



OPERATING RULES

General Services Policy	9
Anti-Discrimination Policy.....	9
Harassment and Nuisance Policy.....	12
Guidelines Regarding Harassment and Nuisance Complaints	12
Vehicle Maintenance Policy.....	15
Vehicle Fleet Policy to Allow Purchasing Used Construction Equipment and Trailers.....	15
Transportation Policy.....	16
Transportation Committee Charters.....	16
Mobility and Vehicles Committee (formally Bus Committee) Charter.....	16
Community Transportation and Buses.....	17
Community Transportation Policy.....	17
Authority to Distribute Transportation Brochure	18
ADA Bus Rules of Operation.....	18
Guidelines for Shuttle Bus Operations	18
Modified Weekend Bus Routes.....	18
FTA Grants.....	19
Authorization to Apply for FTA Section 5310 Grants	19
Compliance with the Civil Rights Act of 1964 Title VI.....	20
Advertising in Bus Shelters.....	21
Commercial Advertising Denied on Bus Shelters	21
Advertising Space in the Minibuses.....	21
Purchasing and Contract Administration Policy.....	21
Board Operation Purchasing and Contracts Policies.....	21
Warehouse Policy	22
Obsolete Equipment Policy	22
Policy for Transferring Equipment from the Computer Learning Center to Other Facilities	23
Exception to Obsolete Inventory Policy for the Computer Learning Facility	24
Warehouse Sales Policy	24
Mail and Copy Services Policy.....	25
Authorize Community Association Mailing.....	25
Streets and Sidewalks Policy.....	25
Landscape Services Policy.....	26
Landscape Committee Charters	26
Landscape Committee Charter.....	26
Establish Landscape Standing Committee.....	27
Landscape Maintenance Policy	27
Sprinkler Systems Shut Off to Accommodate Outdoor Parties.....	27
Holiday Greenery from Landscape Cuttings.....	28
Sustainable Landscaping Policy	28
Bluebird Box Replacement	29
Nursery and Composting Policy	29
Discontinue Renting Decorative Plant Materials for Events	29
Tree Trimming Policy	30
Revised Tree Signage Policy	30
Olive Tree Removal Policy.....	30
Excess Firewood Policy.....	31
Pest Control Policy	31
Resident Services Policy.....	32
Common Area Use for Social, Political or Educational Purposes.....	32
Call Center Policy	32
Corporate Document Requests.....	32
Membership Occupancy Policy.....	33
Additional Occupancy Fee.....	33
Permitting Condominium Owners	33

GOLDEN RAIN FOUNDATION OPERATING RULES – Updated June 30, 2020

Community Access Policy	34
Identification Card.....	34
Policy for Resident Identification Cards for Non-Owner Occupants	34
Unauthorized use of Community Facilities	35
Guest Privileges to Non-Members	35
Information Services Policy.....	35
Software Development and Support Policy.....	35
Identity Theft Prevention Program Policy and Procedures.....	35
MIS Charter	39
Broadband Services Policy	39
Media and Communications Committee Charter	39
Digital Cable Services Fee Structure and Tier System (2019).....	41
TV Operations Policy.....	43
Programming Network Contract Renewals.....	43
Media Use Policy.....	43
GRF Media Policy.....	43
Special Board Meeting Broadcast Policy for any Governing Board.....	65
Suspend Premium Channel Service to Members Who are Delinquent in Payments.....	66
Financial Services Policy.....	67
Finance Committee Charters	67
Finance Committee Charter	67
Select Audit Committee Task Force Charter	68
Business Planning Committee Charter.....	70
Select Audit Committee Charter	71
Operational Audit-Subcommittee Charter.....	71
Budget Committee Charter	72
Insurance and Risk Management Subcommittee Charter	73
Joint Insurance and Risk Management Committee Charter	73
GRF/MSO Joint Budget Committee Charter.....	74
Investment Task Force Charter	75
Accounting Policy.....	76
Budget and Financial Planning Policy	77
Capital Plan Policy	77
Increase Minimum Capital Requirement from \$2000 to \$5000	77
Use of Contingencies for Capital Reserve Expenditures	77
Capital Improvements be Funded Annually in Capital Budget.....	78
Contributions to GRF Trust for capital purposes.....	78
Definition of Funds Resolution.....	79
Regulatory Agreement	80
Investment Policy.....	80
Golden Rain Foundation Investment Policy	80
Revisions to the Investment Policy	82
Risk Management Policy.....	83
Use of Personally Owned Horses for GRF Uses in Return for Shelter and Feed	83
Non-Renewal of GRF Earthquake Policy	83
Earthquake Insurance and Flood Insurance Coverage.....	84
Automobile, Property & General Liability Insurance	84
Earthquake - Uninsured Losses	85
Agreement to Indemnify County re: Appointment of Personnel.....	85
Audit and Tax Policy.....	85
Establishment of Internal Audit Procedure.....	85
Vehicle Decal Stickers	86
Collections Policy	86
Fees	86

Guidelines for Shared Costs and Fees	86
Late Fee for Chargeable and Broadband Services	88
Late Charge – Chargeable Services.....	88
Fees Related to Real Estate	89
New service level to monitor and document estate and establish \$50 fee	89
Escrow Cancellation Fee	90
Authorize Sale of Marketing Video and to Personalize Real Estate Firms.....	90
Provide Facsimile and Notary Public Services to Residents for a Fee	91
Fees Policy to Cover Actual Cost of Preparing and Provide Lenders	91
Waiver - Intra-Community Transfers.....	92
Fees Related to Membership	93
Resale Fee.....	93
Fee to Prepare a Comparison Resales Report as Long as AARP Offers Service	93
Additional Occupant Fee	93
Trust Facilities Fee	94
Transfer Fee.....	96
Increase of Administrative Transfer Fee.....	96
Transfer Charge	96
ID Card Fee	97
Authorization to Take New ID Card Photos in Home of Disabled for \$5 Fee	97
Reduce Lessee ID Card Fee	97
Lost I.D. Card Replacement Fee Policy.....	98
Non-Return of Identification Card Fee.....	98
Fees Related to Vehicles.....	99
EV Charge Station Fees.....	99
Broadband Fees.....	100
Authorize Leasing of High Definition (HD) DTA Converter Boxes.....	100
Approve Digital to Analog (DTA) Converter Boxes for Resident Purchase	100
Collection Policy for Broadband Services	101
Recreation Fees	102
Room Reservation Rate Pricing Policy	105
Ten Percent for Independent Contractors	107
Five Percent Charged for Catering.....	108
Security Fees	108
Fine Schedule for Violations of Gate Clearance Rules	108
Schedule of Traffic Fines.....	109
Allow of Electronic Personal Assistive Mobility Devices (EPAMDs).....	109
Schedule of Monetary Penalties for the Recreational Vehicle Parking Areas	111
Security Fees for Emergency Services.	112
Storage Area Fee	113
User Fee for RV Lots for 2018.....	113
\$30 Guest Fee for RV Lot Parking up to (2) Weeks	113
Electronic Payment Policy	114
Security Services Policy.....	115
Security Committee Charters.....	115
Disaster Preparedness Task Force.....	115
Security and Community Access Committee Charter	116
Gate Renovation Ad Hoc Committee Charter	117
Security Policy	118
Bicycle Patrol Unit Established.....	118
Addition of Age-Certification Language to the Annual Guest Pass Renewal	118
Hate crime or Incident Policy	119
Policy Limiting Security Patrol Vehicles to Small Pickup Trucks.....	120
Implement \$25 fine for Residents Taking Shopping Carts Through Auto Gates	120
Not Responsible for Medi-Alert Systems	120

Ban Use of Skateboards	121
Installation of Gates in the Periphery Walls.....	121
Security Patrol Vehicles Policy	121
Illegal Dumping Reward Program	122
Traffic and Parking Enforcement Policy	123
Unlicensed Resident Drivers	123
Laguna Woods Traffic Court Renamed to Laguna Woods Village Traffic Hearings.....	123
Traffic Rules and Regulations.....	124
1. PREFACE	125
2. DEFINITIONS.....	126
3. GRF AUTHORITY and ENFORCEMENT	131
4. TOWING POLICY	133
5. LICENSE AND REGISTRATION REQUIREMENTS	134
6. RULES FOR DRIVING.....	135
7. RULES FOR PARKING.....	138
8. SPECIAL RULES FOR GOLF CARTS and GOLF CARS	145
9. SPECIAL RULES FOR BICYCLES (NON-MOTORIZED)	146
10. SPECIAL RULES FOR PEDESTRIANS	147
11. SPECIAL RULES FOR MANAGING AGENT	147
12. RULES FOR REPORTING COLLISIONS.....	148
13. APPENDIX	148
Traffic School Eligibility	148
RV Storage Policy	170
Recreational Vehicle Parking Areas Rules and Regulations	170
Student Parking Pass Fee for Non-Resident Students.....	188
Revisions to the Recreational Vehicle Parking Areas Rules and Regulations.....	188
Security and Community Access Committee authority on RV Lot Notices of Violations.....	189
Use of Vacant Spaces in RV Lot B for GRF Vehicles.....	190
Employees Authorized to Rent Space in the Recreational Vehicle Area.....	190
Commercial Vehicle in RV Lots.....	190
Compliance Policy	191
Appeals.....	191
GRF Appeals Process for Resident Members Requests.....	191
Disciplinary Action.....	192
Suspend Cable/Internet in the Event of Disciplinary Action.....	192
Suspend Chargeable Services for Delinquent Payments.....	193
Right to take Action Against a Mutual Member.....	194
Adopt Member Disciplinary Hearing Process Procedure	194
Flyer and Signage	195
Distribution of Publications by Non-Residents.....	195
Open House Directional Uniform Signage Policy	196
Approval of Standards for Replacement of Community Signage	198
Resident Conduct.....	199
Pet Rules and Regulations	199
Move-In Hours.....	200
Estate Sales.....	200
Resident Orientation	200
New Resident Orientation Program	200
Community Information Manual.....	201
Gate Access Policy.....	201
Realtor Access Protocols Policy (Open House Policy)	201
Procedure for Issuing Gate Entry Passes.....	202
Gate Access to Real Estate Agents with Business Passes	202
Issuance of Business Passes to Caregivers	203
Single Color for Gate Entry Pass	203
Admittance of Process Servers into the Community	204

Procedure for Gate Access by Media	205
Social Services Policy.....	206
Community Relations/Health & Social Services Committee Charter	206
Emergency Operations Policy	206
Laguna Woods Village Rain Event Action Plan	206
Recreation Services Policy	217
Recreation Committee Charters	217
Committees	217
Community Activities Committee Charter	217
Recreation/Education Committee.....	218
Outdoor Recreation Area Committee	219
Ad Hoc Committees	219
Performing Arts Center Renovation Ad Hoc Committee Charter.....	219
Clubhouse 2 Renovation Ad Hoc Committee Charter	221
Recreation Master Plan Ad Hoc Committee Charter	222
Golf Building Ad Hoc Committee Charter.....	223
Recreation Needs Assessment Ad Hoc Committee.....	225
Overall Recreation Policy	225
Division Policy	225
Luxury Suite Tickets.....	225
Room Capacity and Billiards Rooms at Clubhouses 5 and 6.....	226
Club Officer Requirements and Pool and Fitness Center Guest Fees.....	226
Recreation Policy and Operating Rules	227
Recreation Division Policy with Respect to "Section XIV Aquatics"	244
Recreation Division Policy with Respect to "Section I.IV - Clubs and Organizations,"	244
Members First	245
GRF Recreation Department Policy Revision: Clubs/Groups/Organizations.....	246
Recreation Standard Procedures Index.....	247
AA and AI-Anon Exception to SPI 600.006	247
SPI 600.035 (Clubhouse Seven Bridge Room)	247
SPI 670.005 (Golf Course Carts, Private and Rental)	248
Signage on GRF Property; political campaign literature policy	250
SPI 614.006 (Slipcasting Room)	251
Events Advertisements Not Permitted at the Gates	252
SPI 600.004 – Fitness Center Policies and Procedures	252
SPI 600-001-Use of Community Recreation Facilities	252
SPE 600.020 late video fine of \$.50/day - maximum \$10.00.....	253
SPI 600.021 Clubhouses - Reservation for Use of Facilities.....	253
SPI 610.038 (Clubhouse 4 Locker Policy).....	254
SPI 620.004 Resident Boarded Owned Horses.....	254
No more than 10% of a Club’s Members May be Former Residents	254
SPI 600.006 Service Club Membership	255
SPI 610.016 Fitness Center SPI	255
Revised 1990 Standard Procedures Index.....	255
Policy Exceptions.....	255
Village Theatre & Film Arts Academy Exception to the Room Reservation Pricing Policy	255
Exception to Flyer policy for the Historical Society	256
Broadband Services May Display Marketing and Sales Materials.....	256
Automatic Annual Rollover Reservation for Bridge Club	257
Election Flyers	258
Residents Selling Merchandise May Keep Proceeds for Fundraiser	258
UCI School of Biological Sciences at UCI Lectures	259
Grandfather Remaining Clubhouse Reservation Exceptions as Rollover Reservations	259
Clubhouse Operations Policy	260
AEDs	260

Discontinue Automated External Defibrillators (AED) Program	260
Cash Denomination Policy	260
Placement of Objects or Displays in Community Center Foyer Disallowed	261
Library Rules and Regulations	261
Indemnification Agreement for Facilities.....	262
Smoking in Clubhouses Policy	262
Facilities Shall be Used Primarily for Educational, Social, Cultural and Recreational Purposes.....	263
Managing Agent Authorized to Promulgate Rules Regarding Smoking in Clubhouse III	263
Auditorium Clubhouse III – Policies	263
Responsibility of Maintenance of Stables, Sales Building Grounds, Etc.....	264
Clubhouse Holiday Hours.....	264
Resolution 90-20-19.....	264
Bridge Room Guest Fee.....	265
Reservations, Events and Classes Policy	266
Recreation Division Policy – Recreation Facility Rental Application and Event Inspection Report...	266
Room Reservation Pricing Policy.....	272
Sponsor Program.....	273
Clubhouse 2 Loggia and Sequoia Ballroom Rental	274
Clubhouse 2 Open Space.....	274
GRF Wedding Policy Revision.....	275
Off-Season Children’s Swim Hours Adjustment.....	276
Resolution 90-20-18.....	276
Golf Racquet and Lawn Bowling Policy	277
Golf.....	277
Golf Fees Pricing Policy.....	277
Ball Machine at the Driving Range to Include a Quarter Size Bucket.....	279
Men’s Nine-Hole Golf Club Rollover Reservation Location Change	280
Golf Course Rules	280
Playing of Residents on Golf Course Restricted	280
27-Hole Golf Course Summer Closures	281
CBD Product Sales in Golf Pro Shop	282
Golf Cart Policy.....	282
Golf Cart Policies and Procedures	282
One Time Non Resident Rate for Golf Cart Rental	284
No Charge for Resident Owned Golf Carts on Golf Course	284
Garden Centers Policy.....	284
Garden Center Pricing Policy.....	284
Additional Garden Center Standards for Garden Plots	285
Garden Center Operating Rules and Related Documents.....	286
Garden Center Standards for Garden Plots	310
Prohibition of the Cultivation of Medical Marijuana on GRF (Common Area) Property	310
Equestrian Center Policy.....	311
Care Services for Equestrian Center Boarders	331
Equestrian Center Pricing Policy.....	331
Pool 2 Backstroke Flags and Stanchions	333
Resolution 90-20-27	333
Aquatics and Fitness Policy	334
Permanent Elimination of Fitness Guest Fees	334
Permanent Elimination of Aquatic Guest Fees	335
Extend the Evening Hours at Pool Four on a Year Round Basis	335
Summer Lap Swim for Youth.....	335
Summer Kids Swim Permanent Relocation to Pool 6.....	336
Amendments to GRF Recreation and Special Events Department Policies and Procedures and Glossary and Mandatory Adherence.....	337
Human Resource Services Policy.....	359

Human Resources Committee Charter	359
Maintenance & Construction Policy.....	359
Maintenance Committee Charters	359
Energy Committee Charter	359
Maintenance and Construction Committee Charter	360
Maintenance and Construction Committee Activities Building Ad-Hoc Sub-Committee Charter	361
Moisture Intrusion Policy.....	361
Cedar Slats to Prevent Dry Rot.....	361
Facilities Management Policy	362
Guidelines for Energy Efficiency Ratings	362
Manor Alterations & Permits Policy	362
Office of the CEO Policy	363
Governance Committee Charters	363
Standing Committee Charters.....	363
General Duties of Standing Committees	363
General Duties of Standing Committees	363
Rescind Previous Committee Charters	364
Capital Improvements Committee	364
Community Facilities Negotiating Committee	365
Corporate Officers Advisory Council	365
By-Laws Committee.....	366
Officers Committee	366
Officers Committee Charter	366
Establish Officers Committee	368
Ad Hoc Committee Charters	369
Long Range Planning Committee Charter	369
Administrative Processes and Procedures Ad-Hoc Committee charter.....	370
Land Use Ad Hoc Committee Charter	370
Governance and Board Relations Policy	372
Board of Directors.....	372
Appointment Procedures.....	372
Policy Regarding GRF Committee Appointment Substitutions by Mutual President.....	372
Establishment of a Volunteer Research Pool	372
Advisors are Appointed by the Board and Two Voting Advisors May be Designated by Committee Chair.....	372
Board President Has Option to Appoint Self to GRF Committees	373
Meeting Procedures	373
Board Meeting Agenda Policy	373
Designate Locations for Posting Requirements Under Civil Code §4045(a)(3)	374
Items May not be Returned to the Board Within One Year After Denial.....	374
Open Meeting Rules	375
GRF Open Board Meeting Policy	378
Noticing Proposed Rule Changes.....	380
President May Designate a GRF Director to Fill Temporary Committee Absences	381
Posting of Meeting Signs Outside Meeting Rooms	382
Open/Closed Meeting Designation	382
Release of Outcome of Voting of Corporation	382
Recommend Mutuals Vote “aye”/”nay” on GRF Resolutions	383
Dispensing with Reading of Minutes	383
Director Requirements.....	383
Code of Ethics for GRF Directors	383
Guidelines for Director Document Requests.....	386
No Elected Official of a City May Concurrently Serve on GRF Board.....	387
Guidelines for Preparation of Candidates Resume	387

GOLDEN RAIN FOUNDATION OPERATING RULES – Updated June 30, 2020

Guidelines for Present and Future Resident Directors	388
Election Policy	389
Date for the Annual Meeting of the Corporate Members.....	389
Election Policy per Civil Code 1363.03.....	389
Voting policies	398
Authority and Responsibilities	398
Delegation of Action and Commitments	398
Authority to Officers and Agents to Grant Easements for Public Utility Purposes	412
Director Access to Corporate Books, Records and Documents.....	412
Goal of GRF.....	413
Community-Wide Goal of GRF.....	413
GRF Act at Voice of the Community	414
Governing Documents	415
Articles of Incorporation	415
Bylaws.....	415
Trust to Continue until 2074.....	415
GRF-Owned Equipment May be Used to Provide Services to the Mutuals.....	416
GRF Sale or Lease of Land Without Corporate Members Approval is Restricted.....	416
Amended Bylaws	418
CC&Rs	418
Legal and Intergovernmental Policy	418
Legal Committee Charter	418
Government and Public Relations Committee Charters	419
Communications, PR and Marketing Policy	420
Golden Rain Foundation of Laguna Woods Media and Communications Committee Charter	420
Docent Tours	422
Complimentary DVD of Marketing Video to Docent Tour.....	422
Website	422
Policy Guidelines for Administration of the Laguna Woods Village Web Site.....	422
Index of Resolutions	428

General Services Policy

Anti-Discrimination Policy

RESOLUTION 90-18-09

Tuesday, February 6, 2018

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 adopts 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.

Golden Rain Foundation

Anti-Discrimination Policy
Adopted February 6, 2018
Resolution 90-18-09

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.

Harassment and Nuisance Policy

Guidelines Regarding Harassment and Nuisance Complaints

RESOLUTION 90-19- 47

Tuesday, October 1, 2019

WHEREAS, the Security & Community Access Committee has recognized the need to adopt a Harassment and Nuisance Policy to set forth guidelines for harassment and nuisance complaints;

NOW THEREFORE BE IT RESOLVED, October 1, 2019, that the Board of Directors of this Corporation hereby adopts the Harassment and Nuisance Policy, as attached to the official minutes of this meeting; and

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

SEPTEMBER Initial Notification

28- days notification for member review and comment to comply with Civil Code §4360 has been satisfied.

Harassment and Nuisance Policy

Adopted October 1, 2019

Resolution 90-19-47

I. Purpose

This policy sets forth guidelines regarding harassment and nuisance complaints and to sanction behavior making residents, Village Management Service (“VMS”) staff or vendor personnel reasonably feel harassed, threatened or otherwise unsafe, as well as behavior disturbing the quiet enjoyment of residents using common facilities within Laguna Woods Village.

II. Definitions

- a. Community – Laguna Woods Village including, but not limited to, the Community Center, Gate Houses and Clubhouses.
- b. Resident - an approved occupant of a residence in Laguna Woods Village.
- c. Staff - Employees of Village Management Services, Inc. authorized to act on behalf of United Laguna Woods Mutual, Third Laguna Hills Mutual and GRF.
- d. Vendors - persons working for a service provider serving VMS, GRF or any of the housing Mutuals.
- e. All other terms use the definitions as found in the Bylaws and GRF governing documents.

III. Conditions

Nuisance: No resident or guest of a resident shall unreasonably disturb or annoy other residents and their guests using common recreational or other facilities within the Community and create a circumstance which discourages, prevents or otherwise inhibits the peaceable use of such facility by residents and their guests. A nuisance can take many forms, and no single list can describe all possible nuisances.

Below are some examples of activities that fall into a nuisance category:

1. **Noise:** things that interfere with quiet enjoyment such as, residents playing their stereo or cellphones too loud, barking dogs, etc.

2. **Odors:** this includes second-hand smoke (cigarettes, cigars marijuana and vaping), etc.
3. **Visual:** storing inoperable vehicles in parking spaces.
4. **Health/Safety:** Residents who fail to pick up dog feces from common area, display aggressive behavior toward other Residents and/or Staff.
5. **Violation of Laws:** a violation of federal or state laws or local ordinances. An example would be driving under the influence, vandalism or a resident who physically assaults another.

Harassment:

Residents and their guests may not harass other residents or guests, Staff or Vendors. “Harassment” means unreasonable behavior which the normal person would find unacceptable, disturbing, threatening and serious. No single list of all forms of harassing behavior is possible, but such prohibited behavior includes:

Physical intimidation

Undesired physical contact

Threatening bodily harm or to harm one’s property

Shouting

Stalking, following someone around to intimidate or “make a point”

Disrupting organized activities in progress

Entering the second floor of the Community Center without escort or pass.

Interfering, instructing or otherwise disrupting the work of Vendors or Staff

Unreasonable, hostile and excessive telephone calls to a resident, staff or vendor

Other behavior which the ordinary person would find unreasonable and/or threatening.

Harassing behavior may arise from a course of repeated conduct of incidents which, by themselves, might not seem unreasonable, or may arise from even a single severe unreasonable action.

IV. Enforcement

GRF is authorized to take disciplinary action against a Member(s) if they or their co-occupant, tenant, guest, or invitee violate these rules.

The Board has the discretion to determine which actions are violations of these rules and which actions do not require further action by GRF.

These rules do not apply to activities within the areas governed by the Housing Mutuals and GRF will not pursue such issues within those areas.

The Board may after a hearing impose monetary fines, suspend Member(s) privileges, and/or initiate legal action. The Member(s) are entirely responsible for ensuring that the Governing Documents are followed by anyone they allow into the Community. This includes any Co-occupant, Lessee, Guest, or other invitee.

A complaint may be registered by calling the Security Department at 949-580-1400 or the Compliance Division by calling 949-268-CALL or sending e-mail to compliance@vmsinc.org.

Investigating Nuisance: to determine if a nuisance is taking place, Staff evaluates the behavior and determines if the behavior is deemed reasonable or unreasonable to an average reasonable person. Staff will inform the reporting parties to call the Security Department for documentation.

-end-

Vehicle Maintenance Policy

Vehicle Fleet Policy to Allow Purchasing Used Construction Equipment and Trailers

RESOLUTION 90-11- 55

Tuesday, June 7, 2011

WHEREAS, the Golden Rain Foundation vehicle fleet consists of sedans, vans, large and small pickup trucks, buses, utility vehicles, maintenance vehicles, construction equipment and trailers; and

WHEREAS, on November 21, 2005, by way of direction from the Maintenance and Construction Committee, a policy was set forth to purchase new vehicles for the Golden Rain Foundation vehicle fleet; and

WHEREAS, the Maintenance and Construction Committee has requested that the policy be updated to include the opportunity to evaluate purchasing used construction equipment and trailers (e.g. tractors, specialty large trucks, forklifts, man lifts, trailers, etc); and

WHEREAS, the following items have been identified as parameters for evaluating quality used construction equipment before purchasing new:

Remaining service life of the equipment

Condition of the equipment including age, engine hours and physical condition

Equipment maintenance records

Annual capital cost of the equipment

Proximity of the equipment to the Community and delivery fees

NOW THEREFORE BE IT RESOLVED, June 7, 2011, that the Board of Directors of this Corporation hereby approves an update to the vehicle fleet policy to include the opportunity to evaluate if the value of purchasing used construction equipment and trailers is more advantageous than purchasing new; and

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

Transportation Policy

Transportation Committee Charters

Mobility and Vehicles Committee (formally Bus Committee) Charter

RESOLUTION 90-18- 36

Tuesday, August 07, 2018

WHEREAS, the Bus Services Committee was established pursuant to Article 7, Section 7.1.1 of the Bylaws of this Corporation; and

WHEREAS, November 22, 2011, the Board of Directors agreed to change the name to the Laguna Woods Village Mobility and Vehicles Committee; and

WHEREAS, December 6, 2011, the Board of Directors assigned the general duties and responsibilities of the Laguna Woods Village Mobility and Vehicles Committee; and

WHEREAS, August 7, 2018, the Board of Directors has revised the general duties and responsibilities of the Laguna Woods Village Mobility and Vehicles Committee;

NOW THEREFORE BE IT RESOLVED, that the Mobility and Vehicles Committee shall:

1. Perform the duties imposed upon all standing committees as set forth in the resolution entitled, “General Duties of Standing Committees”.
2. Serve as liaison between the Golden Rain Foundation Board of Directors (GRF Board) and the Managing Agent for all transportation issues.
3. Develop policies and procedures for the GRF Transportation System that strives to meet the needs of the Laguna Woods Village Community.
4. Review long-range plans prepared by the Managing Agent to improve the efficiency and effectiveness of the GRF transportation system with an emphasis on new and emerging technology; focusing on operational and energy efficiency and make recommendations to the GRF Board for final approval.
5. Review major service modifications to the Laguna Woods Village transportation system that are proposed by the Managing Agent and present those modifications to the GRF Board for final approval.
6. Review the specifications recommended by the Managing Agent for the procurement of GRF vehicles.

7. Review requests submitted to the Committee by the Managing Agent for transportation services and vehicles that require supplemental funding and recommend appropriate action to the GRF Finance Committee.
8. Ensure that the transportation facilities, equipment, and fixtures owned or leased by the GRF Board are maintained by the Managing Agent to sustain a high level of efficient performance.
9. Review bus schedules, bus routing plans or other alternative transportation programs developed by the Managing Agent. Provide recommendations to the Managing Agent that will ensure both a high level of service to the Members and an efficient use of transportation resources. Present these modifications to the GRF Board for final approval.
10. Ensure that the Managing Agent develops and provides an effective Customer Service Program that includes educational literature, training classes, alternative transportation information and direct rider support.
11. Work together with the GRF Media and Communications Committee and the Managing Agent’s Communications staff to keep residents informed of all matters related to and affecting the GRF Transportation System.

RESOLVED FURTHER; that Resolution 90-11-146, adopted December 6, 2011, is hereby superseded and cancelled.

Community Transportation and Buses

Community Transportation Policy

RESOLUTION G-96-95

Tuesday, November 05, 1996

WHEREAS, the ██████████ Transportation System has operated based on the decisions and directives of the Golden Rain Foundation Board of Directors; and

WHEREAS, there has never been a formally approved written document to which the Community, its leaders and staff can refer for a general description of the Transportation Systems policies, procedures, and service levels,

NOW THEREFORE BE IT RESOLVED, Maintenance and Construction Committee recommends that the board of directors of this corporation hereby adopt the attached ██████████ Laguna Hills Transportation Policy; and

RESOLVED FURTHER, that the officers and agents of the corporation are hereby authorized and directed to take such action as deemed necessary to immediately implement said policy.

[Authority to Distribute Transportation Brochure](#)

RESOLUTION G-96-55

Tuesday, June 04, 1996

RESOLVED, that the Board of Directors of this corporation hereby authorizes and directs its managing agent to place the [REDACTED] Laguna Hills Transportation Brochure (resident driving alternatives) into distribution for the benefit of residents of the community; and

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

[ADA Bus Rules of Operation](#)

RESOLUTION G-94-39

Tuesday, May 03, 1994

RESOLVED, that this corporation hereby approves the "ADA Bus Rules of Operation" as submitted.

[Guidelines for Shuttle Bus Operations](#)

RESOLUTION G-89-06

Tuesday, January 10, 1989

RESOLVED, that the "Guidelines for Shuttle Bus Operations" submitted by the Community Relations Committee on this date are hereby approved for use as specified within the Guidelines; and

RESOLVED FURTHER, that the aforementioned Guidelines shall become effective on February 6, 1989; and

RESOLVED FURTHER, that RESOLUTION G-83-105, adopted on September 6, 1983 is hereby canceled; and

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized, on behalf of the corporation, to take whatever action they may deem appropriate to carry out the purpose of this resolution.

[Modified Weekend Bus Routes](#)

Bus Route Changes

RESOLUTION 90-14- 52

Tuesday, September 02, 2014

WHEREAS, the goal of the GRF transportation system is to provide safe, efficient and cost effective bus services to the residents and their guests; and

WHEREAS, the Regular Routes, which utilize eleven buses, are run on Monday through Saturday; and

WHEREAS, Saturday bus ridership is significantly lower than Monday through Friday; and

WHEREAS, Staff has received complaints that the Sunday bus routes are difficult to use because they differ from the Regular Routes; and

WHEREAS, the combination of driver input, GPS, and Bus Sticker data has allowed Staff to identify route redundancies and regular bus stops with low ridership; and

WHEREAS, eliminating route redundancies and changing low ridership bus stops from regular stops to request stops will allow eight routes similar to eight of the Monday - Friday Regular Routes to cover the same service area on Saturday and Sunday; and

NOW THEREFORE BE IT RESOLVED, September 2, 2014, these revised routes will be implemented on Saturday and Sunday as the Weekend Bus Routes; and

RESOLVED FURTHER, that six months after implementation, Staff will present the Mobility and Vehicles Committee with a progress report, which, if satisfactory, will result in the permanent adoption of these routes; and

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

FTA Grants

[Authorization to Apply for FTA Section 5310 Grants](#)

RESOLUTION 90-14- 55

Wednesday, September 17, 2014

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital projects for non-urbanized public transportation systems under Section 5310 of the Federal Transit Act (FTA C 9070.1F); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5310 grants for transportation projects for the elderly and disabled; and

WHEREAS, The Golden Rain Foundation desires to apply for said financial assistance to permit operation of paratransit service in Laguna Woods and Laguna Hills; and

WHEREAS, the Golden Rain Foundation has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies; and

WHEREAS, RESOLUTION 90-11-16 adopted February 22, 2011 no longer provides Staff with sufficient authority required by the Department of Transportation to file and execute

applications, certification of assurances, contracts and agreements, provide additional information, or submit and approve request for reimbursement of funds from the Department for the Section 5310 projects;

NOW THEREFORE BE IT RESOLVED, September 17, 2014, that the Golden Rain Foundation does hereby authorize Betty Parker, Financial Services Director of PCM Inc. as Agent, to file and execute applications on behalf of the Golden Rain Foundation with the Department to aid in the financing of capital projects pursuant to Section 5310 of the Federal Transit Act (FTA C 9070.1F), as amended; and

RESOLVED FURTHER, that PCM Inc. Agent for Golden Rain Foundation, is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department; and

RESOLVED FURTHER, that PCM Inc. Agent for Golden Rain Foundation, is authorized to provide additional information as the Department may require in connection with the application for the Section 5310 projects; and

RESOLVED FURTHER, that PCM Inc. Agent for Golden Rain Foundation is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5310 projects; and

RESOLVED FURTHER, that RESOLUTION 90-11-16 adopted February 22, 2011 is hereby rescinded.

[Compliance with the Civil Rights Act of 1964 Title VI](#)

RESOLUTION 90-14- 32

Tuesday, July 01, 2014

WHEREAS, the Golden Rain Foundation desires to continue to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in U.S. Department of Transportation's FTA Circular 4 702.1B, "Title VI Requirement and Guidelines for Federal Transit Administration Recipients;" and

WHEREAS, the Board of Directors wishes to authorize the approval of Staff to comply with necessary provisions of the Civil Rights Act;

NOW THEREFORE BE IT RESOLVED, July 1, 2014, the Golden Rain Foundation will not discriminate on the basis of race, color, or national origin; and

RESOLVED FURTHER, that the officers and agents of this Corporation are authorized to comply with current Federal requirements, including the submission of the required compliance plan as per the new provisions detailed in U.S. Department of Transportation's FTA Circular 4 702.1B; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to implement policies that may be necessary to comply with any future revisions or interpretations of the Civil Rights Act.

Advertising in Bus Shelters

Commercial Advertising Denied on Bus Shelters

RESOLUTION G-84-23

Tuesday, February 07, 1984

RESOLVED, that commercial advertising on the proposed bus shelters included in the Five Year Plan shall not be permitted by this corporation.

Advertising Space in the Minibuses

RESOLUTION No. 95

Tuesday, July 25, 1967

WHEREAS, additional revenues may be forthcoming from advertising space in the minibuses which will assist in reducing costs of operation; and

WHEREAS, the Golden Rain Foundation approves of advertising for this purpose:

NOW, THEREFORE, BE IT RESOLVED, that the officers and agents of this corporation are authorized to negotiate and sign Lease Agreements with Transit Ads., Incorporated, an advertising company, which provides all services related to such advertising.

Purchasing and Contract Administration Policy

Board Operation Purchasing and Contracts Policies

RESOLUTION 90-17-16

Tuesday, May 2, 2017

WHEREAS, the Purchasing Task Force was formed to ensure that adequate purchasing controls are in place; to streamline the internal purchasing and contracting process; and to ensure transparency and that a professional and competitive process is used for the procurement of high quality products and services for the community; and

WHEREAS, the Board has updated the Purchasing Policy to include exceptions for special industry contracts;

NOW THEREFORE BE IT RESOLVED, May 2, 2017, that the Board of Directors of this Corporation hereby approves the Board Operation Procedures Contracts Matrix, Change Order Policy and amended Purchasing Policy as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that RESOLUTION 90-16- 48, adopted October 4, 2016, is hereby superseded and cancelled.

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

Warehouse Policy

Obsolete Equipment Policy

RESOLUTION 90-16- 41

Tuesday, September 6, 2016

WHEREAS, in the normal course of business the Golden Rain Foundation (GRF) replaces items of equipment that have reached the end of their economic lives, have become expensive or impossible to maintain or have otherwise become obsolete; and

WHEREAS, GRF determines through its capital planning process or via supplemental appropriation which items of capital equipment are to be replaced; and

WHEREAS, unless otherwise expressly authorized by the Board of Directors of this Corporation, all items shall be disposed of; and

WHEREAS, GRF desires to optimize the proceeds from the disposal of such equipment;

NOW THEREFORE BE IT RESOLVED, September 6, 2016 that all GRF equipment to be disposed of will be sold using a variety of selling methods, with a minimum 30-day notice prior to sale, including off-site auctioneer, on-site auctioneer, on-site sales, sealed bid process, and online classified advertisements to provide the maximum net proceeds as determined by the Purchasing & Supply Manager; and

RESOLVED FURTHER, that parts can be removed from certain obsolete vehicles and equipment if those parts are difficult to procure or the value of keeping the parts is more than the estimated sale of the obsolete equipment; and

RESOLVED FURTHER, that all items will be publicized at no additional cost to the community in available media, such as on TV6, in the community newspaper, and on the community website, and

RESOLVED FURTHER, that the Purchasing & Supply Manager will inform equipment dealers and others who may be interested in purchasing any of the obsolete equipment; and

RESOLVED FURTHER, that any notice will include a place and times for inspection of the equipment and a date or deadline for bidding; and

RESOLVED FURTHER, that a minimum acceptable bid amount will be set on all equipment to be disposed of that has an estimated value of \$1,000 or more, as determined by the manager of the user department in conjunction with the Purchasing & Supply Manager; and

RESOLVED FURTHER, vehicles to be disposed of shall be noticed to the residents for a sealed bid auction with a minimum reserve; if the minimum reserve is not met at the sealed bid auction the vehicle will be sent to public auction; and

RESOLVED FURTHER, that when using the sealed bid process, all bids will be opened by the Purchasing & Supply Manager, and the highest bid will be accepted; and

RESOLVED FURTHER, that all such sales will be for cash and will be consummated, including removal of the obsolete equipment from GRF premises, within two weeks of acceptance of bid, and

RESOLVED FURTHER, that any equipment that is deemed to pose a significant threat to the safety of a purchaser or user, or would cost more money to sell than the estimated value of the item, or remains unsold after all reasonable efforts are made, will be disposed of in the proper waste receptacle and in compliance with applicable laws and ordinances after notification to the GRF Treasurer; and

RESOLVED FURTHER, that any individual participating in the decision to dispose of an obsolete item shall be precluded from purchasing that item; and

RESOLVED FURTHER, that RESOLUTION 90-15- 41 adopted August 4, 2015 is hereby superseded and cancelled; and

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

Policy for Transferring Equipment from the Computer Learning Center to Other Facilities

RESOLUTION 90-11-124

Tuesday, November 1, 2011

WHEREAS, each year the Recreation Division operating budget includes funding for equipment additions and replacements in the Computer Learning Center. When computers are replaced, the GRF asset disposal policy requires that obsolete equipment be auctioned off for sale, except when users from other facilities learn of computers being retired from the Learning Center and request the used computers be transferred to other GRF facilities with the Board's approval; and

WHEREAS, in order to minimize administrative costs and to make the transfer of assets more expedient, a transfer policy for computer equipment from the Computer Learning Center to other GRF facilities should be established;

NOW THEREFORE BE IT RESOLVED, November 1, 2011, that the Board of Directors of this Corporation hereby establishes the following policy for transferring computer equipment from the Computer Learning Center for use at other GRF facilities:

- GRF computers located at the Computer Learning Center that are scheduled for disposal could be transferred to other GRF facilities at the discretion of the GRF Community Activities Committee.
- Allow users of GRF facilities throughout the Community to benefit from the use of computers without GRF purchasing additional computers, as long as the number of computers remains constant.
- If additional computers are required, requests should be processed through the normal business plan process. When the computers become obsolete to the GRF facility, the obsolete computers would follow the normal GRF disposal procedure of going to the Warehouse for sale at auction.

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

Exception to Obsolete Inventory Policy for the Computer Learning Facility

RESOLUTION G-97-32

Tuesday, April 01, 1997

WHEREAS, the Computer Learning Facility at Clubhouse Two has a need for inexpensive, less powerful, computers for training purposes; and

WHEREAS, under current policy, when obsolete equipment is replaced, it is disposed of through the standard bid process coordinated by the Warehouse;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of this corporation hereby authorizes the following exception to the PC Replacement Policy: The Computer Learning Facility will be advised when obsolete personal computers are available and be allowed to select obsolete personal computers for the Facility; and those obsolete personal computers not selected will be disposed of by current policy; and

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

Warehouse Sales Policy

RESOLUTION G-94-73

Tuesday, September 06, 1994

RESOLVED, that the officers and agents of this corporation are hereby authorized on behalf of the corporation to adopt the following Warehouse Sales policies effective immediately:

- (1) Residents' Warehouse Sales shall reflect a 25% over cost markup.

(2) The Resident Supply Window shall be open 5 hours per day

RESOLVED FURTHER, that this new policy shall be publicized via the press and a copy of this resolution shall be posted in Customer Service and at the Warehouse.

Mail and Copy Services Policy

Authorize Community Association Mailing.

RESOLUTION G-96-01

Tuesday, January 02, 1996

WHEREAS, all community-wide mail outs requiring use of the community mailing list must be approved by the Golden Rain Foundation of Laguna Hills Board of Directors or the Board Officers;

NOW THEREFORE BE IT RESOLVED, that the board of directors of this corporation hereby authorizes the Community Association Annual Newsletter mail out by PCM Staff; and

RESOLVED FURTHER, that all costs of mailing said Newsletter shall be paid by the Community Association; and

RESOLVED FURTHER, that this authorization shall be in effect until rescinded by board action.

Streets and Sidewalks Policy

RESOLUTION 90-09- 76

Tuesday, October 06, 2009

WHEREAS, over the years, a few benches, in a variety of styles, have been purchased by GRF or donated to GRF by individuals or organizations, and these benches can affect both the aesthetics of the Community and the landscape maintenance operations; and

WHEREAS, currently GRF has no approved policy regarding standard styles, colors or anchoring used for benches;

NOW THEREFORE BE IT RESOLVED, October 6, 2009, that the Board of Directors hereby approves the thermoplastic coated metal mesh bench in dark green as its bench standard style and color for benches, or if not available, then another similar bench which meets all criteria may be substituted; and

RESOLVED FURTHER, that the Board of Directors further approves, as an alternative, on the golf course, benches made of recycled plastic in dark green (similar to the ones used on the golf course of recent); and

RESOLVED FURTHER, that such benches shall be installed on either a concrete pad (if along sidewalk) or on concrete anchors in the grass (if the location is not along sidewalk); and

RESOLVED FURTHER, that the benches will have a seat height of 18 inches with a rolled front edge and equipped with a back and arm rest; and

RESOLVED FURTHER, in the case of donated benches, that the cost of manufacturing and installation of the bench shall be borne by the donor; and

RESOLVED FURTHER, that RESOLUTION 90-08- 76 adopted October 7, 2008 is hereby superseded and cancelled; and

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized on behalf of the corporation to carry out the purpose of this resolution. Approve request from UPS to store a UPS trailer at Clubhouse One, Clubhouse Five, and the overflow parking at the Library during the holiday season to deliver packages to the residents.

[Landscape Services Policy](#)

[Landscape Committee Charters](#)

[Landscape Committee Charter](#)

RESOLUTION 90-18- 46

Tuesday October 02, 2018

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 Mutual and 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.

Establish Landscape Standing Committee

RESOLUTION 90-06- 58

Tuesday, August 01, 2006

WHEREAS, in order to better address GRF-related landscape matters, it is recommended that all landscape issues be addressed under a new standing committee

NOW THEREFORE BE IT RESOLVED, August 1, 2006 that in compliance with Article 7, Section 7.1.1 of the Golden Rain Foundation Bylaws, adopted May 2002, the Board of this Corporation hereby establishes a new standing committee identified as the Landscape Committee to serve at the pleasure of this Board; and

RESOLVED FURTHER, the duties and powers of this Committee shall be determined by the Board, provided that the authority is limited to advising the Board and all final action is subject to the specific approval of the Board; and

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

Landscape Maintenance Policy

Sprinkler Systems Shut Off to Accommodate Outdoor Parties

RESOLUTION 90-08- 75

Tuesday, October 07, 2008

WHEREAS, the Board of Directors recognizes that many policies have been implemented by way of practice over the years but not formally documented; and

WHEREAS, the Landscaping Committee has recommended that the Board of Directors documents specific policies;

NOW THEREFORE BE IT RESOLVED, October 7, 2008 that the Board of Directors of this Corporation hereby approves a policy that upon resident request, sprinkler systems are temporarily shut off in order to accommodate outdoor parties and/or gatherings at no charge. Custom irrigation scheduling to accommodate personal plantings, timing preferences, etc. is not provided; and

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

[Holiday Greenery from Landscape Cuttings](#)

RESOLUTION 90-08- 74

Tuesday, October 07, 2008

WHEREAS, the Board of Directors recognizes that many policies have been implemented by way of practice over the years but not formally documented; and

WHEREAS, the Landscaping Committee has recommended that the Board of Directors documents specific policies;

NOW THEREFORE BE IT RESOLVED, October 7, 2008 that the Board of Directors of this Corporation hereby approves a policy that holiday greenery can be provided at no charge from landscape cuttings (holly, pine branches, palm fronds, etc.) for residents and neighboring churches and temples (during the month of December and for Palm Sunday), available for pick up at the Maintenance Center; and

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

[Sustainable Landscaping Policy](#)

RESOLUTION G-97-96

Tuesday, October 07, 1997

RESOLVED, that the Board of Directors of this corporation are hereby authorized on behalf of the corporation to approve voluntary participation in the relandscaping program as follows:

Residents will be contacted prior to painting and their interests will be solicited at that time.

Residents requesting relandscaping may only have the area immediately adjacent to their manors relandscaped.

More than one resident of the building may join in on the relandscaping request.

Except plantings maintained personally by residents (e.g., Yellow Staked plantings), all other landscaping will be maintained at Mutual expense.

Implementation of the program will be overseen by the Mutual corporation landscape committees.

[Bluebird Box Replacement](#)

RESOLUTION 90-18- 18

Tuesday, April 3, 2018

WHEREAS, approximately 1100 bird boxes were erected throughout Laguna Woods Village and many were left unattended and were inhabited by insects and various invasive species causing the nest boxes to be unwelcoming for Bluebirds;

WHEREAS, many of the boxes had damaged the limbs of the trees as growth around the wire caused strangulation and if left unattended will restrict all growth above the constricted part; and,

WHEREAS, the Western Bluebird Club of Laguna Woods Village is currently in the process of removing deteriorated nest boxes in the GRF common areas and replacing with suitable Bluebird houses.

NOW THEREFORE BE IT RESOLVED, April 3, 2018, that the Board of Directors of this Corporation hereby designates the Western Bluebird Club of Laguna Woods Village to be the sole club to maintain all Bluebird boxes within Golden Rain Foundation common area; and,

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

[Nursery and Composting Policy](#)

[Discontinue Renting Decorative Plant Materials for Events](#)

RESOLUTION 90-05- 61

Tuesday, August 02, 2005

WHEREAS, the GRF Nursery currently provides a service to residents and recreation clubs allowing them to temporarily use decorative plant materials for special personal or Community-based events; and

WHEREAS, demand for such service has increased, thus increasing staff time that is absorbed into regular operations and included in the operating budget;

NOW THEREFORE BE IT RESOLVED, August 2, 2005 that the Board of Directors of this corporation hereby discontinues the service; and

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

Tree Trimming Policy

Revised Tree Signage Policy

RESOLUTION 90-14- 20

Tuesday, May 06, 2014

WHEREAS, tree signs throughout the Community vary in different shapes, sizes & colors, and the GRF Landscape Committee has found it necessary to establish one sign standard;

WHEREAS, this Corporation also recognizes the need to establish a policy to streamline installation requirements for tree labeling;

NOW THEREFORE BE IT RESOLVED, May 6, 2014, that the Board of Directors of this Corporation hereby adopts the following standard:

1. No one may attach anything to GRF property without prior approval.
2. Begin by contacting the managing agent prior to installation(s).
3. Tree trunks must be at least four inches in diameter.
4. The label must be limited to a 3" x 5" size, with white lettering on a black background using only the botanical and common names of the tree and the country of origin. No names of persons or organizations may appear on any label.
5. Mount with only a galvanized steel nail leaving a two inch space between the trunk of the tree and the end of the nail.

RESOLVED FURTHER, that this resolution shall become in full force and effect on May 6, 2014; and

RESOLVED FURTHER, that RESOLUTION 90-06- 97 adopted on November 7, 2006, 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 the purpose of this resolution.

Olive Tree Removal Policy.

RESOLUTION G-94-68

Tuesday, August 02, 1994

WHEREAS, the Grounds and Water Committee has considered the costly annual maintenance of the olive trees within the community;

NOW THEREFORE BE IT RESOLVED, that upon the recommendation of the Grounds and Water Committee this corporation hereby establishes a policy of immediate removal and replacement of olive trees with specimen trees in areas adjacent to community facilities, and

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

Excess Firewood Policy

RESOLUTION G-92-03

Tuesday, January 07, 1992

WHEREAS, excess firewood is generated through the tree maintenance operation which is unsplit (unpopular) and of a mixed nature; and

WHEREAS, the current method of disposal involves the transportation of said unsplit mixed wood to the employees' parking lot; and

WHEREAS, the Joint Grounds and Water Committee considered the above proposal and recommended its adoption contingent on contacting local paper mills as possible vendor sources for the excess wood product; and

WHEREAS, the paper mills have indicated they will not accept said wood due to the large portion of eucalyptus wood;

NOW THEREFORE BE IT RESOLVED, that the board of directors of this corporation hereby authorizes its managing agent to adopt the above proposal (present method) allowing the transportation of excess firewood to the employee parking lot for employee use as a policy.

Pest Control Policy

RESOLUTION G-94-88

Tuesday, October 04, 1994

WHEREAS, this corporation has had a long standing policy to control the rabbit, rodent and insect population within the mutual in order to preserve and protect the health of the residents as well as the ornamental landscape which contributes to the property values and aesthetics therein;

NOW THEREFORE BE IT RESOLVED, that the board of directors hereby reaffirms its rabbit, rodent and insect control policy and authorizes its managing agent to continue the use of United States Environmental Protection Agency approved rodent bait, Diaphacinone treated grain, placed in bait stations as well as other Integrated Pest Management practices on behalf of the corporation; and

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

Resident Services Policy

Common Area Use for Social, Political or Educational Purposes

RESOLUTION 90-18- 11

Tuesday, March 6, 2018

WHEREAS, California Civil Code Section 4515 went into effect as of January 1, 2018; and

WHEREAS, Civil Code Section 4515 expresses the legislative intent that members and residents of common interest developments have the ability to exercise their rights under law to peacefully assemble and freely communicate with respect to common interest development living or for social, political or educational purposes; and

WHEREAS, Civil Code Section 4515 precludes the governing documents of common interest developments from prohibiting members or residents from those activities prescribed in Section 4515 (b)(1)-(5);

NOW THEREFORE, BE IT RESOLVED, March 6, 2018, that to the extent the provision of any prior resolution violates Civil Code Section 4515, that Section 4515 supersedes the provision and the provision shall not be enforced;

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

Call Center Policy

Corporate Document Requests

RESOLUTION 90-08- 77

Tuesday, October 07, 2008

WHEREAS, California Civil Code 1365.2 requires that, under a certain time limit, homeowner associations shall fulfill requests and make available to Members copies of accounting books and records of the corporation, as well as other specified documents; and

WHEREAS, by way of email, residents periodically send service requests, as well as document requests, to individual Directors instead of through normal procedures; and

WHEREAS, the Board thoroughly discussed the legal implications of the response by Directors who receive requests for Corporate business by way of email; and

WHEREAS, based on the advice of corporate counsel, and due to the size of Laguna Woods Village, the Board of Directors of the Golden Rain Foundation agreed upon a policy on the use of email correspondence for Corporation-related business between members of the Community and their Board of Directors; and

NOW THEREFORE BE IT RESOLVED, October 7, 2008 that the Board of Directors hereby codifies its existing policy requiring that any and all written requests for association records are made via conventional mail or in writing and delivered in person to the General Managers office, and that any requests for corporate records will not be fulfilled by way of email requests, either by the Board of Directors or staff members; and

RESOLVED FURTHER, that any Member wishing to communicate with the Board via email, or requesting service shall be processed through the proper channels by way of Property Services; and

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

Membership Occupancy Policy

Additional Occupancy Fee

RESOLUTION 90-17- 28

Tuesday, September 5, 2017

WHEREAS, the GRF assessment for net operating costs and reserve contributions is divided equally by the number of units in the Community, regardless of how many individuals occupy a unit; and

WHEREAS, an Additional Occupancy Fee is charged for each individual in excess of two occupants residing in unit, to account for additional use of community services and facilities; and

WHEREAS, as part of the business planning process the Board recently reviewed the inadequacy of the fee which is currently set at \$47 per month (25 percent of the Total GRF Assessment);

NOW THEREFORE BE IT RESOLVED, September 5, 2017, that the Board of Directors of this Corporation hereby sets the Additional Occupancy Fee at \$90 per manor per month for each additional occupant over two, to offset costs incurred by the extra occupants, to be effective January 1, 2018; and

RESOLVED FURTHER, that such fee shall be reflected on the Fee Schedule; and

RESOLVED FURTHER, that RESOLUTION 90-17- 03 adopted January 3, 2017 is hereby superseded and cancelled on the effective date of January 1, 2018; and

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

Permitting Condominium Owners

RESOLUTION No. 225

Monday, June 24, 1968

Permitting condominium owners at [REDACTED].

Community Access Policy

Identification Card

Policy for Resident Identification Cards for Non-Owner Occupants

RESOLUTION G-94-100

Tuesday, November 01, 1994

WHEREAS, Resident Identification Cards are presently issued to resident owners and occupants approved for residency with a qualifying resident which entitles said occupant to all the privileges enjoyed by residents except voting in mutual elections; and

WHEREAS, the Administrative Transfer Fee covers the cost associated with the issuance of identification cards to resident owners, no charge has been made for processing the application for and issuance of identification cards for non-owner occupants; and

WHEREAS, non-owner occupants are required and informed via information letters of the advisability of returning said identification cards at the time residency is terminated but many occupants fail to do so, which may result in unauthorized entry to the community and/or use of community facilities; and

WHEREAS, the board of directors of this corporation believes it is in the best interest of the corporation and its members to institute a monetary incentive to encourage return of occupant's identification cards;

NOW THEREFORE BE IT RESOLVED, that the board of directors of this corporation hereby adopts the following policy with regard to Resident Identification Cards for non-owner occupants 1) (Note: this policy does not apply to bona fide lessees) 2) Said policy is to take effect January 1, 1995, via the 1995 Fee Schedule using the following criteria:

- a) A \$25.00 fee is hereby established, chargeable to the owner for each non-owner occupant identification card issued on or after January 1, 1995;
- b) A \$15.00 refund shall be made to the owner when the non-owner occupant's identification card (only for cards issued after January 1, 1995) is surrendered to the Business Office at the termination of residency.
- c) The fee for issuance of Resident Identification Cards to non-owner spouses of vested owners and Trustors shall be waived; and

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized and directed to take such action as is deemed necessary to implement said policy, effective January 1, 1995.

Unauthorized use of Community Facilities

RESOLUTION G-88-17A

Tuesday, April 05, 1988

WHEREAS, the board of directors of this corporation desires to control the unauthorized use of community facilities;

RESOLVED, that the integrated identification card procedures prepared by Professional Community Management, Inc., managing agent of this corporation, as set forth in the report of March 23, 1988, are hereby adopted; and

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized, on behalf of the corporation, to take such action as they may deem appropriate to carry out the purpose of this resolution.

Guest Privileges to Non-Members

RESOLUTION No. 924

Monday, March 19, 1973

RESOLVED, that guest privileges for a period not to exceed one month shall be extended to nonmembers who are invited to visit the ██████████ Community for the purpose of promoting sales of new memberships to said persons;

RESOLVED FURTHER, that applicable guest fees for use of the facilities shall be paid; and

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized to take such action as they may deem necessary to carry out the purposes of this resolution.

Information Services Policy

Software Development and Support Policy

Identity Theft Prevention Program Policy and Procedures

RESOLUTION 90-10- 88

Tuesday, October 05, 2010

WHEREAS, recently passed federal legislation initiated by the Federal Trade Commission and commonly known as the Red Flags Rule requires financial organizations to put in place procedures for addressing any red flags related to a consumer account when there are indications that the security of a consumers identity has been compromised; and

WHEREAS, GRFs chargeable services billing process qualifies as an organization subject to this legislation, and in order to comply, the Corporation must have formal written policy and procedures to help detect and respond to actual or potential identity theft situations;

NOW THEREFORE BE IT RESOLVED, October 5, 2010, that the Board of Directors of this Corporation hereby adopts the attached Red Flags Rule policy; and

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

Golden Rain Foundation of Laguna Woods

Identity Theft Prevention Program

Policy and Procedures

POLICY

The Golden Rain Foundation (GRF), its managing agent (PCM) and managing agent staff (Staff), collectively known as “Corporation”, strives to comply with all federal and state laws and reporting requirements regarding identity theft, including the federal Red Flags Rule, which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. This policy outlines the Corporation’s Identity Theft Prevention Program (“Program”), which is mandated by the Red Flags Rule and governs how the Corporation will (1) identify, (2) detect and (3) respond to “red flags.” A red flag is defined as a pattern, practice, or specific account or record activity that indicates possible identity theft.

The Program will be reviewed and updated at least once a year in order to ensure that the Program keeps current with identity theft risks. In doing so, the Corporation will consider the Corporation’s experiences with identity theft situations and similar experiences for other entities in the community association industry, changes in identity theft methods, changes in identity theft detection and prevention methods, and changes in Corporation’s business arrangements with other entities.

The MIS Department Manager is assigned the responsibility of developing, implementing, and overseeing the administration of the Program. The Corporation is committed to ensuring that this individual, designated as Corporation’s privacy official, be provided with sufficient resources and authority to fulfill these duties.

The Corporation requires that its business associates be contractually bound to protect sensitive client information to the same degree as set forth in this policy. Business associates of the Corporation who violate their agreement will be dealt with first by an attempt to address the problem, and if that fails, by termination of the agreement and discontinuation of services by the business associate.

Staff must be trained on the policies and procedures governing compliance with the Red Flags Rule, and new workforce members are required to receive training on these matters within a

reasonable amount of time after they have been hired. Should any policy or procedure related to the Red Flags Rule materially change, further training shall be provided within a reasonable amount of time after the policy or procedure materially changes. All training sessions are to be documented, indicating participants, date, and subject matter.

PROCEDURES

I. Identify Red Flags.

While providing community services to Laguna Woods Village mutual corporation members and property owners (“Owner/Member(s)”), Staff may encounter inconsistent or suspicious documents, information, or activity that suggests the possibility of identity theft. The following are identified as potential red flags:

1. Notice from an Owner/Member, a victim of identity theft, a law enforcement agency, or someone else that an account has been opened or used fraudulently.
2. A dispute of a bill or assessment by an Owner/Member who claims to be the victim of any type of identity theft.
3. Suspicious documents, such as paperwork that appears altered or forged, and information on the identification that is inconsistent with other information, like a signature card or recent check.
4. Suspicious personal identifying information, such as inconsistencies with what is already known and inconsistencies in the information the Owner/Member has already provided.
5. Suspicious account activity, such as an account that is used in a way inconsistent with established patterns, an account that has been inactive for a long time that is suddenly used again, and information that the Owner/Member is not receiving their account statements in the mail.

II. Detect Red Flags.

Staff will be alert for discrepancies in documents and Owner/Members’ information that suggest risk of identity theft or fraud. Staff will verify Owner/Members’ identity and address before establishing an account where services are provided and billed. Specifically, the procedures for detecting red flags are as follows:

1. When notification is received that an account has been opened or used fraudulently, Staff is required to report such notifications to their immediate supervisor or the designated privacy official. If reported to a supervisor, that supervisor should relay the information to the privacy official.
2. When verifying the identity of a member who is establishing new ownership/membership, applying for a new ID card, or access to the Community, Staff is required to obtain a name, address, and identification number and, for in-person verification, to check a current government-issued identification documentation, such as a driver’s license, or passport.

3. Regarding existing accounts, the Corporation is expected to verify the identification of Owner/Members if they request information, and verify the validity of change-of-address requests and changes in banking information given for billing purposes.
4. In general, Staff should be alert for the possibility of identity theft in the following situations:
 - The photo identification submitted by the Owner/Member does not resemble the Owner/Member.
 - Identifying information submitted by the Owner/Member appears to be altered or forged.
 - Information on one form of identification the Owner/Member has submitted is inconsistent with information on another form of identification or with information already in the records kept by Corporation.
 - An address or telephone number is discovered to be incorrect, non-existent, or fictitious.
 - The Owner/Member fails to provide identifying information or documents.
 - The Owner/Member's signature does not match a signature in the Corporation's records.

III. Respond to Red Flags.

If any Staff detects fraudulent activity or if an Owner/Member claims to be a victim of identity theft, the Corporation will respond to and investigate the situation. If potentially fraudulent activity (a red flag) is detected by Staff:

1. Staff should gather all documentation and report the incident to his or her immediate supervisor or the designated privacy official. If reported to a supervisor, that supervisor should relay the information to the privacy official.
2. The privacy official or appointed designee will determine whether the activity is fraudulent or authentic.
3. If the activity is determined to be fraudulent, then Staff should take immediate action, which may include the following:
 - Canceling the transaction;
 - Placing constraints on an existing account;
 - Notifying appropriate law enforcement;
 - Notifying the affected Owner/Member;
 - Alerting other departments such as Security, Accounts Receivable, Property Services, Recreation, Membership, and others that may otherwise accept request for services, information, or provide access;
 - Disabling Owner/Member identification card access control rights;
 - Placing electronic flags or comments on the account to prompt others to be alert for future suspicious activity.

If an Owner/Member claims to be a victim of identity theft, the following procedures should be followed:

1. The Owner/Member should be encouraged to file a police report for identity theft if the member has not done so already.
2. The Owner/Member should be encouraged to complete the ID Theft Affidavit developed by the Federal Trade Commission, along with supporting documentation.
3. The Corporation will compare the Owner/Member's documentation with personal information in the Owner/Member's records.
4. If, following investigation, it appears that the Owner/Member has been a victim of identity theft, Staff will promptly consider what further remedial act/notifications may be needed under the circumstances.
5. If, following investigation, it does not appear that the Owner/Member has been a victim of identity theft, Staff will take whatever action it deems appropriate.

MIS Charter

RESOLUTION G-91-39

Tuesday, June 04, 1991

RESOLVED, that the Management Information Systems Subcommittee shall be charged with the following duties and responsibilities:

1. Review and submit for approval an annual operating and capital budget to the Golden Rain Foundation Finance Committee.
2. Review and evaluate plans for future needs of management in the area of information systems.
3. Review and recommend, where appropriate, all purchases of computer equipment, software, related items and facilities
4. Relate to the Golden Rain Foundation Finance Committee, matters of issue, concern, and opportunity in furtherance of overall goals and objectives as pertains to information systems and computerization.
5. Serve as a liaison between the Management Information Systems Department and the Golden Rain Foundation Finance Committee.
6. Evaluate and respond to suggestions and/or complaints regarding the use, modifications or expansion of information processing facilities.

Broadband Services Policy

Media and Communications Committee Charter

RESOLUTION 90-19- 14

Tuesday, January 2, 2019

WHEREAS, the Media and Communications Committee (formerly the Broadband Committee) has been established pursuant to Article 7, Section 7 .1.1 of the Bylaws of the Corporation; and

WHEREAS, this charter has not been updated since its original adoption April 1, 2014;

NOW THEREFORE BE IT RESOLVED, January 2, 2019, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Media and Communications Committee, as follows:

1. Comply with Resolution G-89-95, "General Duties of Standing Committees," adopted October 3, 1989:

GENERAL DUTIES OF STANDING COMMITTEES

i. Advise and recommend to the Board, goals, policies and expectations in the committee's area of concern, and in management's divisional performance, for the purpose of evaluating ongoing experience; these goals, policies and expectations should be quantifiable or otherwise measurable, wherever possible and appropriate.

ii. Assure mutual understanding, between committee and respective management division, of approved goals, policies and expectations.

iii. Keep informed generally regarding the extent and quality of operational performance.

iv. Seek an acceptable level of congruence among board expectations, management performance and, generally, resident experience and desire.

v. Seek optimum benefit/cost results in the committee's area of concern.

vi. Review on a continuing basis the long-range needs of the Laguna Woods Village community, its residents, facilities, services and programs, within the committee's area of concern, and develop information that will assist this corporation, or the housing corporations, in addressing anticipated future needs within their areas of responsibility. Forward recommendations and information based on said review to the Board of Directors of this corporation, to other standing committees of this corporation, or to other governance entities as appropriate.

COMMITTEE'S AREAS OF CONCERN

2. Promote two-way communications within the community by every medium available.

3. Ensure the maintenance and operation of GRF Broadband and cable services system, the website, social media, and all publications and broadcasts under the committee's jurisdiction.

4. Serve as liaison between the GRF Board, Broadband Services, and Marketing and Communications Division (MarComm).

5. Work with GRF committees and GRF Board of Directors on matters related to areas of responsibility in this Charter.
6. Review the capital requirements, service levels, and projected revenue related to the GRF Broadband Services Division, other activities referenced in this Charter, and make recommendations to the GRF Business Planning Committee.
7. Review all non-budgeted requests originated by the GRF Broadband Services Division, the Marketing and Communications Division or the CEO/COO, and recommend appropriate action to the Finance Committee.
8. Ensure that the Headend, Broadband and Village Television facilities, equipment and operations owned or managed by this corporation are maintained as necessary to sustain a consistent level of performance to meet the requirements of the Community, the City of Laguna Woods Franchise Agreement, and FCC Regulations.
9. Direct the managing agent to prepare specifications and contracts used for procurement of programming, services, and commercial advertisements. Review and modify criteria, as appropriate.
10. Direct the managing agent to implement capital plan projects per Board approved scope of work.
11. Serve as a liaison between the GRF Board and the managing agent to ensure that communication services, and any associated equipment, are appropriate for the intended services. Make recommendations to all Boards, as necessary.
12. Perform such other duties as may be assigned by the GRF Board of Directors.

RESOLVED FURTHER, Resolution 90-14-17, adopted April 1, 2014, 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 the purpose of this Resolution.

Digital Cable Services Fee Structure and Tier System (2019)

RESOLUTION 90-19- 14

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

WHEREAS, the Media and Communications Committee has recommended adjustments in the fee schedule to address higher costs for digital access and programming fees associated with Cable CARDS, SD Digital Converters, and HD Digital Converters.

NOW THEREFORE BE IT RESOLVED, on February 5, 2019, the Board of Directors of this Corporation hereby adopts the proposed Digital Pay Tier System Fee Schedule as attached to the official minutes of this meeting; and

RESOLVED FURTHER, Resolution 90-18-17 adopted February 6, 2018, 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.

Digital Pay Tier System Fee Schedule

	Current	Proposed
Service Charges (one-time fee):		
Installation/Service Call	\$30.00	
Cable Line Extension	\$50.00	
New Outlet	\$100.00	
Whole-Home-DVR	\$100.00	
CableCARDS Purchase	\$95.00	
SD Digital Converter Purchase	\$40.00	
Equipment (monthly fee):		
CableCARDS Access Fees	\$0.00	\$4.95
SD Digital Converter Access Fees	\$0.00	\$4.95
HD Digital Converter Programming Fee	\$4.95	\$7.95
Standard Set Top Box /TV	\$7.25	
Digital Set Top Box/TV/HD	\$13.25	
Digital Set Top Box/DVR/HD – First Box	\$19.25	
Digital Set Top Box/DVR/HD – Additional	\$13.25	
Whole-Home DVR – First Box	\$24.95	
Whole-Home DVR – Additional	\$7.25	
Programming (monthly fee):		
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

TV Operations Policy

Programming Network Contract Renewals

RESOLUTION 90-17-15

Tuesday, May 2, 2017

WHEREAS, contract renewals are the sole responsibility of GRF; and

WHEREAS, the Media and Communications Committee (MACC) has found it necessary to define a standard that implements a procedure that evaluates programming contracts when they come up for renewal; and ensures that the rising cost of television programming is kept to a minimum; and

WHEREAS, GRF belongs to a cable television cooperative, National Cable Television Cooperative, which assists in the negotiation of most contracts which results in the best rates as the cable television cooperative represents more than six million subscribers;

NOW THEREFORE BE IT RESOLVED, May 2, 2017, that the Board of Directors recognizes Programming Network Contracts as a special industry contract and hereby establishes the following contract renewal standard for future television contract negotiations. independent contracts are executed by two GRF officers, if a service provider contract exceeds the budgeted amount or includes significant changes in programming, the contract will be reviewed in executive session.

RESOLVED FURTHER, that RESOLUTION 90-03- 76, adopted August 5, 2003 is hereby superseded and cancelled.

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

Media Use Policy

GRF Media Policy

RESOLUTION 90-15- 03

Tuesday, January 06, 2015

WHEREAS, the Board of Directors of this Corporation adopted a Media Use Policy Mission Statement and Guidelines in order to define the Community's policy for the administration and

editorial oversight of all media, including, but not limited to leased access, commercial ad insertion, public service announcements, and event sponsorships that will be consistent with the active lifestyle image of the Community;

NOW THEREFORE BE IT RESOLVED, January 6, 2015, that the Board of Directors of this Corporation hereby adopts the revised Media Use Policy Mission Statement and Guidelines, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that RESOLUTION 90-14- 44, adopted September 2, 2014 is hereby superseded and cancelled; and

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





Policy and Procedures

Channel 6 - 24351 El Toro Road, Laguna Woods, CA 92637

T: (949) 597-4295

Table of Contents

GENERAL DESCRIPTION.....	2
PROGRAMMING POLICY.....	3
Channel 6 Programming	4

This Day.....	4
Trading Post.....	5
Community Bulletin Board.....	6
Community Clubs and Organization Sponsored Programming	6
Purchase of Airtime Programming.....	7
Request for Channel 6 Cablecast of GRF Board Meetings shall be per RESOLUTION 90-08- 20	8
PRODUCTION RATES.....	9
DUPLICATION SERVICES	9
MEDIA SERVICES 55.....	54
ATTACHMENT A	56
ATTACHMENT B	ERROR! BOOKMARK NOT DEFINED.

ATTACHMENT C..... 56

EXHIBIT 1 21

EXHIBIT 2 22

General Description

Channel 6 Laguna Woods Village Television serves the Community of Laguna Woods Village, California.

Channel 6 provides local origination programming Monday - Friday, covering community news, highlights of community events, feature stories, entertainment programs, as well as live cablecasts of homeowners’ association meetings and live cablecasts of the Laguna Woods City Council meetings.

It has been the mission of Channel 6, since 1967, to create a greater sense of belonging that leads to an informed and involved community. Residents and organizations connect with one another through the programming that Channel 6 offers. These Policies and Procedures set forth the guidelines under which Channel 6 operates.

For purposes of these Policies and Procedures the term “Program” or “Programming” shall mean any content aired on Channel 6; regardless if it is live or pre-recorded, regardless of length, and shall include all programs, announcements, appearances, interviews, messages, speech, statements, conduct and any other matter being aired by Channel 6.

Golden Rain Foundation (GRF) and Channel 6 provides various community themed local origination programming, allows various registered Clubs and Organizations the opportunity for the airing of short Programming without charge, airs various meetings, sells airtime for other Programming and also sells advertising time, including production and placement of advertising through Media Services 55. All rates contained herein are subject to change—interested parties should always request the most recent rate sheet.

Channel 6 reserves the right to suspend any Program which it feels may be detrimental, objectionable or otherwise unfit for the Community. The producers and/or suppliers of any

Program, including the various clubs, organizations and individuals shall be responsible for all copyright compliance and all content of messages delivered live or prerecorded and shall agree to indemnify Channel 6, the Community of Laguna Woods Village, the Golden Rain Foundation (“GRF”) and the managing agent against any liability or claim arising from the programming, the content and or the messages delivered including but not limited to any claims of slander, defamation or copyright infringement, claims of false or misleading advertising, including in regards to political advertisements whether placed on behalf of a particular candidate or by any other outside organizations (e.g. Political Action Committee) and any damages or liability, including reasonable attorney’s fees, which may ensue from the Program. Channel 6 may require disclaimers stating that the views are not those of Channel 6, the Community of Laguna Woods Village, GRF or the managing agent.

All Clubs and/or Organizations, individuals and others submitting Programming or appearing on TV6 understand that if the Program contains any content violating these Policies and Procedures, the Clubs and/or Organizations, individuals or others submitting or appearing on the Programming may be subject to civil suit or criminal prosecution.

GRF and Channel 6 staff reserve the right to preempt any program, announcement or message to be cablecast over Channel 6 for reasons of maintenance, emergency, community public service or other rescheduling needs at its sole discretion. Preempted time due to the above reasons shall be rescheduled, if timeslots are available.

Programming Policy

1. The Program must not violate any section of California state law or federal law regarding obscenity and must otherwise comply with all laws including prohibitions against false, misleading or deceptive claims and defamatory or libelous content. The Channel 6 Policy on Indecent Programming is attached as Exhibit 1 and shall be applicable to all Programming.
2. In the event Channel 6 receives a complaint, which indicates the program contract has been violated or the Program violates any Policy, programming playback may be postponed until Channel 6 can verify the contract or policy compliance.
3. All Programming shall comply with applicable federal law (47 U.S.C. §559) which provides that whoever transmits over any cable system in any matter which is obscene or otherwise unprotected by the Constitution of the United States shall be subject to a fine of up to \$10,000 or imprisonment of up to two years, or both, and that local access programming may not be used for criminal activity or other illegal purpose, or otherwise in any manner which violates any local, State or federal law. All submitters of Programming, including those appearing in Programming, agree that if there is a complaint that the material in said Programming violates a criminal law GRF and/or Channel 6 staff may notify the appropriate law enforcement agency and suspend any further airing of the Program(s) until the law enforcement agency resolves whether or not the material is criminal in nature.

4. These following warranties and representations are applicable to any Club and/or Organization, individual, business or other entity appearing on or placing a Program on Channel 6. All individuals and entities providing the Programming accept full responsibility for the content of the Programming, and further warrant that they have the authority, as local producer or sponsor, to submit the Program for cablecast. The following types of Program content are specifically prohibited by GRF:

- a. Any noncompliance with applicable federal, State and local laws and regulations.
- b. Any promotion for public office candidates or political advertisement.*
- c. Any advertising material designed to promote the sale of commercial products or services.*
- d. Any advertisement of, or information concerning any lottery or similar scheme offering prizes dependent in whole or in part on chance.
- e. Any political advertisement or promotion containing false information regardless if it is placed by a particular candidate or other organization (e.g. Political Action Committee).
- f. Any unauthorized copyrighted material.
- g. Any obscene or indecent material.
- h. Any material that defames the race, ethnicity, sexual orientation, age, disability, income source, or religious affiliation or any individual member of such group.
- i. Any promotion of violence, or words which are designed to invoke violence.
- j. Any slanderous or libelous materials.
- k. Any material that promotes an appeal for funds.

The warranties and representations noted by an asterisk (*) are applicable only to any Club and/or Organization in order that the Program be cablecast free of charge on Channel 6.

Channel 6 Programming

The following is a summary of programming currently available on Channel 6. Channel 6 reserves the right to add or discontinue programming, change programming schedules or modify the format of its programming:

thisday

thisday, a one-hour interview style program which is cablecast live each weekday morning at 8:30am and re-cablecasts at 12:30pm and 5:00pm, is the premier connection to the Community of Laguna Woods Village. **thisday** covers a wide range of subjects of interest to the community, such as consumer protection, current legislation, general financial advice, medical news, travel, cooking and housing.

All Laguna Woods Village corporations (HOAs) are afforded the opportunity to appear on, **thisday**, once a week for a ten minute interview segment. The ten minute segment is an opportunity to convey to their membership news and information regarding their corporation

(HOAs). Appearances on **thisday** must be scheduled in advance and coordinated by the corporation President. The segment must comply with all policies of Channel 6.

Clubs and Organizations registered with the Community Recreation Department are afforded a ten-minute interview on the program to promote their activities and meeting dates, at no cost. Clubs and Organizations are limited to one appearance per month. The segment must comply with all policies of Channel 6. The Club or Organization may also purchase additional short form air time segments which must comply with all policies of Channel 6.

Individuals, businesses and advertisers may purchase short form air time on **thisday** program to promote their business and/or interest, to generate awareness throughout the community for a fee payable to GRF and by executing the Local Origination Agreement as set forth in Attachment C.

The short form air time segment fees on **thisday** are:

5 Minutes \$150.00 10 minutes \$250.00 15 minutes \$300.00

Trading Post

The Trading Post is a free service provided only to Laguna Woods Village Residents who are looking to sell, buy or trade their personal items. **The Trading Post** prohibits businesses and individuals representing business related enterprises from promoting their goods or services on the program. Channel 6 staff reserves the right, in its sole discretion, to refuse the promotion of items that are intended to be resold or are manufactured by a resident as a way of generating income or the sale of any services. Channel 6 may refuse to accept the promotion of any items it finds objectionable including, but not limited to, guns, alcohol, personal services or investment type activities.

Residents may only post three items at one time, during any three (3) week period of time.

The Trading Post items are cablecast at least three times and items may not be re-submitted more than three times.

The Trading Post is cablecast each weekday from 11:00am – 11:30am and re-cablecast at 1:30pm the same day. Cablecasts may be preempted due to homeowner association meetings. The Trading Post is hosted by Channel 6 resident volunteers and staff provides production services. Laguna Woods Village residents may submit their request by calling (949) 830-0182 or by visiting the Channel 6 Offices located on the third floor of the Community Center.

Community Bulletin Board

Channel 6 manages an electronic **Community Bulletin Board** (Message Board) which airs daily whenever regularly scheduled programs are not cablecast. Clubs and Organizations registered

with the Community Recreation Department are afforded one electronic page per month to promote their activities and meeting dates at no cost.

Community Bulletin Board messages must be submitted at least 10 days prior to the day of the event. Messages will appear on Channel 6 approximately 4 to 7 days prior to the event depending on space available. **Exceptions:** An event which has a deadline date, such as catered affairs or bus transportation, will appear 4 to 7 days prior to the reservation deadline date. *Please include the deadline date in your message.* Messages for overnight trips (such as Las Vegas, Laughlin, etc.) are not permitted unless paid for as described below.

Individuals, local businesses and advertisers may purchase air time on the **Community Bulletin Board** to promote their business and/or interest to generate awareness throughout the community for a fee payable to the GRF. **Community Bulletin Board Advertising Rates:** Two Electronic Pages

Weekday \$75.00

Weekends \$200.00

Week \$350.00*

* includes one ten minute segment on the “*thisday*” program.

Community Clubs and Organization Sponsored Programming

Clubs and Organizations registered with the community Recreation Department are afforded a half-hour Program to promote their activities and meeting dates at no cost.

Clubs and Organizations may provide one live or pre-recorded Program per month, with air time and re-cablecasts being limited by availability.

Programs are produced live utilizing the Channel 6 Staff, Television Equipment and Studio. Due to limited personnel, applications will be processed and scheduled on a first come, nondiscriminatory basis to ensure that no club and/or organization monopolizes cablecast time to the disadvantage of others.

Clubs and Organizations may submit a cablecast quality video of their program or meeting for cable cast on Channel 6 instead of the live program. Submitted programs may not be more than two hours in length.

Programs are re-cablecast on Channel 6 three times within a thirty day period, provided time is available.

Clubs and Organizations must complete the local origination program agreement in Attachment C prior to cablecast.

Purchase of Airtime Programming

Purchase of Airtime

Individuals, local businesses and advertisers may purchase long form air time on Channel 6 to promote their business and/or interest to generate awareness throughout the community for a fee payable to the GRF. Purchasers of Airtime Programming must complete the local origination program agreement in Attachment C prior to cablecast.

Channel 6 Air Time

28.5 minutes \$300.00 58 minutes \$500.00

[Request for Channel 6 Cablecast of GRF Board Meetings shall be per RESOLUTION 90-08- 20](#)

Whereas, the Golden Rain Foundation (GRF) provides the oversight and funding for the Community’s cable system, including Channel 6, its local origination channel; and whereas, it has been the practice of Channel 6 staff to tape selected special meetings and re-cablecast as required, and if the GRF President directed, time allowed, and programming was not impacted, staff has cablecast special meetings live; however, the number of special meetings has increased, thus increasing the impact of programming and advertising requirements;

Now therefore be it resolved, March 4, 2008, that the Board of Directors of this Corporation hereby adopts the following Special Board Meeting Cablecast Policy for any Governing Board:

1. At least 7 business days prior to the scheduled date, the chair calling the special meeting will submit to the General Manager’s office a written request to air the special meeting which will include the location of the meeting, preferred time for the meeting to be aired and expected duration of the meeting;
2. Within 2 business days of the receipt of the request by Broadband Services staff, the Broadband Services Director will inform, in writing, the chairperson whether the meeting can be cablecast at the requested time or not and if not, offer a reason and an alternate time to cablecast the meeting;
3. If a mutually acceptable time cannot be agreed upon, the Broadband Services Director will submit the request to the GRF President for review. Upon the President’s determination as to when the meeting will be cablecast, the Broadband Services Director will inform the chairperson in writing;
4. If an acceptable time for the meeting is agreed upon, the Broadband Services Director will notify all board members involved of the pending meeting;
5. Channel 6 will include the meeting details on its message board, and notify the Laguna Woods Globe of the change to the Channel 6 programming schedule;
6. If time allows, the interactive program guide on the Community’s cable system will be updated for Channel 6.

