

AGENDA
RECREATION COMMITTEE
Monday, May 12, 2014 – 1:30 p.m.
Administration Bldg., 2nd floor

1. Call to Order: Meeting starts 1:30 p.m.
2. Roll Call: Quorum
3. Welcome Guests & General Meeting Rules
4. Approval of the Regular Meeting Minutes of April 14, 2014
5. Additions to the Agenda
 - a. Shareholder/Member comments
 - b. Approval of Agenda
6. Correspondence: shareholder letters (attached or sent by email)
7. Staff Reports
 - a. Recreation Supervisor: Budget review; updates on shareholder concerns; CH 1 lobby; Club status report; Exercise room layout
 - b. Executive Director
8. Continued Business:
 - a. Policy 1461, Pool Rules and 1462 Pool Temperature, 1464, 1464.1 Exercise Room Limitations, Rules (Terry DeLeon)
 - b. Policy 1432 Caterers revision (Randy Ankeny)

(meeting break 3:00-3:15 p.m.)

9. New Business
 - a. Amend Policy 1428— Clubhouse Artwork Displays (Anne Seifert)
 - b. Amenities review & inventory (Terry De Leon)
 - c. Clubhouse bulletin boards (electronic and/or paper under glass)
 - d. Accept Donation of Clock for Cafe
10. Sub-Committee Reports
11. Open Discussion
 - a. Committee Chair: Carry-Over to next Chair, Summary
 - b. President's Comment
 - c. Shareholder/Members invited to comment
 - d. Committee Member Comments & Summary

12. Adjournment

Next Meeting: July 2014 – Date and Time to be Determined

Note: (sent by email) indicates that some additional background information was sent by email regarding this agenda item, not necessary to attach. However, if a hard copy is desired, please contact Sandy Downen.

Email correspondence (in order of date received)

From: Kenneth Knebel

May 3

Subject: Clubhouse 3

Anne,

I try to keep up with the minutes but so far I haven't seen any completion action on the blinds in the lobby. The blinds are still falling off. I believe your committee allowed \$5K for replacement. 5K is not necessary, just cover the doors.

Thanks for your help.

Ken Knebel,

Administrator for

St. Theodore's Episcopal church

From: wendy Eaton

May 3

Subject: Pool woman's locker room

Dear Anne,

My name is Wendy Eaton from Mutual 7 176L.

I appreciate you taking time to hear the problem concerning the cleanliness of the ladies bathrooms and showers.

Myself and girlfriends play volleyball Mon.,wed.,fri., at the pool and love it. Our complaint is the filthiness of the area. I have come in many times to find toilet paper,large hair balls, some people color their hair there,(you see the remnants left there).

I have come in to shower and found feces in the shower, toilet paper. Some of the women dye their very black hair their and rinse in the showers. The tile, grout, under the wood seats have had black mold. Last year I brought this to the attention of 3 of the pool attendance and they were going to pass on my complaints, never any change.

I am sure if we brought in lab people and tested the floors etc. we would find alot of things we would not want to..

Some of these items I have mentioned have been there till the next time I would come in or longer. I have never come in and said,oh they cleaned the showers last night.... We find ourselves at first trying other showers in the back and now we just do not use them.

I don't know what kind of cleaning crew we have but they are no good. I would really like to see some kind of acid wash done on a quarterly basis and notices that it would be happening so people would know we are being looked after properly.

I hope you can help with this problem, If need I can get the other girls to back up my statements.

Thank you Wendy eaton

From: Local Neighbor

May 2

Subject: Suggestions for downtown cafeteria

I'm hearing a few people say,

"There should be a bulletin board in here" Not a bad idea.

From: Lynn Heath

Apr 28

Subject: Questions for you

Hi Anne,

....I haven't talked to Terry about the ballet barres as of yet. I'm not sure what I need to share with him. Yes, we need another barre. And we would even have a larger class if we had another barre. I checked out CH6 first floor and that would be perfect for the dancers. The people who play table tennis would not like it. Remember when we were going to relocate them, build an area behind CH2 for them and put the grocery store in CH6. It was a huge protest. Is there any more news about replacing the basketball court to a more usable space? And...

Relocate the ballet class would be fine. Of course the mirror and barre would have to go with us. I wish I would have known when they were doing the wall I would have suggested that they pick another room that was not being used so much then they could have used the whole barre instead of throwing it away. What a waste and they would have been able to capitalize on the use of another room. CH6 where it is now is overused.

There is no available space to book another class if we could.

I know this all takes time and money. Remember we have \$220 and we could ask for more donations. Plus...

I understand that they are going to update CH1. Does that include a stage possibly like CH4 at least? We could relocate there and put the mirror and barre on the wall opposite the kitchen. When is this all going to happen?

