

(b) Entertain a Motion to Adopt a Resolution for the "Members First" Policy.

Director Troutman read the following resolution:

RESOLUTION 90-18-04
Members First

WHEREAS, a primary purpose of GRF is to provide, maintain and manage operations for members;

WHEREAS, certain GRF amenities have limited occupancy and use; and,

WHEREAS, non-member occupants often utilize these limited amenities to the exclusion of members.

NOW THEREFORE BE IT RESOLVED, January 2, 2018, that RV Lot(s), the Equestrian Facility stalls, and Garden Center(s) plots and Clubhouse 4 and Golf Club lockers shall first be offered to members prior to any other category of resident when space becomes available; and,

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

OCTOBER INITIAL NOTIFICATION

30-day notification to comply with Civil Code §4360 has been satisfied.

Director Troutman made a motion to adopt a resolution for the "Members First" Policy. Director Gros seconded the motion.

Discussion ensued among the Directors.

Director Phelps commented that the Board requested to have the words "other limited amenities such as" in paragraph four removed from the resolution.

Vice President Perak called for a vote and the motion passed unanimously.

(c) Entertain a Motion to Adopt a Resolution Amending the Recreations Policies and Operating Rules.

Director Troutman read the following resolution:

RESOLUTION 90-18-05
Recreation Policy and Operating Rules

WHEREAS, the Board has set Policies and Operating Rules for usage of GRF facilities;

WHEREAS, the Recreation and Special Events Department oversees the use of facilities;

WHEREAS, the Department is responsible for booking room reservations, selling tickets, conducting classes, set-up and take down of rental rooms, ensure that safety and compliance procedures are followed, protect facilities, and enforce policy and operating procedures; and,

WHEREAS, the amendments improve the understandability of the policies and procedures and facilitates implementation by staff.

NOW THEREFORE, BE IT RESOLVED, January 2, 2018, that the Board of Directors of the Corporation hereby adopts amended policies and operating rules;

RESOLVED FURTHER, new operating rules are included for the Archery Room, Card/Game Room, Performing Arts Center, Drop In-Lounge, Lockers, Bar Services and Clubhouses;

RESOLVED FURTHER, a 50/50 exception rate policy is added for coordinated events hosted by residents at main lounges when 50 percent of non-residents are in attendance;

RESOLVED FURTHER, flyers are not permitted to be distributed for reservations made by individuals;

RESOLVED FURTHER, reservations for weddings, birthdays, and anniversaries for immediate family members pay the resident rate, and reservations for others pay the exception rate;

RESOLVED FURTHER, lottery cards for clubs and individuals have been reduced from six cards to four cards per year;

RESOLVED FURTHER, that this resolution supersedes and cancels resolution 90-16-56; and,

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

NOVEMBER INITIAL NOTIFICATION

30-day notification comply with Civil Code No. 4360 has been satisfied.

Director Troutman made a motion to adopt a resolution amending the Receptions Policies and Operating Rules. Director Gros seconded the motion.

Discussion ensued among the Directors.

Vice President Perak called for a vote and the motion passed unanimously.

(d) Entertain a Motion to Adopt a Resolution for a Contract Work Pass and Related Fee Resolution.

Director Troutman read the following resolution:

RESOLUTION 90-18-06
Construction Contractor Work Pass Policy

WHEREAS, staff has experienced several issues with manor alterations including illegal dumping in Village dumpsters, excessive noise and smoking by contractors, parking in resident spaces by contractors, damage to mutual property during construction, and working after hours;

WHEREAS, Third Laguna Hills Mutual (TLHM) and United Laguna Woods Mutual (ULWM) both support requiring contractors to obtain a Gate Access Permit to perform work in the Village when implemented;

WHEREAS, the TLHM and ULWM approved a program for the collection of a refundable Conformance Deposit for Standard Mutual Consent and Variance Requests;

NOW THEREFORE BE IT RESOLVED, on January 2, 2018, that the Board of Directors of this Corporation adopts a Construction Contractor Work Pass Policy and Forms, as attached to the official minutes of this meeting; and

RESOLVE FURTHER, that the fees be included in the Monetary Fees Schedule; and

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

NOVEMBER INITIAL NOTIFICATION

30-day notification to comply with Civil Code §4360 has been

Director Troutman made a motion to adopt a resolution for a Contract Work Pass and Related Fees. Director Gros seconded the motion.

Director discussion ensued among the Directors.

Chief Moy answered question and verified that construction workers will be required to place a pass on their dashboard when working in the Community.

Vice President Perak called for a vote and the motion passed unanimously.

13. New Business

- (a) Introduce a Resolution to Approve a Digital Pay Tier System with Whole-Home-DVR.

Director Troutman read the following Resolution:

RESOLUTION 90-18-xx
Digital Cable Services Fee Structure and Tier System

WHEREAS, the Golden Rain Foundation currently offers a Digital Pay Tier System that includes three rental choices for set top boxes;

WHEREAS, a new service is proposed to expand recording and viewing capabilities with Whole-Home-DVR equipment;

WHEREAS, this new service will include features such as an interactive guide, pausing, searching, rewinding and storing of content as well as a suite of Over-The-Top applications such as Hulu, Netflix or YouTube TV services; and

WHEREAS, this new rental choice will include TV Anywhere services that will allow content streaming to any device in the home such as a tablet or smartphone.

NOW THEREFORE BE IT RESOLVED, on February 6, 2018, the Board of Directors of this Corporation hereby approves the proposed revisions to the Digital Pay Tier System as attached to the official minutes of this meeting.

Installation/Service:

Service Call (one-time fee):	\$30.00
Cable Line (one-time fee):	\$50.00
New Outlet (one-time fee):	\$100.00
Whole-Home-DVR (one-time fee):	\$100.00

Equipment (monthly fee):

Digital Set Top Box /TV	\$7.25
Digital Set Top Box/TV/HD	\$13.25

Digital Set Top Box/DVR/HD	\$19.25 (first box) \$13.25 (additional box)
Whole-Home-DVR	\$24.95 (first box) \$7.25 (additional box)
<u>Programming (monthly fee):</u>	
Cinemax Pak	\$14.25
HBO Pak	\$17.25
Showtime Pak	\$14.25
Starz/Encore Pak	\$14.25
Foreign Language Channels	\$10.00 - \$15.00
Adult Playboy Channel	\$15.00
Adult Pay-Per-View, Per Event	\$9.00

RESOLVED FURTHER, Resolution 90-16-46 adopted October 4, 2016 is hereby superseded and canceled; and

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

JANUARY Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

Director Troutman made a motion to introduce a resolution to approve a Digital Pay Tier System with Whole-Home-DVR. Director diLorenzo seconded the motion.