Resolved further, that such policy shall be effective March 4, 2008; and resolved further, that the officers and agents of this Corporation are hereby authorized on behalf of this Corporation to carry out the purpose of this Resolution.

Production Rates

Day Rate for Clubs and Organizations requesting television production services - \$60.00 per hour.

Evening Rate for Clubs and Organizations requesting television production services - \$75.00 per hour.

Digital Editing Services - \$75.00 per hour

Computer Graphic Generation - \$50.00 per hour

Voice Over Service - \$75.00 for a thirty-second commercial

Channel 6 Studio Rental - \$350.00 per hour

All applicable rates above require a one hour minimum.

Duplication Services

DVD to DVD or CD to CD Duplication Rates

Number of Copies	Cost Per Copy
1-5	\$10.00 each
6-10	\$8.00 each
11-25	\$5.00 each

Price includes: Brand Name, High Grade DVD, Full Color Label, and White Sleeve.

VHS and VHS-C to DVD Duplication - \$15.00 each

Cassettes and Vinyl Records to CD Duplication - \$15.00 each

Duplications require a two (2) day turnaround.

Media Services 55

MEDIA SERVICES 55 provides advertising which is 100% targeted to the Laguna Woods Village Community on 24 cable networks. In association with Channel 6 Laguna Woods Village Television, Media Services 55 provides a comprehensive list of client services for advertisers, including quality commercial production, promotional opportunities, live interviews, and long-form programming.

Media Services 55 provides short-form advertising (branding and direct response), long-form advertising & programming (direct response television-infomercials), full service production and post-production (high definition cameras), live and taped segments and educational interviews, and Community Bulletin Board (Message Board) announcements. Local, regional and national enterprises look to Media Services 55 to help increase sales and create greater and measurable brand awareness for products and services. Politicians and legislative propositions regard this community as a ‘must’ for their media campaigns, as it has one of the highest percentage per capita voting blocs in the nation.

Media Services 55 offers focused advertising, affordable rates and a comprehensive list of client services, including quality commercial production, exciting promotions, as well as co-op and long-format advertising opportunities. Media Services 55 is committed to providing our advertisers with the best products and services designed to optimize their advertising investment, helping local businesses reach their marketing goals, and helps politicians reach the coveted 50+ engaged voter.

MARKET DEMOGRAPHICS

1. Designated Marketing Area (DMA): Los Angeles/Orange County
2. System Code (SYSCODE): 3501
3. City: Laguna Woods, California
4. Exclusive Zip Code: 92637
5. Cable Households: 12,736 (100% Penetration)
6. Median Household Income: \$36,713.00
7. Cable Television Viewers: 16,000
8. Median Age: 76.8
9. Gender: 65% Female / 35% Male
10. Marital Status: 29.2% Married /60.8% Single
11. Owner Occupied: 78.8%
12. Registered Voters: 14,851
13. Education: 94% High School Graduate or Higher / 41.9% Bachelor’s Degree or Higher

Statistical information provided by the 2010 United States Census Bureau

Media Services 55 Rate Sheet*

Monday through Sunday

	Mid-6am	6am-4pm	4pm-Mid	Fix Day Part	Prime Time
NEWS					
Fox News	\$5.00	\$15.00	\$30.00	\$25.00	\$40.00
CNBC	\$5.00	\$12.00	\$25.00	\$20.00	\$30.00
CNN	\$5.00	\$15.00	\$30.00	\$25.00	\$40.00
CNN Headline	\$5.00	\$12.00	\$25.00	\$20.00	\$30.00
MSNBC	\$5.00	\$15.00	\$30.00	\$25.00	\$40.00
SPORTS					
ESPN	\$4.00	\$12.00	\$25.00	\$15.00	\$30.00
Fox Sports Net	\$4.00	\$10.00	\$20.00	\$12.00	\$25.00
Golf Channel	\$4.00	\$10.00	\$20.00	\$12.00	\$25.00
ENTERTAINMENT					
A&E	\$4.00	\$10.00	\$18.00	\$12.00	\$25.00
Hallmark	\$4.00	\$10.00	\$18.00	\$12.00	\$25.00
Bravo	\$4.00	\$10.00	\$18.00	\$12.00	\$25.00
FX	\$3.00	\$10.00	\$15.00	\$12.00	\$25.00
Lifetime	\$4.00	\$10.00	\$18.00	\$12.00	\$25.00
TBS	\$4.00	\$10.00	\$18.00	\$12.00	\$25.00
TNT	\$4.00	\$10.00	\$18.00	\$12.00	\$25.00
USA	\$4.00	\$10.00	\$18.00	\$12.00	\$25.00
LIFESTYLE					
Discovery	\$3.00	\$10.00	\$18.00	\$12.00	\$22.00
Food Network	\$3.00	\$10.00	\$18.00	\$12.00	\$22.00
HGTV	\$3.00	\$10.00	\$18.00	\$12.00	\$22.00
History Channel	\$3.00	\$10.00	\$18.00	\$12.00	\$22.00
TLC	\$3.00	\$8.00	\$15.00	\$10.00	\$20.00
Travel Channel	\$3.00	\$10.00	\$18.00	\$12.00	\$20.00

TruTV	\$3.00	\$10.00	\$18.00	\$12.00	\$20.00
Weather Channel	\$3.00	\$8.00	\$15.00	\$10.00	\$20.00

*Inventory is limited and subject to availability. Rates are good for seven days and are subject to change. All rates are based on each thirty (:30) second commercial. Rates do not include commercial production. Deadlines: Three (3) day turnaround for traffic and insertion. Restrictions on type of advertising may apply depending on the applicable channel. Advertiser is required to indemnify and hold-harmless GRF, the managing agent and the applicable channel against any claims of false or misleading advertising including any losses, damages and attorney fees associated with investigating and responding to such claims. Advertising placements may be suspended in the event that claims of false or misleading advertising are raised.

Commercial Format: Beta SP / DV Cam / Digital

Rates may change-please contact Media Services 55 for current rate sheet.

Attachment C

CHANNEL 6 LAGUNA WOODS VILLAGE TELEVISION

LOCAL ORIGINATION PROGRAM AGREEMENT

Programmer (Laguna Woods Village Club/Organization or Business Name):

Program Name:

Person Submitting Program:

Title:

Phone:

E-Mail:

Fee (Payable in Advance):

Media Format (circle one): DVD DVCAM, mini-DV (Digital Tape) LENGTH:

Instructions and Requirements for Program Submission:

1. Program must be accompanied by a Channel 6 Local Origination Program Agreement signed by the program provider and delivered no later than two weeks (but not more than 30 days) prior to the first agreed upon cablecast date.
2. A producer or sponsor may submit multiple programs to be cablecast within the same calendar year. Each program shall be consistent with the terms and conditions of this agreement and the rules and procedures referenced herein.
3. Program must comply with local origination operating rules and procedures of Channel 6.
4. Program videotape must meet or exceed technical requirements of Channel 6, and be enclosed in a case with proper label on videotape and case, including program runtime.
5. Channel 6 may insert a disclaimer at the beginning of each program stating:

THE VIEWS AND COMMENTS EXPRESSED ON THIS PROGRAM ARE THOSE OF THE PRODUCERS OF THIS PROGRAM AND NOT THOSE OF THE GOLDEN RAIN FOUNDATION, OR CHANNEL 6.

1. LOCAL ORIGINATION CHANNEL

Local origination programming is aired on Channel 6, Laguna Woods Village Television, which is operated by the Golden Rain Foundation (“GRF”), and Channel 6. Throughout the Agreement, when ‘Channel’ is used, it is understood to also mean any agent or designated provider of GRF, or Channel 6.

2. PROGRAM SUBMITTAL

Programs must be submitted to the Channel at least fourteen days in advance (but not more than thirty days) of their scheduled cablecast. Programming may be submitted at 24351 El Toro Road, Laguna Woods California 92637 ATTENTION: Channel 6. Programming must be submitted in an enclosed case along with a completed copy of this Agreement. A Programmer may submit multiple programs to be cablecast within the same calendar year, provided no more than three programs are submitted at any one time. Each program or cablecast must be consistent with the rules and procedures referenced herein. The videotape or DVD and case must be clearly labeled stating the program title, subtitle (when applicable), program run-time to the nearest second, and name, address and telephone number of the sponsor. Sponsors are encouraged to provide a copy of the program to the Channel, and not the original. Programs left with the Channel beyond 60 days will be recycled or discarded.

3. TECHNICAL REQUIREMENTS

All programs submitted for cablecast must be formatted as DVD, DVCAM, or mini-DV, hereafter referred to as Media. Community Bulletin Board (Message Board) items must be submitted in a text format. Programs submitted for cablecast on other formats will not be played. Programs must meet or exceed the following minimum technical quality requirements of the FCC and industry standards:

- a. Peak audio level should fall within -12 dB, with reasonable clarity.
- b. All Media must contain 15 seconds of black at the beginning and ending of each program.
- c. All videotapes must begin within the first 90 seconds of the tape.
- d. Only one program per Media is permitted.
- e. Program title and run-time must be noted on the Media.

The Channel reserves the right to refuse playback of programming that does not meet these technical requirements.

4. PROGRAM RESTRICTIONS AND WARRANTY

Programmer warrants that it has the right and authority to enter into this Agreement and to perform all of its obligations hereunder. Programmer understands that presentation of the following materials on the Channel is specifically not authorized by GRF, the managing agent, and Channel 6 and may subject the sponsor to criminal prosecution or civil liability.

Programs containing the following materials are prohibited:

- a. Any advertisement of, or information concerning any lottery, gift enterprise, or similar scheme offering prizes dependent in whole or in part on chance.
- b. Any unauthorized copyrighted material.
- c. Any obscene or indecent material.
- d. Any material that defames any race, ethnicity, gender, sexual orientation, age, disabled, source of income, or religious group or any individual member of such group.
- e. Any material advocating violence, or words which are designed to invoke violence including any excessively violent, obscene or indecent content.
- f. Any slanderous or libelous materials.
- g. Any noncompliance with applicable federal, State and local laws and regulations, including but not limited to any advertising regulations. False or misleading advertising is strictly prohibited.
- h. Any political advertisement or promotion containing false information regardless of if placed by a particular candidate or other organization (e.g. Political Action Committee).

Programmer shall be solely responsible for all program content. Programmer hereby warrants and represents that its Programming complies in every respect with every applicable federal, state, and local statute or law, including without limitation all such laws relating to false and misleading advertising; and does not infringe the personal rights or the property rights of any person, corporation or other entity and is compliance with the restrictions set forth above. In addition, Programmer warrants that its Programming does not violate copyright laws or other laws protecting intellectual property, and that all necessary copyright clearances have been obtained (including synchronization rights and music performance rights); does not infringe any trademark, trade name, service mark, or any other property right; does not contain libelous or slanderous material; and does not constitute invasion of privacy, incitement, obstruction of law enforcement, or create a danger of injury to persons or property. Programmer shall be solely responsible for assuring that all participants and spectators are aware that the event will be cablecast and that they are consenting to the use of their likeness and image to appear the cablecast of the event.

Programmer further warrants that its Programming does not contain obscene or indecent content. Channel 6 may refuse to transmit any program or portion of such a program that contains obscene or indecent materials, that contains excessive violence or that otherwise fails to comply with the Policy on Indecent Programming attached as Exhibit 1, in its sole discretion, or any applicable laws, rules or regulations.

5. PROGRAM CONTENT

Each Programmer has responsibility for the creative control of the content of each program. It is the policy of the Channel not to preview such material for the purpose of censorship. Therefore, the Channel may insert a disclaimer at the beginning of each program stating:

THE CONTENT, VIEWS AND COMMENTS EXPRESSED ON THIS PROGRAM ARE THOSE OF THE PRODUCERS OF THIS PROGRAM AND NOT THOSE OF THE GOLDEN RAIN FOUNDATION, OR CHANNEL 6.

6. PROGRAM SCHEDULING

The Channel commits to no more than three scheduled playbacks on Channel 6 for each program. Scheduled playbacks shall appear within a forty-five day period from the original “live” cablecast date. In the event of a scheduling conflict, the Channel reserves the right to assign program scheduling as necessary. Due to limited playback time, applications will be processed and scheduled on a first come, nondiscriminatory basis to ensure that no one person or organization monopolizes cablecast time to the disadvantage of others.

7. PROGRAM AND MEDIA RIGHTS

Ownership, non-commercial copyrights and content responsibilities belong to the Programmer of the material submitted to the Channel. However, the Channel reserves the right to cablecast any program or any portion of a program at any time and for any purpose. The Channel is not responsible for loss or damage of Media submitted for cablecast. Programmers are encouraged to provide a copy of the program to the Channel, and not the original. Media left with the Channel beyond ninety days will be recycled or discarded.

8. CABLECAST PREEMPTION

The GRF, the managing agent and/or Channel 6 reserve the right to preempt any program, announcement or message to be cablecast over Channel 6 for reasons of maintenance, emergency, community public service or other rescheduling needs at its sole discretion. Preempted time due to the above reasons shall be rescheduled, if timeslots are available.

9. INDEMNIFICATION AND HOLD-HARMLESS.

Programmer shall indemnify, defend and hold-harmless GRF, the managing agent and Channel 6 and their officers, directors, agents and employees from and against any and all liabilities, damages, losses, costs and expenses (including, without limitation, reasonable attorneys' fees and expenses of defending claims or litigation) or other injury or claim of injury arising, directly or indirectly, from or related to:

- a. Programmer's use of the Channel or the cablecast of any material provided by Programmer hereunder.
- b. Breach by Programmer of any representation, warranty, covenant or other provision of this Agreement, including but not limited to those contained in Section 4 above;
- c. Any claims which may be made by any governmental body or agency or any person or entity (including, but not limited to, Programmer or Programmer's agents or employees) in connection with the Programming or use of the System;
- d. Any injury to any person (including without limitation the Channel's agents, employees, or invitees) or damage to any property (including without limitation Channel's equipment or other assets) resulting from the Programming or use of the Channel;
- e. The content of the Programming or the Channel's use and delivery of the Programming, including but not limited to claims that the material contains false or misleading information;
- f. The violation of the rights of any third party, including without limitation any claims based on alleged or proven libel, slander, defamation, invasion of privacy, unlawful use of image, failure to obtain proper consents, wrongful publicity, misrepresentation, obscenity, indecency or other forms of speech, whether protected or not by the Constitution of the United States or any state; infringement of common law or statutory copyright, literary right or music performance or synchronization right; unauthorized use of any trademark, trade name or service mark; breach of contractual or other obligations; and any other claim arising from the production, or insertion or transmission of the Programming or any advertisements in connection with the Programming.

10. INDEMNIFICATION PROCEDURE

Channel 6, GRF and/or the managing agent (“Indemnity”) shall give notice to Programmer, within a reasonable time after receiving notice of any claim, event or condition giving rise to a claim of indemnification. Indemnity shall have the right to defend any claim by a third party with counsel of its own choosing (and to be indemnified for the fees and expenses of such counsel), but Programmer may participate in any such defense with its own counsel at its own expense. Indemnity shall have the right to settle any such third party claim subject to the consent of Programmer, such consent not to be unreasonably withheld, conditioned or delayed. In all cases, the obligation to indemnify shall survive the termination or expiration of this Agreement.

11. LIMITATION OF LIABILITY

a. This Agreement shall create no rights in any party other than Programmer on the one hand and GRF, managing agent and Channel 6 on the other. GRF, managing agent and Channel 6 are not responsible to Programmer or any other party for signal quality or for outages of whatever duration and howsoever caused. If the Channel fails or is unable for any reason to perform any of its obligations pursuant to this Agreement and as a result subscribers do not receive the Programming or receive the Programming in a technically degraded form, Programmer’s sole and exclusive remedy shall be a re-cablecast of the affected Programming on the Channel. Similarly, GRF, the managing agent and Channel 6 shall not be liable for the safety of equipment, tapes, or other materials of Programmer that are in their possession, and in the event of any damage to any such equipment, tapes or other materials, for which Channel is adjudicated liable, Channel’s liability shall be limited to the replacement cost of such physical material. Neither GRF, the managing agent nor Channel 6 shall have any duty to prescreen or monitor the Programming.

b. Except as specifically provided in Paragraph 10(a) above, GRF, the managing agent and Channel 6 shall have no liability for any claim, loss, damage, expense, or problem of any kind or nature, whatsoever. Nor shall there be any claim against GRF, the managing agent and Channel 6 for any damages or losses (except as provided immediately above) based upon any breach of warranty, breach of contract, negligence, strict tort, or any other legal theory arising from or otherwise relating to (i) the deficiency or inadequacy of the cablecast for any purpose or purposes whatsoever, whether or not known by or disclosed to GRF, the managing agent and/or Channel 6; (ii) any deficiency or defect in the programming or related programming materials; (iii) the use or performance of the Channel’s cablecast obligations; (iv) any actual or claimed interruption or loss of services; or (v) any loss of business, income, revenue, profits, anticipated profits, or any consequential, incidental, special, direct, or indirect loss or damage to Programmer or third parties, whether or not resulting from any of the foregoing clauses or otherwise including, but not limited to, loss of savings or revenue, loss of use of the services or any associated goods, wares, or services, cost of capital, cost of procuring substitute cable or similar services, facilities or materials, down time, legal related costs and expenses or attorney fees, amounts which may become owing by the Programmer to third persons or entities as a result of the failure by GRF, the managing agent and/or Channel 6 to cablecast part or all of the

Programming for any reason whatsoever, and the claims of other third persons or entities, including customers, clients, purchasers, or sellers or real property, brokers, dealers, agents, and any and all other injuries to person or property.

12. INSURANCE

If Channel 6, with the approval of the GRF Board, determines that liability insurance is reasonably necessary, Programmer, at Programmer's sole expense, shall obtain and keep in force, throughout the term of this Agreement, with a reputable insurance company approved by Channel 6 and authorized to do business in California, a policy or policies of liability insurance as described in Exhibit 2, generally insuring against all perils and hazards and any negligent, willful, intentional or other conduct of Programmer, and all other risks reasonably associated with Programmer's obligations under this Agreement.

13. ASSIGNABILITY

Programmer shall not relinquish, sublease, assign, sell or otherwise transfer its rights and obligations under this Agreement to any other person or entity without the express prior written consent of Channel 6.

14. TAXES

Programmer agrees to indemnify and hold-harmless, GRF, the managing and Channel 6 from any tax or assessment including but not limited to excise, franchise, sales, use, utility, copyright or royalty fee or tax now or hereafter imposed or levied by any association, government or governmental agency by virtue of Programmer's activities hereunder.

15. LEGAL STATUS

It is understood and agreed that the business to be operated by Programmer is separate and apart from any which may be operated by GRF, the managing agent or Channel 6 and no representation will be made by any party which would create an apparent agency, independent contractor or partnership relationship or suggest or imply a joint venture.

16. FORCE MAJEURE

Channel 6 performances hereunder shall be excused by the occurrence of any Act of God, natural disaster, act of war, terrorist attack or other cause or occurrence beyond Channel 6 control.

17. ENTIRE AGREEMENT

This document constitutes the entire agreement between the parties and supersedes all prior

agreements and understandings concerning the subject matter hereof. Except as otherwise provided, this Agreement may not be altered except by an instrument in writing signed by all parties hereto.

The parties execute this Agreement as of the Agreement Date.

Programmer Channel 6

By: _____ By: _____

Name: _____ Name: _____

Title: _____ Title: _____



Exhibit 1

POLICY ON INDECENT PROGRAMMING

As authorized by federal law, it is the policy of Laguna Woods Village Television to refuse carriage of indecent or obscene programming on its system. Consequently, any provider of Programming shall not transmit, or submit for transmission, any such programming for cablecast on Channel 6.

Channel 6 does not intend to routinely pre-screen programming for indecency. Rather, Channel 6 will rely on provider's warranty, made in the Programming Agreement that the provider will not transmit, or submit for transmission, any indecent or obscene program material. However, Channel 6 reserves the right to pre-screen programming from time to time, at its discretion. If, in pre-screening programming or through notification from subscribers, officials, community residents or otherwise, Channel 6 discovers that the programming contains indecent or obscene material, Channel 6 will prohibit transmission of that programming or take other appropriate action. Any person who provides indecent or obscene programming, or submits such programming for transmission over this cable system, in violation of this policy or in breach of the warranties made in its Programming Agreement will subject the Programming Agreement to immediate termination.

Indecent material is defined by the federal Communications Act as "programming that the cable operator reasonably believes describes or depicts sexual or excretory activities or organs in a patently offensive manner as measured by contemporary community standards." 47 U.S.C. § 532(h)". In evaluating whether material is indecent, Channel 6 will apply a good faith judgment under this standard, and may look to such explanations published by the FCC or other authority that may come to attention of Channel 6.

Exhibit 2

INSURANCE

LIABILITY INSURANCE

Programmer is required to maintain the insurance coverage detailed below.

Programmer shall obtain and maintain insurance coverage complying with the following requirements:

Amount of Coverage: \$1 Million Dollars (\$1,000,000.00)

The following requirements apply:

1. Terms to cover any and all perils, hazards, negligent and willful conduct of Programmer.
2. Terms to cover cable caster liability and errors and omissions.
3. The Golden Rain Foundation, the managing agent and Channel 6 to be additional insured.
4. Presentation of evidence of coverage will be required before Channel 6 will sign the Programming Agreement.
5. Certificate to warrant that insurance shall not be canceled or modified except upon the delivery of 30 days' prior written notice to Channel 6, such cancellation without replacement giving Channel 6 the right to immediately terminate this Agreement.
6. Certificate to indicate coverage for the entire term of this Agreement or Programmer shall provide (and shall continue to provide) subsequent certificates of insurance so as to provide to Channel 6 evidence of continuous insurance coverage that satisfies the above requirements throughout the Term of this Agreement.

[Special Board Meeting Broadcast Policy for any Governing Board](#)

RESOLUTION 90-08- 20

Tuesday, March 04, 2008

WHEREAS, the Golden Rain Foundation (GRF) provides the oversight and funding for the Community's cable system, including TV-6, its local origination channel; and

WHEREAS, it has been the practice of TV-6 staff to tape selected special meetings and rebroadcast as required, and if the GRF President directed, time allowed, and programming was not impacted, staff has broadcast special meetings live; however, the number of special

meetings has increased, thus increasing the impact of programming and advertising requirements;

NOW THEREFORE BE IT RESOLVED, March 4, 2008, that the Board of Directors of this Corporation hereby adopts the following Special Board Meeting Broadcast Policy for any Governing Board:

At least 7 business days prior to the scheduled date, the chair calling the special meeting will submit to the General Managers office a written request to air the special meeting which will include the location of the meeting, preferred time for the meeting to be aired and expected duration of the meeting;

Within 2 business days of the receipt of the request by Broadband Services staff, the Broadband Services Director will inform, in writing, the chairperson whether the meeting can be broadcast at the requested time or not and if not, offer a reason and an alternate time to broadcast the meeting;

If a mutually acceptable time cannot be agreed upon, the Broadband Services Director will submit the request to the GRF President for review. Upon the Presidents determination as to when the meeting will be broadcast, the Broadband Services Director will inform the chairperson in writing;

If an acceptable time for the meeting is agreed upon, the Broadband Services Director will notify all board members involved of the pending meeting;

TV-6 will include the meeting details on its message board, and notify the Laguna Woods Globe of the change to the TV-6 programming schedule;

If time allows, the interactive program guide on the Community's cable system will be updated for TV-6.

RESOLVED FURTHER, that such policy shall be effective March 4, 2008; and

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

[Suspend Premium Channel Service to Members Who are Delinquent in Payments](#)

RESOLUTION 90-07- 42

Tuesday, May 01, 2007

WHEREAS, there has been presented to the Board a proposal whereby the Broadband Division of Professional Community Management, Inc. (PCM or Agent), acting as managing agent on behalf of this Corporation, would automatically, when Members are delinquent in payment of their premium channel charges, send notices (in compliance with FCC regulations) and take action to suspend such Members premium channel service; and

WHEREAS, it has further been proposed that such notices be sent as an administrative action and without separate Board review or approval as to each instance; and

WHEREAS, the Board of Directors of this Corporation has considered and discussed this procedure and has determined that it is in the best interests of this Corporation and its Members for its Agent to automatically send notices (which notices shall comply with all FCC regulations), to suspend premium channel service to Members who have been delinquent for at least ninety (90) days, without the need for any further Board approval.

NOW, THEREFORE BE IT RESOLVED, May 1, 2007 that the Agent, acting through its Broadband Division, effectuate a policy whereby for any Members who are at least ninety (90) days delinquent in payment of their premium channel charges, that notices sent out in compliance with FCC regulations would suspend premium channel service until such time as the Members have paid any outstanding delinquent amounts; and

RESOLVED FURTHER, that the Agent is hereby authorized and directed to take all such action and send all such notices as they deem necessary or advisable for the purpose of effectuating this Resolution; and

RESOLVED FURTHER, that any actions taken to date by the Agent pursuant to which they have previously delivered notices suspending premium channel service to Members who were delinquent in their premium channel charges, are hereby ratified and approved; and

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

[Financial Services Policy](#)

[Finance Committee Charters](#)

[Finance Committee Charter](#)

RESOLUTION 90-16- 40

Tuesday, September 6, 2016

WHEREAS, a Finance Committee has been established pursuant to Article 7, Section 7.1.1 of the bylaws of the Corporation;

NOW THEREFORE BE IT RESOLVED, September 6, 2016, the Board of Directors of this corporation hereby assigns the duties and responsibilities of this Committee, as follows:

Perform the duties imposed upon all standing committees as set forth in the RESOLUTION G-89-95 entitled, "General Duties of Standing Committees."

Serve as liaison between the GRF Board and the Financial Services

Division.

Review monthly financial statements and other reports affecting the financial status of this corporation and review performance in relation to the annual operating budget.

Review the capital requirements, service levels and projected revenues related to the Financial Services Division operations and recommend appropriate action to the GRF Business Planning Committee.

Review the proposed GRF Business Plan, as presented by the GRF Business Planning Committee, and recommend to the GRF Board action regarding same, including the amount of the assessment required to meet the following year's operating budget and reserves.

Regularly review, in cooperation with the Financial Services Director, all insurance and risk management programs for the Laguna Woods Village Community, including GRF, the GRF Trust and the mutual housing corporations, and recommend to the Boards of the several corporations the actions to be taken to maintain adequate protection and coverage.

Review the investment of funds of GRF and the GRF Trust to determine that standards set by the GRF Board are being complied with, and recommend to the GRF Board changes in such investment standards and procedures as may be deemed advisable.

Direct the preparation of Requests for Proposal for the annual audits of the financial statements of the Laguna Woods Village Corporations and recommend firm(s) to be engaged.

Review reports and recommendations from the auditors and recommend to the Board any appropriate action in connection therewith.

Examine the need for one or more review(s) of the Managing Agent's organizational entities at least once each year. If a need for review(s) is perceived and determined to be feasible, recommend such to the Board. Direct the preparation and submittal of RFPs and subsequent contracts for reviews. Serve as liaison between review consultants and the Board, and make recommendations to the Board based on consultant's findings.

Review any unplanned expenditures proposed by other committees to determine the impact on and adequacy of related reserves, and recommend appropriate action to the GRF Board.

Review financial policies and recommend appropriate action to the Board, as needed.

RESOLVED FURTHER, that the committee shall perform such other tasks as are assigned by the GRF President or the Board; and

RESOLVED FURTHER, that RESOLUTION 90-13-110, adopted December 3, 2013 is hereby superseded and canceled.

Select Audit Committee Task Force Charter

RESOLUTION 90-15- 05

Tuesday, January 06, 2015

RESOLVED, January 6, 2015, that the Boards of Directors of this Corporation hereby assigns the duties and responsibilities of this Committee Task Force, as follows: **MISSION** The purpose of the Select Audit Committee Task Force is to assist the Village corporations' oversight of:

- The independent public accounting firm's qualifications and independence.
- The performance of the independent public accounting firm and its relationship with the managing agent's accounting function.
- The managing agent's responsibilities to assure that there is in place an effective system of controls reasonably designed to:
 - Safeguard the assets and revenues of the corporations.
 - Assure the integrity of the financial statements of the corporations by ensuring all operating and reserve expenditures have been appropriately recorded and effectively presented to the corporate boards.
 - Maintain compliance with the ethical standards, policies, plans, and procedures of the four corporations and with all applicable laws and regulations.

MEMBERSHIP is determined by the Corporate Presidents, subject to approval by the respective boards. It is suggested that appointees be individuals who are well-qualified in related fields. The Committee Task Force shall be comprised of one representative from each corporation and one at-large member, appointed by the Task Force, having audit or financial expertise. The Committee Task Force members shall appoint a chair.

DUTIES AND RESPONSIBILITIES

The Select Audit Committee Task Force shall:

1. Meet as often as it determines is necessary to accomplish its duties and responsibilities.
2. Direct the preparation of Requests for Proposal for the annual audits of the financial statements of the Laguna Woods Village Corporations and determine firm to be engaged.
3. Recommend the scope of any additional audit activities not already provided for in corporations' budgets as deemed necessary and appropriate.
4. Have oversight of the selected accounting firm engaged for the annual audit of the four Laguna Woods Village Corporations and the engaged audit firm shall report directly to the Select Audit Committee Task Force.
5. Ensure the engaged audit firm submits to the Committee Task Force annually a formal written statement delineating all relationships between the audit firm and the managing agent including its subsidiaries.
6. Receive from auditors any concerns regarding accounting, internal controls or audit matters, including any confidential anonymous submission by any managing agent employee regarding questionable accounting or auditing matters.

7. Discuss with the managing agent and the engaged auditor any disagreements regarding the financial reporting, audit problems or difficulties, and the agent’s response thereto.
8. Review and discuss with the managing agent and the auditors, the audit reports for each corporation, in respect to any significant accounting financial reporting policies, issues or judgments made in connection with preparation or audit of each of the Village corporation’s financial statements and other financial or informational reports provided to the Village corporate boards.
9. Recommend to the Village Corporation Finance Committees any appropriate action in connection with the audit reports received, reviewed and discussed.
10. Annually review the Committee Task Force Charter and propose any changes deemed appropriate by the Committee Task Force to the Village Boards for approval.
11. Perform such other tasks as are assigned by the Laguna Woods Village Boards.

Business Planning Committee Charter

RESOLUTION 90-11-144

Tuesday, December 6, 2011

WHEREAS, a Business Planning Committee has been established pursuant to Article 7, Section 7.1.1 of the bylaws of the corporation;

NOW THEREFORE BE IT RESOLVED, December 6, 2011, the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Committee, as follows:

1. Perform the duties imposed upon all standing committees as set forth in the resolution entitled, “General Duties of Standing Committees.”
2. Receive recommendations from the GRF Standing Committees, Mutual Boards of Directors and the GRF and Mutual long range planning committees as to future levels of service and member assessments desired, and combine that information to recommend GRF assessment levels (revenue); and prioritize the disposition of those revenues between reserves, infrastructure, service levels, and recreational facilities.
3. Direct the Managing Agent to prepare a long-term (30 years) Replacement Reserve Funding Plan; review and modify the Plan as necessary, and present the Plan to the Finance Committee.
4. Review annually the long-term Business Plan and propose any required modifications based on changes in recommendations from the GRF Board or standing committees and/or previously unanticipated changes in revenues, expenditures, or events.

5. In cooperation with the Financial Services Director, review the sufficiency of the reserves of GRF and the GRF Trust and recommend to the Finance Committee the amount of the assessments to be added to such reserves.

6. The Committee shall perform such other tasks as are assigned by the GRF President or Board of Directors of this corporation.

RESOLVED FURTHER, that RESOLUTION G-98-90 adopted December 1, 1998 is hereby superseded and cancelled; and

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

Select Audit Committee Charter

RESOLUTION 90-09- 09

Tuesday, February 03, 2009

RESOLVED, February 3, 2009, that the Boards of Directors of this Corporation hereby assigns the duties and responsibilities of this Committee, as follows:

1. Perform the duties imposed upon all standing committees as set forth in the resolution entitled, General Duties of Standing Committees.
2. Direct the preparation of Requests for Proposal for the annual audits of the financial statements of the Laguna Woods Village Corporations, recommend a firm(s) to be engaged, and recommend the scope of work for the engagements.
3. Serve as liaison between the Finance Committees of the Laguna Woods Village Corporations and the independent auditors with respect to the annual audit of the financial statements of the corporations.
4. Review reports from the auditors and recommend to the Finance Committees any appropriate action in connection therewith.

The committee shall perform such other tasks as are assigned by the Presidents of Boards; and

RESOLVED FURTHER, that RESOLUTION G-99-23, adopted April 6, 1999 is hereby superseded and cancelled; and

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

Operational Audit-Subcommittee Charter

RESOLUTION G-96-62

Tuesday, July 02, 1996

WHEREAS, an Operational Audit Sub- Committee of the Finance Committee has been established at the direction of the Board of Directors and pursuant to Article VII, Sections 1 and 2 of the Bylaws of this Corporation; and

WHEREAS, the objective of said Sub- Committee is to improve efficiency and effectiveness of the management operations;

NOW, THEREFORE BE IT RESOLVED, that said Sub-Committee shall be charged with the following duties and responsibilities Serve as liaison between the Finance Committee and the management staff responsible for operational systems and procedures with regard to all operational audit matters. o Perform the duties imposed upon all standing committees as set forth in the resolution entitled "General Duties of Standing Committees". Determine which of the operational systems and procedures designed to implement policies promulgated by the Board of Directors might benefit from a review by independent operational auditors. Direct Financial Services staff to prepare Request(s) for Proposal (RFP) to qualified independent operational auditors, and review such RFPs before directing that they be sent to the candidates. Review all proposals received, select the independent operational auditors, and direct staff to prepare the appropriate contract(s) for services for review by this Sub-Committee. Review reports and recommendations presented by the independent operational auditors, and make recommendations to the Finance Committee as to the suggested action(s) to be implemented.

RESOLVED FURTHER that the Sub- Committee shall perform such other tasks as are assigned by the President or the Board of Directors of this Corporation.

Budget Committee Charter

RESOLUTION G-93-05

Tuesday, February 02, 1993

WHEREAS, it has been generally recognized by all Boards of Directors comprising the governing structure of the community collectively known as ██████████, Laguna Hills, that the procedure used in reviewing, evaluating, and approving the annual GRF/MSO budget has become unwieldy; and

WHEREAS, there is an interest in changing the process so that it insures not only fairness in the calculation and distribution of charges, but also, allows for completion of the budget within a more reasonable time frame;

NOW, THEREFORE, BE IT RESOLVED, that a single committee, the Budget Committee, shall be established to review, evaluate and recommend for approval the annual GRF/MSO budget. The duties of said committee shall include:

- 1) In cooperation with the Managing Agent, establishment of a budget calendar;

- 2) Development of budgetary goals and objectives including, but not limited to, service and staffing levels, revenue and expense targets, capital equipment acquisition and GRF reserves policies;
- 3) Review of divisional operating plans and capital acquisition proposals to determine conformity with established goals and objectives;
- 4) Review of the analysis of GRF reserves to determine contribution levels;
- 5) Regular and timely reporting of the progress of GRF/MSO budget preparation to all Boards;

RESOLVED FURTHER, that the Budget Committee shall consist of:

- 1) The GRF Finance Committee Chairman and one other GRF Director;
- 2) Two Directors from United Laguna Hills Mutual;
- 3) Two Directors from Third Laguna Hills Mutual;
- 4) One Director from Laguna Hills Mutual No. Fifty;

RESOLVED FURTHER, that the Budget Committee Chairman shall be the Finance Committee Chairman and that the membership during the first year of the Committee's operation shall have terms of office ending in 1994 or later; and

RESOLVED FURTHER, that the Chairman of said Committee shall solicit budget input from the various standing committees of this corporation as appropriate.

Insurance and Risk Management Subcommittee Charter

RESOLUTION G-87-36

Tuesday, July 07, 1987

RESOLVED, that pursuant to Article VI, Section I, of the Bylaws of this corporation~ an Insurance and Risk Management Subcommittee of the Finance Committee of this corporation is hereby established; and

RESOLVED FURTHER, that the duties and responsibilities of said subcommittee shall be determined by the Finance Committee; and

RESOLVED FURTHER, that said subcommittee shall forward its findings and/or recommendations directly to the Finance Committee.

Joint Insurance and Risk Management Committee Charter

RESOLUTION G-86-110

Tuesday, October 07, 1986

WHEREAS, RESOLUTION No. G-84-75, adopted on July 3, 1984 established a Catastrophe/Earthquake Insurance Committee and appointed members to that committee; and

WHEREAS, the desired purposes of that committee have been expanded to include review of all insurances and the method of funding premiums and deductibles; and

WHEREAS, insurances for the community are generally purchased to cover all the [REDACTED], Laguna Hills corporations and it is, therefore, desirable that members of the committee represent all the [REDACTED] Laguna Hills corporations;

NOW THEREFORE, BE IT RESOLVED that the Catastrophe/Earthquake Insurance Committee is hereby renamed the Joint Insurance and Risk Management Committee; and

RESOLVED FURTHER, that the membership of said committee shall be comprised of two (2) directors each from the Golden Rain Foundation, Third Laguna Hills Mutual and United Laguna Hills Mutual, and one (1) director from Laguna Hills Mutual No. Fifty; and

RESOLVED FURTHER, that the duties of this committee shall include the following:

To annually review insurance coverages and premiums, prior to the expiration of current coverages and to recommend, to the boards of directors of the several [REDACTED] corporations, the purchase of various types of insurance and related coverages;

To review the methods by which the several [REDACTED] corporations protect themselves from liability and recommend alternative methods, as appropriate;

To review the various risks to which the several [REDACTED] corporations are exposed, as a result of their operations, and to recommend appropriate action to limit the financial burden of such risks;

To undertake such other reviews as may be requested by the Presidents of the several [REDACTED] corporations or the General Manager of the Managing Agent; and

To maintain liaison with the Managing Agent, legal counsel and other professionals with regard to the carrying out of the responsibilities of the committee.

RESOLVED FURTHER, that RESOLUTION G-84-75 is hereby superseded and cancelled.

GRF/MSO Joint Budget Committee Charter

RESOLUTION G-86-91

Tuesday, August 05, 1986

WHEREAS, the various corporations of [REDACTED], Laguna Hills are responsible for providing many services of benefit to the members of the [REDACTED] Community; and

WHEREAS, the costs of these services are borne by the mutual corporations and their respective members; and

WHEREAS, the anticipated revenues and expenses related to these services comprise the Golden Rain Foundation and Mutual Shared Operating Budget (GRF/MSO); and

WHEREAS, the formulation of the Mutual Shared Operating budget and service levels related thereto are matters of community-wide concern; and

WHEREAS, it is desirable that the levels of service and resulting budgets be established with the participation of representatives from all of the boards of directors, in conjunction with staff, in a cooperative and efficient manner;

NOW THEREFORE BE IT RESOLVED, that pursuant to Article VI, Section I, of the by-laws of this corporation, a GRF/MSO Joint Budget Committee is hereby established;

RESOLVED FURTHER, that said committee shall be comprised of: Four (4) members each from the Boards of Directors of Golden Rain Foundation of Laguna Hills, Third Laguna Hills Mutual and United Laguna Hills Mutual, and one (1) member from the Board of Directors of Laguna Hills Mutual No. Fifty, with the Treasurer of Golden Rain Foundation of Laguna Hills presiding as the Chairman of said committee;

RESOLVED FURTHER, that the duties and responsibilities of said committee shall consist of the following:

To review on an annual basis the proposed GRF/MSO Budget;

To recommend appropriate changes in the proposed GRF/MSO Budget;

To present to the various finance and/or budget committees of the Golden Rain Foundation of Laguna Hills and the mutual corporations the proposed annual GRF/MSO Budget for approval;

Upon approval by the Finance/ Budget Committee of this corporation, United Laguna Hills Mutual and Third Laguna Hills Mutual, present the proposed annual GRF/MSO Budget to the various boards of directors for final approval;

Such other tasks as may be assigned by the President of Golden Rain Foundation of Laguna Hills or the General Manager; and

RESOLVED FURTHER, that RESOLUTION No. G-86-81 adopted on July 1, 1986, is hereby cancelled.

Investment Task Force Charter

RESOLUTION 90-18- 55

Tuesday November 6, 2018

WHEREAS, various Committee and Board members have expressed a desire to perform an in-depth review of Laguna Woods Village investment portfolios.

NOW THEREFORE BE IT RESOLVED, November 6, 2018, the Board of Directors hereby forms an Investment Task Force and assigns the duties and responsibilities as follows:

MISSION

The purpose of the Investment Task Force is to conduct an in-depth analysis of investments on behalf of the Golden Rain Foundation, United Laguna Woods Mutual, and Third Laguna Hills Mutual, to ensure exceptional service from a professional investment manager, maximize yields within the Board-approved investment policies, and minimize fees.

MEMBERSHIP

The Investment Task Force shall be comprised of six members, one officer from each of the Boards of Directors and one at-large member selected by each of the Boards of Directors to represent each Corporation based on their investment or financial expertise. The at-large members will be owners and may or may not currently serve as Board Members or Committee Advisers.

DUTIES AND RESPONSIBILITIES

1. The Task Force members will appoint a chair and meet as often as determined necessary to accomplish the objectives.
2. The Task Force will study the history of investment strategies used in the Community, understand current investment policies, examine existing service agreements with Merrill Lynch and related fees from BlackRock for professional investment services, review current investment portfolios, and evaluate yields.
3. The Task Force will review a draft RFP and proposers list, used by Staff to solicit proposals from investment management firms for account services. Several qualified bidders will be asked to make a presentation to the GRF Finance Committee.

RESOLVED FURTHER, the Task Force shall perform such other duties as may be assigned by the GRF Finance Committee during this assignment.

RESOLVED FURTHER, the Investment Task Force will be automatically disbanded upon conclusion of the duties and responsibilities assigned herein or when directed by the Board.

Accounting Policy

RESOLUTION No. 374

Monday, May 26, 1969

RESOLVED, that the board of directors of this corporation has reviewed the accounting procedures followed by ██████████ Foundation, its managing agent, in maintaining the books of accounts of this corporation and certain objections thereto made by the Federal Housing Administration; and

RESOLVED FURTHER, that the accounting procedures of said managing agent are hereby approved; and

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized to cause a copy of this resolution to be delivered to the Federal Housing Administration and to such other public officials as they may deem appropriate.

Budget and Financial Planning Policy

Capital Plan Policy

Increase Minimum Capital Requirement from \$2000 to \$5000

RESOLUTION 90-03-103

Tuesday, December 02, 2003

WHEREAS, the Golden Rain Foundation Minimum Capitalization Policy, last updated in 1995, established a cost parameter of \$2,000 as the minimum threshold for items to be capitalized and recorded as fixed assets; and

WHEREAS, said minimum capital requirement of \$2,000 appears to be artificially low as compared to the GRF Business Plan, which has increased due to added facilities and services; and

NOW THEREFORE BE IT RESOLVED, December 2, 2003 that the Board of Directors of this Corporation hereby approves an increase in the minimum capital requirement from \$2,000 to \$5,000; and

RESOLVED FURTHER, that such increase shall become effective January 1, 2005; and

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

Use of Contingencies for Capital Reserve Expenditures

RESOLUTION 90-03- 79

Tuesday, September 02, 2003

WHEREAS, a methodology has been developed over the years for planning capital reserve expenditures for both equipment and construction-related projects; and

WHEREAS, this methodology is incorporated into the business planning process each year for determining reserve funding requirements and is also applied to requests for supplemental appropriation throughout the year; and

WHEREAS, The Board of Directors desires to clarify and set forth this methodology in a formal written policy;

NOW THEREFORE BE IT RESOLVED, September 2, 2003, that the Board of Directors of this Corporation hereby adopts the parameters set forth under the Budget Development and Use of Contingencies for Capital Reserve Expenditures Report; and

RESOLVED FURTHER, that an inflationary factor (currently 5%) will be added to construction and equipment cost estimates planned in advance, to account for usual inflationary pressure; and

RESOLVED FURTHER, that a contingency factor (currently 10%) will be added to construction cost estimates to account for external factors unknown at the time of providing budgetary estimates; and

RESOLVED FURTHER, that actual expenditures may exceed the amount appropriated up to 10%, but not to exceed \$100,000, at which time additional funding must be appropriated before further costs are incurred; and

RESOLVED FURTHER, that no contract may be executed if it exceeds the amount of the appropriation; and

RESOLVED FURTHER, that Board approval must be obtained if the scope of a project changes to the point that it differs from the original intent of the appropriation since the appropriation was for a specific purpose; and

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

[Capital Improvements be Funded Annually in Capital Budget](#)

RESOLUTION No. 708

Monday, May 17, 1971

RESOLVED, that all Capital Improvements be funded annually in the Capital Budget; and

RESOLVED FURTHER, that supplemental appropriations be limited to emergencies.

[Contributions to GRF Trust for capital purposes](#)

RESOLUTION No. 2007

Monday, November 25, 1974

RESOLVED, that the additional contributions to the Golden Rain Foundation of Laguna Hills Trust, in increments of \$500.00, proposed to be made by certain corporation members of this corporation commencing as of January 1, 1975, shall be deemed to be additional contributions of capital to said Trust by the respective corporation members making such contribution and shall be used solely for capital purposes, as determined by the board of directors of this corporation from time to time.

Definition of Funds Resolution

RESOLUTION 90-16- 52

Tuesday, December 6, 2016

WHEREAS, the Board determines assessments in an amount meeting operational and reserve expenditures; and

WHEREAS, expenditures from the funds are authorized by the Board through the annual business plan or supplemental appropriations;

NOW THEREFORE BE IT RESOLVED, the Board hereby adopts the following definitions to define the purpose and use of each of the restricted funds:

Operating Fund – The Operating Fund accounts for all revenues and expenditures related to the services and operations of the Golden Rain Foundation, including but not limited to security, transportation, broadband services, recreation services, administration, insurance and taxes, utilities, and professional services.

Equipment Reserve Fund – The Equipment Reserve Fund is used for the purchase of new and replacement equipment, including but not limited to vehicles, machinery, office equipment, and furniture. This fund receives monies through assessments, interest earnings, and a transfer of operating surplus if directed by the Board. Balances are used to fund the 30-year reserves plan.

Facilities Reserve Fund – The Facilities Reserve Fund is used for the acquisition, addition, replacement or improvement of Foundation and Trust facilities and their components. This fund receives monies through assessments, interest earnings, and a transfer of operating surplus if directed by the Board. Balances are used to fund the 30-year reserves plan.

Trust Facilities Fee Fund – The Trust Facilities Fee Fund was established in 2012 to maintain and improve the recreational and other amenities available to all residents of Laguna Woods Village. A fee, allowed under Civil Code §4580, is imposed on all transactions involving the purchase of a separate interest in any of the Community’s common interest developments (United Mutual, Third Mutual, and Mutual Fifty). The Trust Facilities Fee is a fixed amount, as determined from time to time by the Trustee of the Golden Rain Foundation Trust. This fund receives monies through the aforementioned fee and interest earnings. Although this is not a ~~restricted~~ *required* fund, the Board shall determine the appropriate allocation to meet ~~operational and~~ reserve expenditures.

Contingency Fund – The Contingency Fund provides for unanticipated expenditures not otherwise identified in the operating budget or reserves plan and provides funding for uninsured damages to property. This fund receives monies through assessments, interest earnings, and a transfer of operating surplus if directed by the Board.

Trust Improvement Fund – Established in 1974, this fund was established in the Trust to provide funding for improvement to certain existing community facilities. Contributions to this fund were discontinued in 1985 and improvements to GRF and Trust assets are funded through the funds mentioned above.

Regulatory Agreement

RESOLUTION No. 1

Wednesday, February 09, 1966

RESOLVED, that the Board of Directors of the Golden Rain Foundation does hereby ratify and approve execution by Robert L. Price and Donald A. Pelton, for and on behalf of the Golden Rain Foundation, Laguna Hills, the amendment to the Regulatory Agreements between the Golden Rain Foundation and the Federal Housing Commissioner, which amendment is dated February 1, 1966. Said amendment provides for the establishment of a special reserve of \$300.00 from the membership fee received by the Foundation from the sale of its membership to members of Laguna Hills Mutual No. Twelve, Laguna Hills Mutual No. Thirteen, Laguna Hills Mutual No. Fifteen, and all subsequent Laguna Hills Mutual Corporations. A copy of the amendment is attached to these minutes.

Investment Policy

Golden Rain Foundation Investment Policy

RESOLUTION 90-19-53

ADOPTED JUNE 7, 2016 RESOLUTION 90-16-22

REVISED NOVEMBER 5, 2019 RESOLUTION 90-19-53

GOLDEN RAIN FOUNDATION INVESTMENT POLICY

BE IT RESOLVED, November 5, 2019 that the Managing Agent of this corporation, and an outside Investment Manager are hereby authorized to invest the funds of the corporation which, in the opinion of said managing agent are not required within a reasonable time to pay obligations of the corporation; and

RESOLVED FURTHER; that the Board of Directors of this Corporation hereby authorizes the Managing Agent of this corporation, to retain an Investment Manager and to give that Manager

discretion to transact purchases and sales of investments for Golden Rain Foundation’s account. Such discretion is subject to the underlying conditions as stated below. The Board will determine the amount to be managed in this discretionary account; and

RESOLVED FURTHER, that all investments on behalf of this corporation must be made with the underlying principles in the following order of priority: (1) safety, (2) liquidity, where applicable, and (3) yield, and are subject to the following conditions:

1. Notification of confirmation shall be given to the managing agent and treasurer of this corporation upon completion of each investment transaction;
2. For funds administered by the Managing Agent in a non-discretionary account, no investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without a demonstrated immediate need for the funds and the consent of any two of the following: the Treasurer, the President or the 1st or 2nd Vice President of this corporation. Furthermore, if there is a request that an investment be sold, withdrawn or otherwise converted to cash prior to maturity where there has been no demonstrated immediate need, approval must be received from the Board of Directors of this corporation;
3. Funds shall be invested only in authorized investments as provided herein.

Authorized investments are limited to:

- a. Obligations of, or fully guaranteed as to principal by, the United States of America;
 - b. Up to 30% of the portfolio may be invested in Corporate Bonds rated BBB through AAA; specifically Baa3/BBB-/BBB- or better by Moody’s/S&P/Fitch. A bond is only required to meet the criteria of one rating service. If a bond does not meet these minimum credit quality criteria in at least one of the above-mentioned rating services, the bond may not be purchased or if owned, must be removed from the portfolio within 30 days. This removal criteria will not apply to bond mutual funds that have a stated objective of investing in investment grade rated bonds. Removal of downgraded bonds that fall below the investment grade rating will be determined by the fund manager.
 - c. No more than 3% of portfolio is to be invested in any one corporate bond issuer; and
 - d. Up to 25% of the portfolio may be invested in Government Sponsored Federal Agencies, namely FNMA (Federal National Mortgage Association – Fannie Mae), FHLMC (Federal Home Loan Mortgage Corporation – Freddie Mac, and FHLB (Federal Home Loan Bank).
4. Investments on behalf of this corporation may be made concurrently with investments made on behalf of other corporations at Laguna Woods Village. However, separate

investment receipts will be held in the name of this corporation. Any such investments may be held for the account of the corporation in book-entry form;

5. Any authorized investments, as defined in Item 3 above, previously made by said Managing Agent or Investment Manager, are hereby ratified; and

RESOLVED FURTHER; that Resolution 90-16-22 adopted on June 7, 2016, is hereby superseded and cancelled..

Revisions to the Investment Policy

RESOLUTION 90-16- 08

Tuesday, February 02, 2016

RESOLVED, February 2, 2016, that Village Management Services Inc., managing agent of this corporation, and an outside Investment Manager are hereby authorized to invest the funds of the corporation which, in the opinion of said managing agent are not required within a reasonable time to pay obligations of the corporation; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby authorizes the Managing Agent of this corporation, Village Management Services, Inc., to retain an Investment Manager and to give that Manager discretion to transact purchases and sales of investments for Golden Rain Foundation’s account. Such discretion is subject to the underlying conditions as stated below. The Board will determine the amount to be managed in this discretionary account; and

RESOLVED FURTHER, that all investments on behalf of this corporation must be made with the underlying principles in the following order of priority: (1) safety, (2) liquidity, where applicable, and (3) yield, and are subject to the following conditions:

1. Notification of confirmation shall be given to the managing agent and treasurer of this corporation upon completion of each investment transaction;
2. For funds administered by Village Management Services, Inc., known as the “non-discretionary account” no investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without a demonstrated immediate need for the funds and the consent of any two of the following: the Treasurer, the President or the 1st or 2nd Vice President of this corporation. Furthermore, if there is a request that an investment be sold, withdrawn or otherwise converted to cash prior to maturity where there has been no demonstrated immediate need, approval must be received from the Board of Directors of this corporation;
3. Managed funds, known as the “discretionary account”, shall be invested only in authorized investments as provided herein; :
 - a. obligations of, or fully guaranteed as to principal by, the United States of America;

- b. Up to 30% of the portfolio may be invested in Corporate Bonds rated A through AAA;
- c. No more than 3% of portfolio is to be invested in any one corporate bond issuer; and
- d. Up to 25% of the portfolio may be invested in Government Sponsored Federal Agencies, namely FNMA (Federal National Mortgage Association – Fannie Mae), FHLMC (Federal Home Loan Mortgage Corporation – Freddie Mac, and FHLB (Federal Home Loan Bank). 4. Investments on behalf of this corporation may be made concurrently with investments made on behalf of other corporations at Laguna Woods Village. However, separate investment receipts will be held in the name of this corporation. Any such investments may be held for the account of the corporation in book-entry form; 5

RESOLVED FURTHER, that RESOLUTION 90-13- 23 adopted on March 5, 2013, is hereby superseded and cancelled.

Risk Management Policy

Use of Personally Owned Horses for GRF Uses in Return for Shelter and Feed

RESOLUTION G-01-47

Tuesday, June 05, 2001

WHEREAS, over the years the previous Stables Supervisors have been allowed to board his/her own horse at the Stables for no fee, and have elected to do so; and

WHEREAS, the current Stables Supervisor and Stables Assistant have agreed to use their personally owned horses for GRF uses such as trail rides and riding lessons in return for shelter and feeding of their horses; and

WHEREAS, a lease agreement would not cause the incurrence of additional risk and liability to GRF in view of existing insurance policies;

NOW THEREFORE BE IT RESOLVED, June 5, 2001, that the Board of Directors of this corporation hereby authorize GRF to enter into a lease agreement with the Stables Supervisor and Stables Assistant whereby GRF will incur the cost of shelter and feed and require that those horses be used by their owners in the performance of their work related duties; and

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

Non-Renewal of GRF Earthquake Policy

RESOLUTION G-93-82

Tuesday, August 03, 1993

RESOLVED, that the officers and agents of this corporation request Sedgwick James not to renew the Golden Rain Foundation of Laguna Hills earthquake policy which expires on November 1, 1993.

Earthquake Insurance and Flood Insurance Coverage

RESOLUTION G-92-115

Tuesday, December 01, 1992

WHEREAS, the Board procured coverage for the risk of earthquake in the amount of \$50,000,000 for the community facilities, underground utilities and paved surfaces on 10/30/92 effective 11/01/92; and,

WHEREAS, the community's insurance brokers, Sedgwick James, and Staff have done further research regarding the value of property owned solely by the corporation; and,

WHEREAS, the community's insurance brokers, Sedgwick James, have submitted a revised proposal for said coverage based upon these values;

NOW, THEREFORE, BE IT RESOLVED, that the Officers and Agents of this corporation are hereby authorized, on behalf of the corporation, to take all necessary actions to revise the current earthquake and flood insurance for this corporation by reducing the limit to \$25,000,000 with a 5% deductible covering buildings, underground utilities, and paved surfaces owned solely by this corporation and amending the policy to include extra expense and building ordinance coverages.

RESOLVED FURTHER, that the Officers and Agents of this corporation are hereby authorized, on behalf of the corporation, to expend from the General Operating Reserve an amount equal to the pro-rata annual premium for the aforementioned revised coverage from the date placed plus the premium for coverage as originally provided from 11/01/92 to the date revised, as determined by the applicable underwriters, in an amount approximating the indication provided by Sedgwick James of \$151,375.

Automobile, Property & General Liability Insurance

RESOLUTION G-86-96

Tuesday, August 05, 1986

RESOLVED, that the officers and directors of this corporation hereby approve the purchase of basic Automobile, Property and General Liability insurance from United Pacific Reliance at a total premium not to exceed \$1,538,000;

RESOLVED FURTHER, that said insurance policies shall contain a deductible of \$5,000 per loss;

RESOLVED FURTHER, that the board of directors of this corporation shall consider the purchase of excess coverage, the cost of which is not included in the above-quoted premium, at a later date; and

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized, on behalf of the corporation, to take such action as they may deem appropriate to carry out the purpose of this resolution.

Earthquake - Uninsured Losses

RESOLUTION G-86-84

Tuesday, July 01, 1986

RESOLVED, that based on expert testimony and premium costs to acquire earthquake insurance coverage for facilities owned or managed by this corporation, the officers and directors of this corporation elect not to purchase earthquake insurance coverage on said facilities upon the expiration of the present policy; and

RESOLVED FURTHER, that the matter of creating a special reserve for uninsured losses on facilities owned or managed by this corporation shall be referred to the corporation's Finance Committee.

Agreement to Indemnify County re: Appointment of Personnel

RESOLUTION No. 2628

Tuesday, October 03, 1978

RESOLVED, that the officers and agents of this corporation are hereby authorized, on behalf of the corporation, to enter into an agreement to indemnify the County of Orange in connection with the appointment of certain personnel employed by the management of this corporation as deputy sheriffs, to cause the County of Orange to be named as an additional insured in liability insurance policies covering this corporation, and to take such other action as they may deem necessary to carry out the purposes of this resolution.

Audit and Tax Policy

Establishment of Internal Audit Procedure

RESOLUTION No. 978

Monday, June 25, 1973

RESOLVED, that it is hereby deemed to be desirable that Professional Community Management, Inc., managing agent of this corporation, establish an internal audit procedure in connection

with the discharge of its responsibilities to maintain the books of account of the corporation and to engage in financial transactions for and on behalf of the corporation;

RESOLVED FURTHER, that said managing agent is hereby requested to prepare an estimate of the cost of said internal audit procedure and present same to the board of directors; and

RESOLVED FURTHER, that said internal audit procedure shall be established and shall become effective at such time as the board of directors authorize expenditure of money therefor.

Vehicle Decal Stickers

RESOLUTION 90-19-56

VEHICLE DECAL STICKERS

WHEREAS, all resident-owned motor vehicles are required to be registered with GRF and display a community decal sticker, which is required to be updated annually; and

WHEREAS, the Resident Services Division updates vehicle decals stickers for residents on a yearly basis by way of a community-wide mailing; and

WHEREAS, implementation of gate access technology at all housing gatehouses has required radio frequency identification (RFID) tags to be attached to all registered vehicles; and

WHEREAS, license plate readers (LPR's) and PlateSmart technology at each gatehouse capture every vehicle entering and leaving the community,

NOW THEREFORE BE IT RESOLVED, November 5, 2019, that the Board of Directors hereby approves to eliminate the vehicle decal annual stickers as of January 1, 2021 and require the use of vehicle RFID tags; and

RESOLVE FURTHER, that the Vehicle, Traffic, and Parking Rules and Regulations shall be updated to recognize the elimination of the vehicle decal annual stickers; and

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

Collections Policy

Fees

Guidelines for Shared Costs and Fees

RESOLUTION 90-12-132

Tuesday, November 06, 2012

RESOLVED, November 6, 2012, that the following Guidelines for the sharing of costs and for the levying and collection of fees reflect the policies and practices which have developed over the history of Laguna Woods Village. The Guidelines are subject to change from time to time at the discretion of the Golden Rain Foundation Board of Directors (GRF).

A. General Principles and the Shared Cost Concept:

- I. Shared costs are costs of furnishing, maintaining, or operating facilities and services which all Laguna Woods Village residents use or enjoy, or have the right to use or enjoy.

They are costs budgeted as Golden Rain Foundation operating or reserve expenditures shared equally throughout Laguna Woods Village by manor. The monthly assessment by each manor ownership reflects an equal portion of these costs per the amended Trust Agreement dated March 30, 1964, Paragraph 6: "Golden Rain costs shall be included in monthly assessment on a pro-rata basis to members of respective corporations."

II. Reasonable fees may be imposed pursuant to the Trust Agreement, as amended.

B. Exceptions to the Shared Cost Concept:

I. Utilization Control in order to control crowding, to minimize over-usage, or to impose reasonable limitations on guests, fees may be imposed on users of a shared cost facility or service.

II. Financial Support of a Facility/Service Reasonable fees may be imposed on the users of a new or existing shared cost facility or service if GRF determines that fees would be appropriate to help offset costs and reduce assessments. III. Exclusive Use of Facility by Resident Where only a small number of residents are allowed access to a facility, GRF may impose a fee to recover certain costs of operating that facility.

C. Special Facilities: Since the inception of Laguna Woods Village, two facilities have consistently been declared to be free from the imposition of fees for use thereof by Laguna Woods Village residents.

I. The first of such special facilities is the aquatics and necessary related facilities. The special classification of aquatics derives from the view traditionally held by the Laguna Woods Village community that the "swimming pool" is an integral part of residential real property.

II. The second such special facility is the Laguna Woods Village Transportation System. Its special classification derives from assurances of the original developer that the community bus system would furnish certain fare-free bus transportation to Laguna Woods Village residents. Rendition of this free bus service has been endorsed and continued by the first and subsequently elected Golden Rain Foundation Boards of Directors. Additionally, there are other facilities where it would be difficult to collect fees or where it may not prove to be cost effective.

D. Definition of Fees: Inasmuch as GRF provides multipurpose facilities and services, a formula for determining fees shall be applied to each such facility or service separately in order to determine an appropriate fee amount. When establishing fees, GRF will review direct costs of operating the facility, reserve requirements for equipment and facility improvements, and utilization.

I. Facilities Fee - A payment imposed on the user of a shared facility in order to control use or recover a portion of the facility costs. The fee should represent an equitable and reasonable division of cost between the user and the monthly assessment.

II. Administrative Service Fee - A payment imposed on the user of a service provided by administrative personnel of the Managing Agent or a contracted service provider.

III. Entertainment Fee - A fee assessed to individuals for a Recreation coordinated event.

IV. Additional Occupant Fee - A payment imposed for each additional occupant over two in a manor, whether owner or tenant, for the right to use community facilities or services.

V. Nonresident/Guest Fees - A payment imposed on a nonresident, including all non-Laguna Woods Village organizations, for use of a community facility or service. In the event that the owner(s) of any manor shall lease said manor to a tenant or tenants, such tenant(s) shall be entitled to the use of all GRF facilities or services as aforesaid during the term of said lease and the owner(s) shall not be entitled to such use of said facilities or services.

RESOLVED FURTHER, that RESOLUTION G-89-115 adopted November 7, 1989 is hereby superseded and cancelled; and

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

[Late Fee for Chargeable and Broadband Services](#)

RESOLUTION 90-05- 06

Tuesday, January 04, 2005

WHEREAS, services performed for members for which the Mutuels are not financially responsible (Chargeable Services and Broadband Services) are billed to the members, and

WHEREAS, currently a late charge is assessed on delinquent chargeable and Broadband Service accounts, based on a percentage of the delinquent amounts for collection efforts;

NOW THEREFORE BE IT RESOLVED, January 4, 2005, that the Board of Directors hereby approves, effective February 1, 2005, that the late charge for services performed and billed to residents be a flat fee of \$10 per month, charged 31 days after the date of the original invoice; and

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

[Late Charge – Chargeable Services](#)

RESOLUTION 90-19-58

December 3, 2019

WHEREAS, certain services and charges for which the corporation is not financially responsible (Fines, Fees, and Chargeable Services) are billed to the members.

WHEREAS, a late charge is assessed on delinquent chargeable service accounts, intended to offset costs associated with collection efforts.

WHEREAS, the board periodically reviews fees as part of the business planning process to determine adequacy of revenues and shared costs.

NOW THEREFORE BE IT RESOLVED, December 3, 2019, that the Board of Directors hereby approves a late charge for fines, fees, and chargeable services performed and billed to residents at a flat fee of \$35 per month of delinquency, charged 31 days after the date of the original invoice, effective January 1, 2020.

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

[Fees Related to Real Estate](#)

New service level to monitor and document estate and establish \$50 fee

RESOLUTION 90-12-134

Tuesday, November 06, 2012

WHEREAS, estate sales, and sales advertised to non-resident guests, provide representatives within the Community the opportunity to dispose of unwanted personal goods; and

WHEREAS, such sales, which attract non-residents to the Community, occasionally cause traffic and other disruptions which may impact other residents;

NOW THEREFORE BE IT RESOLVED, November 6, 2012, that the Board of Directors of this Corporation hereby approves a new service level to monitor and document estate sales and sales with non-resident guests, and further establishes a \$50 fee for the first sale day and \$40 for each subsequent day, effective January 1, 2013; and

RESOLVED FURTHER, that the fee, payable by the event sponsor, shall be used to offset Staff's time required to process an Estate Sale / Sale With Non-Resident Guests application and for Security to patrol the area of the sale to ensure traffic flow is not hampered and other disruptions are not impacting the residents; and

RESOLVED FURTHER, that, in addition to the "Estate Sale / Sale with Non-Resident Guests Written Authorization" form, the representatives must also obtain approval of a "Gate Clearance Flyer with Tear Off" form from Community Access at least four (4) days prior to the event in order for non-resident guests to be permitted access into the Community; and

RESOLVED FURTHER, that non-resident guests will be required to submit the completed tear off portion of the "Gate Clearance Flyer with Tear Off" form upon arrival at the gate to provide Security a record of non-resident vehicles that enter the Community; and

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

Escrow Cancellation Fee

RESOLUTION G-90-07

Tuesday, February 06, 1990

WHEREAS, it has been determined that the current \$10 escrow cancellation fee is not sufficient to recover actual administrative costs which are approximately \$112 per escrow cancelled;

NOW THEREFORE BE IT RESOLVED, that the escrow cancellation fee shall be \$112; said fee shall apply to all escrows received in the Business Services Department on or after February 19, 1990, that subsequently are cancelled; and

RESOLVED FURTHER, that the attached 1990 Fee Schedule effective January 1, 1990, is hereby approved and amended to include the \$112 escrow cancellation fee and;

RESOLVED, that RESOLUTION G-89-114, adopted on November 7, 1989, is hereby cancelled; and

RESOLVED FURTHER, that the managing agent is hereby authorized to advise all escrow and realty offices of this fee change.

Authorize Sale of Marketing Video and to Personalize Real Estate Firms

RESOLUTION G-97-39

Tuesday, April 01, 1997

RESOLVED, that the Board of Directors of this corporation hereby authorizes the sale of the marketing video to the general community for a price of \$5.00 each and that all income generated from the sale of the marketing videos will be designated for use in revising the video, as required; and

RESOLVED FURTHER, that any local real estate company will have a one time chance to have the marketing video carry their personalized marketing message for a fee of \$1,000 and a minimum purchase of 50 videos and that all income generated will be designated for use in revising the video, as required; and

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

Provide Facsimile and Notary Public Services to Residents for a Fee

RESOLUTION G-96-72

Tuesday, August 06, 1996

WHEREAS, staff has received numerous requests to provide Facsimile and Notary Public services to residents; and

WHEREAS, staff feels that it can implement Facsimile and Notary Public services without impairing other regular functions in the Business Office,

NOW THEREFORE BE IT RESOLVED, that the board of directors of this corporation hereby approves the implementation of Facsimile and Notary Services immediately, based on the following fees: Outgoing Facsimile messages: \$2.00 for the first page, and \$

1.00 for each succeeding page; Incoming Facsimile messages: \$1.00 per page; and

RESOLVED FURTHER, that Notary Public services shall be reestablished for residents at fees as set by State of California Statue 8211 (currently \$10.00 per signature for Acknowledgments and Jurats); and

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

Fees Policy to Cover Actual Cost of Preparing and Provide Lenders

RESOLUTION G-92-61

Tuesday, August 04, 1992

WHEREAS, members and potential buyers may seek to obtain financing in order to purchase manors or refinance existing loans, and new federal lending regulations require lenders to obtain extensive information regarding the financial status of homeowners associations; and

WHEREAS, the volume of lenders' requests for information has increased in recent months, thereby adding a significant workload for the Financial Services Division; and

WHEREAS, it is more appropriate that the cost of providing such information should be borne by the users (loan applicants) rather than the community at large;

WHEREAS, it is common practice by other associations to charge fees for providing this information;

NOW THEREFORE BE IT RESOLVED that new fees be established to cover the actual costs of preparing and providing documents requested by lenders.

RESOLVED FURTHER, that the following fees be charged for providing the requested documents: Providing copies of CC&R's, Bylaws, Articles of Incorporation, Annual Budgets, Financial Statements, Reserve Analyses, copies of the Property Manager's contract, etc. - \$40.00; o Completion of Homeowner's Association Certification questionnaires - \$40.00.

RESOLVED FURTHER, that these new fees shall become effective September 1, 1992.

RESOLVED FURTHER, that the 1992 Fee Schedule, adopted by RESOLUTION No. G-91-80 on December 3, 1991, is hereby amended.

Waiver - Intra-Community Transfers

RESOLUTION G-87-15

Tuesday, April 07, 1987

WHEREAS, a payment currently is required by the Golden Rain Foundation of Laguna Hills (this corporation) from each buyer for value of a condominium or cooperative manor within [REDACTED] Laguna Hills as a condition precedent to approval of such buyer for membership in this corporation (the "resale fee"); and

WHEREAS, the Board of Directors of this corporation is aware that, from time to time, a member of this corporation may sell or exchange his/her condominium or cooperative manor and may secure by purchase or exchange another condominium or cooperative manor within [REDACTED] Laguna Hills, and, in connection therewith, is assessed the resale fee; and

WHEREAS, the Board of directors of this corporation desires to waive a substantial portion of the resale fee for an existing member of this corporation, under the following conditions;

NOW THEREFORE, BE IT RESOLVED, that no contributions to the corporate reserve funds shall be required from a member of this corporation who purchases or exchanges a condominium or cooperative manor within [REDACTED] Laguna Hills and, within 180 days either prior or subsequent thereto, sells or exchanges the condominium or cooperative manor previously owned by said member within [REDACTED] Laguna Hills (an intra-community transfer); and if a member has paid a resale fee in connection with a transaction of the type contemplated herein, such resale fee (except the administrative transfer fee) shall be refunded to the member; and

RESOLVED FURTHER, that all intra-community transfers by members of this corporation shall continue to be subject to the administrative transfer fee as determined from time to time by the Board of Directors of this corporation; and

RESOLVED FURTHER, that this policy shall become effective for all intra-community transfers for which the initial escrow opens on or after January 1, 1988; and

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized, on behalf of the corporation, to take such action as they deem appropriate to carry out the purpose of this resolution.

[Fees Related to Membership](#)

Resale Fee

Fee to Prepare a Comparison Resales Report as Long as AARP Offers Service

RESOLUTION G-96-73

Tuesday, August 06, 1996

WHEREAS, the Business Office receives many requests from ██████████ residents for information on resale prices to assist the residents in deciding whether they wish to appeal their real property tax assessed valuations with the Orange County Assessor's Office; and for submitting comparable data to accompany their appeals; and

WHEREAS, the Business Office provides the ██████████ AARP group with the resale statistics to facilitate counseling and appeal assistance, the Business Office refers residents to AARP and as some residents choose not to meet with the AARP counselor, insisting the Business Office provide the information;

NOW THEREFORE BE IT RESOLVED, that the board of directors of this corporation hereby approves the immediate implementation of a \$10.00 fee to cover the cost of preparing a comparison resales report for residents, as long as AARP offers such a service; and

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

Additional Occupant Fee

RESOLUTION 90-19-57

ADOPTED SEPTEMBER 5, 2017 RESOLUTION 90-17-28

REVISED DECEMBER 3, 2019 RESOLUTION 90-19-57

Tuesday, December 3, 2019

WHEREAS, the GRF assessment for net operating costs and reserve contributions is divided equally by the number of units in the Community, regardless of how many individuals occupy a unit.

WHEREAS, an Additional Occupant Fee is charged for each individual in excess of two occupants residing in unit, to account for additional use of community services and facilities.

WHEREAS, the board periodically reviews fees as part of the business planning process to determine adequacy of revenues and shared costs.

NOW THEREFORE BE IT RESOLVED, December 3, 2019, that the Board of Directors of this Corporation hereby sets the Additional Occupant Fee at \$100 per manor per month for each additional occupant over two, to offset costs incurred by the extra occupants, to be effective January 1, 2020.

RESOLVED FURTHER, that such fee shall be reflected on the Fee Schedule.

RESOLVED FURTHER, that Resolution 90-17-28 adopted September 5, 2017 is hereby superseded and cancelled on the effective date of January 1, 2020.

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

Trust Facilities Fee

RESOLUTION 90-18- 48

Tuesday, November 6, 2018

WHEREAS, as Trustee of the Golden Rain Foundation Trust, the Board of Directors of the Golden Rain Foundation is required to maintain and improve the recreational and other amenities available to all residents of Laguna Woods Village; and

WHEREAS, the Board of Directors finds that reinstatement of the capital contribution to the Trust originally required to be made for each manor sold will ensure the continuation of the amenities that make Laguna Woods Village unique;

NOW THEREFORE BE IT RESOLVED, November 6, 2018, that as Trustee of the Golden Rain Foundation Trust, a declaration of Trust recorded March 6, 1964, the Board will impose a fee, to be known as the “Trust Facilities Fee,” in accordance with all terms and conditions contained in this policy statement and in California Civil Code §4580 (as amended by Senate Bill 1128, Stats 2010 Chapter 322, §2, effective January 1, 2011), on all transactions involving the purchase of a separate interest in any of the Trustors’ common interest developments (United Laguna Woods Mutual, Third Laguna Hills Mutual and Mutual Fifty, each of which is hereinafter referred to as a “Trustor”) within the City of Laguna Woods, as an obligation of the purchaser(s); *effective January 1, 2019. For purposes of determining the Effective Date, purchase contracts entered prior to January 1, 2019, in which escrow opens before January 1, 2019, and closes on or before March 31, 2019, are deemed transactions occurring prior to the Effective Date:* and

RESOLVED FURTHER, the Trust Facilities Fee will be a fixed amount, as provided herein and as determined from time to time by the Trustee of the Golden Rain Foundation Trust. The entirety of each such fee, when and as paid by the purchaser(s), shall be

deposited into the Trust Facilities Fee Fund and shall be applicable to all such transactions, excluding the following transfers of a separate interest:

1. Where ownership of a separate interest is joined between a current beneficiary of a Trustor and a non-beneficiary spouse, domestic partner or other relative of such beneficiary;
2. Where ownership of a separate interest is transferred to a non-beneficiary of a Trustor by gift or through inheritance from a beneficiary of a Trustor;
3. Where ownership of a separate interest is transferred by a beneficiary of a Trustor to the current qualifying resident (as defined in the Bylaws of each Trustor) of the separate interest, where the transferor has never been a qualifying resident and has previously paid a Trust Facilities Fee; or
4. Where ownership of a separate interest is being transferred to a trust whose settlor or principal beneficiary is the transferor, or to another trust for estate planning purposes.

RESOLVED FURTHER, effective with escrows opened, or purchase contracts signed, on or after January 1, 2018, the Trust Facilities Fee shall be set at \$5,000 for units with a sales price of \$75,000 or higher and \$2,500 for units that sell below

\$75,000, until modified by the Trustee; and

RESOLVED FURTHER, in accordance with California Civil Code §4580 each new purchase of a separate interest in any of the Trustors' common interest developments within the City of Laguna Woods to which this Trust Facilities Fee applies (i.e., all new purchases other than a transfer qualifying for any of the exclusions set forth in subparagraphs 1-4 above), shall in compliance with California Civil Code §4580 have the option to either:

- (i) pay the fee in its entirety at the time of transfer; or
- (ii) pay the fee amount pursuant to an installment payment plan for a period of seven years.

If the purchaser elects to pay the fee in installment payments under the second of the above statutorily permitted options, then the Trustee may also collect additional amounts not to exceed the actual costs for billing and financing on the amount owed (as set forth below, and in compliance with the Davis-Stirling Act, as the same may be amended from time to time), and if the purchaser sells their separate interest prior to the end of the installment payment plan period, he or she shall pay the remaining balance of the fee owed to the Trustee prior to transfer. A fee of \$10 will be imposed for any late payments.

The Golden Rain Foundation Board shall assess a one-time non-refundable origination fee of \$300 for the preparation of the promissory note and related records. The Golden Rain Foundation Board shall also assess interest not to exceed the maximum rate allowed by law. The Payor(s) of the note may prepay the note in whole prior to maturity date without penalty and may receive, at the request of the Payor(s), evidence of debt fulfillment. Payments received in excess of monthly note installment shall be applied to future Note installments and not a direct reduction of principal. The monthly payment of the Trust Facilities Fee, the origination fee and interest shall be due on the 1st day of each month; and

RESOLVED FURTHER, Resolution 90-17-35, adopted November 7, 2017, is hereby superseded and cancelled; and

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

Transfer Fee

Increase of Administrative Transfer Fee

RESOLUTION G-00-58

Wednesday, July 05, 2000

WHEREAS, the Board of Directors of this Corporation adopted RESOLUTION G-84-122 on December 4, 1984, which established an administrative transfer fee of \$250; and

WHEREAS, on October 5, 1993, the Board of Directors adopted RESOLUTION G-93-107, which approved a schedule of fees and increased the administrative transfer fee to \$300;

NOW THEREFORE BE IT RESOLVED, July 5, 2000 that the Board of Directors of this Corporation hereby increases the Administrative Transfer Fee from \$300 to \$350, effective January 1, 2001, for all escrows opened on or after that date; and

RESOLVED FURTHER, that this increase shall be reflected in the schedule of fees, which is adopted with the annual Business Plan; and

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

RESOLVED FURTHER, that RESOLUTION G-93-107, adopted October 5, 1993 is hereby superseded and canceled.

Transfer Charge

RESOLUTION G-83-02

Tuesday, January 04, 1983

RESOLVED, that prior to approval of the transfer of any membership or any interest therein, without consideration, a charge of \$35.00 shall be payable by the transferee(s) of said membership or interest therein as a transfer charge;

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized and directed to take such action as may be necessary to carry out the purposes of this resolution; and

RESOLVED FURTHER, that RESOLUTION No. G-80-24 adopted on March 17, 1980, is hereby cancelled.

ID Card Fee

Authorization to Take New ID Card Photos in Home of Disabled for \$5 Fee

RESOLUTION G-97-02

Tuesday, January 07, 1997

WHEREAS, there are handicapped or disabled residents who are unable to come to the Administration Building to have their photos taken for the new Resident ID Cards;

NOW THEREFORE BE IT RESOLVED, that the officers and agents of this corporation are hereby authorized to:

Collect a \$5.00 fee for each home visit for purposes of taking ID card photos.

Limit visits to by appointment only.

The Managing Agent will establish the necessary procedures for collecting fees and establishing schedules.

Publicize this service through the [REDACTED] News and Channel 6.

