

## RECREATION COMMITTEE

### Committee Meeting Agenda

Monday, May 1, 2023 - 1:00 P.M.

Conference Room B/Zoom

*This meeting may also be live streamed at [www.lwsb.com](http://www.lwsb.com).*

*The tab will be active 15 minutes prior to the start of the meeting*

*The live streaming uses YouTube live and terminates at the close of the meeting*

#### 1. Call to Order/Pledge of Allegiance

#### 2. Roll Call/Notice of Quorum

Susan Hopewell – Chair  
Carole Damoci  
Sandy Geffner  
Susan Jacquelin

Carol Levine  
Lee Melody  
Leah Perrotti

#### 3. Chair Announcements

##### a. Introduction of Guests and Staff

Marsha Gerber, GRF President  
Jessica Sedgwick, Executive Director  
Jesse Cripps, Recreation Director  
Thomas Fileto, Recreation Manager  
Kathy Thayer, Recreation Manager  
Taylor Greene, Library Manager  
Kevin Black, Physical Property Manager  
Mark Weaver, Sr. Director of Facilities  
Marcelo Mario, IT Director  
Emma Hurtado, Executive Assistant

##### b. Rules of Order

#### 4. Member Comments *(Limited to 3 minutes per person)*

#### 5. Approval of Minutes (pp. 1-6)

##### a. Minutes of April 4, 2023

#### 6. Correspondence

- a. New Amenities Questionnaire – Restaurant (pp. 7)
- b. Special Events Report (pp. 8-10)
- c. Pool Accident (pp. 11-12)
- d. Spring Craft Fair (pp. 13)
- e. Increasing Fees for Use of Clubhouse for Clubs (pp. 14)
- f. Proposed Fees for Club Meetings (pp. 15)

## **7. Staff Reports**

- a. Recreation Director
  - i. Recreation Budget Variance (pp. 17-43)
  - ii. RV Lot Report (pp. 45)
  - iii. Monthly Activity Log (pp. 47-49)
  - iv. Total Quality Checklist (pp. 51-85)
- b. Library Supervisor
  - i. Library Budget Variance (pp. 87-90)
  - ii. Library Staff Report (pp. 91)
  - iii. Educational Programs Report (pp. 93-94)

## **8. Subcommittees N/A**

## **9. Unfinished Business**

- a. Library Patron Computers – Status
- b. Pool Cover
- c. Shuffleboard Courts – Update
- d. Sign in Pool – No Guests – Update
- e. Banners
- f. Air Conditioning for Amphitheater Dressing Room
- g. New Amenities Questionnaire – Update (pp. 95-119)
- h. Clubhouse Four Piano – Cost & Options (pp. 121-124)
- i. Learning Center Chairs – Update
- j. New Golf Course Sprinkler Head – Update
- k. Clubhouse One Renovation

## **10. New Business**

- a. Consultant Golf Course Report (pp. 125-131)
- b. Game Room
- c. Stage Lighting (pp. 133)
- d. New Club Applications

## **11. Governing Documents (pp. 133-134)**

- a. 70-1406-2 - Limitations on Use of Trust Property - Fees

## **12. Future Agenda Items**

- a. Clubhouse Two Card & Board Game Room Update (on Hold)
- b. Amphitheater: New Movie Night Projector – Deployable Screen
- c. 70-1487-2 – Recreational Vehicle Lot – Schedule Fees & Monetary Fines
- a. 70-1203-1 – Membership of Clubs

## **2. President's Comments**

## **3. Next Meeting Date**

TBD

#### 4. Adjournment

---

Please be courteous and respectful to other members, Board of Directors and representatives from Management at all times. We ask that you do not raise hands or interrupt the Committee or anyone else who may be speaking. **A member not adhering to these protocols and/or who becomes unruly may be asked to leave the meeting. Failure to comply will result in a special hearing with the Board where disciplinary action may be taken.**

**THIS  
PAGE  
INTENTIONALLY  
LEFT  
BLANK**





## **RECREATION COMMITTEE MINUTES**

**April 3, 2023**

The meeting of the Recreation Committee was held on Monday, April 3, 2023, and was called to order at 1:00 p.m. by Committee Member Damoci in Conference Room B and via Zoom.com, followed by the Pledge of Allegiance.

Present: Susan Hopewell – Chair via Zoom                      Sandy Geffner  
Carol Levine – Vice Chair                                      Lee Melody  
Carole Damoci    Leah Perrotti  
Susan Jacquelin

Absent:

Staff and      Marsha Gerber, GRF President  
Guests:      Jessica Sedgwick, Executive Director Via Zoom  
Jesse Cripps, Recreation Director  
Tommy Fileto, Recreation Manager  
Kathy Thayer, Recreation Manager  
Taylor Greene, Library Manager  
Mark Weaver, Facilities Director via Zoom  
Kevin Black, Physical Property Manager  
Marcelo Mario, IT Director via Zoom left 2:02 p.m.  
Emma Hurtado, Executive Assistant  
Janet Isom, GRF Representative, Mutual Sixteen  
Nick Massetti, GRF Representative, Mutual Seventeen  
Seventeen Shareholders/Members

### **CHAIR'S ANNOUNCEMENTS**

Committee member Damoci greeted and welcomed everyone to the Recreation Committee meeting and introduced Foundation members, guests, and staff. Committee member Damoci introduced guests and staff – GRF President Marsha Gerber, Executive Director Jessica Sedgwick, Recreation Director Jesse Cripps, Recreation Manager Tommy Fileto, Recreation Manager Kathy Thayer, Library Manager Taylor Greene, Facilities Director Mark Weaver, Physical Property Manager Kevin Black, IT Director Marcelo Mario, and Executive Assistant Emma Hurtado.

### **SHAREHOLDER/MEMBER COMMENTS**

Eight Shareholders/Members commented at the time of the meeting.

## **APPROVAL OF MINUTES**

The minutes of the March 6, 2023 meeting were approved as presented.

## **CORRESPONDENCE**

The Committee reviewed eight correspondences as presented.

## **STAFF REPORTS**

### **Recreation Director**

The Recreation Director presented the variance report.

### **Recreation Manager**

The Recreation Manager presented the Community Entertainment Cost Report, RV lot report, and monthly report.

The total quality checklist was reviewed by the Committee.

### **Library Manager**

The Library Manager presented the library budget variance report, staff report, and the educational programs report as presented in the agenda packet.

## **SUBCOMMITTEE REPORTS N/A**

## **UNFINISHED BUSINESS**

### **Library Patron Computers**

The IT Director reported on Library Patron Computers. More information on costs will be provided in the next scheduled meeting.

### **Spa Cover – Update**

The Recreation Director provided information on the Spa Cover. No further action needed.

### **Pool Cover**

The Facilities Director reported on Pool Cover. More information on costs to be provided in the next scheduled meeting.

Shuffleboard Courts – Update

The Facilities Manager reported on Shuffleboard Courts. More information on pricing to be provided in the next scheduled meeting.

Visitor Pickleball Signage – No Visitors – Update

The Recreation Manager reported on Visitor Pickleball Signage and informed the Committee that signage has been put in place. No further action needed.

Bracket for Banners

The Recreation Director reported on Bracket for Banners.

Motion: To move forward and allow 21 more banners to be posted.

First: Lee Melody

Second: Leah Perrotti

The motion was carried unanimously.

Chair Hopewell requested information on Banners be published in the newspaper.

Air Conditioning for Amphitheater Dressing Room

The Recreation Manager Reported on Air Conditioning for Amphitheater Dressing Room. The Committee agreed to bring this item back for further discussion and send this item to Physical Property.

New Amenities Questionnaire – Update

The Recreation Manager provided information on the New Amenities Questionnaire. Further information to be provided in the next scheduled meeting.

Bocce Shade Cover

The Facilities Director provided information on the Bocce Shade Cover.

Motion: To not move forward with the purchase of a Bocce Shade Cover.

First: Carole Damoci

Second: Leah Perrotti

The motion was carried with five (5) yes votes, one (1) no vote, and one (1) recusal.

**NEW BUSINESS:**

Clubhouse Four Piano – Cost & Options

The Recreation Director provided information on Clubhouse Four Piano. More information on cost of new pianos will be provided in the next scheduled meeting.

Chair member Damoci called for a break at 2:45 p.m.  
The meeting was called the meeting back to order at 3:00 p.m.

Learning Center Chairs – Update

Chair member Damoci reported on Learning Center Chairs. More information will be provided in the next scheduled meeting.

New Golf Course Sprinkler Head – Update

The Facilities Director reported on New Golf Course Sprinkler Head. More information will be provided in the next scheduled meeting.

Painting and Carpet Replacement in Library

Motion: To send Painting and Carpet Replacement in Library to Physical Property.

First: Leah Perrotti  
Second: Carol Levine

The motion was carried unanimously.

Sign on Aquatic Center Vinyl Panel

The Committee discussed the Sign on Aquatic Center Vinyl Panel. The Committee came to a consensus to not put a sign on the vinyl panel.

New Club: Balance and Stability Club

Motion: To approve the Balance and Stability Club.

First: Lee Melody  
Second: Leah Perrotti

The motion was carried unanimously.

Clubhouse One Renovation

Chair member Damoci reported on Clubhouse One Renovation.

## **GOVERNING DOCUMENTS**

a. 70-1203-1 – Membership of Clubs

The Committee agreed to schedule a work study for further discussion.

## **Future Agenda Items**

- Library Patron Computers – Status
- Pool Cover
- Shuffleboard Courts – Update
- Sign in Pool – No Guests – Update
- Bracket for Banners
- Air Conditioning for Amphitheater Dressing Room
- New Amenities Questionnaire – Update
- Clubhouse Four Piano – Cost & Options
- Learning Center Chairs – Update
- New Golf Course Sprinkler Head – Update
- Clubhouse One Renovation
- Addresses in Clubhouses
- 70-1203-1 Membership of Clubs
- Clubhouse Two Card & Board Game Room – Hold
- Amphitheater – Hold
  - Stage Lighting
  - New Movie Night Projector – Deployable Screen
- 70-1487-2 – Recreational Vehicle Lot – Schedule Fees & Monetary Fines – Hold

## **PRESIDENT'S COMMENTS**

The President commented on various items pertaining to the agenda throughout the meeting.

## **NEXT MEETING**

Monday, May 1, 2023, in Conference Room B/Zoom.

## **ADJOURNMENT**

Chair member Damoci adjourned the meeting at 3:17 p.m.