And would CH 1 include a baby grand piano? I have an idea of requesting of our population a donation of a baby grand piano. Who would they contact to donate something like that?

If they are going to build a usable space behind CH2 where the basketball court is they could think Dance Studio, put in a floating wooden floor, mirrors, stage and that would be great. Use it for classes and events. Do you think that would be possible? I realize that others want a lap pool and tennis court.

What do you think is the process for change and finding more usable space. ...We have more in our class than the ballroom dancing classes and they aren't thinking not enough participation so we should shut them down. Of course they don't need a barre either.

Help!!!

From: Fred Hoyt

Apr 24

Subject: Cutlery dispensers

Here's how the Rode Inn in Springerville handles plastics.



From: Local Neighbor

Apr 22

Subject: Suggestions for downtown cafeteria

I hear opening at 5AM is a big hit. A friend of a friend at hospitality says he goes in there at 5AM with his notepad, enjoys a coffee while checking stocks. Loves it.

Your committee may already brought this point up but I can see that at least one of the glass doors should be automated for handicap. I watched a couple women with walkers trying to get out. The doors are heavy and pretty

tightly wound for them to open it. (Yes I did help them when it became obvious they weren't going to make it easily.)

This may sound stupid but I saw it: two Asian women trying to open that door for the elevator engineering room thinking it was the Café. You may want to put two directional signs on each side of the elevator room where you have the Downtown Café facing the parking lot. A sign might point out the automated sliding door be best for handicap right now.

Regrettably I'm sure an automated handicap door is a big expense but I'd also wonder if not having it complies with ADA rules.

From: Jeanine Greb

April 21

Subject: Lap Pool for LW

Congratulations on the LW Downtown Café! We had talked about needing a lap pool here in Leisure World. I would like to be on the committee that promotes building a lap pool in LW. Are you still interested in pursuing this project? I have been looking around for a location and the area behind CH2 and the shuffleboard area there would be a great place for the pool and bathroom/changing facility. Let me know how I can be part of a committee promoting a lap pool. I know that other people have there eye on this area to develop it into something else. So it would be good to start this committee soon.

From: Deana Morgan

Apr 17

Subject: SB Village Farmer's Market

Hello Anne,

It was nice speaking with you yesterday.

I finally spoke to the assistant operator yesterday about the Market and the value of business. They are very happy there and say that they are busy. I will be at the center next Tuesday and will see how business is there. On another note, we do not plan on removing the market at the center. We like having a FM in Seal Beach on Tuesday and don't anticipate any changes. Of course, the city can always make changes but we don't plan on having the FM leave voluntarily or at our request.

I will keep you updated if there are any changes.

Thank you.

Deana Morgan, RPA, FMA Burnham USA

Senior Real Estate Manager

From: Wa Nickerson

Apr 17

Subject: general

Hi All, Especially Anne, Anna and Lynn and Terry Park and Rec. Director

I have been to the Park and Recreation office for help on a number of issues and I call Terry and he more or less says. No you cannot do that, but you should start a Club or Start a Petition on that.

You do not know anything about that, even though as you know I am an engineer and a fitness trainer and a chemist. I am trained as a Quality Engineer and I worked in workplace safety and OSHA certification for thirty years. This place is a accident going to happen.

IN some cases these are health and safety issues, like chlorine leaks at the pool and wet floors in the clubhouse.

The office said, no do not worry about that the pool and everything is ok and we have the best trained people in all positions.

Some of my concerns were also about workers who were not trained about safe handling of chemicals. I was in Corporate training and worked on loss prevention and liability reduction. WE have a lot of toxic materials at the pool that are not stored or secured within the OSHA requirements. That could be a danger to our employees and members. I told the office about this and so did some others, yet nothing has changed.

Maybe it is a time to bring in a professional manager.....

I was in recreation management and perhaps I should run for the Park and Recreation Board or perhaps I could start a club to investigate.....

.....We have about \$29 million invested in recreation facilities and I feel they are not well managed.

Some few with a lot of pull call all the shots and even the concerts are not funded by the largest companies here that get almost free rent.

For example the in house realty office should rent out on a yearly lease for at least one million a year and the pharmacy health center makes over \$25 million dollars a year and should pay at least \$3 million a year to do business a year and they do not even sponsor a good concert each year.

The Real Estate business in Seizure World moves about \$33 Million worth of property each year, yet they do not even pay for good concert. Who decides who can use that concert hall?

Verizon and Time Warner take millions out of here and yet they do not even pay for the Nelson concert or for Pat Boone.

If you Anne are still on the News Staff, perhaps we could do a few articles on this or ask Terry to come to the Sunshine Club and the Mutual Meetings to submit his budget each year.