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

Reduce Lessee ID Card Fee

RESOLUTION G-96-103

Tuesday, December 03, 1996

WHEREAS, it has been a long-time practice to issue Lessee ID Cards up to a maximum of 12 months and if the leases are executed for more than 12-months, the Lessee must have his ID card renewed at the end of each 12 month period; and

WHEREAS, the ID Card renewal fee established by GRF has been \$20.00 and it has been determined that the actual cost of postage and materials to notify the lessee to renew the card is less than \$20.00 (subsection (c) of Civil Code 1368 requires that such costs be limited to the actual costs of the work performed); and

WHEREAS, with the implementation of the new photo ID Card program makes the issuance of a new card with a lease extension unnecessary or if the card requires renewal, year and month stickers denoting the end of the lease period will continue to be affixed;

NOW THEREFORE BE IT REVOLVED, that the fee shall be reduced to \$10.00 effective January 1, 1997; and

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

Lost I.D. Card Replacement Fee Policy

RESOLUTION G-95-18

Tuesday, March 07, 1995

WHEREAS, RESOLUTION G-94-62 adopted on August 2, 1994, established a \$25 fee for lost identification cards based on the time and cost involved in making replacement cards; and;

WHEREAS, the aforementioned resolution did not address certain circumstances such as theft;

NOW THEREFORE BE IT RESOLVED, that the board of directors of this corporation hereby authorizes its managing agent to impose the \$25 replacement identification card for lost identification cards EXCEPT in the instances where an individual presents a theft report from a bonafide police agency or the ██████████ Security Division to the Business Office of the managing agent; and

RESOLVED FURTHER, that in the instances where an individual produces evidence that the lost identification card has been subsequently found, that individual will be refunded \$15; and

RESOLVED FURTHER, that RESOLUTION G-94-62, adopted on August 2, 1994, 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 the purpose of this resolution.

Non-Return of Identification Card Fee

RESOLUTION 90-18- 35

Tuesday, August 7, 2018

WHEREAS, the Golden Rain Foundation requires that all approved individuals to reside in the Village register and carry an ID card with them at all times; and

WHEREAS, the Resident Services Department issues ID cards and vehicle decals when a resident is approved to reside in the unit;

NOW THEREFORE BE IT RESOLVED, August 7, 2018, that the Board of Directors of this Corporation hereby establishes a fee for non-return of ID cards of \$125; and

RESOLVE FURTHER, that the Board of Directors of this Corporation reaffirms its non-return fee of \$125 for vehicle decals; and

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

Fees Related to Vehicles

EV Charge Station Fees

RESOLUTION 90-18- 20

Tuesday, May 1, 2018

WHEREAS, the Golden Rain Foundation of Laguna Woods Village (GRF) desires to adopt renewable energy initiatives in the Community; and

WHEREAS, a dual-port EV charging station was installed at the north-west corner of the Community Center parking lot, adjacent to the trash enclosure

(ATT1), and is powered by a meter billed to the Golden Rain Foundation; and

WHEREAS, the charge station is operated under contract with ChargePoint and registration on the www.chargepoint.com website is required to use the charge station.

NOW THEREFORE BE IT RESOLVED, on May 1, 2018, that GRF adopts a fee schedule for the EV charging station located at the Community Center parking lot, designed to provide free charging to GRF fleet vehicles, to cover average cost of charging for Laguna Woods Village residents and VMS Inc. employees, and to set a rate comparable to fuel costs for all other users;

RESOLVED FURTHER, the Board ratifies the current fee schedule:

<u>User Type</u>	<u>Fee Amount</u>
GRF Fleet Vehicles	Free
Residents	\$0.17 per kWh
VMS Employees	\$0.17 per kWh

General Public \$0.30 per kWh

RESOLVED FURTHER, the Board will periodically review electricity bills to determine appropriate adjustments in the charge rates and amounts will be published on the GRF Fee 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.

Broadband Fees

Authorize Leasing of High Definition (HD) DTA Converter Boxes

RESOLUTION 90-16- 09

Tuesday, February 02, 2016

WHEREAS, in an effort to provide a low cost alternative for the community to view additional programming; and

WHEREAS, February 5, 2013 GRF approved funding for an all-digital cable system and the purchase of digital to analog (DTA) converter boxes, RESOLUTION 90-13-19; and

NOW THEREFORE BE IT RESOLVED, February 2, 2016, that the Board of Directors of this Corporation hereby authorizes leasing of High Definition (HD) DTA converter boxes for a monthly fee of \$4.95, to residents who wish to see additional programming; and

RESOLVED FURTHER, that the HD DTA converter box could be installed by the resident or be installed by a technician at the current installation fee of \$30.00; and

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

Approve Digital to Analog (DTA) Converter Boxes for Resident Purchase

RESOLUTION 90-14- 39

Tuesday, August 05, 2014

WHEREAS, phase one of the cable system transition to an all-digital system has been completed and phase two eliminating the duplicated analog channels is scheduled to begin this year and extend for a period of approximately two years; and

WHEREAS, residents who do not upgrade their television sets will not be able to see the eliminated analog channels. In order for a resident to continue to view the programming a DTA converter box will be necessary;

WHEREAS, February 5, 2013 GRF approved funding for an all-digital cable system and the purchase of digital to analog (DTA) converter boxes, RESOLUTION 90-13-19; and

NOW THEREFORE BE IT RESOLVED, August 5, 2014, that the Board of Directors of this Corporation hereby authorizes selling DTA converter boxes at a cost of \$40.00 for a standard DTA and \$55.00 for an HD DTA, to residents who wish to continue to see the eliminated analog channels; and

RESOLVED FURTHER, that the DTA converter box could be installed by the resident or be installed by a technician at the current installation fee of \$30.00, the resident would own and be responsible for any repair or replacement of the DTA converter box after the one year manufacturer warranty expires; and

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

[Collection Policy for Broadband Services](#)

RESOLUTION 90-19-33

Tuesday, August 6, 2019

WHEREAS, there has been presented to the Board a proposal whereby the Broadband Division of Village Management Services, Inc. (“VMS” or “Agent”), acting as managing agent on behalf of this Corporation, would automatically, when Members are delinquent in payment of their premium channel and or equipment rental charges, send notices (in compliance with FCC regulations) inclusive of a late fee and take action to suspend such Member’s premium channel service; and

WHEREAS, it has further been proposed that such notices be sent as an administrative action and without separate Board review or approval as to each instance; and

WHEREAS, the Board of Directors of this Corporation has considered and discussed this procedure and has determined that it is in the best interests of this Corporation and its Members for its Agent to automatically send notices (which notices shall comply with all FCC regulations) inclusive of a \$10.00 late fee subsequent to each 30 days of delinquency, to suspend premium channel service to Members who have been delinquent for at least sixty (60) days, without the need for any further Board approval.

WHEREAS, the Board of Directors of this Corporation has considered and discussed this procedure and has determined that it is in the best interests of this Corporation and its Members for its Agent to charge Lessees an equipment rental deposit prior to issuance of equipment an amount consistent with the then current fee schedule.

NOW, THEREFORE BE IT RESOLVED, August 6, 2019, that the Agent, acting through its Broadband Division, effectuate a policy whereby for any Member (60) days delinquent in payment of their premium channel charges, that notices sent out in compliance with FCC

regulations would suspend premium channel service until such time as the Members have paid any outstanding delinquent amounts; and

RESOLVED FURTHER, that the Agent is hereby authorized and directed to take all such action, assess all such late fees and send all such notices as they deem necessary or advisable for the purpose of effectuating this Resolution; and

RESOLVED FURTHER, that any actions taken to date by the Agent pursuant to which they have previously delivered notices suspending premium channel service to Members who were delinquent in their premium channel charges, are hereby ratified and approved; and

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

Recreation Fees

RESOLUTION 90-13-104

Tuesday, December 03, 2013

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, residents wishing to use the GRF Facilities execute the “Facility Reservation Agreement” which currently indemnifies GRF; and

WHEREAS, in response to a number of Clubs and residents requesting a change regarding the requirements, the Board agrees to remove the indemnification language provision from the standard form of the GRF Reservation Agreement;

NOW THEREFORE BE IT RESOLVED, December 3, 2013, that the Board of Directors of this Corporation hereby adopts the revisions to its Facility Reservation Agreement (as attached to the minutes of this meeting) by deleting in its entirety the express indemnification language; providing that neither party would have an express obligation to indemnify the other; and

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

GOLDEN RAIN FOUNDATION FACILITY RESERVATION AGREEMENT

I ACKNOWLEDGE AND AGREE THAT I, FOR MYSELF OR ON BEHALF OF THE PERSONS, CLUB, GROUP OR ORGANIZATION I REPRESENT (COLLECTIVELY “APPLICANT”), ACCEPT THIS RESERVATION SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

1. APPLICANT agrees that Golden Rain Foundation of Laguna Woods (“GRF”) and its Managing Agent, Professional Community Management, Inc. (“PCM”) and their employees and directors are not responsible for any program, activity, or content thereof, that takes place during APPLICANT’S use of GRF facilities. If the City of Laguna Woods requires a Special Event Permit relating to the use of this GRF facility, APPLICANT agrees to comply with the City’s requirements. In the event that the City requires APPLICANT to obtain insurance in order to obtain a Special Event Permit from the City, APPLICANT shall name GRF and PCM, and their employees, directors and agents, as additional insureds. APPLICANT agrees to provide a copy of the policy or a specific endorsement that shows coverage to GRF, if requested.
2. APPLICANT 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. 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 APPLICANT has violated any local, state and/or federal law, GRF may immediately, without further notice, terminate the GRF permit, and the APPLICANT shall thereupon immediately cease all activities under the permit. APPLICANT agrees to use the facilities in accordance with GRF Recreation Division Policy and Recreation Operating Rules, as approved and updated from time to time. GRF Recreation Division Policy and Recreation Operating Rules can be viewed online at www.lagunawoodsvillage.com. (Select Recreation, then locate the GRF Approved Recreation Division Policy and Recreation Operating Rules on the side bar.)
3. APPLICANT agrees to use GRF facilities only for the purpose and hours specified on the permit. The specified hours include decorating, food preparation, and clean up time. Any hours beyond permitted time and/or beyond the facility’s closing time will result in additional hourly rental, staff charges, a processing fee, and may result in disciplinary action, unless prior arrangements have been made with, and agreed to by the Clubhouse Supervisor.
4. APPLICANT agrees that styrofoam products are not permitted in any GRF facility.
5. APPLICANT agrees to comply with all applicable governmental regulations and obtain permits as required. This includes raffles, bingo and event signage. Further information may be obtained from the City of Laguna Woods.
6. APPLICANT agrees that this (these) reservation(s) is (are) only for the GRF facility specified on the facility permit. Other GRF facilities, such as swimming pools, billiard rooms, etc., are not included.

7. APPLICANT agrees that any caterer, other than those on the list of pre-approved caterers, must be approved in advance. The approval process may take several weeks, depending on your caterers' insurance program, and is not guaranteed. See the Requirements for Caterers/Vendors document for more information.
8. APPLICANT agrees to make arrangements with appropriate Clubhouse Staff one month in advance for additional services, such as Technicians, Door Hosts, Bartenders, etc. and any special equipment that may be available at the GRF facility. APPLICANT understands that APPLICANT will be billed for any additional staffing requirements.
9. APPLICANT agrees that guests will be accompanied by a Laguna Woods Village resident, who will be present during the duration of the reservation. APPLICANT agrees that APPLICANT is responsible for the behavior of all attendees and for leaving the GRF facilities in the same state of cleanliness and repair as APPLICANT received them. APPLICANT agrees to pay for any necessary cleanup costs and/or damages caused by APPLICANT or its attendees that take place during APPLICANT'S use of GRF facilities.
10. APPLICANT agrees that cancellations must be made at least 14 days in advance of the scheduled event, by signing a cancellation form, obtainable in the Recreation Division office. Failure to do so will result in the complete forfeiture of the Set-up Fee and Room Reservation Fee. A processing fee applies to every cancellation and/or change made to each and every reservation. Refunds will be credited to a credit card.
11. APPLICANT agrees that GRF facilities are smoke free. APPLICANT is responsible for inquiring with Clubhouse Staff about designated smoking areas and notifying APPLICANT'S attendees.
12. APPLICANT agrees to contact the Clubhouse Staff at least one week prior to the event to arrange set-up requirements and equipment needs, etc. Gate Clearance Form must be submitted to Community Access at least four business days prior to event.

APPLICANT ACKNOWLEDGES AND AGREES THAT APPLICANT SHALL CONTACT THE GRF RECREATION DIVISION IN ADVANCE OF EACH SPECIFIC EVENT FOR WHICH APPLICANT DESIRES TO USE THE GRF FACILITY ACCORDING TO THE TERMS AND CONDITIONS LISTED ABOVE.

APPLICANT ACKNOWLEDGES THAT IT HAS EITHER RECEIVED OR BEEN OFFERED THE FOLLOWING DOCUMENTS FROM THE GRF RECREATION DIVISION AND THAT IT

UNDERSTANDS THEIR CONTENT: Facility Permit, Payment Receipt, List of Caterers Meeting the Insurance Requirements to Utilize GRF Facilities, Community Access Gate Clearance, Responsibilities When Using Laguna Woods Village Kitchen and Dining Room Facilities, Reservation Checklist, and copy of Reservation Agreement, when signed once a year.



____ **Initial** An Exception Rental Rate applies to all weddings and/or wedding receptions for non-residents, as well as other exceptions, such as when an outside organization or club for which the resident is making a reservation.

Non-resident weddings are for parents, children, and grandchildren of residents only. An outside organization is defined as an organization not recognized by the Recreation Division as a Laguna Woods Village Club. APPLICANT understands the exception policy, including the difference in charges.

I have read and understand the above information. I further understand that it is my responsibility to make sure that any members of the club I am representing, and other attendees, are also informed of the above. I further understand that if I/we violate any of the above, I/we may be subject to member disciplinary action.



Applicant's Signature: _____

Applicant's Printed Name: _____ Date: _____

Room Reservation Rate Pricing Policy

RESOLUTION 90-17- 36

Tuesday, November 7, 2017

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 desires to follow a pricing policy to prescribe the cost basis for determining room rental fees; and

NOW THEREFORE BE IT RESOLVED, November 7, 2017, that the Board of Directors of this Corporation hereby adopts the following policy:

Resident Room Reservation Fee

- I. An equal hourly rate will be applied for private party, club and church/religious reservations.
- II. A Resident Room Reservation Fee shall be charged for the amount of time required for the use of a reservable room, beginning with a two-hour minimum and increasing in hourly increments thereafter, with large ballrooms and main lounges requiring a four-hour minimum.
- III. A Setup Fee shall be charged for the time blocked out prior to and/or after each reservation necessary to prepare/cleanup the room, during which the room is not available to other users.
- IV. The reservation and setup fees shall be based on the estimated hourly cost of each reservable room, rounded up to the nearest dollar, and will be adjusted annually on the basis of annual operational costs, capital costs, reservable hours, and a percentage to be shared by the Community at large.
- V. The percentage to be shared by the Community at large to maintain an equitable and reasonable division between the user and the monthly assessment shall be 82 percent for all rooms.
- VI. The charge for Performing Arts Center Auditorium Event with Admission shall be a flat fee of \$395 per day.

Reservation Exception Rates

A rate that is different from the resident rate shall apply to all room reservations that meet the criteria for the "Exception Rate" as defined in the GRF Recreation Division Policy. This rate shall be applied as follows:

- I. An exception rate room reservation fee shall be charged for the amount of time required for the use of a reservable room, beginning with a two-hour minimum and increasing in hourly increments thereafter.
- II. In the case of the Performing Arts Center Auditorium, the exception rate room reservation fee shall be charged on a daily basis.

- III. A setup fee shall be charged for the time blocked out prior to and/or after each reservation necessary to prepare/clean-up the room, during which the room is not available to other users.
- IV. The exception rate room reservation fee and setup fee shall be based on the lowest hourly rental fee charged for similar facilities outside of the Village, but in the local area, discounted by 50 percent; and rounded up to the nearest dollar.
- V. For Performing Arts Center Auditorium, the exception rate shall be based on the lowest daily per-seat rental fee charged for similar facilities outside of the Village, but in the local area, discounted by 50 percent; and rounded up to the nearest dollar.
- VI. The exception rate room reservation fees will be adjusted periodically on the basis of changes in the external rental fees and the percentage discount; then reflected on the fee schedule.

RESOLVED FURTHER, that this resolution shall be effective January 1, 2018, at which time RESOLUTION 90-10- 70 adopted September 7, 2010, and RESOLUTION 90-10- 94 adopted November 2, 2010, and RESOLUTION 90-13- 44 adopted May 7, 2013, are hereby superseded and canceled.

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

Ten Percent for Independent Contractors

RESOLUTION No. 2367

Tuesday, January 04, 1977

RESOLVED, that the officers and agents of this corporation are hereby authorized, on behalf of the corporation, to permit use of facilities of this corporation by certain independent contractors for the purpose of giving instructions to resident members of the corporation in connection with education and recreation activities;

RESOLVED FURTHER, that said independent contractors shall be charged an amount equal to ten percent (10%) of gross income received by them for such services; and

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized, on behalf of the corporation, to execute such documents and take such other action as they may deem necessary to carry out the purposes of this resolution.

Five Percent Charged for Catering

RESOLUTION No. 2366

Tuesday, January 04, 1977

RESOLVED, that the officers and agents of this corporation are hereby authorized, on behalf of the corporation, to permit use of facilities of this corporation by certain independent contractors for the purpose of providing catering services in connection with education and recreation activities;

RESOLVED FURTHER, that said independent contractors shall be charged an amount equal to five percent (5%) of gross income received by them for such services;

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized, on behalf of the corporation, to execute such documents and take such other action as they may deem necessary to carry out the purposes of this resolution; and

RESOLVED FURTHER, that this resolution shall become effective on July 1, 1977.

Security Fees

Fine Schedule for Violations of Gate Clearance Rules

RESOLUTION 90-15- 36

Tuesday, July 07, 2015

WHEREAS, the same rules apply for non-resident gate access to manor residences with the exception of the use of the Tear Off Flyer for estate sales/sales with non-resident guests; and

NOW THEREFORE BE IT RESOLVED, July 7, 2015, the Board of Directors of this Corporation hereby adopts a Fee Fine Schedule for violations to the gate clearance rules; and

RESOLVED FURTHER, a Member Resident who violates the gate clearance rules for non-residents shall pay a fee fine of \$100 for the First Offense; \$150 for the Second Offense; and \$200 for the Third Offense; and

RESOLVED FURTHER, upon a Third Offense, in addition to the Fee Fine, the Member Resident will be brought before the GRF Disciplinary Committee to determine if further action is needed; and

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

Schedule of Traffic Fines

RESOLUTION 90-18- 08

Tuesday, February 6, 2018

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 Fines.

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

RESOLVED FURTHER, Resolution 90-14-73 adopted December 2, 2014, 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.

#	Type of Violation	1 st	2 nd	3 ^r	4 th +	1 st	2 nd	3 rd	4 th
680	Reckless Driving	\$140	\$280			\$150	\$300	\$300	\$300
690	Headlight	\$10	\$20			\$2	\$25	\$25	\$25
691	Riding a bicycle on Sidewalk	No	\$25	\$5		\$2	\$25	\$50	\$50
0010	Abandoned vehicle	No	\$20	\$3	\$40	\$2	\$25	\$50	\$50
700	No Parking Zone	\$35	\$50	\$7	\$100	\$2	\$50	\$75	\$100
720	Limited Time Parking	No	\$20	\$3	\$40	\$2	\$25	\$50	\$75
721	RV over 6 hour limit	No	\$20	\$3	\$40	\$2	\$25	\$50	\$75
722	Advertising on vehicle	No	\$20	\$3	\$40	\$2	\$25	\$50	\$75
724	Parked on sidewalk or grass	No	\$20	\$3	\$40	\$2	\$25	\$50	\$75
726	Parked blocking access	No	\$20	\$3	\$40	\$2	\$25	\$50	\$75
727	No Valid Decal or Permit Displayed	No	\$20	\$3	\$40	\$2	\$25	\$50	\$50
730	Other Parking Violations	No	\$20	\$3	\$40	\$2	\$25	\$50	\$50
750	Pedestrian Violations	No	\$20	\$3	\$40	\$2	\$25	\$50	\$50
830	Wheel Block	\$40	\$60	\$8		\$2	\$50	\$75	\$100
840	Jack Support	\$40	\$60	\$8		\$2	\$50	\$75	\$100
850	Maintenance or Repair	\$50	\$100	\$1		\$2	\$50	\$75	\$100

Allow of Electronic Personal Assistive Mobility Devices (EPAMDs)

RESOLUTION 90-09-15

Tuesday, March 03, 2009

WHEREAS, GRF desired an evaluation of Electronic Personal Assistive Mobility Devices (EPAMDs), as defined by the State of California, to ensure equal treatment of both existing and emerging technologies affecting safe personal transportation needs of its members and adult guests; and

WHEREAS, of particular interest is an EPAMD with the commercial name of Segway, and

WHEREAS, the Segway meets the state of California's definition of an EPAMD; and

WHEREAS, The State of California encourages the use of EPAMDs in an effort to reduce the states traffic and air pollution problems and declares that the EPAMD is part of the states program to use no-emission vehicles;

NOW THEREFORE BE IT RESOLVED, March 3, 2009, that the Board of Directors of this Corporation hereby allows the use of Electronic Personal Assistive Mobility Devices (EPAMDs) within the Community, with the following contingencies to which each operator of such device shall agree to:

Operate the EPAMD at a speed that is reasonable and prudent but never faster than 4.5 MPH on sidewalks and crosswalks in the community;

Not operate an EPAMD at a speed that endangers the safety of persons or property, or with willful or wanton disregard for the safety of persons or property;

Operate an EPAMD in such a way as to yield the right-of-way to all pedestrians on foot, including persons with disabilities using assistive devices and service animals that are close enough to constitute a hazard;

Operate the EPAMD only on sidewalks and cross walks in the Community,

Indemnify, defend and hold harmless GRF, the housing mutuals and their agent for loss arising out of the ownership, maintenance or use of the EPAMD, and

Abide by all state and local laws and community rules.

The owner and/or operator shall be responsible for safe use of the device and will be responsible for complying with all safe use measures recommended by the manufacturer or any other regulating body.

RESOLVED FURTHER, that in order to endeavor to ensure safe operation of the devices, an annual permit shall be required for operation of EPAMDs on sidewalks in the community, which shall include:

A written statement signed by the operators physician that the operator has consulted with their physician and that they are in satisfactory health to operate the EPAMD. Medical consultation is at the members cost

Proof of Homeowners Liability Insurance, Personal Liability Insurance, or Personal Umbrella Liability Insurance, with limits per person or combined single limit of not less than \$500,000 per occurrence.

RESOLVED FURTHER, that a one time permit processing fee of \$10.00 shall be charged to the applicant at the time of original application; and

RESOLVED FURTHER, that the use of roller skates, in-line skates and any skateboard-based scooters within the Community shall be prohibited; and

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

Schedule of Monetary Penalties for the Recreational Vehicle Parking Areas

RESOLUTION 90-07- 60

Tuesday, August 07, 2007

WHEREAS, by way of RESOLUTION 90-07- 03 the Board approved the Recreational Vehicle Parking Areas #A and #B Rules and Regulations which are precautionary rules and regulations intended to protect the property of GRF as well as the residents who utilize the RV Lots; and

WHEREAS, the Security Division has the primary responsibility for administration, governance and coordinating maintenance issues of the Recreational Vehicle Parking Lots A and B; and

WHEREAS, currently, there is no monetary penalty policy set in place for violations of the RV rules and regulations;

NOW THEREFORE BE IT RESOLVED, August 7, 2007 that the Board of Directors of this Corporation hereby adopts a Schedule of Monetary Penalties for the Recreational Vehicle Parking Areas, as attached to the official minutes of this Corporation; and

RESOLVED FURTHER, that such Schedule of Monetary fines will provide the Board of Directors with a fair and progressive set of guidelines to use when hearing member disciplinary matters and assessing fines pursuant to the issuance of Notices of Violation; and

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

Schedule of Monetary Fines: Recreational Vehicle Parking Areas*			
Violation	1st Offense	2nd Offense	3rd Offense (or more)
Hazardous Material Violation	\$50	\$100	\$150
Wheel Block Violation	\$0	\$20	\$30
Jack Support Violation	\$20	\$30	\$40
Maintenance or Repair Violation	\$20	\$30	\$40
Miscellaneous (Minor)	\$0	\$20	\$30
Miscellaneous (Major)	\$20	\$30	\$40
*Consult the Recreational Vehicle Parking Areas Rules & Regulations manual for further detail on RV Lot traffic violations			

Security Fees for Emergency Services.

RESOLUTION G-93-43

Tuesday, May 04, 1993

RESOLVED, that the Officers and Agents of this corporation are hereby authorized to charge residents a \$10.00 service fee and an hourly rate while they are responding to a manor where no one is home to give entry to and stand by maintenance personnel while emergency work is completed in the manor. Said fee and charges by Security Division are in addition to the charges for the maintenance work;

RESOLVED FURTHER, that if Security must respond and stand by while maintenance personnel complete work previously scheduled by the resident who fails to keep the appointment or who insists on leaving prior to the necessary completion of the work, then the Security Division will charge a \$50.00 service fee plus an hourly rate while standing by. The hourly rate billed would be \$20.00 per hour charged in six minute increments. Residents shall be advised of this policy when work order is placed through the Customer Service Department. Said fee and charges are in addition to the charges for the work performed by maintenance personnel.

Storage Area Fee

User Fee for RV Lots for 2018

RESOLUTION 90-17- 37

Tuesday, November 7, 2017

WHEREAS, Golden Rain Foundation of Laguna Woods has administration control of Recreational Vehicles (RV) Lot A & B and these spaces have been rented to residents; and

WHEREAS, the current rate was last increased on January 1, 2007;

NOW THEREFORE BE IT RESOLVED, November 7, 2017, that the Board of Directors of this Corporation hereby increases the RV lot fee from \$160 per space to \$320.00 per space per year, effective January 1, 2018; and

RESOLVED FURTHER, that the single flat fee shall be charged to users of all recreational vehicles, trailers, boats, and trailer combinations or units regardless of overall length, and that the fee be included in the Monetary Fee Schedule; and

RESOLVED FURTHER, that RESOLUTION 90-06- 95, adopted November 7, 2006 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 the purpose of this resolution.

\$30 Guest Fee for RV Lot Parking up to (2) Weeks

RESOLUTION G-98-24

Tuesday, April 07, 1998

RESOLVED, that the Board of Directors of this Corporation on behalf of the Corporation is hereby authorized to approve the implementation of a \$30.00 guest fee, effective May 1, 1998, to allow guests of residents to park a recreational vehicle in the recreational vehicle lot for up to two weeks; and

RESOLVED FURTHER, that the security division is hereby authorized to extend the duration of the guest RV parking at the RV lot on an availability basis for a maximum of an additional two weeks at an additional cost of \$30.00; and

RESOLVED FURTHER, that the Officers and Agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

[Electronic Payment Policy](#)

RESOLUTION 90-18- 34

Tuesday August 7, 2018

WHEREAS, Golden Rain Foundation of Laguna Woods Village (GRF) has adopted several electronic payment methods over the years; and

WHEREAS, credit card payments are accepted at several point-of-sale locations, such as those used at the Village Greens (Resolution 90-11-102), Broadband Services (Resolution 90-12-130), and the Performing Arts Center (90-14-01), with the associated merchant processing fees absorbed into operations at these revenue-generating operations; and

WHEREAS, GRF offers an electronic payment method for monthly assessments called EZPay and 70 percent of Laguna Woods Village members take advantage of this free auto-debit service to automatically deduct assessments from their bank account while other members use their own online banking service to generate electronic payments: both of these low-cost services continue without user fees; and

WHEREAS, GRF desires to increase electronic payment options for assessments and introduce options for chargeable services; and

WHEREAS, GRF has initiated a service agreement to process electronic payments via the Community's resident portal and in person at the Community Center, which will be activated once the technology infrastructure is in place;

NOW THEREFORE BE IT RESOLVED, on August 7, 2018, that GRF

introduces the acceptance of electronic payments for assessments, fines, fees, and chargeable services; and

RESOLVED FURTHER, for assessments the payor will be charged a convenience fee equal to an amount necessary to offset all processing fees contracted with the merchant provider, currently 2.95% per credit card transaction; and

RESOLVED FURTHER, fees will be updated as needed based on contractual agreements and passed on to the payor without further resolution updates; and

RESOLVED FURTHER, that Resolution 90-18-21 adopted May 1, 2018, 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.

Security Services Policy

Security Committee Charters

Disaster Preparedness Task Force

RESOLUTION 90-18- 37

Tuesday August 7, 2018

WHEREAS, a Disaster Preparedness Task Force was established on February 4, 1992, pursuant to Article VI, Section I, of the Bylaws of this corporation;

WHEREAS, the Task Force is comprised of Directors from the Golden Rain Foundation, all three Mutual's, Staff and residents who are experienced in emergency preparedness and who volunteer their time;

WHEREAS, the Task Force focus is to recruit and train Good Neighbor Building/Block Captains;

WHEREAS, the Task Force's purpose is to educate and train residents on disaster preparedness; and

NOW THEREFORE BE IT RESOLVED that the Disaster Preparedness Task Force shall be charged with the following duties and responsibilities:

1. Serve as liaison between the Security and Community Access Committee (SCAC) and Security Department regarding resident disaster preparedness;
2. Meet regularly where the Chief of Security, or designee, will act as Chair;
3. Encourage the continued communication between the Security Department and Laguna Woods residents concerning disaster policies, functions, operations and activities;
4. Inform the SCAC of the latest developments, trends and innovations in the field of disaster preparedness;
5. Promote and encourage continued communications and training between the SCAC, Good Neighbor Block Captains, and residents on disaster preparedness issues affecting the general well- being of the Village;
6. Review, update, train, and evaluate regularly the Emergency Operations Plan and update the rosters of resident volunteer members of the Disaster Preparedness Task Force; and
7. Perform other tasks as may be assigned by the Chief of Security.

NOW THEREFORE BE IT RESOLVED, August 7, 2018, that the Board of Directors of this Corporation hereby adopts the Disaster Preparedness Task Force duties and responsibilities;

RESOLVED FURTHER, that Resolution 90-17-25 adopted June 6, 2017, is hereby superseded in its entirety and no longer in effect;

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

Security and Community Access Committee Charter

RESOLUTION 90-14- 08

Tuesday, February 04, 2014

RESOLVED, February 4, 2014, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Committee, as follows:

1. Perform the duties and responsibilities imposed upon all standing committees as set forth in the resolution entitled, "General Duties of Standing Committees."
2. Serve as liaison between all Boards for the Security Division and the Community Access Department.
3. Establish a committee of three (3) or more GRF Board members with authority to enforce a traffic violation enforcement program and to conduct hearings respecting all traffic violations occurring on GRF property and to impose monetary penalties based on the results of such hearings; provided that such hearings shall be conducted in accordance with policies established by the Board of Directors, and any monetary penalties shall be imposed only in accordance with the schedule of monetary penalties adopted and distributed by the Board of Directors.
4. Review the capital requirements, service levels, and projected revenue related to the Security Division operations and recommend appropriate action to the GRF Business Planning Committee.
5. Review all unbudgeted requests for programs or capital equipment originated by the Security Division and recommend appropriate action to the Finance Committee.
6. Review and evaluate existing security policies and recommend changes of said policies, as appropriate, to the GRF Board.
7. Evaluate and respond to suggestions and/or complaints regarding the use, modification, or expansion of GRF property relating to the security needs of the community. If said modification or expansion requires additional facilities or potential relocation, all suggestions shall be forwarded to the Business Planning Committee for consideration and prioritization.
8. Encourage the continued communication between the GRF Board and its resident members concerning security policies, functions, operations and activities.
9. Educate and inform the GRF Board as to the latest developments, trends and innovations in the field of community association security.

10. Provide liaison between the Disaster Preparedness Task Force and GRF Board of Directors, and include a representative of the Disaster Preparedness Task Force on the Security and Community Access Committee as an advisor on Disaster Preparedness Task Force matters.

RESOLVED FURTHER, that RESOLUTION 90-12-10, adopted January 3, 2012, is hereby superseded and canceled.

Gate Renovation Ad Hoc Committee Charter

RESOLUTION 90-08- 28

Tuesday, April 01, 2008

WHEREAS, on February 5, 2008 the Board of Directors of this Corporation (Board) created a Gate Renovation Ad Hoc Committee for the purpose of recommending to the Board improvements to the Community's gates/entryways:

NOW THEREFORE BE IT RESOLVED, April 1, 2008 that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Ad Hoc Committee as follows:

In accordance with Capital Plan Item P08015 (Plan), the Gate Renovation Ad Hoc Committee will work with a professional consultant and staff to compile and determine all design criteria for a Gate Renovation Program.

In addition, together with the consultant and staff, the Committee will present to the Board for review and approval an implementation plan for the scope of work defined in the Plan. When evaluating Community-wide concepts such as architectural treatments, the Committee shall consider an overall Community Plan, even though the current appropriation contemplates only two gates.

The Committee will focus on areas such as:

Security Needs

Traffic engineering and management

Entryway design and architectural treatments

Signage and logo placement/integration

Focal features

Pavement finishes Wall placement and finishes

Planting plans

Lighting

RESOLVED FURTHER, that the Ad Hoc Committee shall report and make recommendations to the GRF Board, but will also request comments on its recommendations prior to submittal of its

work to the Board from the following GRF committees: Landscape, Maintenance and Construction, and Security and Community Access Committee; and

RESOLVED FURTHER, that the Ad Hoc Committee shall report on its activities to the GRF Board periodically or when requested by the GRF Board; and

RESOLVED FURTHER, that upon conclusion of the Committees work, it will be disbanded by the Board; and

RESOLVED FURTHER, that the Gate Renovation Ad Hoc Committee shall perform such other duties as may be assigned by the Board.

Security Policy

Bicycle Patrol Unit Established

RESOLUTION 90-17- 02

Tuesday, January 3, 2017

WHEREAS, the Security & Community Access Committee has recommended establishing a Bicycle Patrol Unit with a supplemental appropriation of \$2,200 to be funded from the Contingency Fund, to patrol areas where traditional patrol vehicles cannot; and

WHEREAS, there have been cases in which accessibility has been limited due to the size of the vehicle or the distance to cover was too far by foot; and

WHEREAS, a Bicycle Patrol Unit is an effective solution for the Laguna Woods Village Security Division to address these issues;

WHEREAS, a Bicycle Patrol Unit is an effective public relations tool in that it provides interaction with the community and results in more than twice as many field contacts with the public;

NOW THEREFORE BE IT RESOLVED, ~~February 7, 2017~~, *January 3, 2017*, that the Board of Directors of this Corporation hereby establishes a Bicycle Patrol Unit with a supplemental appropriation of \$2,200 to be funded from the Contingency Fund; and

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

Addition of Age-Certification Language to the Annual Guest Pass Renewal

RESOLUTION 90-08- 21

Tuesday, March 04, 2008

WHEREAS, in 1995, the Housing for Older Persons Act was enacted, which requires that at least 80% of all units in an age-restricted community be occupied by a person 55 years of age or

older, and that the community publish and follow policies and procedures which demonstrate an intention to maintain housing for persons 55 years of age and older;

NOW THEREFORE BE IT RESOLVED, March 4, 2008 that the Board of Directors hereby establishes a separate and independent age verification procedure every two years by adding age-certification language to the existing annual guest pass renewal as a condition of renewing guest passes; and

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

Hate crime or Incident Policy

RESOLUTION 90-07- 01

Tuesday, January 02, 2007

WHEREAS, it is the desire of the Corporation to create an environment that is safe for all residents and free of attack against an individual's disability, gender, nationality, race or ethnicity, religion, and/or sexual orientation; and

WHEREAS, to support residents in that regard the Board of Directors of this Corporation desires to implement procedures to help individuals efficiently and effectively report hate crimes and incidents to the proper authorities:

NOW THEREFORE BE IT RESOLVED, January 2, 2007 that the Board of Directors of this Corporation recommends that any individual that believes a hate crime or incident may have occurred take the following action:

- ? Call the Laguna Woods Police Services at (949) 770-6011 immediately and make a report. IN AN EMERGENCY SITUATION, CALL 911.
- ? Obtain medical attention, if needed. Be sure to keep all medical documentation.
- ? Leave all evidence in place. Do not touch or remove or clean up anything.
- ? Document what happened by: taking photographs of the evidence, writing down exactly what was said, particularly any words that indicate bias motivation, and other information that may be valuable.
- ? Get the name(s), address (es) and phone number(s) of other victims and witnesses.
- ? If possible, write down a description of the perpetrator and the perpetrators vehicle.
- ? Call 1-888-NO-2-HATE and report the occurrence to OC Human Relations

RESOLVED FURTHER, that the Officers and Agents of the Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

Policy Limiting Security Patrol Vehicles to Small Pickup Trucks

RESOLUTION 90-06-104

Tuesday, November 07, 2006

RESOLVED, November 7, 2006 that the Board of Directors of this Corporation hereby sets forth a policy, that all Security Patrol Vehicles shall be limited to small pickup trucks; and

RESOLVED FURTHER, that RESOLUTION G-00-50 adopted June 6, 2000 is hereby superseded and cancelled;

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

Implement \$25 fine for Residents Taking Shopping Carts Through Auto Gates.

RESOLUTION G-94-40

Tuesday, May 03, 1994

WHEREAS, there is a concern that some residents coming from Longs Drug Store will bring shopping carts into the community instead of leaving them in the cart storage rack outside of the pedestrian gate thereby creating an unsightly condition;

RESOLVED, that the Officers and Agents of this corporation be authorized to proceed with the implementation of a \$25 fine for residents taking shopping carts through the automated pedestrian gate and any and all other gates.

Not Responsible for Medi-Alert Systems

RESOLUTION G-84-24

Tuesday, February 07, 1984

WHEREAS, the Security Division of the managing agent is not technologically equipped sufficient to ensure that all automatic dial burglar alarm or medical alert systems programmed to its offices will be received; and

WHEREAS, the board of directors of this corporation believes that it is in the best interests of the resident members of the Golden Rain Foundation of Laguna Hills that appropriate action be taken to protect this corporation and the mutuals from any potential liability (whether arising from medical emergencies, criminal activities, or any other occurrences) to residents of [REDACTED] who own or use automatic dial medical emergency alert or burglar alarm systems;

NOW THEREFORE BE IT RESOLVED, that the board of directors of this corporation hereby provides notice and goes on record as stating that none of the resident members of the Golden Rain Foundation of Laguna Hills, or residents of [REDACTED], nor any person acting on their behalf, under their control or upon their direction are authorized to lease, maintain, service, repair, alter, replace, move, install, use or program any alarm or emergency system which automatically dials the telephone number of the Security Division.

Ban Use of Skateboards

RESOLUTION No. 2621

Tuesday, September 05, 1978

RESOLVED, that the use of skateboards by members, co-occupants, lessees or guests on streets, sidewalks or community facilities owned or held in trust by this corporation is hereby prohibited.

Installation of Gates in the Periphery Walls

RESOLUTION No. 35

Wednesday, September 14, 1966

WHEREAS, gates are to be installed in the periphery walls of [REDACTED] leading into the several parking lots of the churches to be built; and

WHEREAS, security control of these gates is necessary as part of the total security program of [REDACTED];

NOW, THEREFORE, BE IT RESOLVED that the full control and responsibility of the operation of these gates is hereby assigned to the [REDACTED] Foundation Security Department.

IT IS FURTHER RESOLVED that the gates will be opened and closed at the convenience and request of the respective church authorities; and

FURTHER RESOLVED that while open, gates will be manned at all times by the [REDACTED] Foundation Security Force; and

FURTHER RESOLVED that the cost of providing these security officers will be defrayed by, and the responsibility of the respective churches involved; and

FURTHER RESOLVED that the ingress into [REDACTED] shall be the same as apply for all gates of entry into the community.

Security Patrol Vehicles Policy

RESOLUTION 90-18- 54

Tuesday November 6, 2018

WHEREAS, the Golden Rain Foundation through the Security Department patrols the Community by way of marked security vehicles, bicycle patrol, and foot patrol;

WHEREAS, the Board of Directors of this Corporation set forth a policy that all Security Patrol Vehicles shall be limited to small pickup trucks;

NOW THEREFORE BE IT RESOLVED, on November 6, 2018, that the Board of Directors of this Corporation hereby approves the proposed revisions to the Security Patrol Vehicles Policy to include energy efficient vehicles, passenger vehicles and sports utility vehicles;

RESOLVED FURTHER, Resolution 90-06-104 adopted November 7, 2006 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.

Illegal Dumping Reward Program

RESOLUTION 90-18- 56

Tuesday November 6, 2018

WHEREAS, Laguna Woods Village, through the City of Laguna Woods, contracts with Waste Management Services for the disposal of bulky trash items; and

WHEREAS, illegal dumping of bulky trash items is an ongoing problem throughout the Village and a majority of these incidents are not immediately reported; and

WHEREAS, local authorities have been successful in gaining greater citizen involvement by offering rewards for reported specific violations or crimes;

NOW THEREFORE BE IT RESOLVED, on November 6, 2018, that the Board of Directors of this Corporation hereby approves an Illegal Dumping Reward Program with the following guidelines:

1. Reward is only valid for illegal dumping violations within the Village
2. Callers are eligible for a \$100 reward
3. Callers must contact the Security Department to report the illegal dumping incident
4. Callers have the option to remain anonymous (a number will be issued to track the reward process)
5. Information from the caller must result in positive identification of the suspect with a resulting monetary penalty administered through the Mutual's disciplinary process
6. VMS employees are not eligible;

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

Traffic and Parking Enforcement Policy

Unlicensed Resident Drivers

RESOLUTION 90-16- 26

Tuesday, June 7, 2016

WHEREAS the section 3.2 and 5.1 of the GOLDEN RAIN FOUNDATION OF LAGUNA WOODS VEHICLE, TRAFFIC, AND PARKING RULES, May 6, 2014 RESOLUTION 90-14- 21 establishes that any person operating a MOTOR VEHICLE, *with the exception of Golf Carts*, is required to have a valid driver's license in their possession and present it to any member of the Security Division upon request; ~~with the exception of Golf Carts~~; and

WHEREBY a resident is found guilty by the Laguna Woods Traffic Committee of moving violation 660-Valid Driver's License Not Produced;

NOW THEREFORE BE IT RESOLVED June 7, 2016, that ~~Resident~~ *said person* shall be required to provide proof of a valid State issued Driver's license issued to them, or shall be required to surrender any GRF Decal(s) for DMV registered vehicles in their name; and

RESOLVED FURTHER, *Resident driver violations for Moving Violation 660 - notification shall be made that a valid Driver's license must be provided within 14 days and failure to do so shall result in the Resident's assigned GRF decal(s) being confiscated; and*

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

Laguna Woods Traffic Court Renamed to Laguna Woods Village Traffic Hearings

RESOLUTION 90-15- 29

Tuesday, May 05, 2015

WHEREAS, Laguna Woods Village is comprised of four corporations: Third Mutual, United Mutual, and Mutual 50 (hereinafter collectively referred to as "the Mutuals"), and Golden Rain Foundation (hereinafter referred to as GRF); and

WHEREAS, the Mutuals and GRF retain the services of security officers to enforce 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, GRF and the Mutuals have maintained separate traffic committees for the purpose of enforcement hearings with respect to the notices of violation, and the imposition of the

corresponding fines when the committee considers the violation to have been committed as charged; and

WHEREAS, traffic committees have previously been appointed to hear those cases which arose within the boundaries of the area subject to the jurisdiction of GRF or each of the individual Mutuels; and

WHEREAS, the need for separate committees has been obviated since uniform traffic rules and regulations have been adopted by GRF and the Mutuels; and

WHEREAS, economies of time and expense, as well as uniform enforcement, can be better achieved, by replacing all of the existing traffic committees, and instituting instead a single committee consisting of one director of GRF, and one director of each of the Mutuels, each to be appointed by the board of directors of which s/he is a member;

NOW THEREFORE, IT IS HEREBY RESOLVED this fifth day of May, 2015, that all traffic committees heretofore created by any entity named in this resolution are hereby cancelled, and in lieu thereof a new committee shall be created as the Laguna Woods Village Traffic Court Hearings; and

FURTHER RESOLVED, that GRF, and each of the Mutuels shall each appoint one member of the respective board of directors to serve as a member of the Traffic Court Hearing; and

FURTHER RESOLVED, that the members of the Traffic Court Hearing shall rotate as the presiding member each month, with the presiding member refraining from voting on the issue of guilt or innocence of the person charged with the violation under consideration unless a member is absent and the vote of the presiding member is necessary to render a majority verdict; and

FURTHER RESOLVED, that RESOLUTION 90-15-12 adopted February 3, 2015 is hereby superseded and cancelled; and

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

Traffic Rules and Regulations

RESOLUTION 90-14- 21

Tuesday, May 06, 2014

WHEREAS, the Golden Rain Foundation Security and Community Access Committee has recommended the adoption of the revised Traffic Rules and Regulations by the Golden Rain Foundation to standardize the traffic rules enforcement program and improve consistency within the community; and

WHEREAS, the Traffic Rules and Regulations are intended to mirror the California Vehicle Code and to adhere to the Davis-Stirling Act;

NOW THEREFORE BE IT RESOLVED, May 6, 2014, that the Board of Directors of this Corporation hereby adopts the Golden Rain Foundation of Laguna Woods Traffic Rules and Regulations; and

RESOLVED FURTHER, that enforcement of said rules shall commence upon proper notice to the Membership of the community; and

RESOLVED FURTHER, that RESOLUTION 90-12-17 adopted February 7, 2012, and all other previous traffic rules and regulations are hereby superseded and cancelled; and

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

GOLDEN RAIN FOUNDATION OF LAGUNA WOODS
VEHICLE, TRAFFIC, AND PARKING RULES May 6, 2014
RESOLUTION 90-14- 21

The following Vehicle, Traffic, and Parking Rules are strictly enforced and are applicable to all pedestrians and persons controlling or operating vehicles on any real property regulated by the Golden Rain Foundation of Laguna Woods (GRF). This generally refers to the streets, sidewalks, parking areas, clubhouses, grounds, and other amenities overseen by GRF.

1. PREFACE

(See Section 2 – Definitions, for words appearing in ALL CAPITAL LETTERS.)

In order to promote safety, all drivers, pedestrians, and vehicles must follow the same rules of the road as are expected on public streets, unless otherwise specified in herein.

Enforcement is the responsibility of the Laguna Woods Village Security Division, unless otherwise designated by law. All persons must stop when directed or signaled by a member of Security and provide all items of identification as requested, such as GRF identification card, driver's license, vehicle registration, gate pass, etc.

Security Officers will issue Notices of Violation for violation of these rules. Persons in violation may be subject to a fine and other disciplinary action. Vehicles parked in violation may be subject to a fine, and towed-away at the vehicle owner's expense.

GRF kindly reminds everyone that parking space is a valuable and limited resource.

- RESIDENTS are encouraged to limit their number of vehicles kept in the Community.
- Please remind your guests to use UNASSIGNED PARKING or your own ASSIGNED PARKING space. Use of another RESIDENT'S ASSIGNED PARKING space without their written permission can result in a Notice of Violation, fine, and tow-away at the vehicle owner's expense.

- The use and control of an ASSIGNED PARKING space rests exclusively with the RESIDENTS of the associated MANOR.
- A NON-RESIDENT party to a MANOR such as a MEMBER, owner, leasing agent, power of attorney, successor trustee, conservator, etc. may not keep any vehicle in the Community when the subject MANOR is occupied by a RESIDENT.

The MEMBER is responsible for any violation occurring in their ASSIGNED PARKING.

The MEMBER is responsible for any violation committed by their delegate, invitee, renter or lessee, and any invitee of a delegate, renter or lessee.

See the Resource Guide (appendix) for additional information.

2. DEFINITIONS

Words appearing in ALL CAPITAL LETTERS are defined in this section.

ABANDONED VEHICLE

A MOTOR VEHICLE having ***either*** of the following attributes:

- Appears deserted, neglected, unsightly, or INOPERABLE.
- If in UNASSIGNED PARKING, has not been moved within a 21 day period unless previously receiving written authorization from the Security Division. (See Section 7.5 - Resident's Extended Parking).

ASSIGNED PARKING

A defined parking location such as a carport, parking garage space, or MANOR driveway or garage that has ***both*** of the following attributes:

- Is regulated by a Mutual Corporation or GRF.
- Is allotted as an exclusive use area of a particular MANOR.

BICYCLE

A device, upon which a person can ride, propelled by human power through pedals, a belt, chain, or gears and having one or more wheels.

- A motorized bicycle is classified as a MOTOR VEHICLE, not a BICYCLE.

COMMERCIAL VEHICLE

A vehicle displaying ***any*** of the following attributes:

- Of a type used or maintained for the transportation of persons for hire, compensation, or profit.

Examples: Taxi cab, limousine, any vehicle originally designed to carry 12 or more passengers.

- Designed, used, or maintained primarily for the transportation of property.

o Includes any vehicle mounted with a utility body/bed, or aftermarket storage chest, equipment carrier or other structure designed to secure goods. However, a carrier designed for specific sports or athletic equipment (e.g. bicycle or ski rack) is acceptable.

- Used, specially equipped, or advertised for commercial purposes.

Examples: MOTOR TRUCK, cargo trailer, PICKUP TRUCK with a ladder rack or utility body or stake panels, or carrying visible tools or merchandise, van with business advertising displayed or carrying visible tools, chests, racks or merchandise, sedan with applied lettering advertising a business.

EXCEPTIONS:

o PICKUP TRUCKS and passenger vehicles (including commuter carpooling vans of up to 11 passenger capacity) are not COMMERCIAL VEHICLES unless used, specially equipped, or advertised for commercial purposes.

EMPLOYEE

A person who is employed by the managing agent.

GRF

The Golden Rain Foundation of Laguna Woods.

GOLF CART

A MOTOR VEHICLE having **all** of the following attributes:

- Having not less than three wheels in contact with the ground.
- Having an unladen weight of less than 1,300 pounds.
- Designed to be operated at no more than 20 mph.
- Designed to carry golf equipment and passengers.
- Is exempt from California Motor Vehicle Registration.

GOLF CAR

A MOTOR VEHICLE that has **all** the attributes of a Low Speed Vehicle (LSV) or Neighborhood Electric Vehicle (NEV):

- Having 4 wheels.
- Having a gross vehicle weight rating of less than 3,000 pounds.
- Designed to attain a speed of more than 20 miles per hour and not more than 25 miles per hour on a paved level surface.
- May legally be driven on public streets with a maximum speed limit of 35 miles per hour.
- Requires government motor vehicle registration on a public street.

GUEST

A NON-RESIDENT approved for entry into LAGUNA WOODS VILLAGE by an authorized party for a MANOR, or by the managing agent.

GUEST PARKING

A parking location that is marked as such by a sign, or curb or pavement marking is reserved for GUEST use only.

LOW SPEED VEHICLE (LSV)

See GOLF CAR.

IN LAGUNA WOODS VILLAGE

Any real property governed by GRF or a Mutual Corporation in LAGUNA WOODS VILLAGE.

INOPERABLE VEHICLE

A partial or complete vehicle displaying **any** of the following attributes:

- Does not show current, government issued license and registration for on-street operation.
- Is government registered with a classification of non-operational, or for a use other than on-street.

Examples: “Planned Non Operation,” “Off Highway Vehicle,” and watercraft registrations.

EXCEPTION:

- o The above registration provisions do not apply to GOLF CARTS. See Section 5.2 – Vehicle Registration Required.
- Lacks any original and complete design component. (Examples: motor, fender, hood, wheel, light).
- Appears unable to legally or safely operate on the street in its present condition.

Examples: Does not run, shows significant disassembly or collision damage, leaking fluids, flat tire, tire off ground, vehicle up on blocks.

- Presents a nuisance or hazard as determined by GRF.

MANOR

A dwelling unit in LAGUNA WOODS VILLAGE.

MEMBER

The person having legal accountability to GRF or a Mutual Corporation for a Manor.

MOTOR TRUCK

A MOTOR VEHICLE designed, used, or maintained primarily for the transportation of property.

MOTOR VEHICLE

A vehicle that is self-propelled.

EXCEPTIONS:

o A self-propelled wheelchair, invalid tricycle, electric personal assistive mobility device (Example: Segway) or motorized quadricycle.

NEIGHBORHOOD ELECTRIC VEHICLE (NEV)

See GOLF CAR.

NON-RESIDENT

A person who is not a legal occupant of a MANOR in LAGUNA WOODS VILLAGE.

NON-RESIDENT VEHICLE

Any vehicle not registered as a RESIDENT VEHICLE with GRF.

PICKUP TRUCK

A MOTOR TRUCK having ***all*** of the following attributes:

- Is equipped with an open box-type bed not exceeding 9 feet in length.
- Has an overall vehicle length not exceeding 22 feet.
- Has only 2 axles.
- Has an unladen weight of less than 8,001 pounds.
- Has a manufacturer's gross vehicle weight rating not to exceed 11,500 pounds in single rear wheel configuration, or 14,000 pounds in dual rear wheel configuration.

PICKUP TRUCK does not include a vehicle otherwise meeting the above definition that is equipped with a bed-mounted storage compartment unit commonly called a "utility body" or "utility bed."

A vehicle otherwise meeting the above definition that displays advertising, or is mounted with an equipment carrier or other structure designed to secure goods is deemed to be a COMMERCIAL VEHICLE. However, a carrier designed for specific sports or athletic equipment (e.g. bicycle or ski rack) is acceptable.

A PICKUP TRUCK mounted with a camper unit extending over the cab or equipped with food preparation and sleeping areas is deemed to be a RECREATIONAL VEHICLE. See Section

- 7.8 Recreational Vehicles Restricted.

PEDESTRIAN

A person who is ***either*** of the following:

- On foot or using a means of conveyance propelled by human power other than a BICYCLE.

- Operating a self-propelled or motorized wheelchair, invalid tricycle, electric personal assistive mobility device (Example: Segway) or motorized quadricycle.

RECREATIONAL VEHICLE (RV)

A vehicle so defined in the GRF Recreational Vehicle (RV) Parking Areas Rules and Regulations.

RESERVED PARKING

A parking location that is marked as such by a sign, or curb or pavement marking is set-aside for use only by the named user(s).

RESIDENT

An approved legal occupant of a MANOR in LAGUNA WOODS VILLAGE.

RESIDENT VEHICLE

A vehicle that has **all** of the following attributes:

- A RESIDENT has exclusive use thereof.
- Is of a type approved by GRF.
- Is registered with GRF and displays a valid GRF decal.

SAFELIST

A register maintained by the Security Division to document vehicles granted a limited exception to certain parking rules.

Examples: Extended RESIDENT'S absence, overnight RV parking, late night calls for overnight guests without a parking permit.

SPONSOR

A RESIDENT, MEMBER or delegate for a MANOR, who approves the admission of any NON-RESIDENT into Laguna Woods Village,

OR,

A person representing an organization or business entity for the purpose of requesting entry for themselves or another into Laguna Woods Village.

UNASSIGNED PARKING

A proper parking location having **both** of the following attributes:

- Not an ASSIGNED PARKING space for a particular MANOR or RESIDENT.
- Not designated as GUEST PARKING or RESERVED PARKING.

UNAUTHORIZED VEHICLE

A vehicle having **both** of the following attributes:

- NON-RESIDENT VEHICLE.
- Parked IN LAGUNA WOODS VILLAGE at any time between the hours of 12:00 a.m. (midnight) and 6:00 a.m. without displaying a valid GRF Overnight Parking Permit.

VISITOR PARKING

See GUEST PARKING.

See the Resource Guide (appendix) for additional information.

3. GRF AUTHORITY and ENFORCEMENT

2. GRF AUTHORITY

GRF establishes and from time to time updates to these rules, and decides upon fines and other disciplinary actions for violations.

Fines and other disciplinary actions may be greater for repeated violations within a 3 year period.

GRF, at its discretion may approve case-by-case exceptions to these rules. GRF endorses the traffic rules of the Mutual Corporations.

GRF will appoint a Traffic Committee comprised of three (3) GRF board members. The Traffic Committee will schedule Traffic Hearings as necessary to adjudicate Notices of Violation. The Traffic Hearing is a closed meeting the alleged violator is invited to attend. Traffic hearings for all alleged violations of GRF Vehicle Decal rules (Section 5.4) and alleged violations occurring on property regulated by GRF will be conducted by the GRF Traffic Committee.

Notices of violation, traffic hearings, assessment of fines and other disciplinary actions are administrative processes of GRF and the Mutual Corporations in Laguna Wood Village.

Member

A MEMBER is subject to the payment of a fine and other disciplinary action imposed by GRF for any violation committed by the MEMBER, or any delegate, occupant, lessee, renter, invitee or guest of the MEMBER.

Resident

A RESIDENT is subject to the payment of a fine and other disciplinary action imposed by GRF for any violation committed by the RESIDENT, or any delegate, occupant, lessee, renter, invitee or guest of the RESIDENT. Responsibility for non-compliance with any such disciplinary action transfers to the applicable MEMBER.

Non-Resident

A NON-RESIDENT is subject to confiscation of their gate pass and other loss of community access privileges as determined by the Community Access Department, and assessment of a fine and other disciplinary action imposed by GRF for any violation committed by the NON- RESIDENT.

Sponsor of a Guest

If a GUEST fails to pay a fine or comply with other disciplinary requirements determined by GRF, responsibility transfers to the RESIDENT SPONSOR who authorized the violator into Laguna Woods Village. Responsibility for non-compliance with any such disciplinary action by the SPONSOR transfers to the applicable MEMBER.

On Duty Employee

An on duty EMPLOYEE of the managing agent is held to the same standard of safe driving as all others.

A violator is subject to disciplinary action, including potential loss of driving privileges, in accordance with the managing agent's Human Resources policy and procedure.

Off Duty Employee

The Notice of Violation is unrelated to work and adjudicated under GRF authority as a RESIDENT or NON-RESIDENT.

SECURITY DIVISION ENFORCEMENT

Enforcement of these rules is the responsibility of the Laguna Woods Village Security Division, unless otherwise designated by law.

Security Officers will issue a Notice of Violation for any violation of these rules.

All persons must stop when directed or signaled by any member of Security, and provide all items of identification as requested, such as GRF identification card, driver's license, vehicle registration, and gate pass.

NOTICE OF VIOLATION PROCESSING - RESIDENTS, MEMBERS, OWNERS, and NON-RESIDENTS

1. Traffic Hearing Notice

Following a Notice of Violation, the alleged violator will be sent a letter scheduling a Traffic Hearing date and time. This letter will be sent at least 15 days before the hearing.

Traffic Hearing

The Traffic Hearing will be a closed meeting. The Traffic Committee will hear testimony and consider evidence from the alleged violator and Security staff.

If an alleged violator chooses not to attend their hearing, the Committee will make its decision based on the Notice of Violation and other evidence presented.

After each hearing, the Committee will render its decision.

The Traffic Hearing will be documented by a written report of the proceedings.

A letter stating the Committee's decision will be sent to the alleged violator within 10 days following the hearing. If the Committee finds the individual guilty, the letter will inform the violator of the penalty and present the choice of paying the scheduled fine, or if eligible attending Traffic School.

Traffic School

The Laguna Woods Village Traffic School will be a 2 hour class addressing traffic safety topics, and designed for Laguna Woods Village drivers.

Traffic School is available to a violator once during any 3 year period. The Security Division will provide instructors to teach Traffic School.

Every attendee must pay an administrative fee prior to attending Traffic School.

Fines

Fines are set by the latest GRF schedule for traffic violations.

NOTICE OF VIOLATION PROCESSING – ON DUTY EMPLOYEES

The Notice of Violation will be forwarded to the managing agent's Director of Human Resources for handling according to the managing agent's disciplinary policy.

See the Resource Guide (appendix) for additional information.

4. TOWING POLICY

The California Vehicle Code authorizes private property tow-away at the vehicle owner's expense. The Security Division has been authorized by GRF to enforce these rules in compliance with California Vehicle Code § 22658.

Violations may result in tow-away at the vehicle owner's expense. Vehicles may be towed immediately or after a 96 hour waiting period as indicated below.

IMMEDIATE TOW AWAY

1. Security Division Towing

The Security Division is authorized to **immediately tow-away at the vehicle owner's expense** any vehicle parked under **any** of the following conditions:

- In a space designated for handicapped parking while not displaying a valid disabled (handicapped) license plate or placard.
- In a no parking zone.
- Within 15 feet of a fire hydrant.
- Blocking an entrance or exit.
- Blocking a roadway or posing a hazard to traffic.
- Posing a safety or environmental hazard.

Resident's Private Towing

An ASSIGNED PARKING space (e.g. carport, driveway, garage) is provided for the exclusive use of the RESIDENT who controls (is in lawful possession of) that location.

No vehicle may be parked in any ASSIGNED PARKING location without that controlling RESIDENT'S written permission.

California Vehicle Code §22658 allows a person in lawful possession of private property (the controlling RESIDENT) to order the immediate tow-away of any vehicle parked without permission in that person's ASSIGNED PARKING space. Tow-away is made at the vehicle owner's expense.

Because the tow-away is made from a restricted use common area location, the towing is a private matter between the RESIDENT ordering tow-away, the vehicle owner, and the towing company. GRF, the Mutual Corporations, and the Security Division are not parties to and assume no authority or liability in the matter.

2. TOW AWAY AFTER 96 HOURS NOTICE

1. Non-Resident Vehicle in Assigned Parking

Not applicable on GRF controlled property.

Non-Resident Vehicle in Other Than Assigned Parking

Except as provided above, the Security Division is authorized to tow-away at the vehicle owner's expense an UNAUTHORIZED VEHICLE or NON-RESIDENT vehicle, not in ASSIGNED PARKING, for any violation of these rules, upon meeting **both** of the following requirements:

- Requesting compliance to correct the violation or remove the vehicle from the Community.
- Compliance is not made within **96 hours** of written notification.

Resident Vehicle in Any Location

Except as provided above, the Security Division is authorized to tow-away at the vehicle owner's expense a RESIDENT VEHICLE for any violation of these rules, upon meeting the following requirements:

- Receiving specific authorization from GRF.
- Requesting compliance to correct the violation or remove the vehicle from the Community.
- Compliance is not made within 96 hours of written notification.

See the Resource Guide (appendix) for additional information.

5. LICENSE AND REGISTRATION REQUIREMENTS

1. DRIVERS LICENSE REQUIRED

Any person operating a MOTOR VEHICLE is required to have a valid driver's license in their possession and present it to any member of the Security Division upon request.

EXCEPTION:

- GOLF CART

2. VEHICLE REGISTRATION REQUIRED

Every MOTOR VEHICLE is required to display current on-street license plate and registration, and the person in control thereof must present current registration documentation to any member of the Security Division upon request.

EXCEPTION:

- GOLF CART

2. AUTHORIZED RESIDENT VEHICLE TYPES

GRF decals will only be issued to RESIDENT VEHICLES of the following types:

- Automobile (passenger car).
- Sport utility vehicle (SUV).
- Passenger van designed to carry up to 11 passengers (including a not-for-hire commuter carpooling van).
- PICKUP TRUCK used and maintained solely for personal, non-commercial use.
- GOLF CART.
- GOLF CAR.
- Motorcycle that is government licensed and equipped for on-street operation.
- Off-highway style vehicle that is government licensed and equipped for on-street operation. (Example: a properly equipped and licensed “dune buggy”).
- Recreational Vehicles.
 - o Only RESIDENT OWNED recreational vehicles kept in the GRF Recreational Vehicle Storage Area, subject to its rules and provisions.

No other vehicle types are approved.

4. GRF VEHICLE DECAL REQUIRED

All RESIDENT MOTOR VEHICLES must be registered with GRF and properly display the current GRF vehicle decal while in LAGUNA WOODS VILLAGE.

See the Resource Guide (appendix) for additional information.

6. RULES FOR DRIVING

6.1 STAY ON PAVEMENT

Vehicles are allowed only on streets, cul-de-sacs, driveways, and designated parking areas designed for such use. Vehicles may not be driven or parked off pavement.

EXCEPTIONS:

Certain specific and limited exceptions are detailed in:

- Section 8 - Special Rules for Golf Carts and Golf Cars.
- Section 9 - Special Rules for Bicycles.
- Section 11 - Special Rules for Managing Agent.

6.2 TRAFFIC CONTROL DEVICES

Persons must obey all traffic signs, and pavement and curb markings.

6.3 SPEED LIMITS

Vehicles may never be driven faster than is safe for the prevailing conditions. Vehicles may not exceed the posted speed limit.

- 25 MPH: All streets, unless otherwise posted.
- 15 MPH: All cul-de-sacs and parking areas, unless otherwise posted.
- 10 MPH: All inbound gate entrances.

6.4 STOP SIGNS

When approaching a stop sign, drivers must stop at the limit line, if marked, otherwise before entering the crosswalk on the near side of the intersection.

- The limit line is a white line painted across the driver's lane just before the stop sign or crosswalk.
- If there is no limit line or crosswalk, drivers must stop at the entrance to the intersecting roadway.
- If visibility is restricted at the limit line or crosswalk, drivers may need to pull forward and stop again before safely passing through the intersection.

Drivers must always make a full and complete stop.

- So called "California stops" or "rolling stops" are not allowed; the wheels of the vehicle must stop turning.

6.5 RIGHT OF WAY

6.5.1 Emergency Vehicles

Drivers must yield (e.g. pull over to the side of the road and stop) to any law enforcement, fire or ambulance vehicle with emergency lights illuminated or siren in use.

6.5.2 Pedestrians

The driver of a vehicle must yield the right-of-way to a PEDESTRIAN crossing the roadway. The driver of a vehicle approaching a PEDESTRIAN must exercise all due care and reduce the speed of the vehicle or take any other action relating to the operation of the vehicle as necessary to safeguard the safety of the PEDESTRIAN.

No PEDESTRIAN may suddenly leave a curb or other place of safety and walk or run into the path of a vehicle that is so close as to constitute an immediate hazard. No PEDESTRIAN may unnecessarily stop or delay traffic.

6.5.3 Side Road

A driver entering a through road from a cul-de-sac or side road must yield to vehicles on the through road.

6.5.4 Stop Sign

At an intersection controlled by a stop sign, the first vehicle to arrive has the right of way. If two vehicles arrive at the same time, the vehicle to the right has the right of way.

6.5.5 Travel Lanes

Do not drive to the left of center of the road, even when no center line is present.

6.5.6 Turns

A driver making a left turn or U-turn must yield to oncoming traffic.

6.6 *WIRELESS COMMUNICATIONS*

Drivers may not operate a cell phone without the use of a hands-free device.

Drivers may not use a wireless device to write, send or read communications, or view images.

6.7 *SEAT BELTS*

Drivers must wear a seat belt when driving. Adult passengers must wear seat belts.

Younger passengers must be secured in a seat belt or child passenger restraint system of the type required by law on a public street.

6.8 *USE OF LIGHTS*

All MOTOR VEHICLES must operate head lamps and tail lamps from ½ hour after sunset to ½ hour before sunrise.

MOTOR VEHICLES must operate head lamps and tail lamps whenever the windshield wipers are in continuous use due to moisture.

EXCEPTIONS:

- o GOLF CARTS are not required to be equipped with windshield wipers.

MOTOR VEHICLES approaching and entering any Laguna Woods Village gate at night must use low beam headlamps.

For safety, any PEDESTRIAN or BICYCLE on a roadway at night must shine a flashlight or otherwise display lighting sufficient to be plainly visible in any direction within 200 feet.

- This includes any vehicle using human power, or a self-propelled or motorized wheelchair, invalid tricycle, electric personal assistive mobility device (e.g. Segway) or motorized quadricycle.

If the vehicle is so equipped, turn signals must be used continuously during the last 100 feet traveled before turning.

OPEN CONTAINER

Do not drink any alcoholic beverage while in a vehicle. No one in a vehicle may possess any container of an alcoholic beverage that has been opened, or a seal broken, or the contents of which have been partially removed.

DRIVING UNDER THE INFLUENCE

Do not drive while under the influence of any alcoholic beverage, or drug, or under the combined influence of any alcoholic beverage and drug.

- Even on private property, driving under the influence is a crime (California Vehicle Code §23152) that may cause the driver to be arrested by law enforcement officers.

RECKLESS DRIVING

Reckless driving means operating a motor vehicle in a dangerous and negligent manner or with a willful or wanton disregard for the safety of persons or property. Always drive with due regard for the safety of people and property.

See the Resource Guide (appendix) for additional information.

7. RULES FOR PARKING

7.1 VEHICLES PROHIBITED

GRF owned vehicles and equipment are exempt from this Section.

The following vehicles are always prohibited from parking in LAGUNA WOODS VILLAGE:

- ABANDONED VEHICLE.
- UNAUTHORIZED VEHICLE.
- Aircraft.
- Boats, personal watercraft, and their trailers, except as allowed in Section 7.8 - Recreational Vehicles Restricted.
- INOPERABLE VEHICLE or part of a vehicle.
- Off-road vehicle (not street licensed) other than GOLF CART or GOLF CAR.

- Vehicle designed to carry 12 or more passengers, except busses to load or offload passengers with approval from the Community Access or Recreation Departments.
- COMMERCIAL VEHICLES, except when necessarily and actively used in providing goods and services to the Village or its RESIDENTS.

7.2 *ASSIGNED PARKING*

This section not used.

7.3 *GENERAL PARKING RULES*

7.3.1 Park Safely

At no time may a vehicle be parked in a manner creating a traffic hazard.

7.3.2 Fire Hydrant

At no time may a vehicle be parked within 15 feet of a fire hydrant. Vehicles in violation are subject to immediate tow-away at owner's expense. See Section 4 – Towing Policy.

7.3.3 Sidewalk

Except to safely cross on a roadway or driveway, no vehicle may be driven or parked with any portion of it on a sidewalk.

7.3.4 Off Pavement

At no time may a vehicle be driven or parked with any portion of it off pavement.

EXCEPTIONS:

Certain specific and limited exceptions are detailed in:

- Section 8 - Special Rules for Golf Carts and Golf Cars.
- Section 9 - Special Rules for Bicycles.
- Section 11 - Special Rules for Managing Agent.

7.3.5 Curb or Parking Stall

Vehicles may park in a designated parking stall or along a curb or sidewalk.

- Parking along a curb or sidewalk:
- Vehicles on a 2-way travel roadway must be parked with the passenger side wheels alongside the curb or sidewalk.
- Vehicles on a 1-way travel roadway may park alongside the curb or sidewalk on either side of the roadway.
- The front and rear wheels alongside must be within 18" of the curb or sidewalk edge.

EXCEPTION:

- If the entire vehicle is within a marked parking stall, the wheels may exceed 18” from the curb or sidewalk.
- Vehicles may not be parked in, or within 20 feet of a street intersection.
- Parking in a marked stall:
 - Vehicle must fit and be parked completely within the marked boundaries of a parking space.
- Parking in an unmarked stall:
 - A vehicle may be parked in a location that is not a marked stall; however, at no time may it be parked in a manner that creates a traffic hazard, interferes with other vehicle access, PEDESTRIAN traffic, or access to facilities or equipment.

7.3.6 Inoperative Vehicle

At no time may an INOPERATIVE VEHICLE be LAGUNA WOODS VILLAGE

7.3.7 Abandoned Vehicle

At no time may an ABANDONED VEHICLE be LAGUNA WOODS VILLAGE.

7.3.8 Unauthorized Vehicle

At no time may an UNAUTHORIZED VEHICLE be parked in LAGUNA WOODS VILLAGE.

TIME LIMITED PARKING

7.4.1 Assigned Parking

Not applicable on property governed by GRF.

7.4.2 Unassigned Parking

Signs and curb and pavement markings that limit or prohibit parking apply at all times.

- Red zone: No stopping, standing or parking. EXCEPTIONS:
 - A driver may stop to avoid conflict with other traffic.
 - An attended vehicle may stop for passenger transfers.
 - An attended vehicle may stop for use of a mailbox.
 - An attended vehicle may stop or stand while necessarily engaged in work. Examples: moving or delivery truck.
 - An unattended vehicle or piece of equipment may park when necessary and is authorized by the Security Division.

- Blue zone: Parking is permitted only when the vehicle is displaying a valid, government issued disabled (handicapped) license plate or placard.
- Fire hydrant zone: No person shall stop, park, or leave standing any vehicle within 15 feet of a fire hydrant. Vehicles in violation are subject to immediate tow-away at owner's expense. See Section 4 – Towing Policy.
- Green Zone: Parking may not exceed 10 minutes, or as posted by sign or curb marking.

EXCEPTION:

- Unlimited time parking in a Green Zone is permitted only when the vehicle is displaying a valid government issued disabled (handicapped) license plate or placard.
- Grey zone: Same as Unpainted.
- Handicapped zone: See "Blue zone."
- White zone: Loading and unloading only.
- Yellow zone: Commercial vehicle loading and unloading only.
- Unpainted: Parking is permitted for up to 7 continuous days, unless otherwise restricted. Parking is always prohibited within 15 feet of a fire hydrant even if the curb is unpainted. See Fire hydrant zone above.

EXCEPTION:

- Resident's extended absence parking. See Section 7.5 following.
- GUEST PARKING zone: RESIDENT VEHICLES are prohibited from using the location between 8:00 a.m. and 10:00 p.m.
- RESERVED PARKING zone: Parking is prohibited by unauthorized vehicles.
- VISITOR PARKING zone: RESIDENT VEHICLES are prohibited from using the location between 8:00 a.m. and 10:00 p.m.

RESIDENT'S EXTENDED ABSENCE PARKING

Due to a RESIDENT'S extended absence from the Village, a RESIDENT VEHICLE may be parked in UNASSIGNED PARKING for more than 7 days under the following conditions:

- RESIDENT'S ASSIGNED PARKING space must be occupied during the same time period by another RESIDENT VEHICLE.
- As a courtesy to fellow RESIDENTS, vehicle must be parked as far as practicable from MANORS, preferably on a named street rather than in a numbered cul-de-sac.
- Vehicle MAY NOT be parked at any GRF facility (Clubhouse, stables, Community Center, Service Center, etc.).

Exception: RESIDENTS and their guests travelling by tour bus may park for up to 15 days at Clubhouse 3 or Clubhouse 5. Vehicles must display on the dashboard a placard on 8 ½” x 11” colored stock that includes the printed name of the sponsoring club, an emergency phone number associated with the tour and the return date from travel.

- RESIDENT must arrange to keep the vehicle’s GRF decal, government registration, appearance and operating condition up to date. Vehicles that become INOPERABLE, or appear neglected or ABANDONED become subject to tow-away at owner’s expense. See Section 4 - Towing Policy.
- The RESIDENT must provide written notification to the Security Division to SAFELIST the vehicle.
- NON-RESIDENT vehicles are not eligible for extended parking privileges.

CONTRACTOR and SERVICE VEHICLE PARKING

Contractor and service vehicles, including personal vehicles driven by workers, must be parked on named streets and are prohibited from parking within numbered cul-de-sacs or MANOR parking lots.

Contractors may park on a SPONSORING RESIDENT’S driveway with that RESIDENT’S permission, but may not obstruct the sidewalk.

Contractor and service vehicles, including personal vehicles driven by workers:

- Must be parked on named streets.
- May not be parked at GRF facilities.
- May not be parked within numbered cul-de-sacs or MANOR parking lots. EXCEPTIONS:
- Vehicles, equipment and materials immediately and directly required for the performance of work.
- Vehicles immediately loading or unloading.
- GRF owned vehicles and equipment.
- GRF or housing mutual’s contractor vehicles and equipment.

OVERNIGHT PARKING PERMITS

7.7.1 Overnight Parking Prohibited

The following vehicles and equipment are prohibited from parking at any time between the hours of 12:00 a.m. (midnight) and 6:00 a.m.:

- Vehicle not displaying a valid GRF decal or Overnight Parking Permit. See Section 7.7.2, following.

- Recreational Vehicle, except as provided below in Section 7.8 - “Recreational Vehicles Restricted”, following.
- COMMERCIAL VEHICLE, construction/maintenance equipment, storage and disposal units, building materials. Vehicles displaying advertising (except “For Sale” signs as allowed in Section 7.9, following.)

EXCEPTION:

- Overnight Parking Permits will be issued by Community Access or the Security Division, for COMMERCIAL VEHICLES, equipment, and materials utilized in authorized activities conducted for the Village, or it’s RESIDENTS.
- The Overnight Parking Permit must be displayed face-up on the driver side dashboard of the MOTOR VEHICLE, or prominently affixed to the front of trailers or equipment.

GRF owned vehicles and equipment are exempt from this Section.

7.7.2 Overnight Parking Permits

Every NON-RESIDENT vehicle, when parked in LAGUNA WOODS VILLAGE at any time between the hours of 12:00 a.m. (midnight) and 6:00 a.m., must display face-up on the driver side dashboard a valid Overnight Parking Permit issued by the managing agent.

Overnight Parking Permits are issued to GUESTS driving any of the authorized vehicle types listed in Section 5.3, above, and by the managing agent to vehicles and equipment used in support of Village or residential needs.

Any NON-RESIDENT vehicle parked without an Overnight Parking Permit issued is deemed an UNAUTHORIZED VEHICLE and subject to tow-away at vehicle owner’s expense. See Section 4 - Towing Policy.

EXCEPTIONS:

- After 9:00 p.m., a RESIDENT SPONSOR may SAFELIST a GUEST vehicle for the current night only by calling Security Communications at (949) 580-1400. The SPONSOR RESIDENT must provide:
- SPONSOR’S MANOR and ID numbers.
- GUEST’S first name.
- GUEST’S vehicle license plate number.
- GUEST’S vehicle parking location.

RECREATIONAL VEHICLES (RV) RESTRICTED

Daily parking is limited to the GRF Recreational Vehicle Storage Area. Refer to the GRF Recreational Vehicle (RV) Parking Areas Rules and Regulations.

Except for the Recreational Vehicle Storage Area, an RV may be parked IN LAGUNA WOODS VILLAGE only when meeting ***all*** of the following conditions:

- RV MAY NOT be parked at any GRF facility (Clubhouse, Stables, Community Center, Service Center, etc.).
- RV is parked only for the purpose of loading or unloading. Other activities, such as sleeping or resting in the RV, and vehicle maintenance are not allowed.
- RV is parked with engine and accessory equipment (e.g. exterior lights, generator, air conditioner, audio and video equipment) shut off.
- Extensions such as slide-outs, tilt-outs, and awnings must be closed.
- RV may not be attached to any external power supply.
- Leveling jacks, if used, must include a base plate sufficient to prevent damage to pavement.
- RV is parked for no more than 6 hours at a time. EXCEPTION:
 - o Permission to park overnight immediately before or after a road trip will be reasonably granted by the Security Division. Vehicle must be removed no later than 12:00 noon the following day.

FOR SALE SIGNS

RESIDENT VEHICLES may display a maximum of two (2) “For Sale” signs advertising that vehicle. Each sign may be up to 9” x 12” in size. No signage may be on the exterior of the vehicle.

ADVERTISING

Any signage advertising a business or organization is prohibited on a vehicle parked overnight between the hours of 12:00 a.m. (midnight) and 6:00 a.m. Displaying a name or contact information, such as a physical or communications address, constitutes advertising.

EXCEPTIONS:

- Commercial vehicle or equipment displaying a valid GRF Overnight Parking Permit issued by the managing agent.
- License plate frames, and vehicle manufacturer’s incidental identification and accessory items (Example: vehicle brand and model nameplates).
- Signs allowed in Section 7.9 – For Sale Signs.
- GRF vehicles.

REPAIRS

Vehicles may not be rebuilt or rehabilitated, major service may not be performed, and fluids may not be changed.

WASHING

In the interest of water conservation, vehicle washing using water is prohibited. Waterless type cleaning products (e.g. “waterless car wash”) may be used.

See the Resource Guide (appendix) for additional information.

8. SPECIAL RULES FOR GOLF CARTS and GOLF CARS *GOLF CART*

Unless exempted in this Section, all GRF Vehicle, Parking and Traffic Rules, including stop sign, speed limit, parking, and GRF decal rules, apply to GOLF CARTS, just as any other MOTOR VEHICLE.

Driver’s License

A driver’s license is not required to operate a GOLF CART.

Minimum Age

A NON-RESIDENT driving a GOLF CART must be ***both***:

- Age 16 years or older.
- Accompanied by a RESIDENT.