\_\_\_\_\_  
Approved Date

\_\_\_\_\_  
Approval Signature

\_\_\_\_\_  
Printed Name

DRAFT

P.O. Box 2069  
Seal Beach CA 90740

Mar Actuals	Mar Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Clubhouse One								
24	0	(24)	6410000 651	Materials & Supplies - Clubhouse One	73	0	(73)	0
90	208	118	6410005 651	Building Supplies - Clubhouse One	287	624	337	2,496
55	375	320	6410020 651	Equipment Expense - Clubhouse One	537	1,125	588	4,500
2,028	1,793	(235)	6420100 651	Electricity - Clubhouse One	6,605	5,805	(800)	27,176
201	333	132	6471000 651	Building Repair & Maintenance - Clubhous	2,092	999	(1,093)	4,000
0	200	200	6472000 651	Equipment Repair & Maintenance - Clubhou	335	600	265	2,400
92	92	0	6477210 651	Pest Control - Clubhouse One	276	276	0	1,153
0	39	39	6478000 651	Service Contracts - Clubhouse One	0	117	117	474
0	100	100	6483000 651	Propane - Clubhouse One	0	300	300	1,200
0	0	0	6484000 651	Permits & Licenses - Clubhouse One	572	662	90	1,244
2,491	3,140	649		Total Expenses	10,778	10,508	(270)	44,643
3,720	3,720	0	5330000 651	Income / Refund from Mutuals - Clubhouse	11,160	11,160	0	44,643
3,720	3,720	0		Total Cost Recovery	11,160	11,160	0	44,643
1,229	580	649		Net Income / (Expense)	382	652	(270)	0

March 2023

18



P.O. Box 2069  
Seal Beach CA 90740

Mar Actuals	Mar Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Clubhouse Two								
53	0	(53)	6410000 652	Materials & Supplies - Clubhouse Two	507	0	(507)	0
36	125	89	6410005 652	Building Supplies - Clubhouse Two	222	375	153	1,500
(13)	208	221	6410020 652	Equipment Expense - Clubhouse Two	1,396	624	(772)	2,496
1,448	1,490	42	6420100 652	Electricity - Clubhouse Two	4,559	4,363	(196)	21,371
532	249	(283)	6471000 652	Building Repair & Maintenance - Clubhous	565	747	182	2,992
682	208	(474)	6472000 652	Equipment Repair & Maintenance - Clubhou	807	624	(183)	2,496
92	92	0	6477210 652	Pest Control - Clubhouse Two	276	276	0	1,153
0	40	40	6478000 652	Service Contracts - Clubhouse Two	0	120	120	480
0	0	0	6484000 652	Permits & Licenses - Clubhouse Two	572	670	98	1,800
2,832	2,412	(420)		Total Expenses	8,905	7,799	(1,106)	34,288
Other Cost Recovery								
348	0	348	5413100 652	Gain / Loss on Equipment - Clubhouse Two	368	0	368	0
348	0	348		Total Other Cost Recovery	368	0	368	0
2,857	2,857	0	5330000 652	Income / Refund from Mutuals - Clubhouse	8,571	8,571	0	34,288
3,205	2,857	348		Total Cost Recovery	8,939	8,571	368	34,288
Off Budget Items								
373	445	(72)		Net Income / (Expense)	34	772	(738)	0

**Budget Variance Report**  
CC 652 - Clubhouse Two  
March 2023

[illegible]

P.O. Box 2069  
Seal Beach CA 90740

Mar Actuals	Mar Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Clubhouse Three								
49	0	(49)	6410000 653	Materials & Supplies - Clubhouse Three	157	0	(157)	0
560	208	(352)	6410005 653	Building Supplies - Clubhouse Three	844	624	(220)	2,496
514	166	(348)	6410020 653	Equipment Expense - Clubhouse Three	588	498	(90)	1,992
2,717	2,527	(190)	6420100 653	Electricity - Clubhouse Three	9,476	7,733	(1,743)	38,217
3	507	504	6471000 653	Building Repair & Maintenance - Clubhous	37	1,521	1,484	6,084
157	100	(57)	6472000 653	Equipment Repair & Maintenance - Clubhou	157	300	143	1,200
92	92	0	6477210 653	Pest Control - Clubhouse Three	276	276	0	1,153
0	39	39	6478000 653	Service Contracts - Clubhouse Three	0	117	117	474
0	0	0	6484000 653	Permits & Licenses - Clubhouse Three	0	0	0	500
4,091	3,639	(452)		Total Expenses	11,536	11,069	(467)	52,116
4,343	4,343	0	5330000 653	Income / Refund from Mutuals - Clubhouse	13,029	13,029	0	52,116
4,343	4,343	0		Total Cost Recovery	13,029	13,029	0	52,116
Off Budget Items								
252	704	(452)		Net Income / (Expense)	1,493	1,960	(467)	0

**Budget Variance Report**  
CC 652 - Clubhouse Two  
March 2023

[illegible]

P.O. Box 2069  
Seal Beach CA 90740

Mar Actuals	Mar Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Clubhouse Four								
25	0	(25)	6410000 654	Materials & Supplies - Clubhouse Four	49	0	(49)	0
0	125	125	6410005 654	Building Supplies - Clubhouse Four	166	375	209	1,500
395	25	(370)	6410010 654	Hospitality - Clubhouse Four	465	75	(390)	300
0	544	544	6410020 654	Equipment Expense - Clubhouse Four	380	1,632	1,252	6,528
2,156	2,001	(155)	6420100 654	Electricity - Clubhouse Four	5,832	4,970	(862)	26,312
32	32	0	6422000 654	Telephone - Clubhouse Four	62	96	34	376
381	313	(68)	6425100 654	Natural Gas - Clubhouse Four	1,635	1,065	(570)	3,537
845	414	(431)	6471000 654	Building Repair & Maintenance - Clubhous	1,354	1,242	(112)	4,968
0	400	400	6472000 654	Equipment Repair & Maintenance - Clubhou	196	1,200	1,004	4,800
92	92	0	6477210 654	Pest Control - Clubhouse Four	276	276	0	1,153
0	0	0	6478000 654	Service Contracts - Clubhouse Four	0	0	0	474
0	0	0	6484000 654	Permits & Licenses - Clubhouse Four	4,350	4,829	479	6,260
3,926	3,946	20		Total Expenses	14,766	15,760	994	56,208
4,684	4,684	0	5330000 654	Income / Refund from Mutuals - Clubhouse	14,052	14,052	0	56,208
4,684	4,684	0		Total Cost Recovery	14,052	14,052	0	56,208
Off Budget Items								
758	738	20		Net Income / (Expense)	(714)	(1,708)	994	0

March 2023

24

P.O. Box 2069  
Seal Beach CA 90740

Mar Actuals	Mar Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Clubhouse Six								
0	33	33	6212000 656	Employee Exams - Clubhouse Six	0	99	99	396
127	25	(102)	6410000 656	Materials & Supplies - Clubhouse Six	174	75	(99)	300
0	333	333	6410005 656	Building Supplies - Clubhouse Six	296	999	703	3,996
990	166	(824)	6410020 656	Equipment Expense - Clubhouse Six	1,033	498	(535)	1,992
3,022	2,742	(280)	6420100 656	Electricity - Clubhouse Six	8,816	7,738	(1,078)	39,645
0	75	75	6422000 656	Telephone - Clubhouse Six	184	224	40	899
17	302	285	6471000 656	Building Repair & Maintenance - Clubhous	1,087	906	(181)	3,620
0	250	250	6472000 656	Equipment Repair & Maintenance - Clubhou	0	750	750	3,000
92	92	0	6477210 656	Pest Control - Clubhouse Six	276	276	0	1,153
0	289	289	6478000 656	Service Contracts - Clubhouse Six	760	867	107	3,474
46	43	(3)	6484000 656	Permits & Licenses - Clubhouse Six	721	43	(678)	2,220
4,294	4,350	56		Total Expenses	13,346	12,475	(871)	60,695
Other Cost Recovery								
3,053	3,025	28	5395000 656	Rental Income - Clubhouse Six	9,158	9,075	83	38,421
3,053	3,025	28		Total Other Cost Recovery	9,158	9,075	83	38,421
1,856	1,856	0	5330000 656	Income / Refund from Mutuals - Clubhouse	5,568	5,568	0	22,274
4,909	4,881	28		Total Cost Recovery	14,726	14,643	83	60,695
Off Budget Items								
615	531	84		Net Income / (Expense)	1,380	2,168	(788)	0

March 2023

26



P.O. Box 2069  
Seal Beach CA 90740

Mar Actuals	Mar Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Recreation								
39,001	36,380	(2,621)		Salaries & Wages Recreation	109,539	102,813	(6,726)	411,253
2,892	2,782	(110)		Employment Taxes Recreation	9,160	8,828	(332)	32,414
1,111	1,937	826	6142000 740	Workers' Compensation - Recreation	3,481	5,811	2,330	18,093
3,639	4,031	392		Group Ins - Medical Recreation	10,922	12,093	1,171	48,372
39	52	13	6143300 740	Group Insurance - Dental - Recreation	118	156	38	624
31	33	2	6143500 740	Group Insurance - Vision - Recreation	93	99	6	396
213	807	594	6144000 740	401(k) Match - Recreation	997	2,280	1,283	9,122
207	155	(52)	6145000 740	Group Insurance - Life - Recreation	603	465	(138)	1,860
145	181	36	6146000 740	Long Term Disability Insurance - Recreat	415	543	128	2,172
0	1,214	1,214	6211000 740	Continuing Education - Recreation	0	1,214	1,214	2,428
15	0	(15)	6212000 740	Employee Exams - Recreation	15	0	(15)	0
0	49	49	6214000 740	Meals & Special Events - Recreation	0	147	147	588
4	50	46	6217000 740	Uniforms & Laundry - Recreation	332	150	(182)	590
375	125	(250)	6410000 740	Materials & Supplies - Recreation	510	375	(135)	1,500
20	25	5	6410010 740	Hospitality - Recreation	20	75	55	300
300	83	(217)	6410015 740	Computer Supplies - Recreation	471	249	(222)	996
52	98	46	6410020 740	Equipment Expense - Recreation	637	294	(343)	1,176
107	41	(66)	6410030 740	Printer / Copier Supplies - Recreation	107	123	16	492
225	305	80	6422000 740	Telephone - Recreation	675	915	240	3,660
232	125	(107)	6435100 740	Bank Service Fees - Recreation	481	375	(106)	1,500
244	244	0	6444000 740	Equipment Rental - Recreation	731	732	1	3,033
0	240	240	6472000 740	Equipment Repair & Maintenance - Recreat	0	720	720	2,880
0	0	0	6478000 740	Service Contracts - Recreation	93	0	(93)	0
900	20	(880)	6481000 740	Computer Maintenance & Software - Recrea	900	60	(840)	240
12,942	6,041	(6,901)	6481500 740	Community Entertainment - Recreation	18,609	18,123	(486)	72,500
0	2,083	2,083	6481505 740	Special Outside Events Expense - Recreat	0	6,249	6,249	24,996
0	0	0	6482000 740	Dues, Memberships & Books - Recreation	10	0	(10)	0
0	0	0	6484000 740	Permits & Licenses - Recreation	11,404	10,879	(525)	10,879
62,693	57,101	(5,592)		Total Expenses	170,322	173,768	3,446	652,064
Other Cost Recovery								
0	2,083	(2,083)	5380455 740	Special Outside Events Income - Recreati	0	6,249	(6,249)	25,000
5,754	1,100	4,654	5385000 740	Other Income - Recreation	14,447	3,300	11,147	13,200
0	0	0	5395000 740	Rental Income - Recreation	0	0	0	9
85	0	85	5395005 740	Locker User Fees - Recreation	235	0	235	1,500
10	0	10	5413100 740	Gain / Loss on Equipment - Recreations	10	0	10	0
5,849	3,183	2,666		Total Other Cost Recovery	14,692	9,549	5,143	39,709
51,030	51,030	0	5330000 740	Income / Refund from Mutuals - Recreatio	153,090	153,090	0	612,355

P.O. Box 2069  
Seal Beach CA 90740

Mar Actuals	Mar Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
56,879	54,213	2,666		Total Cost Recovery	167,782	162,639	5,143	652,064
				Off Budget Items				
(5,814)	(2,888)	(2,926)		Net Income / (Expenses)	(2,541)	(11,129)	8,588	0

March 2023

29

P.O. Box 2069  
Seal Beach CA 90740

Mar Actuals	Mar Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Amphitheater								
87	0	(87)	6410000 745	Materials & Supplies - Amphitheater	87	0	(87)	0
0	162	162	6410005 745	Building Supplies - Amphitheater	0	486	486	1,949
0	115	115	6410010 745	Hospitality - Amphitheater	0	345	345	1,380
0	83	83	6410015 745	Computer Supplies - Amphitheater	0	249	249	996
0	66	66	6410020 745	Equipment Expense - Amphitheater	0	198	198	792
2,167	1,050	(1,117)	6420100 745	Electricity - Amphitheater	5,973	3,150	(2,823)	14,600
0	466	466	6471000 745	Building Repair & Maintenance - Amphithe	510	1,398	888	5,595
0	41	41	6472000 745	Equipment Repair & Maintenance - Amphith	0	123	123	492
52	52	0	6477210 745	Pest Control - Amphitheater	156	156	0	652
0	0	0	6478000 745	Service Contracts - Amphitheater	0	0	0	474
0	0	0	6481500 745	Community Entertainment - Amphitheater	0	0	0	120,000
0	871	871	6484000 745	Permits & Licenses - Amphitheater	0	2,613	2,613	5,226
0	0	0	6485000 745	Production Expense - Amphitheater - Amph	0	0	0	37,620
2,306	2,906	600		Total Expenses	6,726	8,718	1,992	189,776
Other Cost Recovery								
0	0	0	5380450 745	Show Sponsorship Income - Amphitheater	0	0	0	15,000
0	0	0	5380451 745	Movie Sponsorship Income - Amphitheater	0	0	0	2,250
0	0	0		Total Other Cost Recovery	0	0	0	17,250
14,377	14,377	0	5330000 745	Income / Refund from Mutuals - Amphithe	43,131	43,131	0	172,526
14,377	14,377	0		Total Cost Recovery	43,131	43,131	0	189,776
Off Budget Items								
12,071	11,471	600		Net Income / (Expense)	36,405	34,413	1,992	0