Perhaps there should be a weekly column by the recreation director explaining what he does for the community. I would like that.

From what I can figure out his budget is around one million dollars per year. Am I way off?

.....

I would like to help with these projects. What do you think? Is this Too Much?

....We are old, but we are not stupid. Is there any way to get this thing into the 21st century?

From: Wa Nickerson

Apr 16

Subject: response to Committee

Hi All

I do not want to start a club.

I just want to have you sweep the bowling, basketball and exercise area next to Clubhouse Two and not turn it into a parking lot or swimming pool.

This facility would cost \$111,000 to build today and we use it on a regular basis. Why do you not clean and sweep this area? We really enjoy it and suggest you stop parking on this valuable surface. It is a perfect surface.

The new pool suggested would cost about one million dollars to build and another hundred thousand dollars to staff and maintain each year. How do you want to pay for that?

I am often the only person in the current pool area. I love it, but we do not need two pools.

Before you build another pool, I suggest you just expand the current pool hours to start at sunrise and close at 10 PM. 117 people signed a petition to cover the hot tub which will cost \$44,000 and increase the pool heating bill by thousand of dollars due to the reduction in solar heat on the pool

These people are worried about the sun exposure and usually come to the pool in the evening and would like to stay until later.

I think these people will enjoy the evening hours in the Hot Tube and this will only cost a few dollars to ask the pool attendants to work a few extra hours and they want the work.

This will allow for a few hundred more swimmers and it will only Cost for four hours more of labor.

We often wait for this swim area to open and leave early at night. This is my 22nd request for longer hours at the pool. Should I start a club for longer pool hours?

This is a very hard committee to work with. Please send me the Park and Rec. Rules and a copy of your current Budget. I wonder what you can do. Do we pay you to say No to every request?

Thanks

From: Lucille C. Martin

Apr 16

Subject: Recreation Committee

Thanks for your reply, Ann! Is there any possibility that the Golden Age Club might donate funds? It is a machine that would definitely help the "older" population.

From: George Sanchez

Apr 16

Subject: commission statement and check

Hi Terry our Commission checks go out around the 15-17th of every month in order to capture full sales and data. I have already shared with Anne the preliminary sales/ commission for March in your case it only includes approx. 2 weeks of sales due to the time of install which was March 12th but no sales till (March 17th GRAND OPENING). I will make the changes for Commission checks to be addressed attention Carolyn Miller if the address any different from what we have on file which is the location address or the PO BOX please let me know. I will check to see if we can CC anyone else not sure that's possible its usually one person due to the financial nature

Thank you

George Sanchez

Client Relations manager

First Class Vending, Inc.

GOLDEN RAIN FOUNDATION
MAY 1, 2014
RECREATION DEPARTMENT PROJECT REPORT

1. WEIGHT ROOM ETIQUETTE
 - Draft was sent to Recreation Committee on 11-08-13
 - Staff was asked to combine the policies together to create one complete policy
 - Recreation Committee to review at its May 12, 2014 meeting
2. CLUBHOUSE ONE LOBBY FURNITURE REPLACEMENT
 - Clubhouse One furniture replacement is part of the 2013 Budget
 - The Recreation Committee approved the purchase of new furniture not to exceed \$15,000 and to select a sub-committee to make selection and report to the Recreation Committee with selection
 - Project approved by the Board at its March 25 meeting
 - In the process of putting together all furniture refinishing and new orders
3. AMPHITHEATER SUB-COMMITTEE
 - Amphitheater Thursday show list complete
 - Saturday show list complete
4. CLUBHOUSE THREE LOBBY WINDOW COVERINGS
 - Replace lobby window coverings not to exceed \$5,000 with funds from the Clubhouse Four stove hood
 - Color was selected by sub-committee
 - At the April Recreation Committee meeting the Committee approved Coast Factory Blinds to install new slat on the blinds in rooms 1 thru 9
 - Execution of contract is in progress
5. PURCHASE OF ADDITIONAL BLUE ARM CHAIRS
 - Clubhouse blue arm chairs purchase is part of the 2014 Budget
 - The Golden Rain Board approved the purchase of 122 blue chairs on 01/28/14
 - The Recreation Committee requested that additional chairs be purchased not to exceed the budgeted amount of \$20,000.00
 - All chairs have been received the order is complete
6. AUTO DOOR OPENERS FOR CLUBHOUSE THREE RESTROOMS
 - At the 12-09-13 Recreation Committee meeting a Committee Member requested we look into auto doors for Clubhouse three restrooms
 - The estimated cost per door is \$3,289.00
 - The Recreation Committee sent this item to the Finance Committee to review the budget for available funds from the 2014 budget
 - Execution of contract in progress