Vehicle Registration

No government vehicle registration is required.

Lights

Must operate head lamps and tail lamps from ½ hour after sunset to ½ hour before sunrise.

Stay on Pavement

Driving off pavement is prohibited.

EXCEPTION:

- o Limited driving off pavement is allowed at the GRF 27-hole golf course, in accordance with golf course rules.

Sidewalks and Patios

Driving or parking is not allowed on sidewalks, breezeways, or patios.

Cart Paths

Driving on paved cart paths is permissible. On a cart path the driver must:

- Travel at a slow speed that is reasonable and prudent.
- Exercise due regard for the safety of all PEDESTRIANS.

- Yield the right-of-way to all PEDESTRIANS.

Parking on a cart path is prohibited, except in a marked parking stall.

8.2 GOLF CAR

Unless exempted in this Section, all GRF Vehicle, Parking and Traffic Rules apply to GOLF CARS, just as any other MOTOR VEHICLE.

8.2.1 Cart Paths

May be driven on a paved cart path. On a cart path the driver must:

- Travel at a slow speed that is reasonable and prudent.
- Exercise due regard for the safety of all PEDESTRIANS.
- Yield the right-of-way to all PEDESTRIANS.

Parking on a cart path is prohibited, except in a marked parking stall.

See the Resource Guide (appendix) for additional information.

9. SPECIAL RULES FOR BICYCLES (NON-MOTORIZED)

Unless otherwise specified in this Section, all requirements of Section 6 - Rules for Driving, including stop sign and speed limit rules, and Section 7 - Rules for Parking, apply to BICYCLES.

9.1 STAY ON PAVEMENT

BICYCLES may not be ridden off pavement.

9.2 SIDEWALKS AND CART PATHS

Riding on a paved cart path is permissible

Riding on a sidewalk is allowed between a point of origin or destination, and the nearest street or cul-de-sac.

EXCEPTION:

- Riding in Aliso Creek Park is prohibited at all times.
- When delivering newspapers to adjacent manors, a BICYCLE may be ridden an unlimited distance on a sidewalk.

While riding on a path or sidewalk, the cyclist must:

- Exercise due regard for the safety of all PEDESTRIANS.
- Travel at a speed that is reasonable and prudent.
- Yield the right-of-way to all PEDESTRIANS.

- Walk the BICYCLE when inside a building or on any covered passageway.

9.3 LIGHTS

For safety, at night a BICYCLE must operate a headlamp and red or amber lights or reflectors to the side and rear, sufficient to be plainly visible in any direction within 200 feet.

9.4 PARKING

Bicycles may not be parked in any manner interfering with foot or vehicle traffic. Bicycles must be parked utilizing parking racks where provided. Attended BICYCLES may be parked off pavement, but only in such a manner as not to damage landscaping.

Parking on a cart path or sidewalk is prohibited, except in a marked parking stall.

See the Resource Guide (appendix) for additional information.

10. SPECIAL RULES FOR PEDESTRIANS

10.1 SIDEWALKS

For safety considerations, PEDESTRIANS may not walk upon a roadway.

EXCEPTIONS:

- When crossing a roadway.
- When there is no adjacent sidewalk available that is at least two (2) feet wide. When upon any roadway, PEDESTRIANS must:
 - Walk facing the flow of traffic, unless upon a 1-way roadway.
 - Avoid stopping or delaying traffic.
 - Shine a flashlight or otherwise display lighting at night sufficient to be plainly visible in any direction within 200 feet.

10.2 RIDING DEVICE

No person may ride or propel a skateboard, scooter, tricycle, or other riding apparatus.

EXCEPTION:

- BICYCLES operated and equipped in accordance with these rules.
- A person operating a self-propelled or motorized wheelchair, invalid tricycle, electric personal assistive mobility device (ex: Segway) or motorized quadricycle.

See the Resource Guide (appendix) for additional information.

11. SPECIAL RULES FOR MANAGING AGENT

MOTOR VEHICLES and equipment used by the managing agent are allowed on roadways, sidewalks, paths and landscape as needed to efficiently provide services, such as maintenance, landscaping and security.

Except as necessary to efficiently provide services, MOTOR VEHICLES and equipment must be parked so as not to block access, walkways, or carports.

Except for fire hydrant and handicapped parking zones, all parking locations may be used by the managing agent as needed to efficiently provide services.

See the Resource Guide (appendix) for additional information.

12. RULES FOR REPORTING COLLISIONS

12.1 *INJURY TO A PERSON*

For a collision that causes injury or death to a person:

- Driver must stop and remain at the scene to provide their identity and information about the collision.
- Notify local authorities (Call 911).
- Notify the Laguna Woods Village Security Division.

12.2 *NO INJURY TO A PERSON*

For a collision with no injuries that causes damage to any property, including damage solely to the driver's own MOTOR VEHICLE or BICYCLE:

- Driver must stop and remain at the scene to provide their identity and information about the collision.
- Driver must identify themselves to the owner or individual in control of the damaged property.
- Notify the Laguna Woods Village Security Division.

See the Resource Guide (appendix) for additional information.

13. APPENDIX

The managing agent will develop and periodically update a Resource Guide to be attached here, providing additional administrative information related to these rules.

Traffic School Eligibility
RESOLUTION 90-19- 25

Tuesday, June 4, 2019

LAGUNA WOODS VILLAGE VEHICLE, TRAFFIC, AND PARKING RULES

Adopted May 6, 2014, Resolution 90-14-21;

Revised: September 19, 2017, Resolution 03-17-76; June 7, 2016, Resolution 90-16-24 and Resolution 90-16-26; April 12, 2016, Resolution 01-16-32; May 5, 2015,

Resolution 09-15-29; April 7, 2015; January 20, 2015; and

December 2, 2014, Resolution 90-14-73; and June 4, 2019, Resolution 90-19-25

The following Vehicle, Traffic, and Parking Rules are strictly enforced and applicable to all pedestrians and persons controlling or operating vehicles on any real property regulated by the Golden Rain Foundation of Laguna Woods (GRF). This generally refers to the streets, sidewalks, parking areas, clubhouses, grounds, and other amenities overseen by GRF.

[TABLE OF CONTENTS]

1. PREFACE

In order to promote safety, all drivers, pedestrians, and vehicles must follow the same rules of the road as are expected on public streets, unless otherwise specified in herein.

Enforcement is the responsibility of the Laguna Woods Village Security Division, unless otherwise designated by law. All persons must stop when directed or signaled by a member of Security and provide all items of identification as requested, such as GRF identification card, driver's license, vehicle registration, gate pass, etc.

Security Officers will issue Notices of Violation for violation of these rules. Persons in violation may be subject to a fine and other disciplinary action. Vehicles parked in violation may be subject to a fine, and towed-away at the vehicle owner's expense. The MEMBER is responsible for any violation occurring in their ASSIGNED PARKING. The MEMBER is responsible for any violation committed by their delegate, invitee, renter or lessee, and any invitee of a delegate, renter or lessee.

2. DEFINITIONS

Words appearing in ALL CAPITAL LETTERS are defined in this section.

- a. ABANDONED VEHICLE - A MOTOR VEHICLE having either of the following attributes:
 - i. Appears deserted, neglected, unsightly, or INOPERABLE.
 - ii. If in UNASSIGNED PARKING, has not been moved within a 21 day period unless previously receiving written authorization from the Security Division. (See Section 7.5 - Resident's Extended Parking).
- b. ASSIGNED PARKING - A defined parking location such as a carport, parking garage space, or MANOR driveway or garage that has both of the following attributes:
 - i. Is regulated by a Mutual Corporation or GRF.

- ii. Is allotted as an exclusive use area of a particular MANOR.
- c. BICYCLE - A device, upon which a person can ride, propelled by human power through pedals, a belt, chain, or gears and having one or more wheels.
 - i. A motorized bicycle is classified as a MOTOR VEHICLE, not a BICYCLE.
- d. COMMERCIAL VEHICLE - A vehicle displaying any of the following attributes:
 - i. Of a type used or maintained for the transportation of persons for hire, compensation, or profit. Examples: Taxi cab, limousine, any vehicle originally designed to carry 12 or more passengers.
 - ii. Designed, used, or maintained primarily for the transportation of property. Includes any vehicle mounted with a utility body/bed, or aftermarket storage chest, equipment carrier or other structure designed to secure goods. However, a carrier designed for specific sports or athletic equipment (e.g. bicycle or ski rack) is acceptable.
 - iii. Used, specially equipped, or advertised for commercial purposes. Examples: MOTOR TRUCK, cargo trailer, PICKUP TRUCK with a ladder rack or utility body or stake panels, or carrying visible tools or merchandise, van with business advertising displayed or carrying visible tools, chests, racks or merchandise, sedan with applied lettering advertising a business.

EXCEPTIONS: PICKUP TRUCKS and passenger vehicles (including commuter carpooling vans of up to 11 passenger capacity) are not COMMERCIAL VEHICLES unless used, specially equipped, or advertised for commercial purposes.

- e. EMPLOYEE - A person who is employed by the managing agent.
- f. GRF - The Golden Rain Foundation of Laguna Woods.
- g. GOLF CART - A MOTOR VEHICLE having all of the following attributes:
 - i. Having not less than three wheels in contact with the ground.
 - ii. Having an unladen weight of less than 1,300 pounds.
 - iii. Designed to be operated at no more than 20 mph.
 - iv. Designed to carry golf equipment and passengers.
 - v. Is exempt from California Motor Vehicle Registration.
- h. GOLF CAR - A MOTOR VEHICLE that has all the attributes of a Low Speed Vehicle (LSV) or Neighborhood Electric Vehicle (NEV):
 - i. Having 4 wheels.
 - ii. Having a gross vehicle weight rating of less than 3,000 pounds.
 - iii. Designed to attain a speed of more than 20 miles per hour and not more than 25 miles per hour on a paved level surface.
 - iv. May legally be driven on public streets with a maximum speed limit of 35 miles per hour.
 - v. Requires government motor vehicle registration on a public street.
- i. GUEST - A NON-RESIDENT approved for entry into LAGUNA WOODS VILLAGE by an authorized party for a MANOR, or by the managing agent.

- j. GUEST PARKING - A parking location that is marked as such by a sign, or curb or pavement marking is reserved for GUEST use only.
- k. LOW SPEED VEHICLE (LSV) - See GOLF CAR.
- l. LAGUNA WOODS VILLAGE - Any real property governed by GRF or a Mutual Corporation in LAGUNA WOODS VILLAGE.

- m. INOPERABLE VEHICLE - A partial or complete vehicle displaying any of the following attributes:
 - i. Does not show current, government issued license and registration for on-street operation.
 - ii. Is government registered with a classification of non-operational, or for a use other than on-street. Examples: “Planned Non Operation,” “Off Highway Vehicle,” and watercraft registrations.
 - iii. Lacks any original and complete design component. (Examples: motor, fender, hood, wheel, light).
 - iv. Appears unable to legally or safely operate on the street in its present condition. Examples: Does not run, shows significant disassembly or collision damage, leaking fluids, flat tire, tire off ground, vehicle up on blocks.
 - v. Presents a nuisance or hazard as determined by GRF.
- n. MANOR - A dwelling unit in LAGUNA WOODS VILLAGE.
- o. MEMBER - The person having legal accountability to GRF or a Mutual Corporation for a Manor. A MEMBER is subject to the payment of a fine and other disciplinary action imposed by GRF for any violation committed by the MEMBER, or any delegate, occupant, lessee, renter, invitee or guest of the MEMBER.
- p. MOTOR TRUCK - A MOTOR VEHICLE designed, used, or maintained primarily for the transportation of property.
- q. MOTOR VEHICLE - A vehicle that is self-propelled.
EXCEPTIONS:
A self-propelled wheelchair, invalid tricycle, electric personal assistive mobility device (Example: Segway) or motorized quadricycle.
- r. MUTUAL CORPORATION – refers to United Laguna Woods Mutual (ULWM) and Third Laguna Hills Mutual (TLHM).
- s. NEIGHBORHOOD ELECTRIC VEHICLE (NEV) - See GOLF CAR.
- t. NON-RESIDENT - A person who is not a legal occupant of a MANOR in LAGUNA WOODS VILLAGE.
- u. NON-RESIDENT VEHICLE - Any vehicle not registered as a RESIDENT VEHICLE with GRF. A NON-RESIDENT is subject to confiscation of their gate pass and other loss of community access privileges as determined by the Community Access Department, and assessment of a fine and other disciplinary action imposed by GRF for any violation committed by the NON-RESIDENT.

- v. EMPLOYEE – staff member of Village Management Services, Inc. An employee is subject to disciplinary action, including potential loss of driving privileges, in accordance with the managing agent’s Human Resources policy and procedure.
- w. PICKUP TRUCK - A MOTOR TRUCK having all of the following attributes:
 - i. Is equipped with an open box-type bed not exceeding 9 feet in length.
 - ii. Has an overall vehicle length not exceeding 22 feet.
 - iii. Has only 2 axles.
 - iv. Has an unladen weight of less than 8,001 pounds.
 - v. Has a manufacturer’s gross vehicle weight rating not to exceed 11,500 pounds in single rear wheel configuration, or 14,000 pounds in dual rear wheel configuration.

PICKUP TRUCK does not include a vehicle otherwise meeting the above definition that is equipped with a bed-mounted storage compartment unit commonly called a “utility body” or “utility bed.”

A vehicle otherwise meeting the above definition that displays advertising, or is mounted with equipment carrier or other structure designed to secure goods is deemed to be a COMMERCIAL VEHICLE. However, a carrier designed for specific sports or athletic equipment (e.g. bicycle or ski rack) is acceptable.
- vi. A PICKUP TRUCK mounted with a camper unit extending over the cab or equipped with food preparation and sleeping areas is deemed to be a RECREATIONAL VEHICLE.
- x. PEDESTRIAN - A person who is either of the following:
 - i. On foot or using a means of conveyance propelled by human power other than a BICYCLE.
 - ii. Operating a self-propelled or motorized wheelchair, invalid tricycle, electric personal assistive mobility device (Example: Segway) or motorized quadricycle.
- y. RECREATIONAL VEHICLE (RV) - A vehicle so defined in the GRF Recreational Vehicle (RV) Parking Areas Rules and Regulations.
- z. RESERVED PARKING - A parking location that is marked as such by a sign, or curb or pavement marking is set-aside for use only by the named user(s).
- aa. RESIDENT - An approved legal occupant of a MANOR in LAGUNA WOODS VILLAGE. A RESIDENT is subject to the payment of a fine and other disciplinary action imposed by GRF for any violation committed by the RESIDENT, or any delegate, occupant, lessee, renter, invitee or guest of the RESIDENT. Responsibility for non-compliance with any such disciplinary action transfers to the applicable MEMBER.
- bb. RESIDENT VEHICLE - A vehicle that has all of the following attributes:
 - i. A RESIDENT has exclusive use thereof.
 - ii. Is of a type approved by GRF.
 - iii. Is registered with GRF and displays a valid GRF decal.

- cc. SAFELIST - A register maintained by the Security Division to document vehicles granted a limited exception to certain parking rules. Examples: Extended RESIDENT'S absence, overnight RV parking, late night calls for overnight guests without a parking permit.
- dd. SPONSOR - A RESIDENT, MEMBER or delegate for a MANOR, who approves the admission of any NON-RESIDENT into Laguna Woods Village; A person representing an organization or business entity for the purpose of requesting entry for themselves or another into Laguna Woods Village. If a GUEST fails to pay a fine or comply with other disciplinary requirements determined by GRF, responsibility transfers to the RESIDENT SPONSOR who authorized the violator into Laguna Woods Village. Responsibility for non-compliance with any such disciplinary action by the SPONSOR transfers to the applicable MEMBER.
- ee. UNASSIGNED PARKING - A proper parking location having both of the following attributes:
 - i. Not an ASSIGNED PARKING space for a particular MANOR or RESIDENT.
 - ii. Not designated as GUEST PARKING or RESERVED PARKING.
- ff. UNAUTHORIZED VEHICLE - A vehicle having both of the following attributes:
 - i. NON-RESIDENT VEHICLE.
 - ii. Parked IN LAGUNA WOODS VILLAGE at any time between the hours of 12:00 a.m. (midnight) and 6:00 a.m. without displaying a valid GRF Overnight Parking Permit.
- gg. VISITOR PARKING – see GUEST PARKING

3. AUTHORITY

GRF, ULWM, and TLHM establishes and updates these rules, and decides upon fines and other disciplinary actions for violations.

- a. Fines and other disciplinary actions may be greater for repeated violations within a 3 year period.
- b. GRF, at its discretion may approve case-by-case exceptions to these rules.
- c. GRF endorses the traffic rules of the Mutual Corporations.
- d. GRF will appoint a committee, named Laguna Woods Village Traffic Hearings, for the purpose of enforcement hearings with respect to the notices of violation, and the imposition of the corresponding fines when the committee considers the violation to have been committed as charged. The Laguna Village Traffic Hearings will be comprised of the following:
 - i. One director of GRF, and one director of each of the Mutual, each to be appointed by the board of directors of which s/he is a member;
 - ii. Members of the Traffic Hearing shall rotate as the presiding member each month, with the presiding member refraining from voting on the issue of guilt to innocence of the person charged with the violation under consideration unless a member is absent and/or the vote of the presiding member is necessary to render a majority verdict;

- iii. The Traffic Hearings will schedule Hearings as necessary to adjudicate Notices of Violation.
- iv. The Traffic Hearings are held as an open meeting in which the alleged violator is invited to attend. The alleged violator has the right to request their hearing be held in close session.
- e. Notices of violation, traffic hearings, assessment of fines and other disciplinary actions are administrative processes of GRF and the Mutual Corporations in Laguna Wood Village.

4. ENFORCEMENT

Enforcement of these rules is the responsibility of the Laguna Woods Village Security Division, unless otherwise designated by law. Security Officers will issue a Notice of Violation for any violation of these rules.

- a. All persons must stop when directed or signaled by any member of Security, and provide all items of identification as requested, such as GRF identification card, driver's license, vehicle registration, and gate pass.
- b. Violations may result in tow-away at the vehicle owner's expense.
- c. Traffic Hearings:
 - i. Following a Notice of Violation, the alleged violator will be sent a letter, Traffic Hearing Notice, scheduling a hearing date and time. This letter will be sent at least 15 days before the hearing.
 - ii. At the Traffic Hearing, time will be given to hear testimony and consider evidence from the alleged violator and Security staff.
 - iii. If an alleged violator chooses not to attend their hearing, the Committee will make its decision based on the Notice of Violation and other evidence presented.
 - iv. After each hearing, the Committee will render its decision.
 - v. The Traffic Hearing will be documented by a written report of the proceedings.
 - vi. A letter stating the Committee's decision will be sent to the alleged violator within 10 days following the hearing. If the Committee finds the individual guilty, the letter will inform the violator of the penalty and present the choice of paying the scheduled fine or, if eligible, attend Traffic School.
- d. Traffic School:
 - i. The Laguna Woods Village Traffic School will be a 2 hour class addressing traffic safety topics, and designed for Laguna Woods Village drivers.
 - ii. Traffic School is available to a violator once during any 3 year period.
 - iii. The Security Division will provide instructors to teach Traffic School.
 - iv. Every attendee must pay an administrative fee prior to attending Traffic School.

- v. Following citations are ineligible for Traffic School-: Parking, RV Lot Parking, Handicap Parking, and specific Moving Violations (Hit and Run, Valid Driver's Licenses Not Produced and Reckless Driving).
- e. For On-Duty EMPLOYEES, the Notice of Violation will be forwarded to the managing agent's Director of Human Resources for handling according to the managing agent's disciplinary policy.

5. FINES

See Schedule of Traffic Monetary Penalties

6. VEHICLE TOW AWAY

The California Vehicle Code authorizes private property tow-away at the vehicle owner's expense. Vehicles may be towed immediately or after a 96 hour waiting period as indicated below.

- a. Immediate Tow Away – any vehicle with the following conditions:
 - i. In a space designated for handicapped parking while not displaying a valid disabled (handicapped) license plate or placard.
 - ii. In a no parking zone.
 - iii. Within 15 feet of a fire hydrant.
 - iv. Blocking an entrance or exit.
 - v. Blocking a roadway or posing a hazard to traffic.
 - vi. Posing a safety or environmental hazard.
- b. Resident's Private Tow Away - An ASSIGNED PARKING space (e.g. carport, driveway, garage) is provided for the exclusive use of the RESIDENT who controls (is in lawful possession of) that location. No vehicle may be parked in any ASSIGNED PARKING location without that controlling RESIDENT'S written permission. California Vehicle Code §22658 allows a person in lawful possession of private property (the controlling RESIDENT) to order the immediate tow-away of any vehicle parked without permission in that person's ASSIGNED PARKING space. Tow-away is made at the vehicle owner's expense. Because the tow-away is made from a restricted use common area location, the towing is a private matter between the RESIDENT ordering tow- away, the vehicle owner, and the towing company. GRF, the Mutual Corporations, and the Security Division are not parties to and assume no authority or liability in the matter.
- c. Tow Away after 96 Hour Notice
 - i. Non-Resident Vehicle in Assigned Parking
 - ii. Non-Resident Vehicle in other than Assigned Parking
Except as provided above, the Security Division is authorized to tow-away at the vehicle owner's expense an UNAUTHORIZED VEHICLE or NON- RESIDENT vehicle, not in ASSIGNED PARKING, for any violation of these rules, upon requesting compliance to correct the violation or remove the vehicle from the Community and compliance is not made within 96 hours of written notification.
 - iii. Resident Vehicle in Any Location

Except as provided above, the Security Division is authorized to tow-away at the vehicle owner's expense a RESIDENT VEHICLE for any violation of these rules, upon receiving specific authorization from GRF.

7. LICENSE AND REGISTRATION REQUIREMENTS

- a. **DRIVERS LICENSE REQUIRED** - Any person operating a MOTOR VEHICLE is required to have a valid driver's license in their possession and present it to any member of the Security Division upon request or shall be required to surrender any GRF decal(s) for DMV registered vehicles in their name. A valid driver's license must be provided within 14 days and failure to do so shall result in the Residents assigned GRF decals(s) being confiscated.
EXCEPTION: GOLF CART
- b. **VEHICLE REGISTRATION REQUIRED** - Every MOTOR VEHICLE is required to display current on-street license plate and registration, and the person in control thereof must present current registration documentation to any member of the Security Division upon request.
EXCEPTION: GOLF CART
- c. **AUTHORIZED RESIDENT VEHICLE TYPES** - GRF decals will only be issued to RESIDENT VEHICLES of the following types:
 - i. Automobile (passenger car).
 - ii. Sport utility vehicle (SUV).
 - iii. Passenger van designed to carry up to 11 passengers (including a not-for-hire commuter carpooling van).
 - iv. PICKUP TRUCK used and maintained solely for personal, non-commercial use.
 - v. GOLF CART.
 - vi. GOLF CAR.
 - vii. Motorcycle that is government licensed and equipped for on-street operation.
 - viii. Off-highway style vehicle that is government licensed and equipped for on-street operation. (Example: a properly equipped and licensed "dune buggy").
 - ix. Recreational Vehicles.
Only RESIDENT OWNED recreational vehicles kept in the GRF Recreational vehicle Storage Area, subject to its rules and provisions.
 - x. No other vehicle types are approved.
- d. **GRF VEHICLE DECAL REQUIRED**
All RESIDENT MOTOR VEHICLES must be registered with GRF and properly display the current GRF vehicle decal while in LAGUNA WOODS VILLAGE. Decals may be issued in any combination to eligible motor vehicles, golf carts and golf cars, up to the total authorized per Manor. Decal counts do not include motorhomes and commercial vehicles stored in the GRF Recreational Vehicle

Storage Area. Each MANOR is allowed to receive a limited number of GRF decals based on the number of original construction bedrooms.

- i. 1 Bedroom MANOR up to 2 decals
- ii. 2 Bedroom MANOR up to 3 decals

8. DRIVING

- a. **STAY ON PAVEMENT** - Vehicles are allowed only on streets, cul-de-sacs, driveways, and designated parking areas designed for such use. Vehicles may not be driven or parked off pavement.
EXCEPTIONS: Certain specific and limited exceptions are detailed in Section 8 - Golf Carts and Golf Cars; Section 9 – Bicycles; and Section 11 - Managing Agent.
- b. **TRAFFIC CONTROL DEVICES** - Persons must obey all traffic signs, and pavement and curb markings.
- c. **SPEED LIMITS** - Vehicles may never be driven faster than is safe for the prevailing conditions and may not exceed the posted speed limit.
 - i. 25 MPH: All streets, unless otherwise posted.
 - ii. 15 MPH: All cul-de-sacs and parking areas, unless otherwise posted.
 - iii. 10 MPH: All inbound gate entrances.
- d. **STOP SIGNS** - When approaching a stop sign, drivers must stop at the limit line, if marked, otherwise before entering the crosswalk on the near side of the intersection.
 - i. The limit line is a white line painted across the driver’s lane just before the stop sign or crosswalk.
 - ii. If there is no limit line or crosswalk, drivers must stop at the entrance to the intersecting roadway.
 - iii. If visibility is restricted at the limit line or crosswalk, drivers may need to pull forward and stop again before safely passing through the intersection.
 - iv. Drivers must always make a full and complete stop. So called “California stops” or “rolling stops” are not allowed; the wheels of the vehicle must stop turning.
- e. **RIGHT OF WAY**
 - i. **Emergency Vehicles** - Drivers must yield (e.g. pull over to the side of the road and stop) to any law enforcement, fire or ambulance vehicle with emergency lights illuminated or siren in use.
 - ii. **Pedestrians** - The driver of a vehicle must yield the right-of-way to a PEDESTRIAN crossing the roadway. The driver of a vehicle approaching a PEDESTRIAN must exercise all due care and reduce the speed of the vehicle or take any other action relating to the operation of the vehicle as necessary to safeguard the safety of the PEDESTRIAN.
No PEDESTRIAN may suddenly leave a curb or other place of safety and walk or run into the path of a vehicle that is so close as to constitute an

- immediate hazard. No PEDESTRIAN may unnecessarily stop or delay traffic.
- iii. Side Road - A driver entering a through road from a cul-de-sac or side road must yield to vehicles on the through road.
- iv. Stop Sign - At an intersection controlled by a stop sign, the first vehicle to arrive has the right of way. If two vehicles arrive at the same time, the vehicle to the right has the right of way.
- v. Travel Lanes - Do not drive to the left of center of the road, even when no center line is present.
- vi. Turns - A driver making a left turn or U-turn must yield to oncoming traffic.
- f. WIRELESS COMMUNICATIONS
 - i. Drivers may not operate a cell phone without the use of a hands-free device.
 - ii. Drivers may not use a wireless device to write, send or read communications, or view images.
- g. SEAT BELTS
 - i. Drivers must wear a seat belt when driving.
 - ii. Adult passengers must wear seat belts.
 - iii. Younger passengers must be secured in a seat belt or child passenger restraint system of the type required by law on a public street.
- h. USE OF LIGHTS
 - i. All MOTOR VEHICLES must operate head lamps and tail lamps from ½ hour after sunset to ½ hour before sunrise.
 - ii. MOTOR VEHICLES must operate head lamps and tail lamps whenever the windshield wipers are in continuous use due to moisture. EXCEPTIONS: GOLF CARTS are not required to be equipped with windshield wipers.
 - iii. MOTOR VEHICLES approaching and entering any Laguna Woods Village gate at night must use low beam headlamps.
 - iv. PEDESTRIAN or BICYCLE on a roadway at night must shine a flashlight or otherwise display lighting sufficient to be plainly visible in any direction within 200 feet. This includes any vehicle using human power, or a self-propelled or motorized wheelchair, invalid tricycle, electric personal assistive mobility device (e.g. Segway) or motorized quadricycle.
 - v. If the vehicle is so equipped, turn signals must be used continuously during the last 100 feet traveled before turning.
- i. OPEN CONTAINER
 - Do not drink any alcoholic beverage while in a vehicle. No one in a vehicle may possess any container of an alcoholic beverage that has been opened, or a seal broken, or the contents of which have been partially removed.
- j. DRIVING UNDER THE INFLUENCE

Do not drive while under the influence of any alcoholic beverage, or drug, or under the combined influence of any alcoholic beverage and drug. Even on private property, driving under the influence is a crime (California Vehicle Code §23152) that may cause the driver to be arrested by law enforcement officers.

k. **RECKLESS DRIVING**

Reckless driving means operating a motor vehicle in a dangerous and negligent manner or with a willful or wanton disregard for the safety of persons or property. Always drive with due regard for the safety of people and property.

9. PARKING

GRF owned vehicles and equipment are exempt from this Section. At least one vehicle must be park in the carport.

a. **Vehicle Prohibited - The following vehicles are always prohibited from parking in LAGUNA WOODS VILLAGE:**

- i. **ABANDONED VEHICLE.**
- ii. **UNAUTHORIZED VEHICLE.**
- iii. **Aircraft.**
- iv. **Boats, personal watercraft, and their trailers, except as allowed in Section 7.8 - Recreational Vehicles Restricted.**
- v. **INOPERABLE VEHICLE or part of a vehicle.**
- vi. **Off-road vehicle (not street licensed) other than GOLF CART or GOLF CAR.**
- vii. **Vehicle designed to carry 12 or more passengers, except busses to load or offload passengers with approval from the Community Access or Recreation Departments.**
- viii. **COMMERCIAL VEHICLES, except when necessarily and actively used in providing goods and services to the Village or its RESIDENTS.**

b. **General Parking Rules**

- i. **Park Safely - At no time may a vehicle be parked in a manner creating a traffic hazard.**
- ii. **Fire Hydrant - At no time may a vehicle be parked within 15 feet of a fire hydrant. Vehicles in violation are subject to immediate tow-away at owner's expense. See Section 4 – Towing Policy.**
- iii. **Sidewalk - Except to safely cross on a roadway or driveway, no vehicle may be driven or parked with any portion of it on a sidewalk.**
- iv. **Off Pavement - At no time may a vehicle be driven or parked with any portion of it off pavement.**
EXCEPTIONS: Certain specific and limited exceptions are detailed in Section 8 - Golf Carts and Golf Cars; Section 9 – Bicycles; and Section 11- Managing Agent.
- v. **Curb or Parking Stall - Vehicles may park in a designated parking stall or along a curb or sidewalk.**
- vi. **Parking along a curb or sidewalk:**

1. Vehicles on a 2-way travel roadway must be parked with the passenger side wheels alongside the curb or sidewalk.
 2. Vehicles on a 1-way travel roadway may park alongside the curb or sidewalk on either side of the roadway.
 3. The front and rear wheels alongside must be within 18” of the curb or sidewalk edge.
EXCEPTION: If the entire vehicle is within a marked parking stall, the wheels may exceed 18” from the curb or sidewalk.
 4. Vehicles may not be parked in, or within 20 feet of a street intersection.
- vii. Parking in a marked stall - Vehicle must fit and be parked completely within the marked boundaries of a parking space.
 - viii. Parking in an unmarked stall - A vehicle may be parked in a location that is not a marked stall; however, at no time may it be parked in a manner that creates a traffic hazard, interferes with other vehicle access, PEDESTRIAN traffic, or access to facilities or equipment.
 - ix. Inoperative Vehicle - At no time may an INOPERATIVE VEHICLE be LAGUNA WOODS VILLAGE
 - x. Abandoned Vehicle - At no time may an ABANDONED VEHICLE be LAGUNA WOODS VILLAGE.
 - xi. Unauthorized Vehicle - At no time may an UNAUTHORIZED VEHICLE be parked in LAGUNA WOODS VILLAGE.
- c. Time Limited Parking
- i. Assigned Parking - Not applicable on property governed by GRF.
 - ii. Unassigned Parking - Signs and curb and pavement markings that limit or prohibit parking apply at all times.
Red zone: No stopping, standing or parking. EXCEPTIONS:
 1. A driver may stop to avoid conflict with other traffic.
 2. An attended vehicle may stop for passenger transfers.
 3. An attended vehicle may stop for use of a mailbox.
 4. An attended vehicle may stop or stand while necessarily engaged in work.
Examples: moving or delivery truck.
 5. An unattended vehicle or piece of equipment may park when necessary and is authorized by the Security Division.
Blue zone: Parking is permitted only when the vehicle is displaying a valid, government issued disabled (handicapped) license plate or placard. Fire hydrant zone: No person shall stop, park, or leave standing any vehicle within 15 feet of a fire hydrant. Vehicles in violation are subject to immediate tow-away at owner’s expense. See Section 4 – Towing Policy. Green zone: Parking may not exceed 10 minutes, or as posted by sign or curb marking.

EXCEPTION: Unlimited time parking in a Green Zone is permitted only when the vehicle is displaying a valid government issued disabled (handicapped) license plate or placard.

Grey zone: Same as Unpainted. Handicapped zone: See “Blue zone.” White zone: Loading and unloading only.

Yellow zone: Commercial vehicle loading and unloading only.

Unpainted: Parking is permitted for up to 7 continuous days, unless otherwise restricted. Parking is always prohibited within 15 feet of a fire hydrant even if the curb is unpainted. See Fire hydrant zone above. EXCEPTION: Resident’s extended absence parking.

GUEST PARKING zone: RESIDENT VEHICLES are prohibited from using the location between 8:00 a.m. and 10:00 p.m.

RESERVED PARKING zone: Parking is prohibited by unauthorized vehicles.

VISITOR PARKING zone: RESIDENT VEHICLES are prohibited from using the location between 8:00 a.m. and 10:00 p.m.

d. RESIDENT’S EXTENDED ABSENCE PARKING

Due to a RESIDENT’S extended absence from the Village, a RESIDENT VEHICLE may be parked in UNASSIGNED PARKING for more than 7 days under the following conditions:

- i. RESIDENT’S ASSIGNED PARKING space must be occupied during the same time period by another RESIDENT VEHICLE.
- ii. As a courtesy to fellow RESIDENTS, vehicle must be parked as far as practicable from MANORS, preferably on a named street rather than in a numbered cul-de-sac.
- iii. Vehicle MAY NOT be parked at any GRF facility (Clubhouse, stables, Community Center, Service Center, etc.).

Exception: RESIDENTS and their guests travelling by tour bus may park for up to 15 days at Clubhouse 3 or Clubhouse 5. Vehicles must display on the dashboard a placard on 8 ½” x 11” colored stock that includes the printed name of the sponsoring club, an emergency phone number associated with the tour and the return date from travel.

- iv. RESIDENT must arrange to keep the vehicle’s GRF decal, government registration, appearance and operating condition up to date. Vehicles that become INOPERABLE, or appear neglected or ABANDONED become subject to tow-away at owner’s expense. See Section 4 - Towing Policy.
- v. The RESIDENT must provide written notification to the Security Division to SAFELIST the vehicle.
- vi. NON-RESIDENT vehicles are not eligible for extended parking privileges.
- e. CONTRACTOR and SERVICE VEHICLE PARKING

Contractor and service vehicles, including personal vehicles driven by workers, must be parked on named streets and are prohibited from parking within numbered cul-de-sacs or MANOR parking lots.

Contractors may park on a SPONSORING RESIDENT’S driveway with that RESIDENT’S permission, but may not obstruct the sidewalk.

Contractor and service vehicles, including personal vehicles driven by workers:

- i. Must be parked on named streets.
- ii. May not be parked at GRF facilities.
- iii. May not be parked within numbered cul-de-sacs or MANOR parking lots.

EXCEPTIONS: Vehicles, equipment and materials immediately and directly required for the performance of work; Vehicles immediately loading or unloading; GRF owned vehicles and equipment; GRF or housing mutual’s contractor vehicles and equipment.

f. **OVERNIGHT PARKING PERMITS**

GRF owned vehicles and equipment are exempt from this Section. The following vehicles and equipment are prohibited from parking at any time between the hours of 12:00 a.m. (midnight) and 6:00 a.m.:

- i. Vehicle not displaying a valid GRF decal or Overnight Parking Permit.
- ii. Recreational Vehicle, except as provided in Section 7.8 - Recreational Vehicles.
- iii. **COMMERCIAL VEHICLE**, construction/maintenance equipment, storage and disposal units, building materials. Vehicles displaying advertising (except “For Sale” signs).

EXCEPTION: Overnight Parking Permits will be issued by Community Access or the Security Division, for **COMMERCIAL VEHICLES**, equipment, and materials utilized in authorized activities conducted for the Village, or its **RESIDENTS**.

- iv. The Overnight Parking Permit must be displayed face-up on the driver side dashboard of the **MOTOR VEHICLE**, or prominently affixed to the front of trailers or equipment.

v. **Authorized Permits:**

Every **NON-RESIDENT** vehicle, when parked in **LAGUNA WOODS VILLAGE** at any time between the hours of 12:00 a.m. (midnight) and 6:00 a.m., must display face-up on the driver side dashboard a valid Overnight Parking Permit issued by the managing agent.

Overnight Parking Permits are issued to **GUESTS** driving any of the authorized vehicle types listed in Section 5.3, above, and by the managing agent to vehicles and equipment used in support of Village or residential needs.

Any **NON-RESIDENT** vehicle parked without an Overnight Parking Permit issued is deemed an **UNAUTHORIZED VEHICLE** and subject to tow-away

at vehicle owner's expense. See Section 4 - Towing Policy. EXCEPTIONS:
After 9:00 p.m., a RESIDENT SPONSOR may SAFELIST
a GUEST vehicle for the current night only by calling Security
Communications at (949) 580-1400. The SPONSOR RESIDENT must
provide:

1. SPONSOR'S MANOR and ID numbers.
2. GUEST'S first name.
3. GUEST'S vehicle license plate number.
4. GUEST'S vehicle parking location.

g. RECREATIONAL VEHICLES (RV) RESTRICTED

Daily parking is limited to the GRF Recreational Vehicle Storage Area. Refer to the GRF Recreational Vehicle (RV) Parking Areas Rules and Regulations.

Except for the Recreational Vehicle Storage Area, an RV may be parked IN LAGUNA WOODS VILLAGE only when meeting all of the following conditions:

- i. RV MAY NOT be parked at any GRF facility (Clubhouse, Stables, Community Center, Service Center, etc.).
- ii. RV is parked only for the purpose of loading or unloading. Other activities, such as sleeping or resting in the RV, and vehicle maintenance are not allowed.
- iii. RV is parked with engine and accessory equipment (e.g. exterior lights, generator, air conditioner, audio and video equipment) shut off.
- iv. Extensions such as slide-outs, tilt-outs, and awnings must be closed.
- v. RV may not be attached to any external power supply.
- vi. Leveling jacks, if used, must include a base plate sufficient to prevent damage to pavement.
- vii. RV is parked for no more than 6 hours at a time.
EXCEPTION: Permission to park overnight immediately before or after a road trip will be reasonably granted by the Security Division. Vehicle must be removed no later than 12:00 noon the following day.

h. FOR SALE SIGNS

RESIDENT VEHICLES may display a maximum of two (2) "For Sale" signs advertising that vehicle. Each sign may be up to 9" x 12" in size. No signage may be on the exterior of the vehicle.

i. ADVERTISING

Any signage advertising a business or organization is prohibited on a vehicle parked overnight between the hours of 12:00 a.m. (midnight) and 6:00 a.m. Displaying a name or contact information, such as a physical or communications address, constitutes advertising.

EXCEPTIONS: Commercial vehicle or equipment displaying a valid GRF Overnight Parking Permit issued by the managing agent; License plate frames, and vehicle manufacturer's incidental identification and accessory items (Example: vehicle

brand and model nameplates); Signs allowed in Section 7.9 – For Sale Signs; GRF vehicles.

j. REPAIRS

Vehicles may not be rebuilt or rehabilitated, major service may not be performed, and fluids may not be changed.

k. WASHING

In the interest of water conservation, vehicle washing using water is prohibited. Waterless type cleaning products (e.g. “waterless car wash”) may be used.

10. GOLF CARTS and GOLF CARS

Unless exempted in this Section, all GRF Vehicle, Parking and Traffic Rules, including stop sign, speed limit, parking, and GRF decal rules, apply to GOLF CARTS and GOLF CAR, just as any other MOTOR VEHICLE.

a. GOLF CARTS

i. Driver’s License - A driver’s license is not required to operate a GOLF CART.

ii. Minimum Age - A NON-RESIDENT driving a GOLF CART must be both:

1. Age 16 years or older.
2. Accompanied by a RESIDENT.

iii. Vehicle Registration - No government vehicle registration is required.

iv. Lights - Must operate head lamps and tail lamps from ½ hour after sunset to ½ hour before sunrise.

v. Stay on Pavement - Driving off pavement is prohibited.

vi. EXCEPTION:

Limited driving off pavement is allowed at the GRF 27-hole golf course, in accordance with golf course rules.

vii. Sidewalks and Patios - Driving or parking is not allowed on sidewalks, breezeways, or patios.

viii. Cart Paths - Driving on paved cart paths is permissible. On a cart path the driver must:

1. Travel at a slow speed that is reasonable and prudent.
2. Exercise due regard for the safety of all PEDESTRIANS.
3. Yield the right-of-way to all PEDESTRIANS.

ix. Parking on a cart path is prohibited, except in a marked parking stall.

b. GOLF CAR

i. May be driven on a paved cart path.

ii. On a cart path the driver must:

1. Travel at a slow speed that is reasonable and prudent.
2. Exercise due regard for the safety of all PEDESTRIANS.
3. Yield the right-of-way to all PEDESTRIANS.

iii. Parking on a cart path is prohibited, except in a marked parking stall.

c. UNATTENDED EXTENSION CORDS, BATTERY CHARGERS

i. Unattended extension cords may not be used for any purpose.

- ii. All golf cart battery chargers must be elevated a minimum of six inches from the floor.

11. PLUG-IN ELECTRICAL VEHICLES (PEV)

- a. Non-resident PEVs are prohibited from connecting to common area outlets.
- b. Any PEV connected to a common area outlet without authorization may be disconnected and/or owner contacted by Security staff, in addition to the other enforcement actions allowed in these rules.
- c. Owners of PEVs are solely responsible for the proper use and maintenance of their vehicle and any associated equipment used in charging the vehicle and may not make any unauthorized alterations to Mutual outlets, wiring, circuit breakers or electric service panels.
- d. Resident Vehicles that are battery electric powered Golf Carts may connect to Mutual common area electricity upon payment of the electrical use fee set by the Board.
- e. Resident PEVs of other types (e.g. battery electric and plug-in hybrid vehicles) are allowed to connect to Mutual common area electricity upon payment of the electricity user fee set by the Mutual Board, and Resident must properly display a Mutual issued Electric Vehicle (EV) decal on the vehicle.
- f. An annual electricity usage flat fee of \$240 per year or \$20 per month may be prorated for every PEV registered to any MANOR that does not have a private garage per the requirements of the BOARD approved Alteration Standard Section 44 Electric Vehicle Charging Stations.
- g. Participating PEVs will be issued a Mutual authorized EV decal, affixed by staff to the exterior of the rearmost window in the lower corner furthest from the driver.
- h. The EV decal is the property of Third Mutual and may be revoked upon expiration, withdrawal or termination from program, or non-compliance with these rules.



- i.

- j. The EV decal signifies the PEV is authorized to connect to outlets in the Third Mutual common area.
- k. Connection to outlets controlled by GRF, United, or Mutual Fifty is prohibited, except for self-contained, fee-per-use charging stations.
- l. Connection to an outlet metered at any individual MANOR is prohibited without the controlling RESIDENT'S express permission.
- m. RESIDENTS may request to "opt-out" of the Mutual EV Decal program by submitting a signed waiver at Resident Services indicating they will not be using Mutual common area electric to charge their Plug-in Electric Vehicle (PEV), and that they understand the consequences (fines) if they violate the Mutual EV Decal policy.
- n. Unattended extension cords may not be used in Third for any purpose.
- o. All golf cart battery chargers must be elevated a minimum of six inches from the floor.

12. BICYCLES

Unless otherwise specified in this Section, all requirements of Section 6 - Rules for Driving, including stop sign and speed limit rules, and Section 7 - Rules for Parking, apply to BICYCLES.

- a. STAY ON PAVEMENT - BICYCLES may not be ridden off pavement.
- b. SIDEWALKS AND CART PATHS
 - i. Riding on a paved cart path is permissible
 - ii. Riding on a sidewalk is allowed between a point of origin or destination, and the nearest street or cul-de-sac.
EXCEPTION: Riding in Aliso Creek Park is prohibited at all times; when delivering newspapers to adjacent manors, a BICYCLE may be ridden an unlimited distance on a sidewalk.
- c. While riding on a path or sidewalk, the cyclist must:
 - i. Exercise due regard for the safety of all PEDESTRIANS.
 - 1. Travel at a speed that is reasonable and prudent.
 - 2. Yield the right-of-way to all PEDESTRIANS.
 - 3. Walk the BICYCLE when inside a building or on any covered passageway.
- d. LIGHTS
For safety, at night a BICYCLE must operate a headlamp and red or amber lights or reflectors to the side and rear, sufficient to be plainly visible in any direction within 200 feet.
- e. PARKING
 - i. Bicycles may not be parked in any manner interfering with foot or vehicle traffic.
 - ii. Bicycles must be parked utilizing parking racks where provided.
 - iii. Attended BICYCLES may be parked off pavement, but only in such a manner as not to damage landscaping.
 - iv. Parking on a cart path or sidewalk is prohibited, except in a marked parking stall.

13. PEDESTRIANS

- a. SIDEWALKS - For safety considerations, PEDESTRIANS may not walk upon a roadway.
EXCEPTIONS: When crossing a roadway; When there is no adjacent sidewalk available that is at least two (2) feet wide.
- b. When upon any roadway, PEDESTRIANS must:
 - i. Walk facing the flow of traffic, unless upon a 1-way roadway.
 - ii. Avoid stopping or delaying traffic.
 - iii. Shine a flashlight or otherwise display lighting at night sufficient to be plainly visible in any direction within 200 feet.
- c. RIDING DEVICE - No person may ride or propel a skateboard, scooter, tricycle, or other riding apparatus.
EXCEPTION: BICYCLES operated and equipped in accordance with these rules; A person operating a self-propelled or motorized wheelchair, invalid tricycle, electric personal assistive mobility device (ex: Segway) or motorized quadricycle.

14. MANAGING AGENT

MOTOR VEHICLES and equipment used by the managing agent are allowed on roadways, sidewalks, paths and landscape as needed to efficiently provide services, such as maintenance, landscaping and security.

Except as necessary to efficiently provide services, MOTOR VEHICLES and equipment must be parked so as not to block access, walkways, or carports.

Except for fire hydrant and handicapped parking zones, all parking locations may be used by the managing agent as needed to efficiently provide services.

15. REPORTING COLLISIONS

- a. INJURY TO A PERSON - For a collision that causes injury or death to a person:
 - i. Driver must stop and remain at the scene to provide their identity and information about the collision.
 - ii. Notify local authorities (Call 911).
 - iii. Notify the Laguna Woods Village Security Division.
- b. NO INJURY TO A PERSON - For a collision with no injuries that causes damage to any property, including damage solely to the driver's own MOTOR VEHICLE or BICYCLE:
 - i. Driver must stop and remain at the scene to provide their identity and information about the collision.
 - ii. Driver must identify themselves to the owner or individual in control of the damaged property.
 - iii. Notify the Laguna Woods Village Security Division.
 - iv. RESIDENTS are encouraged to limit their number of vehicles kept in the Community.

GRF kindly reminds everyone that parking space is a valuable and limited resource.

- v. Please remind your guests to use UNASSIGNED PARKING or your own ASSIGNED PARKING space. Use of another RESIDENT'S ASSIGNED PARKING space without their written permission can result in a Notice of Violation, fine, and tow-away at the vehicle owner's expense.
- vi. The use and control of an ASSIGNED PARKING space rests exclusively with the RESIDENTS of the associated MANOR.
A NON-RESIDENT party to a MANOR such as a MEMBER, owner, leasing agent, power of attorney, successor trustee, conservator, etc. may not keep any vehicle in the Community when the subject MANOR is occupied by a RESIDENT.

The Security Division has been authorized by GRF to enforce these rules in compliance with California Vehicle Code § 22658

MAY Initial Notification

28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied.

RV Storage Policy

Recreational Vehicle Parking Areas Rules and Regulations

RESOLUTION 90-16- 25

Tuesday, June 7, 2016

WHEREAS, the Security Division has the primary responsibility for administration, governance and coordinating maintenance issues of the Recreational Vehicle Parking Lots A and B; and

WHEREAS, the Security and Community Access Committee recommend revising the Recreational Vehicle Parking Standard Operating Procedure to only allow non-residents access to the RV Lots if a resident accompanies the nonresident;

NOW THEREFORE BE IT RESOLVED, on June 7, 2016, the Board of Directors of this Corporation hereby approves the revised Recreational Vehicle Parking Areas Rules and Regulations, as attached to the official minutes of this Corporation; and

RESOLVED FURTHER, that RESOLUTION 90-14- 22 adopted May 6, 2014 is hereby superseded and cancelled *to the extent that it differs*; and

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

RECREATIONAL VEHICLE (RV) PARKING AREAS RULES AND REGULATIONS

RESOLUTION 90-16- 24

The Security Division has the primary responsibility for administration, governance and coordination of maintenance issues for the Recreational Vehicle (RV) Parking Areas, Lots A and B, as authorized by the Golden Rain Foundation (GRF) Board of Directors. For information or maintenance issues in regard to the RV Lots A or B, call Security at 949-2682284.

Except where otherwise defined and/or approved by GRF directive, RVs will be defined in accordance with California Health and Safety Code 18010, as follows:

"Recreational Vehicle" means both of the following:

1. A motor home, camper van, travel trailer, truck camper, or camping trailer, with or without motive power, designed for human habitation for recreational, emergency, or other occupancy that meets all of the following criteria:

It contains less than 320 square feet of internal living room area, excluding built-in equipment, including, but not limited to, wardrobe, closets, cabinets, kitchen units or fixtures, and bath or toilet rooms

It contains 400 square feet or less of gross area measured at maximum horizontal projections

It is built on a single chassis

It is either self-propelled, truck-mounted, or permanently towable on the highways without a permit

2. A park trailer, as defined in Section 18009.3

The following described resident solely-owned, operated and Department of Motor Vehicles (DMV) registered RVs are eligible to be placed in a leased RV space. All vehicles must be in operating condition.

Travel trailers 13 to 40 feet in length

Fifth wheel trailers 15 to 40 feet in length

Folding camp trailers

Class A recreational motor home, built on a truck chassis with gasoline or diesel engine

Class C recreational motor home, built on a modified van chassis and usually overhangs the cab

Class B conversion van camper (may have a raised roof)

Truck camper, but detaching the camper from the truck for the purpose of stowing the camper is not permitted in the RV lots

Empty flat-bed trailers, including car caddies, used to tow extra items behind a motor home may be allowed to park in the resident's leased RV space as long as the trailer does not exceed dimensions of 7 feet wide or 10 feet long (including the tongue) and must fit in the same lot space as the motor home

Boats on trailers (personal water craft i.e. Jet Skis, Sea Doos or similar vessel are also allowed as space permits)

Empty boat trailers may be allowed to park in the resident's leased space as long as the trailer and boat are inspected together at the first inspection and subsequent annual inspections

Passenger Vehicles

Resident solely-owned GRF and DMV registered passenger vehicles are eligible to be placed in a surplus space in RV Lot B.

Commercial Vehicles

The following resident solely-owned and DMV registered commercial vehicles displaying any of the following attributes are eligible to be placed in a surplus space in RV Lot B: (Commercial vehicles will not be issued GRF decals)

Of a type used or maintained for the transportation of persons for hire, compensation, or profit.

Examples: taxi cab, limousine, any vehicle originally designed to carry 12 or more passengers.

Designed, used, or maintained primarily for the transportation of property.

Includes any vehicle mounted with a utility body/bed, or aftermarket storage chest, or aftermarket equipment carrier.

Used, specially equipped, or advertised for commercial purposes.

Examples: MOTOR TRUCK, PICKUP TRUCK with a ladder rack or utility body or carrying visible tools or merchandise, van or sport utility vehicle with business advertising displayed or carrying visible tools, chests, racks or merchandise.

The following described vehicles are NOT permitted to be placed in a leased RV space and may be towed away at the vehicle owner's expense upon approval of the GRF Board of Directors:

Flat-bed trailers of dimensions in excess of 7 feet wide or 10 feet long (including the tongue)

Any trailer used to transport motorcycles, go-carts or ATV's

Commercial rental, or similar type, open or closed trailers

Any eligible (as described in Section B) DMV registered RV, passenger, or commercial vehicle converted into a storage unit

Any detached slide-in truck camper for the purpose of storing the camper

Any trailer (other than flat-bed trailers described in Section B) used to transport cargo that was not intended by the manufacturer for human habitation

RVs not currently registered with the Security Division

RVs of former residents

Horse/livestock trailers (Contact the Recreation Division at 949-597-4272 for information on storage)

All RVs, passenger and commercial vehicles must be in operating condition at all times and shall be required to display current on-street/highway registration, of any state, on the license plate. Non-compliance may result in a Miscellaneous Major Notice of Violation (NOV).

A one-time exception of one year to allow residents with special circumstances to provide a certificate of non-operation issued by the DMV in lieu of a current vehicle registration may be allowed. Special circumstances might include temporary physical impairment or other reasons deemed valid by the Security Director, but will not include the vehicle being inoperable.

Only RVs, passenger and commercial vehicles registered solely to a resident(s) of Laguna Woods Village will be given permits. A resident(s) of a currently registered RV, passenger or commercial vehicle will provide the following information at the time of application to rent a RV space and annually thereafter, within 30 days of their vehicle registration renewal: a valid driver's license, proof of appropriate theft and liability insurance, and vehicle registration papers. Non-compliance may result in a Miscellaneous Minor NOV. In addition, the Security Division must verify the vehicle before it is placed in the assigned space.

Any changes in the vehicle ownership, address, insurance or phone number of the owner, or the license plate number of the vehicle, must be reported to the Security Division within seven (7) days of the change. Written notification shall be mailed, or delivered, to Laguna Woods Village Security, 24351 El Toro Road, Laguna Woods, CA 92637. Security will acknowledge receipt of documents. Non-compliance may result in a Miscellaneous Minor or Major NOV.

Spaces in the RV lots will be assigned by the Security Division on a first come, first served basis, one vehicle per space. A maximum of two spaces per manor may be assigned, in accordance with Item H. Owners of multiple manors are allowed a maximum of two spaces in accordance with Item H. Spaces will be assigned by the length of the vehicle in order to make the best use of the available spaces. Space assignments are subject to change upon notification. Vehicles may only be parked within the footprint of the assigned space. A car caddy, or flat-bed trailer as described in Section B, may be parked with a motor home. Vehicles not parked in their assigned space will be subject to tow at owners' expense.

Additional RV Lot Space

Residents are permitted to lease two RV Lot spaces per manor, excepting passenger and commercial vehicles in RV Lot B. Residents will not be permitted to lease a second space for an identical type RV (i.e.: two motor homes) or a trailer/camper that cannot be towed by the Primary RV stored in the first space. Non-compliance may result in a Miscellaneous Major NOV. Residents will be permitted to use the second space for vehicles as defined in the Rules and Regulations. Vehicles used for towing, or vehicles that are towed in conjunction with the primary RV may also be permitted, but only in the second space leased. These vehicles may include automobiles; passenger vans designed to accommodate ten (10) or fewer people; sport utility vehicles; trucks; or boats or personal water craft on open trailers. A reserve pool of five (5) empty parking spaces (an assortment of sizes) will be maintained for new firstspace lessees. A second space will be leased to a resident only if a large enough space is available; there are no new residents on the RV lot waiting list for a parkingspace of equal or lesser size; and the reserve pool of five (5) empty parking spaces is maintained.

Second space leases will be assigned on a first come, first served basis. Residents occupying space in Lots A and B who would like a second space will be required to submit their name, contact information, and the type and size of RV or other permitted vehicle they will store. The resident will be required to provide two preferred methods of contact, such as a home phone, a cell phone, a relative's phone, or an e-mail address. Each resident can only submit one vehicle for consideration. Of the available spaces for lease, the closest fit greater than or equal to the size of the vehicle will be assigned.

If a resident has a vehicle that no space can accommodate, they will be placed on the Second Space waiting list. Because spaces will be assigned to the best fit available, there is no guarantee that the second space will be adjacent to, or even in the same lot as, the primary space.

If a new resident makes a request for a parking space for an RV and there are no spaces available or no appropriate size space available in the reserve pool of five (5) empty parking spaces, a resident may be required to vacate if they are leasing a second RV, passenger or commercial space having a size that could accommodate the new resident's RV. The space to be vacated would be chosen at random from a pool of second RV, passenger and commercial spaces of equal or greater size required for the new resident's RV. If there is no second space that is large enough to accommodate the new resident's RV, they will be added to the normal waiting list.

Residents will be given a 30-day notice by GRF if required to vacate their second, passenger or commercial vehicle space in order to accommodate a new resident's RV. Staff will attempt to contact the vacating resident, and will send a letter to their manor informing them they are required to vacate.

If the space is not vacated within 30 days of the postmarked date of the notice, a NOV will be issued, and could result in disciplinary procedure and/or fines. The resident may be at risk of having the RV, passenger or commercial vehicle towed and would be responsible for the towing and impound fees. If the resident is on vacation or otherwise indisposed, or cannot be reached by the contact person they have given, it will not be Staff's responsibility to go above and beyond the procedures required in the Recreational Vehicle (RV) Parking Areas – Rules and Regulations regarding notification. The resident would be advised when requesting a second space that they should always have a back-up plan for RV storage.

No structures of any kind may be erected on the leased space (i.e. tents, portable garages, etc.).

Security may request that a RV, passenger or commercial vehicle be moved as required for maintenance of the RV lot. When a 10-day notice has been issued, and if the vehicle has not been moved, Staff may move the vehicle or have the vehicle moved. All costs incurred will then be charged to the resident leasing the space.

The RV Lot lease fee is \$160.00 per RV, passenger or commercial vehicle space per year. Annual billing is sent out each January for all RVs, passenger and commercial vehicles stored in the RV lots as of January 1st of each year. A prorated refund will be given if the space is cancelled during the year.

RV lot keys or access shall only be granted to those residents having a RV lot permit. A maximum of two keys or cards per space will be issued. The resident will be the only one issued a key or card for access to the lots. The resident may not give or loan their keys or cards to anyone. All non-residents must be accompanied by a resident when inside of the RV Lots. .

The Security Division will charge \$10.00 as a deposit for each key or card. This fee is refundable upon return to the Security Division. Keys must be returned to Security and cards deactivated upon cancellation of the space. The fee for replacement of lost keys or cards is \$25.00 and it is not refundable.

A current copy of the RV Parking Areas Rules and Regulations will be issued to the responsible party of the leased space at time of application. Security will notify residents when the Rules and Regulations are revised by GRF.

The GRF Board of Directors has authorized the Laguna Woods Village Traffic Committee to review all NOV's specific to the RV Lot Rules and Regulations and has authorized the Security Division to strictly enforce all GRF RV Lot Rules and Regulations noted herein. The GRF Board of Directors has authorized the Security Division to tow or remove vehicles or property in violation of these Rules and Regulations, from the RV Storage Lots at the owner's expense. Any exceptions to these operating procedures require the written approval of the Director of Security or designee and/or the Golden Rain Foundation. NOV records shall be kept for three years. The GRF Board of Directors of the Corporation has established penalties for violations of these regulations and has noted them on the last page of these Rules and Regulations. Penalties may be greater for repeated violations within a three-year period.

Laguna Woods Village Traffic Committee Hearing.

Members to whom an NOV is issued shall be entitled to a hearing before the Laguna Woods Village Traffic Committee. Notice of the hearing shall be sent to the Member not less than 15 days prior to the hearing. Notice shall be sent by first-class mail to the most recent address of the Member shown on the Member's mutual's records. Such notice shall set forth the proposed action to be taken against the Member, the reasons therefore, the right to be heard, orally or in writing, at the hearing, and the date, time and place of the hearing. Members wishing to appear at the Traffic Committee hearing to contest the NOV shall notify the Security Division, no less than 7 days prior to the hearing at which the Member intends to appear.

The Member shall be given an opportunity to be heard and present evidence either in person, by counsel, or by both, or in writing, at the hearing before the Laguna Woods Village Traffic Committee.

Following the hearing, the Laguna Woods Village Traffic Committee shall decide in good faith and in a fair and reasonable manner whether they will recommend to GRF's Board of Directors that the Member be disciplined; and, if so, the terms and period of the discipline.

The Laguna Woods Village Traffic Committee's decision shall be communicated to the Member along with a notice to the Member that, in the event the Committee recommends the GRF Board imposes discipline on the Member, their recommendation will be considered by GRF's Board of Directors at a subsequent Executive Session.

GRF Board Disciplinary Hearing

Members to whom an NOV has been issued and for whom the Laguna Woods Village Traffic Committee has recommended the GRF Board impose discipline shall be entitled to a hearing before the GRF Board of Directors. Notice of the hearing shall be sent to the Member not less than 15 days prior to the hearing before the Board. Notice shall be sent by first-class mail to the most recent address of the Member shown on the Member's mutual's records. Such notice shall set forth the proposed action to be taken against the Member, the reasons therefore, the right to be heard, orally or in writing, at the hearing, and the date, time and place of the hearing.

The hearing shall be conducted in Executive Session. The Member shall be given an opportunity to be heard and present evidence either in person, by counsel, or by both, or in writing, at the hearing before the GRF Board.

Following the hearing, the GRF Board of Directors shall decide in good faith and in a fair and reasonable manner whether the Member should be disciplined and, if so, the terms and period of the discipline.

The decision of a majority of the GRF Board of Directors shall be final and binding upon the Member, and shall be communicated, together with notice of the right to appeal the decision, as set forth in subsection 4.6.4 of GRF's Bylaws, in writing to the Member within 15 days of the hearing.

If the member does not resolve the conditions of the NOV, or if additional NOVs are issued, the matter will be presented to the GRF Board for a decision that could impose a fine of up to \$500.00 and/or restrict member privileges.

It is prohibited to allow RVs, passenger or commercial vehicles to be plugged into the electrical outlets on the light poles for more than three days in a 30-day period. When Security observes

an infraction of this rule, the RV will be issued a Notice of Violation (Miscellaneous Major) and will be unplugged without notice to the resident.

It is prohibited to allow RV slide outs to be extended (opened) for more than three days in a 30-day period. Extended slide outs may not encroach into adjacent parking spaces. Violations observed will result in a NOV (Miscellaneous Major).

It is prohibited to operate a generator in an unattended RV. When Security observes an infraction of this rule, the RV will be issued a NOV (Miscellaneous Major) and the generator will be shut off, if accessible to Security, without notice to the resident. If the generator is not accessible, Security will attempt to notify the owner to shut it off.

If a vehicle is occupied (lived in) while it is parked in the RV lot or within Laguna Woods Village, the responsible resident will be subject to disciplinary action by the GRF Board of Directors.

The speed limit within the RV lot is 10 miles per hour. Violators will be issued a NOV for Speeding.

Residents are required to keep the area around their RVs, passenger and commercial vehicles clean and free of clutter/litter at all times. All trash is to be placed in trash containers. No debris shall be tossed onto the slopes. No hazardous materials are to be disposed of in the RV lot (i.e. batteries, tires, anti-freeze and other vehicle fluids). Residents should be conscious of standing water and make every effort to avoid this (i.e. drain plug pulled, covers taut, etc.). Tarps and covers must be maintained; frayed, torn or worn tarps or covers that create an appearance of neglect or clutter will result in a NOV (Miscellaneous Major).

No materials of any kind may be stored in the space outside of the vehicle or trailer. Security has the right to issue a Notice of Violation, or remove and discard any equipment or property of any kind that is left in the space or any other area of the RV Storage Lot. All costs associated with the removal and disposal of non-authorized materials will be at the owner's expense.

Blocks or planks shall be used under jacks or iron wheels, etc. to prevent excessive loads on the asphalt. Violations will result in a Jack Support NOV.

It is prohibited to level, support or raise RVs, trailers or vehicle frames with anything other than permanently installed jacks. Violations observed will result in a NOV (Miscellaneous Major).

Wheel chocks, planks, bricks, wheel covers, etc. are not to be abandoned in an unoccupied resident's space. Abandoned materials may be discarded by Security and a NOV for clutter may be issued.

RV, trailer, and vehicle wheels shall be chocked with a minimum of two Manufactured Wheel Chocks to prevent accidental coasting or movement due to strong winds or other conditions. Violations (use of rocks, bricks, scrap or fire wood, etc.) will result in a NOV for failure to provide the proper Wheel Chocks.

The rules regarding use of the wash area and/ or sanitary connections are posted and must be followed. Violations will result in a NOV (Miscellaneous Major).

Damage to other vehicles shall be reported to the owner of the vehicle and to the Security Division in accordance with the California DMV Code Section 20002.

No repairs, restoration or any mechanical maintenance shall be permitted on the premises. Vehicles must be removed from the RV lot for any repairs or maintenance. No work or maintenance shall be done to vehicles while in the lot that would tend to litter the area around the

space, such as removing wheels and tires, overhauling, reconstruction, changing engine oil, etc. The Security Division Watch Commander (597-4257) may allow a variance to the above based upon exigent circumstances.

A resident's personal passenger vehicle may be parked in their motor home RV or commercial space when the motor home or commercial vehicle is not present.

RVs may be parked at the resident's manor for up to six hours while the vehicle is being loaded or un-loaded. If more time is required due to extenuating circumstances, the Security Division Watch Commander (949-597-4257) may approve additional time to load or un-load.

Any prior Recreational Vehicle (RV) Parking Areas Rules and Regulations or agreements in existence at the time these Recreational Vehicle (RV) Parking Areas Rules and Regulations and monetary penalties are adopted are superseded and canceled.

Non-payment of fees in addition to any late fees incurred may result in the disciplinary procedure being implemented by GRF and imposition of fines up to \$500 and/or restriction of privileges.

If an issued NOV has not been addressed/corrected by the lessee within 30 days of notification, a second NOV for the same violation will be issued. If the lessee continues to ignore the violation, additional disciplinary measures may be recommended by the GRF Security and Community Access Committee to the GRF Board of Directors that may include an imposition of fines up to \$500 and/or restriction of GRF privileges.

Schedule of Monetary Fines: Recreational Vehicle Parking Areas*			
Violation	1st Offense	2nd Offense	3rd Offense (or more)
Hazardous Material Violation	\$75	\$100	\$150
Wheel Chock Violation	\$40	\$60	\$80
Jack Support Violation	\$40	\$60	\$80
Maintenance or Repair Violation	\$50	\$100	\$150
Miscellaneous (Minor)	\$25	\$50	\$75
Miscellaneous (Major)	\$50	\$100	\$150
*Consult the Recreational Vehicle (RV) Parking Areas Rules and Regulations for further detail on RV Lot violations			

RV Lot Parking Violations		
Miscellaneous (Minor)	Miscellaneous (Major)	Miscellaneous (Major)
Flat Tires	Expired Registration	Unauthorized vehicle in space
Failure to provide Registration paperwork	Utilizing RV vehicle as living quarters	Vehicle utilized for storage
	Clutter	Generator running unattended
	Storage outside of vehicle	Portable sheds or tents erected outside of vehicle
	Wash-rack violation	Illegal Jack (R & R Section "X" Violation)

RESTATED ARTICLES OF INCORPORATION
OF
GOLDEN RAIN FOUNDATION OF LAGUNA WOODS

The undersigned certify that:

They are the president and the secretary, respectively, of Golden Rain Foundation of Laguna Woods, a California nonprofit mutual benefit corporation.

The Articles of Incorporation of Golden Rain Foundation of Laguna Woods (the “Articles”) shall be amended and restated in their entirety to read as follows:

ARTICLE I

NAME

The name of this corporation is GOLDEN RAIN FOUNDATION OF LAGUNA WOODS, (“Corporation”) or (“GRF”).

ARTICLE II

REQUIRED STATEMENT OF AUTHORITY AND PURPOSE

The Corporation is a nonprofit mutual benefit corporation organized under the Nonprofit Mutual Benefit Corporation Law. The purpose of the corporation is to engage in any lawful act or activity for which a corporation may be organized under such law. This Corporation elects to be governed by all of the provisions of the Nonprofit Corporation Law of 1980 not otherwise applicable to it under Part 5 of Division 2.

ARTICLE III

PURPOSES

The further purposes of the Corporation are:

To act as Trustee of the Golden Rain Foundation of Laguna Hills Trust and any other trust incidental to any of these purposes.

To provide services and community facilities to the members of this Corporation and to their memberships.

To act as a partner and joint venturer, and to enter into co-partnership and joint venture agreements with other corporations and individuals.

To engage in any business or activity now or hereafter permitted under the Nonprofit Mutual Benefit Corporation Law of the State of California.

~~To sponsor and form California corporations, whose joint purpose will be to develop the community of [REDACTED] Laguna Woods.~~

ARTICLE IV

POWERS

This Corporation shall have the following powers:

To solicit gifts of, to receive by gifts, devise or bequest, to purchase and to otherwise acquire real and personal property of every kind and nature, including shares of stocks, bonds, securities of other corporations, and to hold, manage and administer the same.

To act as trustee under any trust incidental to the purposes of this Corporation and to receive, hold, administer and expend funds and property subject to such trust.

To buy, sell, assign, convey, exchange, lease, mortgage, encumber, transfer upon trust, or otherwise dispose of all property, real or personal.

To invest and reinvest funds of the Corporation in real or personal property of every kind and nature, including bonds, corporate common or preferred stocks or securities of any type or character.

To borrow money, contract debts and issue bonds, notes, debentures, and secure the payment or performance of its obligations.

To make contracts and to do all other acts necessary or expedient for the administration of the affairs and the attainment of the purposes of this Corporation.

To make donations of the public welfare or for charitable, scientific, educational or other purposes. Any such donation shall require approval of a majority of the Board of Directors and the vote or written consent of members of the Corporation entitled to exercise a majority of the voting power of the Corporation.

To make contributions for purposes that the Board of Directors deems necessary in order to protect the quality of life, including, but not limited to, the property values of the Corporation's members.

ARTICLE V

DISTRIBUTIONS

This Corporation does not contemplate the distribution of gains, profits or dividends to any of its members, except that, upon the dissolution or winding up of this Corporation, after paying or adequately providing for the debts and obligations of this Corporation, the Directors or other persons in charge of the liquidation, shall distribute any assets and or obligations held in trust in accordance with the trust, and shall distribute any remaining assets to the then members of this Corporation entitled thereto in accordance with the provisions of the Bylaws of this Corporation.

ARTICLE VI

STATEMENT REQUIRED BY CALIFORNIA CIVIL CODE SECTION 4280

The Corporation is an association formed to manage a common interest development under the DavisStirling Common Interest Development Act.

The business or corporate office of the Corporation is as follows:

Golden Rain Foundation of Laguna Woods
24351 El Toro Road
Laguna Woods, CA 92637

The physical location of the common interest development is as follows:

Front Street: El Toro Road

Nearest Cross Street: Moulton Parkway Nine-Digit ZIP Code:
92637-4901

The common interest development is subject to the provisions of the Corporation's governing documents. The name and address of the Corporation's current managing agent, as defined in California Civil Code Section 4158 is:

Village Management Services, Inc.
24351 El Toro Road
Laguna Woods, CA 92637

Any change to the Corporation's managing agent shall not be deemed an amendment to these Restated Articles of Incorporation.

The classes of membership of the Corporation and the voting and other rights and privileges, and obligations, of the Corporation's member are set forth in the bylaws of the Corporation.

ARTICLE VII

DIRECTORS

The number of Directors of this Corporation is eleven (11).

The qualifications, powers, duties and tenure of the office of Director and the manner in which Directors are to be chosen shall be prescribed and set forth in the Bylaws of this Corporation.

ARTICLE VIII

PERPETUAL

This Corporation shall have perpetual existence.

ARTICLE IX

MEMBER LIABILITY

The members of this Corporation shall not be personally liable for the debts, liabilities or obligations of this Corporation.

ARTICLE X

MEMBERS

The authorized number and qualifications of members of this Corporation, the different classes of membership, if any, the property, voting and other rights and privileges of each class of membership, and the liability of each or all classes to dues or assessments and the method of collection thereof, shall be prescribed and set forth in the Bylaws of this Corporation.

The Articles as amended and restated have been approved by the Board of Directors

The Articles as amended and restated have been approved by the required vote of members.

DATE: _____

[signature]

_____, President

[print name]

[signature]

_____, Secretary

[print name]

DECLARATION

Each of the undersigned declares under penalty of perjury that the statements contained in the foregoing Restated Articles of Incorporation of Golden Rain Foundation of Laguna Woods are true to his or her own knowledge and that this Declaration was executed as of _____ 2016, at Laguna Woods, California.

DATE: _____

[signature]

_____, President

[print name]

[signature]

_____, Secretary

[print name]

D. CLUBS AND ORGANIZATIONS

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

Residents requesting to form a club/organization must first submit a written request to Recreation Staff stating the purpose and/or objective of the proposed club/organization and a list of at least 20 resident names, addresses, and telephone numbers of those requesting membership in the new club/organization.

Compliance with the Rules, Policies and Procedures of the Golden Rain Foundation, including the GRF Guest Policy, must be a condition for membership in the club/organization. *All GRF Policies supersede any written rules or governing documents of clubs/groups/organizations or individuals not directly in compliance with GRF Policy.*

The club/organization must be organized for educational, social, cultural, recreation or other non-profit purposes.

DEFINITIONS

Words appearing in ALL CAPITAL LETTERS are defined in this section.

2.1 ABANDONED VEHICLE

A MOTOR VEHICLE having *either* of the following attributes:

Appears deserted, neglected, unsightly, or INOPERABLE.

If in UNASSIGNED PARKING, has not been moved within a 21 day period

unless previously receiving written authorization from the Security Division. (See Section 7.5 - Resident's Extended Parking).

2.2 ASSIGNED PARKING

A defined parking location such as a carport, parking garage space, or MANOR driveway or garage that has *both* of the following attributes:

Is regulated by a Mutual Corporation or GRF.

Is allotted as an exclusive use area of a particular MANOR.

2.3 BICYCLE

A device, upon which a person can ride, propelled by human power through pedals, a belt, chain, or gears and having one or more wheels.

- A motorized bicycle is classified as a MOTOR VEHICLE, not a BICYCLE.

2.4 COMMERCIAL VEHICLE

A vehicle displaying *any* of the following attributes:

Of a type used or maintained for the transportation of persons for hire, compensation, or profit.

Examples: Taxi cab, limousine, any vehicle originally designed to carry 12 or more passengers.

Designed, used, or maintained primarily for the transportation of property.

o Includes any vehicle mounted with a utility body/bed, or aftersmarket storags chest, equipment carrier or other structure designed to secure goods. However, a carrier designed for specific sports or athletic equipment (e.g. bicycle or ski rack) is acceptable.

Used, specially equipped, or advertised for commercial purposes.

Examples: MOTOR TRUCK, cargo trailer, PICKUP TRUCK with a

ladder rack or utility body or stake panels, or carrying visible tools or merchandise, van with business advertising displayed or carrying visible tools, chests, racks or merchandise, sedan with applied lettering advertising a business.

EXCEPTIONS:

o PICKUP TRUCKS and passenger vehicles (including commuter carpooling vans of up to 11 passenger capacity) are not COMMERCIAL VEHICLES unless used, specially equipped, or advertised for commercial purposes.

Proposed Recreation Division Policy Change

E. CONTINUING EDUCATION PROGRAM

1. Emeritus Program

GRF provides the facilities at no cost ·

Classes may be held in all clubhouses except Clubhouses Six and Seven, the Computer Learning Center, Community Fitness Center, and Village

Greens

The Recreation Division works with the College to facilitate the Emeritus

Program d. There is a limit of 75-1-GG Emeritus classes per semester

e. Non-resident students may only use Saddleback student passes to attend classes in which they are registered; they may arrive at the facility no more than

15 minutes prior to the start of the class; must leave the facility no more than 15 minutes after the Instructor dismisses the class; a parking pass is required if the student is driving into the Community

Student Parking Pass Fee for Non-Resident Students

RESOLUTION 90-19-49

Tuesday, September 3, 2019

WHEREAS, the Saddleback College Emeritus Institute provides educational services to residents and non-residents of Laguna Woods Village; and

WHEREAS, a concern was raised that non-residents use the equipment and facilities during class time at no charge, while the residents pay monthly assessments to upkeep GRF property;

NOW THEREFORE BE IT RESOLVED, September 3, 2019, that the Board of Directors of this Corporation hereby implements a Student Parking Pass Fee of

\$50 per semester (\$30 for summer semester) for non-resident students who take Saddleback College Emeritus Institute courses in Laguna Woods Village, effective with the Spring Semester 2020 enrollment; and

RESOLVED FURTHER, that such fees shall be used to defray the operational and administrative costs, and shall be collected during the time of student gate pass distribution; and

RESOLVED FURTHER, that Resolution 90-10-31 adopted May 4, 2010 is hereby superseded and cancelled; and

September 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 28-days from the postponement to comply with Civil Code §4360.

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

Revisions to the Recreational Vehicle Parking Areas Rules and Regulations

RESOLUTION 90-16- 25

Tuesday, June 7, 2016

WHEREAS, the Security Division has the primary responsibility for administration, governance and coordinating maintenance issues of the Recreational Vehicle Parking Lots A and B; and

WHEREAS, the Security and Community Access Committee recommend revising the Recreational Vehicle Parking Standard Operating Procedure to remove the words “or aftermarket storage chest” from the current definition of a commercial vehicle;

NOW THEREFORE BE IT RESOLVED, on June 7, 2016, the Board of Directors of this Corporation hereby approves the revised Recreational Vehicle Parking Areas Rules and Regulations, as attached to the official minutes of this Corporation; and

RESOLVED FURTHER, that RESOLUTION 90-14- 22 adopted May 6, 2014, 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 hereby authorized on behalf of this Corporation to carry out the purpose of this resolution.

Security and Community Access Committee authority on RV Lot Notices of Violations
RESOLUTION 90-08- 22

Tuesday, March 04, 2008

WHEREAS, on August 7, 2007, the Board of Directors of this Corporation adopted RESOLUTION 90-07- 60 which identifies a monetary penalty fee schedule for violations of the Rules and Regulations occurring within RV Lot A and RV Lot B, and authorizes the Board of Directors as the disciplinary officers for assessing fines by way of Civil Code 1363;

NOW THEREFORE BE IT RESOLVED, March 4, 2008 that the Board of Directors of this Corporation hereby assigns authority to the GRF Security and Community Access Committee to act on behalf of the Board in review and action on all Notices of Violations specific to RV Lot Rules and Regulations infractions; and

RESOLVED FURTHER, that such review would be by Consent Calendar at the Committee level, unless the violator requests to be heard by the Committee; and

RESOLVED FURTHER, that the Board of Directors of this Corporation shall ratify the findings of the Committee by way of Consent Calendar; and

RESOLVED FURTHER, that a member may appeal the decision of the Board in accordance with Civil Code 1363; and

RESOLVED FURTHER, that if Notices of Violation are upheld by the Committee and the associated fines are imposed by way of Board ratification, but the member does not satisfy the

terms of the finding, the member may be referred to the member disciplinary process of the GRF Board in accordance with Civil Code 1363; and

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

Use of Vacant Spaces in RV Lot B for GRF Vehicles

RESOLUTION 90-07-18

Tuesday, March 06, 2007

WHEREAS, space to park GRF vehicles at the Maintenance Yard is limited;

NOW THEREFORE BE IT RESOLVED, March 6, 2007 that the Board of Directors of this Corporation hereby approves the use of the vacant parking spaces in RV Lot B for the parking of GRF vehicles for a time not to exceed one year; and

RESOLVED FURTHER, that Security shall oversee the opening and closing of the gate and shall be present at all times as vehicles are moved in and out; and

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

Employees Authorized to Rent Space in the Recreational Vehicle Area

RESOLUTION G-80-115

Monday, December 01, 1980

RESOLVED, that persons employed by the managing agent are hereby authorized to rent space in the Recreational Vehicle Area for the parking of their recreational vehicles.