March 2023

31

P.O. Box 2069  
Seal Beach CA 90740

Mar Actuals	Mar Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Golf Course								
4,938	5,426	488		Salaries & Wages Golf Course	14,995	15,753	758	63,887
503	540	37		Employment Taxes Golf Course	1,530	1,568	38	5,692
235	414	179	6142000 746	Workers' Compensation - Golf Course	742	1,242	500	3,871
0	54	54	6144000 746	401(k) Match - Golf Course	53	157	104	639
0	15	15	6211000 746	Continuing Education - Golf Course	0	45	45	180
302	58	(244)	6217000 746	Uniforms & Laundry - Golf Course	411	174	(237)	700
0	32	32	6410000 746	Materials & Supplies - Golf Course	21	96	75	384
0	140	140	6410005 746	Building Supplies - Golf Course	76	420	344	1,680
0	17	17	6410015 746	Computer Supplies - Golf Course	250	51	(199)	204
0	306	306	6410020 746	Equipment Expense - Golf Course	0	918	918	3,672
0	12	12	6410030 746	Printer / Copier Supplies - Golf Course	0	36	36	146
1,027	1,087	60	6420100 746	Electricity - Golf Course	2,902	3,261	359	13,043
0	49	49	6422000 746	Telephone - Golf Course	100	147	47	582
0	0	0	6471000 746	Building Repair & Maintenance - Golf Cou	713	0	(713)	0
0	280	280	6472000 746	Equipment Repair & Maintenance - Golf Co	0	840	840	3,360
14,200	14,200	0	6475100 746	Landscape Maint. - Contract - Golf Cours	42,600	42,600	0	170,400
250	750	500	6475600 746	Landscape Maint. - Extras - Golf Course	250	2,250	2,000	9,000
0	715	715	6475605 746	Landscape Maint. - Tree Trim - Golf Cour	0	2,145	2,145	8,580
0	40	40	6477210 746	Pest Control - Golf Course	0	120	120	480
0	0	0	6478000 746	Service Contracts - Golf Course	0	0	0	474
0	16	16	6481000 746	Computer Maintenance & Software - Golf C	0	48	48	200
21,455	24,151	2,696		Total Expenses	64,644	71,871	7,227	287,174
Other Cost Recovery								
0	0	0	5385000 746	Other Income - Golf Course	4,500	0	4,500	0
0	0	0		Total Other Cost Recovery	4,500	0	4,500	0
23,931	23,931	0	5330000 746	Income / Refund from Mutuals - Golf Cour	71,793	71,793	0	287,174
23,931	23,931	0		Total Cost Recovery	76,293	71,793	4,500	287,174
Off Budget Items								
2,476	(220)	2,696		Net Income / (Expense)	11,649	(78)	11,727	0

## Budget Variance Report

## CC 746 - Golf Course

March 2023

GL	Monthly Variance	Reason	Explanation	YTD Variance
6475600 Landscape Maint. - Extras	\$500.00	Other - See Notes	Not needed at this time	\$2,000.00
6475605 Landscape Maint. - Tree Trim	\$715.00	Other - See Notes	Not needed at this time	\$2,145.00
5385000 Other Income	\$0.00	Other - See Notes	Unbudgeted income from ball Salvage	\$4,500.00
	\$1,215.00			\$8,645.00
Monthly Financial Variance	\$2,696.00	-\$1,481.00	YTD Financial Variance	\$11,727.00

P.O. Box 2069  
Seal Beach CA 90740

Mar Actuals	Mar Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - 1.8 Acres								
0	50	50	6410000 747	Materials & Supplies - 1.8 Acres	0	150	150	600
27	200	173	6420100 747	Electricity - 1.8 Acres	235	600	365	2,400
0	56	56	6422000 747	Telephone - 1.8 Acres	110	165	55	669
0	100	100	6444000 747	Equipment Rental - 1.8 Acres	0	300	300	1,200
0	450	450	6470000 747	Maintenance- Other - 1.8 Acres	0	1,350	1,350	5,400
0	80	80	6472000 747	Equipment Repair & Maintenance - 1.8 Acr	0	240	240	960
48	48	0	6477210 747	Pest Control - 1.8 Acres	144	144	0	604
75	984	909		Total Expenses	489	2,949	2,460	11,833
986	986	0	5330000 747	Income / Refund from Mutuals - 1.8 Acres	2,958	2,958	0	11,833
986	986	0		Total Cost Recovery	2,958	2,958	0	11,833
Off Budget Items								
911	2	909		Net Income / (Expense)	2,469	9	2,460	0



## Budget Variance Report

CC 747 - 1.8 Acres

March 2023

[illegible]

P.O. Box 2069  
Seal Beach CA 90740

Mar Actuals	Mar Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Swimming Pool								
7,419	7,791	372		Salaries & Wages Swimming Pool	16,619	22,619	6,000	91,730
746	775	29		Employment Taxes Swimming Pool	1,698	2,250	552	7,662
293	518	225	6142000 748	Workers' Compensation - Swimming Pool	926	1,554	628	4,837
0	195	195	6144000 748	401(k) Match - Swimming Pool	0	566	566	2,293
0	15	15	6211000 748	Continuing Education - Swimming Pool	0	45	45	180
0	58	58	6217000 748	Uniforms & Laundry - Swimming Pool	0	174	174	700
641	250	(391)	6410000 748	Materials & Supplies - Swimming Pool	2,352	750	(1,602)	3,000
12	42	30	6410005 748	Building Supplies - Swimming Pool	27	126	99	504
1,404	42	(1,362)	6410020 748	Equipment Expense - Swimming Pool	1,404	126	(1,278)	504
2,390	2,304	(86)	6420100 748	Electricity - Swimming Pool	7,214	6,912	(302)	27,648
118	108	(10)	6422000 748	Telephone - Swimming Pool	354	320	(34)	1,292
5,438	1,953	(3,485)	6425100 748	Natural Gas - Swimming Pool	37,576	5,859	(31,717)	23,436
2	25	23	6471000 748	Building Repair & Maintenance - Swimming	2	75	73	300
80	50	(30)	6472000 748	Equipment Repair & Maintenance - Swimmin	636	150	(486)	600
40	40	0	6477210 748	Pest Control - Swimming Pool	120	120	0	501
0	0	0	6478000 748	Service Contracts - Swimming Pool	0	0	0	474
10	0	(10)	6482000 748	Dues, Memberships & Books - Swimming Poo	10	0	(10)	0
0	0	0	6484000 748	Permits & Licenses - Swimming Pool	476	476	0	696
18,592	14,166	(4,426)		Total Expenses	69,413	42,122	(27,291)	166,357
13,863	13,863	0	5330000 748	Income / Refund from Mutuals - Swimming	41,589	41,589	0	166,357
13,863	13,863	0		Total Cost Recovery	41,589	41,589	0	166,357
(4,729)	(303)	(4,426)		Net Income / (Expense)	(27,824)	(533)	(27,291)	0

March 2023

-\$1,306.00

P.O. Box 2069  
Seal Beach CA 90740

Mar Actuals	Mar Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Janitorial								
85	58	(27)	6410000 749	Materials & Supplies - Janitorial	217	174	(43)	700
3,817	3,333	(484)	6410040 749	Janitorial Supplies - Janitorial	10,712	9,999	(713)	40,000
107,928	141,892	33,964	6474100 749	Janitorial Services - Janitorial	399,312	425,676	26,364	1,702,704
111,830	145,283	33,453		Total Expenses	410,241	435,849	25,608	1,743,404
Other Cost Recovery								
150	150	0	5380490 749	Recovered Janitorial - Janitorial	450	450	0	1,800
150	150	0		Total Other Cost Recovery	450	450	0	1,800
145,134	145,134	0	5330000 749	Income / Refund from Mutuals - Janitoria	435,402	435,402	0	1,741,604
145,284	145,284	0		Total Cost Recovery	435,852	435,852	0	1,743,404
Off Budget Items								
33,454	1	33,453		Net Income / (Expense)	25,611	3	25,608	0

## Budget Variance Report

CC 749 - Janitorial

March 2023

GL	Monthly Variance	Reason	Explanation	YTD Variance
6474100 Janitorial Services	\$33,964.00	Budget Miss - Over Budgeted	Monthly expense has been corrected to be better than budget. Will remain this correct amount the rest of the year.	\$26,364.00
	\$33,964.00			\$26,364.00
Monthly Financial Variance	\$33,453.00	\$511.00	YTD Financial Variance	\$25,608.00 \$756.00

P.O. Box 2069  
Seal Beach CA 90740

Mar Actuals	Mar Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Fitness Center								
12,417	13,522	1,105	6100000 756	Salaries & Wages - Fitness Center	32,422	39,258	6,836	159,212
1,248	1,345	97	6140000 756	Employment Taxes - Fitness Center	3,293	3,905	612	13,787
508	899	391	6142000 756	Workers' Compensation - Fitness Center	1,608	2,697	1,089	8,396
69	376	307	6144000 756	401(k) Match - Fitness Center	194	1,091	897	4,427
0	180	180	6211000 756	Continuing Education - Fitness Center	0	180	180	180
101	35	(66)	6217000 756	Uniforms & Laundry - Fitness Center	194	105	(89)	350
0	164	164	6410000 756	Materials & Supplies - Fitness Center	33	492	459	1,968
0	10	10	6410015 756	Computer Supplies - Fitness Center	0	30	30	100
108	500	392	6410020 756	Equipment Expense - Fitness Center	216	500	284	500
0	500	500	6472000 756	Equipment Repair & Maintenance - Fitness	0	500	500	500
0	200	200	6481000 756	Computer Maintenance & Software - Fitness	0	600	600	2,400
20	15	(5)	6482000 756	Dues, Memberships & Books - Fitness Cent	30	45	15	180
14,470	17,746	3,276		Total Expenses	37,989	49,403	11,414	192,000
16,000	16,000	0	5330000 756	Income / Refund from Mutuals - Fitness C	48,000	48,000	0	192,000
16,000	16,000	0		Total Cost Recovery	48,000	48,000	0	192,000
Off Budget Items								
1,530	(1,746)	3,276		Net Income / (Expense)	10,011	(1,403)	11,414	0

