

**REGULAR MEETING OF THE  
GOLDEN RAIN FOUNDATION LANDSCAPE COMMITTEE**

**Wednesday, September 19, 2018 - 1:30 p.m.  
Laguna Woods Village Community Center Board Room  
24351 El Toro Road**

**AGENDA**

1. Call to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Chair's Remarks
5. Member Comments (Items Not on the Agenda)
6. Response to Member Comments
7. Department Head Update

**Consent:**

None

**Reports:**

8. GRF Facilities

**Items for Discussion and Consideration:**

9. Committee Charter
10. Date of Next Meeting

**Items for Future Agendas:**

None

**Concluding Business:**

11. Committee Member Comments
12. Date of Next Meeting – TBD
13. Adjournment

Bert Moldow, Chair  
Bruce Hartley, Staff Officer  
Telephone: (949) 597-4650

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## STAFF REPORT

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**DATE:** September 19, 2018  
**FOR:** GRF Landscape Committee  
**SUBJECT:** GRF Facilities

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### **RECOMMENDATION**

Receive and file report.

### **BACKGROUND**

The Golden Rain Foundation owns a wide variety of facilities and properties within Laguna Woods Village. The maintenance of those facilities which have landscaping is provided by the staff of the General Services Department Landscape Division, with the exception of the golf courses and garden centers, which is provided by the Recreation and Special Events Department. The facilities that are maintained by the Landscape Division and are under the purview of the GRF Landscape Committee are listed in Attachment 1.

### **DISCUSSION**

Currently there are 26 locations which are maintained by a maintenance crew of six staff members dedicated to GRF work. These sites are maintained on a schedule with an approximate cycle of every 9-10 weeks. This crew also performs daily maintenance and special projects at GRF facilities, such as blowing off sidewalks at clubhouses, repairing or replanting existing landscaping, creek maintenance and the installation of new landscape or irrigation systems in conjunction with capital improvement projects.

### **FINANCIAL ANALYSIS**

There are no costs associated with this informational report.

**Prepared By:** Bruce Hartley, General Services Director

**Reviewed By:** Siobhan Foster, Chief Operating Officer

### **ATTACHMENT(S)**

ATT-1: GRF Facilities and Properties Maintained by the General Services Department

**GOLDEN RAIN FOUNDATION FACILITIES  
MAINTAINED BY THE LANDSCAPE DIVISION**

1. CLUBHOUSE 1, LIBRARY, HISTORY CENTER, OVERFLOW PARKING
2. CLUBHOUSE 2, ANNEX, 19 RESTAURANT, GATE 12
3. CLUBHOUSE 3
4. CLUBHOUSE 4
5. CLUBHOUSE 5
6. CLUBHOUSE 6
7. CLUBHOUSE 7 & GATE 16
8. GATE 1
9. GATE 2
10. GATE 3
11. GATE 5
12. GATE 6
13. GATE 7
14. GATE 8
15. GATE 9
16. GATE 10
17. GATE 11
18. EQUESTRIAN CENTER
19. SERVICE CENTER
20. RV STORAGE LOT A
21. RV STORAGE LOT B
22. HORSE TRAILS
23. COMMUNITY CENTER UNDEVELOPED AREA
24. EL TORO RD. RETENTION BASIN
25. ALISO CREEK
26. WEST CREEK (GATE 11)
27. BLOW SIDEWALKS 2X/WEEK AT FACILITIES #1- 7

## STAFF REPORT

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**DATE:** September 19, 2018  
**FOR:** GRF Landscape Committee  
**SUBJECT:** Landscape Committee Charter

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### **RECOMMENDATION**

Entertain a motion to approve the proposed charter for the GRF Landscape Committee and recommend approval to the Board of Directors. (Attachment 1)

### **BACKGROUND**

The GRF Board of Directors directed staff to re-establish the GRF Landscape Committee to address landscape related issues and provide a forum for resident input and as it pertains to GRF facilities and property.

### **DISCUSSION**

The current Landscape Committee Charter (Attachment 2) and a proposed Charter (Attachment 1) have been included in this report for the Committee's consideration.

### **FINANCIAL ANALYSIS**

None.