Commercial Vehicle in RV Lots

RESOLUTION 90-18- 49=

Tuesday November 6, 2018

WHEREAS, Golden Rain Foundation of Laguna Woods has administration control of Recreational Vehicles (RV) Lot A & B and these spaces have been rented to residents; and

WHEREAS, the Security and Community Access Committee has recognized the need to find parking for commercial vehicles; and

NOW THEREFORE BE IT RESOLVED, on November 6, 2018, the Board of Directors of this Corporation hereby allows that open RV lot parking spaces can be utilized by Residents' commercial vehicles, as space permits, for \$640 per space per year; and

RESOLVED FURTHER, Residents will be given a 30-day notice if required to vacate their commercial vehicle space in order to accommodate a Resident's RV; and

RESOLVED FURTHER, Residents will be paid a pro-rata amount of their fee if vacancy is required;

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

Compliance Policy

Appeals

[GRF Appeals Process for Resident Members Requests](#)

RESOLUTION 90-15- 47

Tuesday, September 01, 2015

WHEREAS, from time to time Resident Members seek approval from the Golden Rain Foundation Board of Directors on many matters of Corporate business by way of the committee structure for review of a question that will ultimately be determined by the Board; and

WHEREAS, such committees forward recommendations regarding Members' requests to the Golden Rain Foundation Board for consideration, and if the proposed request is disapproved, then such decision is subject to appeal to the Golden Rain Foundation Board by the Mutual Member;

NOW THEREFORE BE IT RESOLVED, September 1, 2015 that the Board of Directors of this Corporation hereby establishes the following appeal process for Resident Members requests made to Golden Rain Foundation Board:

1. Within 30 days of the Board's decision a requesting Member may appeal the Board's decision by requesting another review by the appropriate GRF Committee.
2. Upon receipt and review of the recommendation from the Committee, the Board of Directors will shall make a final decision in the regular course of its business.
3. No further appeals will be granted for a twelve (12) month period from the date of the Board's final decision on the appeal. This twelve-month period shall apply to both the original requesting Resident Member and the subsequent members(s) on the same issue, if any.

RESOLVED FURTHER, RESOLUTION 90-08- 69, adopted October 7, 2008 is hereby superseded and cancelled; and

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

Disciplinary Action

Suspend Cable/Internet in the Event of Disciplinary Action

RESOLUTION 90-17- 38

Tuesday, November 7, 2017

WHEREAS, the Golden Rain Foundation Corporation is an association formed to manage a common interest development under the Davis-Stirling Common Interest Development Act (Articles of Incorporation, Article XI);

WHEREAS, the purpose of the Golden Rain Foundation Corporation is to develop and maintain facilities and services (Bylaw 2.1.1), operate community facilities (Bylaw 2.1.2) and operate as a Common Interest Development in accordance with the Davis-Stirling Common Interest Development Act, in providing community facilities (Bylaw 2.1.3); and

WHEREAS, the Golden Rain Foundation Corporation has the power to adopt rules and regulations, including disciplinary procedures with regard to its Mutual Members and permitted and approved Qualifying Residents, Co-occupants, Tenants and their guests (Bylaw 2.2.3), and the authority to establish policy (Bylaw 2.3); and

WHEREAS, Cable/Internet services for the Mutual Members, Qualifying Residents, Co-occupants, Tenants and their guests are provided by way of a contract between the Golden Rain Foundation Corporation and a Cable/Internet provider ("Master Contract"), and then a bulk service contract between the Golden Rain Foundation Corporation and the Housing Mutuals, which consists of Laguna Woods Mutual No. Fifty, Third Laguna Hills Mutual and United Laguna Woods Mutual; and

WHEREAS, each of the Housing Mutuals Bylaws empowers their respective Boards to manage and govern property, facilities and services, including the adoption of policies and rules (Laguna Woods Mutual No. Fifty Bylaws 2.1, 2.2 and 2.3; Third Laguna Hills Mutual Bylaws 2.1.3, 2.2.3 and 2.3; United Laguna

Woods Mutual Bylaws 2.1, 2.2 and 2.3);

WHEREFORE, the Board of Directors acknowledges that Cable/Internet is a jointly administered amenity, of both the Housing Mutuals and the Golden Rain Foundation Corporation;

NOW THEREFORE, BE IT RESOLVED, November 7, 2017, that the Board of Directors of the Golden Rain Foundation Corporation, and the Board of Directors for each of the Housing Mutuals, each possess the power to take disciplinary action against their respective Mutual Members,

including, but not limited to, the suspension of Cable/Internet and internet services;

RESOLVED FURTHER, that it is within the sole authority of the Golden Rain Foundation to negotiate the terms of the Master Contract, including, but not limited to, pricing and programming;

RESOLVED FURTHER, that it is the sole obligation of the Golden Rain Foundation to develop, maintain, operate, and/or repair the facilities necessary to provide Cable/Internet for the Mutual Members, Qualifying Residents, Co- occupants, Tenants and their guests;

RESOLVED FURTHER, that this resolution cancels and supersedes RESOLUTION 90-06- 110; to the extent that it differs; and

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

[Suspend Chargeable Services for Delinquent Payments](#)

RESOLUTION 90-07- 36

Tuesday, May 01, 2007

WHEREAS, there has been presented to the Board a proposal whereby this Corporations managing agent, Professional Community Management, Inc. (PCM), would, as an administrative action, and without specific Board authorization as to each instance, suspend Chargeable Services for any Member whose account is delinquent; and

WHEREAS, Members request and agree to pay for, and services are provided by Staff and billed on a monthly basis; and

WHEREAS, if Members do not pay their balance within the monthly twenty-five (25) day grace period, they will incur a \$10.00 late charge each month, and if the charge or charges are delinquent for four consecutive months or a minimum of 120 days from the original billing and are not disputed, Chargeable Services may be suspended; and

WHEREAS, the Board has reviewed and discussed this proposal, and has determined that it is in the best interest of this Corporation and its Members to have it managing agent directly enforcing its policy regarding Chargeable Services by taking administrative action to suspend Chargeable Services when a Member is delinquent for a minimum of 120 days from the original billing;

NOW, THEREFORE BE IT RESOLVED, May 1, 2007 that the managing agent is hereby authorized to suspend Chargeable Services, except when the requested service is an emergency, as an administrative action for any Member who is delinquent in making the requisite payments for a minimum of 120 days from the original billing for non-disputed Chargeable Services; and

RESOLVED FURTHER, that any actions taken by the managing agent to date in suspending Chargeable Services as an administrative action for Members who were delinquent in making payments on their account are hereby ratified and approved; and

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

[Right to take Action Against a Mutual Member](#)

RESOLUTION 90-06-110

Tuesday, December 05, 2006

WHEREAS, pursuant to the Housing Mutuals Bylaws, each Mutual has imposed monetary fines upon members who have been found to violate the rules and regulations; and

WHEREAS, there are members who refuse to pay the imposed fines, and the Mutuals have limited options to collect such fines; and

WHEREAS, GRF Bylaw Section 4.5.2 expressly authorizes its Board of Directors to take disciplinary action or suspension action against any Mutual Member, Qualifying Resident, Co-Occupant, Tenant, and their guests (herein collectively referred to as the Mutual Member) for breach of the governing documents and rules and regulations of this Corporation, or of the Mutual of such Mutual Member; and

WHEREAS, GRF Bylaw Section 4.5.1 references the permissible discipline or suspension action that may be taken, including the restriction of the right to use any GRF facility;

NOW THEREFORE BE IT RESOLVED, December 5, 2006 that the Board of Directors of this Corporation hereby specifically identifies that the right to take disciplinary or suspension action against a Mutual Member has included and continues to include, but is not limited to, the suspension of the Mutual Members right to use this Corporations cable TV system during the period of the discipline or suspension; and

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

[Adopt Member Disciplinary Hearing Process Procedure](#)

RESOLUTION 90-04- 72

Tuesday, October 05, 2004

WHEREAS, each Member of the Golden Rain Foundation is obligated to comply with the rules, terms, and conditions as set forth in the governing documents; and

WHEREAS, these rules and regulations are occasionally violated by Members such that the Board of Directors is obligated to evaluate and impose if appropriate, member-discipline under its Bylaws and 1363 of the Davis-Stirling Act; and

WHEREAS, if complaints and/or violations are not acted on in a timely manner by the Board, the complainant(s) may be critical of the Board's inaction due to the perceived failure of the Board to enforce their Bylaws and rules and regulations. If on the other hand, the Board imposes discipline without due process, it may be perceived as overzealous and/or hasty in its actions;

NOW THEREFORE BE IT RESOLVED; October 5, 2004 that the Board of Directors of this Corporation hereby adopts standardized procedures as described in the attached subject report titled: Timely Processing of Member Discipline, for the purpose of assisting staff and the Board with procedures on holding disciplinary hearings in a timely manner, and to ensure progressive discipline; and

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

Flyer and Signage

Distribution of Publications by Non-Residents

RESOLUTION 90-15-17

Tuesday, March 03, 2015

Distribution of Publications by Non-Residents of Laguna Woods Village within Laguna Woods Village

WHEREAS, Golden Rain Foundation of Laguna Woods ("GRF") adopted a policy applicable to the distribution of all First Amendment publications within Laguna Woods Village by non-residents; and

WHEREAS, GRF's Board of Directors has determined that it is appropriate that said policy be updated and revised;

NOW THEREFORE BE IT RESOLVED, that on March 3, 2015 the Board of Directors of this corporation hereby adopts the following policy for the distribution of publications by non-residents of Laguna Woods Village within Laguna Woods Village: Distribution of unsolicited materials publications by non-residents is strictly prohibited. Only materials publications specifically requested by resident(s) may be distributed to said resident(s). Any non-resident individual or entity (the "Applicant") wishing to distribute publications within Laguna Woods Village shall complete and submit the Application for Pass(es) to Distribute Publications, obtain a Gate Entry Pass allowing entry for distribution, and comply with all applicable rules. The applicant shall provide the following information: 1 2 3 4 5 6 7

RESOLVED FURTHER, that the basic rules for which all of the Applications shall be required to follow shall be as follows: a. b. c. d.

RESOLVED FURTHER, this resolution shall in no way restrict legitimate distribution of political and/or campaign related material publications; and

RESOLVED FURTHER, that Resolution number G-98-55, dated July 7, 1998, is hereby superseded and all previous distribution policies are void; and

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

[Open House Directional Uniform Signage Policy](#)

RESOLUTION 90-19- 13

Tuesday, February 05, 2019

WHEREAS, Resolution 90-11-117 adopted on November 1, 2011, established the Open House Directional Uniform Signage Policy; and

WHEREAS, the Open House Directional Uniform Signage Policy is intended to improve the marketability of cooperatives and condominiums in Laguna Woods Village; and

WHEREAS, the Golden Rain Foundation must update the Open House Directional Uniform Signage Policy to include real estate sign requirements to conform with State of California Bureau of Real Estate (CalBRE) License Disclosure Requirements for Advertising that went into effect on January 1, 2018; and

WHEREAS, CalBRE's new License Disclosure Requirements for Advertising require all first-point-of-contact solicitation materials to include:

1. The name and number of the licensee. This is for both sales-agents and broker-associates;
2. The responsible broker's "identity." This means the name under which the broker is currently licensed by CalBRE and conducts business in general or is a substantial division of the real estate firm. The broker's license number is optional; and
3. The status of the agent such as "REALTOR®" or "agent" (unless the name of the company makes clear that the advertisement is by a licensee); and

WHEREAS, the CalBRE's requirement applies to all types of advertising including but not limited to:

1. For Sale, Open House, Lease, Rent or directional signs when any licensee identification information is included; and
2. Any other material designed to solicit the creation of a professional relationship between the licensee and a consumer; and

WHEREAS, the Marketing and Communications Division has collaborated with Village realtors to develop updated designs for real estate signs that incorporate the new CalBRE requirements; and

WHEREAS, the responsibility for compliance with the law lies with realtors. *The GRF Security division will enforce compliance by city violators.* The Marketing and Communications Division working with the realtors leveraged this opportunity to modernize the look and visibility of Village real estate signage; and

WHEREAS, on November 19, 2018, the Media and Communications Committee reviewed and unanimously approved the updated real estate sign designs and recommended that the Boards of Directors for the Golden Rain Foundation, Third Laguna Hills Mutual, United Laguna Woods Mutual, and Mutual No. Fifty adopt resolutions requiring the use of the updated real estate sign designs as soon as practicable;

NOW THEREFORE BE IT RESOLVED, February 5, 2019, the Board of Directors of this Corporation hereby approves requiring the use of the updated real estate designs beginning on May 1, 2019, and adopts the following updated Open House Directional Uniform Signage Policy:

1. Use of the real estate signage contained in Attachment 1 to this resolution is required effective May 1, 2019. The use of other real estate signage after May 1, 2019, is prohibited;

Open House and Directional Signs:

2. Open house signs shall be 24" x 24" corrugated plastic with lettering and adhere to the GRF approved colors, font and logo, as depicted in Attachment 1 to this resolution;
3. Directional signs shall be with 24" x 9" corrugated plastic with vinyl lettering and adhere to the GRF approved colors, font and logo, as depicted in Attachment 1 to this resolution;
4. Open House signs may be present on Saturday and Sunday, between 10 a.m. and 5 p.m. They may also be present on Wednesday and Thursday, between the hours of 9 a.m. and 2 p.m. in conjunction with Broker Preview events.
5. Directional signs may be posted on the day of the Open House no earlier than 10 a.m., and must be removed no later than 5 p.m., of the same day;
6. At the entrance to or anywhere within a cul-de-sac a maximum of one (1) Open House sign per manor may be placed; and
7. Open House directional (designated by an arrow) signs may be placed at street intersections and cul-de-sac entrances only. No mid-block signs are allowed; and
8. At any street intersection or cul-de-sac entrance there may be no more than:
 - a. One (1) directional sign pointing in any one direction, and
 - b. Four (4) total directional signs, regardless of the number of open houses in the vicinity; and

Other:

9. No balloons, streamers, flags or any other object may be attached to any signs; and
10. Realtors shall be responsible for purchasing and/or providing the signs from RESS - Real Estate Signs & Supplies, Laguna Hills, California, and shall adhere to the specifications in accordance with this resolution; and
11. Non-conformance to this policy shall result in *GRF Security division citing violators and removing sign(s)* from premises; and
12. Non-residents must be accompanied by a licensed real estate agent approved for Laguna Woods Village entry; or granted access by the Seller/Resident of the property; and

RESOLVED FURTHER, that members selling their properties “For Sale By Owner” shall be required to comply with the same guidelines as realtors; and

RESOLVED FURTHER, that Resolution 90-11-117 adopted on November 1, 2011, is hereby superseded in its entirety and is no longer in effect; and

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

[Approval of Standards for Replacement of Community Signage](#)

RESOLUTION 90-03- 69

Tuesday, July 01, 2003

RESOLVED, July 1, 2003, the Board of Directors of this Corporation hereby approves the attached Standards for Replacement of Community Signage to be applied as existing signs are damaged and replaced; and

RESOVLED FURTHER, that the officers and agents of this corporation are hereby authorized on behalf of the corporation to carry out the purpose of this resolution.

EXHIBIT A

Golden Rain Foundation

Proposed Standards for Replacement of Community Signage

1. Gate Entrance Signs:

1.1. Wood signs with carved letters;

1.2. Size, paint colors and wording to match existing Gate Entry Signs.

2. Facility Directional Signs (for clubhouses, library, etc.):

- 2.1. Solid blue background color through acrylic material
- 2.2. White reflective letters and edges
- 2.3. Lettering and numbers to be 4 inches high
- 2.4. Size of the sign to be as follows.
 - 2.4.1. One line of text = 8” high x 36” wide
 - 2.4.2. Two lines of text = 12” high x 36” wide
 - 2.4.3. Three lines of text = 16” high x 36” wide

3. Intersections signs:

- 3.1. Solid green background signs, no border, with white reflective vinyl lettering
- 3.2. Signs to use abbreviations and upper/lower case letters where appropriate for clarity

Resident Conduct

Pet Rules and Regulations

RESOLUTION No. 2171

Tuesday, March 02, 1976

RESOLVED, that the following rules and regulations applicable to real property owned or managed by this corporation are hereby adopted:

1. No person shall keep, maintain or permit within any dwelling unit under his control, or within any other real property owned or managed by this corporation, any dog which by any sound or cry shall disturb the peace and comfort of the inhabitants of the neighborhood or interfere with any person in the reasonable and comfortable enjoyment of life or property.
2. No person owning or having charge of any dog shall permit the same to run at large within any real property owned or managed by this corporation, except as otherwise provided in these rules and regulations, unless such dog is restrained by a substantial leash not to exceed six (6) feet in length and is in the charge of a person competent to restrain such dog.
3. Any animal found running at large within any real property owned or managed by this corporation may be reported to the poundmaster of the County of Orange for such action as he may deem appropriate according to law.
4. No person owning or having charge of any dog shall permit the same to enter or remain within any real property owned or managed by this corporation contrary to the provisions of

any sign posted conspicuously thereon by the corporation, provided that appropriate exception, as in the case of guide dogs for blind persons, may be noted upon any such sign.

5. No person owning or having charge of any dog shall permit any feces therefrom to remain within any real property owned or managed by this corporation except in trash containers.

6. Whenever any animal suspected of being vicious is reported to this corporation, the officers and agents shall report facts and circumstances thereof to the Poundmaster of the County of Orange for such action as he may deem appropriate according to law.

Move-In Hours

RESOLUTION No. 994

Monday, August 27, 1973

RESOLVED, that the following rules and regulations are hereby adopted: No vehicle of any household goods carrier shall be loaded, unloaded, or permitted to be loaded or unloaded, in or upon any real property owned by this corporation unless such loading or unloading is:

(a) Commenced between the hours of 7:00 A.M., and 6:00 P.M.; and

(b) Completed not later than 10:00 P.M., of the same day. No household goods shall be deposited, permitted to be deposited, permitted to remain, carried, or permitted to be carried, prior to loading or subsequent to unloading of any vehicle of a household good, carrier, in or upon any real property owned by this corporation except during the hours that such loading or unloading is permitted, as provided in Paragraph 1 above.

Estate Sales

RESOLUTION No. 869

Monday, January 24, 1972

RESOLVED, that no personal property shall be sold or offered for sale in or from any dwelling unit located on real property owned or managed by this corporation except by the record owner of a membership of this corporation who, at the time of any such sale or offer for sale, actually occupies such dwelling unit; and

RESOLVED FURTHER, that nothing contained herein shall be deemed to permit the conduct of business in any dwelling unit owned or managed by this corporation.

Resident Orientation

New Resident Orientation Program

RESOLUTION G-97-89

Tuesday, October 07, 1997

RESOLVED, that the Board of Directors of this corporation hereby expresses their support for a weekly New Resident Orientation Program. The Business Services Department will administer this Program to acquaint new residents with basic rules and regulations.

[Community Information Manual](#)

RESOLUTION No. 863

Monday, December 27, 1971

RESOLVED, that the board of directors of this corporation hereby approves a plan for a community information manual.

[Gate Access Policy](#)

[Realtor Access Protocols Policy \(Open House Policy\)](#)

RESOLUTION 90-13- 45

Tuesday, May 07, 2013

WHEREAS, the Golden Rain Foundation (GRF) establishes rules and regulations regarding access requirements for visitors entering Laguna Woods Village; and

WHEREAS, each of the Housing Mutuals has adopted resolutions that govern Open Houses, including restricting Open Houses to Saturday and Sunday when business offices are closed; and

WHEREAS, GRF has adopted procedures for Non-Residents wishing to visit an Open House via General Gate Procedures, Section 1.7 that require a real estate professional to have a business pass or resident/seller clearance; and

WHEREAS, GRF desires to facilitate entry to the Community by licensed real estate professionals who have not obtained proper access prior to visiting either an Open House or a manor advertised for Broker Previews on any Thursday;

NOW THEREFORE BE IT RESOLVED, May 7, 2013, that the Board of Directors hereby authorizes that upon presentation of a valid driver's license and submittal of a real estate business card to the Gate Ambassador, the real estate professional and his client(s) will be provided access into the Community for the purpose of attending Open Houses and Broker Previews; and

RESOLVED FURTHER, that the collected business cards will be forwarded to Community Services for tracking and follow up; and

RESOLVED FURTHER, that RESOLUTION 90-10-104, adopted on December 7, 2010 is hereby superseded and cancelled; and

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

Procedure for Issuing Gate Entry Passes

RESOLUTION 90-03- 27

Tuesday, March 04, 2003

WHEREAS, Community Access issues four types of gate entry passes, i.e., Annual, Business, General, and Temporary; and

WHEREAS, each pass has different expiration dates; and

WHEREAS, the Security Committee has found it necessary to streamline the gate entry pass process to maintain control and to determine the validity of the passes;

NOW THEREFORE BE IT RESOLVED, February 4, 2003 the Board of Directors of this Corporation hereby approves the procedure for issuing gate entry passes as follows:

Standardize pass format allowing one color for Annual Passes and another color for short-term passes.

Maintain phase restrictions.

Maintain 4-month restriction on General Passes.

Limit access restrictions to two time frames (7:00 am 7:00 pm; and 24 hours) Issue Annual Passes for each manor upon request.

Gate Access to Real Estate Agents with Business Passes

RESOLUTION 90-09- 23

Tuesday, March 03, 2009

WHEREAS, by way of RESOLUTION 90-03- 27, the Board of Directors of this Corporation established procedures for issuing gate entry passes, which includes limiting access into the community from 7:00 a.m. 7:00 p.m. for those holding standard business passes; and

WHEREAS, members of the realty community have requested that GRF increase access hours only for real estate agents during the summer months to increase opportunities to show properties to prospective buyers;

NOW THEREFORE BE IT RESOLVED, March 3, 2009, that the Board of Directors of this Corporation hereby approves gate access to real estate agents with business passes to as late as 9:00 p.m. from April to September, upon approval by Security personnel; and

WHEREAS, the extended access hours for realtors would not result in an increased cost to GRF and would allow for realtors to enter into the Community during the summer months when a realtor desires to show a property between 7:00 p.m. and 9:00 p.m.; and

RESOLVED FURTHER, that RESOLUTION 90-03- 27, adopted March 4, 2003 is hereby amended; and

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

[Issuance of Business Passes to Caregivers](#)

RESOLUTION 90-08- 62

Tuesday, September 02, 2008

WHEREAS, the Saddleback Coordinated Home Care, a caregiver entity serving Laguna Woods Village residents, submitted a request to GRF to change its gate pass renewal period from four months to an annual renewal period for their employees to enter the Community; and

WHEREAS, most of the employees are considered caregivers and are therefore required under GRFs gate pass policy to apply for general passes that need to be renewed every four months; and

WHEREAS, business passes are issued on an annual basis to businesses that provide services within the Community, and based on corporate counsels advisement, different restrictions should not be placed on entities performing meaningfully similar functions unless there is a valid reason;

NOW THEREFORE BE IT RESOLVED, September 2, 2008 that the Board of Directors of this Corporation hereby allows the issuance of business passes to businesses providing caregiver services to the Community; and

RESOLVED FURTHER, general passes would still necessary for caregivers or other general pass recipients not affiliated with a business; and

RESOLVED FURTHER, that RESOLUTION 90-03- 27, adopted March 4, 2003 is hereby amended; and

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

[Single Color for Gate Entry Pass](#)

RESOLUTION 90-04- 52

Tuesday, July 06, 2004

WHEREAS, in March 2003, the Board of Directors of this Corporation approved a standardized Gate Entry Pass format that distinguished the Annual and Guest Passes visually by color; and

WHEREAS, the validity of a pass revolves around its expiration date, and a pass that is distinguishable by a different color affords an opportunity for breakdown in the system;

NOW THEREFORE BE IT RESOLVED, July 6, 2004 the Board of Directors of this Corporation hereby approves a change in the Gate Entry Pass procedures to enable a single color pass for all passes to be issued, thereby eliminating the requirement for a secondary color for annual guest passes

RESOLVED FURTHER, that RESOLUTION 90-03- 27, adopted March 4, 2003 is hereby amended; and

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

Admittance of Process Servers into the Community

RESOLUTION G-92-71

Tuesday, August 04, 1992

WHEREAS, the Appellate Court of the State of California recently upheld the right of a process server to effect substitute service on the gate guard of a private community if he or she is denied access to the community to deliver the documents; and

WHEREAS, it is not in the best interests of the community to place the responsibility for accepting and delivering legal documents upon its Security personnel;

NOW, THEREFORE, BE IT RESOLVED, that process servers shall be uniformly admitted to the community upon presentation of documents verifying that the person to be served resides in [REDACTED]; and

RESOLVED FURTHER, that the managing agent of this corporation implement the following standard operating procedure: When a process server arrives at a gate and is not from the Marshal's Office, he is to be directed to park in the ten-minute parking zone and come to the Gate Officer. The gate Officer will verify that the person being served is a resident of [REDACTED]. If not, entry will be denied. The officer will log the name of the process server, whom he represents, and the name and address of the resident being served. This information will be logged in the "Expected Guest Register." The process server will be told he is not to solicit neighbors if the resident is not home and is to leave immediately following the service or attempted service. After permitting access into [REDACTED], the Gate Officer will notify Security Dispatch that a process server has been admitted and provide the name and address of the resident being served. Dispatch will then notify the appropriate Motor Patrol Officer who will go to that location and attempt to observe that the server is not soliciting and leaves after service or attempted service. If a problem arises, the Motor Patrol Officer may request a Sergeant to assist. (Note: The above procedures are not applicable to service of process by the Marshal's Office).

Procedure for Gate Access by Media

RESOLUTION 90-03- 41

Tuesday, April 01, 2003

WHEREAS, RESOLUTION G-95-92, adopted December 5, 1995 provided a uniform, systematic process for evaluating requests from media outlets to access the community; and

WHEREAS, RESOLUTION G-95-92 authorized the executive committee to review and approve such requests; and

WHEREAS, the revised GRF Bylaws no longer allow the executive committee to act on these matters;

NOW THEREFORE BE IT RESOLVED, April 1, 2003 the Board of Directors of this Corporation hereby rescinds RESOLUTION G-95-92, adopted December 5, 1995, and approves the following procedure for gate access by the media:

Community Relations Office staff will review and evaluate the suitability of requests from the media for access to the community and approve or deny requests for access based on the criteria below. While it cannot be ensured, staff will make every effort to obtain fair and balanced coverage.

The privacy of residents will be maintained, and contacts with residents will occur only with the residents specific approval;

Media presence will not interfere with community activities; visiting media will be accompanied by appropriate staff at all times during the media presence within [REDACTED]; and

That any applicable insurance verifications and agreements are completed prior to entry.

In those cases in which the request for media access is not approved by staff, staff will refer the matter to the Government and Public Relations Committee for consideration and approval or denial. Staff is directed to report monthly to the Government and Public Relations Committee all media-related activity.

Staff will continue the use of the Film/Photo Production Company, Contractor Guidelines, and Entry License Agreement; and require signed Release Agreement forms from residents or staff whose name, image or voice will appear in any publication or production.

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

Social Services Policy

Community Relations/Health & Social Services Committee Charter

RESOLUTION G-93-94

Tuesday, September 07, 1993

RESOLVED, that the officers and agents of this corporation hereby adopt the GRF Community Relations, Health and Social Services Committee Charter.

RESOLVED FURTHER, that RESOLUTION G-83-19 dated April 5, 1983 is hereby rescinded.

Emergency Operations Policy

Laguna Woods Village Rain Event Action Plan

RESOLUTION 90-11-119

Tuesday, November 1, 2011

WHEREAS, in an effort to prepare Laguna Woods Village for the upcoming and future rain seasons, procedures and safety policies have been compiled that identifies tasks and responsibilities for the Security, Landscape, and Maintenance Divisions during a rain event;

NOW THEREFORE BE IT RESOLVED, November 1, 2011, that the Board of Directors of this Corporation hereby adopts the Laguna Woods Village Rain Event Action Plan as attached to the official minutes of this meeting; and

WHEREAS, if the Laguna Woods Village Disaster Plan is activated, as a result of flooding during a severe storm, the procedures outlined in the Rain Event Action Plan will be superseded; and

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

Rain Event Action Plan

Table of Contents

Item	Page
Introduction	3
Abbreviations and Work Centers	4
Rain Season Preparation	5
Rain Season	7
No Rain Forecasted	8

Rain Forecasted⁹

Severe Storm Forecasted 11

Post Rain Event Clean-Up 14

Appendices (Located in the Emergency Information Folder)

APPENDIX A: Maps

High Priority Locations Map

Material Storage Locations

APPENDIX B: Standard Forms

Landscape Drain Inspection Log

Catch Basin Inspection Log

WC 936 Rain Season Preparation Checklist

APPENDIX C: Storm Shelter

Storm Shelter Policy

APPENDIX D: Contact Information

Emergency Phone List

High Priority Locations Contact Information

Introduction

The Laguna Woods Village Rain Event Action Plan (Plan) was prepared to outline the rain event procedures that are in place. The Plan outlines procedures that are taken during:

- Rain Season Preparation
- Rain Season
- Severe Storm Forecasts
- Post Rain Event Clean-up

Flooding that may occur as a result of a severe storm event, would possibly qualify as a Disaster or if localized, an Incident as defined in the Laguna Woods Village Disaster Plan Manual.*

Location maps of the high priority locations areas are provided in Appendix A.

*Note: The Laguna Woods Village Disaster Plan addresses two scenarios – a Disaster and an Incident. Below is a definition for those items as presented in the Disaster Plan:

- Disaster: Defined as a natural or manmade catastrophic event that seriously threatens the safety and welfare of the residents in Laguna Woods Village, and/or results in widespread damage to property, injuries to residents or employees, or seriously disrupts the normal activities or functions with the Laguna Woods Village Community. The Incident Command Center would be activated in the event of a Disaster. Examples of natural disasters include earthquakes, floods, windstorms, tornados, etc. Manmade disasters include toxic spills, airplane crashes, terrorism and the like.
- Incident: Defined as any natural or manmade event that can be a significant episode, but the event is more localized in coverage or impact to the Laguna Woods Village Community. The Field Command Post would be activated in the event of an Incident. An Incident could potentially evolve into a Disaster requiring the activation of the Incident Command Center.

If the Laguna Woods Disaster Plan is activated, then the procedures outlined in the Laguna Woods Disaster Plan will supersede all procedures outlined in this Rain Event Action Plan.

Abbreviations

Abbreviation Description

NOV Notice of Violation

Plan Rain Action Event Plan

SEC Storm Event Coordinator

WC Work Center

WMC Weather Monitoring Consultant

Work Centers

Work Center Number Department Division

WC 240 Community Services Community Relations

WC 530 Ground Maintenance Crews Landscape

WC 540 Irrigation Division Landscape

WC 570 Tree Maintenance Landscape

WC 910 Building Maintenance Maintenance

WC 936 Paving Maintenance

WC 950 Property Services Maintenance

Rain Season Preparation

Procedures will be set in motion each year in an effort to prepare Laguna Woods Village for the upcoming rain season. The City of Laguna Woods Municipal Code defines the rain season from October 15 until April 15. Therefore the preparations will be done in September and early October. At Staff meetings prior to the rain season, Department Managers and/or Supervisors shall remind Staff of rain season preparation and safety policies that need to be upheld during a rain event. Below is the Statement of Procedures for each Division that summarizes the efforts that shall be taken for rain season preparation.

Security Division

Security Staff will monitor the carports and trash enclosures near the high priority locations for trash and debris. The date and time of the carport and trash enclosure inspections will be documented in the Security Dispatch Log. If excess debris is located in the trash enclosure, a work ticket will be submitted through WC 950 for the trash enclosure to be cleaned. If there are unauthorized loose items stored in any carport, Security shall:

- Post a NOV in the carport of question. The NOV will require the Member to remove the unauthorized contents within 7 days.
- Prepare a subject report and forward to WC 240, if the Member fails to comply with the NOV, then:
 - o WC 240 will send a letter to the Member and give them a specific number of days to comply.
 - o If the Member fails to comply, WC 240 will schedule them before the appropriate Board for member disciplinary action.

Landscape Division

WC 540 shall check and clear all landscape area drains and atrium weep hole outlets, logging the date of the check, repairs needed and when repairs are in effect (see Appendix B for Landscape Drain Inspection Log). WC 530 will clear concrete V-drains and submit a work ticket to WC 950 to coordinate repairs, if required. Pallets of sandbags are placed in key locations within the Community to accommodate emergency requests for small numbers of bags. Additional pallets of sandbags and plastic will be placed in close proximity to high priority locations. Materials such as polyethylene plastic (Visqueen), extra empty sandbags, slope retention materials and fencing for debris screens are stocked (see Appendix A for Material Storage Locations). Emergency equipment such as trash pumps are checked for operational readiness and secured for quick access.

WC 530 shall dedicate time to general clean-up such as leaf and debris removal to decrease the chance of drains becoming blocked during rains. Below are mulching guidelines for Landscape Staff:

- Mulch shall not be applied to the shrub beds in high priority locations prior to the rain season.
- At no time shall the amount of existing mulch in shrub beds adjacent to high priority locations exceed 1-inch.

The Landscape Manager shall coordinate updating the Plan prior to the rain season. An updated Plan shall be distributed each year to all relevant parties that reflects all changes.

Maintenance Division

WC 936 shall clear all catch basins and drains in the streets and cul-de-sacs, logging the date of the check, repairs needed and when repairs are in effect (see Appendix B for Catch Basin Inspection Log). The flood wall gate tracks at the intersection of Calle Aragon and Avenida Majorca and between the El Toro tunnel and Via Mariposa shall be cleared of any debris and checked for ease of functionality. The flood wall gates at Via Mariposa East near the El Toro tunnel shall also be inspected of any debris and checked for ease of functionality. A work ticket is submitted through WC 950 if any repairs are required for the flood wall gates.

WC 936 shall coordinate the building gutter cleaning program. All debris shall be cleared and the gutters shall be rinsed to check if the downspouts are flowing.

WC 936 Supervisor shall log all rain season preparations in the WC 936 Rain Season Preparation Checklist (see Appendix B).

WC 950 shall enter work tickets as requested for the rain season preparation. The work tickets will be assigned and coordinated to get the work complete.

Rain Season

During the rain season high priority locations will be monitored by Staff. The Laguna Woods Municipal Code defines the rain season from October 15 until April 15. Outlined are four courses of action during the rain season:

- No Rain Forecasted
- Rain Forecasted
- Severe Storm Forecasted
- Post Rain Event Clean-Up

During the rain season, the weather will be monitored daily by the contracted weather and hydrology monitoring service, California Weather & Earth (Weather Monitoring Consultant, WMC). Vendor notification as specified below, will guide Staff on the procedures of the Plan to follow:

- Initial Notice: The WMC shall notify Corporation identified personnel via email and/or fax five (5) days in advance when weather parameters are identified on model guidance revealing that potential strong storms are showing severe attributes for at least two model runs.

Contact will be in the form of a written briefing in paragraph format describing storm system, intensity, direction, and estimated time of arrival and potential for flooding resulting from rainfall amounts depicted.

- 72 hour Notice: The WMC shall provide a 72 hour daily site specific storm event/flood forecast to Corporation identified personnel via email and/or fax in the form of a .pdf/rtf file giving a 72 hour breakdown of weather, rain intensities, wind, hourly rainfall totals, and potential for flooding in an easy-to-read profile format.
- 12 hour Notice: The WMC will provide radar and satellite monitoring within twelve (12) hours of the estimated time of arrival of the storm system. During the first six (6) hours the WMC will provide email and/or telephone updates to Corporation identified personnel on an hourly basis indicating the current weather parameters and changing conditions (if any). Should weather parameters suddenly change, the WMC will also send a notification.
- 6 hour Notice: The WMC will provide continuous monitoring of developing/ approaching storm system during the final six (6) hours to ground fall and will immediately advise Corporation identified personnel via email and/or telephone when radar depicts heavy rainfall and subsequent flooding.

No Rain Forecasted

During the rain season, Staff will monitor the preparation efforts taken prior to the rain season. At Staff meetings prior to the rain season, Department Managers and/or Supervisors shall remind Staff of rain season preparation and safety policies that need to be upheld during a rain event. Below is the Statement of Procedures for each Division that summarizes the efforts that shall be taken during the rain season when no rain is forecasted:

Security Division

Security Staff will continue to monitor the carports and trash enclosures near the high priority locations for debris. The date and time of the carport and trash enclosure inspections will be documented in the Security Dispatch Log. If excess debris is located in the trash enclosure a work ticket will be submitted through WC 950 for the trash enclosure to be cleaned. If there is unauthorized loose items stored in any carport, Security shall:

- Post a NOV in the carport of question. The NOV will require the Member to remove the contents within 7 days.
- Prepare a subject report and forward to WC 240, if the member fails to comply with the NOV, then:
 - o WC 240 will send a letter to the member and give them a specific number of days to comply.
 - o If the member fails to comply, WC 240 will schedule them before the appropriate Board for member disciplinary action.

Landscape Division

Landscape area drains adjacent to high priority locations will be monitored by WC 540. The inventory of materials such as polyethylene plastic (Visqueen), filled sand bags, extra empty sandbags, slope retention materials and drain screens will be monitored (see Appendix A for Material Storage Locations).

WC 530 will continue general clean-up such as leaf and debris removal to decrease the chance of drains becoming blocked during rains. Below are mulching guidelines for Landscape Staff:

- Mulch shall not be applied to the shrub beds in high priority locations during the rain season.
- At no time shall the amount of existing mulch in shrub beds adjacent to high priority locations exceed 1-inch.

Maintenance Division

WC950 shall enter work tickets as requested and the work tickets will be assigned and coordinated to get the work completed.

Rain Forecasted

A rain forecasted event is determined by the WMC. During the initial notice, the WMC will indicate the potential for flooding resulting from rainfall amounts depicted. Absent any forecast information provided by the WMC advising Staff of potential strong storms showing severe attributes, additional Staff will not be kept onsite after hours. Below is the Statement of Procedures for each Division that summarizes the efforts that shall be taken during the rain season when rain is forecasted that does not indicate potential for flooding:

Security Division

The El Toro tunnel gates shall be closed and locked at the beginning of a rain event to stop traffic through the tunnel. The gates shall not be opened until the rain event passes and water flow has subsided in the tunnel.

Security will respond to emergency and life/safety situations first then respond to other calls on a first come first served basis. Security will monitor high priority locations, when feasible, within the Community during a forecasted rain event. If necessary, Security will notify other departments to respond to rain-related events as needed.

Landscape Division

During a rain event, WC 540 will monitor the drains near high priority locations (see Appendix A for the Location Maps). Drain screens shall be installed where needed. Newspaper recycling bins will be moved or secured, if possible, to reduce the chance of the bins tipping over. Debris, including any material that might reasonably appear capable of blocking or impeding water runoff from flowing through the drain grates such as large leaves, papers, card board, limbs,

carpeting, plastic bags, etc, neighboring the drains shall be proactively removed. Landscape Staff shall come prepared with flood mitigation tools that may be required.

Landscape Staff shall respond to Security reports of clogged or overwhelmed drains, calls of requests for sandbags, downed limbs, backed up rain gutters or as situations may require, such as damage to landscape requiring installation of polyethylene plastic (Visqueen), etc.

Maintenance Division

Before the first rain event WC 936 will perform the following:

- Open the gates at the upper and lower Aliso Creek
- Open the gates on the north end of the golf course at Ridge Route
- Verify all three control valves on the north side of Calle Aragon at Gate 3 are open.

The above items shall remain in effect until the end of the rain season.

WC 936 shall close the flood gates at the start of rain at the following locations:

- Flood gates around Avenida Majorca and Calle Aragon.
- Flood gates between the El Toro Tunnel and Via Mariposa.

Once the flood gates have been closed, they are not to be opened until the rain event passes. After the event passes and the rain has stopped, the flood gates will be reopened. The street sweeper will check high priority locations and clear debris as required. WC 936 shall respond to emergency requests as required.

WC 950 shall enter work tickets as requested during a rain event. The work tickets will be assigned and coordinated to the appropriate Staff.

Severe Storm Forecasted

A severe storm forecast is determined by the WMC. The Landscape Manager will be the Storm Event Coordinator, SEC, in the event of a severe storm. The SEC shall notify relevant Department Managers and Division Directors that a severe storm is forecasted and that the Plan is in effect. It is generally understood that weather forecasts cannot be considered wholly accurate and dependable, however, the SEC shall try to convey as much information about the storm that is anticipated, as reported by the WMC.

Following notification of forecast information provided by the WMC advising Staff of potential strong storms showing severe attributes warranting storm shelter, Staff shall follow the procedures outlined in the Storm Shelter Policy (see Appendix C, Storm Shelter Policy).

At no time shall Staff enter an area that is flooded.

Below is the Statement of Procedures for each Division that summarizes the efforts that shall be taken during the rain season when a severe storm is forecasted:

Security Division

The El Toro tunnel gates shall be closed and locked at the beginning of a rain event to stop traffic through the tunnel. The gates shall not be opened until the rain event passes and water flow has subsided in the tunnel.

Security will respond to emergency and life/safety situations first then respond to other calls on a first come first served basis. Security will monitor high priority locations, when feasible within the Community during a forecasted rain event. If necessary, Security will notify other departments to respond to rain related events as needed.

Once notified by the SEC that sandbagging of elevators and recreation rooms has begun, Security will post signage advising that resident access to those areas are being blocked.

In the event of a severe storm that is forecast to occur after hours, the SEC will notify the Division Directors regarding the after hours Staff members that will be on site. Security will monitor the weather after hours utilizing information for the severe storm event as provided by the WMC. Security shall call in more Staff from the Emergency Phone List (see Appendix D) in the event that more staffing is required to respond to an increase in storm-related events or the scope of work requires a different skill to address the emergency at hand.

Landscape Division

The SEC shall evaluate if additional Staff is required during after hours. Prior to the end of the work day, the following response(s) may be implemented or scheduled for after hour coverage:

- Upon notification by the WMC that an intense storm as specified is imminent for our location, appropriate after hour coverage is scheduled to provide a crew(s) to be onsite.
- An email is posted by the SEC to advise Division Directors and key personnel as to how many crews will be scheduled to be onsite after regular work hours and at what times. A reminder is sent of where an inventory of equipment and other resources can be found, should they be required.
- The after hours crews work primarily to keep drains clear in high priority locations (see Appendix A for the Location Maps).
- The after hours crew will keep Security apprised of escalating events that will require calling in additional Staff for coverage.

Below is the Statement of Procedures for Landscape Staff, for regular hours or after hours, during a forecasted severe storm event:

- At the beginning of a rain event, deploy Landscape Staff to monitor the drains near high priority locations (see Appendix A for Location Maps). Debris, including any material that might reasonably appear capable of blocking or impeding water runoff from flowing through the drain

grates such as large leaves, papers, card board, limbs, carpeting, plastic bags, etc, neighboring the drains shall be proactively removed. The Landscape Staff shall come prepared with those tools that may be required to remove debris where possible.

- Landscape Staff shall initiate procedures to install sandbags inside the garages at the entry ways of the recreation rooms and elevator shafts at buildings near high priority locations to attempt to minimize structural damage to the interior of those locations. The SEC shall notify Security to post signage advising that resident access to those areas will be blocked. Vehicle access to the garages will not be blocked with sandbags or barricades.
- Post Staff to survey drains and monitor high priority locations.
- Install debris screens at drain inlets where needed.

Landscape Staff shall respond to Security reports to the best of their ability for clogged or overwhelmed drains, calls from requests for sandbags, downed limbs, backed up rain gutters or as situations may require, such as damage to landscape requiring installation of polyethylene plastic (Visqueen), etc.

The SEC shall notify other Departments as necessary to assist during a severe rain event.

Maintenance Division

WC 936 shall close the flood gates at the start of rain at the following locations:

- Flood gates around Avenida Majorca and Calle Aragon.
- Flood gates between the El Toro Tunnel and Via Mariposa.

Once the flood gates have been closed, they are not to be opened until the rain event passes. After the event passes and the rain has stopped, the flood gates will be reopened. The street sweeper will check high priority locations and clear debris as required. WC 936 shall respond to emergency requests as required.

WC 950 shall enter work tickets as requested during a rain event. The work tickets will be assigned and coordinated to the appropriate Staff.

Note: It is understood that even when all Departments are fully staffed and on site, the intensity and/or duration of a rain event can overwhelm the existing infrastructure and that any after hour response is an attempt to provide a reasonably appropriate response during most events. At no time shall Staff enter an area that is flooded. Staff shall follow the Storm Shelter Policy outlined in Appendix C.

Post Rain Event Clean-up

After a rain or storm event, Staff will perform clean-up to the affected areas. Below is the Statement of Procedures for each Division summarizing the efforts that shall be taken during the post rain or storm event clean-up:

Security Division

Security Staff will continue to monitor the carports and trash enclosures near the high priority locations for debris. The date and time of the carport and trash enclosure inspections will be documented in the Security Dispatch Log. If excess debris is located in the trash enclosure a work ticket will be submitted through WC 950 for the trash enclosure to be cleaned. If there is unauthorized loose items stored in any carport, Security shall:

- Post a NOV in the carport of question. The NOV will require the Member to remove the contents within 7 days.
- Prepare a subject report and forward to WC 240, if the member fails to comply with the NOV, then:
 - o WC 240 will send a letter to the member and give them a specific number of days to comply.
 - o If the member fails to comply, WC 240 will schedule them before the appropriate Board for member disciplinary action.

As Security Staff is patrolling the Community, any areas that received rain damage or that require post storm clean-up shall be reported to WC 950.

Landscape Division

Landscape area drains adjacent to high priority locations will be cleared by WC 540. The inventory of materials such as polyethylene plastic (Visqueen), filled sand bags, extra empty sandbags, slope retention materials and drain screens will be restocked as necessary.

Landscape Staff shall remove sandbags or polyethylene plastic (Visqueen) that was put up as a result of the severe storm event where appropriate. WC 530 will perform general clean-up such as removing downed limbs, leaves and debris as post storm clean-up. Any tree maintenance or large limbs requiring extra assistance shall be reported to WC 570.

Maintenance Division

WC 936 shall assist with the post rain event clean-up as requested. This could include removing sandbags, street sweeping or clearing catch basins as required. WC 936 shall respond to clogged gutters discovered after a rain event. At the end of the rain season WC 936 will perform the following:

- Close the gates at the upper and lower Aliso Creek
- Close the gates on the north end of the golf course at Ridge Route

WC 950 shall enter work tickets as requested during the post rain event clean-up. The work tickets will be assigned to and coordinated with the appropriate Staff.

Recreation Services Policy

Recreation Committee Charters

Committees

Community Activities Committee Charter

RESOLUTION 90-20-09

WHEREAS, a Community Activities Committee has been established pursuant to Article 7, Section 7.1.1 and 7.1.3 of the Bylaws of this Corporation:

NOW THEREFORE BE IT RESOLVED, February 4, 2020, the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Committee, as follows:

1. Perform the duties imposed upon all standing committees as set forth in the current resolution entitled, "General Duties of Standing Committees."
2. Develop and review programs and procedures utilizing advice and assistance from the Recreation Department and make appropriate recommendations to the GRF Board for approval.
3. Review the capital requirements, service levels, and projected revenue related to Recreation Department operations and recommend appropriate action to the GRF Board for approval.
4. Review and evaluate all unbudgeted requests for programs, equipment, etc. and recommend appropriate action to Finance and the GRF Board respectively for approval.
5. Review and evaluate existing rules and policies, and recommend changes of the Recreation Department, as appropriate, to the GRF Board for approval.
6. Evaluate and respond to suggestions and/or complaints regarding the use, modifications, or expansion of facilities designed to meet the recreational and social needs of the community. If said modification or expansion requires additional facilities, major reconstruction or potential relocation, all recommendations shall be forwarded to the appropriate committee for consideration and prioritization.
7. Consider recommendations and encourage the participation of residents in the diverse recreational, social, educational, and cultural activities and programs provided and/or sponsored by this corporation.
8. Establish ad hoc and/or sub committees and/or study groups of CAC, as needed and consider their requests and recommendations subject to specific approval of the Board (or Mutual Boards, if a joint committee).
9. Review on a regular basis the Community Facilities Utilization Reports and summarize same as requested by the Board.

10. Review, analyze, and develop information and proposals regarding the need for fees for use of the community facilities by residents, guests, and outside organizations.
11. Evaluate and recommend policies and/or procedures to ensure safe, clean and attractive recreation facilities and recommend changes, as appropriate, to the GRF Board for approval.

RESOLVED FURTHER, that Resolution 90-14-58 adopted October 7, 2014, is hereby superseded and cancelled; and

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

[Recreation/Education Committee](#)

RESOLUTION G-86-25

Tuesday, March 04, 1986

RESOLVED, that pursuant to Article VI, Section 1 of the by-laws of this corporation, a Recreation/ Education Committee is hereby established as a standing committee of this corporation; and

RESOLVED FURTHER, that said committee shall be charged with the following duties and responsibilities:

1. Evaluate existing recreation and education policies, and formulate additional policies, as necessary, for presentation to this Board of Directors, consider and review budgetary matters relating to Recreation and Education;
2. Initiate, evaluate and respond to suggestions and complaints regarding the use and/or expansion of the various recreation facilities within the community and make appropriate recommendations concerning same the Golden Rain Foundation of Laguna Hills Board of Directors;
3. Insure continued communication between the Board of Directors of this corporation and its resident members concerning recreational and educational functions, activities and programs;
4. Encourage the participation of all resident members in the various recreational and educational activities and programs provided and/or sponsored by this corporation.
5. Review on a regular basis the Community Facilities Utilization Reports and provide a summary of same to the Board of Directors;
6. To review and approve the Standard Procedure Index and recommend revisions of same to the Golden Rain Foundation of Laguna Hills Board of Directors when matters of policy are involved; and

7. To perform such other tasks as may be assigned or referred by the President or the General Manager.

[Outdoor Recreation Area Committee](#)

RESOLUTION No. 2471

Tuesday, August 02, 1977

RESOLVED, that an Outdoor Recreation Area Committee is hereby established as a special committee of this corporation for the purpose of monitoring progress and making recommendations to the board of directors with respect to the proposed Outdoor Recreation Area.

[Ad Hoc Committees](#)

[Performing Arts Center Renovation Ad Hoc Committee Charter](#)

RESOLUTION 90-17-14

Tuesday, April 4, 2017

WHEREAS, on April 4, 2017, the Board of Directors of this Corporation established the Performing Arts Center (PAC) Renovation Ad Hoc Committee (RAHC) in accordance with the Golden Rain Foundation By-laws Article 7, Section 7.1.1 for the purpose of providing feedback for the potential renovations and upgrades to the PAC.

NOW THEREFORE BE IT RESOLVED, April 4, 2017, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Renovation Ad Hoc Committee (RAHC) as follows:

The PAC Renovation Ad Hoc Committee (RAHC) will be provided with and review all current Consultants and VMS Staff Reports relative to the proposed renovations to The Performing Arts Center.

The Renovation Ad Hoc Committee (RAHC) may make suggestions, revisions, changes, approvals, or disapprovals of said Reports. When evaluating said Reports, concepts for the renovation, such as architectural designs, the Renovation Ad Hoc Committee (RAHC) shall consider the overall Community needs, uses and future growth.

Furthermore, the Renovation Ad Hoc Committee (RAHC) shall serve as the Liaison between the Golden Rain Foundation Maintenance and Construction Committee (GRF-M&C), the Community

Activities Committee (CAC), and the Finance Committee. The Renovation Ad Hoc Committee (RAHC), in its duty as

Liaison, will first gather the input of the Golden Rain Foundation Maintenance and Construction GRF-M&C Committee (GRF-M&C) and the Community Activities Committee (CAC).

The Renovation Ad Hoc Committee (RAHC), as Liaison, will submit such gathered inputs to the Consultants and the VMS Staff. The Consultants will then prepare a Preliminary Proposal for the submission to the Ad Hoc Committee and VMS Staff for review.

The Consultants' Preliminary Proposal will include an Assessment and Schematic Design and Design Development for the Renovation of the Performing Arts Center (PAC) including the proposed Scope of Work (SOW) and a proposed line item budgetary consideration.

The Scope of Work for the Preliminary Proposal for renovation of the Performing Arts Center will focus on:

The Architectural considerations,

The Original Schematic site and floor plans,

The Proposed Schematic Site and Floor Plans changes,

The Proposed Building Elevations and Landscape plans,

The Interior design,

The Theatrical design,

The primary interior activity relationships related to the building and program adjacencies.

All interior and exterior Finish Materials and Color Finishes, Parking accommodations and locations,

Overall site improvements.

Upon approved review of the Consultants' Preliminary Proposal by the Renovation Ad Hoc Committee (RAHC) and the VMS Staff, the Ad Hoc Committee will present the Preliminary Proposal to the GRF Maintenance and Construction Committee (GRF-M&C) and the Community Activities Committee (CAC) for each committee's review and approval of the implementation plan for the recommended facility upgrades.

Upon the final approvals of the Implementation Plans for the recommended facility upgrades by both the GRF Maintenance and Construction Committee (GRF-M&C) and the Community Activities Committee (CAC), then the Renovation Ad Hoc Committee (RAHC) shall present the Implementation Plans to the Finance Committee for its approval.

The Renovation Ad Hoc Committee, upon the approval of the Finance Committee, will submit such approval to the Consultants and the VMS staff.

The Consultants and the VMS Staff may then commence implementation of the Performing Arts Center Renovation according to the approved Implementation Plans.

The Consultants and the VMS staff will provide at least monthly reports to the Chair of the Renovation Ad Hoc Committee.

Ad Hoc Committee shall report on the plan implementation activities to the Golden Rain Foundation Board periodically at Board meetings or when requested by the Golden Rain Foundation Board.

RESOLVED FURTHER, that the Performing Arts Center (PAC) Renovation Ad Hoc Committee (RAHC) shall perform such other duties as may be assigned by the Golden Rain Foundation Board and upon conclusion of the Committee's work, it will be disbanded by the Board.

[Clubhouse 2 Renovation Ad Hoc Committee Charter](#)

RESOLUTION 90-14- 64

Tuesday, October 07, 2014

WHEREAS, on July 1, 2014, the Board of Directors of this Corporation established the Clubhouse 2 Renovation Ad Hoc Committee in accordance with the Golden Rain Foundation By-laws Article 7, Section 7.1.1 for the purpose of developing the scope of work for the renovation of Clubhouse 2;

NOW THEREFORE BE IT RESOLVED, October 7, 2014, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Ad Hoc Committee as follows:

Engage an independent third party to oversee the project as the Owners Representative

The Clubhouse 2 Renovation Ad Hoc Committee will work with consultants and staff to compile and determine all design criteria for renovating, Phase 1, the main building at Clubhouse 2, and after that, Phase 2, the auxiliary buildings and facilities of Clubhouse 2 such as the video and

card rooms, redundant shuffleboard courts, pool, locker rooms and lawn bowling as shown on the project location map, Exhibit A of this charter

In addition, together with the consultants and staff, the Committee will present to the GRF Board for review and approval an implementation plan for the scope of work.

When evaluating concepts for the renovation such as architectural designs, the Committee shall consider overall Community needs, uses and future growth.

Serve as liaison between the GRF Maintenance and Construction Committee, the Community Activities Committee, and the licensed architect engaged for Clubhouse 2.

The Committee will focus on areas such as: Club requests and noted building deficiencies

Room designations Architectural design Interior design

Energy efficiency and green applications

Parking accommodations and locations

All interior and exterior finish materials and color finishes Overall site improvements

The Ad Hoc Committee shall report and make recommendations to the GRF Board, but will also request comments on its recommendations prior to submittal of its work to the Board from the following GRF committees: Maintenance and Construction, Community Activities Committee, and Finance Committee.

The Ad Hoc Committee shall report on its activities to the Golden Rain Foundation Board periodically at Board meetings or when requested by the Golden Rain Foundation Board.

RESOLVED FURTHER, that the Clubhouse 2 Renovation Ad Hoc Committee shall perform such other duties as may be assigned by the Golden Rain Foundation Board and upon conclusion of the Committee's work, it will be disbanded by the Board.

[Recreation Master Plan Ad Hoc Committee Charter](#)

RESOLUTION 90-13- 27

Tuesday, March 05, 2013

WHEREAS, the Board of Directors of this Corporation established the Clubhouse 2 Renovation Ad Hoc Committee for the purpose of developing the scope of work for the renovation of Clubhouse 2; and

WHEREAS, it was the forethought of the Ad Hoc Committee to expand its duties to review the Community as a whole before proceeding with Clubhouse 2 renovations, and recommended that the Board establish a Recreation Master Plan Ad Hoc Committee;

NOW THEREFORE BE IT RESOLVED, March 5, 2013, that the Board of Directors of this Corporation hereby establishes the Recreation Master Plan Ad Hoc Committee, and assigns the duties and responsibilities of this Ad Hoc Committee as follows:

1. The Recreation Master Plan Ad Hoc Committee will utilize the Recreation Master Plan adopted by the GRF Board as a guide to finalize a short-, mid- and long-term plan of improving GRF recreational facilities (Plan).
2. The Ad Hoc Committee will work with consultants and staff to determine the scope, priorities, timing and phasing of the proposed projects in the Plan.
3. In addition, together with the consultants and staff, the Committee will present to the GRF Board for review and approval the implementation of the proposed Plan.
4. The Ad Hoc Committee shall oversee the implementation of the Plan including:
 - Finalizing the design criteria for each project
 - Consultant selection
 - Working with the consultants on design development
 - Incorporating energy efficiencies and green applications
 - Performing Community outreach
 - Overseeing construction
5. The Ad Hoc Committee shall report and make recommendations to the GRF Board, but will also request comments on its recommendations prior to submittal of its work to the Board from the following GRF committees: Maintenance and Construction, Community Activities Committee, and Finance Committee.

RESOLVED FURTHER, that the Recreation Master Plan Ad Hoc Committee shall perform such other duties as may be assigned by the Golden Rain Foundation Board; and

RESOLVED FURTHER, that upon conclusion of the Committee's work, it will be disbanded by the Board; and

RESOLVED FURTHER, that the Clubhouse 2 Renovation Ad Hoc Committee is hereby dissolved, and RESOLUTION 90-12- 58 adopted May 1, 2012 is hereby superseded and cancelled.

[Golf Building Ad Hoc Committee Charter](#)

RESOLUTION 90-09- 21

Tuesday, March 03, 2009

WHEREAS, on September 2, 2008, the Board of Directors of this Corporation established the Golf Building Ad Hoc Committee in accordance with the Golden Rain Foundation By-laws Article 7, Section 7.

1.1 for the purpose of developing guidelines and improvements for the building of a new golf building;

NOW THEREFORE BE IT RESOLVED, March 3, 2009, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Ad Hoc Committee as follows:

The Golf Building Ad Hoc Committee will work with consultants and staff to compile and determine all design criteria for a new facility.

In addition, together with the consultants and staff, the Committee will present to the GRF Board for review and approval an implementation plan for the scope of work.

When evaluating concepts for the new facility such as architectural designs, the Committee shall consider an overall Community needs, uses and future growth.

The Committee will focus on areas such as:

Review for consideration club requests and noted building deficiencies

Overall building increased square footage

Room designations

Architectural design

Energy efficiency and green applications

Parking accommodations and locations

Combination usage of the facility

All interior and exterior finish materials and color finishes

Over all site improvements

RESOLVED FURTHER, that the Ad Hoc Committee shall report and make recommendations to the GRF Board, but will also request comments on its recommendations prior to submittal of its work to the Board from the following GRF committees: Landscape, Maintenance and Construction, and Community Access Committees; and

RESOLVED FURTHER, that the Ad Hoc Committee shall report on its activities to the Golden Rain Foundation Mutual Board periodically at Board meetings or when requested by the Golden Rain Foundation Board; and

RESOLVED FURTHER, that upon conclusion of the Committees work, it will be disbanded by the Board.

RESOLVED FURTHER, that the Golf Building Ad Hoc Committee shall perform such other duties as may be assigned by the Golden Rain Foundation Board.

[Recreation Needs Assessment Ad Hoc Committee](#)

RESOLUTION G-00-03

Tuesday, January 04, 2000

WHEREAS, this corporation is in the process of conducting a recreation needs assessment for the community, which requires input from the various clubs organizations;

NOW THEREFORE BE IT RESOLVED, January 4, 2000 that the Board of Directors of this corporation hereby establishes a Recreation Needs Assessment Ad Hoc Committee, which will be a committee of the whole for the above stated purpose; and

RESOLVED FURTHER, that the President and First Vice President of this corporation shall co-chair this Ad Hoc Committee; and

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

[Overall Recreation Policy](#)

[Division Policy](#)

[Luxury Suite Tickets](#)

RESOLUTION 90-17- 27

Tuesday June 6, 2017

WHEREAS, GRF oversees the cable TV services at Laguna Woods Village and is the authorized contract and agreement negotiator;

WHEREAS, the negotiation of the Fox Network contact resulted in Community Sponsorship of up to \$5,000 per year for three years; and use of Fox Networks luxury suites, with catering, for up to five games per year.

NOW THEREFORE BE IT RESOLVED, below is a list of qualifications and guidelines to ensure that gifts and luxury suite tickets are fairly and reasonable distributed:

- Good Samaritan Residents recognized by the Housing Mutuals
- Outstanding employees for heroic events
- Volunteers with the most hours, be it individuals or as a group
- Use by Lobbyist in appreciation for legislative assistance
- Largest private sponsors of Village/PAC events per year

- Largest monetary supporters of the Laguna Woods Foundation
- Board Members and their immediate family are prohibited from receiving luxury suite tickets
- No person who receives a luxury suite ticket shall sell or receive reimbursement for the value of the ticket

BE IT RESOLVED FURTHER, that the CEO Department shall be the ticket administrator for purposes of implementing the provisions of the above provisions. Additionally, the CEO Department may revoke or suspend the ticket privileges of any person who violates any of the above provisions.

NOW THEREFORE BE IT RESOLVED, August 1, 2017, that the Board of Directors of this Corporation hereby adopts this resolution setting forth the distribution of luxury suite tickets; and

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

[Room Capacity and Billiards Rooms at Clubhouses 5 and 6](#)

RESOLUTION 90-17- 23

Tuesday June 6, 2017

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

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

NOW THEREFORE BE IT RESOLVED, April 4 2017, that the Board of Directors of this Corporation hereby adopts the revisions to its Recreation Division Policy regarding Room Capacity Requirements, and the addition of Billiards Rooms at Clubhouses 5 and 6 as rentable space; and

RESOLVED FURTHER, that RESOLUTION 90-16-15 adopted December 16, 2016, RESOLUTION 90-15- 52 adopted October 6, 2015, RESOLUTION 90-15- 53 adopted October 6, 2015, RESOLUTION 90-16- 32 adopted August 2, 2016, and RESOLUTION 90-16- 42 adopted September 6, 2016, are hereby superseded and cancelled to the extent that they differ; and

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

[Club Officer Requirements and Pool and Fitness Center Guest Fees](#)

RESOLUTION 90-17-13

Tuesday, April 4, 2017

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

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

NOW THEREFORE BE IT RESOLVED, April 4 2017, that the Board of Directors of this Corporation hereby adopts the revisions to its Recreation Division Policy to include the policy addition that Executive Club Officers must be resident members; and Permit the Temporary Suspension of Pool and Fitness Center Guest Fees from May to August 2017; and

RESOLVED FURTHER, that RESOLUTION 90-16-15 adopted December 16, 2016, RESOLUTION 90-15- 52 adopted October 6, 2015, RESOLUTION 90-15- 53 adopted October 6, 2015, RESOLUTION 90-16- 32 adopted August 2, 2016, and RESOLUTION 90-16- 42 adopted September 6, 2016, are hereby superseded and cancelled to the extent that they differ; and

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

[Recreation Policy and Operating Rules](#)

RESOLUTION 90-18- 05

Tuesday, January 2, 2018

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.

<p>GOLDEN RAIN FOUNDATION RECREATION DEPARTMENT POLICY</p>	
---	--

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.

<p>ACCESS TO GRF RECREATION FACILITIES</p> <p>RECREATION DEPARTMENT POLICY</p>	
--	--

A. RESIDENTS

1. 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

1. Guests must be accompanied by a Resident at all times.
2. Facilities may have age limitations which may be found in the operating rules for the respective facility.
3. 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.
4. 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.
5. 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.
6. 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

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

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

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)

1. Complete the Gate Clearance Form at **least four** business days prior to the event.
2. List first name and last name of all non-resident guests (including catering staff, entertainers, speakers, etc.).
3. Groups containing six guests or less may be called in directly to Gate Clearance at 949-597-4301.
4. 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.

<p>CLUBS/GROUPS/ORGANIZATIONS RECREATION DEPARTMENT POLICY</p>	
---	---

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.

<p>ROOM RESERVATIONS RECREATION DEPARTMENT POLICY</p>	
---	--

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.

Recreation Division Policy with Respect to "Section XIV Aquatics"

RESOLUTION 90-10- 01

Tuesday, January 05, 2010

WHEREAS, the Board of Directors of this Corporation adopted RESOLUTION 90-07- 82 on November 6, 2007, which approved Section III of the new Recreation Division Policy with respect to Recreational Facilities; and

WHEREAS, a recommendation has been made by the Community Activities Committee to make additional changes to further accommodate the needs of the residents;

NOW THEREFORE BE IT RESOLVED, January 5, 2010, that the Board of Directors of this Corporation hereby adopts and approves the revised Recreation Division Policy with respect to Section XIV Aquatics, effective January 5, 2010; and

RESOLVED FURTHER, that RESOLUTION 90-07- 82 adopted November 6, 2007 is hereby amended; and RESOLUTION 90-08- 71, adopted October 7, 2008 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 the purpose of this Resolution.

Recreation Division Policy with Respect to "Section I.IV - Clubs and Organizations,"

RESOLUTION 90-12-11

Tuesday, January 24, 2012

WHEREAS, the Board of Directors of this Corporation adopted RESOLUTION 90-07- 81 on November 6, 2007, which approved Section I of the new Recreation Division Policy with respect to "General Recreation;" and

WHEREAS, a recommendation has been made by the Community Activities Committee to make additional changes to further accommodate the needs of the residents;

NOW THEREFORE BE IT RESOLVED, January 24, 2012, that the Board of Directors of this Corporation hereby adopts and approves the revised Recreation Division Policy, as attached to the minutes of this meeting, with respect to "Section I.IV - Clubs and Organizations," effective January 24, 2012; and

RESOLVED FURTHER, RESOLUTION 90-07- 81 adopted November 6, 2007 is hereby amended; and

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

SECTION I GENERAL RECREATION - final

IV Clubs and Organizations

- A. Residents requesting to form a club or organization must first submit a written request to the Recreation Division stating the purpose and/or objective of the proposed club or organization and an initial list of at least 20 resident printed names, signatures, addresses, and telephone numbers of those requesting membership in the new club/organization.
- B. All statements, actions and failures to act by any club or club member shall be the sole responsibility of that club and its members. GRF does not endorse, approve or authorize such conduct, and expressly disclaims all responsibility and liability therefore, without exception.
- C. Clubs and organizations must comply with GRF governing documents and all applicable laws. Failure to do so may result in a hearing before the GRF Board of Directors and the disbanding of the club/organization.
- D. Any club/organization renting the clubhouse facilities shall be required to have on file with the reservation staff information regarding those authorized to make, change, or cancel room reservations on behalf of the club/organization.
- E. The Recreation Division will maintain a contact list for clubs and organizations registered with the Division and will provide information from the list to any resident requesting the information.
- F. All transportation for clubs' or organizations' trips must be cleared (using the proper Tour Bus Access Form) and provide pick-up and drop-off inside of the gates for community residents only. All non-residents must be accommodated outside of the gates.
- G. All promotions of activities and/or events of the Club or Organization must be produced, advertised, and promoted solely under the club or organization's name and auspices.
- H. The collection of dues, fees, and donations is confined to within the assigned meeting room.

[Members First](#)

RESOLUTION 90-18- 04

Tuesday, January 2, 2018

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.

[GRF Recreation Department Policy Revision: Clubs/Groups/Organizations](#)

RESOLUTION 90-19-39

Tuesday, September 3, 2019

WHEREAS at the July Community Activities Committee (CAC) meeting, Staff recommended to approve staff recommendation to amend the GRF Recreation Department Policy as it pertains to clubs/groups/organizations;

WHEREAS Laguna Woods Village has 286 registered clubs within the community which are afforded a variety of privileges upon approval of the Recreation Department: priority rollover reservations, flyer postings at clubhouses, free Village website use (club page, event calendar, Village news), and free Globe submissions, Village Television air time, message board and club storage (excluding Clubhouse 2);

WHEREAS Club bookings make up the majority of reservations each year with 9,200 dates reserved vs. 4,485 dates reserved by private parties in 2019;

WHEREAS room availability is limited for private party reservations; members are turned away when inquiring about availability for memorials, birthdays and anniversaries;

WHEREAS at the May CAC meeting an Ad-Hoc review committee was formed to review and provide recommendations to the CAC at the July meeting;

WHEREAS proposed amendments to the current policy are: limit club status to 250 clubs/groups/organizations; initiate annual clubs/groups/organizations fee (\$50) to maintain club status; apply rollover processing fee (calculated by dates) to annual billing; limit rollover dates to 104 per club/group/organization (additional reservations are available through the standard lottery process); club activities, programs and events geared totally towards minors are prohibited;

WHEREAS limiting club status and applying rollover restrictions will free up approximately 477 rental slots for private party use and additionally, implementing a processing fee will offset incurred administrative costs;

WHEREAS anticipated annual revenue generated from proposed fees is \$20,750; and,

NOW THEREFORE BE IT RESOLVED, September 3, 2019, that the Board of Directors of this Corporation hereby adopts approval of staff recommendation to amend the GRF Recreation Department Policy as it pertains to clubs/groups/organizations;

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

Recreation Standard Procedures Index

AA and Al-Anon Exception to SPI 600.006

RESOLUTION 90-07-14

Tuesday, March 06, 2007

WHEREAS, SPI 600.006 Resident Clubs and Organizations requires all GRF approved Laguna Woods Village clubs and organizations to annually submit a roster of members, bylaws and officers; and

WHEREAS, Al-Anon and AA Organizations of Laguna Woods Village request a waiver of such requirement due to their reputable rules of anonymity;

NOW THEREFORE BE IT RESOLVED, March 6, 2007 that the Board of Directors of this Corporation hereby grants AA and Al-Anon an exception to meeting the GRF requirements for providing a roster of members, bylaws and officers; and

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

SPI 600.035 (Clubhouse Seven Bridge Room)

RESOLUTION 90-06- 45

Tuesday, June 06, 2006

WHEREAS, the Board of Directors of this Corporation adopted 90-04-87, adopted December 7, 2004 which approved the Recreation Standard Procedure Index (SPIs); and

WHEREAS, a recommendation has been made by the Community Activities Committee to propose a new SPI for the Clubhouse Seven Bridge Room;

NOW THEREFORE BE IT RESOLVED, June 6, 2006, that the Board of Directors of this Corporation hereby adopts the attached SPI 600.035 (Clubhouse Seven Bridge Room); and

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

RESOLVED FURTHER, that RESOLUTION 90-04- 87, adopted December 7, 2004 is hereby amended.

SPI 670.005 (Golf Course Carts, Private and Rental)

RESOLUTION G-02-78

Tuesday, September 03, 2002

WHEREAS, the Board of Directors of this corporation adopted RESOLUTION G-94-96 on March 24, 1994, which approved the 1994 Recreation Standard Procedure Index (SPIs); and

WHEREAS, the Community Activities Committee has requested a revision to the SPI 670.005 (Golf Course Carts, Private and Rental) to only permit two passenger, two golf bag golf carts, privately owned or otherwise on the [REDACTED] 27 hole golf course and that the golf carts must be equipped with balloon tires that are a minimum of 8.5 inches wide;

NOW THEREFORE BE IT RESOLVED, September 3, 2002 that the Board of Directors of this corporation hereby approves the attached SPI 670.005 (Golf Course Carts, Private and Rental); and

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

RESOLVED FURTHER, that RESOLUTION G-94-96 adopted March 24, 1994 is hereby amended.

PREPARED BY PROFESSIONAL COMMUNITY MANAGEMENT, INC.

RECREATION DIVISION FOR AND APPROVED BY

THE GOLDEN RAIN FOUNDATION, [REDACTED], LAGUNA HILLS

TITLE: Policy

SPI: 670.005

DATE: Rev.3/94, **7/02**

SECTION: Golf Course

Page 1 of 2

Carts, Private and Rental

-
- A. Privately owned carts must display the current golf cart permit or pay the daily fee as determined by GRF and payable to the Starter before the cart can be used by players.

 - B. Renters of carts will be subject to the terms of the signed Golf Cart Rental Agreement and Golf Cart Release, Waiver of Liability and Indemnity Agreement.

- C. Renters of carts must return the carts to the Pro Shop as determined by the Starter and or Rental Agreement.
- D. Only two passenger two golf bag golf carts, privately owned or otherwise are permitted on the ██████████ 27-hole golf course. In addition, golf carts must be equipped with balloon tires that are a minimum of 8.5 inches wide. In all playing groups a minimum number of carts shall be used. The normal is two carts per foursome, and exceptions must be approved by the Starter.
- E. Only adults, 18 years of age and over, may drive any privately owned golf cart on the Golf Course and only when accompanied by a resident.
- F. Only adults, 18 years of age and over, may drive a rental golf cart on the Golf Course.
- G. Cart rental fees must be paid to the Starter in accordance with posted fees and the driver will be issued a receipt.
- H. Professional Community Management, Inc. reserves the right to inspect all privately owned carts for safety. Carts determined to be unsafe will not be allowed on the Golf Course.
- I. Cart users crossing over between nines have exclusive right to park carts in posted 15-minute zone at the Pro Shop.
- J. Carts in the vicinity of the Driving Range must stay on the asphalt surface.
- K. Cart drivers are responsible to avoid golf balls in flight.
- L. While players are on the putting greens or the tee areas, carts must be parked with all wheels on the asphalt surface.
- M. All carts should carry containers for sand to be used in fairways only.

- N. Carts within 30 yards of any green must be on the cart path.
- O. Drivers of carts must observe all constraints for usage such as protective ropes, temporary greens, wet areas and posted restrictions.
- P. Players should use the 90-degree custom. Approach balls from fairway at 90 degrees from cart path or the rough. See attached Cart Path Rules.
- Q. Carts cause excessive wear and tear on the Golf Course and Marshals have the duty and responsibility to strictly enforce the compliance of cart rules and regulations.
- R. Hand pulled golf carts must remain at least 30 feet from greens.
- S. Private carts that become inoperative on the course, if requested, will be towed into the cart storage area and given a “quick charge” to get the driver home. It shall not be allowed back on course.

h1:spi67005.doc

1-11-96 bj

REVISION 7-1-02

[Signage on GRF Property; political campaign literature policy](#)

RESOLUTION G-01-65

Tuesday, August 07, 2001

WHEREAS, the Board of Directors of this Corporation formed the signage task force in order to study current policy and provide guidance on new policy regarding signs, placards, and printed material and literature on Golden Rain Foundation property; and

WHEREAS, SPI 600.024 provides policy for distributing flyers and posting signs at clubhouses and recreation facilities; and

WHEREAS, SPI 600.018 provides policy for gathering signatures on petitions and/or initiatives on Golden Rain Foundation property; and

WHEREAS, RESOLUTION G-98-55 dated February 2, 1998, provides for procedure affecting the distribution of publications and printed materials within the community;

NOW THEREFORE BE IT RESOLVED, that on August 7, 2001, that the Board of Directors of this corporation hereby adopts the following policy for signs and placards, in the administration building and election signs and placards on Golden Rain Foundation property:

RESOLVED FURTHER, that any individual or entity wishing to post signs or display placards in the administration building or post signs or display election placards on Golden Rain Foundation property must comply with the following rules:

Election signs and placards, whether for [REDACTED] offices or otherwise, are prohibited on or within Golden Rain Foundation property except upon prior written approval of the Board of Directors.

Signs, placards and printed material are prohibited in the administration building except upon prior written approval of the Board of Directors.

Any sign, placard or printed literature for which prior written approval was given by the Board of Directors shall have the name of the individual or organization responsible for the display and/or distribution clearly identified on the sign, placard or printed material.

All signs and placards are subject to local sign ordinances.

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

[SPI 614.006 \(Slipcasting Room\)](#)

RESOLUTION G-01-05

Tuesday, February 06, 2001

WHEREAS, the Board of Directors of this Corporation adopted RESOLUTION G-92-26, on March 1, 1994, which approved the 1994 Recreation Division Standard Procedure Index (SPIs); and

WHEREAS, the Community Activities Committee has recommended that the Board of Directors amend SPI 614.006, by deleting paragraph D and add casting slip to paragraph J;

NOW THEREFORE BE IT RESOLVED, February 6, 2001, that the Board of Directors of this Corporation are hereby authorized on behalf of the Corporation to approve the attached SPI 614.006 Clubhouse Four Slipcasting Room; and

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

[Events Advertisements Not Permitted at the Gates](#)

RESOLUTION G-00-81

Tuesday, October 03, 2000

WHEREAS, the Board of Directors of this Corporation adopted RESOLUTION G-92-26 on March 1, 1994, which approved the 1994 Recreation Division Standard Procedure Index (SPIs); and

WHEREAS, the Board of Directors of this Corporation amended SPI 600.024 (Use of Bulletin Boards, Distributing Flyers and/or Posting Signs) on November 3, 1998; and

WHEREAS, the Community Activities Committee has recommended that the Board of Directors further amend the policy, prohibiting signs advertising events of any kind for the gates;

NOW THEREFORE BE IT RESOLVED, October 3, 2000 that the Board of Directors of this Corporation are hereby authorized on behalf of the Corporation to approve the attached SPI 600.024 Use of Bulletin Boards, Distributing Flyers and/or Posting Signs; and

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

RESOLVED FURTHER, that RESOLUTION G-98-81, adopted November 3, 1998 is hereby superseded and canceled.

[SPI 600.004 – Fitness Center Policies and Procedures](#)

RESOLUTION G-99-73

Tuesday, October 05, 1999

WHEREAS, the board of directors of this corporation adopted RESOLUTION G-24-96 on March 24, 1994, which approved the 1994 Recreation Standard Procedure Index (SPIs); and

WHEREAS, the Community Activities Committee has reviewed the Use of Community Recreation Facilities;

NOW THEREFORE BE IT RESOLVED, October 5, 1999 that the board of directors of this corporation hereby approves the attached revised SPI 600.004 Fitness Center Policies and Procedures; and

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

[SPI 600-001-Use of Community Recreation Facilities](#)

RESOLUTION G-99-61

Tuesday, September 07, 1999

WHEREAS, the board of directors of this corporation adopted RESOLUTION G-94-96 on March 24, 1994, which approved the 1994 Recreation Standard Procedure Index (SPIs); and

WHEREAS, the Community Activities Committee has reviewed the Use of Community Recreation Facilities;

NOW THEREFORE BE IT RESOLVED, September 7, 1999 that the board of directors of this corporation hereby approves the attached revised SPI 600.001 Use of Community Recreation Facilities; and

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

[SPE 600.020 late video fine of \\$.50/day - maximum \\$10.00](#)

RESOLUTION G-98-27

Tuesday, April 07, 1998

RESOLVED, that the Board of Directors of this Corporation on behalf of the Corporation is hereby authorized to approve the implementation of a fine of \$.50 per day for late videos with a maximum fine of \$10.00; and

RESOLVED FURTHER, that attached revised SPE 600.020 Recreation Administration [REDACTED] Library is hereby approved; and

RESOLVED FURTHER, that the Officers and Agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

[SPI 600.021 Clubhouses - Reservation for Use of Facilities](#)

RESOLUTION G-96-79

Tuesday, September 03, 1996

WHEREAS, a complaint was received regarding the policy of when resident versus outside fees are charged for facility rentals; and

WHEREAS, the Community Activities Committee appointed an Ad-Hoc Committee to study the Clubhouses - Reservation For Use of Facilities SPI 600.021 and make a recommendation;

NOW THEREFORE BE IT RESOLVED that SPI 600.021 Clubhouses - Reservation For Use of Facilities is amended as follows:

A [REDACTED] resident may book a room at the resident rate for a [REDACTED] club/organization, or for a private party, activity (except a wedding/wedding reception) for immediate family.

Immediate family includes spouse, parents, children and grandchildren only.