Discussion ensued among the Directors.

Vice President Perak called for a vote and the motion passed unanimously.

(b) Introduce a Resolution Making Amendments to the Traffic Monetary Penalties.

Director Troutman read the following Resolution:

RESOLUTION 90-18-xx
Schedule of Traffic Monetary Penalties

WHEREAS, the Golden Rain Foundation through the Security Department enforces traffic rules and regulations within the boundaries of Laguna Woods Village, and the officers are empowered to issue notices of violations of those rules and regulations; and

WHEREAS, the Security and Community Access Committee has recommended amendments to the Schedule of Traffic Monetary Penalties.

NOW THEREFORE BE IT RESOLVED, on February 6, 2018, the Board of Directors of this Corporation hereby approves the proposed revisions to the Schedule of Traffic Monetary Penalties as attached to the official minutes of this meeting;

RESOLVED FURTHER, Resolution 90-14-73 adopted December 2, 2014, is hereby superseded and cancelled; and

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

JANUARY Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

Director Troutman made a motion to introduce a resolution making amendments to the Traffic Monetary Penalties. Director Gros seconded the motion.

Discussion ensued among the Directors.

Vice President Perak called for the vote and it passed unanimously.

(c) Introduce a Resolution to Establish an Anti-Discrimination Policy.

Director Troutman read the following Resolution:

RESOLUTION 90-18-XX
Anti-discrimination Policy

WHEREAS, Golden Rain Foundation (GRF) is a non-profit mutual benefit corporation, existing under and by virtue of the laws of the State of California, pursuant to the provisions set forth in its Articles of Incorporation and Bylaws;

WHEREAS, California Civil Code Section 4760(a)(2) provides in part that a member may modify his or her separate interest, at his or her expense, to facilitate access for persons who are blind, visually handicapped, deaf, or physically disabled, or to alter conditions which could be hazardous to these persons. These modifications may also include modifications of the route from the public way to the separate interest;

WHEREAS, federal law prohibits discrimination in housing based on race, color, religion, sex, national origin, familial status and disability;

WHEREAS, federal law also provides that discrimination includes a refusal to permit, at the expense of the handicapped person, reasonable modifications of existing premises occupied or to be occupied by such person if such modifications may be necessary to afford such person full enjoyment of the premises;

WHEREAS, California law prohibits the owner of any housing accommodation to discriminate against or harass any person because of the race, color, religion, sex, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, familial status, source of income, disability, or genetic information of that person;

WHEREAS, California law also prohibits (i) the owner of any housing accommodation to make or to cause to be made any written or oral inquiry concerning the race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, familial status, disability, or genetic information of any person seeking to purchase, rent, or lease any housing accommodation; (ii) any person to make, print, or publish, or cause to be made, printed, or published any notice, statement, or advertisement, with respect to the sale or rental of a housing accommodation that indicates any preference, limitation, or discrimination based on race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, familial status, source of income, disability, or genetic information or an intention to make that preference, limitation, or discrimination; and (iii) to otherwise make unavailable or deny a dwelling based on discrimination because of race, color, religion, sex, gender identity, gender expression, sexual orientation, familial status, source of income, disability, genetic information, or national origin”;

WHEREAS, the Bylaws provide that GRF has the express power and duty to manage, maintain, preserve and administer the business of the Development, and to promote the health, safety, and welfare of the residents within the Development;

WHEREAS, the Board has the power to adopt, amend, or repeal, in its discretion, rules and regulations not inconsistent with the provisions of the governing documents, respectively; and,

WHEREAS, GRF desires to strengthen, clarify and confirm its anti-discrimination policy pursuant to applicable law.

NOW, THEREFORE BE IT RESOLVED, February 6, 2018, that the Board of Directors of this Corporation hereby introduces the Anti-discrimination policy; and

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

JANUARY INITIAL NOTIFICATION

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

Director Troutman made a motion to introduce a resolution to establish an Anti-Discrimination Policy. Director diLorenzo seconded the motion.

Discussion ensued among the Directors.

Director Troutman made a motion to postpone this agenda item to the next Regular Meeting to give the Board time to consult with Legal Counsel on some questions about the Anti-Discrimination Policy. Director diLorenzo seconded the motion and it passed by a vote of 8-1-0 (Director Phelps opposed).

Director Phelps amended the motion to postpone this agenda item until later today to give the Board time to consult with Legal Counsel when they arrive. Director Sabol Soule seconded the motion and it passed unanimously.

President Sirkel arrived at 11:38 a.m.

14. Committee Reports

(a) Report of the Finance Committee/Financial Reports

Director Phelps reported on the Finance Committee and presented the Treasurer's Report and announced the two new advisers; Alan Dickinson and Gary Corigliano. The next meeting will be on February 21, 2018, at 1:30 p.m. in the Board Room.

(b) Report of the Community Activities Committee

Director Perak highlighted the upcoming events and reported that the next Community Activities Committee meeting will be held on January 11, 2018, at 2:00 p.m. in the Board Room.

(c) Report of the Maintenance & Construction Committee

Director Matson reported on the Maintenance & Construction Committee. Maintenance on Pools 2, 4, 6 had completed. Clubhouse 4 needs a new AC system. Remodeling has been completed on Clubhouse 1 on the dining room two, the card rooms, the kitchen and dining room floors. Construction work will be shortly at gate 12 for the lawn bowling courts and it will take two months to complete. The next M&C Committee meeting will be held on February 14, 2018, at 9:30 a.m. in the Board Room.

- Director Perak reported on Performing Arts Center (PAC) Renovation Ad Hoc Committee. The architects are currently working on the safety design. PAC updates will be available on the website.

(d) Report of the Media and Communications Committee

Director Perak reported on the Media and Communications Committee. Cable Boxes will be discussed at the next Town Hall meeting on January 10, 2018, at 4:30 p.m. in the Board Room. Clubs should contact Heather Rasmussen for information about posted club news on the website. The next meeting will be held on January 15, 2018, at 1:30 p.m. in the Board Room.