March 2023

41

P.O. Box 2069  
Seal Beach CA 90740

Mar Actuals	Mar Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - 5.5 Acre Storage Area								
5,089	4,995	(94)	6100000 847	Salaries & Wages - 5.5 Acre Storage Lot	12,580	14,501	1,921	58,808
431	407	(24)	6140000 847	Employment Taxes - 5.5 Acre Storage Lot	1,200	1,343	143	4,791
191	332	141	6142000 847	Workers' Compensation - 5.5 Acre Storage	597	996	399	3,101
0	727	727	6143000 847	Group Insurance - Medical - 5.5 Acre Sto	0	2,181	2,181	8,724
0	10	10	6143300 847	Group Insurance - Dental - 5.5 Acre Stor	0	30	30	120
0	7	7	6143500 847	Group Insurance - Vision - 5.5 Acre Stor	0	21	21	84
12	17	5	6145000 847	Group Insurance - Life - 5.5 Acre Storag	37	51	14	204
11	20	9	6146000 847	Long Term Disability Insurance - 5.5 Acr	34	60	26	240
0	35	35	6217000 847	Uniforms & Laundry - 5.5 Acre Storage Lo	592	105	(487)	350
0	70	70	6410000 847	Materials & Supplies - 5.5 Acre Storage	64	210	146	700
20	12	(8)	6410010 847	Hospitality - 5.5 Acre Storage Lot	20	36	16	144
0	99	99	6410015 847	Computer Supplies - 5.5 Acre Storage Lot	11	297	286	990
0	212	212	6410020 847	Equipment Expense - 5.5 Acre Storage Lot	410	636	226	2,544
0	16	16	6410030 847	Printer / Copier Supplies - 5.5 Acre Sto	0	48	48	192
787	454	(333)	6420100 847	Electricity - 5.5 Acre Storage Lot	1,590	1,408	(182)	5,659
25	0	(25)	6422000 847	Telephone - 5.5 Acre Storage Lot	75	0	(75)	0
97	100	3	6444000 847	Equipment Rental - 5.5 Acre Storage Lot	292	300	8	1,200
38	334	296	6471000 847	Building Repair & Maintenance - 5.5 Acre	82	1,002	920	4,008
0	67	67	6472000 847	Equipment Repair & Maintenance - 5.5 Acr	0	201	201	804
30	30	0	6477210 847	Pest Control - 5.5 Acre Storage Lot	90	90	0	374
80	89	9	6481000 847	Computer Maintenance & Software - 5.5 Ac	80	267	187	1,068
0	0	0	6484000 847	Permits & Licenses - 5.5 Acre Storage Lo	0	0	0	192
6,812	8,033	1,221		Total Expenses	17,754	23,783	6,029	94,297
Other Cost Recovery								
(244)	0	(244)	5380701 847	Parking Spot Rental Income - 5.5 Acre St	226	0	226	74,609
(244)	0	(244)		Total Other Cost Recovery	226	0	226	74,609
1,641	1,641	0	5330000 847	Income / Refund from Mutuals - 5.5 Acre	4,923	4,923	0	19,688
1,397	1,641	(244)		Total Cost Recovery	5,149	4,923	226	94,297
Off Budget Items								
(5,415)	(6,392)	977		Net Income / (Expense)	(12,605)	(18,860)	6,255	0



## Budget Variance Report

CC 847 - 5.5 Acre

March 2023

[illegible]

**THIS  
PAGE  
INTENTIONALLY  
LEFT  
BLANK**



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

---

## GRF 5.5 ACRE LOT (R.V. LOT) COMMITTEE REPORT

---

### Recreation Department R.V. Lot Report for April 2023:

Report Item	Number
Available Spaces	<i>3 as of 04/24/2023</i>
Spaces Issued	<b>3</b>
Mailings Sent	<b>3</b>

### Current Spaces Open, by Size:

Space Size	Total Spaces	Total Open
<b>20 Foot</b>	<b>61</b>	<b>1</b>
<b>24 Foot</b>	<b>43</b>	<b>0</b>
<b>26 Foot</b>	<b>49</b>	<b>0</b>
<b>28 Foot</b>	<b>16</b>	<b>0</b>
<b>30 Foot</b>	<b>28</b>	<b>0</b>
<b>35 Foot</b>	<b>24</b>	<b>1</b>
<b>37 Foot</b>	<b>18</b>	<b>0</b>
<b>40 Foot</b>	<b>44</b>	<b>1</b>

**THIS  
PAGE  
INTENTIONALLY  
LEFT  
BLANK**

**MONTH: MARCH 2023**

Place	Number of Events Per Month	Number of Users	Guests	Count Provided by
Clubhouse One				
Clubhouse One	48	1,689	n/a	Recreation
Picnic Area	Open 7 days a week	0	NO PICNICS THIS MONTH	Recreation
Pool Room	Open 7 days a week	38	n/a	Sign-in Sheet
Woodshop	Open 6 days a week	52	n/a	Sign-in Sheet
Shuffleboard	Open 7 days a week	335	n/a	Recreation
			GUESTS:	TOTAL:
TOTAL EVENTS CH1: 41	MEMBERS:	2,114	0	2,114
Clubhouse Two				
Clubhouse Two	52	2,453	n/a	Recreation
Corner Pocket Poolroom	Open 7 days a week	453	11	Sign-in Sheet
Mission Park (BBQ AREA)	Open 7 days a week	0	NO PICNICS THIS MONTH	Recreation
Bocce	Open 7 days a week	259	10	Sign-in Sheet
Game Room	Open 7 days a week	187	53	Sign-in Sheet
Pickleball	Open 7 days a week	550	n/a	Sign-in Sheet
			GUESTS:	TOTAL:
TOTAL EVENTS CH2: 24	MEMBERS:	3,715	74	3,789
Clubhouse Three				
Clubhouse Three	335	6,729	n/a	Recreation
Needle Arts Studio	Open 7 days a week	232	62	Sign-in Sheet
Genealogy Library	Open 3 days a week	124	0	Sign-in Sheet
Learning Center	Open 7 days a week	62	n/a	Recreation
Veterans Plaza	Open 7 days a week	494	n/a	Recreation
			GUESTS:	TOTAL:

TOTAL EVENTS CH3: 221	MEMBERS:	7,641	62	7,703
Clubhouse Four				
Clubhouse Four	24	1,751	n/a	Recreation
Art Studio	Open 7 days a week	198	16	Sign-in Sheet
Ceramics Studio	Open 7 days a week	347	15	Sign-in Sheet
Lapidary Studio	Open 5 days a week	308	19	Sign-in Sheet
GRF Movies		CLOSED	n/a	Custodian
			GUESTS:	TOTAL:
TOTAL EVENTS CH4: 30	MEMBERS:	2,604	50	2,654
Clubhouse Six				
Clubhouse Six	70	1,489	n/a	Recreation
Hospitality	OPEN 23 DAYS	2,300	n/a	GAF
Fitness Center	Open 7 days a week	7,605	n/a	Sign-in Sheet
Table Tennis	Open 7 days a week	2,319	26	Sign-in Sheet
			GUESTS:	TOTAL:
TOTAL EVENTS CH6: 56	MEMBERS:	13,713	26	13,739
Aquatic Center	Open 7 days a week	2,591	n/a	Sign-in Sheet
Golf Course	Open 7 days a week	4,689	n/a	Recreation
Friends of the Library	Open 6 days a week	1,034	0	Sign-in Sheet
LW Library	Open 6 days a week	4,038	n/a	Door Count
Video Producer Studio	Open 7 days a week	18	0	Sign-in Sheet
Amphitheater (includes shows/movies)	Open 7 days (Events)	688	n/a	Recreation
Performing Arts Center	Open 7 days a week	162	n/a	Recreation
WEEKEND DANCES	DANCES	Residents	Guests	Sign-in Sheet
Vinyl Rock - CH 4	1	103	20	
Velvetones- CH 4	2	176	74	
Abilene - CH 2	1	142	24	
			GUESTS:	TOTAL:

WEEKEND DANCE TOTALS	MEMBERS:	421	118	539
OTHER AMENITIES:	MEMBERS:	13,220	0	TOTAL
<b>TOTAL USERS</b>	<b>EVENTS</b>	<b>MEMBERS</b>	<b>GUESTS</b>	<b>YR TO DATE</b>
	533	43,428	330	637,277

**THIS  
PAGE  
INTENTIONALLY  
LEFT  
BLANK**



## Total Quality Checklist - Community Facilities

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
			<b>Totals:</b>	<b>53</b>	<b>4</b>			
1		1.8 Acres	Irrigation checked weekly for proper operation		N/A			J&J Landscape
2		1.8 Acres	Planters free of weeds, plants trimmed and are healthy		N/A			J&J Landscape
3		Administration	Irrigation checked weekly for proper operation	1				J&J Landscape
4		Administration	Planters free of weeds, plants trimmed and are healthy	1				J&J Landscape
5		Administration	Trees trimmed and healthy	1				J&J Landscape
6		Administration	Elevator clean and in working condition	1				
7		Administration	Fountains clean and operational	1				Service Maintenance
8		Amphitheater	Irrigation checked weekly for proper operation	1				J&J Landscape
9		Amphitheater	Planters free of weeds, plants trimmed and are healthy	1				J&J Landscape
10		Amphitheater	Trees trimmed and healthy	1				J&J Landscape
11		Building 5	Irrigation checked weekly for proper operation	1				J&J Landscape
12		Building 5	Planters free of weeds, plants trimmed and are healthy	1				J&J Landscape
13		Building 5	Trees trimmed and healthy	1				J&J Landscape
14		Canoe Brook	Irrigation checked weekly for proper operation	1				J&J Landscape
15		Canoe Brook	Planters free of weeds, plants trimmed and are healthy	1				J&J Landscape
16		Canoe Brook	Trees trimmed and healthy	1				J&J Landscape
17		Clubhouse 1	Irrigation checked weekly for proper operation	1				J&J Landscape
18		Clubhouse 1	Lawn free of weeds, green and healthy	1				J&J Landscape
19		Clubhouse 1	Planters free of weeds, plants trimmed and are healthy	1				J&J Landscape
20		Clubhouse 1	Trees trimmed and healthy	1				J&J Landscape

## Total Quality Checklist - Community Facilities

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
21		Clubhouse 2	Irrigation checked weekly for proper operation	1				J&J Landscape
22		Clubhouse 2	Lawn free of weeds, green and healthy	1				J&J Landscape
23		Clubhouse 2	Planters free of weeds, plants trimmed and are healthy		1	several dead plants @ Southeast corner	work order	J&J Landscape
24		Clubhouse 2	Trees trimmed and healthy	1				J&J Landscape
25		Clubhouse 3	Irrigation checked weekly for proper operation	1				J&J Landscape
26		Clubhouse 3	Lawn free of weeds, green and healthy	1				J&J Landscape
27		Clubhouse 3	Planters free of weeds, plants trimmed and are healthy		1	several dead plants behind libraray	work order	J&J Landscape
28		Clubhouse 3	Trees trimmed and healthy	1				J&J Landscape
29		Clubhouse 4	Irrigation checked weekly for proper operation	1				J&J Landscape
30		Clubhouse 4	Lawn free of weeds, green and healthy	1				J&J Landscape
31		Clubhouse 4	Planters free of weeds, plants trimmed and are healthy		1	several dead plants @ West end	work order	J&J Landscape
32		Clubhouse 4	Trees trimmed and healthy	1				J&J Landscape
33		Clubhouse 6	Irrigation checked weekly for proper operation	1				J&J Landscape
34		Clubhouse 6	Planters free of weeds, plants trimmed and are healthy	1				J&J Landscape
35		Clubhouse 6	Trees trimmed and healthy	1				J&J Landscape
36		Golden Rain Rd Channel	Irrigation checked weekly for proper operation	1				J&J Landscape
37		Golden Rain Rd Channel	Planters free of weeds, plants trimmed and are healthy	1				J&J Landscape
38		Main Entry	Irrigation checked weekly for proper operation	1				J&J Landscape
39		Main Entry	Planters free of weeds, plants trimmed and are healthy		1	several dead plants	work order	J&J Landscape
40		Main Entry	Trees trimmed and healthy	1				J&J Landscape
41		North Gate Rd	Irrigation checked weekly for proper operation	1				J&J Landscape
42		North Gate Rd	Trees trimmed and healthy	1				J&J Landscape

## Total Quality Checklist - Community Facilities

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
43		RV Lot	Irrigation checked weekly for proper operation	1				J&J Landscape
44		RV Lot	Planters free of weeds, plants trimmed and are healthy	1				J&J Landscape
45		RV Lot	Junipers in planters	1				J&J Landscape
46		RV Lot	Trees trimmed and healthy	1				J&J Landscape
47		Seal Beach Blvd	Irrigation checked weekly for proper operation	1				J&J Landscape
48		Seal Beach Blvd	Planters free of weeds, plants trimmed and are healthy	1				J&J Landscape
49		Seal Beach Blvd	Trees trimmed and healthy	1				J&J Landscape
50		Service Maintenance	Irrigation checked weekly for proper operation	1				J&J Landscape
51		Service Maintenance	Planters free of weeds, plants trimmed and are healthy	1				J&J Landscape
52		Service Maintenance	Trees trimmed and healthy	1				J&J Landscape
53		St Andrews Gate	Irrigation checked weekly for proper operation	1				J&J Landscape
54		St Andrews Gate	Planters free of weeds, plants trimmed and are healthy	1				J&J Landscape
55		St Andrews Gate	Trees trimmed and healthy	1				J&J Landscape
56		St Andrews Median	Planters free of weeds, plants trimmed and are healthy	1				J&J Landscape
57		St Andrews Median	Trees trimmed and healthy	1				J&J Landscape
58		Westminster Blvd	Area is weed free	1				J&J Landscape
59		Westminster Blvd	Trees trimmed and healthy	1				J&J Landscape