**Prepared By:** Bruce Hartley, General Services Director

**Reviewed By:** Siobhan Foster, Chief Operating Officer

### **ATTACHMENT(S)**

ATT-1: Proposed Charter for GRF Landscape Committee

ATT-2: Current Charter

**RESOLUTION 90-06-91****GOLDEN RAIN FOUNDATION  
LANDSCAPE COMMITTEE CHARTER**

**WHEREAS**, on August 1, 2006 the Landscape Committee was established by way of Resolution 90-06-58 pursuant to Article 7, Section 7.1.1 of the Golden Rain Foundation Bylaws:

**NOW THEREFORE BE IT RESOLVED**, October 3, 2006 that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Committee as follows:

1. Liaison between the GRF Board and the Landscape Division and perform the duties so stated in the resolution entitled "General Duties of Standing Committees."
2. Review each petition for landscaping changes and visit those sites (1) for which clarification is deemed necessary and (2) for which a denial is being considered. Based upon information supplied by a qualified staff member, a petition may be granted without an on-site visit.
3. Work with the Landscape Division to:
  - a. Promote efficient use of water within the Community.
  - b. Evaluate and determine appropriate landscape maintenance service levels.
  - c. Evaluate the need for new capital equipment and/or capital projects that would improve landscape practices, reduce labor costs and/or improve the general function or appearance of the landscape of GRF facilities.
4. To report on its activities to the Board of Directors periodically at Board meetings or when requested by the President.

**RESOLVED FURTHER**, that the committee shall perform such other duties as may be assigned by the President or the Board of Directors; and

**RESOLVED FURTHER**, that the Grounds and Water Committee Charter, as set forth in Resolution G-91-66, dated October 1, 1991 is hereby superseded and canceled.

**RESOLUTION 90-18-XX****GOLDEN RAIN FOUNDATION  
LANDSCAPE COMMITTEE CHARTER**

**WHEREAS**, on August 1, 2006 the Landscape Committee was established by way of Resolution 90-06-58 pursuant to Article 7, Section 7.1.1 of the Golden Rain Foundation Bylaws:

**NOW THEREFORE BE IT RESOLVED**, October 2, 2018 that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Committee as follows:

1. Liaison between the GRF Board of Directors and the Managing Agent's General Services Department - Landscape Division and perform the duties so stated in the resolution entitled "General Duties of Standing Committees."
2. Review all petitions for landscaping changes or conceptual planting plans associated with the renovation and/or development of properties owned and/or managed by GRF and visit those sites (1) for which clarification is deemed necessary and (2) for which a denial is being considered. Based upon information supplied by a qualified staff member, and in conformance with the rules and regulations of the City of Laguna Woods, the State of California and all applicable regulatory agencies, approval may be granted without a site visit.
3. Work with the Landscape Division to:
  - a. Promote efficient use of water within the Community.
  - b. Evaluate and determine appropriate landscape maintenance service levels for GRF facilities and properties.
  - c. Evaluate the need for new capital equipment and/or capital projects that would improve landscape practices, reduce labor costs and/or improve the general function or appearance of the landscape of GRF facilities.
  - d. Make determinations on requests for the removal of trees on GRF properties.
4. To report on its activities to the Board of Directors periodically at Board meetings or when requested by the President.

**RESOLVED FURTHER**, that the committee shall perform such other duties as may be assigned by the President or the Board of Directors; and

**RESOLVED FURTHER**, that the Golden Rain Foundation Committee Charter, as set forth in Resolution 90-06-91, dated August 1, 2006, is hereby superseded and canceled.

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## STAFF REPORT

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**DATE:** September 19, 2018  
**FOR:** GRF Landscape Committee  
**SUBJECT:** Date of Next Meeting

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### **RECOMMENDATION**

Provide staff direction.

### **BACKGROUND**

The GRF Landscape Committee will be meeting on the third Wednesday, every other month at 1:30 p.m. beginning with the September 19, 2018 meeting. The date of the next meeting is November 21, 2018. This is the day before the Thanksgiving holiday.

### **DISCUSSION**

Staff is requesting direction on whether the Committee would prefer to meet on November 21, 2018; meet on another day; or cancel the November meeting.

### **FINANCIAL ANALYSIS**

None.

**Prepared By:** Bruce Hartley, General Services Director

**Reviewed By:** Siobhan Foster, Chief Operating Officer

### **ATTACHMENT(S)**

None

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