(e) Report of the Mobility & Vehicles Committee

Director diLorenzo reported from the Mobility & Vehicles Committee. The Committee is working on a detailed report on the cost per ride. The mission statement has been moved to the next meeting. Director Troutman has been riding the buses to see what improvements need to be made. The next Mobility & Vehicles Committee will meet on February 7, 2018, at 1:30 p.m. in the Board Room.

(e) Report of the Security & Community Access Committee

Director Sabol Soule reported from the Security & Community Access Committee. Chief Moy is looking into medical assistance for our residents in case of an emergency. The RV Lots are a priority and the waitlist is shorter. The next Security & Community Access Committee meeting will be held on February 22, 2018, at 1:30 p.m. in the Board Room.

- Director Gros reported on the Traffic Hearings and that the biggest offenses are speeding, running stop signs and driving without a license. Next meeting will be held January 21, 2018, at 9:00 a.m. in the Board Room and 1:00 p.m. in the Cypress Room.
- Report of the Disaster Preparedness Task Force- Director Troutman. Residents are encouraged to volunteer to be a Good Neighbor Building Captain. Next meeting January 27, 2018, at 9:30 a.m. in the Pine Room.

15. Future Agenda Items

(a) Adopt a Resolution to Approve a Digital Pay Tier System with Whole-Home-DVR (JANUARY Initial Notification-must postpone to FEBRUARY to comply with Civil Code §4360).

(b) Adopt a Resolution Making Amendments to the Traffic Monetary Penalties (JANUARY Initial Notification-must postpone to FEBRUARY to comply with Civil Code §4360)

(c) Adopt an Anti-Discrimination Policy. (JANUARY Initial Notification—must postpone to FEBRUARY to comply with Civil Code §4360)

16. Director's Comments

President Sirkel thanked Vice President Perak for running the meeting.

- 17. Recess** - *At this time the Meeting recessed for lunch to reconvene to Executive Session to discuss the following matters per California Civil Code §4935.*

The Board recessed to Closed Session at 12:13 p.m.

Closed Executive Session Agenda

Approval of Agenda

Approval of Minutes

(a) December 5, 2017 – Regular Executive Session

Discuss and Consider Member Disciplinary Matters

Discuss and Consider Personnel Matters

Discuss the Corporate Members Meeting

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

Discuss Litigation Report Summary

Adjournment

Adjourn

The Board adjourned at 4:13 p.m.

JoAnn diLorenzo, Acting Secretary of the Board
Golden Rain Foundation



Laguna Woods Village®

Golden Rain Foundation
Recreation and Special Events Department
Policies and Procedures

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**GOLDEN RAIN FOUNDATION
RECREATION DEPARTMENT POLICY**



The Recreation and Special Events Department (Recreation Department) is responsible for the planning and execution of a comprehensive recreation program for all Laguna Woods Village Residents. The Recreation Department coordinates events and programs to ensure that Residents are provided with an enjoyable, diversified program. Access to Golden Rain Foundation (GRF) facilities is available for Residents. Specific facility and amenity operating rules may be found on the Laguna Woods Village website under "Recreation" or obtained at any of the recreation offices. Should you have any questions, or are in need of further information, please call 949-597-4273 or email recreation@vmsinc.org.

A. GRF AUTHORITY AND ENFORCEMENT

GRF is authorized to take disciplinary or suspension action against a Member found to be in violation of the Recreation Department (Policy). The Board of Directors has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action. Member (be it via a Club/Group/Organization or Resident) is entirely responsible for ensuring that the rules, regulations, and policies are followed. This includes any Co-occupant, Lessee, or Guest.

**ACCESS TO GRF RECREATION FACILITIES
 RECREATION DEPARTMENT POLICY**



A. RESIDENTS

- Residents must be prepared to show their Laguna Woods Village ID card upon request. Inability to provide Laguna Woods Village ID card may result in denied access to facility or event.

B. GUESTS/OTHER

- Guests must be accompanied by a Resident at all times.
- Facilities may have age limitations which may be found in the operating rules for the respective facility.
- Guests may not enroll in/attend Recreation Department coordinated classes, use any of the Clubhouse 4 Workshops (except as students during a Saddleback Emeritus class), or check-out materials from the Library.
- Guests must pay all applicable guest fees in accordance with the GRF Fee list; a full-time caregiver providing continual assistance to the Resident in or out of the pool is exempt unless personally using the pool.
- Only City Staff or City Council for City business and/or City events pay Resident rates, plus any additional costs for Technicians, Door Hosts, and others, in accordance with the GRF Fee list.
- Guests must abide by age restrictions and guest limits that are identified for certain facilities:

Facility	Age Minimum	Guest Limit Per Resident
Billiards	12	N/A
Bocce	12	N/A
Bridge Room	10	2 at a time 4 total per day
Gymnasium	12	2
Golf Facilities	11	1 prime time 3 non-prime time
Tennis	6	1 prime time 3 non-prime time
Fitness Centers	16	2

Facility	Age Minimum	Guest Limit Per Resident
Equestrian Center and Horseshoes	10	N/A
Lawn Bowling	18	N/A
Paddle Tennis/Pickle Ball	6	1 court/3 guest
Shuffleboard	10	N/A
Pools	0-15 child 16+ adult	5
Hot Pools	16	5
Table Tennis	6	N/A

C. GATE CLEARANCE/COMMUNITY ACCESS FOR GUEST(S)

- Complete the Gate Clearance Form at **least four** business days prior to the event.
- List first name and last name of all non-resident guests (including catering staff, entertainers, speakers, etc.).
- Groups containing six guests or less may be called in directly to Gate Clearance at 949-597-4301.
- Submit forms to community.access@vmsinc.org.
 Failure to submit form will result in denied entry for guests and/or a fine.