Weddings/wedding receptions will be at an outside rental rate unless the bride and/or groom is a [REDACTED] resident.

All other reservations will be at the outside rental rate.

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

[SPI 610.038 \(Clubhouse 4 Locker Policy\)](#)

RESOLUTION G-95-53

Thursday, July 06, 1995

WHEREAS, the Recreation Division’s Standard Procedures Index (policies and procedures) was approved on March 1, 1994, and the Community Activities Committee of this corporation subsequently determined that a separate policy was necessary with regard to locker assignments at Clubhouse 4;

NOW THEREFORE BE IT RESOLVED, that this corporation hereby approves the attached revised Standard Procedure Index 610.038 (Clubhouse 4 Locker Policy) and directs its managing agent to add said revisions to the Recreation Division’s Standard Procedures Index for all users of recreation community facilities for the [REDACTED] Laguna Hills community.

[SPI 620.004 Resident Boarded Owned Horses](#)

RESOLUTION G-95-45

Tuesday, June 06, 1995

WHEREAS, the Recreation Division’s Standard Procedures Index (policies and procedures) was approved on March 1, 1994, and the Community Activities Committee of this corporation and its Stables Advisory Committee subsequently determined that a separate policy was necessary for Resident Boarded Owned or Resident Boarded Leased Horses; and

NOW THEREFORE BE IT RESOLVED, that this corporation hereby approves the attached revised Standard Procedure Indexes (SPI 620.004 Resident Boarded Owned Horses) and (SPI 620.006 Resident Boarded Leased Horses) and directs its managing agent to add said revisions to the Recreation Division’s Standard Procedures Index for all users of recreation community facilities for the [REDACTED] Laguna Hills community.

[No more than 10% of a Club’s Members May be Former Residents](#)

RESOLUTION G-92-68

Tuesday, August 04, 1992

RESOLVED, that the attached S.P.I. (Standard Procedures Index) 600.004 - Section F (Resident Clubs and Organizations) is hereby modified to allow that not more than 10% of the membership of a club may be comprised of non-residents who formerly lived in [REDACTED] and wish to maintain their club membership.

[SPI 600.006 Service Club Membership](#)

RESOLUTION G-91-57

Tuesday, August 06, 1991

RESOLVED, that the attached SPI 600.006 (Service Club Membership) is hereby added to the Standard Procedures Index which was adopted on May 1, 1990 by RESOLUTION G-90-29.

[SPI 610.016 Fitness Center SPI](#)

RESOLUTION G-90-55

Tuesday, August 07, 1990

RESOLVED, that the attached SPI 610.016 (Fitness Center) is hereby added to the Standard Procedures Index which was adopted on May 1, 1990 by RESOLUTION G-90-29.

[Revised 1990 Standard Procedures Index](#)

RESOLUTION G-90-29

Tuesday, May 01, 1990

RESOLVED, that the board of directors of this corporation approves the attached Revised 1990 Standard Procedures Index (policies and procedures) for all uses of recreation facilities in the [REDACTED] community.

[Policy Exceptions](#)

[Village Theatre & Film Arts Academy Exception to the Room Reservation Pricing Policy](#)

RESOLUTION 90-13- 89

Tuesday, October 01, 2013

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

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

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

[Exception to Flyer policy for the Historical Society](#)

RESOLUTION 90-13- 05

Friday, January 04, 2013

WHEREAS, the United States Congress created the Veterans History Project to collect and preserve the personal recollections of U.S. wartime veterans, honor their service, and share their stories with current and future generations; and

WHEREAS, the Historical Society, who is an official partner of the Project requested an exception to the Recreation Policy to display a flyer at each clubhouse two weeks a month advertising its Veterans History Project;

NOW THEREFORE BE IT RESOLVED, January 4, 2013, that the Board of Directors of this Corporation hereby makes an exception to its flyer policy and approves the request of the Historical Society to display a flyer at each clubhouse two weeks a month to inform residents about the opportunity to participate in the Veterans History Project; and

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

[Broadband Services May Display Marketing and Sales Materials](#)

RESOLUTION 90-11- 94

Tuesday, September 6, 2011

WHEREAS, the Board of Directors of this Corporation adopted RESOLUTION 90-07- 81 which approved the new Recreation Division Policy, Section II Use of Clubhouses and Community Center Rooms; and

WHEREAS, Section XIII(j) Clubhouse Bulletin Boards, Posting Flyers, Announcements, etc., only allows posters advertising events at Clubhouse Three; and

WHEREAS, based on the contract with GRF, the Broadband Services has requested an exception to the Policy to display marketing and sales materials advertising their services in all the Clubhouses, Golf Building, and Library;

NOW THEREFORE BE IT RESOLVED, September 6, 2011, that the Board of Directors of this Corporation hereby makes an exception to its Policy and approves the request of Broadband Services to display marketing and sales materials educating residents on their services in all the Clubhouses, Golf Building, and Library; and

RESOLVED FURTHER, that the marketing displays in the designated areas shall be permanent and Broadband Services will take full responsibility to assure they are regularly inspected, properly maintained, and stocked; and

RESOLVED FURTHER, that the supervisor at each facility shall determine if the materials should be wall mounted or in a floor stand; and

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

[Automatic Annual Rollover Reservation for Bridge Club](#)

RESOLUTION 90-11- 28

Monday, March 28, 2011

WHEREAS, over the past few years GRF has approved the Bridge Club's request to hold its annual Saddleback Bridge Unit 525 Sectional Bridge Tournament in the Bridge Room at Clubhouse Seven on the second weekend in February; and

WHEREAS, the Bridge Club has requested that GRF make an exception to its permanent reservation policy by accepting the annual Bridge Tournament as a permanent reservation;

NOW THEREFORE BE IT RESOLVED, April 5, 2011, that the Board of Directors of this Corporation hereby approves the exception to its permanent reservation policy (automatic annual rollover) by allowing the Bridge Club to hold its annual Unit 525 Sectional Bridge Tournament in the Bridge Room at Clubhouse Seven on the second weekend in February; and

RESOLVED FURTHER, that the organization shall be charged the exception rate for use of the Clubhouse Seven Bridge Room and Main Lounge; and

RESOLVED FURTHER, that the regular club rollover reservation for the Clubhouse Seven Main Lounge every Saturday night shall be moved or cancelled once a year to accommodate the bridge event; and

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

[Election Flyers](#)

RESOLUTION 90-10- 29

Tuesday, May 04, 2010

WHEREAS, the Board of Directors of this Corporation adopted RESOLUTION 90-07- 81 which approved the new Recreation Division Policy, Section II Use of Clubhouses and Community Center Rooms; and

WHEREAS, Section XIII(j) Clubhouse Bulletin Boards, Posting Flyers, Announcements, etc., only allows approved Laguna Woods Village clubs/organizations to post flyers advertising events in GRF facilities; and

WHEREAS, the United Laguna Hills Mutual Nominating Committee and Third Laguna Hills Mutual Candidate Support Committee (Nominating Committee) would like to post flyers encouraging residents to run for the upcoming annual Board elections at all of the Clubhouses until the close of nominations date dictated by each of the Corporations Bylaws; and

NOW THEREFORE BE IT RESOLVED, May 4, 2010, that the Board of Directors of this Corporation hereby makes an exception to its Policy and approves the request from the United Laguna Hills Mutual Nominating Committee and Third Laguna Hills Mutual Candidate Support Committee to post flyers at all of the Clubhouses encouraging residents to run for the upcoming annual Board elections; and

RESOLVED FURTHER, that for the purpose stated, the Mutuals Nominating Committees shall be treated as if they were a club/organization for their annual distribution of election flyers and shall follow the established rules and regulations for such; and

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

[Residents Selling Merchandise May Keep Proceeds for Fundraiser](#)

RESOLUTION 90-10-10

Tuesday, February 02, 2010

WHEREAS, by way of RESOLUTION 90-07- 81, Section II A(3), GRF facilities shall not be used for commercial business purposes or for residents profit or gain; and

WHEREAS, a resident is holding a fundraiser to benefit pancreatic cancer and will be selling tables to residents who wish to sell their merchandise and white elephant items at the fundraiser; and thus is requesting an exception to the policy to allow the residents selling such merchandise to keep the proceeds from selling the items at their tables;

NOW THEREFORE BE IT RESOLVED, February 2, 2010, that the Board of Directors of this Corporation hereby approves the exception to the Recreation Division policy Section II A(3) with

respect to General Recreation by allowing the residents selling such merchandise to keep their proceeds from selling the items at their tables; and

RESOLVED FURTHER, that the proceeds for selling the tables shall be donated to PanCan (Pancreatic Cancer Action Network) and the event will help raise awareness and increase the visibility of PanCan throughout the Village; and

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

[UCI School of Biological Sciences at UCI Lectures](#)

RESOLUTION 90-09- 06

Tuesday, January 06, 2009

WHEREAS, on September 19, 2008, GRF and the School of Biological Sciences at the University of California, Irvine hosted a recent lecture regarding the application of cancer drugs toward reversing memory loss; and

WHEREAS, due to the benefit to the Community from such lectures and due to the fact that UCI has offered to provide similar lectures of interest to seniors, the Government and Public Relations Committee discussed co-hosting quarterly lectures to provide further scientific and health-related topics of interest to the Community;

NOW THEREFORE BE IT RESOLVED, January 6, 2009, that the Board of Directors of this Corporation hereby approves hosting quarterly lectures on various topics of interest, which may include brain aging, stem cell research, cancer research, and vision and hearing, to the Community on an ongoing basis with the School of Biological Sciences at UCI; and

RESOLVED FURTHER, that the rental fee for facility usage for each lecture is not imposed for these events and approximately \$600 in annual operating costs would be absorbed by GRF; and

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

[Grandfather Remaining Clubhouse Reservation Exceptions as Rollover Reservations](#)

RESOLUTION 90-08-15

Tuesday, March 04, 2008

WHEREAS, there are currently 22 clubhouse reservations that have been treated annually as rollover reservations, which should be lottery reservations in accordance with GRF Policy;

NOW THEREFORE BE IT RESOLVED, March 4, 2008 that the Board of Directors of this Corporation hereby grandfathers the 22 remaining exceptions as rollover reservations and agrees to adhere to the GRF lottery reservation policy for all new requests; and

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

Clubhouse Operations Policy

AEDs

Discontinue Automated External Defibrillators (AED) Program

RESOLUTION 90-07- 58

Tuesday, July 03, 2007

WHEREAS, in June 2000, the Board of Directors of this Corporation authorized the Community to participate in a Public Access Defibrillation Trial, sponsored by Mission Hospital; and

WHEREAS, in 2002, in exchange for participation in the Trial Program, the Mission Hospital gave the Community eleven (11) automated external defibrillators (AED); and

WHEREAS, after several years of the trial and use after the trial, GRF considered the cost benefit of the equipment and ongoing training, and determined that it is not in the best interest of the Community to continue the AED Program;

NOW THEREFORE BE IT RESOLVED, July 3, 2007 that the Board of Directors of this Corporation hereby discontinues the AED program; and

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

Cash Denomination Policy

RESOLUTION 90-06- 33

Tuesday, May 02, 2006

WHEREAS, fees are collected on behalf of the Golden Rain Foundation of Laguna Woods for use of community facilities and services provided to residents and guests; and

WHEREAS, bills in large denominations, i.e. \$50 or \$100 are sometimes received to pay for these services, which can subject GRF to counterfeit risks;

NOW THEREFORE BE IT RESOLVED, May 2, 2006 that the Board of Directors of this Corporation hereby limits the denominations of bills received at locations other than the Community Center Building for recreation and landscape services to \$20 and smaller to reduce GRFs risk; and

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

Placement of Objects or Displays in Community Center Foyer Disallowed

RESOLUTION 90-03-13

Tuesday, January 07, 2003

WHEREAS, the Golden Rain Foundation has been approached by a number of organizations with requests to place objects or displays in the Community Center; and

WHEREAS, as a result, it has become apparent that GRF cannot accommodate the requests due to space restrictions; the desire to maintain the Community Center with an uncluttered, open, and professional appearance; and the desire to not be deemed prejudicial in their allowances of some requests and not others;

NOW THEREFORE BE IT RESOLVED, January 7, 2003 that the Board of Directors of this Corporation hereby adopts a policy that disallows the placing of objects or displays in the Community Centers foyer; and

RESOLVED FURTHER, that this policy does not delimit GRFs ability to install objects in the Community Center that further the objectives of the Corporation; and

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

Library Rules and Regulations

RESOLUTION G-90-12

Tuesday, February 06, 1990

WHEREAS, the [REDACTED] Library rules and regulations were approved by the appropriate committees;

NOW THEREFORE BE IT RESOLVED, that the board of directors of this corporation adopts the following rules and regulations:

1. All loanable materials are checked out for a two week period, with the due date stamped on the loan card. Materials not returned by the due date are overdue.
2. Patrons are assessed fines on all overdue materials which are checked out to them. includes books, books-on-tapes, and music cassettes.
3. This o The fines will be five cents (\$.05) per day, calculated on open days only.
4. Library privileges will be revoked when fines reach \$3.00 to any individual and will remain revoked until all arrears are paid.
5. Lost books or books not returned will be treated as unpaid fines. Fines will be assessed until the book is returned or paid for.

6. Extenuating circumstances may be considered by the Library Director.

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

Indemnification Agreement for Facilities

RESOLUTION G-86-111

Tuesday, October 07, 1986

RESOLVED, that pursuant to the Terms of Exhibit B of that certain Trust Agreement, dated March 2, 1964 between the Golden Rain Foundation and the Laguna Hills Mutual No. One et al, the Board of Directors of this corporation does hereby require that all individuals who use any of the following facilities:

- 1) Clubhouse I Mini-Gym
- 2) Clubhouse IV Jewelry/Copper Enameling Room
- 3) All Garden Center facilities
- 4) Clubhouse IV Lapidary Room execute and deliver to this corporation a Release and Indemnification Agreement satisfactory to this corporation; and

RESOLVED FURTHER, that all individuals failing and/or refusing to execute said Release and Indemnification Agreement shall not be permitted to use the facility identified in said agreement.

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized, on behalf of the corporation, to take such action as they deem appropriate to carry out the purpose of this resolution.

Smoking in Clubhouses Policy

RESOLUTION G-85-93

Tuesday, September 03, 1985

WHEREAS, the Terms of the Trust Agreement between Golden Rain Foundation, the Laguna Hills Mutuals and other parties provide that: The extent of the services to be provided in connection with the Community Facilities and the rules and regulations with respect to the use of said facilities shall be determined and established by the Board of Directors of Golden Rain in its sole discretion.

NOW THEREFORE BE IT RESOLVED, that smoking in Clubhouses shall be permitted only in such designated areas as may, from time to time, be identified by the corporation; and

RESOLVED FURTHER, that the Managing Agent is hereby authorized, on behalf of the corporation, to take such steps as they may deem necessary to carry out the purpose of this resolution.

Facilities Shall be Used Primarily for Educational, Social, Cultural and Recreational Purposes

RESOLUTION No. 2498

Tuesday, October 04, 1977

RESOLVED, that it is the policy of this corporation that its facilities shall be used primarily for educational, social, cultural and recreational purposes by resident members and other persons who are authorized to occupy dwelling units at Rossmoor ██████████ of Laguna Hills, clubs and organizations composed of resident members and other persons who are authorized to occupy dwelling units at Rossmoor ██████████ of Laguna Hills, and guests of the foregoing resident members, persons, clubs and organizations, subject to such rules, and regulations, as may be adopted, amended or abrogated by this corporation from time to time; and

RESOLVED FURTHER, that subject to the foregoing power of this corporation to adopt, amend or abrogate rules and regulations for the use of said facilities from time to time, Professional Community Management, Inc., managing agent of this corporation, is hereby authorized to promulgate rules and regulations for the use of said facilities.

Managing Agent Authorized to Promulgate Rules Regarding Smoking in Clubhouse III

RESOLUTION No. 682

Monday, March 22, 1971

RESOLVED, that ██████████ Foundation, Managing Agent of this corporation, is hereby authorized and directed, on behalf of the corporation, to promulgate such rules as it may deem necessary and desirable for the regulation of smoking in Clubhouse III.

Auditorium Clubhouse III – Policies

RESOLUTION No. 674

Monday, February 22, 1971

RESOLVED, that the auditorium of Clubhouse III shall be operated and managed so as to provide space for meetings of large organizations and also, during certain periods, as a theater facility with all seating controlled by ticket sales;

RESOLVED FURTHER, that the managing agent shall establish charges for use of the auditorium as a theater which are reasonable and compatible with the annually approved budgetary estimates; and

RESOLVED FURTHER, that the managing agent shall keep the board of directors advised of such policies, procedures, fees and charges as are in effect for the auditorium by periodic and appropriate reports.

Responsibility of Maintenance of Stables, Sales Building Grounds, Etc.

RESOLUTION No. 119

Monday, November 06, 1967

RESOLVED, that this corporation shall assume responsibility for maintenance of the stables, sales building grounds, and grounds adjacent to Clubhouse No. One, effective October 1, 1967.

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized to expend money of this corporation not to exceed \$7,860. for the period from October 1, 1967 to Dec. 31, 1967, inclusive, for said maintenance purposes; and

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized and directed to take such other action as is necessary to carry out the purposes of this resolution.

Clubhouse Holiday Hours

Resolution 90-20-19

Tuesday, May 5, 2020

WHEREAS at the March 12, 2020 Community Activities Committee (CAC) meeting, staff recommended to authorize the Recreation and Special Events Department to adjust clubhouse holiday operating hours on certain holidays beginning January 2021;

WHEREAS New Year's Day bookings are nonexistent with few reservations taking place on President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day and the Friday after Thanksgiving. Saddleback Emeritus classes are not in session on VMS holidays and clubhouse facilities are vacant and underutilized. With ample notice of limited hours (9 a.m. to 2 p.m.) on said holidays residents will still have the ability to fulfill any needs they may have at the facility.

Limit Clubhouse 1 to the hours of 9 a.m. to 4 p.m. for the first year;

WHEREAS clubhouses will remain open on Thanksgiving Day, Christmas Eve and Christmas Day from 8 a.m. to 10 p.m. to accommodate the needs of resident events;

WHEREAS Proposed Clubhouse Holiday Hours will be as follows:

Close All Clubhouses	New Year's Day
Limit Hours 9 a.m. to 2 p.m.	President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day and Friday after Thanksgiving
No Modifications	Thanksgiving, Christmas Eve and Christmas Day

WHEREAS fulltime and part time hourly staff who are scheduled to work on one of the 10 designated VMS holidays receive holiday pay equal to 1.5 times base pay;

WHEREAS the cost to staff six facilities from 8 a.m. to 10 p.m. on a designated holiday with a part time Recreation Leader is approximately \$2,772. The proposed closure of New Year's Day and limited hours of 9 a.m. to 2 p.m. on six elected holidays would have a cost savings of \$13,464 annually. **Limit Clubhouse 1 to the hours of 9 a.m. to 4 p.m. for the first year;**

NOW THEREFORE BE IT RESOLVED, May 5, 2020, that the Board of Directors of this Corporation hereby introduces approval of staff recommendation to authorize the Recreation and Special Events Department to adjust clubhouse holiday operating hours on certain holidays beginning January 2021;

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

Bridge Room Guest Fee

RESOLUTION 90-19-62

Tuesday, December 3, 2019

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, to minimize over-usage, and to recover operating costs.

WHEREAS, on December 2, 2008, by way of Resolution 90-08-92, the Board of Directors of this Corporation approved the current Bridge Room Guest Fee of \$4.00 per guest per day.

WHEREAS, the board periodically reviews fees as part of the business planning process to determine adequacy of revenues and shared costs and their adoption of the 2020 Business Plan included certain fee changes.

NOW THEREFORE BE IT RESOLVED, December 3, 2019 that the Board of Directors hereby revises the Bridge Room Guest Fee to \$5.00 per guest per day.

RESOLVED FURTHER; that guest fees shall be collected on behalf of and submitted to GRF in a timely manner with accounting records.

RESOLVED FURTHER, that this resolution shall be effective January 1, 2020, at which time Resolution 90-08-92 adopted December 2, 2008 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.

Reservations, Events and Classes Policy

Recreation Division Policy – Recreation Facility Rental Application and Event Inspection Report

RESOLUTION 90-16- 42

Tuesday, September 6, 2016

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

WHEREAS, the Golden Rain Foundation Board of Directors recognizes the need to adopt a Facility Rental Application and Event Inspection Report;

NOW THEREFORE BE IT RESOLVED, September 6, 2016, that the Board of Directors of this Corporation hereby adopts a Recreation Facility Rental

Application and Event Inspection Report as an addition to the Recreation Division Policy; and

RESOLVED FURTHER, that RESOLUTION 90-16-16 adopted April 5, 2016 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.

Facility Application and Agreement



RECREATION DIVISION

Facility Application and

This application must be submitted at time of booking; or at least two (2) weeks prior to event. Return completed application to: Recreation Division, 24351 El Toro Road, Laguna Woods, CA 92637; Phone: 949-597-4227, E-mail: reservations@vmsinc.org

Applicant Information
Name:
Organization:

Address:			
Phone:		E-mail:	
Reservation Information			
Clubhouse:		Room:	
Date(s) (include rollovers):			
Day: <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun			
Event Title:			
Type of Event:			
Start Time (include Set Up): _____ End Time (include Clean Up): _____			
Time your Guests will Arrive: _____ Depart: _____			
Expected Number of Attendees: <input type="checkbox"/> Residents _____ <input type="checkbox"/> Non-Residents _____ Is a 'Gate Clearance Form' required? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Will any of the following be provided at your event (mark all that apply):			
Food <input type="checkbox"/> Catering <input type="checkbox"/> At No Cost <input type="checkbox"/> For Sale <input type="checkbox"/> Potluck <input type="checkbox"/> Not Applicable	Alcohol <input type="checkbox"/> At No Cost <input type="checkbox"/> For Sale <input type="checkbox"/> BYOB <input type="checkbox"/> Not Applicable	Entry Fee <input type="checkbox"/> No <input type="checkbox"/> Yes, \$ _____	Kitchen Use <input type="checkbox"/> Yes, \$25 or \$50 <input type="checkbox"/> Bring In Own Food <input type="checkbox"/> Have Food Dropped Off <input type="checkbox"/> Not Applicable
Sponsor(s):			
Indicate how you are Marketing your Event: <i>Unless more restrictively stated, all forms of publicity must say "for Laguna Woods Village residents and their limited guests only"</i>			
_____ <input type="checkbox"/> Flyer <input type="checkbox"/> Social Media <input type="checkbox"/> Other			
The undersigned, both individually and/or on behalf of a club, certify that I/we have read the Recreation Division policy. I, the undersigned, do hereby agree that we will abide by the policies governing the use of this facility and will be responsible for any damages to the facility, furniture, or equipment caused by our occupancy of the premises. I/we also understand that falsification of any information related to this application is subject to disciplinary action.			
Signature: _____			Date: _____

APPLICATIONS

All new applications are accepted on a first-come, first-served basis and are only accepted from approved residents of Laguna Woods Village.

Applications are accepted on official forms provided by the Recreation Division.

Applications and other documents may be submitted as follows:

Scan and email to: reservations@vmsinc.org

Deliver in person to Recreation Division staff located on the 1st floor of the Laguna Woods Village Community Center, 24351 El Toro Road, Laguna

Woods, CA 92637

Mail to Recreation Division, P.O. Box 2220, Laguna Hills, CA 92654

All fees must be paid within two weeks of application approval.

Applications and all required documentation is required at booking or least two (2) weeks prior to the requested reservation date. Applications are not considered approved until the applicant has received an approved permit from the Recreation Division. Requests received outside these timeframes may be granted if time allows.

GRF reserves the right to limit requests for ongoing bookings of premium rooms. See additional information in Section G, 2, a, Types of Reservations.

An applicant applying on behalf of club/organization must be an authorized agent of the club/organization.

Incomplete applications (including those missing the required backup materials) will not be accepted. The applicant is responsible for meeting the two (2) week deadline.

Reservation times requested on the application must include the entire time needed to prepare food, decorate, set-up before the event and to completely clean up after the event.

The applicant and/or resident designee must be present at the event and stay on site for the entire time.

GRF will not be held financially or legally responsible for consequences experienced by users due to circumstances beyond GRF's control, including, but not limited to: inclement weather, natural disasters, and naturally-occurring health hazards. In these circumstances, the event may be rescheduled (pending availability) or fees will be returned.

Rate changes and reservations are subject to cancellation.

Received		By:	F	Offi	U	_____	O I	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
----------	--	-----	---	------	---	-------	-----	-----------------------------------	---------------------------------

Requirements: <input type="checkbox"/> Security <input type="checkbox"/> Bartender						
Rate: <input type="checkbox"/> Resident <input type="checkbox"/> Exception						
Item(s):	Si	Received:	Returned:	Received	By:	Signature:
	I/Si					
Coffee Pots						
Microphones						
Punch Bowls						
Wine Carafes						

R O	<input type="checkbox"/> Compliance	LAGUNA WOODS VILLAGE	EMPLOYEE #	PAGE 1 of 1
				CASE #

U T I N G	<input type="checkbox"/> Recreation <input type="checkbox"/> _____ <input type="checkbox"/> _____	EVENT REPORT	INCIDENT REPORTED		
		__ PHOTOS	DATE	DAY OF WEEK Choose an item.	TIME <input type="checkbox"/> pm <input type="checkbox"/> am
S CODE # 123 EVENT INSPECTION					
R E C R E A T I O N	Member/Club: _____				
	Contact: _____ Phone: _____				
	Type: _____ Date: _____				
	Start Time (include Set Up): _____ End Time (include Clean-Up): _____				
	Expected Number of Attendees: <input type="checkbox"/> Residents _____ <input type="checkbox"/> Non-Residents _____				
	Location - Clubhouse: _____ Room: _____				
Special Notes: _____					
S E C U R I T Y	Description	Does request comply:	Notes		
	1. Type of Event	Yes / No			
	2. Expected Attendance	Yes / No			
	2. Does it appear that majority of attendees are from outside?	Yes / No			
	3. Sponsor	Yes / No / NA			
	4. Food	Catering: _____ At No Cost For Sale Potluck NA			
	5. Kitchen Use	Yes / No / NA			
	6. Alcohol	At No Cost For Sale BYOB NA			
	7. GRF Bartender	Yes / No / NA			
	8. Was there any merchandise sales at this event?	Yes / No			
	9. Was there any business/soliciting at this event?	Yes / No			
10. Was there any gate clearance issues at this event?	Yes / No				
11. Was there styrofoam products used at this event?	Yes / No				
REPORTING OFFICER: X		APPROVING SUPERVISOR: X			
DATE:	TIME: <input type="checkbox"/> AM <input type="checkbox"/> PM	EMPLOYEE #	DATE	TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	

	APPROVING MANAGER X
--	------------------------

Golden Rain Foundation (GRF), Recreation Division Policy:

Section II, Use of GRF Recreation Facilities including Clubhouses, G. Room Reservations, 1. i., - “It is prohibited to use the room for anything but the stated purpose (birthday, party, anniversary, family reunion, etc.)”

Section II, Uses of GRF Recreation Facilities including Clubhouses, Section G. Room Reservations, 1. f., - “Rooms are assigned based on planned attendance and availability; exclusive use of the patio is included for those rooms with patio access.”

Section II, Uses of GRF Recreation Facilities including Clubhouses, G. Room

Reservations, 1. C., - “Rentable rooms shall not be used to conduct a business. Caterers, entertainers, speakers, sponsors, and instructors are permitted as service providers to the group, and they may provide business cards, contact information, and marketing brochures only.

Reservation Checklist - Member must “bring in own food... have food dropped off... use a caterer from approved list” Approved caterers are: Corner Bakery, Crystal Catering, Jolanda’s Catering, Martinez Catering and 19 Café & Lounge.

Reservation Checklist - “fee will be charged when major appliances in the kitchen are used...”

Reservation Checklist - “bring your own alcohol without charging for drinks”

Reservation Checklist - “reservation of over 100 people with alcohol must have a GRF Bartender”

Section II, Uses of GRF Recreation Facilities including Clubhouses, G. Room Reservations, 1. C., - “No transaction may take place within GRF’s facilities with three exceptions:

. that they allowed to sell the printed and/or recorded materials of their own creation during the event (for example, authors may sell their books and entertainers may sell their audio/video recordings);

An entrance fee may be charged to cover the costs associated with a reservation; fundraising activities.”

Section II, Uses of GRF Recreation Facilities including Clubhouses, G. Room

Reservations, 1. C., - “Rentable rooms shall not be used to conduct a business. Caterers, entertainers, speakers, sponsors, and instructors are permitted as service providers to the group, and they may provide business cards, contact information, and marketing brochures only.

RESOLUTION 90-15- 33 - “A resident must submit the completed [Gate Clearance] form to the Community Access department... at least four (4) business days in advance of the event.”

Section II, Use of GRF Recreation Facilities including Clubhouses, Section A.2, All

Facilities/General – “Use of Styrofoam products of any kind is prohibited.”

Room Reservation Pricing Policy

RESOLUTION 90-19-59

ROOM RESERVATION RATE 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, to minimize over-usage, and to recover operating costs.

WHEREAS, the board periodically reviews fees as part of the business planning process to determine adequacy of revenues and shared costs and their adoption of the 2020 Business Plan included certain fee changes.

NOW THEREFORE BE IT RESOLVED, December 3, 2019, that the Board of Directors of this Corporation hereby adopts the following revisions to the Room Reservation Rate Pricing Policy:

Resident Room Reservation Fee

- I. An equal hourly rate will be applied for private party, club and church/religious reservations.
- II. A Resident Room Reservation Fee shall be charged for the amount of time required for the use of a reservable room, beginning with a two-hour minimum and increasing in hourly increments thereafter, with large ballrooms and main lounges requiring a four-hour minimum.
- III. A Setup Fee shall be charged for the time blocked out prior to and/or after each reservation necessary to prepare/cleanup the room, during which the room is not available to other users.
- IV. The reservation and setup fees shall be based on the estimated hourly cost of each reservable room, rounded up to the nearest dollar, and will be adjusted annually on the basis of annual operational costs, capital costs, reservable hours, and a percentage to be shared by the Community at large.
- V. The percentage to be shared by the Community at large to maintain an equitable and reasonable division between the user and the monthly assessment shall be 82 80 percent for all rooms.
- VI. The charge for Performing Arts Center Auditorium Event with Admission shall be a flat fee of \$395 per day.

Reservation Exception Rates

A rate that is different from the resident rate shall apply to all room reservations that meet the criteria for the “Exception Rate” as defined in the GRF Recreation Department Policy. This rate shall be applied as follows:

- I. An exception rate room reservation fee shall be charged for the amount of time required for the use of a reservable room, beginning with a two-hour minimum and increasing in hourly increments thereafter with large ballrooms and main lounges requiring a four-hour minimum.
- II. In the case of the Performing Arts Center Auditorium, the exception rate room reservation fee shall be charged on a daily basis.
- III. A setup fee shall be charged for the time blocked out prior to and/or after each reservation necessary to prepare/clean-up the room, during which the room is not available to other users.
- IV. The exception rate room reservation fee and setup fee shall be based on the lowest hourly rental fee charged for similar facilities outside of the Village, but in the local area, discounted by 50 percent; and rounded up to the nearest dollar.
- V. For Performing Arts Center Auditorium, the exception rate shall be based on the lowest daily per-seat rental fee charged for similar facilities outside of the Village, but in the local area, discounted by 50 percent; and rounded up to the nearest dollar.
- VI. The exception rate room reservation fees will be adjusted periodically on the basis of changes in the external rental fees and the percentage discount; then reflected on the fee schedule.

RESOLVED FURTHER, that this resolution shall be effective January 1, 2020, at which time Resolution 90-17-36 adopted November 7, 2017, 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.

Sponsor Program

RESOLUTION G-91-15

Tuesday, March 05, 1991

WHEREAS, interest has been expressed by local corporations and members of the business community to sponsor ██████████ Laguna Hills community activities; and

WHEREAS, said sponsor program would serve to offset expenses for mutual programs, function and events;

NOW THEREFORE BE IT RESOLVED, that the board of directors of this corporation hereby approves the concept of a sponsor program; and directs staff to establish and maintain appropriate records of said sponsors.

Clubhouse 2 Loggia and Sequoia Ballroom Rental

RESOLUTION 90-18- 50

Tuesday, November 6, 2018

WHEREAS the Palo Verde Loggia (patio) and Sequoia Ballroom are rented as two different spaces since renovations were completed in 2017;

WHEREAS the Loggia includes a barbeque, counter and small sink for food preparation, patio tables, chairs and sofas;

WHEREAS staff frequently encounters logistical issues and user complaints with separate bookings of the ballroom and patio; and,

NOW THEREFORE BE IT RESOLVED, November 6, 2018, that the Board of Directors of this Corporation hereby approves the Palo Verde Loggia at Clubhouse 2 to be included with the rental of the Sequoia Ballroom without an additional fee, eliminating the option for separate rental of the patio;

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

Clubhouse 2 Open Space

RESOLUTION 90-19-52

Tuesday, October 1, 2019

WHEREAS at the September 12, 2019 Community Activities Committee (CAC) meeting, staff recommended to authorize the Recreation and Special Events Department addition of the open space area adjacent to Clubhouse 2 to the rental agreement for the Clubhouse;

WHEREAS on July 11, 2019, the CAC approved making the open space area adjacent to Clubhouse 2 a rentable space and requested that the GRF Finance Committee establish rental pricing for the open space;

WHEREAS on August 22, 2019, the GRF Finance Committee reviewed and discussed the CAC's recommendation;

WHEREAS the Finance Committee authorized making the open space rentable under the following two conditions:

1. Additional review by staff be conducted to ensure no liabilities will be associated with allowing reservations at this location; and
2. That the potential increase in facility usage does not conflict with current City of Laguna Woods parking ordinances;

WHEREAS staff researched and analyzed the two items and determined that the potential increase in facility usage may not meet City parking requirements since the parcel is zoned Open Space – Recreation (OS-R) and as such could potentially require a parking study to be conducted and/or the provision of additional parking to support the proposed rental of the open space area alone;

WHEREAS usage of the open space area is increasing as residents become aware of its location and usability;

WHEREAS including the open space park in the Clubhouse 2, rental agreement for the Clubhouse 2 Main Lounge, would solve the potential parking problem, enable the Recreation and Special Events Department to manage the open space’s use and minimize conflict that may arise from two parties wanting to use the open space at the same time;

WHEREAS in addition, it would make Clubhouse 2 more marketable and desirable for residents;

WHEREAS during the 2021 budget preparations, the rental fee for Clubhouse 2 Main Lounge would be re-calculated and adjusted to include the open space area, potentially increasing per reservation revenue

NOW THEREFORE BE IT RESOLVED, October 1, 2019, that the Board of Directors of this Corporation hereby introduces approval of staff recommendation to authorize the Recreation and Special Events Department addition of the open space area adjacent to Clubhouse 2 to the rental agreement for the Clubhouse Main Lounge;

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

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

GRF Wedding Policy Revision

RESOLUTION 90-19-51

Tuesday, November 5, 2019

WHEREAS at the September 12, 2019 Community Activities Committee (CAC) meeting, staff recommended to approve amendment to the current GRF wedding policy to make the:

1. Resident rate applicable to weddings and/or wedding receptions for residents; and
2. Exception rate applicable to weddings and/or wedding receptions reserved by a resident on behalf of a non-resident; limited to only siblings, children, parents and grandchildren.

WHEREAS the Recreation and Special Events Department manages the reservation services with approximately 18,000 bookings per year;

WHEREAS in 2017 weddings were limited to residents and immediate family members yielding six bookings;

WHEREAS in 2018, the policy was amended to allow weddings for extended family and friends which yielded 19 bookings;

WHEREAS weddings and/or wedding receptions are taxing on both the facility and staff as non-residents make up the majority of attending guests and the celebrations often end late in the evening extending past 10 p.m.;

WHEREAS revenue collected in 2018 for all weddings and/or receptions was \$1,500;

WHEREAS amending the policy allows staff to charge the exception rate for a majority of weddings increasing revenue depending on the number of weddings. For example, a six hour wedding at Clubhouse 2 in the main ball room would generate \$2,007 in revenue;

NOW THEREFORE BE IT RESOLVED, November 5, 2019, that the Board of Directors of this Corporation hereby adopts approval of staff recommendation to approve amendment to the current GRF wedding policy to make the:

1. Resident rate applicable to weddings and/or wedding receptions for residents; and
2. Exception rate applicable to weddings and/or wedding receptions reserved by a resident on behalf of a non-resident; limited to only siblings, children, parents and grandchildren;

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

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

Off-Season Children’s Swim Hours Adjustment

Resolution 90-20-18

Tuesday, May 5, 2020

WHEREAS at the March 05, 2020 Community Activities Committee (CAC) meeting, staff recommended to authorize the Recreation and Special Events Department to adjust the off-season Children’s Swim program hours from noon to 2 p.m. to 2 p.m. to 4 p.m. at Pool 2 during the offseason swim hours, October 1 to Memorial Day weekend;

WHEREAS Pool 2 is open from 7 a.m. to 6 p.m. daily; opening at 9 a.m. on Wednesday's for weekly maintenance. The Children's Swim program resides at Pool 2 during the off season, October 1 to Memorial Day weekend, and is currently offered from noon to 2 p.m. daily.;

WHEREAS the summer Children's Swim program relocates to Pool 6 with daily hours from 12 noon to 4 p.m., Memorial Day weekend to October 1;

WHEREAS residents have requested that the Children's Swim hours be adjusted during the off-season to provide the opportunity for grandchildren to swim after school;

WHEREAS a seven day electronic survey was conducted with Village swimmers. The Recreation and Special Events Department received 128 responses of which 73 respondents confirmed using Pool 2 for lap swimming only. In addition, the survey results indicate that the preferred lap swim times are 7 a.m. to 8 a.m., 9 a.m. to 10 a.m. and 10 a.m. to 11 a.m. One of the least utilized times is from 2 p.m. to 4 p.m.;

NOW THEREFORE BE IT RESOLVED, May 5, 2020, that the Board of Directors of this Corporation hereby introduces approval of staff recommendation to authorize the Recreation and Special Events Department to adjust the off-season Children's Swim program hours from noon to 2 p.m. to 2 p.m. to 4 p.m. at Pool 2 during the offseason swim hours, October 1 to Memorial Day weekend;

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

[Golf Racquet and Lawn Bowling Policy](#)

[Golf](#)

[Golf Fees Pricing Policy](#)

RESOLUTION 90-18- 03

Tuesday, January 2, 2018

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 Fees 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 Fees 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 Fees 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.

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

[Ball Machine at the Driving Range to Include a Quarter Size Bucket](#)
 RESOLUTION 90-13- 88

Tuesday, October 01, 2013

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

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

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

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

[Men's Nine-Hole Golf Club Rollover Reservation Location Change](#)

RESOLUTION 90-08- 43

Tuesday, July 01, 2008

WHEREAS, by way of RESOLUTION 90-08-15, the Board of Directors of this Corporation grandfathered the Mens Nine-Hole Golf Club annual banquet at Clubhouse Five on the last Sunday in January from the rollover reservation policy; and

WHEREAS, the Club is requesting to change the location of this grandfathered reservation from Clubhouse Five to Clubhouse Seven on an on-going basis;

NOW THEREFORE BE IT RESOLVED, July 1, 2008 that the Board of Directors hereby approves the request for 2009 only, and thereafter, the event would revert back to Clubhouse Five, or be requested through the annual reservation lottery; and

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

[Golf Course Rules](#)

RESOLUTION No. 2253

Tuesday, July 06, 1976

RESOLVED, that the following rules governing use of the golf course are hereby effective this date: Men's Tournament Day shall be every Wednesday as scheduled and shall continue as required from 7:00 A.M., to 3:00 P.M., on Courses One and Two only during the period each year when Daylight Savings Time is in effect. The remainder of the year when Pacific Standard Time is in effect, Men's Tournament Day shall be every Wednesday Morning as scheduled and shall continue as required on Courses One, Two and Three from 7:00 A. M., to 1:00 P. M.

[Playing of Residents on Golf Course Restricted](#)

RESOLUTION No. 44

Monday, October 31, 1966

WHEREAS, it is in the best interests of the operation and maintenance of the Golf Course that play of residents be restricted;

RESOLVED, that play on the golf course is restricted to four days per week, said restriction to include tournament play, and that the Administrator is hereby directed to prepare procedures and rules to implement this policy to be effective January 1, 1967.

[27-Hole Golf Course Summer Closures](#)

RESOLUTION 90-19- 29

Tuesday, July 2, 2019

WHEREAS at the May Community Activities Committee (CAC) meeting, Staff recommended approval to authorize the closure of nine holes per week, as needed, on the 27-hole golf course when extreme summer weather is negatively affecting the golf course to allow proper maintenance and time for the fairways and greens to recover;

WHEREAS in July and August 2018, the golf course was subjected to very high temperatures and above normal levels of humidity;

WHEREAS extreme weather caused extensive stress and damage on the different grass surfaces creating poor playing and maintenance conditions;

WHEREAS authorizing the Recreation and Special Events Department to close one course (nine holes) at a time during extreme summer weather allows maintenance personnel to perform necessary work to preserve the course's playability;

WHEREAS the absence of cart and foot traffic on the fairways and greens will allow the grass to strengthen further;

WHEREAS this closure protocol would only be utilized if absolutely necessary as determined by the golf course maintenance and operation managers;

WHEREAS no financial impact is anticipated as there are fewer golfers in July and August and those interested in playing would be accommodated on the remaining two (nine-hole) courses; and,

NOW THEREFORE BE IT RESOLVED, July 2, 2019, that the Board of Directors of this Corporation hereby adopts authorization of the closure of nine holes per week, as needed, on the 27-hole golf course when extreme summer weather is negatively affecting the golf course to allow proper maintenance and time for the fairways and greens to recover;

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

[CBD Product Sales in Golf Pro Shop](#)

RESOLUTION 90-19-40

Tuesday, September 3, 2019

WHEREAS at the July Community Activities Committee (CAC) meeting, Staff recommended authorization of the resumption of the sale of non-THC CBD based products at the 27-Hole Golf Pro Shop.;

WHEREAS in 2018 golf staff was approached by a CBD (Cannabidiol) sales representative from Medterra to sell CBD cream, tinctures, and capsules at the Golf Pro Shop;

WHEREAS Staff researched and discussed with health professionals about its safety and product viability and it was determined that it was a safe product to sell from a respected manufacturer;

WHEREAS the product was well received and generated more than \$4,000 in merchandise sales;

WHEREAS the product was removed in November 2018 due to misconceptions the product contained THC which is contributed to the high feeling of cannabis, however CBD is a natural pain reliever with no psychoactive ingredients;

WHEREAS many residents are under a pain management program through a medical professional and are on medicines that are harmful and/or addictive and the CBD option can offer relief for certain pains and aches without the harmful side effects;

WHEREAS the sale of CBD products is estimated to increase retail sales by over \$10,000 per year; and,

NOW THEREFORE BE IT RESOLVED, August 6, 2019, that the Board of Directors of this Corporation hereby authorizes the resumption of the sale of non-THC, non-orally-ingestible CBD based lotion and cream products at the 27-Hole Golf Pro Shop.

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

[Golf Cart Policy](#)

[Golf Cart Policies and Procedures](#)

RESOLUTION 90-18- 19

Tuesday, May 01, 2018

WHEREAS, the Golden Rain Foundation of Laguna Woods Village (GRF) desires to set standardized golf cart policies and procedures related to Community safety and access control, including decals, RFIDs and fees; and

WHEREAS, electric golf carts plugged into common area electricity must pay the current annual golf cart charging fee as determined by Mutual policy; and

WHEREAS, the golf cart decals and RFID remain the property of GRF; and

WHEREAS, GRF has concerns about properly maintained golf carts, unattended extension cords and golf cart chargers that are not positioned at least six inches above the floor.

NOW THEREFORE BE IT RESOLVED, on May 1, 2018 that the following amendments are introduced to the Laguna Woods Village Vehicle, Traffic, and Parking Rules, Section X, Golf Carts and Golf Cars:

GOLF CART REGISTRATION

Residents are required to register all golf carts;

Registration includes the application of a permanent seven-digit serial number on a reflective tamper resistant white background with black numbers. This GRF decal will be placed by Staff on the front windshield, driver side, lower corner and shall be visible at all times.

GOLF CART PLUG IN VEHICLES IN COMMON AREA

Resident Golf Carts that are allowed to connect to Mutual common area electricity will be issued a reflective tamper-resistant Mutual decal for registration purposes, yellow for United Laguna Woods Mutual (ULWM) and green for Third Laguna Hills Mutual (TLHM).

The ability to charge using common area electricity is included in the annual Electric Golf Cart fee for carts registered to any manor that does not have a private garage/carport. In order to have access to common area electricity, golf carts will be issued a ULWM or TLHM Decal that Staff will place on exterior rear fender on the lower corner furthest from the driver.

All Golf Cart charging equipment must be certified and maintained to UL standards. Golf Cart chargers may not be utilized within storage cabinets.

The Mutual decal may be revoked upon expiration, withdrawal, or termination from the program; or non-compliance with these rules.

Any golf cart connected to a common area outlet without authorization will be disconnected and receive a Notice of Violation (NOV), and will be charged the annual charging cost as determined by TLHM/ULWM Golf Cart Policy as a fee and be required to obtain a current Mutual decal; in addition to the other enforcement actions allowed in these rules. Non-residents and guests are prohibited from connecting to common area outlets.

UNATTENDED GOLF CART EXTENSION CORDS, BATTERY CHARGERS

Unattended extension cords may not be used in GRF, ULWM, or TLHM for any purpose. All golf cart battery chargers must be elevated a minimum of six inches from the floor. Residents found

with unattended extension cords and/or golf cart chargers that are not a minimum of six inches above the floor will be subject to fines.

FEES AND FINES

Refer to the applicable Fee Schedules for GRF, United, and Third.

RESOLVED FURTHER, if a golf cart ownership change occurs, the current owner must notify and register the change with VMS Administration; and

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

[One Time Non Resident Rate for Golf Cart Rental](#)

RESOLUTION 90-10- 85

Tuesday, October 05, 2010

WHEREAS, the 18-Hole Mens Golf Club will be hosting a golf series event with the Mens Club of the Navy Golf Course at Seal Beach in mid-October and requests that GRF approve the resident golf cart rental rate of \$10.00 per cart for their non-resident players;

NOW THEREFORE BE IT RESOLVED, October 5, 2010, that the Board of Directors of this Corporation hereby approves the request from the 18-Hole Mens Golf Club for the use of the resident golf cart rental rate of \$10.00 for the non-resident players in a golf series event they are hosting with the Mens Club of the Navy Golf Course at Seal Beach; and

RESOLVED FURTHER, that the 18-Hole Mens Golf Club will pay for all costs of the rentals; and

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

[No Charge for Resident Owned Golf Carts on Golf Course](#)

RESOLUTION No. 637

Monday, December 21, 1970

RESOLVED, that no charge shall be imposed for operation of golf carts on the golf course, except golf carts furnished by the corporation. Randall Boyd Yes Robert L. Price Abstained H. C. Cassill Yes Viola C. Sanders Abstained W. J. Dunn No Frank J. Schaeffer Yes W. C. Edgar Yes Harry Schafer No Thomas Hines Yes Tracy Strevey Yes E. J. McGaw No Floyd M. Sharp Yes 7 Yes 3 No 2 Abstain

[Garden Centers Policy](#)

[Garden Center Pricing Policy](#)

RESOLUTION 90-19-61

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

WHEREAS, the board periodically reviews fees as part of the business planning process to determine adequacy of revenues and shared costs and their adoption of the 2020 Business Plan included certain fee changes.

NOW THEREFORE BE IT RESOLVED, December 3, 2019, that the Board of Directors of the Corporation hereby adopts the GRF Garden Center Pricing Policy:

Garden Center Rental Pricing Policy

- Garden Plot Rental Fee shall be charged annually for each type of plot (Garden Plot, Tree Plot, and Shade Area Bench)
- The Plot Rental Fee, rounded up to the nearest dollar, shall be based on the estimated annual per square foot cost of the facility applied to the maximum square feet per size category of Garden plots and the average square feet for Tree and Shade Area Bench Plots; and will be adjusted annually on the basis of annual operational costs, capital costs, and the percentage(s) shared (subsidized) by the community at large as illustrated in the table below:

Plot Type	Percentage Shared by the Community*
Garden Plots	68
Tree Plots	8290
Shade Area Bench	68

*Per Resolution 90-12-132, Guidelines for Shared Costs & Fees, 1% to 99%

If grandfathered up to 400 Sq. Ft., the resident will pay for two Garden plots.

- The GRF Board of Directors will periodically review the estimated annual cost of each plot type and determine what shared percentage to apply in order to maintain an equitable and reasonable division between the user and the monthly assessment (per Resolution 90-12-132, Guidelines for Shared Costs and Fees)

RESOLVED FURTHER, that rototilling and plot clean-up services will become chargeable services and shall be removed from the Fee Schedule;

RESOLVED FURTHER, that this resolution shall be effective January 1, 2020 at which time Resolution 90-17-05 adopted February 7, 2017, 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.

Additional Garden Center Standards for Garden Plots

RESOLUTION 90-17- 06

Tuesday, February 7, 2017

WHEREAS, as a part of the Garden Center Improvements the GRF Landscape Committee approved engineering standards for Garden Plots to ensure proper construction standards and uniformity of garden plots; and

NOW THEREFORE BE IT RESOLVED, February 7, 2017, that the Board of Directors of this Corporation hereby approves the interim Garden Center Standards for garden plots, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that RESOLUTION 90-16- 50, adopted November 1, 2016, is hereby amended to the extent that it differs; and

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

Garden Center Operating Rules and Related Documents

RESOLUTION 90-16- 55

Tuesday, December 6, 2016

WHEREAS, the Golden Rain Foundation recognizes the need to amend a portion of the rules to ensure compliance with UBC codes, make the gardening experience more enjoyable and to provide a way to make more plots available for individuals on the waiting list; and

NOW THEREFORE BE IT RESOLVED, December 6, 2016, that the Board of Directors of this Corporation hereby approves the Garden Center Operating Rules, Use Permit, Waiver of Liability Agreement, Handyman Release, and Notice of Application of Pesticides for Garden Plots, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that RESOLUTION 90-13- 33, adopted April 2, 2013, is hereby amended to the extent that it differs; and

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

GARDEN CENTERS OPERATING RULES

GARDEN CENTERS OPERATING RULES	 Laguna Woods Village.
--------------------------------	---

A. Introduction/Purpose

1. The Garden Center is a recreational facility managed by Laguna Woods Village staff. It is a functioning farm that provides a relaxing enjoyable environment for the residents to tend, grow and harvest their own fruits and vegetables. Permit holders must do their own gardening and may share their plot with other residents, provided those residents have been properly registered and have signed a Hold Harmless, Release and Waiver of Liability Agreement; however, permit holders shall not sublease or otherwise turn their plot over to someone else to work, except on a temporary basis with the written approval of the Village designated staff representative. Staff will maintain a file with the name of the substitute resident, manor number, contact information and dates with time limit of substitution.

B. General Information

1. The Golden Rain Foundation (GRF) shall establish hours of operation, assign personnel and otherwise oversee the operation of the Garden Centers. Rules are subject to revision during the calendar year, and updates will be posted on the bulletin boards. A complete set of updated rules is available annually.

C. Garden Center Staff and Hours of Operation

Staff is responsible for enforcing the adopted Operating Rules to serve the best interest of all residents who use, or wish to use, the Garden Center facilities. Staff is available to oversee the Garden Centers; staff hours are posted at each of the Garden Center offices. You may contact the Garden Center through the Recreation Department at 949-597-4273.

Resident gardeners are welcome to use the Garden Center facilities at times other than when staff is available. The Garden Centers are open from sunrise to sunset. The gates are opened in the morning and locked in the evening by the Security Department.

D. Signing Required Release and Waiver of Liability Agreement

Gardeners are required to sign a Hold Harmless, Release and Waiver of Liability Agreement annually, or upon staff's request. This signed agreement will be maintained on file in the

Recreation Office. This agreement limits GRF's liability, and waives any claim a gardener may have, including injury or damage absent gross negligence or willful misconduct. Forms are available online or from the Recreation Office.

Guests must be accompanied by an authorized resident or partnering gardener or staff.

E. Who May Rent a Garden Plot

Any authorized Occupant or Lessee, as defined by United Laguna Woods Mutual and Third Laguna Hills Mutual, may apply for a Garden Center Use Permit. One permit is issued per manor. All Use Permits are accepted on a first-come, firstserved basis and are only accepted on official forms provided by GRF. All persons using a plot must be listed with the following contact information: manor number, address, home phone number, cell number, and e-mail if applicable. Use Permits will be renewed annually in compliance with current adopted GRF policies.

All fees are according to the GRF Schedule of Fees and must be paid at the time of Use Permit submittal.

F. Temporary Working of Your Plot by a Designated Person

1. No one may work a garden for another gardener, unless they are a resident of Laguna Woods Village and listed on the Use Permit with the appropriate contact information. If an individual is found to be working a plot without being listed on the Use Permit, the Use Permit holder will be subject to disciplinary action, which could result in permanent forfeiture of the Use Permit.

G. In Case of Emergency

1. Emergency telephones that connect directly with the Security Office are available at both Garden Center One and Garden Center Two. At Garden Center One, the emergency telephone is located on the side of the office. At Garden Center Two, there is one emergency phone outside of the office, and another emergency phone on the east side of the storage building (tool shed and restroom) near the Maintenance Center. Please feel free to use these phones not only for medical emergencies, but also to report suspected unauthorized persons or theft.

H. Gardener Responsibilities

Gardeners are responsible for keeping their plots weed and debris free at all times.

The Use Permit holder must work his/her plot at least six months of the calendar year and maintain the plot at all times. Work must commence within 30 days of permit execution.

Gardeners are obligated to plant fruits, vegetables and/or flowers 12 months out of the year.

Seasonal gardeners, e.g. “snowbirds”, summer “desert escapees” are required to SHARE their plot(s) with other seasonal gardeners.

Mulch outside of plots is prohibited.

Gravel is only permitted for use in the Garden Center Two pathways.

The disposal of trash and debris is the responsibility of each gardener. Large dumpsters are located strategically throughout the facilities. Do not place debris in walk areas or leave debris in wheelbarrows.

All walkways must be kept clear, and wheelbarrows must be emptied and returned to their proper storage areas. Gardeners using tools furnished by GRF are responsible for the proper care, cleaning, return, and storage of these tools to the tool sheds from which they were obtained. Gardeners are permitted to plant within their assigned garden space only. Planting in any common area, such as in the parking lot, within medians and around structures, is not allowed.

All items stored within the garden plot must be essential to gardening. Pesticides of any kind may not be stored at the Garden Center. Items such as wooden stakes, tomato cages, etc. must be kept in a neat and orderly manner and preferably enclosed in the provided storage locker. Materials may not be stored against either the perimeter fencing of the plot or Garden Center.

Gardeners must complete and submit a Notice of Application to the Recreation Department 15 days in advance of the use of any pesticides in the Garden Center.

Gardeners are required to adhere and comply with all Garden Center Operating Rules, Recreation Division Policy, GRF Governing Documents, and all applicable laws. Failure to do so may result in disciplinary action.

I. Pets at the Garden Centers

1. Pets are not allowed at any Garden Center or the Garden Centers parking areas. Do not feed wildlife in the Garden Centers. Documentation is required for designated service animals and they must be registered with the Recreation Office. This information will be kept on file.

J. Annual Fees

As part of the plot rental process, residents will be given a statement with the amount due for their plots(s). All checks will be made payable to GRF. The rental fees along with all applicable documentation must be submitted to the Recreation Office. GRF may revoke the Use Permit of any gardener who is 30 days delinquent in payment of his/her plot rental.

Plot rentals are for one calendar year and renewed annually. The plot rental package will be sent out to all current plot renters by November 15th. The forms and rental fees must be returned to the Recreation Department before the end of every calendar year to ensure a garden plot.

The resident will receive their plot upon receipt of plot rental fees.

K. Assignment of Garden Plots/Spaces

The Recreation Department through their designated staff representative shall maintain a Garden Center Waiting List. Residents will be notified by phone, email, and letter when their name comes to the top of the list. Staff will prepare any plot offered to a lessee, so that it is weed free, rototilled, all prior existing non-gardening miscellaneous items removed, as well as

any deteriorating structures, provide a storage locker and has access to a functioning water source.

Plots vary in location, actual size and previous improvements. The resident at the top of the list will be offered a choice of the plots available at that time. If the resident refuses to select an available plot, their name will be moved to the bottom of the list. If a resident knows that they will be on vacation or out of the area and their name is at the top of the waiting list, they should contact the Recreation Department with their contact information so that they do not miss their opportunity for a plot.

There is a limit of one garden plot of approximately 200 square feet or one tree plot per manor. Anyone with more than one garden plot and/or more than one tree plot prior to May 3, 2016 will be allowed to keep a maximum of two garden plots not to exceed approximately 400 square feet and/or two tree plots.

When a Use Permit holder decides to give up his/her plot, he/she can designate another gardener, in writing, to take over the plot, however, the designee must give up a matching number of plot(s) which will become available to those on the waiting list.

Use Permits shall be personal to the gardener and shall not be assignable to any other person and shall not pass on to any successors or assignees unless the plot is shared by another resident. If during the lease agreement a resident moves or becomes deceased, the resident sharing the plot will have an opportunity to become the Use Permit Holder. It will be offered in the order in which the names of the partners appear on the current Use Permit.

L. Watering/Irrigation

All watering at the Garden Centers is subject to the El Toro Water District rules and any other governing agency or municipality.

All hoses must be equipped with a positive self-closing shutoff hose nozzle. Hoses left attached to hose bibs are considered available for public use. Staff shall be notified when faucets or valves are found to be leaking. No main water supplies are to be enclosed in a structure. Public hose bibs may not be enclosed in your fenced area. The gardener must provide a water shutoff valve somewhere outside of any plot enclosed with a structure or provide an access door to the

inside valve in order to turn off the water in case it is left on or there is an emergency. Anti-siphon devices are required and may not be removed. Any gardener watering their garden plot must be present at the Garden Center the entire period of time the water is turned on, even if an alternative irrigation system is in place. If an alternative irrigation system is in place such as an automatic irrigation or drip irrigation system, timers are prohibited. All gardeners are responsible for prudent, non-wasteful watering practices, and for preventing water runoff from damaging adjacent gardens.

No irrigation systems other than drip or soaker systems are permitted in a plot.

Any gardener wishing to perform any irrigation work that will require shutting off the water to a garden area, impacting other gardeners, must first notify the Landscape Department through Resident Services. Gardeners must keep the amount of time the water is turned off to as short a time period as possible.

M. Prohibited Plant Material

Controlled substances (including marijuana) are prohibited.

GRF reserves the right to prohibit or limit any plantings that it deems not to be in the best interest of the Community or the Garden Centers.

All plants with invasive roots or plants that are larger than the plot size are prohibited and must be removed or grown in a container. Some examples include banana trees, mint, cana lilies, bird of paradise, sugar cane and ginger. Shading a neighbor's garden plot with any plant is prohibited. These are provided as examples only and do not represent the entire list.

N. Garden/Vegetable Plots

Staff must approve any fence, trellis, or other structure prior to it being built.

Each gardener is responsible for walkways within their plots. All walkways must be clear of obstacles. There is not to be any intrusion of growing material into the walkways. Berries,

bougainvillea and other climbing vines and plants that have thorns must be planted a minimum of 24 inches away from the fence and may not extend beyond the individual garden property line.

2. Because other areas, in both Garden Centers, have been established to provide for citrus and deciduous fruit trees, no trees may be planted in garden plots.

O. Shade House Spaces

Each bench space is approximately 16 square feet and will be assigned on a one per manor basis unless no waiting list exists.

The shade house will be kept locked at all times when it is not in use by those with Use Permits. Keys will be issued to all shade house permit holders. Keys must be returned to the Recreation Office when the Use Permit is terminated.

All materials stored under the benches, such as pots, potting mixtures, etc., must be kept in a neat and orderly condition and must be maintained at least eight (8) inches above the ground in order to reduce the opportunity for rodent nest sites. Storage of materials not essential to shade house gardening activities is prohibited.

Each shade house gardener is responsible for elimination of all debris and weeds in their half of the walkways around their bench space.

P. Fruit Tree Areas

In Garden Center Two, tree plots bordering the Recreational Vehicle Storage Lot B, are designated as dwarf and semi-dwarf citrus tree plots. Tree plots bordering the bridle trail, are designated as fruit, dwarf and semi-dwarf citrus tree plots.

In both Garden Centers, there is a tree height restriction of 15 feet.

New trees need written approval in advance by the Recreation Department, and in most circumstances are limited to dwarf and semi dwarf trees.

Gardeners are reminded of the steep sloping grades that exist in the tree area and safe maintenance of walks, steps and retaining walls is a continuous requirement.

Gardeners are expected to prune and care for their trees so they do not spread disease. Trees should not grow over other's plots or block walk ways, and may not rise more than 15 feet in pruned condition.

Tree plots must be kept free of ground cover, weeds, berry vines, flowers, and vegetables.

Permanent fences are prohibited around tree plots.

Q. Authority, Enforcement of Rules and Revoke of Use Permit(s)

GRF is authorized to take disciplinary action against a gardener found to be in violation of the Garden Center Operating Rules. The GRF Board has the authority to impose monetary fines, revoke Use Permit(s), and/or bring forth legal action.

Any gardener found to be in conflict with any of the Operating Rules may result in disciplinary action.

Garden Center staff will make periodic checks of all garden plots/spaces to ensure they are being properly cared for and operating rules are adhered to. If a safety issue exists, staff will take corrective action to ensure the safety of the Garden Centers. Any costs incurred will be at the gardener's expense.

If a gardener is found to be in violation of the Operating Rules, the gardener shall be notified in writing of alleged violations and required to comply within a reasonable time from the date of the notice. Failure to comply within the allowable time may result in a Disciplinary Hearing before the GRF Board of Directors.

Upon termination or revocation of a Use Permit, a gardener shall not be entitled to any refund or apportionment of any fee paid to GRF for any material planted, growing or otherwise located within the Garden Centers or for any improvements made on the premises by the gardener, and at the option of GRF, all or part of such material and improvements shall become the property of GRF. Gardeners are responsible for leaving plots weed and debris free and ready for the next gardener. If not, GRF may charge for clean-up when a garden is left in such a condition as to require clean up.

GARDEN CENTERS USE PERMIT

I understand that as a Use Permit holder, I must do my own gardening and may share my plot with other residents provided those residents have been properly registered and have signed a Hold Harmless, Release and Waiver of Liability Agreement. I understand that if I am a seasonal gardener, I must partner with another seasonal gardener in order to achieve 12 month usage. Subleasing or otherwise turning my plot over to someone else is prohibited.

I understand that I must adhere and comply with all Garden Center Operating Rules, Recreation Division Policy, GRF Governing Documents, and all applicable laws. Failure to do so may result in disciplinary action.

I understand rules are subject to revision during the Calendar year.

Resident Information – Permit Holder

Manor Number

Resident's Name

Email

Home/Cell Number

Location (GC1 or GC2) Garden Plot Number(s)

Tree and/or Shade Plot Number(s)

(If applicable)

Garden Plot Partners

Listed below are all the residents that will be partnering with me in my garden plot. I understand they are required to sign a Hold Harmless, Release and Liability Agreement annually along with following all rules and regulations within the garden center.

Manor #	Resident's Name	Phone #	Email

Acknowledgement

By signing, you are acknowledging that you received, read, understand and agree to the Garden Centers Operating Rules. Failure to abide by these operating rules will result in cancellation of this or any previous Use Permits.

Resident's Signature

Date

Garden Plot Partners

By signing, you are acknowledging that you received, read, understand and agree to the Garden Centers Operating Rules. Failure to abide by these operating rules will result in cancellation of this or any previous Use Permits. Further, it is acknowledged that each and every plot partner is jointly and severally liable pursuant to this Use Permit, the Garden Centers Operating Rules, the Recreational Division Policy, and all GRF governing documents.

Resident's Signature/Manor #

Date

Resident's Signature/Manor #

Date

Resident's Signature Manor #

Date

Resident's Signature Manor #

Date

GOLDEN RAIN FOUNDATION OF LAGUNA WOODS

A CALIFORNIA NONPROFIT MUTUAL BENEFIT CORPORATION

HOLD HARMLESS, RELEASE AND WAIVER OF LIABILITY AGREEMENT

THIS AGREEMENT LIMITS THE LIABILITY OF THE GOLDEN RAIN FOUNDATION OF LAGUNA WOODS (“GRF”) AND VILLAGE MANAGEMENT SERVICES, INC. (“VMS”) BOTH CALIFORNIA NONPROFIT MUTUAL BENEFIT CORPORATIONS, AND EACH OF THEIR RESPECTIVE DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, SUCCESSORS AND ASSIGNS (ALL HEREAFTER COLLECTIVELY REFERRED TO AS “GRF RELEASEES”) AND WAIVES ANY CLAIM YOU MAY HAVE AGAINST GRF RELEASEES FOR INJURY OR DAMAGE, EXCEPT THAT WHICH ARISES FROM THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF GRF RELEASEES. PLEASE READ THE AGREEMENT CAREFULLY BEFORE SIGNING AND USING THE FACILITIES OR ANY EQUIPMENT.

I, _____, register to instruct or participate in activities at the Garden Center, a GRF facility and to use the facilities and equipment present therein.

I am aware that the use of the facilities and equipment presents a risk of injury to me.

This includes, but is not limited, to the following:

garden rakes, shovels, forks, hoes, cultivators, manure forks, wheelbarrows, push brooms, floral shovels, step ladders, skill saws, post hole diggers, picks, mattocks, stake pounders, pole pruners, aerators, hand saws, loppers, bow saws, wrecking bars, fertilizer spreaders, sledge hammers, fruit pole pickers, lawn rakes, hammers, screw drivers and other trimmers, tools, fertilizers and chemicals.

I, on behalf of myself, my personal representatives, heirs and next of kin, warrant and agree as follows:

I understand that the use of the facilities, equipment, services, programs and premises includes an inherent risk of injury to persons and property.

I agree that all use of facilities, equipment and services, programs and premises are undertaken by me and at my sole risk.

I am in good physical condition and have no disabilities, diseases, illnesses, or other conditions that could prevent me from using the facilities and equipment without injuring myself or impairing my health.

I agree to disclose any special medical conditions or limitations to facility staff before using the GRF facilities or equipment.

I understand that risk of injury includes, but is not limited to,

injuries arising from or relating to the use by myself or others of equipment and machines, locker rooms, wet areas and other amenities;

injuries arising from or relating to participation by myself or others in supervised and unsupervised activities or programs throughout the facilities;

injuries and medical disorders arising from or relating to the use of the facilities or equipment such as lacerations, abrasions, contusions, punctures, crushed appendages, amputations, burns, eye injuries or blindness, hearing loss, heart attack, stroke, death, heat stress, sprains, strains, broken bones, and torn muscles, tendons and ligaments among others; and

accidental injuries occurring anywhere in the facilities including lobbies, hallways, storage areas, locker rooms, or activities associated with GRF which are carried on anywhere or while I am traveling to or from the said facility.

Accidental injuries include but are not limited to, those caused by myself, those caused by personal property, materials, equipment, apparel, other persons, GRF Releasees and those of a slip and fall nature.

I waive all claims which I or my personal representatives, heirs and next of kin may have against GRF Releasees, and on behalf of myself and my personal representatives, heirs and next of kin, release and agree to hold GRF Releasees absolutely harmless, and to indemnify and defend Releasees from all claims, demands, injuries, damages, actions, suits, or causes of action to persons or property, arising out of or in any way connected with my or others use of the facilities, equipment, premises, services or programs, including those arising out of any active or passive negligent act or omission of GRF Releasees, except that which arises out of the gross negligence or willful misconduct of GRF Releasees.

I agree that I am solely responsible for loss or damage to my property in addition to property of others in my care or otherwise entrusted to me.

I have carefully read this Hold Harmless, Release and Waiver of Liability Agreement and fully understand it is a release of liability. I am waiving any right that I may have to bring legal action or assert a claim against GRF Releasees for negligence, except that which arises from the gross negligence or willful misconduct of GRF Releasees.

I agree that this HOLD HARMLESS, RELEASE AND WAIVER OF LIABILITY AGREEMENT is intended to be as broad and inclusive as permitted by the laws of the State of California, and that if any portion is ruled invalid, the balance shall continue in full legal force and effect.

I HAVE READ AND VOLUNTARILY SIGN THIS HOLD HARMLESS, RELEASE AND

WAIVER OF LIABILITY AGREEMENT, which shall remain in effect for one year and agree that no oral agreements, representations, statements or inducements apart from this written agreement have been made.

I HAVE READ THIS AGREEMENT AND UNDERSTAND THAT IT LIMITS THE LIABILITY OF GRF RELEASEES AND WAIVES ANY CLAIM FOR ANY INJURY I MAY SUSTAIN, OR LOSS OF, OR DAMAGE TO, MY PROPERTY IN CONNECTION WITH MY USE OF THE FACILITIES OR EQUIPMENT.

Signature _____

Print Name _____

Date _____

Phone

_____ -


-

Address

Garden Plot(s) _____

Email _____

Tree/Shade Plot(s) _____

<p>NOTICE OF APPLICATION OF PESTICIDES</p>	
--	--

Date of scheduled Application _____

Identify the Pesticide by brand or common chemical name (Including spray adjuvants, if applicable.)

List any precautions printed on the pesticide product labeling or included in applicable laws related to the pesticide or entry of the area to be treated.

Resident Information – Permit Holder

Manor Number Resident's Name

Email Home/Cell Number

Location (GC1 or GC2) Garden Plot Number(s) Tree and/or Shade Plot
Number(s)

Resident's Signature Date

GOLDEN RAIN FOUNDATION OF LAGUNA WOODS

24351 EL TORO ROAD, LAGUNA WOODS, CA 92637

GARDEN CENTERS *CONTRACTOR*/HANDYMAN* RELEASE

AGREEMENT AND LICENSE

I, _____ (*Contractor/Handyman*) understand that I am contracted with the resident of Laguna Woods Village that leases the Garden Centers plot(s) owned by Golden Rain Foundations of Laguna Woods, a California non-profit mutual benefit corporation.

I waive all claims which I or my personal representatives, may have against GRF, Village Management Services, Inc., a California corporation and the Garden Center (*GRF Releasees*), and on behalf of myself and my personal representatives, release and agree to hold GRF Releasees absolutely harmless, and indemnify GRF Releasees, from all claims, demands, injuries, damages, actions, suits, or causes of action to persons or property, arising out of or in any way connected with my or others use of the facilities, equipment, premises, including those arising out of any active or passive negligent act or omission of GRF Releasees, except that which arises out of the gross negligence or willful misconduct of GRF Releasees, arising out of this Garden Centers Handyman Release Agreement and License (*Release*).

I agree that I am solely responsible for loss or damage to my property in addition to property of others in my care or otherwise entrusted to me.

I agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of California, and that if any portion is ruled invalid, the balance shall continue in full legal force and effect.

I HAVE READ AND VOLUNTARILY SIGN THIS Release, which shall remain in effect for one year and agree that no oral agreements, representations, statements or inducements apart from this written agreement have been made.

Liability Insurance. *Contractor/Handyman* agrees to carry liability insurance protecting GRF Releasees from any claim for property damage and personal injury in an amount of not less than One Million Dollars (\$1,000,000). Handyman must maintain on file with the Garden Center

Manager current proof of insurance which shall name the GRF Releases and all of either entity's officers, directors, employees and agents of GRF Releases as additional insured under any policies obtained in compliance with this Release. Failure to maintain strict adherence to this requirement shall be a default under this Release and shall result in immediate termination of this Release and preclude Handyman from entering the Garden Centers to perform work.

(Balance of this page was intentionally left blank)

I HAVE READ THIS AGREEMENT AND UNDERSTAND THAT IT LIMITS THE LIABILITY OF GRF RELEASEES AND WAIVES ANY CLAIM FOR ANY INJURY I MAY SUSTAIN, OR LOSS OF, OR DAMAGE TO, MY PROPERTY IN CONNECTION WITH MY USE OF THE FACILITIES OR EQUIPMENT.

Signature _____ Print Name _____

Date _____ Phone _____

Address _____

Email _____

**It is illegal for an unlicensed person to perform contracting work on any project valued at \$500 or more in combined labor and material costs. Besides being illegal, unlicensed contractors lack accountability and have a high rate of involvement in construction scams. They also are unfair competition for licensed contractors who operate with bonds, insurance and other responsible business practices.*

Garden Center Standards for Garden Plots

RESOLUTION 90-16- 50

Tuesday, November 1, 2016

Resident Packet and Engineering Drawings Specifications

WHEREAS, as a part of the Garden Center Improvements the GRF Landscape Committee are recommending approval of the Garden Center Standards for garden plots to ensure proper construction standards along with implementing uniformity to the garden plots; and

NOW THEREFORE BE IT RESOLVED, November 1, 2016, that the Board of Directors of this Corporation hereby approves the Garden Center Standards for garden plots including a resident packet and engineering drawings specifications, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that RESOLUTION 90-13- 33, adopted April 2, 2013, is hereby amended to the extent that it differs; and

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

Prohibition of the Cultivation of Medical Marijuana on GRF (Common Area) Property

RESOLUTION 90-10- 95

Tuesday, November 09, 2010

WHEREAS, in the fall of 2009, there was a trespass and a theft of marijuana plants from the Garden Center, soon after it was publicized within the community that medical marijuana was being grown at the Garden Center.

WHEREAS, the Garden Center plot at Laguna Woods Village is an example of common areas that are owned and managed by GRF (although individual Members may rent certain plots in the Garden Center), and accordingly, the Garden Center is a common area for which the Board must take reasonable actions to protect the community from foreseeable criminal activity.

WHEREAS, in the Laguna Woods Village community, the crimes of breaking and entering, along with theft of marijuana plants, have occurred at the Garden Center. Hence, in view of the access to the medical marijuana plants growing on these common areas, as well as the foreseeability that, not only may subsequent thefts be attempted, but such crimes might be accompanied by violence, HK&C has provided a comprehensive legal analysis and advised GRFs Board that it would be prudent to enact a policy reasonably designed to protect its Members and the staff of its managing agent, and further that such a policy would prohibit growing medical marijuana on common areas.

WHEREAS, the Board has considered the advice of counsel, and in furtherance of fulfilling its fiduciary duties to protect its Members and the managing agents staff from foreseeable criminal

activity, the Board has determined that it is in the best interests of the community to prohibit growing medical marijuana on common areas, which are under GRFs exclusive control. The GRF Board is taking no action with respect to the growing of medical marijuana on private property.

NOW, THEREFORE, BE IT RESOLVED THAT, November 2, 2010, that the Board hereby adopts a policy prohibiting the cultivation of medical marijuana on the community’s common areas (including, without limitation, in the Garden Center), in view of the foreseeable risk of criminal activity attendant to such activities that could bring harm to the community’s Members, and/or staff of the managing agent.

RESOLVED FURTHER, that the Board has been advised regarding and recognizes the legality in California of the growing of marijuana on private property for medical purposes. Accordingly, the Board is not adopting any policy with respect to the private cultivation of medical marijuana.

RESOLVED FURTHER, that the Board hereby authorizes the Directors and/or Officers of this Corporation to take all necessary and appropriate actions to implement the foregoing resolutions.

Equestrian Center Policy

RESOLUTION 90-16- 43

Tuesday, September 6, 2016

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

WHEREAS, the Golden Rain Foundation Board of Directors recognizes the need to update the Equestrian Center/Stables portion of the Recreation Division Policy;

NOW THEREFORE BE IT RESOLVED, September 6, 2016, that the Board of Directors of this Corporation hereby adopts the revisions to the Recreation Division Policy – Equestrian Center/Stables; and

RESOLVED FURTHER, that RESOLUTION 90-16-16 adopted April 5, 2016 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.

EQUESTRIAN – BOARDED HORSE 2016

GOLDEN RAIN FOUNDATION OF LAGUNA WOODS

A CALIFORNIA NONPROFIT MUTUAL BENEFIT CORPORATION

RELEASE, WAIVER OF LIABILITY, HOLD HARMLESS AND INDEMNITY AGREEMENT

THIS AGREEMENT LIMITS THE LIABILITY OF THE GOLDEN RAIN FOUNDATION OF LAGUNA WOODS (“GRF”), A CALIFORNIA NONPROFIT MUTUAL BENEFIT CORPORATION, AND VILLAGE MANAGEMENT SERVICES, INC. (“VMSI”) A CALIFORNIA CORPORATION, AND

EACH OF THEIR RESPECTIVE DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, SUCCESSORS AND ASSIGNS (ALL HEREAFTER COLLECTIVELY REFERRED TO AS “GRF RELEASEES”) AND WAIVES ANY CLAIM YOU MAY HAVE AGAINST GRF RELEASEES FOR INJURY OR DAMAGE, EXCEPT THAT WHICH ARISES FROM THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF GRF RELEASEES. PLEASE READ THIS CAREFULLY BEFORE SIGNING AND USING THE FACILITIES OR ANY ANIMALS OR EQUIPMENT.

I, _____, hereby register to board my horse at the GRF Equestrian Center and to participate in or instruct activities in and around the GRF Equestrian Center and to use the facilities, animals and equipment present therein.

I am the sole owner or lessee of the horse, and agree to personally provide at least 50 percent of its care, including but not limited to riding, turning out and grooming. I agree to be responsible for all costs associated with boarding the horse, as determined by the GRF Board of Directors from time to time. I further agree to abide by all Equestrian Center rules and all policies and rules pertaining to boarded horses.

By signing this Release, the above named Releasor acknowledges receipt of and agrees to be bound by every term of the attached Boarding Stable License Agreement.

I am aware that the use of the facilities, animals and equipment present a risk of injury to me.

This includes, but is not limited to the following:

Horses, saddles, bridles, harnesses, stalls, stall equipment, hot walker, corrals, arenas, washing stall and equipment, riding trails, grooming tools, clippers, fly spray solution, and veterinary medical supplies or equipment.

I, on behalf of myself, my personal representatives, heirs and next of kin, respect and agree as follows:

I understand that the use of the facilities, animals, equipment, services, programs and premises includes an inherent risk of serious injury to persons and property.

I agree that all use of facilities, animals, equipment, services, programs and premises are undertaken by me and at my sole risk.

I represent that I am in good physical condition and have no disabilities, injuries, diseases, illnesses, or other conditions that could prevent me from using the facilities, animals or equipment without injuring myself or impairing my health.

I agree that I will disclose any special medical requirements or limitations to the supervisor or employee(s) of the GRF facility before using the facilities, animals or equipment.

I understand that risk of injury includes, but is not limited to:

injuries arising from or relating to the use by myself or others of facilities, animals, equipment, machinery, locker rooms, wet areas and other amenities;

injuries arising from or relating to participation by myself or others in supervised and unsupervised activities or programs throughout the facilities;

injuries and medical disorders arising from or relating to the use of the facilities, including but not limited to, heart attack, stroke, paralysis, death, heat stress, broken bones, sprains, strains, and torn muscles, tendons or ligaments; and

accidental injuries occurring anywhere in the facilities including lobbies, hallways, exercise areas, locker rooms, or activities associated with GRF which are carried on anywhere or while I am traveling to or from the facilities.

Accidental injuries include but are not limited to those caused by myself, those caused by animals, equipment, other persons, GRF Releasees and those of a slip and fall nature.

I agree that I am solely responsible for loss or damage to my property, as well as horses or property of others in my care or otherwise entrusted to me, and to indemnify, defend and hold harmless GRF Releasees for injuries or damage caused directly or indirectly by me.

I waive all claims which I or my personal representatives, heirs and next of kin may have against GRF Releasees, and on behalf of myself and my personal representatives, heirs and next of kin, release and agree to indemnity, defend and hold GRF Releasees absolutely harmless from all claims, demands, injuries, damages, actions, suits, or causes of action to persons or property, arising out of or in any way connected with my or others use of the facilities, animals, equipment, premises, services or programs, including those arising out of any active or passive negligent act or omission of GRF Releasees, except that which arises out of the gross negligence or willful misconduct of GRF Releasees.