Per Policy 1202 – Club Membership, this is a status of the clubs and organizations in the community as of May 1, 2014

There are currently 260 clubs

10 clubs disbanded and 13 new clubs were formed since May of 2013

There are:

- 10 ARTS AND CRAFTS GROUPS
- 34 CARD CLUBS
- 21 DANCE CLUBS
- 19 GAME CLUBS
- 6 HEALTH & EDUCATION
- 28 HOBBY CLUBS
- 25 MUSIC CLUBS
- 12 NATIONALITY CLUB
- 4 POLITICAL CLUBS
- 30 RELIGIOUS GROUPS
- 24 SELF-IMPROVEMENT CLUBS
- 14 SERVICE GROUPS
- 25 SOCIAL CLUBS
- 7 SPORTS CLUBS
- 1 STATE CLUBS

MEMO

TO: RECREATION COMMITTEE
FROM: TERRY DE LEON, RECREATION SUPERVISOR
SUBJECT: RESCIND POLICY 1461, POOL RULES AND REGULATION 1462, POOL TEMPERATURES, AND ADOPT POLICY 1468, POOL RULES, LIMITATIONS AND ETIQUETTE
DATE: MAY 2, 2014

Policy 1461, Pool Rules and Regulation 1462, Pool Temperature, outline the guidelines established for residents using the Swimming Pool and Hot Pool. The Committee has asked to have these two policies combined into a new policy.

Other suggested changes include:

- Add Rules of Etiquette to end of policy;
- Change "Leisure World Health Care Center" to "Health Care Center on Golden Rain Road;" and
- Add information that pool attendant is in charge of the pool area at all times.

Attached are copies of the current policy and regulation as well a draft of the proposed policy for the Committee's review.

Action by the Committee to recommend the Board adopt Policy 1468, Pool Rules, Limitations and Etiquette, rescind Policy 1461, Pool Rules, and Regulation 1462, Pool Temperature, pending a 30-day notification to the membership and a final decision on July 22, 2014, is requested.

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES****DRAFT FOR ADOPTION****Pool Rules, Limitations and Etiquette**

The following rules are to be posted at the pool facilities:

1. The pool and shower facilities are for Foundation members only.
2. The shower facilities are for members using the pool facilities only.
3. Members must shower before entering the swimming pool or hot pool.
4. Members must provide their own towel for drying their bodies and/or hair (paper towels may not be used for this purpose).
5. Flip flops or shower-type shoes must be worn in the shower facilities and locker area.
6. Coloring hair in showers is prohibited.
7. Only waterproof sunscreen lotion may be applied when using the pool facilities.
8. Light snacks are permitted in the table area only.
9. Glassware is not permitted in the pool area.
10. Swimming caps are recommended for members with long hair.
11. Divers must watch out for swimmers.
12. Members must observe hot pool time limit (15 minutes).
13. Running on pool deck is prohibited.
14. Seats may not be reserved.
15. Personal belongings are to be kept in a locker, but overnight storage of personal belongings is prohibited.

(month date)

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES****DRAFT FOR ADOPTION****Pool Rules, Limitations and Etiquette**

16. Swim fins are prohibited.
17. Flotation devices are permitted in the pool facilities provided that, upon request of the attendant member displays a physician's note requiring the use of flotation devices.
18. The pool attendant is in charge of the pool area at all times.

Pool Temperatures

In conformity with the recommendations of the Medical Director of the Health Care Center on Golden Rain Road and the requirements of the Foundation's liability insurance carrier, the following pool temperatures will be maintained:

- | | |
|-------------------|--------------------|
| 1. Swimming Pool: | 82° to 84° |
| 2. Hot Pool: | Not more than 104° |

Anyone who has been consuming alcoholic drinks should not use the hot pool. Hot pool use is limited to 15 minutes.

Hot Pool Information

When your body, that has a normal temperature of 98.6°, is immersed in water with a temperature of 102°-104°, your body temperature increases and eventually becomes the same temperature as the water. As your body attempts to lower in temperature, the heart rate increases and capillary blood vessels dilate. This causes the blood pressure to drop and may cause fainting when you stand. The blood pressure can drop further as a result of perspiration from the heat.

Be aware that using the hot pool does or can cause the following:

1. Increase the workload of your heart.
2. Causes your blood pressure to drop, which may cause fainting when you stand and injury may occur from the resulting fall.

(month date)

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES****DRAFT FOR ADOPTION****Pool Rules, Limitations and Etiquette**

3. Can cause dehydration.

People have been hospitalized with hyperthermia after using the hot pool. The Health Care Center on Golden Rain Road makes 4 or 5 emergency calls a year to aid persons who have fainted after using the hot pool.