**USE OF GRF RECREATION FACILITIES
RECREATION DEPARTMENT POLICY**



A. ALL FACILITIES/GENERAL

1. Everyone must sign in at events/meetings or check in at the facilities: (i.e. Billiards or drop-in lounges). Attendance sheets must be turned in to Clubhouse staff at the end of all events/meetings.
2. Facilities may not be used to conduct or promote a business. No monetary transactions may take place within GRF's facilities with three exceptions outlined under the Room Reservations Recreation Department Policy (Page 11, Room Reservations).
3. GRF Facilities are smoke free.
4. Use of Styrofoam products of any kind is prohibited.
5. Technical special effects must be approved by the facility Supervisor or Senior Technician.
6. Facility staff has 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, manufacturer's instructions and recommendations, and any other appropriate instructions.
7. Use of equipment by Residents is at the discretion of the facility staff 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.
8. Facility User must sign and/or provide required documents annually and/or as requested for the applicable facility (waivers, insurance information, reservation permits and agreements). Agreement, waivers, and/or all other documents remain in effect until replaced.
9. Scheduled Club/Group/Organization tournaments and activities at the specifically designated facility take priority and club rules prevail as long as they are not in conflict with recreation operating rules and regulations.
10. Everyone must follow proper rules of etiquette for each activity/sport.
11. Everyone must wear appropriate attire and appropriate footwear for each activity/sport.
12. 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.).
13. Facility user must leave the facility and equipment in the same condition in which it was found. This includes removing anything brought in by the user, properly bundling trash for disposal, and reimbursing GRF for any extra materials and/or labor necessary to return the facility to its original condition.
14. In order to balance utilization and avoid over utilization of facilities, staff will impose time and frequency limits on rooms and equipment as outlined in Resolution No. 90-12-132 (i.e. number of games, sets, buckets of balls at the driving range, use of fitness equipment, and rooms).
15. Facilities, ticket sales, posting of flyers, etc. are available on a first come first serve basis.
16. When there is a waiting list, the first Resident on the list will be contacted first; the Resident has three options:
 - a. to accept the opening

- b. pass and retain his/her position on the list or
 - c. pass and be removed from the list
17. Facility User shall not discriminate in any way against any person on the basis of race, age, color, religion, national origin, sexual orientation, gender, physical handicap, mental condition or marital status in connection with the activities of any Resident or Club/Group/Organization.
 18. Facility User shall be solely responsible for all Residents or Club/Group/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 therefore expressly disclaims all responsibility and liability without exception.
 19. Facility User agrees that GRF and Village Management Services, Inc. ("VMS"). Staff and directors are not responsible for any program, activity, or content thereof, which takes place during Facility Users use of GRF facilities. If the City of Laguna Woods requires a Special Event Permit relating to the use of this GRF facility, Facility User agrees to comply with the City's requirements. In the event that the City requires the Facility User to obtain insurance in order to obtain a Special Event Permit from the City, Facility User shall name GRF and VMS, and Staff, and Directors, as additional insureds. If requested, Facility User agrees to provide GRF a copy of the policy or a specific endorsement that shows this coverage.
 20. Tours, filming, and/or photography in any recreation facility for commercial purposes must be approved in advance through the Media and Communications Division.
 21. 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 constitutes a nuisance;
 - d. In any manner that constitutes an indecent act;
 - e. In any manner that constitutes an illegal act; or
 - f. In any manner inconsistent with the stated purpose of the rental agreement.
 22. Facility User will not violate any local, state or federal law and will be solely responsible for all violations of local, state and/or federal laws. GRF is authorized to investigate any claim that any local, state or federal law has been, or is being violated. Neither GRF, their Directors, Officers and/or Staff shall be liable, at law or in equity, as a result of a Resident or Club/Group/Organization's failure to comply with this rule. GRF is authorized to cooperate with all government authorities relating to alleged violations of local, state and/or federal laws; and in the event that GRF determines, in its sole discretion, that the Facility User has violated any local, state and/or federal law, GRF may immediately, without further notice, terminate the GRF permit, and the Facility User shall thereupon immediately cease all activities under the permit.
 23. 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 sections 5900 and 5925 et seq.
 24. Exceptions to the Recreation Policies go to the Recreation and Special Events Director or designee for review. The Recreation and Special Events Director may refer certain applications directly to the GRF Board.

B. GAMES OF CHANCE / OR OPPORTUNITY DRAWINGS

1. Games of chance or opportunity drawings are permitted only in accordance with applicable local, state, and federal laws.

C. GATHERING SIGNATURES FOR PETITIONS AND/OR INITIATIVES AND/OR ELECTION CAMPAIGNS

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.
 - d. When invited by a club, the signature gatherer must remain in the specified room.
2. The use of tables, chairs, or other furniture is prohibited.

D. CONTINUING EDUCATION PROGRAM

1. Emeritus Program
 - a. GRF provides the facilities at no cost.
 - b. Classes may be held in all Clubhouses except Clubhouse 2, Clubhouse 6, Clubhouse 7, Pool Two, the Computer Learning Centers, the Community Fitness Center, the Village Greens Facility, and the Performing Arts Center, unless the class is related to performing arts and is approved by the Recreation and Special Events Director or designee.
 - c. The Recreation Department works with Saddleback College to facilitate the Emeritus Program.
 - d. 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 scheduled start time for the class; must leave the facility immediately after the scheduled end time for the emeritus class; a parking pass is required if the student is driving into the Community.
 - e. All participants must sign in or check in at the facility and the GRF sign-in sheets must be turned into Clubhouse staff at the end of class.
 - f. All participants must sign the general liability and photo release form and is bound to adhere to all community rules.
2. Recreation Department-Coordinated Classes
 - a. Class punch cards are only refundable if they were purchased within the past 12 months and never punched.
 - b. No refunds will be made after the first class for classes without punch cards.

c.

**CLUBS/GROUPS/ORGANIZATIONS
RECREATION DEPARTMENT POLICY**



A. GENERAL

1. Residents requesting to form a Club/Group/Organization must first submit a written request to recreation staff stating the purpose and/or objective of the proposed Club/Group/Organization and the full names, signature, address, and telephone number of 20 Residents requesting membership in the new Club/Group/Organization.
2. Compliance with the Rules, Policies and Procedures of GRF, including the Guest Policy, must be a condition for membership in the Club/Group/Organization.
3. The Club/Group/Organization must be organized for educational, social, cultural, recreational or other non-profit purposes. All GRF Policies supersede any written rules or governing documents of Clubs/Groups/Organizations not directly in compliance with GRF Policy.
4. The Club/Group/Organization may not represent any business or commercial interest or activity and sales of products and/or services are strictly prohibited unless permitted at a GRF approved function.
5. The Club/Group/Organization must be substantially supported by revenue from its members/sponsors and from up to two Recreation Department authorized fundraisers per calendar year (Page 8, Fundraiser). Relying exclusively on outside guest sales to support Club/Group/Organization activities is prohibited.
6. Executive Club Officers must be a Resident Member of Laguna Woods Village.
7. The Club/Group/Organization must have a minimum membership of 90 percent Laguna Woods Village Residents.
 - a. Non-residents may participate as “guests” and must be accompanied by a Resident.
 - b. Non-resident members may not invite their own “guests”.
8. A current membership roster and updated contact information must be submitted to the recreation staff annually by **March 31**.
9. All forms of publicity or advertising, unless more restrictively stated, must say “For Laguna Woods Village Residents and their guests only”.
10. Although GRF recognized Clubs/Groups/Organizations are afforded promotional privileges by GRF, such organizations are entirely independent and therefore GRF assumes no liability for their acts.
11. The Recreation Department reserves the right to obtain financial information from any Laguna Woods Village club.