## Total Quality Checklist - Golf Course

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
			<b>Totals:</b>	<b>64</b>	<b>8</b>			
1		#1 Bench	Bench is in good condition, and clean	1				J&J Landscape
2		#1 Fairway	Free of weeds, green and healthy	1				J&J Landscape
3		#1 Green	Green is free of weeds, collars consistent with standard, and maintained.		1	some weeds on green & collar	treated	J&J Landscape
4		#1 Irrigation	Irrigation checked weekly for proper operation	1				J&J Landscape
5		#1 Sand Trap	Borders edged and maintained, weed free, and raked.	1				J&J Landscape
6		#1 Tee	Free of weeds, green and healthy	1				J&J Landscape
7		#1 Trees	Healthy and pruned to standard	1				J&J Landscape
8		#1 Trellis	Concrete and trash can in good condition	1				J&J Landscape
9		#2 Bench and trash cans and drinking fountain	Bench is in good condition, and clean	1				J&J Landscape
10		#2 Fairway	Free of weeds, green and healthy		1	wet spot by 14-1B next to tree #28	work order	J&J Landscape
11		#2 Green	Green is free of weeds, collars consistent with standard, and maintained.	1				J&J Landscape
12		#2 Green - Roses	Roses are healthy and blooming	1				J&J Landscape
13		#2 Green fences	Fences in good condition	1				J&J Landscape
14		#2 Irrigation	Irrigation checked weekly for proper operation	1				J&J Landscape
15		#2 Tee	Free of weeds, green and healthy. Tee markers in good condition	1				J&J Landscape
16		#2 Trees	Healthy and pruned to standard	1				J&J Landscape
17		#3 Bench	Bench is in good condition, and clean	1				J&J Landscape
18		#3 Fairway	Free of weeds, green and healthy	1				J&J Landscape
19		#3 Green	Green is free of weeds, collars consistent with standard, and maintained.		1	some weeds on green & collar	treated	J&J Landscape
20		#3 Irrigation	Irrigation checked weekly for proper operation	1				J&J Landscape
21		#3 Sand Trap	Borders edged and maintained, weed free, and raked.	1				J&J Landscape

## Total Quality Checklist - Golf Course

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
22		#3 Tee	Free of weeds, green and healthy	1				J&J Landscape
23		#3 Trees	Healthy and pruned to standard	1				J&J Landscape
24		#4 Bench	Bench is in good condition, and clean	1				J&J Landscape
25		#4 Fairway	Free of weeds, green and healthy		2	wet spot by valve box	work order	J&J Landscape
26		#4 Green	Green is free of weeds, collars consistent with standard, and maintained.	1				J&J Landscape
27		#4 Irrigation	Irrigation checked weekly for proper operation	1				J&J Landscape
28		#4 Sand Trap	Borders edged and maintained, weed free, and raked.	1				J&J Landscape
29		#4 Tee	Free of weeds, green and healthy	1				J&J Landscape
30		#4 Trees	Healthy and pruned to standard	1				J&J Landscape
31		#5 Bench	Bench is in good condition, and clean	1				J&J Landscape
32		#5 Bridge	Bridge, walking surface, and paint in good condition	1				J&J Landscape
33		#5 Fairway	Free of weeds, green and healthy	1				J&J Landscape
34		#5 Green	Green is free of weeds, collars consistent with standard, and maintained.	1				J&J Landscape
35		#5 Irrigation	Irrigation checked weekly for proper operation	1				J&J Landscape
36		#5 Sand Trap	Borders edged and maintained, weed free, and raked.	1				J&J Landscape
37		#5 Tee	Free of weeds, green and healthy	1				J&J Landscape
38		#5 Tee walking path	Walking rubber surface in good condition	1				J&J Landscape
39		#5 Trees	Healthy and pruned to standard	1				J&J Landscape
40		#6 Bench	Bench is in good condition, and clean	1				J&J Landscape
41		#6 Fairway	Free of weeds, green and healthy	1				J&J Landscape
42		#6 Green	Green is free of weeds, collars consistent with standard, and maintained.		1	some weeds on green & collar	treated	J&J Landscape
43		#6 Irrigation	Irrigation checked weekly for proper operation	1				J&J Landscape
44		#6 Sand Trap	Borders edged and maintained, weed free, and raked.	1				J&J Landscape
45		#6 Tee	Free of weeds, green and healthy	1				J&J Landscape
46		#6 Trees	Healthy and pruned to standard	1				J&J Landscape
47		#7 Bench	Bench is in good condition, and clean	1				J&J Landscape

## Total Quality Checklist - Golf Course

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
48		#7 Fairway	Free of weeds, green and healthy		1	wet spot/brown spot	work order	J&J Landscape
49		#7 Green	Green is free of weeds, collars consistent with standard, and maintained.	1				J&J Landscape
50		#7 Irrigation	Irrigation checked weekly for proper operation	1				J&J Landscape
51		#7 Sand Trap	Borders edged and maintained, weed free, and raked.	1				J&J Landscape
52		#7 Tee	Free of weeds, green and healthy	1		acceptable		J&J Landscape
53		#7 Trees	Healthy and pruned to standard	1				J&J Landscape
54		#8 Bench	Bench is in good condition, and clean	1				J&J Landscape
55		#8 Fairway	Free of weeds, green and healthy	1		acceptable		J&J Landscape
56		#8 Green	Green is free of weeds, collars consistent with standard, and maintained.	1				J&J Landscape
57		#8 Irrigation	Irrigation checked weekly for proper operation	1				J&J Landscape
58		#8 Sand Trap	Borders edged and maintained, weed free, and raked.	1				J&J Landscape
59		#8 Tee	Free of weeds, green and healthy.	1		acceptable		J&J Landscape
60		#8 Trees	Healthy and pruned to standard	1				J&J Landscape
61		#9 Bench	Bench is in good condition, and clean	1				J&J Landscape
62		#9 Fairway	Free of weeds, green and healthy	1		acceptable		J&J Landscape
63		#9 Green	Green is free of weeds, collars consistent with standard, and maintained.		1	some weeds on green & collar	treated	J&J Landscape
64		#9 Irrigation	Irrigation checked weekly for proper operation	1				J&J Landscape
65		#9 Sand Trap	Borders edged and maintained, weed free, and raked.	1				J&J Landscape
66		#9 Tee	Free of weeds, green and healthy	1		acceptable		J&J Landscape
67		#9 Trees	Healthy and pruned to standard	1				J&J Landscape
68		Golf Shed	Area clean to standard	1				J&J Landscape
69		Lakes	Water maintain to standard	1				J&J Landscape
70		Starter Shack	Garden beds in good condition	1				
71		Starter Shack	HVAC	1				

## Total Quality Checklist - Amphitheater Loft

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
			<b>Totals:</b>	<b>22</b>	<b>0</b>			
1	2	Men's Restroom	Doors clean, in good condition, not worn or chipped	1				
2	2	Men's Restroom	Faucets in good condition and clean	1				
3	2	Men's Restroom	Grout at sinks and floor in good condition and clean	1				
4	2	Men's Restroom	Lights clean and operational	1				
5	2	Men's Restroom	Mirror frames and mirrors in good condition	1				
6	2	Men's Restroom	Paper towel dispenser clean, filled, in good condition, and working	1				
7	2	Men's Restroom	Proper soap dispenser in place and full	1				
8	2	Men's Restroom	Toilet seats good condition and tight	1				
9	2	Men's Restroom	Toilets clean and flush properly	1				
10	2	Men's Restroom	Trash receptacles are in good condition and operational	1				
11	2	Men's Restroom	Walls clean and in good without chips	1				
12	2	Women's Restroom	Doors clean, in good condition, not worn or chipped	1				
13	2	Women's Restroom	Faucets in good condition and clean	1				
14	2	Women's Restroom	Grout at sinks and floor in good condition and clean	1				
15	2	Women's Restroom	Lights clean and operational	1				
16	2	Women's Restroom	Mirror frames and mirrors in good condition	1				
17	2	Women's Restroom	Paper towel dispenser clean, filled, in good condition, and working	1				
18	2	Women's Restroom	Proper soap dispenser in place and full	1				
19	2	Women's Restroom	Toilet seats good condition and tight	1				
20	2	Women's Restroom	Toilets clean and flush properly	1				
21	2	Women's Restroom	Trash receptacles are in good condition and operational	1				
22	2	Women's Restroom	Walls clean and in good without chips	1				

## Total Quality Checklist - Amphitheater Stage

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
			<b>Totals:</b>	<b>23</b>	<b>0</b>			
1	1	Men's Restroom	Doors clean, in good condition, not worn or chipped	1		acceptable		
2	1	Men's Restroom	Faucets in good condition and clean	1				
3	1	Men's Restroom	Grout at sinks and floor in good condition and clean	1				
4	1	Men's Restroom	Lights clean and operational	1				
5	1	Men's Restroom	Mirror frames and mirrors in good condition	1				
6	1	Men's Restroom	Paper towel dispenser clean, filled, in good condition, and working	1				
7	1	Men's Restroom	Proper soap dispenser in place and full	1				
8	1	Men's Restroom	Toilet seats good condition and tight	1				
9	1	Men's Restroom	Toilets clean and flush properly	1				
10	1	Men's Restroom	Trash receptacles are in good condition and operational	1				
11	1	Men's Restroom	Walls clean and in good without chips	1		acceptable		
12	1	Women's Restroom	Doors clean, in good condition, not worn or chipped	1		acceptable		
13	1	Women's Restroom	Faucets in good condition and clean	1				
14	1	Women's Restroom	Grout at sinks and floor in good condition and clean	1				
15	1	Women's Restroom	Lights clean and operational	1				
16	1	Women's Restroom	Mirror frames and mirrors in good condition	1				
17	1	Women's Restroom	Paper towel dispenser clean, filled, in good condition, and working	1				
18	1	Women's Restroom	Proper soap dispenser in place and full	1				
19	1	Women's Restroom	Toilet seats good condition and tight	1				
20	1	Women's Restroom	Toilets clean and flush properly	1				
21	1	Women's Restroom	Trash receptacles are in good condition and operational	1				
22	1	Women's Restroom	Walls clean and in good without chips	1		acceptable		
23	1	Behind stage	plexiglass doors behind stage in good condition	1				



## Total Quality Checklist - Administration Building, 1st Floor

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
			<b>Totals:</b>	<b>22</b>	<b>0</b>			
1	1	Men's Restroom	Doors clean, in good condition, not worn or chipped	1		acceptable		
2	1	Men's Restroom	Faucets in good condition and clean	1				
3	1	Men's Restroom	Grout at sinks and floor in good condition and clean	1				
4	1	Men's Restroom	Lights clean and operational	1				
5	1	Men's Restroom	Mirror frames and mirrors in good condition	1				
6	1	Men's Restroom	Paper towel dispenser clean, filled, in good condition, and working	1				
7	1	Men's Restroom	Proper soap dispenser in place and full	1				
8	1	Men's Restroom	Toilet seats good condition and tight	1				
9	1	Men's Restroom	Toilets clean and flush properly	1				
10	1	Men's Restroom	Trash receptacles are in good condition and operational	1				
11	1	Men's Restroom	Walls clean and in good without chips	1		acceptable		
12	1	Women's Restroom	Doors clean, in good condition, not worn or chipped	1				
13	1	Women's Restroom	Faucets in good condition and clean	1				
14	1	Women's Restroom	Grout at sinks and floor in good condition and clean	1				
15	1	Women's Restroom	Lights clean and operational	1				
16	1	Women's Restroom	Mirror frames and mirrors in good condition	1				
17	1	Women's Restroom	Paper towel dispenser clean, filled, in good condition, and working	1				
18	1	Women's Restroom	Proper soap dispenser in place and full	1				
19	1	Women's Restroom	Toilet seats good condition and tight	1				
20	1	Women's Restroom	Toilets clean and flush properly	1				
21	1	Women's Restroom	Trash receptacles are in good condition and operational	1				
22	1	Women's Restroom	Walls clean and in good without chips	1		acceptable		

