

RECREATION COMMITTEE MINUTES

March 10, 2014

The regular meeting of the Recreation Committee was called to order by Chair Seifert at 1:30 p.m. on Monday, March 10, 2014, in the Administration Conference Room.

ROLL CALL Present: Ms. A. Seifert – Chair Mrs. B. Osborne
Mr. L. Blake Ms. R. Winkler
Mr. D. Craig Mr. M. Michaelides, Ex-Officio
Mrs. C. Damoci

Absent: Mr. R. Kravitz

Also Mr. R. Ankeny, Executive Director (1:34)
Present: Mr. T. De Leon, Recreation Supervisor
Mrs. S. Downen, Recording Secretary
Fourteen Foundation Members

Welcome to Guests and General Meeting Rules

Ms. Seifert went over the Rules of Order for the meeting and asked that the shareholders hold their comments until later in the meeting.

MINUTES

The regular meeting minutes of February 10, 2014, were approved by MOTION of Mrs. Damoci, seconded by Mr. Craig and carried unanimously.

CORRESPONDENCE

Additions to Agenda

Chair Seifert asked that "Ticket Sales" be added to the agenda under New Business.

Correspondence

Chair Seifert provided an overview of the e-mails she had received since the last meeting. It was requested that several of the e-mails be discussed when the topic appears on the agenda.

Red Box

A request was received to place a Red Box in the café area. It was requested that this item be discussed at a later date.

Shuttle Service

A request for shuttle service to the café was received and it was mentioned that this is being reviewed by the Security Department after the café opens to see if there is a demand.

Pool Temperature

Chair Seifert mentioned that the issue of the pool temperature is closed and that a letter was sent to the shareholder with the Committee's decision. A Committee member also stated that he responded to an e-mail from this same shareholder.

Badges for Caregivers

An e-mail was received from a Committee Member requesting that a policy be instituted requiring caregivers to wear badges at all times. Caregivers should not be considered a guest and therefore, should not be allowed to use the community facilities as a guest of a shareholder. This item will be placed on next month's agenda for discussion.

Saturday Amphitheater Show

A request was received from Let the Good Times Roll Club to perform at one of the designated Saturday Amphitheater Shows. The sub-committee will respond to this request and make a determination after the responses are received from the news article being submitted in the next two weeks editions.

Ceramics Kilns

A Committee member stated she had received an e-mail from the Claycrafters Club regarding repairs to the kilns. The Recreation Supervisor stated that an order has already been placed for these repairs.

STAFF REPORTSRecreation Supervisor

The Recreation Supervisor provided updates on the following:

- The grand opening for the Café will be on March 17, 2014 at 3 p.m.
- The sound panels in Clubhouse Three Room One have been completed.
- Clubhouse Three window coverings quotes had a discrepancy and will be submitted at the next meeting.
- The additional blue arm chairs have been ordered and should arrive soon.
- The hot pool shade cover is now a closed issue and will be removed from the report.
- The request for auto door openers for the Clubhouse Three restrooms is still under review.

Clubhouse 2 Pool Room Bar Stools

The Recreation Supervisor is waiting for quotes for the refurbishing of the Clubhouse Two Pool Room bar stools.

Clubhouse 4 Flooring

This item was returned by the Physical Property Committee for further review.

Good Times Roll Catering/Alcohol

The Recreation Supervisor reported that he has spoken to this club regarding their article that advertized the sale of alcoholic beverages at their event. The policy regarding catering/alcohol was asked to be placed on the agenda for the next meeting. A discussion was held whether or not to approach the attorney on this matter.

Document Shredding

The Recreation Supervisor reported that he spoke to Secure Data Shredding regarding options for service in the community. This service is no longer free and can be provided for a cost of \$150 per visit for a two-hour session, two or three times a year. The Recreation Department is recommending the following options:

- Provide this service to the shareholder/members for a minimum fee of \$4 per shareholder/member, per visit, on a trial basis for 2014.
- Include the extra shredding fees for the shareholder/members shredding days in the 2015 Golden Rain Foundation shredding budget.

It was stated that the Golden Age Foundation may cover this annual cost and more information will be provided at the next meeting.

Budget Variance

The Recreation Supervisor reported on the Budget Variance Report for the community facilities cost centers. Gas went up in Cost Center 48, Swimming Pool, due to cold weather and extra heating when the water was drained; there were unforeseen roof repairs for Cost Center 51, Clubhouse One; and the added cost to relocate the ballet barres for Cost Center 56, Clubhouse Six.

Chair Seifert asked if the revenue funds from the café could be tracked and used by the Recreation Department. The Executive Director stated that there would be a revenue line item assigned to the appropriate cost center. A Committee member stated that it is appropriate to take the revenue income and apply it overall to the Recreation Department for unanticipated recreation items.