B. FUNDRAISER

1. Up to two GRF authorized fundraisers per calendar year are permitted for a Club/Group/Organization.
2. Fundraisers are understood to be events/activities as described below:
 - a. Must be a GRF recognized Club/Group/Organization hosting the event.
 - b. Must be an IRS recognized non-profit organization such as 501(c) (3) qualified charitable non-profit organization. A taxpayer ID number and letter of acknowledgement from the non-profit organization is required.
 - c. No other Club/Group/Organization or Resident may profit from the activity.
3. Club/group/organization may sell products that they made, hold silent auctions, fashion shows, or events as approved by the Recreation and Special Events Director.
4. No flea-market type events allowed.
5. Gate Clearance Form is required for any outside guests.

C. ROOM RESERVATIONS

1. For general procedures see Page 11, Room Reservations Recreation Department Policy.
2. Only executive Club Officers of a Club/Group/Organization may check availability or make/change/cancel reservations on behalf of the Club/Group/Organization.
3. A Laguna Woods Village Club/Group/Organization may submit a request for a rollover reservation subject to:
 - a. The rollover must have a minimum of four identical reservations during the calendar year; all dates in the series must be for the same day of the month/week (such as first Tuesday, every Tuesday, etc.), at the same time and duration, and in the same room; no modifications (date, time, duration, location, etc.) are permitted.
 - b. 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).
 - c. Any new rollover reservation request or change to an existing rollover reservation for the following year must be received by **March 15**.
 - d. Rollover reservations are mailed out for review on **August 1** and payment/signed rental agreement are due by **September 15**.
 - e. No refunds, credit, or transfer of fees will be honored after a signed contract is received by the Recreation Department.
 - f. Requestor may not have more than one Saturday night per month in a Main Lounge; no more than two Saturday nights may be held down as rollover reservations in any Main Lounge.
 - g. Rollover reservations are not permitted in the Village Greens Facility.
 - h. Lottery requests for Religious Holiday Events take priority over Club/Group/Organization rollovers and lottery requests. Holiday must be named on lottery card.

D. FLYERS

1. All flyers must be stamped in advance by the Recreation Department.
2. GRF does not endorse any event/trip/product/service advertised on flyers.
3. Flyers are only permitted in designated locations subject to space availability.
4. If flyer is in a foreign language, an exact English translation must be provided on the back side.

5. Only two flyers per Club/Group/Organization are allowed at any one time.
6. Flyer size is 8 ½ by 11 inches only.
7. Sponsor identification is permitted on flyers.
8. Flyers must be for an event within Laguna Woods Village or a trip coordinated by a Club/Group/Organization; general information flyers are prohibited.
9. Flyers must contain the date of the event, name and contact information (Resident phone number or email) of the Club Representative.
10. Use of “LW” or “LWV”, either alone or in combination with other letters, is prohibited.
11. Flyers may be submitted no more than three days prior to when they are posted.
12. Flyers may not be posted more than 60 days prior to the earliest date on the flyer; multiple dates may not be displayed longer than 30 days following the earliest date; thereafter, flyers must be resubmitted with revised dates.
13. Flyers must be submitted to recreation staff; Club/Group/Organization may not directly post flyers on the flyer racks.
14. Flyers not approved by the Recreation Department will be removed and disposed of.

E. Performing Arts Center Lobby Poster Area, Performing Arts Center Lobby Bulletin Board and Clubhouse 5 Glass Enclosed Bulletin Board

1. All posters must be stamped in advance by the Recreation Department.
2. Displaying posters is subject to space availability.
3. Performing Arts Center Lobby posters must not be larger than 33 by 40 inches; Performing Arts Center and Clubhouse 5 bulletin boards have a 22 by 17 inch maximum.
4. Posters are not allowed to be adorned with lights.
5. Posters may be displayed a maximum of three months prior to the date of the event (or date of first event in a series).
6. The Performing Arts Center Lobby poster area is for Box Office events.
7. The Performing Arts Center Lobby bulletin board is for use by GRF or a Club/Group/Organization that schedules an event in the Performing Arts Center Auditorium on a regular basis but does not distribute tickets through the Performing Arts Center Box Office.
8. The Clubhouse 5 glass-enclosed bulletin board is for use by a Club/Group/Organization that has events scheduled in the Clubhouse 5 Main Lounge or the Performing Arts Center Auditorium.
9. Posters not approved by the Recreation Department will be removed.