I have carefully read this Release, Waiver of Liability, Hold Harmless and Indemnity Agreement and fully understand it is a release of liability. I am waiving any right that I may

have to bring legal action or assert a claim against GRF Releasees for negligence, except that which arises from the gross negligence or willful misconduct of GRF Releasees.

I agree that it is my sole responsibility to maintain the following health care or medical insurance or other financial resources to pay for any injuries incurred by me.

I agree that this RELEASE, WAIVER OF LIABILITY, HOLD HARMLESS AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as permitted by the laws of the State of California, and that if any portion is ruled invalid, the balance remains in full legal force and effect.

I HAVE READ AND VOLUNTARILY SIGN THIS RELEASE, WAIVER OF LIABILITY, HOLD HARMLESS AND INDEMNITY AGREEMENT, which shall remain in effect for so long as I shall use the facilities, animals or equipment and agree that no oral agreements, representations, statements or inducements apart from this written agreement have been made.

I HAVE READ THIS AGREEMENT AND UNDERSTAND THAT IT LIMITS THE LIABILITY OF GRF RELEASEES AND WAIVES ANY CLAIM FOR ANY INJURY I MAY SUSTAIN, OR LOSS OF, OR DAMAGE TO, MY PROPERTY OR PROPERTY OF OTHERS IN CONNECTION WITH MY USE OF THE GRF FACILITIES, AND ANY ANIMALS OR EQUIPMENT.

Name: _____ Name: _____
 (Please Print) (Signature)

Date: _____ Address: _____ Telephone Number: _____

Emergency Contact: _____ Telephone Number: _____

Golden Rain Foundation of Laguna Woods
 Equestrian/Boarded Horse – Information Sheet

Horse's Name: _____ Assigned Stall: _____

<i>Owner's Name</i>	<i>Telephone Number</i>	<i>Manor Number</i>
---------------------	-------------------------	---------------------

Description of Horse: _____

<i>Color</i>	<i>Breed</i>
<i>Sex</i>	<i>Brand</i>
<i>Registered Number</i>	<i>Marks</i>

<i>Saddle</i>	<i>Blanket</i>
<i>Bridle</i>	<i>Halter</i>
<i>Other</i>	

Equipment:

<i>Name</i>
<i>Address</i>
<i>Telephone</i>

Immunizations:

<i>Name of Insurance Company</i>
<i>Policy Number</i>
<i>Telephone Number of Insurance Company</i>

Specified Veterinarian:

(Horse Owners or Equine) Liability Insurance:

Special Instructions:

<i>Tetanus</i>	<i>Rhinopneumonitis</i>	
<i>Flu</i>	<i>East/West</i>	<i>Potomac (Optional)</i>

ACKNOWLEDGEMENT OF EQUESTRIAN CENTER POLICIES AND OPERATING RULES

I, _____, HAVE READ OR REVIEWED AND UNDERSTAND THE POLICIES AND OPERATING RULES OF THE LAGUNA WOODS VILLAGE EQUESTRIAN CENTER, AS WELL AS THE BOARDING STABLE LICENSE AGREEMENT AND HEREBY AGREE TO ABIDE BY ALL LISTED TERMS. FAILURE TO SIGN THIS ACKNOWLEDGEMENT AND/OR FAILURE TO ABIDE BY THESE POLICIES AND OPERATING RULES MAY RESULT IN DISCIPLINARY ACTION FROM THE COMPLIANCE DEPARTMENT.

SIGNED: _____

PRINT: _____

MANOR #: _____

DATE: _____

E. EQUESTRIAN CENTER/STABLES

1. General

Access to the Equestrian Center outside of posted business hours is prohibited except for authorized GRF Volunteers and residents boarding a horse at the

Equestrian Center and their guests

Access after 10:00 PM is prohibited except for response to a medical concern by the horse owner/lessee or persons assisting with the medical concern

2. The following are prohibited:

Dogs at the facility except after dusk and then they must be on leash

Washing horses anywhere but the wash rack area

Cleaning bridles, buckets, or other items except in the utility sink

Use of the washer and dryer unless the resident is present.

3. Boarded Horses

Horses owned/leased by a resident may be boarded at the Equestrian Center

When a resident's boarded horse dies the resident shall be allowed 30 days to

decide to replace the horse or not. Once it is decided that the horse will be replaced, the resident shall have 90 days to find a replacement, provided stall fees continue uninterrupted. If needed a 90 day extension may be requested for approval by CAC

If a horse permanently leaves the Equestrian Center and is not being replaced, the horse's stall will be available on a seniority basis to any resident whose horse is currently boarded at the facility

e There is a limit of one boarded horse per resident rider

g. The Equestrian Center Supervisor has the right to reject any horse deemed unsuitable for the program

h Residents must participate in the care and riding of their boarded horse i. Only boarders may rent a trailer space at the Equestrian Center

4. Veterinarian and Farrier Services

a. In case of emergency (illness, injury, etc.) the Equestrian Center Supervisor has

all authority to care for the boarded horse

(III. E. 1.- 4.)

Equestrian Center Operating Rules A. General Information

All residents and their guests must sign in upon entering the facility.

The Equestrian Center Office is open year round every Wednesday through Sunday except holidays from 7:00 AM until

4:00 PM for rides and/or lessons and is closed on Monday and Tuesday. Actual rental hours properly are from 8:00 am to 2:00 pm. This will ensure that Staff has sufficient time to care for, address any medical concerns, and feed the horses before they leave for the day. During daylight savings time hours may be adjusted to accommodate twilight trail rides.

Access to the Golden Rain Foundation Stables when Managing

Agent Staff is not present is restricted to authorized GRF Volunteers, and Laguna Woods Village Residents boarding a horse at the stables and their guests with a current Release, Waiver of Liability, Hold Harmless, and Indemnity Agreement on file with the Laguna Woods Village Recreation Division.

No access to the stables is allowed from 10:00 PM until staff arrives about 6:30 am. Only exception is in response to a medical concern by a horse owner and persons assisting with the medical concern. Prior to entering the stables, Laguna Woods Village Security Dispatch must be notified at 949-580-1400 and re-notified hourly until departing stables.

Prior to utilizing the Equestrian Center, Equestrian Center Staff must evaluate each rider's ability to control his or her horse.

Should an accident occur, specific details of the occurrence must always be reported promptly to the Equestrian Center Supervisor. However, in the absence of the Equestrian Center Supervisor, Security must be contacted immediately.

When riders require aid or assistance of any kind they should request it from the Equestrian Center Staff on duty or authorized persons immediately available.

Residents who have any child or adult guests wishing to ride must accompany their guests to the Equestrian Center and register them. In addition, the Equestrian Center Supervisor must provide each guest with authorization to use the facility.

Prior to using the Equestrian Center, each resident or guest must complete and sign an Equestrian Release, Waiver of Liability and Indemnity Agreement. A new waiver must be completed and signed each calendar year and must be on file in the Equestrian Center Office.

Children must be 10 years of age or older to ride GRF owned horses. All persons under the age of 18 must wear a helmet and the appropriate footwear for riding, no exceptions. After staff leaves for the day no one under the age of 18 is allowed on the property or on the trails unless accompanied by an adult.

Any minors (those under 18 years of age) using the Equestrian

Center must have a completed and signed Minor Equestrian Release, Waiver of Liability and Indemnity Agreement on file. As part of the document, the Permission for Medical Care form must also be signed. These documents must be completed and signed by a parent or legal guardian each calendar year and must be on file in the Equestrian Center Office.

Permission to ride in one of the arenas must be obtained from the Equestrian Center Supervisor. Proper equipment must always be used.

Horses shall not be taken through the breezeways, near the tables, near the tack rooms, or outside lounging areas when people are present. Riding under the eaves is prohibited.

Horses must be walked at all times in and around the Equestrian Center unless involved in lessons in the arenas, circular pen, on a bridle path, or in a designated area. Canter of any horse is allowed only in the arenas, circular pen, or appropriate areas of the bridle path or open space outside the Equestrian Center when other horses are not present. Running of horses is only allowed when practicing for an event and under the guidance of the Equestrian Center Supervisor.

The guide assigned to accompany riders on a trail ride is responsible for enforcing all rules. These rules have been established to ensure the riders' pleasure as well as their maximum safety.

For safety and courtesy, riders must keep their horses a safe distance from the horse in front of them, generally one horse length, and not crowd them together.

Horses should be kept to a walk when going up and down hills and through the tunnel.

Riding double is prohibited.

The speed of the trail ride is determined by the speed that the slowest rider can ride comfortably.

Dogs are not permitted inside the Equestrian Center during the daytime hours. During the evening hours, after dusk, dogs are permitted only if on leashes.

Fees for the Equestrian Center are in accordance with the approved GRF Fees List.

Employees shall not train privately owned horses.

Bare feet and/or inappropriate clothing are not allowed at the Equestrian Center.

Horses must be washed in the wash rack area. There is a limit of 15 minutes per horse at the wash rack when someone is waiting. Be sure to turn off the water when you're done, leave the wash rack clean, and rake or sweep up after your horse especially after hours.

Bridles, buckets, or other items must be cleaned in the utility sink, not the hand sink, and to save water equipment must be wiped first, then clean the sink.

Provide your own detergent when using the washer. Do not take wet items out of dryer or put someone else's items into the dryer. Never use the washer or dryer if you plan to leave the Equestrian Center prior to completion of the cycle.

Horses are not allowed inside the tack rooms or tied in front of them. Horses must be tied outside of the rail in the designated tie up area. Do not tie your horse in a place that allows the horse to eat someone else's tack or commit an act of aggression against another horse. Wet horses need to be tied up by the wash rack to dry or in designated tie up areas. You must always clean up after your horse wherever it's tied. Never leave your horse unattended.

Never touch a horse other than your own (including GRF horses) without the owner's permission. Never feed another horse without permission. Hand feeding is not allowed. Also never feed horses in the corrals or by the tie up rails.

Always leave the grooming room clean, sweep up after your horse, coil up cords and put away equipment. Do not tack up your horse in the grooming room. Boarders are also responsible to keep their area clean and neat. Do not touch other rider's equipment without permission.

When using the bridle path, walk your horse over the sidewalks and keep the bridge gate closed and locked upon entering and exiting. After 2:00 PM and when the Equestrian Center is closed, the rider is responsible for picking up the horse's droppings, especially offsite.

Daily usage of the outside corrals is on a first come, first served basis. Due to safety reasons some horses may be assigned to certain corrals. Do not remove someone else's horse from a corral; contact staff. When there are 20 or more boarded horses the rotation chart must be followed. Violators to these rules may lose their turn another day. No feed is allowed in the corrals, in tack rooms or by the tie up rails.

Horses are not allowed in the hay barn area. Contact the Equestrian Center Supervisor if you believe your horse requires additional feed. Extra shavings are available and can be purchased for your horse. Please do not remove hay from the barn area.

Golden Rain Foundation owned horses may only be fed by Equestrian Center or Authorized Staff. Hand feeding is prohibited.

During the hours when the Equestrian Center is closed, boarders using the facility must lock all tack rooms and gates when exiting or riding. When no one else is present the tack room should be locked at noon.

The use of plug-in electrical lights in or near horse stalls is prohibited. Only hand held battery operated flashlights are allowed.

Only tasteful decorations and required items are allowed on stall doors.

The Equestrian Center Supervisor may temporarily alter, suspend, or expand any regulations due to safety concerns.

Riding Lessons & Trail Rides:

All lessons are arranged in advance with Equestrian Center Staff. The lessons are 50 or 25 minutes in duration and the fees are in accordance with the approved GRF Fees List. All riders must be present 10 minutes before their reservation time.

In order to qualify for group lessons there must be a minimum of two riders per instructor. Staff will assist in organizing groups but we will not provide them.

Guest group riding lesson fees are different than the resident fees. The lessons are 50 or 25 minutes in duration and the fees are in accordance with the approved GRF Fees List.

Reservations for GRF coordinated rides are made by calling the Equestrian Center Office at 597-4275. Staff must be able to communicate with all riders and some medical and weight restrictions apply (depending on one's height about 200 lb.).

New riders must demonstrate to the satisfaction of Staff that they are capable of handling the horse assigned to them. A qualified resident rider or guide must accompany guest riders.

GRF horses are saddled and bridled in the stalls and brought to the mounting area.

Riders of GRF horses may only mount their horses when assisted by Equestrian Center Staff.

Boarded Horses

Resident owned or leased horses can be boarded at the Equestrian Center. Applications are taken on a first-come, first-served basis. All fees are in accordance with the approved GRF fees.

The intent of the resident owned or leased horse boarding program is to allow for and encourage Laguna Woods Village residents to participate in a recreational activity by boarding their horses and to have the opportunity to enjoy the pleasure of riding regularly. Stallions and horses not suitable to this facility as determined by the Equestrian Center Supervisor will not be considered for participation in the boarding program. The Stable Supervisor must be present when a new horse is brought in to examine the horse for obvious signs of a health problem.

Any resident wishing to board a horse must complete and sign a Resident Owned Boarded Horse Release, Waiver of Liability and Indemnity Agreement. The forms must be signed by the owner prior to the Equestrian Center Supervisor accepting the horse. Should the resident change horses, new documents must be completed and signed. A new document must be signed each calendar year.

Yearly shots are recommended for all horses boarded at the Equestrian Center. Horses must be wormed at least twice a year unless otherwise recommended by a Veterinarian.

Only residents with their own horse or leased horse may board at the Equestrian Center and must provide the Golden Rain Foundation with information regarding (the value of the horse,) the name and telephone number of the insurance company insuring the animal, (and a copy of the owner's insurance certificate).

Residents must be actively involved in the care of their boarded horses. To ensure the health and safety of all the horses, any boarder looking to exchange horses must get approval from staff.

A limit of one boarded horse per resident rider is permitted at the Equestrian Center. When accommodations are available, more than one horse may be permitted, but only with GRF approval. All stalls and tack rooms are chosen by seniority.

If there is a waiting list when a stall becomes available, the first person on the list will be called. If that person accepts the stall but does not have a horse, a dry stall fee will be charged for up to 90 days. Then they must either get a horse or give up the stall (no refunds). If a resident is not ready when called, they will be put at the end of the list.

Only boarders may rent trailer space at the Equestrian Center in accordance with the approved GRF Fees List.

For Staff to transport a boarder's owned or leased horse an Equestrian Trailering Release, Waiver of Liability and Indemnity

Agreement must be completed and signed and placed on file in the Equestrian Center Office prior to any transportation being provided.

In order for someone other than the boarded horse owner to tend to a boarded horse, the resident must first notify the office. Then resident must put all helpers on their emergency list.

Only the Stable Supervisor may give out facility keys to borders or their agents.

Any guest that has a formal complaint filed and accepted by code compliance may still help at the Stables. However, they must always be with their existing sponsor while on Equestrian property. This requirement shall stay in effect until a resolution is made by the GRF Board.

D. Veterinarian and Farrier Services

If the owner prefers a specific Veterinarian he/she must register that choice with the Equestrian Center Supervisor at the time of boarding his/her horse. For owners/lessees not having a specific Veterinarian, the Equestrian Center Supervisor may be able to provide some assistance, however the owner must select and identify the Veterinarian and provide this information to the Equestrian Center Supervisor.

In the case of privately owned or leased horses, the owner will sign an agreement in which he/she sets forth and agrees that in the event the horse becomes ill or incurs an injury while

under the care of the Equestrian Center Supervisor, and the owner is unavailable for consultation after all reasonable attempts have been made to

contact him/her, the owner agrees to and allows the Equestrian Center Supervisor to use his/her best professional judgment as to the Veterinarian services required in administering care to the horse and owner/lessee agrees to be billed directly by the Veterinarian for any service rendered.

If the owner prefers a Farrier other than the one selected by the Equestrian Center Supervisor, the choice of an alternative Farrier is registered with the Equestrian Center Supervisor at the time of boarding his/her horse. The owner agrees to be billed directly by the Farrier for services rendered. All vet and Farrier work must be done in the designated area.

The Equestrian Center Supervisor must be notified whenever the owner of a boarded horse arranges to have that horse's Veterinarian come to the Equestrian Center.

E. Arena Policy

The priority for arena use is lessons, followed by riding, lunging, and loose horses. Loose horses may run free up to 15 minutes if no one is using the arena. They must be immediately removed if someone wishes to ride or lunge their horse. When someone is waiting there is a 30 minute time limit for the using the hot walker machine. Never leave your horse unattended.

When in an arena, riders should make every effort to travel in the same direction. If one rider must pass another rider he/she should pass on the inside.

When passing from opposite directions riders should pass left shoulder to left shoulder, just as if you were driving a car.

When there are lessons in the arena, directions from the instructor must be followed. Discretion must be used when passing in either direction. You must stay out of the lesson area if instructed to do so.

Try not to interfere with the progress of another rider if they are crossing the arena or making a circle.

Be polite and give lesson riders plenty of room. Listen to what the instructor is telling the students and judge you're riding space accordingly.

Obtain permission to enter the arenas and/or to canter when lessons are taking place. Remember lesson horses have priority.

Should any problems occur in the arenas, stop all horses immediately.

If there are riders present and you wish to lunge a horse in one part of the arena, ask the riders for permission and if permission is given then stay in your space and likewise, riders should give the person lunging the horse plenty of space.

When riders are using both arenas, someone wishing to lunge a horse must be given the opportunity. All parties must share the small arena. Each person shall alternate every 15 minutes in the small arena (lunging for 15 minutes, and then riding for 15 minutes). Never leave your horse unattended you must stay with your horse.

When other riders are present do not canter on or near the rail. Canter safely toward the center of the arena.

Never stop on the rail to talk or adjust tack.

Do not stand or sit near the rail, use the covered bleacher seats when observing the arena.

Gallop is not allowed on GRF property except when practicing for a show/event under the guidance of the Equestrian Center Supervisor.

Loose horses are not allowed in the arenas when there are riders or when a horse is being lunged. In addition no loose horses shall be allowed on any GRF land. A bridle or halter with a lead must always be used when in any open area.

BOARDING STABLE LICENSE AGREEMENT

1. Fees, Term, and Location. Licensee acknowledges and accepts those terms set forth herein or in any subsequent rate schedule issued by Stable (the "Rate Schedule"), whether said rates are daily, weekly, or monthly. Payment shall be issued in accordance with the most current applicable Rate Schedule on a timely basis. Any charges not paid in a timely manner shall be subject to the finance charges set forth in the most current Rate Schedule published by Stable. In the event that any animal kept on the Stable Properties pursuant to this Agreement is removed from the premises for any reason and returned, this Agreement shall be deemed reinstated at rates applicable at the time of said return. Stable reserves the right to notify Licensee of any animal that, in Stable's sole discretion, is deemed to be dangerous or undesirable for Stable's establishment. In such case, Licensee shall remove the animal within seven (7) days after the notice is sent, at Licensee's expense, which expense shall include all fees incurred under this Agreement during the horse's presence upon the premises. The boarding fee described in the Rate Schedule is due upon the first of the preceding month. In the event payment is overdue by ten (10) or more days, Stable shall be entitled to exert a lien against any boarded animal and any of the Licensee's property left upon the premises. Stable shall also be entitled to enforce said lien and foreclose its interest against boarded animal and/or equipment for the amount due in accordance with the laws of the State of California.

A security deposit of one month's board is payable with this Agreement; it shall be refunded to Licensee within thirty (30) days of the date of termination of this Agreement, less any fees or costs that remain outstanding. The initial boarding fee applicable to this Agreement shall be \$_____ per day/week/month (circle one).

Licensee agrees that Stable may charge a later fee of ten percent (10%) of the balance owed for each month that the account is not paid in full by the 10th day of month in which it is due. Licensee agrees that Stable may terminate this Agreement, with or without cause, at any time, by providing thirty (30) days advanced written notice.

Licensee agrees that Stable may change or revise the Rate Schedule at any time upon thirty (30) days notice. This Agreement shall continue until cancelled by either party, or until revoked or

terminated. This Agreement is non-transferable and may be assigned in accordance with the established rules. Licensee may dry stall for any reasons for period(s) of time equal to (a) whole calendar month(s), for payment of the regular fee minus \$100. Stable reserves the right to temporarily reassign the stall during said period(s) of vacancy. Licensee shall give Stable five (5) days written notice before reoccupying stall.

2. Risk of Loss and Standard of Care by Stable. DURING THE TIME THAT THE HORSE(S) IS/ARE IN CUSTODY OF STABLE, STABLE SHALL NOT BE LIABLE FOR ANY SICKNESS, DISEASE, ESTRAY, THEFT, DEATH OR INJURY WHICH MAY BE SUFFERED BY ANY BOARDED ANIMAL OR ANY OTHER CAUSES OF ACTION WHATSOEVER ARISING OUT OF OR CONNECTED IN ANY WAY WITH THE LICENSEE'S BOARDING OF SAID HORSE(S), EXCEPT IN THE EVENT OF NEGLIGENCE ON THE PART OF STABLE, ITS AGENTS, AND/OR EMPLOYEES. This includes, but is not limited to, any personal injury or disability to the boarded animal, Licensee, or Licensee's employees, agents and/or guests.

The Licensee fully understands that Stable does not carry any insurance on any horse(s) not owned by it for boarding or for any other purposes, whether public liability, accidental injury, theft or equine mortality insurance, and that all risks connected with boarding or for any other reason for which the horse(s) in the possession of, and on the premises of Stable are to be borne by Licensee. Stable recommends equine mortality insurance is obtained applicable to the subject horse(s) by Licensee.

OWNER AGREES THAT THEY HAVE HAD AN OPPORUNITY TO HAVE THIS AGREEMENT REVIEWED BY COUNSEL AND HAVE, IN FACT, BEEN ENCOURAGED TO DO SO. FOLLOWING SAID REVIEW, OR OPPORTUNITY TO HAVE SUCH A REVIEW PERFORMED, OWNER AGREES THAT THE STANDARD OF CARE APPLICABLE TO STABLE IS THAT OF ORDINARY CARE OF A PRUDENT HORSE OWNER AND NOT AS A COMPENSATED BAILEE.

IN NO EVENT SHALL STABLE BE HELD LIABLE TO LICENSEE FOR EQUINE DEATH OR INJURY IN AN AMOUNT IN EXCESS OF FIVE THOUSAND DOLLARS (\$5,000) PER ANIMAL.

Hold Harmless. Licensee agrees to hold Stable harmless from any and all claims arising from or related to damage or injury caused by Licensee or Licensee's employees, agents, guests or

boarded animal(s). Licensee further agrees to defend Stable from any such claims. Licensee agrees to disclose any and all hazardous or dangerous propensities of horse(s) boarded with Stable.

Liability Insurance. Licensee agrees to carry liability insurance protecting Licensee and Stable from any claim for property damage and personal injury in an amount of not less than One Million Dollars (\$1,000,000). Licensee must maintain on file with the Stable Manager current proof of insurance which shall name the Golden Rain Foundation of Laguna

Woods, a California NonProfit Mutual Benefit Corporation (“GRF”), the Golden Rain

Foundation of Laguna Woods Equestrian Center, Village Management Services, Inc., a California Corporation (“VMS”) and all of either entity’s officers, directors, employees and agents of both GRF and VMS as additional insured under any policies obtained in compliance with this Agreement. Failure to maintain strict adherence to this requirement shall be a default under this Agreement and shall result in immediate termination of this Agreement and removal and disposition of any boarded animal or personal property of Licensee, pursuant to section 3051 et seq. of the California Civil Code, unless promptly removed by Licensee after settling Licensee’s account in full.

Emergency Care. Stable agrees to attempt to contact Licensee or the Veterinarian of

Licensee’s choice specified in the information sheet attached to the Release, Waiver of

Liability, Hold Harmless and Indemnity Agreement concurrently executed by Licensee, should Stable feel that medical treatment is needed for said horse(s), but if Stable is unable to contact Licensee or Veterinarian, Stable is then authorized to secure emergency, veterinary and blacksmith care required for the health and wellbeing of any boarded animal(s). All costs of such care secured shall be reimbursed or directly paid by Licensee within fifteen (15) days from the date Licensee receives notice thereof, or Stable is authorized to arrange direct billing to Licensee on Licensee’s behalf.

STABLE SHALL ASSUME THAT LICENSEE DESIRES SURGICAL CARE IF

RECOMMENDED BY A VETERINARIAN IN THE EVENT OF COLIC OR OTHER

LIFE-THREATENING ILLNESS, UNLESS STABLE IS INSTRUCTED HEREIN OR ON LICENSEE’S INFORMATION SHEETS THAT THE HORSE(S) IS/ARE NOT SURGICAL CANDIDATES.

IN THE EVENT STABLE IS UNABLE TO CONTACT LICENSEE OR LICENSEE’S

REPRESENTATIVE, AND IF IN THE OPINION OF LICENSEE’S DESIGNATED

VETERINARIAN OR, IF UNAVAILABLE, TWO (2) OTHER VETERINARIANS, LICENSEE'S HORSE IS SUFFERING A TERMINAL ILLNESS OR INJURY, THE STABLE MANAGER IS PERMITTED TO AUTHORIZE SAID VETERINARIAN OR VETERINARIANS TO HUMANELY TERMINATE THE LIFE OF LICENSEE'S HORSE AT LICENSEE'S EXPENSE. LICENSEE'S INSURANCE WILL BE NOTIFIED OF SUCH EVENT IN CONTACT INFORMATION FOR INSURANCE COMPANY IS ON FILE WITH THE STABLE. STABLE MANAGER IS AUTHORIZED TO CONTRACT WITH RENDERING COMPANY FOR REMOVAL OF HORSE AT LICENSEE'S EXPENSE.

6. Golden Rain Foundation Recreation Division Policy and Equestrian Center Rules.

Licensee agrees and acknowledges that failure to strictly adhere to the Golden Rain Foundation Recreation Division Policy and Equestrian Center Rules shall be a default under this Agreement and may result in termination of this Agreement and removal and disposition of any boarded animal or personal property of Licensee, pursuant to section 3051 et seq. of the California Civil Code, unless promptly removed by Licensee upon request by GRF or Stable, after settling Licensee's account in full.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

Care Services for Equestrian Center Boarders

RESOLUTION 90-18- 17

Tuesday, April 3, 2018

WHEREAS, the GRF Equestrian Facility includes 27 stalls that have been made available for residents to board their personally-owned horses, with the residents being responsible for rental and feed costs; and

WHEREAS, Staff has been requested, if there is no one else available, to offer a horse-care program for residents' horses when the residents are sick or out-of-town for a short period of time; and,

WHEREAS, the new care program would be performed by VMS Staff, approximately 45 minutes per day, per horse for resident horse-owners who are sick or out-of-town; and,

WHEREAS, all services shall be performed by the Equestrian Supervisor or Stable Assistant between the hours of 7 a.m. and 4 p.m.

NOW THEREFORE BE IT RESOLVED, April 3, 2018, that the Board of Directors of this Corporation hereby adopts a new horse-care service program for resident horse owners who are sick or out-of-town for \$35 per day to cover costs, to be charged to the resident; and,

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

Equestrian Center Pricing Policy

Resolution 90-20-20

Tuesday, May 5, 2020

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, to minimize over-usage, and to recover operating costs; and

WHEREAS, the Board periodically reviews fees as part of the business planning process to determine adequacy of revenues and shared costs and their adoption of the 2020 Business Plan included certain fee changes;

NOW THEREFORE BE IT RESOLVED, May 5, 2020, that the Board of Directors of the Corporation hereby adopts a revised GRF Pricing policy relative to the Equestrian Center:

Horse Boarding

- A Horse Boarding Fee shall be charged, monthly, to residents who wish to board their horse(s) at the Equestrian Center.

- The fee, rounded up to the nearest dollar, shall be based on the estimated monthly cost to board a resident's owned or leased horse, and ~~65%~~70% shared (subsidized) by the community at large.
- The fee will be adjusted annually on the basis of changes to the operational costs, depreciation costs, and percentage shared by the community at large.
- The GRF Board of Directors will periodically review the estimated monthly cost of boarded horses and determine what shared percentage to apply in order to maintain an equitable and reasonable division between the user and the monthly assessment (per Resolution 90-12-132, Guidelines for Shared Costs and Fees).
- The cost of feed will be fully absorbed by the resident based on their selection from the menu of options.

Horse Trailer Storage & Horse Transportation Fees

- If space allows, residents may store their horse trailers at the Equestrian Center. The fee to store a horse trailer shall be 50% of the charge for a recreational vehicle in the RV Storage Lots.
- GRF shall be reimbursed the cost of transporting a horse for a resident. The costs include: labor, fuel, and wear and tear on the trailer and vehicle.

Trail Ride Fees

- A separate fee shall be charged for trail rides for residents and their guest(s).
- The fees, rounded up to the nearest dollar, shall be based on: the estimated hourly cost of labor and the cost of the horse used to lead the trail ride; and
 - o for residents, 64% shared (subsidized) by the community at large
 - o for guests, 25% mark up.
- The fee will be adjusted annually on the basis of changes to the operational costs, depreciation costs, percentage shared by the community at large for residents, and percentage mark up for guests.

Lesson Fees

- Fees shall be charged for individual and group lessons for residents and their guest(s).
- The fees, rounded up to the nearest dollar, shall be based on: the estimated hourly cost of labor and the cost of the horse used to provide the lesson; and
 - o for residents, 64% shared (subsidized) by the community at large
 - o for guests, 25% mark up.

- The fee will be adjusted annually on the basis of changes to the operational costs, depreciation costs, percentage shared by the community at large for residents, and percentage mark up for guests.

Horse Rental Fee

- A resident fee and a guest fee shall be charged for the use of a GRF owned horse for lessons and trail rides.
- The fees, rounded up to the nearest dollar, shall be based on the estimated hourly cost of a GRF owned horse; and
 - o for residents, 64% shared (subsidized) by the community at large
 - o for guests, 25% mark up.
- The fee will be adjusted annually on the basis of changes to the operational costs, depreciation costs, percentage shared by the community at large for residents, and percentage mark up for guests.

RESOLVED FURTHER, that this resolution shall be effective June 1, 2020, and Resolution 90-20-12 adopted March 3, 2020, 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.

Pool 2 Backstroke Flags and Stanchions

Resolution 90-20-27

Tuesday, June 2, 2020

WHEREAS at the April 9, 2020 Community Activities Committee (CAC) meeting, staff recommended to authorize the Recreation and Special Events Department to approve the Recreation and Special Events Department recommendation to install stanchions and backstroke flags at Pool 2;

WHEREAS pools 2 and 5 are considered the lap pools of the Community, offering lane lines for recreational lap swimming;

WHEREAS on November 8, 2018, the CAC denied a request by lap swimmers to install backstroke flags at Pool 2 since Laguna Woods Village does not have a competitive swim program nor does it host swim meets. Additionally, current lane lines have indicators, the long white strip at the end of the lane line, to alert the swimmer of the approaching wall;

WHEREAS at the July 23, 2019 Special CAC meeting approximately 30 lap swimmers requested CAC approval to install backstroke flags;

WHEREAS on March 12, the CAC decided to re-evaluate the request and directed staff to provide a staff report;

WHEREAS the flags are used by backstroke swimmers to alert them that they are approaching the end of the pool. This is especially beneficial for swimmers who use a flip turn method to accelerate off the wall and to minimize the risk of injuries. Backstroke flags are strung between stanchions via sturdy metal posts anchored to the pool deck using slip anchors, which allows them to be removed. Flags are pre-strung in 45 foot lengths across the pool;

WHEREAS the majority of lap swimmers swim between 7 to 11 a.m. Lanes for backstroke swimmers will be used on a first-come-first-serve bases. The flags would be in place during this time frame and removed for the remainder of the day. A screw cap would cover the stanchion holes when not in use;

WHEREAS installation of backstroke flags and stanchions will cost approximately \$4,100. Operating funds from Aquatics Work Center 690 materials and supplies would be used to cover the expense;

NOW THEREFORE BE IT RESOLVED, June 2, 2020, that the Board of Directors of this Corporation hereby introduces approval of staff recommendation to approve the Recreation and Special Events Department recommendation to install stanchions and backstroke flags at Pool 2;

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

Aquatics and Fitness Policy

Permanent Elimination of Fitness Guest Fees

RESOLUTION 90-19- 10

Tuesday February 05, 2019

WHEREAS, the Fitness guest fee was temporarily suspended during May through August of 2017 and 2018; and

WHEREAS, the current Fitness guest fee is \$6.00 per person;

WHEREAS, the Fitness guest fee revenue is projected to be approximately \$1,868 for 2018; and

WHEREAS, staff received positive feedback from residents and requests that the temporary suspension be made permanent; and

WHEREAS, facility usage did not experience an increase in guest usage during the temporary suspension periods;

NOW THEREFORE BE IT RESOLVED, February 5, 2019, that the Board of Directors of this Corporation hereby approves the permanent elimination of Fitness guest fees; and

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

Permanent Elimination of Aquatic Guest Fees

RESOLUTION 90-19- 11

Tuesday February 05, 2019

WHEREAS, the Aquatic guest fee was temporarily suspended during May through August of 2017 and 2018; and

WHEREAS, the current Aquatic guest fee is \$3.00 per person; and

WHEREAS, the Aquatic guest fee revenue is projected to be approximately \$4,000 for 2018; and

WHEREAS, the elimination of Aquatic guest fees provides more efficient and effective operation at the pools; and

WHEREAS, the elimination of Aquatic guest fees prioritizes the health and safety of users; and

WHEREAS, staff received positive feedback from residents and requests that the temporary suspension be made permanent; and

WHEREAS, facility usage did not experience an increase in guest usage during the temporary suspension periods;

NOW THEREFORE BE IT RESOLVED, February 5, 2019, that the Board of Directors of this Corporation hereby approves the permanent elimination of Aquatic guest fees; and

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

Extend the Evening Hours at Pool Four on a Year Round Basis

RESOLUTION 90-08- 88

Tuesday, November 04, 2008

RESOLVED, November 4, 2008 that the Board of Directors of this Corporation hereby permanently extends the evening hours at Pool Four until 10:00 P.M. on a year round basis; and

RESOLVED FURTHER, that the additional costs shall be funded from the Recreation Division Operating Budget; and

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

Summer Lap Swim for Youth

RESOLUTION 90-19- 12

Tuesday February 02, 2019

WHEREAS, the Recreation policy states swimmers must be 16 years of age or older to use adult designated pools; and

WHEREAS, On October 3, 2018, the Board of Directors introduced a resolution for summer kids swim permanent relocation to Pool 6 between Memorial Day weekend through the end of September annually; and

WHEREAS, Pool 2 is utilized the remainder of the year for the Kids Swim Program from noon to 2:00 p.m. daily ; and

WHEREAS, Pool 6 does not allow for lap swim for competitive youth swimmers during the summer months of operation; and

WHEREAS, the request to use Pool 2 for youth competitive swim practice during the summer months may be approved per current Recreation Department policy stating that discretion is contingent upon proper documentation provided;

NOW THEREFORE BE IT RESOLVED, February 5, 2019, that the Board of Directors of this Corporation hereby approves summer lap swim at Pool 2 for youth ages 11-15 with provision of a card from the Recreation Department for identification; and

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

Summer Kids Swim Permanent Relocation to Pool 6

RESOLUTION 90-18- 51

Tuesday, November 6, 2018

WHEREAS, Clubhouse 2 pool is the designated kids pool with limited hours from noon to 2 p.m. daily during the non-summer season; and

WHEREAS, residents consistently expressed concern that the kids were interfering with their exercise programs and/or overall facility enjoyment; and

WHEREAS, on January 11, 2018 and February 6, 2018, respectively, the CAC and GRF Board approved the relocation of the Summer Kids Swim Program to Pool 6 on a trial basis; and

WHEREAS, Clubhouse 6 pool had been the least utilized pool, averaging ten swimmers per day during the summer and due to low utilization, the pool is only open during the summer months and closed the remainder of the year;

NOW THEREFORE BE IT RESOLVED, November 6, 2018, that the Board of Directors of this Corporation hereby approves Pool 6 as the permanent location for the Summer Kids Swim Program with the daily hours being noon to 4 p.m., Memorial Day weekend through the season closure of Pool 6; and

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

Amendments to GRF Recreation and Special Events Department Policies and Procedures and Glossary and Mandatory Adherence

RESOLUTION 90-19- 17

Tuesday March 5, 2019

WHEREAS, the Golden Rain Foundation has established a Recreation and Special Events Department Policies and Procedures to streamline and reduce confusion regarding use of its facilities by residents;

WHEREAS, On September 13, 2018, the CAC formed an Ad-Hoc Committee comprised of Committee Members and Residents to review and recommend revisions to the GRF Recreation and Special Events Department Policies and Procedures;

WHEREAS, the emphasis of the review was on commercial activities conducted by Laguna Woods Village Clubs, Groups and Organizations;

WHEREAS, the Community Activities Committee recommends the amendments to the Recreation and Special Events Department Policies and Procedures with the insertion of the Glossary and Mandatory Adherence (attachment 1 and attachment 2); and,

NOW THEREFORE BE IT RESOLVED, March 5, 2019, that the Board of Directors of this Corporation hereby adopts the proposed amendments to GRF Recreation and Special Events Department Policies and Procedures and Glossary and Mandatory Adherence;

RESOLVED FURTHER, that Resolution 90-16-15 adopted December 16, 2016,

Resolution 90-15-52 adopted October 6, 2015, Resolution 90-15-53 adopted October 6, 2015, Resolution 90-16-32 adopted August 2, 2016, and Resolution 90-16-42 adopted September 6, 2016, are hereby superseded and cancelled to the extent that they differ; and

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

Golden Rain Foundation

Recreation and Special Events Department Policies and Procedures

Policy Improvement Synopsis Based on Policy Updated: 12/17/18

Clubs/Groups/Organizations

Section	Subsection	Page	Revision
A. General	4	9	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 by the Recreation Department as a fundraiser.
	5	9	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: <ul style="list-style-type: none"> 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 an event. c. Fundraiser activities (Page 10, Fundraisers).
	6	9	The Club/Group/Organization must be substantially supported by revenue from its members and from up to two Recreation Department authorized fundraisers per calendar year (Page 10, Fundraiser).
	7	9	The Club/Group/Organization must have a minimum of two Executive Club Officers. <ul style="list-style-type: none"> a. Which do not occupy the same residence.
	8	9	Executive Club Officers must be a Resident of Laguna Woods Village. <ul style="list-style-type: none"> a. One officer must be a resident owner.
	13	9	All forms of Club/Group/Organization publicity or advertising, unless more restrictively stated, 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. Outside businesses, entertainers, caterers or speakers may not advertise Laguna Woods Village events.

Section	Subsection	Page	Revision
B. Fundraisers	3	10	If fundraiser is for an outside organization the organization 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.
	4	10	Club/group/organization may sell products, hold silent auctions, fashion shows or events as approved by the Recreation Department.
	5	10	Club/group/organization must complete a fundraiser agreement form (30) days prior to date of fundraiser event.
D. Flyers	7	11	Sponsor logo identification is not permitted on flyers.
	10	11	Use of “LW” or “LWV”, either alone or in combination with other letters, is prohibited unless associated with club email or website address.
E. PAC Lobby Poster Area, Lobby Bulletin Board and CH 5 Glass Bulletin Board	3	12	Performing Arts Center Lobby posters must not be larger than 33 by 40 inches; Performing Arts Center bulletin boards have a 22 by 17 inch maximum; Clubhouse 5 bulletin boards have an 11 by 17 inch maximum.
	5	12	Performing Arts Center Lobby posters may be displayed a maximum of three months prior to the date of the event (or date of first event in a series).
	8	12	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 and may be posted 60 days prior to event.

A. General	3	12	Reservations by individuals may only be booked for private or social gatherings.
	4	12	Rooms may not be used to conduct a business. Marketing or solicitation of third party products is strictly prohibited. Caterers and entertainers 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.
	5	12	Individuals are prohibited from advertising events to the general public through media in general circulation outside of Laguna Woods Village.



Laguna Woods Village®

Golden Rain Foundation Recreation and Special Events Department

Policies and Procedures

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. Residents may request an exception to the policy via Recreation Committee Request Form. The Recreation Department may refer certain applications directly to the GRF Board. 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 Individual) 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

A. RESIDENTS

1. 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

1. Guests must be accompanied by a Resident at all times.
2. Facilities may have age limitations which may be found in the operating rules for the respective facility.
3. 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.
4. Guests must pay all applicable guest fees in accordance with the GRF Fee list.
5. City Staff or City Council for City business and/or City events pay Resident rates, plus any additional costs for Technicians and others, in accordance with the GRF Fee list.
6. Guests must abide by age restrictions and guest limits that are identified for certain facilities:

GOLDEN RAIN FOUNDATION OPERATING RULES – Updated June 30, 2020

Facility	Age Minimum	Guest Limit Per Resident	Facility	Age Minimum	Guest Limit Per Resident
Billiards	12	N/A	Equestrian Center and Horseshoes	10	N/A
Bocce	12	N/A	Lawn Bowling	18	N/A
Bridge Room	10	2 at a time 4 total per day	Paddle Tennis/Pickle Ball	6	1 court/3 guest
Gymnasium	12	2	Shuffleboard	10	N/A
Golf Facilities	11	1 prime time 3 non-prime time	Pools	0-15 child 16+ adult	5
Tennis	6	1 prime time 3 non-prime time	Hot Pools	16	5
Fitness Centers	16	2	Table Tennis	6	N/A

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

1. Complete the Gate Clearance Form at least four business days prior to the event.
2. List first name and last name of all non-resident guests (including catering staff, entertainers, speakers, etc.).
3. 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

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 a business by individuals.
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 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.
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
 - 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 Individual or Club/Group/Organization.
18. Facility User shall be solely responsible for all Individuals 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 City 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 Marketing 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 nor Staff shall be liable, at law or in equity, as a result of an Individual 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.

B. GAMES OF CHANCE/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 2, 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 Department.
- c. The Recreation Department works with Saddleback College to facilitate the Emeritus Program.
- d. Non-resident students must use a Saddleback pass to attend classes in which they are registered; students may arrive at the facility no more than 15 minutes prior to the scheduled start time for the class; students must leave the facility immediately after the scheduled end time for the emeritus class.
- e. A parking pass is required if the student is driving into the Community; parking passes may be purchased a week prior to the first week of classes.
- f. 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.
- g. 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.

A. GENERAL

CLUBS/GROUPS/ORGANIZATIONS

1. Residents requesting to form a Club/Group/Organization must first submit a request form 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 by the Recreation Department as a fundraiser.
5. 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 an event.
 - c. Fundraising activities (Page 10, Fundraiser).
6. The Club/Group/Organization must be substantially supported by revenue from its members and from up to two Recreation Department authorized fundraisers per calendar year (Page 10, Fundraiser).
7. The Club/Group/Organization must have a minimum of two Executive Club Officers.
 - a. Which do not occupy the same residence.
8. Executive Club Officers must be a Resident of Laguna Woods Village.
 - a. One officer must be a Resident owner.
9. The Club/Group/Organization must have a minimum membership of 90 percent Laguna Woods Village Residents.
10. Non-residents may participate as "guests" and must be accompanied by a Resident.
11. Non-resident members may not invite their own "guests".
12. A current membership roster and updated contact information must be submitted to the Recreation Department annually by March 31.

13. All forms of Club/Group/Organization publicity or advertising, unless more restrictively stated, 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. Outside businesses, entertainers, caterers or speakers may not advertise Laguna Woods Village events.
14. 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.
15. 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. Must be a GRF recognized Club/Group/Organization hosting the event.
3. If fundraiser is for an outside organization the organization 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.
4. Club/group/organization may sell products, hold silent auctions, fashion shows or events as approved by the Recreation Department.
5. Club/group/organization must complete a fundraiser agreement form (30) days prior to date of fundraiser event.

C. ROOM RESERVATIONS

1. For general procedures see Page 12, 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).
- a. Any new rollover reservation request or change to an existing rollover reservation for the following year must be received by March 15.
- b. Rollover reservations are mailed out for review on August 1 and payment/signed rental agreement are due by September 15.
- c. No refunds, credit or transfer of fees will be honored after a payment and signed rental agreement is received by the Recreation Department.
- d. 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.
- e. Rollover reservations are not permitted in the Village Greens Facility.
- f. Lottery requests for religious holiday events take priority over Club/Group/Organization rollovers and lottery requests.

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 and are 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 logo identification is not 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 unless associated with club email or website address.
- 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 the Recreation Department; Club/Group/Organization may not directly post flyers on the flyer racks.
 14. Flyers not approved by the Recreation Department will be removed and discarded.
 15. Flyers, unless more restrictively stated, must contain the phrase “For Laguna Woods Village Residents and their guests only”.
- 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 bulletin boards have a 22 by 17 inch maximum; Clubhouse 5 bulletin boards have an 11 by 17 inch maximum.
 4. Posters are not allowed to be adorned with lights.
 5. Performing Arts Center Lobby 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 and may be posted 60 days prior to event.
 9. Posters not approved by the Recreation Department will be removed.

ROOM RESERVATIONS

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. Reservations by individuals may only be booked for private or social gatherings.
4. Rooms may not be used to conduct a business. Marketing or solicitation of third party products is strictly prohibited. Caterers and entertainers 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.
5. Individuals are prohibited from advertising events to the general public through media in general circulation outside of Laguna Woods Village. Staff works to assure that Clubs/Groups/Organizations and Individuals 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 a.m. and 10:00 p.m. seven days per week, except for New Year's Eve which may be reserved until 1:00 a.m. Extended hours, up to midnight, 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 or 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 contain two rates: Resident rate and Exception rate; (refer to the GRF Fee list).
 - a. Resident rate applies to:
 - i. All Laguna Woods Village Residents.
 - ii. Weddings and wedding receptions involving Residents, their siblings, children, parents and grandchildren.
 - iii. 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 Club/Group/Organization reservations which have over 50 percent non-residents in attendance and are charging admittance or accepting donations, Club/Group/Organization approved fundraisers are exempt.
10. It is prohibited to use any room/facility for anything but the stated purpose.
11. Reservations may be canceled 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 canceled 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 Department 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 cancellations 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; individuals may not hold rollover reservations.
 - b. For Clubs/Groups/Organizations rollover reservation information, see Page 10.
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. An Individual 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 CLEANUP OF ROOM RESERVATIONS

1. 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.
2. 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 cancelation within two weeks of the event will result in a two hour minimum fee (refer to the GRF Fee list).
3. Clubhouse 5 requires Technicians for events that include: projector, sound, lighting, three or more microphones and/or access to the sound booth.
4. 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.
5. The facility must be cleaned and returned to the exact condition in which it was accepted.
6. 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 (refer to the GRF Fee list).

7. Facility User is responsible for the following:
 - a. Bundling all trash and placing in the designated location as specified by staff
 - b. All equipment used
 - c. All table tops and chairs used
 - d. Any soiled or dampened floor or carpet areas
8. For kitchen approval, Facility User is responsible for cleaning the following:
 - a. 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.
 - b. Wipe off, with a damp cloth, all tables used for eating and serving.
 - c. Thoroughly clean all large coffee urns and baskets.
 - d. Check with the staff regarding proper clean up instructions for grills, broilers and fryers.
 - e. Clean the areas around grills, broilers and fryers even if you do not use the equipment.
 - f. Check the inside of the oven door and the stove top. If you use this equipment you must clean up any food splatters.
 - g. Clean the refrigerator if used.
 - h. Wipe off all sinks, counters and cutting boards (on top as well as shelf underneath).
 - i. Clean the barbecue if used.
9. 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.
10. The Facility User is responsible for payment of any costs incurred by GRF due to 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 who may be reached at 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 Department.
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.

Recreation Department Policy

All Golden Rain Foundation (GRF) Policies supersede any written rules or governing documents of Clubs/Groups/Organizations not directly in compliance with GRF Policy.

Glossary-Definition of Terms and Hyperlinks

MANDATORY ADHERENCE – SEE PAGE TWO. INSURANCE, FACILITY CHECK-OUT FORM AND FOOD

Facility User: Appears pages 8- 10 of 19, #s 8, 13, 17, 18, 19 The Facility User is responsible for payment of any costs incurred by GRF due to damage of the facility, amenities or equipment resulting from Facility Users reservation/use of the facility, amenity or equipment. For further GRF Recreation Department Policy Authority and Enforcement information refer to Page 3.

Individual: A person. See p 10, #22, I 5; p 12, #3.

Member – Owner of Third Laguna Hills Mutual (TLHM) or Mutual 50 (The Towers) Condo or Shareholder of Cooperative (United) who has ultimate responsibility of all liability, damages, costs incurred by themselves, their residents, sub-lessees [United, if applicable] who do not pay outstanding balances incurred: e.g., skip out, neglect to clean-up after event, etc. regarding themselves, their guests, vendors, entertainers, caterers hired for the event.

Requestor: Person making the request. Example: Member, Resident, Non-Member. See p 12, A #1.

Resident: Person residing in Laguna Woods Village. Check to make sure they will still be a resident on the date of event.

Resident owner: Member who is an owner, living in Laguna Woods Village. One Officer must be a Resident owner. See p 9, #8.a.

Non-Member: Person residing outside of Laguna Woods Village. Non-Resident: Person residing outside of Laguna Woods Village.

Human Resource Services Policy

Human Resources Committee Charter

RESOLUTION G-94-05

Tuesday, February 01, 1994

WHEREAS, this corporation has established a Human Resources Committee to work with management on issues pertaining to staff; and

WHEREAS, each of the corporations in [REDACTED] has designated their President as its committee representative,

NOW, THEREFORE, BE IT RESOLVED, that the Human Resources Committee will work with the Managing Agent to develop the appropriate negotiating strategies relative to the bargaining unit agreement for our maintenance employees.

Maintenance & Construction Policy

Maintenance Committee Charters

Energy Committee Charter

RESOLUTION 90-14- 03

Tuesday, January 07, 2014

WHEREAS, on November 5, 2013, an Energy Committee has been established as a standing committee pursuant to Article 7, Section 7.1.1 of the Bylaws of the Corporation;

NOW THEREFORE BE IT RESOLVED, January 7, 2014, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Committee, as follows:

1. Perform the duties imposed upon all standing committees as set forth in the resolution entitled, "General Duties of Standing Committees".
2. Review monthly energy statements and other reports affecting the energy status of this Corporation and review performances in relation to the objectives of this committee, based on their research data.
3. Review the current status of energy consumption and costs within the purview of GRF responsibilities.
4. Review all devices or systems that either generate, control or consume energy that can be considered as part of the Energy Committee's responsibilities and make suggestions to the Board.
5. If the results of this Committee are applicable to the Housing Mutuals, these recommendations can be forwarded to the proper committees within each Housing Mutual.

6. Review vendor proposals and preliminary estimated cost data to evaluate the financial benefits to Board.
7. That all products, where practicable, be made by American Companies in America and that each company will consider hiring Military Service Personnel returning to civilian life.
8. This Committee shall make energy-related recommendations to the Board.

RESOLVED FURTHER, that the Energy Committee shall perform such other tasks as may be assigned by the GRF President or the Board.

Maintenance and Construction Committee Charter

RESOLUTION 90-12- 09

Tuesday, January 3, 2012

WHEREAS, a Maintenance and Construction Committee has been established pursuant to Article 7, Section 7.1.1 of the Bylaws of this Corporation:

NOW THEREFORE BE IT RESOLVED, January 3, 2012 the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Committee, as follows:

1. Perform the duties and responsibilities imposed upon all standing committees as set forth in the current resolution entitled, "General Duties of Standing Committees."
2. Serve as liaison between the GRF Board and the Maintenance Division.
3. Review the capital requirements, service levels, and projected revenue related to the Maintenance Division and recommend appropriate action to the GRF Business Planning Committee.
4. Review all unbudgeted requests for programs or capital equipment originated by the Maintenance Division and recommend appropriate action to the Finance Committee.
5. Ensure that the real property, equipment and fixtures owned or leased by GRF are maintained as necessary to sustain a consistent level of performance to meet the requirements of the community.
6. Direct the managing agent to prepare specifications and contracts used for procurement of goods and services and review and modify design criteria as appropriate.
7. Direct the managing agent to implement capital plan projects per Board approved scope of work.
8. Determine policy governing landscape design and maintenance standards at GRF facilities with consideration given to aesthetics, maintenance and water requirements.
9. Work to promote the optimum and most efficient use of utilities at GRF Facilities.

RESOLVED FURTHER, that the Committee shall perform such other tasks as may be assigned by the GRF President or Board; and

RESOLVED FURTHER, that RESOLUTION 90-06- 01 adopted January 3, 2006 is hereby superseded and cancelled.

Maintenance and Construction Committee Activities Building Ad-Hoc Sub-Committee Charter

RESOLUTION G-02-92

Tuesday, October 01, 2002

RESOLVED, October 1, 2002, that the Board of Directors of this Corporation hereby establishes the Activities Building Ad-Hoc Subcommittee and assigns the duties and responsibilities as follows:

Perform the duties and responsibilities imposed upon this ad-hoc subcommittee as set forth in this resolution.

Serve as liaison between the GRF Maintenance and Construction Committee, Community Activities Committee, the [REDACTED] Bridge Club and the licensed architect engaged for the Activities Building, to the point of completion of a detailed schematic floor plan of the Activities Building.

Ensure that the recreational requirements, service levels and functional needs to be accommodated in the Activities Building as determined by the Community Activities Committee are addressed and that appropriate action is recommended to the licensed architect to achieve these requirements.

Provide recommendations to the licensed architect as needed for the completion of a detailed schematic floor plan of the Activities Building, to be forwarded to the Executive Committee for final action.

Moisture Intrusion Policy

Cedar Slats to Prevent Dry Rot

RESOLUTION G-92-07

Tuesday, February 04, 1992

WHEREAS the Joint Grounds and Water Committee has recognized the need to prevent dry rot damage on wood-based structured walkways, balconies and breezeways;

NOW THEREFORE BE IT RESOLVED, that the board of directors of this corporation hereby establishes a policy making 1" x 1" x 8" or 9" cedar slats available to residents at Clubhouses 3 and 5 for use under potted plants as a preventive measure for dry rot; and

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized on behalf of the corporation to take such action as they may deem appropriate to carry out the purpose of this resolution.

Facilities Management Policy

Guidelines for Energy Efficiency Ratings

RESOLUTION 90-12-106

Tuesday, September 04, 2012

WHEREAS, due to obsolescence of the existing Energy Management System the Board approved Capital Plan item P10035 for a consultant to evaluate gas and electrical energy consumption and control equipment in GRF facilities and supplemental RESOLUTION 90-10- 56 to prepare engineering plans for an Energy Management System replacement; and

WHEREAS, funding for the replacement EMS was approved by the Board with Capital Plan item P11016; and

WHEREAS, the consultant also recommended minimum energy efficiency ratings for a variety of energy using devices such as HVAC, indoor lighting, outdoor lighting, pool equipment, hot water systems and building envelope which is compiled in the consultant's report; and

NOW THEREFORE BE IT RESOLVED, September 4, 2012, the Board of Directors authorizes adoption of Guidelines for EMS Connectivity and HVAC, Lighting and Building Component Energy Efficiency Ratings with the following general policies:

1. When replacing or installing new HVAC, lighting and building components, procure components with the highest practical and prudent levels of energy efficiency and performance in accordance with the consultant's recommendations contained in the consultant's report.
2. Implement EMS connectivity and control strategies where practical and prudent when replacing or installing new building mechanical and electrical components in accordance with the consultant's recommendations contained in the consultant's report.

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

Manor Alterations & Permits Policy

RESOLUTION G-80-80

Tuesday, August 05, 1980

RESOLVED, that the board of directors of this corporation hereby approves the procedures as proposed by the managing agent of this corporation dated August 5, 1980, concerning

alterations which may be made to exterior of buildings in mutual corporations at Rossmoor [REDACTED], Laguna Hills, California.

[Office of the CEO Policy](#)

[Governance Committee Charters](#)

[Standing Committee Charters](#)

[General Duties of Standing Committees](#)

General Duties of Standing Committees

RESOLUTION G-89-95

Tuesday, October 03, 1989

WHEREAS, this corporation has completed the restructuring of its internal committee organization; and

WHEREAS, the aforementioned restructuring has caused some changes to be made in the present, existing resolutions setting forth the respective duties and responsibilities of the various standing committees of this corporation, and the general duties of the various standing committees of this corporation; and

WHEREAS, the revised individual committee charters setting forth the respective duties and responsibilities of the reconstituted standing committees of this corporation have been adopted;

NOW, TIHEREFORE, BE IT RESOLVED, that RESOLUTION No. G-87-61 setting forth the individual committee charters of the standing committees of this corporation and the general duties imposed upon each of the standing committees is hereby rescinded;

RESOLVED FURTHER, that the following revised General Duties are hereby imposed upon each of the standing committees of this corporation:

1. Advise and recommend to the Board, goals, policies and expectations in the committee's area of concern, and in management's divisional performance, for the purpose of evaluating ongoing experience; these goals, policies and expectations should be quantifiable or otherwise measurable, wherever possible and appropriate.
2. Assure mutual understanding, between committee and respective management division, of approved goals, policies and expectations.
3. Keep informed generally regarding the extent and quality of operational performance.
4. Seek an acceptable level of congruence among board expectations, management performance and, generally, resident experience and desire.
5. Seek optimum benefit/cost results in the committee's area of concern.

6. Review on a continuing basis the long range needs of the [REDACTED] community, its residents, facilities, services and programs, within the committee's area of concern, and develop information that will assist this corporation, or the housing corporations, in addressing anticipated future needs within their areas of responsibility. Forward recommendations and information based on said review to the Board of Directors of this corporation, to other standing committees of this corporation to other governance entities as appropriate.

Rescind Previous Committee Charters

RESOLUTION G-89-96

Tuesday, October 03, 1989

RESOLVED, that the board of directors of this corporation approves the attached charters as stated and rescinds the charters as set forth in RESOLUTION G-87-61 adopted on December 1, 1987.

[Capital Improvements Committee](#)

RESOLUTION G-83-18

Tuesday, April 05, 1983

RESOLVED, that pursuant to Article VI, Section 1 of the By-laws, a CAPITAL IMPROVEMENTS COMMITTEE is hereby established as a standing committee of this corporation;

RESOLVED FURTHER, that said Committee shall be charged with the following duties and responsibilities: To cooperate with the managing agent to ensure that the real properties, fixtures, facilities and equipment owned or controlled by the corporation are maintained, reconditioned, improved, replaced and augmented as necessary to sustain consistently high-quality living with prudent expenditure of available funds; Review on a continuing basis the long-range capital facilities needs and plans and suggested modifications thereof and, in consultation with the Finance Committee, recommend to the Board of Directors additions and reordering of priorities in the on-going Five Year Plan for capital facilities as deemed necessary or advisable;

3. Conduct the business of the committee within the following guidelines :

- a. To ensure that the managing agent has taken due care to assure that all programs and procedures recommended are in conformity with all applicable rules, regulations, ordinances and laws;
- b. To ensure that all properties owned or controlled are being maintained in first-class condition unless no longer cost effective, in which case, replacement will be weighed;

4. Review and provide recommendations to the Finance Committee and the Board of Directors on:

- a. Capital equipment purchases included in the annual capital budget, and b. All unbudgeted requests of a capital nature;
- b. The committee and managing agent will review and agree upon the substance of specifications and contracts to be used for procurement of goods and services for major projects under the review of the committee. The committee will agree with the managing agent in the selection for award of the proposal, offer, quotation, or competitive bid for the corporation. The execution shall be under the control of the General Manager and under his responsibilities;
- c. Assure the Golden Rain Foundation that all expenditures, estimates, and fact sheets are in depth, including comparable costs, operating cost estimates, completion time projected, and suggested contractors whose experience, reputation and financial strength are adequate;
- d. Assure each transaction represents the best value for the dollars committed but does not tender one extra dollar. To this end, the agenda and all fact sheets for each meeting are to be delivered to committee members the previous Friday before each meeting;

RESOLVED FURTHER, that the committee will revise and update the Five-Year Capital Plan annually after adoption of the budget for the coming calendar year. The committee will endorse the plan after agreement is reached by the several cooperating groups and will recommend its approval; all demands of the community are reviewed and when warranted, existing properties are analyzed for expansion or augmentation;

RESOLVED FURTHER, that the committee shall perform such other tasks as may be assigned to it by the President or the General Manager; and

RESOLVED FURTHER, that RESOLUTION No. 2222, adopted June 1, 1976, is hereby cancelled.

Community Facilities Negotiating Committee

Corporate Officers Advisory Council

RESOLUTION G-88-43

Tuesday, June 07, 1988

RESOLVED, that this corporation hereby approves the establishment of a Corporate Officers Advisory Council (to be chaired by the President of the Golden Rain Foundation of Laguna Hills) and composed of the officers of each of the [REDACTED] housing corporations and the Golden Rain Foundation of Laguna Hills;

RESOLVED FURTHER, that the purpose of said Council shall be to review and advise on, or make recommendations on, those matters of common interest to the corporations and such other matters as may be referred by any corporation or the General Manager;

RESOLVED FURTHER, that the officers of this corporation are hereby appointed to serve on the Corporate Officers Advisory Council as representatives of this corporation; and

RESOLVED FURTHER, that RESOLUTION No. G86-122, adopted on December 2, 1986, is hereby superseded and cancelled.

By-Laws Committee

RESOLUTION G-83-21

Tuesday, April 05, 1983

RESOLVED, that pursuant to Article VI, Section 1 of the By-laws, a BY LAWS REVIEW COMMITTEE is hereby established as a standing committee of this corporation;

RESOLVED FURTHER, that said committee shall be charged with the following duties and responsibilities:

1. Review the Articles of Incorporation and By-laws from time to time and submit to the Board of Directors suggested deletions, additions, or amendments as may be necessary or desirable due to changes in applicable law or in order to provide for more effective management of the corporation;
2. Review external developments, ether legislation, judicial decree, or otherwise, that may in some manner or form affect the By-laws as the chief governing document of the corporation;
3. Develop and submit to the Board of Directors for approval a proposed timetable and procedure to enact suggested by-law changes as approved by the Board of Directors in accordance with Article VIII, Section 7, entitled "Amendments"
4. Perform such tasks as may be referred by the President or the General Manager; and

RESOLVED FURTHER, that RESOLUTION No. 2031, adopted on March 3, 1975, is hereby cancelled.

Officers Committee

Officers Committee Charter

RESOLUTION G-89-97

Tuesday, October 03, 1989

WHEREAS, an Officers Committee has been established pursuant to Article VI, Section 1, of the Bylaws of this Corporation;

NOW, THEREFORE, BE IT RESOLVED, that said committee shall be charged with the following duties and responsibilities:

1. Generally, to maintain relations with the General Manager, PCM, and the other [REDACTED] corporations in the area of goal/policy formulation by the board and operational implementation by PCM.
2. Participate in the consideration and negotiation of the Management Agreement between PCM, the Golden Rain Foundation and other [REDACTED] corporations.
3. Generally, to consider, and ultimately make, proposals for board consideration on all matters not specifically delegated to standing committees of the board.
4. Receive and evaluate proposals and recommendations of standing committees in advance of their presentation to the full board of directors. Such evaluations may result in other optional suggestions to indicated committee chairmen regarding the substance and timing of proposed recommendations.
5. Give counsel and advice to the President with respect to, but necessarily limited to, the following board concerns:
 - a. The committee structure of the board and the appointments of chairpersons of all standing committees; not
 - b. Special meetings of the board, its corporate members or the full membership of the Foundation; Consider and plan, in cooperation with the General Manager, the agenda for all regular meetings of the board except those special meetings called by the President or the board under authority provided in Article V, Section 7a of the Bylaws of the Foundation;
 - c. Agenda considerations for the Corporate Officers Advisory Council;
 - d. The position of the board as a whole on matters of concern to resident members, corporate members or both membership group.
6. Individually, and as a committee, provide counsel and advice to standing committee chairmen.
7. Appraise all instances of legal dispute, litigation and negotiation involving the Foundation.
8. Maintain and effect communication, as indicated, with persons, groups, organizations or governmental agencies outside [REDACTED].
9. Generally, in concert with the President, provide leadership and direction to board performance as well as in community affairs and interests generally in furtherance of the overall goal and philosophy of [REDACTED], Laguna Hills.

RESOLVED FURTHER, that the Officers Committee charter as set forth in RESOLUTION No. G-87-61, adopted on December 1, 1987, is hereby superseded and cancelled.

Establish Officers Committee

RESOLUTION G-83-16

Tuesday, April 05, 1983

WHEREAS, an OFFICERS COMMITTEE has been established pursuant to Article VI, Section 1 of the By-laws of this corporation;

NOW THEREFORE BE IT RESOLVED, that said committee shall be comprised of the President, First Vice President, Second Vice President, Secretary, and Treasurer;

RESOLVED FURTHER, that said committee shall be charged with the following duties and responsibilities : Consider and plan, in cooperation with the General Manager, the agenda for all meetings of the Board of Directors except those special meetings called by the President or the Board of Directors under authority provided in Article IV, Section 4c of the By-laws of this corporation;

2. Give counsel and advice to the President with respect to, but not necessarily limited to, the following Board concerns:

a. Membership, including the appointment of a chairperson, of all standing and ad hoc committees of the Board;

b. Need or desirability of special meetings of the Board of Directors or the corporate members;

c. The development and maintenance of effective working relations with the managing agent, including appraisal of agent's performance and effectiveness;

d. Input on agenda items of the Presidents Committee;

e. Matters of issue, concern and opportunity in furtherance of overall community interests and goals;

3 Receive and evaluate proposals and recommendations of Board committees in advance of presentation to the full Board of Directors. In consultation with the committee chairman, when indicated, a committee proposal or recommendation may be:

a. Forwarded to the Board of Directors;

b. Modified by change (addition/deletion) in wording;

c. Deferred and/or returned to the Board committee for further consideration;

d. Disapproved;

3. Whenever the Officers Committee takes any action on any committee proposal or recommendation, other than approval for presentation to the full Board, the Board Committee chairman may request:

a. Reconsideration by the Officers Committee, Presentation to the Board of Directors of the committee recommendation either as originally proposed or as modified by the Board committee;

4. Review developments in all instances of legal dispute, negotiation and litigation involving the Golden Rain Foundation of Laguna Hills;

5. Review with the General Manager any and all matters relative to the administration and conduct of operating procedures and policies; Generally, in concert with the President, provide leadership and direction to Board performance aimed at achieving and protecting corporate goals and community interests; and

RESOLVED FURTHER, that nothing contained herein shall be construed as authorizing the aforesaid Officers Committee to exercise any functions or responsibilities properly within the domain of the Board of Directors or as assigned to the Board of Directors by the Articles of Incorporation or By-laws of said corporation; and

RESOLVED FURTHER, that RESOLUTION No. 2220, adopted on June 1, 1976, is hereby cancelled.

Ad Hoc Committee Charters

Long Range Planning Committee Charter

RESOLUTION G-99-92

Friday, November 12, 1999

RESOLVED, November 12, 1999 that the Board of Directors of this corporation hereby assigns the duties and responsibilities of this Committee, as follows:

Perform the duties imposed upon all standing committees as set forth in the resolution entitled, General Duties of Standing Committees.

Serve as the coordinating body for GRF community facilities and overall long range planning by examining, reviewing, prioritizing and recommending to the GRF Board the development and utilization of all Golden Rain Foundation and Golden Rain Foundation Trust properties (land and structures) owned or under option by GRF and/or the GRF Trust within the parameters of the long-term (more than 5 years) Business Plan, as defined by the Board.

Receive and/or direct staff, in coordination with the appropriate standing committees, to prepare detailed written recommendations that include quantified needs and cost analysis regarding long-term (more than 5 years) replacement community facilities; and

RESOLVED FURTHER, that the committee shall perform such other tasks and responsibilities as assigned by the GRF President or Board; and

RESOLVED FURTHER, that RESOLUTION G-98-88 mandates that any standing committee member who misses four (4) of the regularly scheduled monthly meetings within any twelve

(12) month period may be removed from that committee by a vote of the Board of Directors; and

RESOLVED FURTHER, that the Charter set forth in RESOLUTION G-98-95, adopted December 1, 1998 is hereby superseded and canceled.

[Administrative Processes and Procedures Ad-Hoc Committee charter](#)

RESOLUTION 90-15- 23

Tuesday, April 07, 2015

WHEREAS, on November 4, 2014, an Administrative Processes and Procedures Ad-Hoc Committee has been established pursuant to Article 7, Section 7.1.1 of the Bylaws of this Corporation;

NOW THEREFORE BE IT RESOLVED, April 7, 2015, the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Ad-Hoc Committee as follows:

1. Review and evaluate existing policies and procedures
2. Identify issues
3. Establish new processes and performance standards metrics, which include best practices
4. Recommend changes to the Board
5. Monitor quality assurance performance standards metrics, for continuous improvement

RESOLVED FURTHER, that the Administrative Processes and Procedures Ad-Hoc Committee shall perform such other duties as may be assigned by the Golden Rain Foundation Board and upon conclusion of the Committee's work, it will be disbanded by the Board.

[Land Use Ad Hoc Committee Charter](#)

RESOLUTION 90-10- 55

Tuesday, July 06, 2010

WHEREAS, on December 1, 2009, the Board of Directors of this Corporation established the Land Use (entitlement) Ad Hoc Committee in accordance with the Golden Rain Foundation By-laws Article 7, Section 7.

1.1 for the purpose of assisting the GRF Board of Directors in its efforts to receive entitlements for eight parcels owned by GRF;

NOW THEREFORE BE IT RESOLVED, July 6, 2010, that the Board of Directors hereby approves the Charter of the Land Use Ad Hoc Committee; and

RESOLVED FURTHER, that the Committee will work with its consultants, the staff of the City of Laguna Woods, any stakeholders that may have an interest in effecting said entitlements, and the managing agent; and will satisfy the following objectives, all of which are subject to approval by the GRF Board of Directors:

The Committee shall evaluate uses of the eight parcels owned by GRF using the draft land use plan produced by GRF with respect to these land use designations, site suitability, economic viability, availability of infrastructure and general plan consistency.

The Committee shall consider issues for the parcels such as entitlement distribution for highest and best use, fiscal balance, stakeholders sentiments and environmental impacts.

The Committee will assess the current needs, plans, and perceptions of its stakeholders, corporate members, the City of Laguna Woods, and GRF's recreational demands both present and future.

The Committee will facilitate surveys and town hall meetings as part of making such assessments. GRF has determined possible relocation sites for some of the potentially displaced amenities such as the Garden and Equestrian Centers; the Committee will assess the appropriateness of these relocations.

The Committee will submit an application acceptable to the City of Laguna Woods, the Corporation, and member constituents for entitlements. The Committee will direct consultants and sub-consultants that may be needed to receive entitlements.

Should the Committee desire or find the need to explore other objectives in order to better achieve the aforementioned goal, the Committee will seek such direction and approval from the GRF Board of Directors.

The Committee will develop a reporting process and system to keep the GRF Board of Directors updated on the progress of the entitlement.

The Committee will have the authority to direct the expenditure of funds from established and future Board approved appropriations where the Board has designated said appropriations for the purpose of the preparation of a specific plan document, preparation of environmental impact reports and other consultant services related to the entitlement process.

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

Governance and Board Relations Policy

Board of Directors

Appointment Proceedings

Policy Regarding GRF Committee Appointment Substitutions by Mutual President

RESOLUTION 90-12-147

Tuesday, December 04, 2012

WHEREAS, there are occasions when a Mutual President designates an alternate Mutual Board member to fill a temporary absence on a GRF Committee; and

WHEREAS, there have been times when neither the GRF President nor the respective committee chairperson have been apprised of the temporary assignment;

NOW THEREFORE BE IT RESOLVED, December 4, 2012, that when a Mutual President designates an alternate Mutual Board member to fill a temporary absence on a GRF Committee, said President must inform the GRF President and/or respective Committee Chairperson prior to the Committee meeting; and

RESOLVED FURTHER, that such alternate shall have the same rights and powers to vote as the regular appointee to that particular GRF Committee.

Establishment of a Volunteer Research Pool

RESOLUTION G-99-05

Tuesday, February 02, 1999

RESOLVED February 2, 1999, that the officers and agents of this corporation hereby authorize the establishment of a volunteer research pool of residents interested in assisting Board and Committee members with specific projects; and

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

Advisors are Appointed by the Board and Two Voting Advisors May be Designated by Committee Chair

RESOLUTION G-98-01

Tuesday, January 06, 1998

RESOLVED, that advisors shall come to this Board for approval and be appointed for the current election year; and

RESOLVED FURTHER, that the Chairs of the Corporations standing Committees may designate up to two voting advisors; and

RESOLVED FURTHER, that RESOLUTION G-97-108, adopted on December 2, 1997 is hereby superseded and canceled.

Board President Has Option to Appoint Self to GRF Committees

RESOLUTION G-94-61

Tuesday, July 05, 1994

The Board of Directors of this Corporation hereby affirms the continuation of the practice permitting the President of the Board the option, with Board approval, of appointing himself/herself to serve on, or chair, a Golden Rain Foundation committee.

[Meeting Procedures](#)

Board Meeting Agenda Policy

RESOLUTION 90-14-15

Tuesday, April 01, 2014

WHEREAS, the Board of Directors of this Corporation wishes to clearly state the policy for placing items on the draft Board meeting agendas and removing items from the draft Board meeting agendas; and

WHEREAS, the Board of Directors wishes to formalize the procedures currently in place for setting the agenda for monthly Board meetings:

1. During the month preceding the GRF Board meeting, staff collects the endorsements and other materials from the various GRF committees. Staff then compiles the information into a draft agenda; and
2. On the Tuesday prior to the GRF Board meeting, GRF holds an agenda prep meeting to consider the draft agenda; and
3. During the agenda prep meeting, Board members as well as residents who are present during the open session agenda prep meeting, may present agenda items for consideration or request that items be removed from the draft agenda; and
4. Barring any objection from the members of the Board who are present, the item will be added to or deleted from the draft agenda; and
5. If there is such an objection, the Board will vote to determine whether or not to add to or remove the item from the draft agenda by a majority vote; and

6. The draft posted agenda will be considered and voted on at the Board meeting.

NOW THEREFORE BE IT RESOLVED, April 1, 2014 that the Board of Directors of this Corporation hereby approves the policy for setting the Board agenda; and

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

Designate Locations for Posting Requirements Under Civil Code §4045(a)(3)

RESOLUTION 90-13- 97

Tuesday, November 05, 2013

WHEREAS, the reorganized Davis-Stirling Act takes effect January 1, 2014 and provides for an expanded definition of “general delivery” or “general notice” to members, and

WHEREAS, one method of general notice defined under Civil Code §4045(a)(3) allows communication from this Corporation to be posted as a “...printed document in a prominent location that is accessible to all members, if the location has been designated for the posting of general notices by the association in the annual policy statement...”,

NOW THEREFORE BE IT RESOLVED, November 5, 2013, that the Board of Directors of this Corporation hereby designates the following locations for the purpose of meeting general notice posting requirements under Civil Code §4045(a)(3): General Notice Bulletin Board at Community Center Lobby Community website at www.lagunawoodsvillage.com under Resident Links > Boards and Committees > GRF Board and Committee Agendas

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

Items May not be Returned to the Board Within One Year After Denial

RESOLUTION 90-13-11

Tuesday, February 05, 2013

WHEREAS, by way of the committee structure, GRF committees discuss various issues affecting GRF property and forward recommendations regarding the issues to the GRF Board for consideration; and

WHEREAS, from time to time, when an issue is denied by the GRF Board, the same issue is reconsidered by the committee with another recommendation sent to the Board, thereby utilizing extra staff hours to revisit the same issue;

NOW THEREFORE BE IT RESOLVED, February 5, 2013, that the Board of Directors of this Corporation hereby establishes a policy disallowing items to be returned to the Board for reconsideration within one year after having been denied by the Board; and

RESOLVED FURTHER, that appeal requests from Resident Members to make aesthetic and/or functional changes to GRF property by way of RESOLUTION 90-08- 69 are not affected by this policy; and

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

Open Meeting Rules

RESOLUTION 90-11-135

Tuesday, November 22, 2011

WHEREAS, each Owner Member of Laguna Woods Village has an ongoing interest and right under California law to participate in the governance of their community; and

WHEREAS, the Board of Directors of the Golden Rain Foundation has an equal interest and duty under law to ensure that the management of the community's affairs is carried out professionally and in adherence with the provisions of the Davis-Sterling Act; and

WHEREAS, the Board has a desire to protect its Directors and staff of the managing agent from personal attacks in a public forum; and

WHEREAS, neither the objective of maximum Owner Member and Resident Member participation nor the objective of efficient governance and management is possible without the guarantee of regular and timely meetings conducted in an orderly fashion; and

WHEREAS, the Board of Directors wishes to promote such order and regulate meeting time in an even and consistent fashion; and

NOW THEREFORE BE IT RESOLVED, November 22, 2011, that the Board Meeting Rules are to take effect immediately upon adoption of the following rules:

GOLDEN RAIN FOUNDATION

OPEN BOARD MEETING RULES

In order to provide for an orderly and professional meeting, this Board of Directors adopted the following meeting rules.

1. Right of Owner Members to Attend and to Speak

Pursuant to California Civil Code Section 1363.05(b) and 1363.05(i), any member of Laguna Woods Village may attend a meeting of the Board of Directors and may speak to the Board,

subject to reasonable limitations contained herein, except when the Board adjourns to Executive Session.

2. No Right of Non-Members to Attend or to Speak

Non-member residents do not have any legal right to attend this Board meeting or to speak to the Board. However, such persons are welcome to attend so long as they maintain proper decorum, do not interfere with the business of the Board, and do not displace an Owner Member from a seat at the meeting. Upon request, the President or the Board may grant permission to non-Members to speak to the Board after all Owner Members who wish to do so have spoken.

ALL MEMBERS OF THE PRESS MEDIA MUST DECLARE THEIR PRESENCE TO THE CHAIR.

3. TIME LIMITS

There is a maximum time of three (3) minutes per Member during “Member and Resident Comments” and two (2) minutes per Member during other agenda items when a motion is pending. A Member may address the Board only once during each agenda item on which Members may speak. Any unused time is forfeited by the Member, may not be used to allow a second opportunity to speak on an item, and may not be transferred to others. The Board reserves the right to limit the total amount of time allotted and/or the individual time allotted for Members’ comments on any agenda item. When a total time limit is set, that time limit will not be extended if a recess must be taken because of disorder of the Members. Time spent in recess to allow Members to return to order will be taken away from the total time allocated to Members to speak.

4. Agenda Items on Which Members May Speak

“MEMBERS AND RESIDENT COMMENTS” AGENDA ITEM

Member and Resident Comments will be scheduled early in the agenda. At this time, Members may address the Board regarding any item NOT on the agenda but within the jurisdiction of the Board of Directors of the Golden Rain Foundation, subject to the limitations in Item 6 below. Members should begin by stating their name and manor number slowly and clearly after being recognized by the Chair.

Other Agenda Items

Following Members and Resident Comments, Members may only address the Board when a motion is pending. Discussion of each item will begin with a statement from the Chair and then will be opened for discussion by the Board and staff. If a motion is pending following initial discussion by the Board, the Chair will open the floor for statements by the Members, who shall restrict their comments to the motion under consideration. Following comments from Members, the Chair will close the floor for statements from Members and reopen the motion for final discussion and action by the Board.

5. RULES OF DECORUM

- A. Speakers must conduct themselves in a civil and respectful manner at all times.
 - B. Members must be recognized by the Chair before speaking.
 - C. All Members' comments shall be addressed to the Board through the Chair.
 - D. Members must confine their remarks to the issue they are presenting to the Board during Member and Resident Comments or to the merits of the motion or resolution under consideration by the Board at other times during the meeting.
 - E. Members are reminded that the right to speak to the Board does not include a right to engage the Board in debate. Although in their comments Members may raise questions for the Board's consideration, they may not interrogate nor cross-examine Board members or staff.
 - F. Announcements shall be restricted to items of interest to the Board, and announcements of events from which Directors or other Members are excluded will be ruled out of order.
 - G. Members shall refrain from discussing personalities or making personal attacks.
 - H. Speakers must refrain from the use of individual names of Directors or staff. It is appropriate to refer to staff by title and/or department.
 - I. Speakers shall not use profanity or obscene language.
 - J. The audience shall not engage in disruptive behavior, such as yelling, booing, foot stomping or making remarks from the assembly floor.
 - K. The audience shall refrain from private conversations during meetings.
 - L. Members should come and go as necessary from the meeting room in the least disruptive manner possible.
 - M. No placards, banners, or signs shall be permitted in the Board or meeting room; except those previously approved by the Board.
 - N. Directors shall observe the three (3) minute time limitation when responding to Member and Resident Member Comments and during the Directors Forum.
 - O. Directors shall abide by these Rules of Decorum as well.
 - P. Political announcements or statements will be ruled out of order; except when previously approved by the Board.
 - Q. Comments on committee reports shall be limited to clarification points only.
 - R. Cell phones must be on vibrate or turned off.
6. ENFORCEMENT

It is the intent of the Board to maintain order and enforce Rules of Decorum for its meetings. Disregard of these rules will result in:

- A. The Chair or designee shall declare the Member out of order.
- B. Should the Member fail to come to order, the Chair will request that the Member leave the meeting.
- C. Failure to follow the chairs' directive may result in the speaker may being barred from speaking in future meetings.