When using the hot pool, alternate 5 minutes in the hot pool and the regular pool, but spend no more than a total of 15 minutes in the hot pool.

If you are being treated for high blood pressure or heart trouble, you must have your doctor's written permission to use the hot pool.

Pool Rules of Etiquette

To maintain an atmosphere in which all people feel comfortable, the Foundation insists on certain standards of behavior.

1. The lap swimming area is designated by the parallel lane lines on the bottom of the pool.
2. Lap swimmers must swim parallel between lanes.
3. There are four swimming lanes available. The first swimmer in each lane has priority.
4. If more than four lap swimmers are present, no priority exists. Everyone must make room for additional swimmers.
5. People wading, exercising, or socializing should remain in the shallow area adjacent to the steps.
6. Diving is permitted only in the deep end. Divers are responsible for avoiding swimmers.

(month date)

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

DRAFT FOR ADOPTION

Pool Rules, Limitations and Etiquette

7. Backstroke swimming will not be permitted when the pool attendant deems conditions unsafe.

Policy

Adopted: date month year

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(month date)

USE OF COMMUNITY FACILITIES

ORIGINAL

Pool Rules

The following rules are to be posted at the pool facilities:

1. The pool and shower facilities are for Foundation members only.
2. The shower facilities are for members using the pool facilities only.
3. Members must shower before entering the swimming pool or hot pool.
4. Members must provide their own towel for drying their bodies and/or hair (paper towels may not be used for this purpose).
5. Flip flops or shower-type shoes must be worn in the shower facilities and locker area.
6. Coloring hair in showers is prohibited.
7. Only waterproof sunscreen lotion may be applied when using the pool facilities.
8. Light snacks are permitted in the table area only.
9. Glassware is not permitted in the pool area.
10. Swimming caps are recommended for members with long hair.
11. Divers must watch out for swimmers.
12. Members must observe hot pool time limit (15 minutes).
13. Running on pool deck is prohibited.
14. Seats may not be reserved.
15. Personal belongings are to be kept in a locker, but overnight storage of personal belongings is prohibited.

(Feb 11)

COMMUNITY OPERATIONS

1461

USE OF COMMUNITY FACILITIES

ORIGINAL

Pool Rules

16. Swim fins are prohibited.
17. Flotation devices are permitted in the pool facilities provided that, upon request of the attendant, member displays a physician's note requiring the use of flotation devices.

Policy

Adopted: 17 Dec 96

Amended: 16 Jan 07

Amended: 15 Feb 11

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Feb 11)

11

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES****ORIGINAL****Pool Temperatures**

In conformity with the recommendations of the Medical Director of the Leisure World Health Care Center and the requirements of our liability insurance carrier, the following pool temperatures will be maintained:

1. Swimming Pool: 82° to 84°
2. Hot Pool: Not more than 104°

Anyone who has been consuming alcoholic drinks should not use the hot pool. Hot pool use is limited to 15 minutes.

Regulation:

Effective: 13 Oct 80
Amended: 01 Dec 82
Amended: 28 Mar 83
Amended: 16 Aug 83
Amended: 09 Jan 07

**Executive Director
Golden Rain Foundation**

(Jan 07)

WHAT YOU SHOULD KNOW BEFORE USING THE HOT POOL

When your body, that has a normal temperature of 98.6°, is immersed in water with a temperature of 102°-104°, your body temperature increases and eventually becomes the same temperature as the water. As your body attempts to lower its temperature, the heart rate increases and capillary blood vessels dilate. This causes the blood pressure to drop and may cause fainting when you stand. The blood pressure can drop further as a result of perspiration from the heat.

Be aware that using the hot pool does or can cause the following:

1. Increases the workload of your heart.
2. Causes your blood pressure to drop, which may cause fainting when you stand and injury may occur from the resulting fall.
3. Can cause dehydration.

People have been hospitalized with hyperthermia after using the hot pool. The Leisure World Health Care Center makes 4 or 5 emergency calls a year to aid persons who have fainted after using the hot pool.

When using the hot pool, alternate 5 minutes in the hot pool and the regular pool, but spend no more than a total of 15 minutes in the hot pool.

If you are being treated for high blood pressure or heart trouble, you must have your doctor's written permission to use the hot pool.

MEMO

TO: RECREATION COMMITTEE
FROM: TERRY DE LEON, RECREATION SUPERVISOR
SUBJECT: RESCIND POLICIES 1464, EXERCISE ROOM LIMITATION AND 1464.1, EXERCISE ROOM RULES, AND ADOPT POLICY 1466, EXERCISE ROOM RULES, LIMITATIONS AND ETIQUETTE
DATE: MAY 2, 2014

Policies 1464, Exercise Room Limitation and 1464.1, Exercise Room Rules, outline the guidelines established for shareholders using the Clubhouse Six Exercise Room. The Committee has asked to have these two policies combined into a new policy.