ROOM RESERVATIONS RECREATION DEPARTMENT POLICY



A. GENERAL

1. Requestor must be a Laguna Woods Village Resident and be prepared to show Laguna Woods Village ID card upon request in order to check availability or make/change/cancel reservation (with the exception of memorials).
2. Requestor must submit a facility application form prior to making payment for a room reservation.
3. Rooms may not be used to conduct **or promote** a business. Marketing or solicitation of third party products is strictly prohibited. Caterers, entertainers, speakers, and instructors are permitted as service providers to the group, and they may provide business cards and contact information. No monetary transactions may take place within GRF's facilities with three exceptions:
 - a. Entertainers, speakers, and instructors are allowed to sell the printed and/or recorded materials of their own creation during the event (for example, authors may sell their own books and entertainers may sell their audio/video recordings).
 - b. An entrance fee may be charged to cover the costs associated with a reservation.
 - c. Fundraiser activities (Clubs only – Page 8, Fundraiser).
4. It is prohibited to advertise events to the general public through media in general circulation outside of Laguna Woods Village. Unless more restrictively stated, all forms of publicity must say, "for Laguna Woods Village Residents and their guests only". Online publicity is permissible if the publicity is clear that the event is for Laguna Woods Village Residents and their guests only.
5. Staff works to assure that Clubs/Groups/Organizations and Residents are placed in the appropriate sized rooms for their event. Set minimum occupancy limits will be enforced.
6. Clubhouse rooms may be reserved between 8:00 AM and 10:00 PM seven days per week, except for New Year's Eve which may be reserved until 1:00 AM. Extended hours may be scheduled with the facility supervisor three weeks in advance for Clubhouses 2 and Clubhouse 7; additional fees will apply for extended hours per GRF Fee list.
7. Reservations must be for a two hour minimum room rental and four hour minimum rental for the large ballrooms and main lounges. One hour reservations may be made on a case by case basis with the approval of the facility supervisor; reservations for one hour may not request a room set-up.
8. Length of reservation must include set up/decoration, caterer preparation, and clean up time.
9. The GRF Pricing Policies contains two rates: Resident rate and Exception rate; (refer to the GRF Fee list).
 - a. Resident rate applies to all Laguna Woods Village Residents.
 - i. Weddings and wedding receptions involving Residents, their siblings, children, parents, and grandchildren.
 - ii. Private Resident events such as birthdays, memorials and/or anniversary parties.
 - b. Exception rate applies to:
 - i. Any non-Laguna Woods Village organization or group for which a Resident makes a reservation.
 - ii. All weddings and/or wedding receptions between non-residents

- iii. All Main Lounge reservations which have over 50 percent non-residents in attendance and are charging admittance or accepting donations.
- 10. It is prohibited to use any room/facility for anything but the stated purpose.
- 11. 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. The Performing Arts Center Rehearsal Room reservations may be cancelled or moved if the Auditorium is booked.
- 12. 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.
- 13. Cancellation of a paid reservation requires at least 14 days' notice to the recreation reservation desk to qualify for a full refund.
- 14. Refunds will be credited to the requestor's credit card or via check, by request.
- 15. "No shows" and cancellation less than 14 days of the reservation date will result in the complete forfeiture of the room reservation fees.
- 16. Bounce houses, tents, party rental equipment, mobile catering/salon trucks, outside caterers, etc. must be cleared by the Insurance Coordinator 60 days in advance; call 949-597-4202 for more information, and may require a permit by the City of Laguna Woods.

B. TYPES OF RESERVATIONS

- 1. Permanent/Rollover
 - a. Only a Laguna Woods Village Club/Group/Organization may submit a request for a rollover reservation; residents may not hold rollover reservations.
 - b. For rollover reservation information for Clubs/Groups/Organizations, see Page 9.
- 2. Lottery
 - a. Requests for Religious Holiday Events take priority over Club/Group/Organization rollovers and lottery requests. Holiday must be named on lottery card.
 - b. 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. A Resident or Club/Group/Organization may submit up to four lottery cards each year.
 - d. Lottery cards may be submitted between **May 15** and **June 15** for one-time special events for the upcoming year.
- 3. One time/Walk-In
 - a. One time reservations must be made at least two weeks in advance (except memorials); reservations made less than two weeks in advance must be approved by the facility supervisor where the reservation is being requested.
 - b. Walk-in reservations open on **August 1** for the upcoming year.

C. SET UP AND CLEAN UP OF ROOM RESERVATIONS

1. Set Up and Clean 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. Notice to Senior Technician must be provided two weeks in advance for cancelations; failure to notify Senior Technician of a cancellation within two weeks of the event will result in a two hour minimum fee (refer to the GRF Fee list).
 - c. Clubhouse 5 requires Technicians for events that include: projector, sound, lighting, three or more microphones and/or access to the sound booth.
 - d. Performing Arts Center Auditorium and Clubhouse 5 sound and lighting equipment may only be operated by Recreation Department Technicians. The Senior Technician may be reached at 949-268-2553.
 - e. The facility must be cleaned and returned to the exact condition in which it was accepted.
 - f. All clean-up must be accomplished by the end of the event. At the end of the clean-up period, the Facility User is responsible for inspecting the premises with a staff member and signing off on the Facility Check Out Form. If the Facility User fails to sign the Facility Check Out Form, or fails to accomplish facility clean-up by permit end time, GRF reserves the right to reject any future applications. A clean-up fee may be charged for inadequate clean-up, the clean-up fee will be applied (refer to the GRF Fee list).
 - g. Facility User is responsible for removing all trash and placing in the designated location at the end of their event, as well as for cleaning:
 - i. All equipment used
 - ii. All table tops and chairs used
 - iii. Any soiled or dampened floor or carpet areas
 - h. For kitchen approval, Facility User is responsible for removing all trash and placing in the designated location at the end of their event, as well as for cleaning.
 - i. Clean all dishes, trays, coffee servers, etc., and stack them in their proper place in the pantry. Glassware and silverware must be towel dried but dishes do not require towel drying.
 - ii. Wipe off, with a damp cloth, all tables used for eating and serving.
 - iii. Thoroughly clean all large coffee urns and baskets.
 - iv. Check with the staff for proper clean up instructions for grills, broilers and fryers.
 - v. Clean the areas around grills, broilers and fryers even if you do not use the equipment.
 - vi. Check the inside of the oven door and the stove top. If you use this equipment you must clean up any food splatters.
 - vii. Clean the refrigerator if used.

- viii. Wipe off all sinks, counters and cutting boards (on top as well as shelf underneath).
- ix. Clean the barbecue if used.
- i. All equipment, supplies, personal articles, displays, etc., must be removed prior to check-out and sign-off of Facility Check-Out Form. All items left at the facility will be discarded.
- j. The Facility User is responsible for payment of any costs incurred by GRF due to any damage of the facility, amenities, or equipment resulting from Facility Users reservation/use of the facility, amenity, or equipment.

D. FOOD

1. Facility User must bring their own food, have food dropped off, or use a caterer from the Recreation Department approved list (to obtain call 949-597-4227 or email recreation@vmsinc.org).
2. A \$25 for small kitchen/barbecue or \$50 for commercial kitchen fee will be charged when the oven, stove, silverware/plates or dishwasher are used; there is no charge to use the microwave and refrigerator.
3. No outside food or beverage is permitted at the Village Greens Facility (events must be catered by the 19 Restaurant & Lounge. Contact 949-206-1525).

E. CATERERS

1. The Recreation Department 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 a recreation staff member on the premises.
3. Storage of food is permitted only during the reservation period; additional time must be requested in advance and approved by the facility Supervisor and may not exceed 24 hours; if approved, GRF holds no liability for food left unattended.
4. Caterer must pay caterer's fee in accordance with the GRF Fee List.