## Total Quality Checklist - Administration Building, 2nd Floor

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
			<b>Totals:</b>	<b>24</b>	<b>0</b>			
1	2	Men's Restroom	Doors clean, in good condition, not worn or chipped	1		acceptable		
2	2	Men's Restroom	Faucets in good condition and clean	1				
3	2	Men's Restroom	Grout at sinks and floor in good condition and clean	1				
4	2	Men's Restroom	Lights clean and operational	1				
5	2	Men's Restroom	Mirror frames and mirrors in good condition	1				
6	2	Men's Restroom	Paper towel dispenser clean, filled, in good condition, and working	1				
7	2	Men's Restroom	Proper soap dispenser in place and full	1				
8	2	Men's Restroom	Stall doors working properly and in good condition	1				
9	2	Men's Restroom	Toilet seats good condition and tight	1				
10	2	Men's Restroom	Toilets clean and flush properly	1				
11	2	Men's Restroom	Trash receptacles are in good condition and operational	1				
12	2	Men's Restroom	Walls clean and in good without chips	1		acceptable		
13	2	Women's Restroom	Doors clean, in good condition, not worn or chipped	1				
14	2	Women's Restroom	Faucets in good condition and clean	1				
15	2	Women's Restroom	Grout at sinks and floor in good condition and clean	1				
16	2	Women's Restroom	Lights clean and operational	1				
17	2	Women's Restroom	Mirror frames and mirrors in good condition	1				
18	2	Women's Restroom	Paper towel dispenser clean, filled, in good condition, and working	1				
19	2	Women's Restroom	Proper soap dispenser in place and full	1				
20	2	Women's Restroom	Stall doors working properly and in good condition	1				
21	2	Women's Restroom	Toilet seats good condition and tight	1				
22	2	Women's Restroom	Toilets clean and flush properly	1				
23	2	Women's Restroom	Trash receptacles are in good condition and operational	1				

## Total Quality Checklist - Administration Building, 2nd Floor

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
24	2	Women's Restroom	Walls clean and in good without chips	1		acceptable		

## Total Quality Checklist - Aquatic Center

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
			<b>Totals:</b>	<b>38</b>	<b>0</b>			
1		Drinking Fountain	Clean with blue clean mat in place, in good working order	1				
2		East Entry	Palm Tree lighting good condition and operational	1				
3		Exterior	Trees away from building & healthy	1				
4		Exterior Lights	Clean and in working condition	1				
5		Men's Restroom	Doors clean, in good condition, not worn or chipped	1				
6		Men's Restroom	Faucets in good condition and clean	1				
7		Men's Restroom	Grout at sinks and floor in good condition and clean	1				
8		Men's Restroom	Lights clean and operational	1				
9		Men's Restroom	Mirror frames and mirrors in good condition	1				
10		Men's Restroom	North entrance paint at the corner by the elevator in good condition	1				
11		Men's Restroom	Paper towel dispenser clean, filled, in good condition, and working	1				
12		Men's Restroom	Plastic corner guard in place	1				
13		Men's Restroom	Proper soap dispenser in place and full	1				
14		Men's Restroom	Stall doors working properly and in good condition	1				
15		Men's Restroom	Toilet seats good condition and tight	1				
16		Men's Restroom	Toilets clean and flush properly	1				
17		Men's Restroom	Trash receptacles are in good condition and operational	1				
18		Men's Restroom	Walls clean and in good without chips	1				
19		Pool Deck	Concrete is clean and in good condition	1				
20		Pool Chair Lifts	Clean and in good working condition	1				
21		Pool Planters	Free of weeds, plants trimmed and are healthy	1				
22		Pool Deck Furniture	Clean and in good condition	1				
23		Pool Equipment Room	Equipment is clean and in good working condition	1				

## Total Quality Checklist - Aquatic Center

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
24		Pool Attendant Office	Floors, desks, A/C working, lights in good condition	1				
25		Safety signage	safety signage displayed and in good condition	1				
26		Women's Restroom	Doors clean, in good condition, not worn or chipped	1				
27		Women's Restroom	Faucets in good condition and clean	1				
28		Women's Restroom	Grout at sinks and floor in good condition and clean	1				
29		Women's Restroom	Lights clean and operational	1				
30		Women's Restroom	Mirror frames and mirrors in good condition	1				
31		Women's Restroom	Entrance paint at the corner by the elevator in good condition	1				
32		Women's Restroom	Paper towel dispenser clean, filled, in good condition, and working	1				
33		Women's Restroom	Proper soap dispenser in place and full	1				
34		Women's Restroom	Stall doors working properly and in good condition	1				
35		Women's Restroom	Toilet seats good condition and tight	1				
36		Women's Restroom	Toilets clean and flush properly	1				
37		Women's Restroom	Trash receptacles are in good condition and operational	1				
38		Women's Restroom	Walls clean and in good without chips	1				

## Total Quality Checklist - Clubhouse One

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
			<b>Totals:</b>	<b>47</b>	<b>3</b>			
1		Assembly Hall	Flooring is clean and in good condition	1				
2		Assembly Hall	HVAC units are clean and operational	1				
3		Assembly Hall	Lights are clean and operational	1				
4		Assembly Hall	Phone in working order & in good condition	1				
5		Billiards Room	Doors are operational, clean and not chipped		1	(4) light tubes out	SRO	Service Maintenance
6		Billiards Room	Wall paint in good condition	1				
7		Exterior Lighting	clean, not damaged, working well		1	light cover broken near History Museum exterior; exterior light needs replacement	SRO	Service Maintenance
8		Kitchen	Cabinet paint is clean and in good condition	1				
9		Kitchen	Exhaust hood fire suppression is current	1				
10		Kitchen	Flooring is clean and in good condition	1				
11		Kitchen	Lights are clean and operational	1				
12		Kitchen	Cooking equipment is clean and operational	1				
13		Lobby	Bulletin board is clean current and in good condition	1				
14		Lobby	Carpet is clean and in good condition	1				
15		Lobby	Furniture is clean and in Good condition	1				
16		Men's Restroom	Doors clean, in good condition, not worn or chipped	1				
17		Men's Restroom	Faucets in good condition and clean	1				
18		Men's Restroom	Grout at sinks and floor in good condition and clean	1				
19		Men's Restroom	Lights clean and operational	1				
20		Men's Restroom	Mirror frames and mirrors in good condition	1				
21		Men's Restroom	Paper towel dispenser clean, filled, in good condition, and working	1				
22		Men's Restroom	Proper soap dispenser in place and full	1				
23		Men's Restroom	Stall doors working properly and in good condition	1				
24		Men's Restroom	Toilet seats good condition and tight		1	hanicap stall out of order	SRO	Service Maintenance
25		Men's Restroom	Toilets clean and flush properly	1				

## Total Quality Checklist - Clubhouse One

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
26		Men's Restroom	Trash receptacles are in good condition and operational	1				
27		Men's Restroom	Walls clean and in good without chips	1				
28		Park	Area lights are clean operational	1				
29		Park	Tables and chairs are clean properly placed and in good condition	1				
30		Park	Trees are healthy and properly trimmed	1				
31		Park	Grass is weed-free, green, and is maintained	1				
32		Storage	Furniture is stored properly and in good condition	1				
33		Women's Restroom	Doors clean, in good condition, not worn or chipped	1				
34		Women's Restroom	Faucets in good condition and clean	1				
35		Women's Restroom	Grout at sinks and floor in good condition and clean	1				
36		Women's Restroom	Lights clean and operational	1				
37		Women's Restroom	Mirror frames and mirrors in good condition	1				
38		Women's Restroom	Paper towel dispenser clean, filled, in good condition, and working	1				
39		Women's Restroom	Proper soap dispenser in place and full	1				
40		Women's Restroom	Stall doors working properly and in good condition	1				
41		Women's Restroom	Toilet seats good condition and tight	1				
42		Women's Restroom	Toilets clean and flush properly	1				
43		Women's Restroom	Trash receptacles are in good condition and operational	1				
44		Women's Restroom	Walls clean and in good without chips	1				
45		Wood Shop	Doors are operational, clean and not chipped	1				
46		Wood Shop	Cabinet paint is clean and in good condition	1				
47		Wood Shop	Flooring is clean and in good condition	1				
48		Wood Shop	Lights are clean and operational	1				
49		Wood Shop	Wood working equipment is operational	1				
50		Wood Shop	Wall paint in good condition	1				

## Total Quality Checklist - Clubhouse Two

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
			<b>Totals:</b>	<b>85</b>	<b>1</b>			
1		Assembly Hall	Flooring is clean and in good condition	1				
2		Assembly Hall	HVAC units are clean and operational		1	unit #10 not working	Rec'd repair estimate	Greenwood Heating & Air
3		Assembly Hall	Lights are clean and operational	1				
4		Assembly Hall	Phone in working order & in good condition					
5		Automatoic Doors	in good working condition	1				
6		Barbeque (BBQ) area	clean and in good condition	1				
7		Billiard Room	Doors are operational, clean and not chipped	1				
8		Billiard Room	Wall paint in good condition	1				
9		Bocce Court	Bench are clean and in good condition	1				
10		Bocce Court	Handrails are clean and in good condition	1				
11		Bocce Court	Playing surface properly maintained	1				
12		Bocce Court	Shade structure is clean and in good condition	1				
13		Bocce Court	Grass around court is in good condition	1				
14		Car Wash	Pavement is clean without debris	1				
15		Car Wash	Poles are clean and paint is in good condition	1				
16		Car Wash	Pressure washer reels are operational	1				
17		Car Wash	RV Steps in good condition	1				
18		Car Wash	Signs in place and in good condition	1				
19		Car Wash	Trash can is clean and in place	1				
20		Car Wash	Wash hoses are in good condition with nozzle operational	1				
21		East make up area	Lights are operational and the area is clean	1				
22		East Stage Bathrooms	Bathroom is clean and paint is in good condition	1				
23		Exterior lights	Clean and in good working condition	1				
24		Game Room	Doors are operational, clean and not chipped	1				



## Total Quality Checklist - Clubhouse Two

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
25		Game Room	Wall paint in good condition	1				
26		Kitchen	Cabinet paint is clean and in good condition	1				
27		Kitchen	Exhaust hood fire suppression is current	1				
28		Kitchen	Flooring is clean and in good condition	1				
29		Kitchen	Ice maker in good condition	1				
30		Kitchen	Lights are clean and operational	1				
31		Kitchen	Cooking equipment is clean and operational	1				
32		Lobby	Bulletin board is clean current and in good condition	1				
33		Lobby	Carpet is clean and in good condition	1				
34		Lobby	drinking fountain in good condition	1				
35		Lobby	Furniture is clean and in Good condition	1				
36		Men's Restroom	Doors clean, in good condition, not worn or chipped	1				
37		Men's Restroom	Faucets in good condition and clean	1				
38		Men's Restroom	Grout at sinks and floor in good condition and clean	1				
39		Men's Restroom	Lights clean and operational	1				
40		Men's Restroom	Mirror frames and mirrors in good condition	1				
41		Men's Restroom	Paper towel dispenser clean, filled, in good condition, and working	1				
42		Men's Restroom	Proper soap dispenser in place and full	1				
43		Men's Restroom	Stall doors working properly and in good condition	1				
44		Men's Restroom	Toilet seats good condition and tight	1				
45		Men's Restroom	Toilets clean and flush properly	1				
46		Men's Restroom	Trash receptacles are in good condition and operational	1				
47		Men's Restroom	Walls clean and in good without chips	1				
48		Park	Area lights are clean operational	1				
49		Park	Clock is in good condition, and operational with correct time	1				
50		Park	Mission bell sign is clean and in good condition	1				
51		Park	Plant around sign healthy with proper care	1				