Other suggested changes include:

- Add Rules of Etiquette to the end of the policy;
- Clarify that the Exercise Room is for recreation use only, not for therapeutic or medical rehabilitation;
- Clarify that shareholders are required to show their Leisure World identification card and have a signed Release of Liability form on file BEFORE being permitted to use Exercise Room equipment;
- Add information on the Exercise Room attendant's instruction on proper use of exercise equipment;
- Add that socks, without shoes, may be worn on the Pilates machine, in addition to the stretching/mat area;
- Add that hula hoops and jump ropes may be used in the stretching/mat area only when no other shareholders are present, and that other times, shareholders may use Room C, if free;

Attached are copies of the current policies as well a draft of the proposed policy for the Committee's review.

Action by the Committee to recommend the Board adopt Policy 1464, Exercise Room Rules, Limitations and Etiquette, and rescind Policies 1464.1, 1464, Exercise Room Limitation and 1464.1, Exercise Room Rules, pending a 30-day notification to the membership and a final decision on July 22, 2014, is requested.

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

DRAFT FOR ADOPTION

Exercise Room Rules, Limitations and Etiquette

The Exercise Room is for the recreational use of Leisure World shareholders and not for therapeutic or medical rehabilitation. Guests, caregivers, medical assistants or helpers are not allowed to use the equipment in the Exercise Room. Each shareholder using the Exercise Room is required to show their Leisure World identification card and have a signed Release of Liability form on file before being permitted to use the equipment.

1. The attendant is in charge of the Exercise Room at all times.
2. Participants must sign in upon entering, and sign out upon leaving, the Exercise Room.
3. Participants must present their photo Identification card to the attendant upon request.
4. The attendant on duty will instruct shareholders in the proper use of the exercise equipment. All exercise equipment must be operated properly and in accordance with the manufacturer's recommendation.
 - a. The stop button on the treadmill must be pushed before dismounting. Do not use the pause button. The safety clip must be worn while in use.
5. Malfunctioning or broken equipment must be reported to the attendant immediately.
6. Food or glass containers are not permitted in the Exercise Room.
 - a. A non-glass beverage container with a spill-proof lid may be used.
7. Athletic-type footwear must be worn in the Exercise Room. An exception will be made to allow socks, without shoes, ONLY in the stretching/mat area or on the Pilates machine. The attendant will be in charge of ensuring this procedure is followed. Dress shoes, penny loafers, sandals, open-toed shoes, or other footwear not approved by the attendant are not permitted.
8. Participants should consult their doctor or therapist before starting an exercise program in order to avoid the inherent dangers of exercising and the risk of personal injury.

(month date)

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

DRAFT FOR ADOPTION

Exercise Room Rules, Limitations and Etiquette

9. In order to avoid injury, participants should perform appropriate warm-up and cool-down exercises when using the equipment in the Exercise Room.
10. Participants should consult their doctor or physical therapist regarding medical or physical therapy questions.
11. If other participants are waiting to use an exercise station or piece of equipment, the time limit on any exercise station or equipment is 20 minutes.
12. Participants must bring their own towel when exercising.
 - a. Participants must place a towel on the seat, bicycle seat or bench prior to using any equipment with a seat or bench.
 - b. Participants must wipe off perspiration from hand grips or rails after using any equipment with hand grips or rails.
13. Hula hoops and jump ropes may be used on the stretching mat only when no other shareholders are using it. At other times, shareholders may use Room C, if free.

Rules of Etiquette

To maintain an atmosphere in which all people feel comfortable, the Foundation insists on certain standards of behavior.

1. Do not bring your gym bag or other personal belongings onto the fitness floor. Please leave all valuables at home.
2. Be courteous when using the water fountain. If there is a line, please do not fill up your water bottle.
3. Ask if you may "work in," and always allow others the same courtesy; afterward, return the seat and weight to the last user's setup.

(month date)

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES****DRAFT FOR ADOPTION****Exercise Room Rules, Limitations and Etiquette**

4. Refrain from yelling, using profanity, banging weights and making loud sounds.
5. Do not sit on machines between sets.
6. Re-rack weights and return all other equipment and accessories to their proper locations.
7. Ask staff to show you how to operate equipment properly so that others are not waiting.
8. Bring your own towel and wipe down all equipment after use.
9. Follow posted time limits on all machines.
10. Do not disturb others. Focus on your own workout and allow others to do the same.
11. Before beginning your workout, wash your hands and wipe off any cologne or perfume.
12. No talking on cell phones in exercise areas or while on any exercise equipment.
13. Ask attendant to adjust music or fans.