Executive Director

The flooring at Clubhouse Four was set to be replaced this year but has been placed on hold due to possible moisture issues and the estimated cost being more than what was budgeted. The Executive Director asked that this be brought back at a later date, possibly next year's budget, and to take a look at the entire building for all repairs and upgrades to the building.

A member asked that club membership be addressed at this time. A complaint was received by a shareholder who was denied membership to a club in the community because they were not of their ethnicity. After discussion, it was determined to let the club solve this issue, keep the policies as they are, have the Executive Director explain GRF Policies to these clubs and see if there is a general consensus from the clubs, and if need be, discuss this further at a future meeting.

NEW BUSINESS**Additional Ballet Barre**

Mr. Craig was asked to summarize the e-mails between him and the president of the Company and Entertainment Club, present at the meeting, regarding additional ballet barres in Section C of Clubhouse Six. Mr. Craig provided a background of the ballet class under this club and its membership. The class is steadily growing and they are requesting additional ballet barres be installed on the south wall between the windows. Mr. Craig provided information on a portable bar at a cost of approximately \$530 plus tax, shipping, and installation. He asked that the installation be provided by the Service Maintenance Department. Donations are currently being collected by the club.

Mr. Craig MOVED, seconded by Ms. Winkler -

TO have the Recreation Department purchase two, eight-foot fixed ballet barres at an approximate cost of \$530, with donated funds from the Club, and to have the installation completed by the Service Maintenance Department, as a non-budgeted expense.

It was stated that the instructor attempted to provide a portable, homemade bar, which was denied due to safety and liability issues. It was also mentioned that folding chairs are being used by some members which is also a safety and liability issue. These are also not allowed.

The Recreation Supervisor said that there could be an issue with the placement on the south wall due to a setup used by a chair exercise group. The stage would have to be moved away from the wall which could cause an accident. Storage of a portable barre was also discussed.

A member was concerned that since this club is very new and may decline in membership, it may be premature to add an additional barre.

Mr. Craig MOVED, seconded by Mrs. Damoci to amended the original motion to read as follows:

TO amend the previous motion and to have the Recreation Department purchase two, eight-foot portable ballet barres at an approximate cost of \$380, with donated funds from the ballet group of the Company and Entertainment Club.

After further discussion, Mrs. Damoci called the question, seconded by Ms. Winkler and carried unanimously.

Mr. Craig rescinded his original motion. Mr. Craig MOVED, seconded by Ms. Winkler

TO amend the second motion and have the Recreation Department purchase two, eight-foot portable ballet barres at a cost of \$309.95 each, plus tax and shipping, as a non-budgeted expensed.

The motion failed for lack of a second.

Farmer's Market

The Executive Director reported that he has reviewed the proposed contract from Enriched Farms for use of the Health Care Center parking lot for a Farmer's Market and is not in agreement with the liability statement of the contract. He will notify the company that the contract cannot be signed as is. It was the consensus of the Committee that if they will not rescind this statement to cancel it. The Executive Director will bring an update at the next meeting.

Coffee/Hot Water Makers in Clubhouses

It was requested to have the Recreation Supervisor have someone look into the coffee urns in the clubhouses to verify that they are in working condition.

Concept of "Communication Hallway" for Clubhouse Five

Chair Seifert informed the Committee she and other board members recently visited Laguna Woods. A hallway in one of their clubhouses was used as a "Communications Hallway" used by various clubs in the community to notify members of their activities. Chair Seifert asked the Committee to keep this concept in mind and to have the Recreation Supervisor bring back suggested placement for such a "hallway" for our community. The concept of video billboards is also being considered by the IT Department. A guest mentioned that clubs can put their events on the Leisure World Web Site to save paper.

Break: 3:05 p.m. – 3:20 p.m.

Policy 1403 – Commercial Use

A shareholder requested to sell was tickets in the hospitality area in Clubhouse Six for the upcoming Centenarian dinner. She was denied by the Recreation Department and was told that they could sell them at a regular scheduled meeting. Policy 1403, Commercial Use, is very vague as to this issue, and the Recreation Supervisor was asked to work on this policy for possible revisions. In the meantime, it was the consensus of the Committee to authorize the sale of these tickets since it is a Golden Rain function as long as the Golden Age Foundation agrees to it.

Hair Dryers in Pool Locker Rooms

This item was asked to be removed from today's agenda and to have the Recreation Supervisor was requested report provide for the next meeting a list of what items we purchase for the amenities in the community.