The Chair will be the sole arbiter of when the Member statements or actions are out of order.

RESOLVED FURTHER, that RESOLUTION 90-08- 73, adopted October 7, 2008 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 the purpose of this Resolution.

GRF Open Board Meeting Policy

RESOLUTION 90-09- 26

Tuesday, April 07, 2009

WHEREAS, each Member of Laguna Woods Village has an ongoing interest and right under California law to participate in the governance of their community; and

WHEREAS, the Board of Directors of the Golden Rain Foundation has an equal interest and duty under law to ensure that the management of the community's affairs is carried out professionally and in adherence with the provisions of the Davis Stirling Act; and

WHEREAS, the Board of Directors has a desire to protect its Directors, Members, and staff of the managing agent from verbal personal attacks in a public forum; and

WHEREAS, neither the objective of maximum Member and Resident Member participation nor the objective of efficient governance and management is possible without the guarantee of regular and timely meetings conducted in an orderly fashion; and

WHEREAS, the Board of Directors wishes to promote such order and regulate meeting time in an even and consistent fashion; and

WHEREAS, the Board will conduct its meetings per Roberts Rules of Order and as modified in this resolution;

NOW THEREFORE BE IT RESOLVED, April 7, 2009, that the Board hereby adopts the Golden Rain Foundation Open Board Meetings Rules; and

RESOLVED FURTHER, that enforcement of the GRF Open Board Meeting Rules is to take effect immediately upon the adoption of the following rules:

Golden Rain Foundation

Open Board Meeting Rules

In order to provide for an orderly and professional meeting, this Board of Directors has adopted the following meeting rules.

1. Right of Golden Rain Foundation Members to Attend and to Speak

Pursuant to California Civil Code Section 1363.05(h), any Member or Resident Member of the Golden Rain Foundation may attend a meeting of the Board of Directors and may speak to the Board, subject to any limitations contained herein, except when the Board adjourns to Executive Session.

Members of the Press: please advise the Chair of your presence.

2. Time Limits

In addition to any time constraints that the Board may impose on itself, the Board reserves the right to limit the total amount of time allotted per agenda item and/or the individual time allotted per Member to speak on any agenda item.

3. Agenda Items to Which a Member or Resident Member May Speak

Members and Resident Members (hereinafter collectively referred to as Members) may speak during Member and Resident Member Comments or when a motion or resolution is before the Board.

A. Member and Resident Comments

1. Unless the Board of Directors decides otherwise, there is a maximum time limit of three (3) minutes per Member during Member and Resident-Member Comments.

2. Unless the Board of Directors decides otherwise, there is a maximum time limit of one (1) minute per Member during Committee Reports.

3. Members shall begin speaking once recognized by the Chair.

4. A Member may address the Board only once during Member and Resident Member Comments, and once during motions before the Board.

5. Any time allocated to the Member to speak which is unused by the Member is forfeited by the Member. Unused time may not be used to allow a second opportunity to speak on an item, and may not be transferred to others.

6. Members may address the Board of Directors regarding any item not on the agenda, but within the jurisdiction of the Board of Directors of the Golden Rain Foundation.

7. The Board reserves the right to limit the total amount of time allotted for the Members Forum.

B. Motions and Resolutions before the Board

1. There is a maximum time limit of three (3) minutes per Member to speak to a motion or resolution when a motion is properly before the Board.

2. A Member may address the Board only once on a particular motion or resolution that is before the board.

3. Any time allocated to the Member to speak which is unused by the Member is forfeited by the Member. Unused time may not be used to allow a second opportunity to speak on an item, and may not be transferred to others.

4. Television Audience Comments can be directed to the Board of Directors by faxing the Administration Office at (949) 268-2480 or by calling (949) 268-2277 during the live televised meeting. Please note that the question may not be answered during the Board Meeting. If not, the question will be answered during the normal course of business.

5. Issues for Discussion in Executive Session Any discussion of issues that involve personnel, litigation, contracts or Member discipline in open session shall be ruled out of order according to the provisions of the Davis-Stirling Act. If a Member believes an individual Director or staff member has acted illegally or in violation of the Governing Documents, the Member may notify the board of their allegations in writing and the Members concerns will be heard during the next possible Executive Session.

6. Rules of Decorum The following Rules of Decorum apply to Directors, Members, staff, and all other attendees in Open Board Meeting"

Noticing Proposed Rule Changes

RESOLUTION 90-08- 79

Tuesday, October 07, 2008

WHEREAS, the Davis Stirling Act requires the Board of Directors of this Corporation to provide written notice of a proposed rule change to the members at least 30 days before making the rule change, and

WHEREAS, the Davis-Stirling act was written so that, in large communities such as Laguna Woods Village, the reading of a Resolution at an Open Board meeting that is broadcast on the community cable system serves as the initial notification of a proposed rule change subject to the 30-day notification requirement; and

WHEREAS, this Corporation endeavors to provide additional sources for residents to review operating rule changes being considered;

NOW THEREFORE BE IT RESOLVED; October 7, 2008, the Board of Directors of this Corporation hereby establishes the following policy for noticing proposed rule changes to the membership and method of document delivery:

Resolutions considered by the Board affecting the membership as defined under Civil Code 1357.130 shall be read, considered, and postponed for 30 days to meet the Rule Change Notification Policy. The reading shall serve as the initial notification as required per Civil Code 1357.130.

The managing agent, on behalf of the corporation, will endeavor to post the full text of the proposed Rule Change on the Village website after the initial notification for additional review by the Membership. The proposed Rule Change shall also be promulgated to the various Village media.

Copies of the full text of the Rule Change notification may also be obtained in the Village Community Center (standard copy fees will apply). The Board is required by statute to consider comments received during the 30-day notification period. Staff shall make available all written communications from the membership to the Board in the Boards agenda package along with the proposed rule change for the Boards consideration of the submittals.

RESOLVED FURTHER, that the purpose of this resolution is to codify existing unwritten policy; and

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

President May Designate a GRF Director to Fill Temporary Committee Absences

RESOLUTION 90-08- 05

Tuesday, February 05, 2008

WHEREAS, there are occasions when an assigned GRF Board member cannot attend a GRF Committee meeting;

NOW THEREFORE BE IT RESOLVED, February 5, 2008 that the GRF President may designate an alternate GRF Director to fill this temporary absence, and only during the absence; and

RESOLVED FURTHER, that such alternate shall have the same rights and powers to vote as the regular appointee at that particular GRF Committee; and

RESOLVED FURTHER, that the Committee Chair will be advised of this action prior to the Committee meeting.

Posting of Meeting Signs Outside Meeting Rooms

RESOLUTION G-92-95

Tuesday, October 06, 1992

RESOLVED, that the Board of Directors of this corporation hereby approves the posting of meeting signs with the name of: the group, the meeting time and whether it is an "Open" or "Closed" meeting to be posted outside of the meeting rooms; and

RESOLVED FURTHER, staff is to make signs in-house for use in posting such notices of meetings.

Open/Closed Meeting Designation

RESOLUTION G-90-49

Tuesday, July 03, 1990

WHEREAS, this corporation desires to promote awareness and understanding of issues affecting the [REDACTED] community and to provide opportunity for its members to attend the meetings of its committees;

NOW THEREFORE BE IT RESOLVED, that committees of the board of directors of this corporation shall conduct their regular and special meetings in open session; OPEN MEETINGS shall be defined as those meetings which may be attended by any member of the corporation without advance notice to the committee chairman or staff officer.

RESOLVED FURTHER, that committees shall meet in closed session or close portions of the meeting for discussion of certain matters; Examples of justification for the chairman to close the meeting are as follows: 1. Discussion of personnel matters 2. Discussion of resident problems 3. Discussion of pending or potential legislation litigation or claims against any corporation 4. Exploratory contract negotiations or other controversial issues 5. A work session (in which the committee is attempting to reach a consensus without a vote) 6. Financial and budget preparation matters;

RESOLVED FURTHER, that should the chairman determine the committee meeting shall be closed, a resident who wishes to attend said meeting to discuss a particular agenda topic shall notify the chairman in advance and with the chairman's permission attend the meeting for that portion of the agenda only. Said resident shall be informed of the committee's recommendation as soon as possible.

Release of Outcome of Voting of Corporation

RESOLUTION No. 2114

Monday, October 06, 1975

RESOLVED, that in all matters of common interest, when decisions are to be voted upon by the Mutual Corporations and Golden Rain Foundation of Laguna Hills, a procedure shall be established wherein the outcome of the voting of the corporations shall not be released prematurely to the press, either by mistake or intent, until all Mutual corporations and the Golden Rain Foundation of Laguna Hills have voted.

Recommend Mutuals Vote “aye”/”nay” on GRF Resolutions

RESOLUTION No. 767

Monday, February 28, 1972

RESOLVED, that this board recommend to the directors of the Mutuals that they give consideration to the adoption of the practice in reporting the result of voting by directors on any matter affecting this corporation, to report and cause to be recorded the number of directors voting "aye" and the number voting "nay".

Dispensing with Reading of Minutes

RESOLUTION No. 12

Saturday, May 14, 1966

RESOLVED, that reading of the Minutes of the previous meeting the members be dispensed with and that such Minutes be approved as written.

[Director Requirements](#)

Code of Ethics for GRF Directors

RESOLUTION 90-17-12

Tuesday, March 7, 2017

WHEREAS, the Board of the Golden Rain Foundation (GRF) wishes to institute a Code of Ethics for GRF Directors;

THEREFORE, BE IT RESOLVED, March 7, 2017, the Board hereby adopts the following Code of Ethics for GRF Directors;

Code of Ethics for GRF Directors

We, the Board of Directors of the Golden Rain Foundation, do hereby adopt this Code of Ethics for GRF Directors, to guide our conduct and to serve as a guide for newly elected GRF Directors.

We acknowledge our duty to follow the Business Judgment Rule:

1. A director shall perform his or her duties: in good faith,
 - in a manner the director believes to be in the best interests of the Membership and the corporation, and
 - with such care as an ordinarily prudent person would use under similar circumstances.
2. A director shall make reasonable inquiry when circumstances indicate the need for inquiry.
3. A director shall be entitled to rely on the information, opinions, reports or statements provided by:
 - officers and agents of the corporation that the director believes to be reliable and competent in the matters presented,
 - experts, as to matters that are within the expert's competence,
 - legal counsel, as to matters that are within counsel's professional competence,
 - committees on which the director does not sit, as to matters within the committee's designated authority that the director believes merit confidence,

but only if the director:

- has made reasonable inquiry as to the person's competence, and
- acts without knowledge that that would cause such reliance to be unwarranted. (Corporations Code Section 7231)

We pledge:

- to act honestly, fairly, and ethically;
- to conduct ourselves in a professional, courteous and respectful manner; to obey all federal, state and local laws;
- to act in compliance with the governing documents;
- to act in good faith, with prudent care, and due diligence;
- to refrain from behavior that could possibly create a hostile work environment;
- to avoid situations that may give rise to an actual or potential conflict of interest or the appearance of a conflict of interest, and report these situations to the Board in the event they arise;

- to make available to fellow Directors all documents and records that may assist those Directors in the performance of their duties;
 - to serve impartially all three GRF Corporate Members, and all *12,736 Mutual* Members;
 - to share such information with the Board as may be appropriate;
 - to respect the confidentiality of information relating to legal strategy, or personnel matters relating to VMSI employees, except when authorized or legally required to disclose such information;
 - never to use confidential information acquired in the course of our service as Directors for personal advantage;
 - never to allow our independent judgment to be
 - subordinated; never make personal attacks on colleagues,
 - staff or residents;
- never to accept any gift from a person or entity that does business or seeks to do business with the Board, except promotional items having a value of \$20 or less.

No code or policy can anticipate every situation that may arise. Accordingly, a Director who has a question or concern regarding compliance with this Code should raise the matter with the Board, who will determine what action shall be taken.

Directors should consider resigning from the Board if they find they can no longer maintain this agreement to serve.

I have read and understand the above Golden Rain Foundation Directors' Code of Ethics.

Signature: _____ Date: _____

Print Name: _____

BE IT FURTHER RESOLVED, that RESOLUTION 90-15- 04 is hereby superseded, to the extent that it differs, and cancelled;

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be given to every candidate for GRF Director;

BE IT FURTHER RESOLVED, that VMSI is directed to carry out this Resolution.

Guidelines for Director Document Requests

RESOLUTION 90-14- 48

Tuesday, September 02, 2014

WHEREAS, Section 8334 of the California Corporations Code states: “Every director shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the corporation of which such person is a director.”; and

WHEREAS, the Board desires to ensure that the Managing Agent’s responses to directors’ records requests are provided in a timely, equitable manner, and that the production of requested records becomes an efficient and orderly routine.

NOW THEREFORE BE IT RESOLVED, September 2, 2014 that the Board adopts the following guidelines for Directors to follow when requesting association records, and for staff to follow when responding to requests from a director for association records:

1. Directors shall request records in writing, preferably by email, to the General Manager, who will forward the request to the custodian of the requested records.
2. When an administrative staff member is present at a board or committee meeting, the Chair may verbally request records from the staff member.
3. The General Manager shall, within one business day, acknowledge receipt of the request for records.
4. Directors shall specify whether the records are to be provided in paper copy or by email.
5. Where the requested records are confidential, the Managing Agent may make the records available for inspection and copying at the administrative office.
6. Records for the current fiscal year will be made available within five business days of receipt of the records request. Records for the prior two fiscal years will be made available no more than 10 business days from the date of receipt of the records request. Many records that are older than 2006 are not yet stored electronically, and staff may need as long as 15 business days to provide them.
7. Directors may request records, books or other documents.
8. Directors’ requests shall be satisfied in the order they are received, unless the records are needed at an earlier date.
9. Directors shall deliver their records requests as early as possible, preferably six calendar days prior to committee and board meetings, in order to allow staff a reasonable response time.
10. The Managing Agent shall not redact or withhold requested records, except where the requested records contain: (a) privileged attorney-client communications, (b)

information protected by law, or (c) social security number, tax identification number, driver license number, bank account or credit card numbers; and production of the requested records is likely to result in identity theft or other fraud.

11. If the Managing Agent receives a request for any of the records listed in the previous paragraph, the Managing Agent shall immediately deliver the unredacted requested records to Corporate Counsel, and notify the director that the requested records are available from Corporate Counsel.
12. If the Managing Agent is unable to locate the requested records within the time they are needed, the Managing Agent shall immediately notify the director:
 - (a) The Managing Agent has been unable to locate the requested records,
 - (b) The steps the Managing Agent is taking to locate the requested records, and
 - (c) The estimated time required to locate the requested records.
13. These guidelines will apply to all existing corporate documents, books and records including analyses, legal opinions, interpretations, explanations, comparisons, historical background, opinions on the records requested, and all information contained within such records.
14. The creation of new records must be ordered by the chair of the relevant committee or board.

No Elected Official of a City May Concurrently Serve on GRF Board

RESOLUTION G-98-58

Tuesday, August 04, 1998

WHEREAS, the ██████████ community will vote on the question of cityhood and may elect city council members on March 2, 1999; and

WHEREAS, it may be desirable to avoid any conflict of interest, or any appearance of conflict of interest, between the new city and any of the ██████████ Board of Directors;

NOW THEREFORE BE IT RESOLVED on August 4, 1998 that the Board of Directors establish the following policy: No elected official of a city in which ██████████ Laguna Hills is located, may concurrently serve on Golden Rain Foundation of Laguna Hills Board of Directors.

Guidelines for Preparation of Candidates Resume

RESOLUTION G-92-15

Tuesday, March 03, 1992

WHEREAS, the Bylaws of this corporation make provisions for a statement of candidates background and qualifications not to exceed 250 words in length;

WHEREAS, this statement is provided to all voting members with the ballots at the time of elections for the Board of Directors;

WHEREAS, the need exists to maintain a procedure which is fair to all candidates and does not offer an opportunity to one which is not given to all;

NOW THEREFORE, BE IT RESOLVED, that the board of directors of this corporation, on behalf of the corporation, hereby establishes the following guidelines for the preparation of the statement of candidates' background and qualification:

1. The statement shall be similar to the information provided to the nominating committee on the resua4 form;
2. The format shall be limited to, Education, Business Background, Civic & Social, and ██████████ Activities;
3. "Activities" shall be: organized events, clubs, hobbies;
4. Abbreviations shall be utilized.
5. The statement shall be bF topic in a list form; (formal sentences shall not be used)
6. No substantive changes will be allowed after the resuae is submitted unless to correct errors or misrepresentation of facts;

RESOLVED FURTHER, that the Officers and Agents of this corporation hereby directs its managing agent to carry out the intent of the aforementioned guidelines.

Guidelines for Present and Future Resident Directors

RESOLUTION No. 333

Monday, February 24, 1969

RESOLVED, that the following code be approved as guidelines for all present and future resident directors of this corporation:

A DIRECTOR Has a sincere desire to perform a useful and necessary service in the community. Given the opportunity, is happy to serve the community without financial remuneration. III. Considers the satisfaction from a job well done as adequate reward. IV. V. VI. Gives freely of his time even though it means a personal sacrifice. Approaches every problem with an open mind and recognizes the merits of other's ideas. Arrives at decisions independently without regard to pressure from others, after careful consideration of all the facts and points of view. Is willing to accept blame for his mistakes and never shifts blame to others. VIII. IX. Keeps informed on

current developments and is prepared to communicate honestly with any resident on relevant matters, consistent with board decisions. Does not participate in any action which could be construed as a conflict of interest. Has as his ultimate goal the health, happiness and contentment of all residents in the community.

Election Policy

Date for the Annual Meeting of the Corporate Members

RESOLUTION 90-12- 27

Tuesday, March 6, 2012

WHEREAS, Civil Code §1363.03, states that ballots must be mailed or delivered by the association to every member not less than 30 days prior to the deadline for voting; and

WHEREAS, by way of RESOLUTION 90-08- 63, that in order to comport with the aforementioned Civil Code, the Board of Directors of this Corporation sets the date for the Annual Meeting of the Corporate Members of the Golden Rain Foundation to be held not less than 30 days after the United Laguna Hills Mutual annual meetings which is held on the second Tuesday in October; and

WHEREAS, Corporate Counsel for the Golden Rain Foundation has opined that Civil Code §1363.03 does not apply to votes cast by delegates or other elected representatives, per section (m), and thus the date for the Annual Meeting that is fixed in the bylaws should be followed; and

WHEREAS, GRF holds its luncheon after the Annual Meeting, and due to the annual rollover reservation system, a clubhouse is not available to hold the luncheon in 2012 on the second Wednesday in November;

NOW THEREFORE BE IT RESOLVED, March 6, 2012, that the Board of Directors of this Corporation hereby sets its date for the Annual Meeting of the Corporate Members of the Golden Rain Foundation to be held on November 8, 2012 and hereafter the Annual Meeting shall be held in accordance with the Bylaws to be held the 2nd Wednesday in November at 10:00 A.M.; and

RESOLVED FURTHER, that RESOLUTION 90-08- 63, adopted September 2, 2008 is hereby superseded and cancelled; and

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

Election Policy per Civil Code 1363.03

RESOLUTION 90-06- 34

Tuesday, May 02, 2006

WHEREAS, California Civil Code 1363.03, effective July 1, 2006 regulates the manner in which Common Interest Developments conduct their election process; and

WHEREAS, it is necessary for each corporation to adopt the rules regarding elections;

NOW THEREFORE BE IT RESOLVED, May 2, 2006 that the Board of Directors of this Corporation hereby authorizes staff to administer the election process per the subject report titled Election Procedure which is attached to the official record of this meeting in the files of this Corporation, and which is in compliance with Civil Code 1363.03, and

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

ELECTION PROCEDURE

FOR: Golden Rain Foundation, United Mutual, Third Mutual, Mutual Fifty
Board of Directors

SUMMARY / RECOMMENDATION

The purpose of this report is to evaluate California Civil Code §1363.03, effective July 1, 2006 that regulates the manner in which Common Interest Developments conduct their election process. Staff recommends that the boards of directors adopt the Election Rules as required by Civil Code §1363.03 utilizing Alternative One– *Utilization of Community Volunteers with the assistance of In-House Staff*.

BACKGROUND INFORMATION

There are several components comprising this new law. One of the key components is that it will be necessary for each corporation to adopt the rules regarding elections. Since each corporation already follows many of the procedures outlined in 1363.03, only minimal modification to the existing procedure is required.

Nominating Committee

Current Procedure: The boards of directors appoint a nominating committee that operates in compliance with governing documents.

Civil Code §1363.03: Although the new law does not require any change to this existing procedure, staff recommends consistency with the inspectors of election requirements.

Recommendation: Add the requirement that members of the Nominating Committee are (1) members of the association (2) not a member of the Mutual or GRF board of directors or related

to a member of the Mutual or GRF board of directors (3) not a candidate or related to a candidate for the board.

Selection of Qualified Candidates

Current Procedure: The bylaws of each corporation establish the qualifications for candidates (i.e. Members in good standing) and the Nominating Committee meets with prospective candidates to explain the obligations placed on board members. Candidates are placed on the ballot either by the Nominating Committee or through a petition process.

Civil Code §1363.03(a)(3): The Association shall adopt rules that specify the qualifications for candidates for the board of directors and any other elected position, and procedures for the nomination of candidates. A nomination or election procedure shall not be deemed reasonable if it disallows any member of the association from nominating themselves for election to the board of directors.

Recommendation: Modify the existing policy to allow self-nomination.

Appointment of Inspectors of Election

Current Procedure: Each Corporation appoints three Inspectors of Election consisting of Members who are not on the Nominating Committee nor serving on the board of directors nor running for the board of directors.

Civil Code §1363.03 (c)(1): The Association shall select an independent third party or parties as Inspector(s) of Election. The number of Inspectors shall be one or three.

Civil Code §1363.03 (c)(2): An independent third party includes, *but is not limited to*, a volunteer poll worker with the county registrar of voters, a licensee of the California Board of Accountancy, or a notary public. An independent third party may be a member of the association, but may not be a member of the board of directors or a candidate for the board of directors or related to a member of the board of directors or candidate for the board of directors. An independent third party may not be a person who is currently employed or under

contract to the association for any compensable services *unless expressly authorized by rules of the association.*

Recommendation: Current process complies with the new law. Addition of the alternative process should also be stipulated in the new procedures. If the board of directors is unable to recruit Inspectors of Election with the qualifications previously stated, the board has the discretion to subcontract this function to a third party service. Inspectors shall not be employees of the managing agent, however employees of the managing agent may assist the Inspector(s) of Election with their duties if permitted in the board-adopted election procedure.

Duties of the Inspectors of Election

Current Procedure: The Inspectors of Election open the sealed ballots and count and tabulate all votes, determine all challenges and questions that arise out of or in connection with the right to vote, and determine the results of election. The counting and tabulation of all votes is performed at a pre-arranged meeting that is not open to the membership.

Civil Code §1363.03 (c)(3): It shall be the duty of the Inspectors of Election to (1) determine the number of memberships entitled to vote and the voting power of each (2) determine the authenticity, validity, and effect of proxies, if any (3) receive ballots (4) hear and determine all challenges and questions in any way arising out of or in connection with the right to vote (5) count and tabulate all votes (6) determine the deadline in which all ballots must be returned (7) determine the results of the election (8) perform any acts as may be proper to conduct the election with fairness to all members, in accordance with CCC § 1363.03 and association rules.

Recommendation: To the duties of the Inspectors of Election, add the responsibilities of receiving ballots in a predetermined location, i.e., a special post office box, determine the deadline in which all ballots must be returned per the Corporation's bylaws, and perform any acts as may be proper to conduct the election with fairness to all members, in accordance with applicable California Civil Code and association rules. The housing Corporations do not use proxies.

Determination of the number of memberships entitled to vote and the voting power of each

Current Procedure: Each year, the boards of directors determine the number of memberships entitled to vote and the voting power of each in the form of a formal resolution. It is referred to as the adoption of the ballot package.

Civil Code §1363.03(c)(3)(A): It shall be the duty of the Inspectors of Election to make this determination therefore the Corporation shall provide the Inspectors of Election with a Membership List for this purpose.

Recommendation: To the duties of the Inspectors of Election, add the responsibility to determine the number of memberships entitled to vote and the voting power of each. This will be in the form of a ballot package to be approved by a resolution adopted by the board of directors. The Corporation shall provide the Inspectors of Election a Membership List for this purpose.

Processing of Return Ballots

Current Procedure-collection of returned ballots: The Corporation delegates the collection of the ballots to its management agent. Ballots are collected either by hand delivery or deposited into a post office box. A receipt is not issued to certify that the ballot has been returned.

Civil Code §1363.03 (2): the Inspectors of Election shall receive ballots either by hand delivery or through the U.S. Postal service. The member may request a receipt for delivery.

Recommendation: The mutual corporations should establish a method utilizing the Community Center address, which will involve staff at a minimal level as noted in method (a.) and (b.) or utilize an independent contractor to handle all aspects of receipt and storage as noted in method (c.):

- a. Delivery of the U.S. Postal Service to a P.O. Box with all keys under the control of the Inspectors of Election. Members wishing a receipt for delivery may do so through the U.S. Postal Service, Certified Delivery, return receipt requested at the Member's expense; and/or
- b. Hand delivered to a locked ballot box in the Community Center with all keys under the control of the Inspectors of Election. Members wishing a receipt for delivery may request a receipt from the front lobby receptionist.
- c. Delivery via mail or hand to an independent contractor at an address outside the community.

Current procedure-verification of returned ballots: The management agent sorts each return ballot by address and compares the name and address on the return envelope to the membership list. Duplicate, questionable, or unreadable return envelopes are set aside for the Inspector(s) of Election. Ballots remain sealed.

Civil Code §1363.03(c)(3)(C): The new law states that Inspectors of Election shall receive ballots. CC§1363.03(c)(3)(B) states that the Inspector(s) of Election shall determine the authenticity, validity, and effect of proxies, if any. It does not include language for validating and authenticating returned ballots.

Recommendation: To the duties of the Inspectors of Election, add the responsibility to determine the authenticity, validity, and effect of returned ballots with the assistance of the management agent or a third-party contractor.

Hear and determine all challenges and questions in any way arising out of or in connection with the right to vote.

Current Procedure: The Inspectors of Election hear and determine all challenges and questions in connection with the right to vote.

Civil Code §1363.03(C)(3)(D): The Inspectors of Election hear and determine all challenges and questions in connection with the right to vote.

Recommendation: Current process complies with the new requirements—no change recommended.

Counting and tabulation of votes

Current Procedure: The Inspectors of Election tabulate the votes at a predetermined date and time without candidates, board members, or voting members present.

Civil Code §1363.03(c)(3)(E): The Inspectors of Election shall tabulate the votes at a properly noticed, open meeting.

Recommendation: Modify procedures to include a properly noticed, open meeting of the Board of Directors for the Inspectors of Elections to tabulate the votes. The Inspector(s) may deputize a subcontracted, independent third party to electronically scan/tabulate the results under the watchful eye of the Inspector(s) of election.

Determination of when the polls shall close

Current Procedure: The bylaws of the Corporation state that the board of directors shall specify a reasonable time by which the ballot must be received in order to be counted. This is determined when the board of directors adopts the ballot package.

Civil Code §1363.03(C)(3)(F): The Inspectors of Election shall determine when the polls shall close.

Recommendation: Current process complies with the new law. Refer to the by-laws for ballot return guidelines.

Determination and announcement of the results of the election

Current Procedure: The Inspector(s) of Election determine the results of election. Once the candidates are notified of the results of election (usually within 24 hours) the board of directors are notified of the results and all members are notified via the Channel 6 News program.

Civil Code §1363.03(C)(2)(G): The Inspectors of Election determine the results of election. The results shall be promptly reported to the board of directors. Within fifteen (15) days of the election, the board of directors shall publicize the results of election in a communication directed to all members.

Recommendation: Current process complies with the new requirements—no change recommended.

Equal Access to Association Media, Websites, and Publications – Election of Board Members

Current Procedure: Each candidate is given an equal opportunity to advocate a point of view. Candidate statements are not edited or redacted. Candidates are not charged by the Corporation for distribution of a Candidate Statement with the election materials or for appearing on Meet the Candidates, a televised forum for candidates to make a public statement and respond to Member questions.

CC § 1363.03(1): requires Corporations to give each candidate an equal opportunity to advocate a point of view. A candidate’s position shall not be edited or redacted.

CC § 1363.03(2): Ensure access to the common area meeting space, if any exists, during a campaign, at no cost, to all candidates, and to all members advocating a point of view, including those not endorsed by the board, for the purposes reasonably related to the election.

Recommendation: Current process complies with the new requirements—no change recommended.

Election Material

Current Procedure--GRF: The Golden Rain Foundation permits Corporate Members to vote using proxies. Proxies are returned to the Corporation on one page and include instructions to the proxy holder from the director of the corporate member

CC § 1363.03(d): any instructions given in a proxy issued for an election shall be set forth on a separate page of the proxy that can be detached and given to the proxy holder to retain.

Recommendation: Modify the procedure to include that any instructions given in a proxy issued for an election shall be set forth on a separate page of the proxy that can be detached and given to the proxy holder to retain.

Current Procedure--Mutual Housing Corporations:

The housing mutual corporations conduct their elections by way of “solicitation of written ballots.” Ballots are mailed to each Member and returned to the Corporation in accordance with Mutual’s bylaws. Ballots do not contain any information about the voting member (to maintain confidentiality) and the ballots are returned in a privacy envelope that is placed in a sealed return envelope. The sealed envelope is opened only by the Inspectors of Election. The sealed return envelope requires the voting Member to place his/her name, address, and signature. The association hires a third party election service that uses procedures used by California counties for ensuring confidentiality of the ballots.

CC § 1363.03

(e) ballots and two preaddressed envelopes with instructions on how to return the ballots shall be mailed by first-class mail or delivered by the association to every member not less than 30 days prior to the deadline for voting. In order to preserve the confidentiality, a voter may not be identified by name, address, lot, parcel, or unit number on the ballot. The association shall use as a model those procedures used by California counties for ensuring confidentiality of voter absentee ballots, including all of the following: (1) The ballot itself is not signed by the voter, but is inserted into an envelope that is sealed. This envelope is inserted into a second envelope that is sealed. In the upper left hand corner of the second envelope, the voter prints and signs his or her name, address, and lot, or parcel, or unit number that entitles him or her to vote. (2) the second envelope is addressed to the inspector or inspectors of election, who will be tallying the votes.

Recommendation: Current process only requires minor modifications to comply with the new law, such as changing the formatting of the return envelope to include the signature portion on the front of the envelope and using a privacy envelope that can be sealed.

Retention of election ballots and re-count

Current Procedure: Ballots are stored in a box that is sealed by the Inspectors of Election for a three-year period. All Members wishing to challenge the election or who request a recount are required to submit a written request. The confidentiality of the vote is preserved during the recount.

CC § 1363.03(i): After tabulation, election ballots shall be stored by the association in a secure place for no less than one year after the date of election. Members wishing to challenge the election or who request a recount are required to submit a written request. The confidentiality of the vote is preserved during the recount.

Recommendation: No change to the existing procedure.

ANALYSIS / ALTERNATIVES

CC § 1363.03 delegates many duties that were previously assigned to the management agent to the Inspectors of Election. Following is a cost-comparison for performing these functions in-house using community volunteers vs. through an outside source.

Alternative One: Utilization of Community Volunteers with the assistance of support staff.

If it is the desire of the Corporation to pursue Alternative One, it is recommended that the Board adopt a resolution to administer the election using in-house staff and in compliance with the new law.

	United	Third	Fifty	GRF
Designated Locked Room	\$ 0	\$ 475	\$ 475	\$ 0
<i>Note: United incurred this initial cost in 2005.</i>				
Locked Ballot Boxes	80	80	80	0
2 Secure PO Boxes	520	520	520	0
(1) to receive returned ballots (2) to receive undeliverable ballots				
Staff Time	2,600	2,600	200	200
Total	\$3,200	\$3,675	\$1,275	\$200

Alternative Two: Outsourcing to an Independent Third Party.

If the board of directors is unable to recruit qualified Inspectors of Election from community volunteers it is recommended that administration of the election be outsourced to an Independent Third Party. Should the Board chose this option, it is recommended that the Board authorize a supplemental appropriation in the in the amount of \$23,000.

Prepared By: Trudy Bigelow, Community Services Manager

Reviewed By: Milt Johns, General Manager
 Judie Zoerhof, Towers Administrator
 Cris Trapp, Legal Affairs Manager

Wendy Bucknum, Public Information Specialist

Voting policies

RESOLUTION No. 912

Monday, January 22, 1973

RESOLVED, that it shall be the established policy of the Golden Rain Foundation of Laguna Hills that for the purpose of voting on the election of directors, the names of all candidates submitted by the Nominating Committee, as provided by Section 4, Article VI of the corporation by-laws, shall be printed on one and the same ballot regardless of the duration of the term, or terms of office of the vacancies on the Board of Directors to be filled;

RESOLVED FURTHER, that the candidates receiving the highest number of votes shall be declared elected as directors of the corporation; and

RESOLVED FURTHER, that in the event there exists one or more vacancies on the board of directors for which the term of office is less than three years duration, the elected candidate, or candidates, receiving the lesser number of votes shall be declared elected, in descending order, to the term, or terms of office of less than three years duration.

Authority and Responsibilities

Delegation of Action and Commitments

RESOLUTION 90-15- 55

Tuesday, October 06, 2015

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

NOW THEREFORE BE IT RESOLVED, October 6, 2015, the Board of Directors of the Corporation hereby approves the following revisions to the attached document entitled “Delegation of Actions and Commitments” which clarifies the level of contract awards required to have Board approval. 15. Approval to Award Contract. Below are the approvals required for contract award that are within the budget for the activity. Less than \$5,000: The managing agent will proceed

to award the contract to the vendor best fulfilling the requirements of the RFP and the scope of work/specifications without committee review and board approval. Greater than \$5,000: The appropriate committee will review and recommend approval for contract award to the board for the vendor best fulfilling the requirements of the RFP and the scope of work/specifications. The Board will have final approval of the contract. For activities requiring expenditures exceeding the budget, the appropriate committee will review and recommend approval of the contract to the Board. The Board will proceed to approve a resolution for supplemental funding and contract award to the recommended vendor. Single source awards shall be reviewed and approved by the Board.

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

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

DELEGATION OF ACTIONS AND COMMITMENTS

I. INTRODUCTION

One of the core principles of the laws governing corporations, both for-profit and non-profit, is that the ultimate responsibility for the business and operations of the corporation and thus the ultimate authority to take action rests with the corporation's Board of Directors. The board then has the right to determine under what circumstances to

delegate specific actions and commitments to committees, committee chairs, to management, to other agents, professionals or contractors.

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

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

II. AUTHORITY

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

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

III. DELEGATION MATRIX

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

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

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

IV. PURPOSE OF THIS MEMORANDUM

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

A. Contracts

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

2. Subject Report (Tracking # Assigned)

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

3. Approval of Appropriation by Resolution of Board

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

4. Draft of Specifications for a Contracted Activity

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

5. Approval of Scope of Work/Specifications

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

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

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

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

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

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

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

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

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

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

The bidders list will be created by the managing agent.

9. Approval/Modification of Final Bidders List

Below are the approvals required for the bidders list:

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

10. Delivery of Request for Proposal (RFP)

This activity is performed by the managing agent.

11. Pre-bid Meeting

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

12. Bid Opening

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

13. Bid Analysis (Price and Cost Analysis)

The Board does not have to participate in Bid Analysis; they may delegate the responsibility to an appropriate committee who may elect to exercise control of the bid review and prepare a recommendation to the Board or, if the expected contract is less than \$5,000, delegate the responsibility to the managing agent.

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

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

15. Approval to Award Contract

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

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

~~work/specifications.~~

- ~~\$25,000 to \$100,000: The appropriate committee will review and approve contract award to the vendor best fulfilling the requirements of the RFP and the scope of work/specifications.~~
- Greater than ~~\$100,000~~ **\$5,000**: The appropriate committee will review and recommend approval for contract award to the Board for the vendor best fulfilling the requirements of the RFP and the scope or work/specifications. The Board will have final approval of the contract award.

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

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

16. Administration of Contract and/or Work

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

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

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

17. Annual Contracts

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

into the Delegation of Actions and Commitments (Matrix) process and pursue the competitive bid process for a particular annual contract or purchase agreement.

B. Agendas and Minutes – Board and Committee Meetings

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

2. Production of Draft Agendas

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

3. Approval of the Board Agenda

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

4. Approval of the Committee Agenda

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

5. Production of Draft Minutes (Board and Committee)

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

6. Approval of the Board Meeting Minutes

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

7. Approval of the Committee Meeting Minutes

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

C. Financial Analysis and Reporting

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

The initiation of a report on a financial topic primarily resides with the Board of

Directors; however, a committee may also request a financial topic report from either the managing agent or another professional organization.

2. Determine Structure of Board and Committee Financial Reports

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

3. Prepare Financial Topic and Performance Reports

The committee has the option to prepare the financial topic report and

performance reports, which are often call “Balanced Scorecards”. Unless otherwise directed by the Committee, this activity will be performed by either the managing agent or a selected professional organization with input from other community sources as the committee deems appropriate.

4. Review of Report and Acceptance of Recommendation

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

5. Adoption of Recommendation

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

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

Mutual

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

7. Budget Preparation

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

8. Budget Approval

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

9. Develop and Report Financial Rolling Forecast

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

10. Reserve Studies

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

11. Select Resident Members for the Select Audit Task Force

The Finance Committee Chair for GRF and each housing mutual initiate the search for financially qualified representatives for their corporation who will be selected by their finance committee and their board to serve on the community's Select Audit Task Force. The task force has the responsibility to have the RFP prepared for conducting the annual audit of the books of the four Laguna Woods Village corporations. The task force will review and recommend to their respective board the Accounting firm selected to perform the annual Audit. The managing agent will prepare the RFP in accordance with the instructions from the Select Audit Task Force.

12. Annual Audits – Review and Approval

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

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

1. Selection of Appropriate Legal Counsel

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

2. Formulation of Legal Question

The formulation of a question requiring a legal opinion may occur from the

Board, a committee chair and/or committee (if the question is within the committee's charter), or the managing agent.

3. Request Submitted to Law Firm to Answer Question

If a question arises within a Board committee, the Board president would submit the question as identified in writing by the committee to the corporation's counsel, unless the Board approves having the question submitted by the managing agent. The managing agent is delegated the authority to submit

questions to corporate counsel regarding occupancy and membership issues, such as lien filings, etc. or issues arising from lending organizations for member mortgages

4. Opinion Tendered and Received

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

5. Opinion Summarized with Appropriate Action Plans and Budgets

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

6. Implementation of the Opinion

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

IV. SUMMARY

The delegation of actions and commitments by a community association Board of Directors is fundamental to the effective management of a Community Service Organization. Every Board will approach the delegation of responsibility and commensurate authority somewhat differently; however, it is critical that the Board

clearly establish how much authority it is willing to delegate to its committees, committee chairs and to the managing agent or CEO. Otherwise, conflicts arise or some activities will not be accomplished because clear objectives and corresponding authority was not defined.

Unfortunately, this can be a very challenging activity, but each Board needs to develop an orientation program for new Board members so that, upon election, each Board member understands the scope of his or her fiduciary responsibilities and duties that are

incumbent upon being a Board member in a common interest development or any other non-profit mutual benefit corporation. The laws governing the duties and governance of community service organizations and common interest communities are different from the rules that apply to towns, cities, and municipalities; therefore, it is necessary to have an understanding of the differences between the two community organizational structures, and particularly, the duties of care, inquiry and loyalty, which are specifically defined in Corporations Code, Section 7231 and are critical to individual Board members and ensuring that the Board of Directors operates successfully.

Delegation of Actions and Commitments

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

A. Contracts

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

B. Agendas and Minutes--Board & Committee Meetings

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

C. Financial Analyses

1	Initiate Request for Analysis/Report--Determination of Objectives	I	I ¹	I ¹	
2	Determine Structure of Board and Committee Financial Reports	I	I	O	P
3	Prepare Financial Topic and Performance Reports (Scorecards for Board Members)		O	O	P
4	Review of Report and Acceptance of Recommendation		R	R,A	
5	Adoption of Recommendation	A			P
6	Establish Goals and Objectives for Community and each Housing Mutual	R,A	I	P	
7	Budget Preparation	I	O	O	P
8	Budget Approval	A	R	R	
9	Develop and Report Financial Rolling Forecast		R	R	P
10	Reserve Studies	A	R	R	P
11	Selection of Appropriate Legal Counsel *	I,P	O	O	P
11	Select Resident Members of Select Audit Committee from Each Mutual and for GRF	A	I	R,A	P
12	Formulation of Legal Question *	I	I	R	I
12	Annual Audits - Review and Approval	P	P	R	P
3	Request submitted to Law Firm to Answer Question				
4	Opinion Tendered and Received	R	R		R
5	Opinion Summarized with Appropriate Action Plans and Budgets		O	O	P
6	Implementation of Opinion	A			P

* Note: There is no obligation to consult with the managing agent in selection of counsel if the purpose of

the counsel is to evaluate the performance, acts or omissions of management.

Key

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

I' = Initiate activity within committee charter and with objective parameters

- **A** = Authorize an activity that is within the Governing Documents. For items within the budget for the activity, the Managing Agent is authorized to approve contracts of less than \$5,000, Greater than ~~\$100,000~~ **\$5,000**: The appropriate committee will review and recommend approval for contract award to the Board for the vendor best fulfilling the requirements of the RFP and the scope or work/specifications. The Board will have final approval of the contract award.

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

Agent will perform the task

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

P = Performed By

[Authority to Officers and Agents to Grant Easements for Public Utility Purposes](#)

RESOLUTION No. 1019

Monday, November 26, 1973

RESOLVED, that the officers and agents of this corporation are hereby authorized, on behalf of the corporation, to grant easements over real property of this corporation from time to time for public utility purposes and to execute such documents as they may deem necessary or desirable for such purposes; and

RESOLVED FURTHER, that any previous grants of easements over real property of this corporation are hereby ratified.

[Director Access to Corporate Books, Records and Documents](#)

RESOLUTION 90-18- 15

Tuesday, March 6, 2018

WHEREAS, Golden Rain Foundation of Laguna Woods (“GRF”) is a non-profit mutual benefit corporation, existing under and by virtue of the laws of the State of California, organized for the purpose of developing and maintaining facilities and services, and operating the community facilities pursuant to the provisions set forth in its Articles of Incorporation and Bylaws; and,

WHEREAS, pursuant to Corporations Code Section 8334, every director shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the corporation of which such person is a director;

WHEREAS, a director’s general right of inspection may be preempted by the right of privacy guaranteed under the California Constitution, may be subordinate to statutes specifically protecting confidential, private, or privileged records, and California courts have also

acknowledged a constitutional right to privacy held by members of HOA's in their voting decisions; and,

WHEREAS, a director's duty of loyalty involves not only the duty to avoid conflicts of interest, but requires full disclosure of any interests potentially adverse to GRF; and,

WHEREAS, GRF desires to adopt clear guidelines and procedures for director access to GRF records, and directors' handling of those records, while protecting GRF from liability claims arising from the review, copying and dissemination of corporate records.

NOW, THEREFORE BE IT RESOLVED, March 6, 2018, that the Board of Directors of this Corporation hereby adopts a Policy Governing Director Access to Corporate Books, Records and Documents; and,

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

Goal of GRF

Community-Wide Goal of GRF

RESOLUTION G-87-60

Tuesday, December 01, 1987

RESOLVED, that the primary, community wide goal of the Golden Rain Foundation of Laguna Hills is hereby expressed as follows:

The preservation and enhancement of the quality of independent living, which accommodates and affords a pleasurable experience for the varied life-styles of its active, senior adult residents, in the attractively landscaped and gate-guarded residential community of [REDACTED], Laguna Hills--a community in which diverse recreational, cultural and social facilities and amenities, are essentially underwritten by an all-resident cost-sharing policy; and

RESOLVED FURTHER, that the more important, specific objectives of the corporation and its Board of Directors implied in the above statement are hereby identified as the following:

1. Provide a reasonable level of protection of person and property within the gated community.
2. Assure a pleasurable experience generally for residents in the use of community facilities.
3. Seek cost-effective measures in the maintenance of all non-residential properties.
4. Plan for the prudent management of financial resource~ to avoid, whenever possible, sudden extraordinary special assessments or increases in monthly fees.

5. Develop effective and mutually respectful relationship with the mutual corporations and the independent management company in the necessarily integrated functions of policy formulation and operational implementation.

6. Provide interested residents with adequate, timely and accurate information about important GRF board deliberations, decisions and actions.

7. Generally, to contemplate and protect the future of the [REDACTED] community leaving no avoidable, disagreeable issues for residents and directorates tomorrow because of the failure to take prudent action today; and

RESOLVED FURTHER, that future boards of directors are encouraged to review, and where appropriate, update the goals and objectives contained herein; and

RESOLVED FURTHER, that RESOLUTION No. G-83-15, adopted on April 15, 1983, is hereby canceled.

GRF Act at Voice of the Community

RESOLUTION G-83-84

Tuesday, August 02, 1983

WHEREAS, the various housing corporations have adopted the following resolution authorizing the Golden Rain Foundation of Laguna Hills to be the entity to represent the community on issues of community-wide concern:

WHEREAS, it is in the best interests of the [REDACTED] Laguna Hills community that one Entity represent the positions of the various corporations and their members on issues of community-wide concern, whether the issues require internal or external analysis and dispositions;

NOW THEREFORE BE IT RESOLVED, that the Golden Rain Foundation of Laguna Hills is recognized as the community voice on matters of community-wide concern, internal or external, provided that this corporation shall be consulted on such matters, and shall also have the opportunity to contribute input on such matters through participation on committees of the Golden Rain Foundation of Laguna Hills, and through participation on the Corporate Officers Advisory Council; and

RESOLVED FURTHER, that nothing set forth in this resolution shall, in any way, expand or diminish the power or authority of this corporation or the Golden Rain Foundation of Laguna Hills.

NOW THEREFORE BE IT RESOLVED, that the Golden Rain Foundation of Laguna Hills hereby accepts the authority to act as such entity and to be governed by the authorizations and limitations contained in the foregoing resolution.

Governing Documents

Articles of Incorporation

RESOLUTION G-00-31

Monday, April 17, 2000

WHEREAS, the Corporate Members of Golden Rain Foundation of Laguna Hills, as represented by their Directors, met at a properly called Meeting of Members at which a quorum was present, on 17 April 2000; and

WHEREAS, the Corporate Members considered the "baseline" GAI_EPR_14Nov) Articles of Incorporation for Golden Rain Foundation of Laguna Hills proposed by the GRF Ad Hoc Governance Committee, and approved amendments thereto;

NOW THEREFORE BE IT RESOLVED, April 17, 2000, that the Corporate Members of Golden Rain Foundation of Laguna Hills hereby adopts the amended "baseline" Articles of Incorporation, subject to the approval of the Department of Housing and Urban Development ("HUD"), and authorizes the Management Agent to submit them to HUD; and

RESOLVED FURTHER, that following approval by HUD, the Management Agent shall arrange for Legal Counsel to submit the approved Articles of Incorporation to the California Secretary of State, to supersede the current Articles; and

RESOLVED FURTHER, that the Officers and Agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

Bylaws

Trust to Continue until 2074

RESOLUTION 90-13- 74

Tuesday, July 02, 2013

WHEREAS, the Joint Task Force to Analyze the GRF Trust and Bylaws was tasked with resolving conflicts between the Trust and GRF Bylaws and between the Trust and practice; and

WHEREAS, the Task Force evaluated dissolving the Trust, restating the Trust, or extending out the termination date of the Trust; and

WHEREAS, the Trust states in part: "This Trust shall in all events terminate, if it has not earlier been terminated, 60 years from the date hereof or 21 years after the date of the death of the last to die of Mark L. Conroy, Jr., Westminster, California; Kevin Ross Letson, Villa Park, California; Allan Oakley Hunter, Jr., Fresno, California; Matthew Van Zandt Moyer, Orange, California; Jeffrey P. Tuck, Pasadena, California; and Pamela Jan Swart, Arlington Heights, Illinois"; and

NOW THEREFORE BE IT RESOLVED, July 2, 2013, that the Board of Directors of this Corporation hereby approves an Amendment to the Trust that adds “This Trust shall continue, if it has not earlier been terminated, until March 2, 2074”; and

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

GRF-Owned Equipment May be Used to Provide Services to the Mutuals

RESOLUTION 90-13- 73

Tuesday, July 02, 2013

WHEREAS, the Joint Task Force to Analyze the GRF Trust and Bylaws was tasked with resolving conflicts between the Trust and GRF Bylaws and between the Trust and practice; and

WHEREAS, the practice of GRF has been to provide services to the Housing Mutuals; and

WHEREAS, GRF Bylaws at Article 2 sets forth GRF’s purposes to include: 2.1.1 to develop and maintain facilities and services for the community areas of Laguna Woods Village, Laguna Woods, exclusive of the common areas of the Mutuals, on a mutual basis for the use of the Mutual Members (other than Lessors), Qualifying Residents, Co-Occupants, Tenants, and their guests [Emphasis added]; and 2.1.2 to operate the community facilities to provide various community-wide service as an integral portion of Laguna Woods Village, Laguna Woods “Senior Citizens Housing Development” in conformance with Civil Code Section 51.3 of the Unruh Civil Rights Act.”

NOW THEREFORE BE IT RESOLVED, July 2, 2013, that the Board of Directors of this Corporation hereby approves, in concept, amending the Trust, the GRF Bylaws, and GRF Articles of Incorporation to expressly authorize GRF to allow GRF-owned equipment to be used to provide the types of services that have historically been provided to the Mutuals; and

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

GRF Sale or Lease of Land Without Corporate Members Approval is Restricted

RESOLUTION 90-13- 72

Tuesday, July 02, 2013

WHEREAS, the Joint Task Force to Analyze the GRF Trust and Bylaws was tasked with resolving conflicts between the Trust and GRF Bylaws and between the Trust and practice;

WHEREAS, the Trust at Section VII, Section A provides:

A. “TRUSTEE shall have, in addition to all powers, rights and privileges provided by law for trustees, and all powers necessary to carry out the duties herein imposed on TRUSTEE, the further powers to grant, bargain, sell for cash or credit, convey, exchange, convert; lease for terms, either within or beyond the end of the trust, for any purpose; assign, partition, divide, subdivide, improve, insure, loan, reloan, invest and reinvest the Trust Estate or any part thereof in such manner and on such terms and conditions as TRUSTEE deems advisable. In all such cases TRUSTEE shall have sole discretion respecting such transaction. With respect to all such transactions TRUSTEE shall have no liability concerning them whatever, except for willful and wrongful misconduct.” (Italics and underlining added for emphasis)

WHEREAS, the GRF Bylaws at Articles 2.1.4 and 2.1.6 state in part: 2.1.4 To engage in any business or activity now or hereafter permitted by law, the Articles of Incorporation of this Corporation, and these Bylaws, conditioned on the requirement that any business or activity involving:

- The creation of new Mutuals or Manors as part of or in addition to any of the existing Housing Corporations, i.e., United Laguna Hills Mutual, Third Laguna Hills Mutual, and Laguna Woods Mutual Fifty;
- The sale or lease of Golden Rain Foundation or Golden Rain Foundation Trust real estate and/or real estate improvements;
- The acquisition of real estate;
- The construction of additional facilities;
- The demolition and/or rebuilding of existing facilities; will be presented to the Corporate Members for the purpose of informing the Corporate Members on the nature of the business or activity in which GRF desires to engage and to assess the Corporate Members’ respective opinions on the business or activity considered.” 2.1.6 “GRF shall obtain a majority vote from the Corporate Members (as defined in Paragraph 2.4.10) prior to engaging in any business or activity specified in the first three bulleted items of Paragraph 2.1.4...”

NOW THEREFORE BE IT RESOLVED, July 2, 2013, that the Board of Directors of this Corporation hereby approves, in concept, amending the Trust restricting GRF from:

- The creation of new Mutuals or Manors as part of or in addition to any of the existing Housing Corporations, i.e., United Laguna Woods Mutual, Third Laguna Hills Mutual, and Laguna Woods Mutual Fifty;
- The sale or lease of Golden Rain foundation or Golden Rain foundation Trust real estate and/or real estate improvements;
- The acquisition of real estate; without the majority vote of the Corporate Members (directors of the Housing Mutuals, i.e. Third Laguna Hills Mutual, United Laguna Woods Mutual, and Laguna Woods Mutual No. Fifty); and

RESOLVED FURTHER, that the intent of this action is that the resulting Trust language will be consistent with the GRF Bylaws on the matter of property procurement or sale; and

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

Amended Bylaws

RESOLUTION G-02-55

Wednesday, June 12, 2002

WHEREAS, the Corporate Members of Golden Rain Foundation of Laguna Woods, as represented by their Directors, met at a properly called Meeting of the Corporate Members at which a quorum was present, on June 12, 2002; and

WHEREAS, the Corporate Members considered the amendments to the Bylaws for Golden Rain Foundation of Laguna Woods proposed by the GRF Ad Hoc Governance Committee, and approved amendments thereto;

NOW THEREFORE BE IT RESOLVED, that the Corporate Members of Golden Rain Foundation of Laguna Woods hereby adopts the amended Bylaws, subject to the approval of the Department of Housing and Urban Development ("HUD"), and authorizes the Management Agent to submit them to HUD, and

RESOLVED FURTHER, that the Bylaws shall become effective ten (10) days after being approved by HUD; and

RESOLVED FURTHER, that the Officers and Agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

[CC&Rs](#)

RESOLUTION No. 545

Monday, April 13, 1970

RESOLVED, that the proposed amendment to Condominium Covenants, Conditions and Restrictions proposed by Rossmoor Corporation in its letter of March 13, 1970, is hereby approved.

[Legal and Intergovernmental Policy](#)

[Legal Committee Charter](#)

RESOLUTION G-89-103

Tuesday, October 03, 1989

WHEREAS, a Legal Committee, a standing committee of this corporation, has been established pursuant to Article VI, Section 1 of the bylaws;

NOW, TIHEREFORE, BE IT RESOLVED, that said committee shall be charged with the following duties and responsibilities:

1. To perform the duties imposed upon all standing committees as set forth in the resolution entitled "General Duties of Standing Committees."
2. To monitor potential or active litigation involving this corporation and to report and provide recommendations on same to the Board of Directors, Management and Counsel as appropriate;
3. To review and make recommendations on the legal aspects of matters referred by the President, the Board of Directors, the General Manager, or otherwise brought to the attention of the committee.
4. To review, monitor and make recommendations on pending legislation referred to the committee which may affect the ██████████ Laguna Hills Community;
5. To review and make recommendations to the Finance Committee concerning the proposed budget for legal expenses for the succeeding year; and
6. To maintain liaison with counsel and management as necessary to accomplish the above.

RESOLVED FURTHER, that the Legal Committee Charter as set forth-in RESOLUTION G-88-64 is hereby superseded by this resolution.

Government and Public Relations Committee Charters

RESOLUTION 90-14- 09

Tuesday, February 04, 2014

RESOLVED, February 4, 2014 the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Committee as follows:

Perform the duties imposed upon all standing committees as set forth in the resolution General Duties of Standing Committees.

Serve as liaison between GRF Board of Directors and public relations and governmental affairs personnel and other staff as required.

Make recommendations to GRF Board of Directors on matters related to areas of responsibility in this Charter.

Review capital requirement requests for capital equipment and programs and projected revenues and determine service levels related to public relations and governmental affairs.

Promote communication through the community's website and other electronic based media.

Communicate with and monitor actions of external governmental bodies and other organizations whose policies and actions may have an impact on Laguna Woods Village.

Promulgate appropriate public relations programs and policies such as, but not limited to, special events in order to promote good relations among Laguna Woods Village residents, GRF, the housing corporations, the local real estate community and the public at large.

Accumulate and disseminate data on quarterly resales inventory and rentals.

Educate local real estate companies regarding CC&Rs standards and other policies and legal requirements attendant to owning manors and living in Laguna Woods Village.

Review and evaluate such programs as may be devised and recommended by the public relations, social services and governmental affairs personnel; such as, but not limited to, proposals for Social Services gerontological and other health related studies.

Perform such other duties as may be assigned by the GRF President or Board.

RESOLVED FURTHER, that RESOLUTION 90-08- 07 adopted February 5, 2008 is hereby superseded and cancelled.

Communications, PR and Marketing Policy

Golden Rain Foundation of Laguna Woods Media and Communications Committee Charter

RESOLUTION 90-20-03

WHEREAS, the Media and Communications Committee (formerly the Broadband Committee) has been established pursuant to Article 7, Section 7.1.1 of the Bylaws of the Corporation; and

WHEREAS, this charter has not been updated since January 2, 2019;

NOW THEREFORE BE IT RESOLVED, January 7, 2020, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Media and Communications Committee, as follows:

1. Comply with Resolution G-89-95, "General Duties of Standing Committees," adopted October 3, 1989.

GENERAL DUTIES OF STANDING COMMITTEES

- i. Advise and recommend to the Board, goals, policies and expectations in the committee's area of concern, and in management's divisional performance, for the purpose of evaluating ongoing experience; these goals, policies and expectations should be quantifiable or otherwise measurable, wherever possible and appropriate.
- ii. Assure mutual understanding, between committee and respective management division, of approved goals, policies and expectations.

- iii. Keep informed generally regarding the extent and quality of operational performance.
- iv. Seek an acceptable level of congruence among board expectations, management performance and, generally, resident experience and desire.
- v. Seek optimum benefit/cost results in the committee's area of concern.
- vi. Review on a continuing basis the long-range needs of the Laguna Woods Village community, its residents, facilities, services and programs, within the committee's area of concern, and develop information that will assist this corporation, or the housing corporations, in addressing anticipated future needs within their areas of responsibility. Forward recommendations and information based on said review to the Board of Directors of this corporation, to other standing committees of this corporation, or to other governance entities as appropriate.

COMMITTEE'S AREAS OF CONCERN

- 2. Promote two-way communications within the community by every medium available.
- 3. Ensure the maintenance and operation of GRF Broadband and cable services system, the website, social media, and all publications and broadcasts under the committee's jurisdiction.
- 4. Serve as liaison between the GRF Board and the Media and Communications Department.
- 5. Work with GRF committees and GRF Board of Directors on matters related to areas of responsibility in this Charter.
- 6. Review the capital requirements, service levels, and projected revenue related to the GRF Media and Communications Department (cable, advertising revenue, Village Television and internet services), other activities referenced in this Charter, and make recommendations to the GRF Board for approval.
- 7. Review all non-budgeted requests originated by the GRF Media and Communications Department (cable, advertising revenue, Village Television and internet services), or the CEO/COO, and recommend appropriate action to the Finance Committee. and GRF Board respectively for approval.
- 8. Ensure that the Headend, Broadband and Village Television facilities, equipment and operations owned or managed by this corporation are maintained as necessary to sustain a consistent level of performance to meet the requirements of the Community, the City of Laguna Woods Franchise Agreement, and FCC Regulations.
- 9. Direct the managing agent to prepare specifications and contracts used for procurement of programming, services, and commercial advertisements. Review and modify criteria, as reflected in Resolution 90-17-15 Programming Network Contract Renewals.

10. Direct the managing agent to implement capital plan projects per Board-approved scope of work.
11. Serve as a liaison between the GRF Board and the managing agent to ensure that communication services, and any associated equipment, are appropriate for the intended services. Make recommendations to all Boards, as necessary.
12. Perform such other duties as may be assigned by the GRF Board of Directors.

RESOLVED FURTHER, Resolution 90-19-04, adopted January 2, 2019, 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 the purpose of this Resolution.

Docent Tours

[Complimentary DVD of Marketing Video to Docent Tour](#)

RESOLUTION 90-08- 35

Tuesday, May 06, 2008

WHEREAS, the Laguna Woods Village Historical Society Docents offers a tour of the Community three times a month to anyone wishing to visit the Community; and

WHEREAS, GRF provides DVD marketing videos of the Community upon request for a nominal fee to participants in the Historical Society Docent Tours; and

WHEREAS, several times a year, the Historical Society hosts VIP Docent Tours for foreign visitors who pay for the tour and often present to the Community gifts from their country, and it is in the best interest of the Community to reciprocate such gifts by providing a complimentary DVD video to such participants;

NOW THEREFORE BE IT RESOLVED, that effective May 6, 2008 GRF will provide a complimentary DVD of the Laguna Woods Village marketing video to participants of the Historical Society VIP Docent Tours; and

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

Website

[Policy Guidelines for Administration of the Laguna Woods Village Web Site](#)

RESOLUTION 90-10- 50

Tuesday, July 06, 2010

WHEREAS, GRF by way of RESOLUTION G-02-10 adopted February 5, 2002, the Board of Directors of this Corporation adopted Guidelines for the Administration of its web site; and

WHEREAS, the Laguna Woods Village Web Site is owned and operated by GRF for the benefit of all residents and potential residents; and

WHEREAS, the web site is intended to provide a broad variety of information which will enable interested parties to obtain current information about governance, project status, and the community's recreational, social, educational and cultural activities; and not to be a chatroom or a site for presenting opinions or dissent regarding the governance of the community;

WHEREAS, the Government and Public Relations Committee has determined it necessary to expand the Guidelines to include legal language that prohibits certain activities that are unlawful, harmful to or interferes with the use and enjoyment of the web site;

NOW THEREFORE BE IT RESOLVED, July 6, 2010 that the Board of Directors of this Corporation hereby adopts the revised Policy Guidelines for Administration of the Laguna Woods Village Web Site, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that RESOLUTION G-02-10 adopted February 5, 2002 is hereby superseded and cancelled; and

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

POLICY GUIDELINES FOR ADMINISTRATION OF THE LAGUNA WOODS VILLAGE WEB SITE

MISSION STATEMENT

The Laguna Woods Village Web Site is owned and operated by the Golden Rain Foundation for the benefit of all residents and potential residents of Laguna Woods Village. It is intended to provide a broad variety of information which will enable residents and other interested parties to obtain current information about governance, project status, and the community's recreational, social, educational and cultural activities.

Residents and prospective residents are encouraged to visit the site as a resource for obtaining information about matters that relate to occupancy, membership, community rules and regulations; club and other organization news; and community activities.

PROHIBITED ACTIVITIES

Use of the Web Site in any way that is unlawful, harmful to or interferes with the use of the Web Site is prohibited; interferes with the use or enjoyment of others that use the Web Site; infringes on intellectual or copyright laws; results in the publication of any threatening or offensive

material; is a security risk; or a violation of privacy or confidentiality. Failure to adhere to these rules or guidelines is a violation of the Web Site User’s Agreement.

Controversial issues and arguments for or against governance policy or action will not be permitted, except that GRF may choose to state reasons for a Board decision.

UNLAWFUL ACTIVITIES

The Web Site shall not be used in connection with any criminal, civil or administrative violation of any applicable local, state, provincial, federal, national or international law, treaty, court order, ordinance, regulation or administrative rule.

INTELLECTUAL PROPERTY; COPYRIGHT LAWS; PRIVACY AND CONFIDENTIALITY LAWS

The Web Site shall not be used to engage in any activity that infringes, misappropriates or otherwise violates intellectual property rights; copyright laws; privacy laws or laws concerning confidentiality of the provider or any of its users.

THREATENING MATERIAL OR CONTENT

The Web Site shall not be used to post any comment or material that harasses or threatens the safety of others. In addition, GRF reserves the right to decline to post any content that is determined to be obscene, indecent, hateful, malicious, racist, defamatory, fraudulent, libelous, treasonous, excessively violent or promoting the use of violence or otherwise harmful to others.

INAPPROPRIATE INTERACTION WITH MINORS

The bulletin board will comply with all laws pertaining to the protection of minors.

CHILD PORNOGRAPHY

The bulletin board will not be used to publish, submit, receive, upload, download, or otherwise produce, transmit, distribute or store child pornography.

USER RESPONSIBILITIES

Users remain solely and fully responsible for the content of any material transmitted or posted on the bulletin board.

WEB SITE ADMINISTRATION

The web site is intended to be a means of disseminating information of general interest, providing easy access to policies of the governing bodies of Laguna Woods Village, and will not be used as a forum for opinion. GRF reserves the right to refuse, edit, or withdraw materials in violation of the Web Site Policy Guidelines, and to terminate the privileges of any organization to have a link on the Web Site.

Organizations wishing to have links on the Web Site shall execute a Web Site User's Agreement in which they acknowledge that their site linked from the Laguna Woods Village Web Site shall conform to the Policy Guidelines approved by the GRF Board. Requests will be evaluated by the Managing Agent's staff for conformity with the guidelines. Only clubs or other organizations, which have requested and received formal written approval, shall be permitted to have links to their web sites placed on the Laguna Woods Village Web Site.

At no time shall any information contain the words "Leisure" and "World", abbreviation LW or LWV consecutively as the community's name has been formally changed to Laguna Woods Village.

Assuming that the Information submitted by Laguna Woods Village clubs and other approved organizations will not be edited, and will be accepted as submitted. Authorized representatives of the participating clubs and organizations will be responsible for the timeliness and accuracy of material submitted. All material will be submitted in electronic form and posted to the organization's page by the organization's authorized person.

Our website host company has designed some online instruction for you to get acquainted with the basics of using the Laguna Woods Village Community Website to promote and inform others about your club.

Please click on the link to view the video in Flash.

http://training.commpro.com/LWV_intro0707/index.html

Here is a Trouble Shooting Tip Link that could be very helpful to you all as well.

http://hosting.commpro.com/training/tms_troubleshooting2/

Designated Staff Editors will make periodic reviews of contributing organizations' postings to ensure that content is in accord with Web Site Policy. In those cases in which the Managing Agent observes that submitted material may be controversial, defamatory or inappropriate to this site, the Staff Editor shall advise the submitting organization that the material must be withdrawn. If the organization wishes to challenge the Editor's decision, an appeal may be directed to the GRF Board for final resolution.

Each participating club or organization shall provide a disclaimer on its own posting stating that ***the content and opinions are solely those of that organization, and that neither GRF nor the Managing Agent is responsible for the accuracy or validity of content.***

LAGUNA WOODS VILLAGE WEB SITE USER’S AGREEMENT

NAME OF CLUB/ORGANIZATION:

NAME OF DESIGNATED CLUB WEBSITE ADMINISTRATOR:

WEBSITE ADMINISTRATOR EMAIL ADDRESS:

WEBSITE ADMINISTRATOR ADDRESS:

WEBSITE ADMINISTRATOR PHONE #:

NAME OF AUTHORIZED REPRESENTATIVE

TITLE – Club President

The undersigned is an officer of the organization named above. I am authorized to enter into this agreement in behalf of the organization. I have read **the Laguna Woods Village Web Site Policy Guidelines** and it is agreed that the organization will comply with them in every way. Further, the organization acknowledges that GRF may withdraw any materials posted on the site, and that the organization’s right to have a link on the Web Site can be suspended for failure to comply with the Policy Guidelines. The link may be restored when the organization is able to demonstrate that it is in conformity with the Web Site Policy Guidelines.

We also agree that the page assigned to this club/organization shall not have any commercial advertising without the prior written approval of the Golden Rain Foundation.

DATE

SIGNATURE

Index of Resolutions

RESOLUTION No. 1	80	RESOLUTION G- 86- 96	84
RESOLUTION No. 12	383	RESOLUTION G- 86-110	73
RESOLUTION No. 35	121	RESOLUTION G- 86-111	262
RESOLUTION No. 44	280	RESOLUTION G- 87-15	92
RESOLUTION No. 95	21	RESOLUTION G- 87-36	73
RESOLUTION No. 119	264	RESOLUTION G- 87-60	413
RESOLUTION No. 225	33	RESOLUTION G- 88-17A	35
RESOLUTION No. 333	388	RESOLUTION G- 88-43	365
RESOLUTION No. 374	76	RESOLUTION G- 89- 06	18
RESOLUTION No. 545	418	RESOLUTION G- 89- 95	67, 363
RESOLUTION No. 637	284	RESOLUTION G- 89- 96	364
RESOLUTION No. 674	263	RESOLUTION G- 89- 97	366
RESOLUTION No. 682	263	RESOLUTION G- 89-103	418
RESOLUTION No. 708	78	RESOLUTION G- 90-07	90
RESOLUTION No. 767	383	RESOLUTION G- 90-12	261
RESOLUTION No. 863	201	RESOLUTION G- 90-29	255
RESOLUTION No. 869	200	RESOLUTION G- 90-49	382
RESOLUTION No. 912	398	RESOLUTION G- 90-55	255
RESOLUTION No. 924	35	RESOLUTION G- 91-15	273
RESOLUTION No. 978	85	RESOLUTION G- 91-39	39
RESOLUTION No. 994	200	RESOLUTION G- 91-57	255
RESOLUTION No. 1019	412	RESOLUTION G- 92- 03	31
RESOLUTION No. 2007	78	RESOLUTION G- 92- 07	361
RESOLUTION No. 2114	382	RESOLUTION G- 92- 15	387
RESOLUTION No. 2171	199	RESOLUTION G- 92- 61	91
RESOLUTION No. 2253	280	RESOLUTION G- 92- 68	254
RESOLUTION No. 2366	108	RESOLUTION G- 92- 71	204
RESOLUTION No. 2367	107	RESOLUTION G- 92- 95	382
RESOLUTION No. 2471	219	RESOLUTION G- 92-115	84
RESOLUTION No. 2498	263	RESOLUTION G- 93-05	72
RESOLUTION No. 2621	121	RESOLUTION G- 93-43	112
RESOLUTION No. 2628	85	RESOLUTION G- 93-82	83
RESOLUTION G- 80- 80	362	RESOLUTION G- 93-94	206
RESOLUTION G- 80-115	190	RESOLUTION G- 94- 05	359
RESOLUTION G- 83-02	96	RESOLUTION G- 94- 39	18
RESOLUTION G- 83-16	368	RESOLUTION G- 94- 40	120
RESOLUTION G- 83-18	364	RESOLUTION G- 94- 61	373
RESOLUTION G- 83-21	366	RESOLUTION G- 94- 68	30
RESOLUTION G- 83-84	414	RESOLUTION G- 94- 73	24
RESOLUTION G- 84-23	21	RESOLUTION G- 94- 88	31
RESOLUTION G- 84-24	120	RESOLUTION G- 94-100	34
RESOLUTION G- 85-93	262	RESOLUTION G- 95-18	98
RESOLUTION G- 86- 25	218	RESOLUTION G- 95-45	254
RESOLUTION G- 86- 84	85	RESOLUTION G- 95-53	254
RESOLUTION G- 86- 91	74	RESOLUTION G- 96- 01	25

RESOLUTION G- 96- 55.....	18	RESOLUTION 90-07- 01	119
RESOLUTION G- 96- 62.....	71	RESOLUTION 90-07- 14	247
RESOLUTION G- 96- 72.....	91	RESOLUTION 90-07- 18	190
RESOLUTION G- 96- 73.....	93	RESOLUTION 90-07- 36	193
RESOLUTION G- 96- 79.....	253	RESOLUTION 90-07- 42	66
RESOLUTION G- 96- 95.....	17	RESOLUTION 90-07- 58	260
RESOLUTION G- 96-103.....	97	RESOLUTION 90-07- 60	111
RESOLUTION G- 97-02.....	97	RESOLUTION 90-08- 05	381
RESOLUTION G- 97-32.....	24	RESOLUTION 90-08- 15	259
RESOLUTION G- 97-39.....	90	RESOLUTION 90-08- 20	65
RESOLUTION G- 97-89.....	200	RESOLUTION 90-08- 21	118
RESOLUTION G- 97-96.....	28	RESOLUTION 90-08- 22	189
RESOLUTION G- 98-01.....	372	RESOLUTION 90-08- 28	117
RESOLUTION G- 98-24.....	113	RESOLUTION 90-08- 35	422
RESOLUTION G- 98-27.....	253	RESOLUTION 90-08- 43	280
RESOLUTION G- 98-58.....	387	RESOLUTION 90-08- 62	203
RESOLUTION G- 99-05.....	372	RESOLUTION 90-08- 74	28
RESOLUTION G- 99-61.....	252	RESOLUTION 90-08- 75	27
RESOLUTION G- 99-73.....	252	RESOLUTION 90-08- 77	32
RESOLUTION G- 99-92.....	369	RESOLUTION 90-08- 79	380
RESOLUTION G-00-03.....	225	RESOLUTION 90-08- 88	335
RESOLUTION G-00-31.....	415	Resolution 90-08-92	265
RESOLUTION G-00-58.....	96	RESOLUTION 90-09- 06	259
RESOLUTION G-00-81.....	252	RESOLUTION 90-09- 09	71
RESOLUTION G-01-05.....	251	RESOLUTION 90-09- 15	109
RESOLUTION G-01-47.....	83	RESOLUTION 90-09- 21	223
RESOLUTION G-01-65.....	250	RESOLUTION 90-09- 23	202
RESOLUTION G-02-55.....	418	RESOLUTION 90-09- 26	378
RESOLUTION G-02-78.....	248	RESOLUTION 90-09- 76	25
RESOLUTION G-02-92.....	361	RESOLUTION 90-10- 01	244
RESOLUTION 90-03- 13	261	RESOLUTION 90-10- 10	258
RESOLUTION 90-03- 27	202	RESOLUTION 90-10- 29	258
RESOLUTION 90-03- 41	205	RESOLUTION 90-10- 50	422
RESOLUTION 90-03- 69	198	RESOLUTION 90-10- 55	370
RESOLUTION 90-03- 79	77	RESOLUTION 90-10- 85	284
RESOLUTION 90-03-103	77	RESOLUTION 90-10- 88	35
RESOLUTION 90-04- 52	203	RESOLUTION 90-10- 95	310
RESOLUTION 90-04- 72	194	RESOLUTION 90-11- 28	257
RESOLUTION 90-05- 06	88	RESOLUTION 90-11- 55	12, 15
RESOLUTION 90-05- 61	29	RESOLUTION 90-11- 94	256
RESOLUTION 90-06- 33	260	RESOLUTION 90-11-119	206
RESOLUTION 90-06- 34	389	RESOLUTION 90-11-124	23
RESOLUTION 90-06- 45	247	RESOLUTION 90-11-135	375
RESOLUTION 90-06- 58	27	RESOLUTION 90-11-144	70
RESOLUTION 90-06-104	120	RESOLUTION 90-12- 09	360
RESOLUTION 90-06-110	194	RESOLUTION 90-12- 11	244

RESOLUTION 90-12- 27	389	RESOLUTION 90-16- 43	311
RESOLUTION 90-12-106	362	RESOLUTION 90-16- 50	310
Resolution 90-12-132.....	265, 272, 277, 285	RESOLUTION 90-16- 52	79
RESOLUTION 90-12-132	86	RESOLUTION 90-16- 55	286
RESOLUTION 90-12-134	89	Resolution 90-16-22.....	82
RESOLUTION 90-12-147	372	RESOLUTION 90-16-22	80
RESOLUTION 90-13- 05	256	RESOLUTION 90-17- 02	118
RESOLUTION 90-13- 11	374	RESOLUTION 90-17- 06	285
RESOLUTION 90-13- 27	222	RESOLUTION 90-17- 12	383
RESOLUTION 90-13- 45	201	RESOLUTION 90-17- 13	226
RESOLUTION 90-13- 72	416	RESOLUTION 90-17- 14	219
RESOLUTION 90-13- 73	416	RESOLUTION 90-17- 15	43
RESOLUTION 90-13- 74	415	RESOLUTION 90-17- 16	21
RESOLUTION 90-13- 88	279	RESOLUTION 90-17- 23	226
RESOLUTION 90-13- 89	255	RESOLUTION 90-17- 27	225
RESOLUTION 90-13- 97	374	RESOLUTION 90-17- 28	33
RESOLUTION 90-13-104.....	102	RESOLUTION 90-17- 36	105
RESOLUTION 90-14- 03	359	RESOLUTION 90-17- 37	113
RESOLUTION 90-14- 08	116	RESOLUTION 90-17- 38	192
RESOLUTION 90-14- 09	419	Resolution 90-17-05.....	285
RESOLUTION 90-14- 15	373	Resolution 90-17-28.....	94
RESOLUTION 90-14- 20	30	RESOLUTION 90-17-28	93
RESOLUTION 90-14- 21	124	Resolution 90-17-36.....	273
RESOLUTION 90-14- 32	20	RESOLUTION 90-18- 03	277
RESOLUTION 90-14- 39	100	RESOLUTION 90-18- 04	245
RESOLUTION 90-14- 48	386	RESOLUTION 90-18- 05	227
RESOLUTION 90-14- 52	18	RESOLUTION 90-18- 08	109
RESOLUTION 90-14- 55	19	RESOLUTION 90-18- 11	32
RESOLUTION 90-14- 64	221	RESOLUTION 90-18- 15	412
Resolution 90-14-58.....	218	RESOLUTION 90-18- 17	331
RESOLUTION 90-15- 03	43	RESOLUTION 90-18- 18	29
RESOLUTION 90-15- 05	68	RESOLUTION 90-18- 19	282
RESOLUTION 90-15- 17	195	RESOLUTION 90-18- 20	99
RESOLUTION 90-15- 23	370	RESOLUTION 90-18- 34	114
RESOLUTION 90-15- 29	123	RESOLUTION 90-18- 35	98
RESOLUTION 90-15- 36	108	RESOLUTION 90-18- 36	16
RESOLUTION 90-15- 47	191	RESOLUTION 90-18- 37	115
RESOLUTION 90-15- 55	398	RESOLUTION 90-18- 46	26
RESOLUTION 90-16- 08	82	RESOLUTION 90-18- 48	94
RESOLUTION 90-16- 09	100	RESOLUTION 90-18- 49	190
RESOLUTION 90-16- 24	170, 188	RESOLUTION 90-18- 50	274
RESOLUTION 90-16- 25	170	RESOLUTION 90-18- 51	336
RESOLUTION 90-16- 26	123	RESOLUTION 90-18- 54	121
RESOLUTION 90-16- 40	67	RESOLUTION 90-18- 55	75
RESOLUTION 90-16- 41	22	RESOLUTION 90-18- 56	122
RESOLUTION 90-16- 42	266	RESOLUTION 90-18-09	9

RESOLUTION 90-19- 10	334	RESOLUTION 90-19-52	274
RESOLUTION 90-19- 11	335	RESOLUTION 90-19-53	80
RESOLUTION 90-19- 12	335	RESOLUTION 90-19-56	86
RESOLUTION 90-19- 13	196	RESOLUTION 90-19-57	93
RESOLUTION 90-19- 14	39, 41	RESOLUTION 90-19-58	88
RESOLUTION 90-19- 17	337	RESOLUTION 90-19-59	272
RESOLUTION 90-19- 25	148	RESOLUTION 90-19-61	284
RESOLUTION 90-19- 29	281	RESOLUTION 90-19-62	265
RESOLUTION 90-19- 47	12	RESOLUTION 90-20-03	420
Resolution 90-19-04.....	422	RESOLUTION 90-20-09	217
RESOLUTION 90-19-33	101	Resolution 90-20-18.....	276
RESOLUTION 90-19-39	246	Resolution 90-20-19.....	264
RESOLUTION 90-19-40	282	Resolution 90-20-20.....	331
Resolution 90-19-47	13	Resolution 90-20-27	333
RESOLUTION 90-19-51	275		