## Total Quality Checklist - Clubhouse Two

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
52		Park	Tables and chairs are clean properly placed and in good condition	1				
53		Park	Trees are healthy and properly trimmed	1				
54		Park	Grass is weed-free, green, and is maintained	1				
55		Parking lot	Gate operational in a good condition	1				
56		Parking lot	Signs in place and in good condition	1				
57		Parking lot	Wall is painted and in good condition	1				
58		Parking Lot East	Exterior lights in good condition	1				
59		Parking Lot North	Pavement, signs, and striping is in good condition	1				
60		Parking Lot South	Pavement, signs, and striping is in good condition	1				
61		Pickle Ball Courts	Court surface paint & concrete in good condition	1				
62		Pickle Ball Courts	Drinking fountain is clean and operational	1				
63		Pickle Ball Courts	Nets are in good condition	1				
64		Pickle Ball Courts	Plants are healthy and maintained	1				
65		Pickle Ball Courts	Screens are clean and in good condition	1				
66		Serenity garden	Fountain is clean and operational	1				
67		Serenity garden	Plants are healthy and maintained	1				
68		Stage	Clean is in good condition	1				
69		Stage	Stairs are clear and in good condition	1				
70		Stage Emergency Exit	Exit is clear	1				
71		Storage	Furniture is stored properly and in good condition	1				
72		West make up area	Lights are operational in the area is clean	1				
73		West Stage Bathroom	Bathroom is clean and paint is in good condition	1				
74		Women's Restroom	Doors clean, in good condition, not worn or chipped	1				
75		Women's Restroom	Faucets in good condition and clean	1				
76		Women's Restroom	Grout at sinks and floor in good condition and clean	1				

## Total Quality Checklist - Clubhouse Two

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
77		Women's Restroom	Lights clean and operational	1				
78		Women's Restroom	Mirror frames and mirrors in good condition	1				
79		Women's Restroom	Paper towel dispenser clean, filled, in good condition, and working	1				
80		Women's Restroom	Plastic corner guard in place	1				
81		Women's Restroom	Proper soap dispenser in place and full	1				
82		Women's Restroom	Stall doors working properly and in good condition	1				
83		Women's Restroom	Toilet seats good condition and tight	1				
84		Women's Restroom	Toilets clean and flush properly	1				
85		Women's Restroom	Trash receptacles are in good condition and operational	1				
86		Women's Restroom	Walls clean and in good without chips	1				
87		Wood Shop	Doors are operational, clean and not chipped	1				

## Total Quality Checklist - Clubhouse Three

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
			<b>Totals:</b>	<b>50</b>	<b>4</b>			
1		Assembly Hall	Flooring is clean and in good condition	1				
2		Assembly Hall	HVAC units are clean and operational	1				
3		Assembly Hall	Lights are clean and operational	1				
4		Assembly Hall	Storage rooms and lockers are clean and operational	1				
5		Assembly Hall	Center Feature/Fireplace	1				
6		Exterior Lights	Clean and in good working condition	1				
7		Hallway	Phone in working order & in good condition	1				
8		Hallway Storage	Storage rooms and lockers are clean and operational	1				
9		Kitchen - Room 9	Cabinet paint is clean and in good condition	1				
10		Kitchen - Room 9	Cooking equipment is clean and operational	1				
11		Kitchen - Room 9	Exhaust hood fire suppression is current	1				
12		Kitchen - Room 9	Flooring is clean and in good condition	1				
13		Kitchen - Room 9	Lights are clean and operational	1				
14		Kitchen 1	Floors, counters, appliances, assembly area, tables, chairs clean	1		acceptable, kitchen and rooms are showing wear and age. Countertops at end of useful life		
15		Kitchen 2	Floors, counters, appliances, assembly area, tables, chairs clean	1		acceptable, kitchen and rooms are showing wear and age. Countertops at end of useful life		
16		Kitchen 3	Floors, counters, appliances, assembly area, tables, chairs clean	1		acceptable, kitchen and rooms are showing wear and age. Countertops at end of useful life		
17		Kitchen 4	Floors, counters, appliances, assembly area, tables, chairs clean	1		acceptable, kitchen and rooms are showing wear and age. Countertops at end of useful life		

## Total Quality Checklist - Clubhouse Three

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
18		Kitchen 5	Floors, counters, appliances, assembly area, tables, chairs clean	1		acceptable, kitchen and rooms are showing wear and age. Countertops at end of useful life		
19		Kitchen 6	Floors, counters, appliances, assembly area, tables, chairs clean	1		acceptable, kitchen and rooms are showing wear and age. Countertops at end of useful life		
20		Kitchen 7	Floors, counters, appliances, assembly area, tables, chairs clean		1	missing exhaust filter	work order	All American Fire
21		Kitchen 8 and Storage	Floors, counters, appliances, assembly area, tables, chairs clean	1		acceptable, kitchen and rooms are showing wear and age. Countertops at end of useful life		
22		Learning Center	Floors, desks, A/C working, lights in good condition	1				
23		Men's Restroom	Doors clean, in good condition, not worn or chipped	1				
24		Men's Restroom	Faucets in good condition and clean	1				
25		Men's Restroom	Grout at sinks and floor in good condition and clean	1				
26		Men's Restroom	Lights clean and operational		1	(2) light tubes out at Learning Center B Room	SRO	Service Maintenance
27		Men's Restroom	Mirror frames and mirrors in good condition	1				
28		Men's Restroom	Paper towel dispenser clean, filled, in good condition, and working	1				
29		Men's Restroom	Proper soap dispenser in place and full	1				
30		Men's Restroom	Stall doors working properly and in good condition	1				
31		Men's Restroom	Toilet seats good condition and tight	1				
32		Men's Restroom	Toilets clean and flush properly	1				
33		Men's Restroom	Trash receptacles are in good condition and operational	1				
34		Men's Restroom	Walls clean and in good without chips	1				
35		Parking lot	Gate operational in a good condition	1				
36		Parking lot	Signs in place and in good condition	1				

## Total Quality Checklist - Clubhouse Three

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
37		Ramp	Clean and good condition	1				
38		Ramp	Handrails are clean and in good condition	1				
39		Room 10 - Geneology	clean and in good condition	1				
40		Sewing room	Flooring, tables, lights	1				
41		Women's Restroom	Doors clean, in good condition, not worn or chipped	1				
42		Women's Restroom	Faucets in good condition and clean	1				
43		Women's Restroom	Grout at sinks and floor in good condition and clean	1				
44		Women's Restroom	Lights clean and operational		2	light tube out; light tube out at Learning Center B Room	work order	Service Maintenance
45		Women's Restroom	Mirror frames and mirrors in good condition	1				
46		Women's Restroom	Open door slowly sign in place	1				
47		Women's Restroom	Paper towel dispenser clean, filled, in good condition, and working	1				
48		Women's Restroom	Proper soap dispenser in place and full	1				
49		Women's Restroom	Stall doors working properly and in good condition	1				
48		Women's Restroom	Toilet seats good condition and tight	1				
49		Women's Restroom	Toilets clean and flush properly	1				
50		Women's Restroom	Trash receptacles are in good condition and operational	1				
51		Women's Restroom	Walls clean and in good without chips	1				

## Total Quality Checklist - Clubhouse Four

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
			<b>Totals:</b>	<b>53</b>	<b>0</b>			
1		Art Room	clean and in good condition	1				
2		Assembly Hall	Flooring is clean and in good condition	1				
3		Assembly Hall	HVAC units are clean and operational	1				
4		Assembly Hall	Lights are clean and operational	1				
5		Ceramics Room	clean and in good condition	1				
6		Exterior Lights	Clean and in good working condition	1				
7		Kitchen	Cabinet paint is clean and in good condition	1				
8		Kitchen	Exhaust hood fire suppression is current	1				
9		Kitchen	Flooring is clean and in good condition	1				
10		Kitchen	Lights are clean and operational	1				
11		Kitchen	Cooking equipment is clean and operational	1				
12		Kitchen	ice maker is working well	1				
13		Lapidary Room	clean and in good condition	1				
14		Lobby	Bulletin board is clean current and in good condition	1				
15		Lobby	display cabinets are in good condition	1				
16		Lobby	doors clean, in good condition	1				
17		Lobby	Flooring is clean and in good condition	1				
18		Lobby	Furniture is clean and in Good condition	1				
19		Hall	Interior drinking fountain working well	1				
20		Hall	Phone in working order & in good condition	1				
21		Men's Restroom	Doors clean, in good condition, not worn or chipped	1				
22		Men's Restroom	Faucets in good condition and clean	1				
23		Men's Restroom	Grout at sinks and floor in good condition and clean	1				
24		Men's Restroom	Lights clean and operational	1				
25		Men's Restroom	Mirror frames and mirrors in good condition	1				
26		Men's Restroom	Paper towel dispenser clean, filled, in good condition, and working	1				
27		Men's Restroom	Plastic corner guard in place	1				
28		Men's Restroom	Proper soap dispenser in place and full	1				

## Total Quality Checklist - Clubhouse Four

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
29		Men's Restroom	Stall doors working properly and in good condition	1				
30		Men's Restroom	Toilet seats good condition and tight	1				
31		Men's Restroom	Toilets clean and flush properly	1				
32		Men's Restroom	Trash receptacles are in good condition and operational	1				
33		Men's Restroom	Walls clean and in good without chips	1				
34		Parking Lot South	Pavement, signs, and striping is in good condition	1				
35		Stage	Clean & in good condition	1				
36		Stage	Lift in good condition	1		on maintenance contract		Thyssen Krupp Elevator
37		Stage	Stairs are clear and in good condition	1				
38		Stage Emergency Exit	Exit Is clear	1				
39		Storage areas	Clean and in good condition	1				
40		Storage - by assembly area	Clean and in good condition	1				
41		Women's Restroom	Doors clean, in good condition, not worn or chipped	1				
42		Women's Restroom	Faucets in good condition and clean	1				
43		Women's Restroom	Grout at sinks and floor in good condition and clean	1				
44		Women's Restroom	Lights clean and operational	1				
45		Women's Restroom	Mirror frames and mirrors in good condition	1				
46		Women's Restroom	Paper towel dispenser clean, filled, in good condition, and working	1				
47		Women's Restroom	Plastic corner guard in place	1				
48		Women's Restroom	Proper soap dispenser in place and full	1				
49		Women's Restroom	Stall doors working properly and in good condition	1				
50		Women's Restroom	Toilet seats good condition and tight	1				
51		Women's Restroom	Toilets clean and flush properly	1				
52		Women's Restroom	Trash receptacles are in good condition and operational	1				
53		Women's Restroom	Walls clean and in good without chips	1				



## Total Quality Checklist - Building Five, 1st Floor

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
			<b>Totals:</b>	<b>45</b>	<b>1</b>			
1	1	Café	clean and in good condition		1	door not functional	repair in progress	Axxess Door
2	1	Conf Rm B - Hallway	Lights clean and operational	1				
3	1	Conf Rm B - Drinking Fountain	clean and in good working order	1				
4	1	Conf Rm B - Men's Restroom	Doors clean, in good condition, not worn or chipped	1				
5	1	Conf Rm B - Men's Restroom	Faucets in good condition and clean	1				
6	1	Conf Rm B - Men's Restroom	Grout at sinks and floor in good condition and clean	1				
7	1	Conf Rm B - Men's Restroom	Lights clean and operational	1				
8	1	Conf Rm B - Men's Restroom	Mirror frames and mirrors in good condition	1				
9	1	Conf Rm B - Men's Restroom	Paper towel dispenser clean, filled, in good condition, and working	1				
10	1	Conf Rm B - Men's Restroom	Proper soap dispenser in place and full	1				
11	1	Conf Rm B - Men's Restroom	Stall doors working properly and in good condition	1				
12	1	Conf Rm B - Men's Restroom	Toilet seats good condition and tight	1				
13	1	Conf Rm B - Men's Restroom	Toilets clean and flush properly	1				
14	1	Conf Rm B - Men's Restroom	Trash receptacles are in good condition and operational	1				
15	1	Conf Rm B - Men's Restroom	Walls clean and in good without chips	1				
16	1	Conf Rm B - Women's Restroom	Doors clean, in good condition, not worn or chipped	1				
17	1	Conf Rm B - Women's Restroom	Faucets in good condition and clean	1				