Policy

Adopted: date month year

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(month date)

17

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

ORIGINAL

Exercise Room Limitation

The following limitations are placed on the exercise room due to capacity and/or potential safety considerations:

1. The exercise room is for the recreational use of all Leisure World residents and not for therapeutic or medical rehabilitation. (Combined 1 & 2 to new first paragraph)
2. Use of the equipment in the exercise room is limited to residents of Seal Beach Leisure World in good standing. Each resident using the exercise room is required to show their Leisure World identification card and have a signed Release of Liability form on file before being permitted to use the equipment. (Combined 1 & 2 to new first paragraph)
3. Proper attire, such as rubber soled shoes with ankle support and loose, comfortable clothing, is required at all times. Open-toed shoes or sandals are prohibited. (#7)
4. No food or drink is allowed in the exercise room. (#6)
5. The attendant on duty will instruct residents in the proper use of the exercise equipment. All exercise equipment is to be used as intended. (#4)
6. Observe all time limits as set and directed by the attendant on duty. To maintain fairness, time limits will be set by the number of persons using the exercise room. (#11)
7. Residents should be aware that use of the exercise equipment is undertaken at the user's own risk. (#10)
8. The exercise attendant is in charge at all times. (#1)

Policy

Adopted: 18 Feb 92 Amended: 15 Apr 97
 Amended: 21 Jul 92 Amended: 18 May 99
 Amended: 31 Jan 95
 Amended: 20 Aug 96

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Apr 97)

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES****ORIGINAL****Exercise Room Rules**

1. The Exercise Room is for the use of Leisure World residents only. Guests, caregivers, medical assistants or helpers are not allowed to use the equipment in the Exercise Room. (covered under first paragraph)
2. The attendant is in charge of the Exercise Room at all times. (#1)
3. Participants must sign in upon entering, and sign out upon leaving, the Exercise Room. (#2)
4. Participants must present their photo Identification card to the attendant upon request. (#3)
5. All exercise equipment must be operated properly and in accordance with the manufacturer's recommendation. (#4)
 - a. The stop button on the treadmill must be pushed twice before dismounting. (#4a)
6. Malfunctioning or broken equipment must be reported to the attendant immediately. (#5)
7. Food or glass containers are not permitted in the Exercise Room. (#6)
 - a. A non-glass beverage container with a spill-proof lid may be used. (#6a)
8. Athletic-type footwear must be worn in the Exercise Room. An exception will be made to allow socks, without shoes, ONLY in the stretching/mat area. The attendant will be in charge of ensuring this procedure is followed. Dress shoes, penny loafers, sandals, open-toed shoes, or other footwear not approved by the attendant are not permitted. (#7)
9. Participants should consult their doctor or therapist before starting an exercise program in order to avoid the inherent dangers of exercising and the risk of personal injury. (#8)

(Dec 10)

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES****ORIGINAL****Exercise Room Rules**

10. In order to avoid injury, participants should perform appropriate warm-up and cool-down exercises when using the equipment in the Exercise Room. (#9)
11. Participants should consult their doctor or physical therapist regarding medical or physical therapy questions. (#10)
12. If other participants are waiting to use an exercise station or piece of equipment, the time limit on any exercise station or equipment is 20 minutes. (#11)
13. Participants must bring their own towel when exercising. (#12)
 - a. Participants must place a towel on the seat, bicycle seat or bench prior to using any equipment with a seat or bench.
 - b. Participants must wipe off perspiration from hand grips or rails after using any equipment with hand grips or rails.

Policy

Adopted: 20 Nov 01
Amended: 16 Sep 03
Amended: 21 Dec 10
(Dec 10)

GOLDEN RAIN FOUNDATION
Seal Beach, California

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Policy 1432 (last amendment 9/21/99)

COMMUNITY OPERATIONS USE OF COMMUNITY FACILITIES Liability Insurance – Caterers

It is the policy of the Golden Rain Foundation that any catering firm using space in any recreational facility of the Foundation shall be adequately insured for public liability and property damage. A policy containing at least one million dollars (\$1,000,000) insurance covering General Liability, Automobile Liability, Workers' Compensation and Employers' Liability is required.