F. ALCOHOL

1. The Facility User may bring in their own alcohol only when not charging for drinks.
2. A reservation of over 100 people with alcohol requires a GRF Bartender to be hired, unless otherwise approved by the Recreation and Special Events Director or designee.
3. GRF Bartenders can be arranged by calling 949-597-4381, at least three weeks prior to the event.
4. No outside alcohol is permitted at the Village Greens Facility.
5. GRF Bartenders have the right to deny service.



Construction Contractor Work Pass Policy
Adopted: January 2, 2018

I. Purpose

The purpose of this document is to set forth guidelines for the registration of Construction Contractor(s) who provide services to residents in Laguna Woods Village. It applies to contractors hired by residents for any alteration projects valued over \$500.

II. Definition

- a. Application – the form prescribed by GRF to apply for a Construction Contractor(s) Work Pass.
- b. Construction Contractor - is a person or company that performs work on a contract basis. The term may refer to: general contractor, sub-contractor, individual or corporation that contracts with another individual for an alteration or other construction application.
- c. Charge – fee, fine, and/or monetary penalty that GRF may levy upon Construction Contractor(s).
- d. Community- Laguna Woods Village.
- e. Conformance Deposit – deposit required as part of the conditions of approval to assure that no damages to Mutual property occur during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.
- f. Division- Manor Alterations Division.
- g. Governing Documents - the Articles of Incorporation and Bylaws of GRF, TLHM, and ULWM; any rules and regulations of GRF, TLHM and ULWM; Covenants, Conditions, and Restrictions (CC&R's) of TLHM; and ULWM Occupancy Agreement.
- h. Corporations(s) -Golden Rain Foundation (GRF), United Laguna Woods Mutual (ULWM), and Third Laguna Hills Mutual (TLHM).
- i. Member/Owner – a person who has been approved by Third Laguna Hills Mutual (TLHM) or United Laguna Woods Mutual (ULWM) as being entitled under the Governing Documents of TLHM/ULWM to membership in TLHM/ULWM and has an appurtenant right of membership in GRF.
- j. Golden Rain Foundation (GRF) the non-profit mutual benefit Corporation organized to manage and maintain the Community Facilities and services for the Community.
- k. Pass Holder- is defined as the Construction Contractor(s) who has/have been authorized to conduct business in the Community.
- l. Staff- Employees authorized to act on behalf of GRF.

- m. Vehicle Pass – document required to enter the Community to conduct business; allows entry through the gates.

III. Fees

Refer to the GRF Fee List.

IV. Terms & Conditions

- a. Authorization to provide service to the Community shall be effective only when a Construction Contractor Work Pass is issued by staff and shall be limited to the terms specified herein.
- b. Only approved improvements may be constructed, authorized by the Division and, if applicable, the City of Laguna Woods.
- c. The Construction Contractor Work Pass and Vehicle Pass(es) are approved for the duration of each project.
- d. A new set of Construction Contractor(s) Work Pass and Vehicle Pass(es) are required with each project.
- e. Construction Contractor(s) are obligated to pay charges imposed by GRF pursuant to this policy and the Governing Documents and rules (see GRF Fee Schedule).
- f. There is a non-refundable fee to replace any Vehicle Pass(es) (for example lost, altered, destroyed, etc.).
- g. A Vehicle Pass is required for each vehicle conducting business on behalf of the Construction Contractor.
- h. Limits of up to five vehicles are allowed per job site.
- i. Vehicle Pass(es) shall be issued for a period of six months.
- j. Vehicle Pass(es) will not be issued until all required paperwork is received and the application has been approved.
- k. Vehicle Pass(es) are issued by staff.
- l. Vehicle Pass(es) cannot be duplicated.
- m. Vehicle Pass(es) are not transferrable.
- n. Vehicle Pass(es) shall not be altered or misused.
- o. Construction Contractor(s) are responsible for the conduct of the pass holder.
- p. Member/Owner(s) are personally responsible for ensuring that the rules, regulations, and policies are followed by anyone they allow into the community.
- q. Pass holders are not authorized to clear other vehicles through the Gates.
- r. Any Vehicle Pass(es) presented without the Construction Contractor(s) name properly printed will be confiscated and the Construction Contractor pass holder will be immediately escorted out of the community.
- s. Vehicle Pass(es) must be displayed on the driver's side dashboard.

- t. Vehicle Pass(es) must be presented to Gate staff when entering the Community, upon request of any Security Officer, other staff, and/or Resident.
- u. All traffic rules must be observed in the Community including:
 - i. Park ONLY on the road and not on any resident, guest, or handicap parking and fire lanes.
 - ii. Speed limit is 25 MPH on streets, 15 MPH on cui-de-sacs.
- v. General Requirements for all Alteration Standards in the Community include, but are not limited to:
 - i. Construction approved work hours.
 - ii. Use of Community Dumpsites for Construction related dumping is prohibited.
- w. Member is required to submit copy of current contractors "Certificate of Liability Insurance", with a minimum of one million dollars in general liability.
- x. Issuance of Vehicle Pass(es) does not authorize the individual to reside in the Community.
- y. Vehicle Pass(es) are the property of GRF and must be relinquished upon completion of the project.
- z. Soliciting is prohibited inside the community.

V. Procedures

- a. Construction Contractor(s) must complete and submit "Construction Contractor(s) Work Pass Application" for review.
- b. Application shall be submitted to the Division located in the Laguna Woods Village Community Center. The Construction Contractor(s) Work Pass application is available for download at www.lagunawoodsvillage.com or upon request from the Division.
- c. The Application and additional documentation must be submitted to the Division.
- d. Upon request, Staff will check if there are any outstanding violations against the Construction Contractor(s) or unit address.
- e. Presentation of additional documentation:
 - i. Current/valid photo identification; if driving, a driver's license.
 - ii. Current Department of Motor Vehicles registration. If driving a company vehicle, then the company's Department of Motor Vehicles registration.
 - iii. Current proof of insurance for the registered vehicle.
- f. Staff will review the application and approve or deny the request.
- g. Division hours of operation are Monday-Friday, 8:00 A.M. to 5:00 P.M; (949) 597-4616; P.O. Box 2220, Laguna Hills, CA 92654-2220.