Reconfigure Clubhouse Five Lobby

Chair Seifert reported that the carpet has been installed in the café area but was not installed in the lobby area due to questions regarding the proposed conference room space. After discussion on the use of the room, Mrs. Damoci MOVED, seconded by Mr. Blake and carried unanimously –

TO go forward with the work to complete the conference room, including the carpeting in the lobby area in Clubhouse Five.

CONTINUED BUSINESS

Policy 1460 Clubhouse Rules Revision from February Agenda

At the February meeting, Items 1 through 23 of Policy 1460, Clubhouse Rules, were reviewed and suggested changes were made. Today, Items 24 through 27 were reviewed and suggested changes were made. Mrs. Damoci MOVED, seconded by Ms. Winkler and carried unanimously –

TO recommend the Board amend Policy 1460, Clubhouse Rules, with the suggested changes by the Committee, pending a minimum 30-day notification to the membership.

Policies 1464, Exercise Room Limitations, 1464.1 Exercise Room Rules, 1461, Pool Rules and 1462, Pool Temperature

This item was tabled until the next meeting.

Policy 1405, 1422, 1423, 1021 Status

This item was tabled until the next meeting.

Policy 5562 Amphitheater Programs Revision

Policy 5562, Amphitheater Programs was reviewed and suggested changes were made. It was suggested to amend Item 2 to authorize the Recreation Supervisor to contract programs at a cost not to exceed the budgeted funds without specific approval, to delete Item 3, and to amend Item 7 to limit the number of guests per member to one (1). For uniformity purposes, it was asked that anywhere shareholder/member or resident is stated to change these words to "member".

Policy 1432 Caterers Revision

This item was tabled until the next meeting.

Sub-Committee Reports

Amphitheater Sub-Committee Report

Mr. Blake reported that the schedule is near completion, that a \$5,000 donation was offered from the Leisure World Heath Care Center and that an article has been submitted to the Golden Rain NEWS to solicit local Leisure World talent for three (3) Saturday shows during the Amphitheater season.

Clubhouse One Lobby Furniture Plan

Ms. Stone provided the Committee with a new schematic for the furniture placement in the lobby of Clubhouse One. Much of the furniture is being reclaimed from the Purchasing Department and being refurbished and some will be new. An estimate of \$14,541.84 was obtained for this project and there are funds in the budget for this project. Mr. Craig MOVED, seconded by Ms. Winkler and carried unanimously –

TO recommend the Board approve the replacement of the furniture in the lobby of Clubhouse One using funds not to exceed \$15,000 from the Capital portion of the 2014 Budget.

Open DiscussionShareholder/Member Comments

A shareholder spoke on the temperature and the need for repairs of the heater at the swimming pool and the possibility of a second pool for the community.

Committee Member Comments

Members commented on the raise of membership fees at Laguna Woods, and the possibility of raising new member fees for capital improvements for the community.

ADJOURNMENT

Chair Seifert adjourned the meeting at 4:53 p.m.



Ms. Anne Seifert, Chair
RECREATION COMMITTEE

sd: 03/14/14

Next meeting: April 14, 2014

MOTIONS RECAP

- A motion was made to have the Recreation Department purchase two, eight-foot fixed ballet barres at an approximate cost of \$530, with donated funds from the Club, and to have the installation completed by the Service Maintenance Department, as a non-budgeted expense.
- A motion was made to amend the previous motion and to have the Recreation Department purchase two, eight-foot portable ballet barres at an approximate cost of \$380, with donated funds from the ballet group of the Company and Entertainment Club.
- Mr. Craig rescinded his original and amended motion and moved to have the Recreation Department purchase two, eight-foot portable ballet barres at a cost of \$309.95 each, plus tax and shipping, as a non-budgeted expense. The motion failed due to lack of a second.
- A motion was made to go forward with the work to complete the conference room, including the carpeting in the lobby area in Clubhouse Five.
- A motion was made to recommend the Board approve the replacement of the furniture in the lobby of Clubhouse One using funds not to exceed \$15,000 from the Capital portion of the 2014 Budget.

ACTION ITEMS

- The topic of badges for caregivers was asked to be placed on next month's agenda.
- The policies regarding catering and alcohol were asked to be placed on next month's agenda.
- Executive Director to bring an update on the contract for the Farmer's Market.
- Recreation Supervisor to look at all of the coffee urns to verify if they are in working condition.
- Committee to consider a "communications hallway" and the Recreation Supervisor to bring back suggestions for placement.
- Recreation Supervisor to review Policy 1403, Commercial Use, for possible revisions.
- The topic of purchases for the amenities in the community was asked to be placed on the agenda for next month and to have the Recreation Supervisor prepare a list of items the department purchases.