To limit any potential liability of the Foundation, these standards must be adhered to:

1. Shareholder/Members shall notify the Recreation Department when a caterer will be used within any of the Foundations clubhouses/recreations facilities.
2. A copy of the caterer's insurance policy must be on file in the Recreation Department.
 - a) The endorsement to the liability policy must show the Golden Rain Foundation and Mutuals Nos. 1-12 and 14-17 as additional insured's.
3. A signed copy of the contract between the catering company and the club, organization or individual must be on file in the Recreation Department ten (10) days prior to the event.
 - a) The contract must state ~~that the Golden Rain Foundation and Mutuals Nos. 1-12 and 14-17 are not liable for the contractual agreement between the two parties.~~ that the Foundation and Mutuals will not be held responsible for any and all claims, demands, causes of action, lawsuits, or other disputes or enforcement actions that arise under the agreement with the caterer.
4. Caterers are not permitted to bring any family member, friends or other guests into Leisure World while performing their contractual duties ~~unless the family member is~~ they are of working age and has been hired by the caterer for the event. All child labor laws will be adhered to.
5. Any club, organization and/or individual who reserves space in any Foundation facility is responsible for ensuring that the above-stated requirements are met.
6. The club/organization and caterer are required to keep the premises clean and in good condition at all times during the use of the facility, and are responsible for any damage to the premises. Club/organization and caterer are responsible to leave the premises in the condition they were in prior to the event, excepting reasonable wear and tear.

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7. Club, organization or member reserving the facility space agrees to indemnify, defend and hold harmless the Foundation and its officers, directors and employees from any and all claims, demands, causes of actions, lawsuits and so forth, that arises out of their use of the facility.
8. The club/organization reserving the space is responsible for ensuring that the catering company and its employees abide by all rules and restrictions governing the use of the community facilities. Further, the club/organization is responsible for supervising the caterer at all times during the use of the space.
9. Shareholders, family and/or friends of a club/organization who are compensated over and beyond the actual cost of the food prepared and served shall be deemed caterers and are subject to the conditions stipulated in this policy.
10. The term caterers and the stipulations above shall apply to any vendor/contractors who provide for a fee a service to the club/organization in one of the Foundations community facilities.
11. If a copy of the noted insurance is not provided and/or on file in the Recreation Department, the reserving Shareholder/member assumes full responsibility and liability for their caterer while the caterer is on Foundation property.

Policy GOLDEN RAIN FOUNDATION

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES Clubhouse Artwork Displays

(Revised) **1428**

~~The Community Facilities Manager~~ Recreation Supervisor is responsible for the supervision of the display of artwork and pictures in the clubhouses.

All Clubhouses are available for the display of paintings, art pieces, photographs and crafts as deemed suitable and as space permits. It is at the discretion of the Recreation Supervisor in consultation with the Recreation Committee to determine the appropriate display areas.

- ~~1. The display area in Clubhouse 1 is reserved for the paintings of the established artists in the community.~~
- ~~2. Clubhouse 2 display areas are used for the art pieces and pictures selected by the judging group.~~
- ~~3. In Clubhouse 3: works of the newest artists in the community will be displayed. Photographs may also be displayed in an appropriate area.~~
- ~~4. The display area in Clubhouse 4: is reserved for the paintings of the more experienced artists in the community.~~
5. In Clubhouse 4, the locked display cases are reserved for lapidary and ceramic artwork.

~~The Community Facilities Manager shall appoint suitable panels of residents to make the selections of photographs, paintings, ceramics and lapidary artwork.~~ The Recreation Supervisor shall work with representatives of arts and crafts clubs and/or a Recreation sub-committee to make the selections for display.

Permanent display of artwork or pictures will not be permitted in the clubhouses unless specific action is recommended by the ~~Community Facilities Manager~~ Recreation Supervisor to the Recreation Committee and approved by the Board of Directors of the Golden Rain Foundation.

All displays of art or craft work are the responsibility of the owner to insure in case of loss or damage. The Golden Rain Foundation is not responsible for any exhibits.

Policy

Adopted: Amended: Amended: Amended: Amended: Amended:
(Mar 91)

21 Sep 71 16 Oct 73 18 Dec 73 21 Jan 75 15 Jul 80 19 Mar 91

GOLDEN RAIN FOUNDATION Seal Beach, California

Page 1 of 1

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DONATION
TO
THE GOLDEN RAIN FOUNDATION

The patron(s) listed below would like to donate the following item(s) to the Golden Rain Foundation in accordance with POLICY 5231.

DONATED BY:

Name:

RICHARD MASSMAN

Address:

13240 EL DORADO DR.

City, State, Zip:

SEAL BEACH CALIF. 90740

Telephone:

562-338-2073

ITEM(S) DONATED:

WALL CLOCK FOR CAFE

The above donated item(s) will become the sole property of the Golden Rain Foundation and will be utilized in a manner the Foundation deems appropriate. Once donated, it cannot be returned.

_____ Date: _____

Signature of Donating Party

already put up.

Terry De Leon, Physical Property/Recreation Supervisor