VI. Enforcement

GRF is authorized to take disciplinary or suspension action against a Construction Contractor found to be in violation of this Policy. The Board of

Directors has the authority to impose monetary fines, suspend privileges, and/or bring forth legal action upon Member/Owners whose construction contractors who are in violation of the Governing Documents and rules.

Member/Owner(s) are personally responsible for ensuring that the rules, regulations, and policies are followed by anyone they allow into the community.

The Construction Contractor is responsible for ensuring that the rules, regulations, and policies are following by sub-contractors or employees.

A complaint may be registered by calling the Security Department at 949-580- 1400 or anonymously via the Compliance Division at 949-268-CALL.



Construction Contractor Work Pass Application

Return completed application to: Manor Alterations Division, 24351 El Toro Road, Laguna Woods, CA 92637; Phone: 949-597-4616, E-mail: alterations@vmsinc.org

Resident Information	
Name:	
Address:	
Telephone:	Cell Phone:
E-mail:	
Contractor Information	
Business Name:	
License No:	
Address:	
Contact Name:	
Telephone:	Cell Phone:
E-mail:	
Driver License No:	Expiration Date:
Vehicle Pass Information	
Color:	Make:
Model:	License Plate:
Insurance Company:	
Policy No:	Expiration Date:
Additional Pass(es) (Limit 5):	
Indemnity Agreement and Waiver of Liability	
<p><u>Repair.</u> Should any damage or injury to the Community or GRF Property be caused in connection with work associated with or arising out of the issuance of a Vehicle Pass, Contractor agrees hereby to bear the full cost and expense of any repair, injury or replacement.</p>	
<p><u>Indemnity.</u> To the fullest extent permitted by law, Contractor expressly agree to defend (with counsel acceptable to GRF), indemnify and hold GRF, and each of GRF's representatives, attorneys, directors, officers, employees, partners, shareholders, members, authorized agents, representatives, successors and assigns, and the like free and harmless from claims, demands, suits, causes of action, damage, and loss which arises out of or is in any way related to, associated with or arising out of the issuance of a Vehicle Pass. Contractor further acknowledge that the indemnity set forth in this agreement exists regardless of cause or responsibility for negligence, whether passive or active, and that this</p>	

indemnity applies, without limitation, to any and all injury, damage, suits, actions, claims, demands, causes of action, liabilities, expenses, attorney fees, consultant fees, expert fees and costs arising out of or in any way connected to this agreement and in any way related, associated with or arising out of the issuance of a Vehicle

Pass. The obligation to indemnify shall be effective even if active or passive negligence or misconduct of GRF contributes to the loss, claim or damage. This indemnity provision shall extend to claims occurring after the Vehicle Pass is terminated as well as while it is in force.

Waiver. In consideration of the Vehicle Pass granted, Contractor, Contractor's heirs, assigns and successors in interest, hereby waive the right to claim indemnity or contribution from GRF, its agents, employees, directors, officers, committees and committee members, members, attorneys, insurers and the like, for any acts or omissions concerning, or damages of any kind arising out of or in any way related or associated with the issuance of a Vehicle Pass.

Contractor further understand that serious accidents may occur during the access and performance of the work for which the Vehicle Pass is issued, that the Contractor and those acting with or on behalf of the Contractor might sustain mortal or serious personal injuries, and/or property damage, as a consequence thereof. Knowing the risks of work for which the Vehicle Pass is issued, Contractor hereby agree to assume those risks and to release and hold harmless all of the persons or entities mentioned above who (through negligence or carelessness) might otherwise be liable to the Contractor, Contractor's heirs and assigns, for damages and/or any other claims which might arise as a result of the issuance of Vehicle Pass and any work performed thereunder.

Attorneys' Fees: In the event of any litigation relating to the issuance of a Vehicle Pass and any work associated therewith, the prevailing party shall be entitled to an award of his, her or its reasonable attorney's fees and costs. This right shall include matters arbitrated and judicially affirmed.

Contractors Signature:

Date:

For Office Use Only

Received By:	WO#:
No of Additional Vehicle Passes Issued:	Total Amount Due:
Pass No:	Issue Date:
Contractor's License: <input type="checkbox"/> Active <input type="checkbox"/> Suspended	

Golden Rain Foundation

Anti-Discrimination Policy

Adopted _____, 2018

Resolution _____

I. Purpose

The purpose of this document is to strengthen, clarify and confirm Golden Rain Foundation's (GRF) anti-discrimination policy pursuant to applicable law.

II. Definitions

For the purposes of this policy:

- a. Resident is defined as a Member or Lessee who has been approved by the Board of Directors for occupancy.
- b. Protected Class is defined to mean one's race, color, religion, sex, national origin or ancestry, gender, gender identity, gender expression, sexual orientation, familial status, marital status, disability or genetic information

III. Policy

- a. The officers, directors, committee members and/or any agent of GRF, including, but not limited to, management, shall not discriminate in employment, contracting, compensation, termination, upgrading, promotions, or enjoyment of services, amenities, privileges, housing and other conditions against any Resident, employee, contractor, subcontractor, or guest on the basis of his or her Protected Class.
- b. GRF is an equal opportunity corporation and will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of his or her Protected Class.
- c. GRF will be committed to providing an inclusive and welcoming environment for all Residents, guests, employees, contractors, subcontractors and vendors.
- d. If a Resident, guest, employee, contractor, subcontractor, or vendor feels that he or she has been discriminated against and/or harassed on

the basis of his or her Protected Class, he or she should immediately report the matter to management. If that person is not available or the individual feels that it would be unproductive to inform that person, he or she should immediately contact the President or member of the Board of Directors. Once the matter has been reported, it will be promptly investigated and any necessary corrective action will be taken where appropriate.

- e. Residents with a “disability” as defined by applicable law may request, in writing, that GRF make reasonable accommodations to rules or policies or allow reasonable modifications to property in order to allow the Resident full access to his or her Separate Interest and or GRF Common Areas. Once the request is submitted, the Board will promptly review same and issue a response in a timely manner, under the circumstances.
- f. Should the Board approve a reasonable modification to a Resident’s Separate Interest and/or GRF Common Area, the Board may require the Resident to bear the cost of making the modification. The Board may also require the Resident to return the Separate Interest and/or the Common Area to its original condition once he or she vacates the Community or the disability ceases to exist.
- g. All complaints of unlawful discrimination and/or harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.