## Total Quality Checklist - Building Five, 1st Floor

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
18	1	Conf Rm B - Women's Restroom	Grout at sinks and floor in good condition and clean	1				
19	1	Conf Rm B - Women's Restroom	Lights clean and operational	1				
20	1	Conf Rm B - Women's Restroom	Mirror frames and mirrors in good condition	1				
21	1	Conf Rm B - Women's Restroom	Paper towel dispenser clean, filled, in good condition, and working	1				
22	1	Conf Rm B - Women's Restroom	Proper soap dispenser in place and full	1				
23	1	Conf Rm B - Women's Restroom	Stall doors working properly and in good condition	1				
24	1	Conf Rm B - Women's Restroom	Toilet seats good condition and tight	1				
25	1	Conf Rm B - Women's Restroom	Toilets clean and flush properly	1				
26	1	Conf Rm B - Women's Restroom	Trash receptacles are in good condition and operational	1				
27	1	Conf Rm B - Women's Restroom	Walls clean and in good without chips	1				
28	1	Conference Room B	table and chairs in good condition; door works well; conference table, chairs, secretary area, coffee bar in good condition	1				
29	1	Conference Room C	Door, lights, table, chairs, flooring in good condition	1				
30	1	Copy Center	Lights clean and operational, glass enclosure in good condition, counter tops in good condition, door works well	1				
31	1	Elevator	clean and in working condition	1				
32	1	Exterior lighting	clean and in good working condition	1				
33	1	Recreation Office	Lights clean and operational, counter tops in good condition, door works well	1				
34	1	Security Satellite Office	Lights clean and operational, glass enclosure in good condition, counter tops in good condition, door works well	1				

## Total Quality Checklist - Building Five, 1st Floor

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
35	1	Unisex Restroom	Doors clean, in good condition, not worn or chipped	1				
36	1	Unisex Restroom	Faucets in good condition and clean	1				
37	1	Unisex Restroom	Grout at sinks and floor in good condition and clean	1				
38	1	Unisex Restroom	Lights clean and operational	1				
39	1	Unisex Restroom	Mirror frames and mirrors in good condition	1				
40	1	Unisex Restroom	Paper towel dispenser clean, filled, in good condition, and working	1				
41	1	Unisex Restroom	Plastic corner guard in place	1				
42	1	Unisex Restroom	Proper Soap dispenser in place and full	1				
43	1	Unisex Restroom	Toilet seats good condition and tight	1				
44	1	Unisex Restroom	Toilets clean and flush properly	1				
45	1	Unisex Restroom	Trash receptacles are in good condition and operational	1				
46	1	Unisex Restroom	Walls clean and in good without chips	1				

## Total Quality Checklist - Building Five, 2nd Floor

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
			<b>Totals:</b>	<b>32</b>	<b>1</b>			
1	2	Kitchen / breakroom	Cabinet paint is clean and in good condition	1				
2	2	Kitchen / breakroom	Cooking equipment is clean and operational	1				
3	2	Kitchen / breakroom	Flooring is clean and in good condition	1				
4	2	Kitchen / breakroom	Lights are clean and operational	1				
5	2	Lobby	Furniture is clean and in good condition	1				
6	2	Lobby / hallway / work stations	Carpet is clean and in good condition	1				
7	2	Lobby / hallway / work stations	Lighting is clean and in good condition	1				
8	2	Lobby / hallway / work stations	Walls are clean and in good condition	1				
9	2	Men's Restroom	Doors clean, in good condition, not worn or chipped	1				
10	2	Men's Restroom	Faucets in good condition and clean	1				
11	2	Men's Restroom	Grout at sinks and floor in good condition and clean	1				
12	2	Men's Restroom	Lights clean and operational	1				
13	2	Men's Restroom	Mirror frames and mirrors in good condition	1				
14	2	Men's Restroom	Paper towel dispenser clean, filled, in good condition, and working	1				
15	2	Men's Restroom	Proper soap dispenser in place and full	1				
16	2	Men's Restroom	Stall doors working properly and in good condition	1				
17	2	Men's Restroom	Toilet seats good condition and tight	1				
18	2	Men's Restroom	Toilets clean and flush properly	1				
19	2	Men's Restroom	Trash receptacles are in good condition and operational	1				
20	2	Men's Restroom	Walls clean and in good without chips	1				
21	2	Physical Property Conference Room	door, lights, table, chairs, flooring in good condition	1				
22	2	Women's Restroom	Doors clean, in good condition, not worn or chipped	1				
23	2	Women's Restroom	Faucets in good condition and clean	1				

## Total Quality Checklist - Building Five, 2nd Floor

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
24	2	Women's Restroom	Grout at sinks and floor in good condition and clean	1				
25	2	Women's Restroom	Lights clean and operational		1	light tube out in ceiling	SRO	Service Maintenance
26	2	Women's Restroom	Mirror frames and mirrors in good condition	1				
27	2	Women's Restroom	Paper towel dispenser clean, filled, in good condition, and working	1				
28	2	Women's Restroom	Proper soap dispenser in place and full	1				
29	2	Women's Restroom	Stall doors working properly and in good condition	1				
30	2	Women's Restroom	Toilet seats good condition and tight	1				
31	2	Women's Restroom	Toilets clean and flush properly	1				
32	2	Women's Restroom	Trash receptacles are in good condition and operational	1				
33	2	Women's Restroom	Walls clean and in good without chips	1				

## Total Quality Checklist - Clubhouse Six, 1st floor

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
			<b>Totals:</b>	<b>67</b>	<b>1</b>			
1	1	CARE Entry	Walkway clear	1				
2	1	CARE Entry	Concrete clean and in good condition	1				
3	1	Drinking Fountain	Clean with blue clean mat in place, in good working order	1				
4	1	East Entry	Palm Tree lighting good condition and operational	1				
5	1	East Entry	Bike rack in good condition	1				
6	1	Exit Corridor/West	Alley entrance hallway lights operable	1				
7		Exterior	Trees away from building	1				
8		Exterior Lights	Clean and in working condition	1				
9	1	First Floor	Ceiling tiles clean and in good condition		1	(2) tiles in need of replacement	SRO	Service Maintenance
10	1	First Floor	Proper furniture in place	1				
11	1	Hospitality Entry	handrails in good condition + paint without chips or worn	1				
12	1	Hospitality Entry	Canopy in good condition - not faded or torn	1				
13	1	Hospitality Entry	Chair glides are not worn down to metal	1				
14	1	Hospitality Entry	Wall at parking lot in good condition and clean	1				
15	1	Hospitality Entry	Outside door mat clean and in good condition	1				
16	1	Hospitality Entry	Tables and chairs in good condition, clean and properly placed	1				
17	1	Hospitality Entry	Folding Tables and cones properly stored	1				
18	1	Hospitality Entry	Lights operable and in good condition	1				
19	1	Janitor Closet	clean and in good condition	1				
20	1	Kitchen	Lights operable and in good condition	1				
21	1	Men's Restroom	Doors clean, in good condition, not worn or chipped	1				
22	1	Men's Restroom	Faucets in good condition and clean	1				
23	1	Men's Restroom	Fire Sprinklers in good condition and clean	1				

## Total Quality Checklist - Clubhouse Six, 1st floor

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
24	1	Men's Restroom	Grout at sinks and floor in good condition and clean	1				
25	1	Men's Restroom	Lights clean and operational	1				
26	1	Men's Restroom	Mirror frames and mirrors in good condition	1				
27	1	Men's Restroom	North entrance paint at the corner by the elevator in good condition	1				
28	1	Men's Restroom	Paper towel dispenser clean, filled, in good condition, and working	1				
29	1	Men's Restroom	Plastic corner guard in place	1				
30	1	Men's Restroom	Proper soap dispenser in place and full	1				
31	1	Men's Restroom	Stall doors working properly and in good condition	1				
32	1	Men's Restroom	Toilet seats good condition and tight	1				
33	1	Men's Restroom	Toilets clean and flush properly	1				
34	1	Men's Restroom	Trash receptacles are in good condition and operational	1				
35	1	Men's Restroom	Walls clean and in good without chips	1				
36	1	Mobility Aids	Flooring in good condition and clean	1				
37	1	North Entry - Ext	Concrete clean and in good condition	1				
38	1	North Entry - Ext	Handrails paint without chips or worn	1				
39	1	North Entry - Ext	Step paint in good condition	1				
40	1	North Entry - Ext	Lights in overhead working	1				
41	1	North Entry - Ext	ADA ramp smooth and clear	1				
42	1	North Entry - Ext	ADA ramp handrail paint without chips or worn	1				
43	1	North Entry - Ext	ADA ramp wall paint in good condition	1				
44	1	North Entry - Ext	Planter properly planted weed free with healthy plants	1				
45	1	North Entry - Ext	Trash can clean and in good condition	1				
46	1	North Entry - Ext	Ashtray properly placed and clean	1				
47	1	North Entry - Ext	Sprinklers are operational	1				
48	1	North Entry - Ext	Plants are healthy with proper care	1				
49	1	Ping Pong Area	Storage cubes in good condition	1				
50	1	Ping Pong Area	Phone in working order & in good condition	1				
51	1	Ping Pong Area	Chair rails are in good condition and clean	1				

## Total Quality Checklist - Clubhouse Six, 1st floor

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
52	1	Ping Pong Area	Lights are clean and operate	1				
53	1	Safety signage	safety signage displayed and in good condition	1				
54	1	Women's Restroom	Doors clean, in good condition, not worn or chipped	1				
55	1	Women's Restroom	Faucets in good condition and clean	1				
56	1	Women's Restroom	Fire Sprinklers in good condition and clean	1				
57	1	Women's Restroom	Grout at sinks and floor in good condition and clean	1				
58	1	Women's Restroom	Lights clean and operational	1				
59	1	Women's Restroom	Mirror frames and mirrors in good condition	1				
60	1	Women's Restroom	North entrance paint at the corner by the elevator in good condition	1				
61	1	Women's Restroom	Paper towel dispenser clean, filled, in good condition, and working	1				
62	1	Women's Restroom	Plastic corner guard in place	1				
63	1	Women's Restroom	Proper soap dispenser in place and full	1				
64	1	Women's Restroom	Stall doors working properly and in good condition	1				
65	1	Women's Restroom	Toilet seats good condition and tight	1				
66	1	Women's Restroom	Toilets clean and flush properly	1				
67	1	Women's Restroom	Trash receptacles are in good condition and operational	1				
68	1	Women's Restroom	Walls clean and in good without chips	1				



## Total Quality Checklist - Clubhouse Six, 2nd Floor

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
			<b>Totals:</b>	<b>55</b>	<b>1</b>			
1	2	Custodian Room	Equipment for Clubs is properly stored		1	light cover cracked	SRO	Service Maintenance
2	2	Dance Room	walls clean; lights, flooring, ceiling in good condition	1				
3	2	Dance Room	Receptacle in good condition. Hand sanitizer operational.	1				
4	2	Dance Room (1)	walls clean; lights, flooring, ceiling in good condition	1				
5	2	Dance Room (2)	walls clean; lights, flooring, ceiling in good condition	1				
6	2	Drinking Fountain	Clean with blue clean mat in place and in good working condition	1				
7	2	Elevator	clean and in good working condition	1				
8	2	Fitness Center	Baseboards are in good condition	1				
9	2	Fitness Center	Flooring in good condition	1				
10	2	Fitness Center	lockers are in good condition	1				
11	2	Fitness Center	Sound System is operational	1				
12	2	Fitness Center	Walls are in good condition and clean	1				
13	2	HVAC	Supply and Return registers clean and in good condition	1				
14	2	Men's Restroom	Doors clean, in good condition, not worn or chipped	1				
15	2	Men's Restroom	Faucets in good condition and clean	1				
16	2	Men's Restroom	Fire Sprinklers in good condition and clean	1				
17	2	Men's Restroom	Grout at sinks and floor in good condition and clean	1				
18	2	Men's Restroom	Lights clean and operational	1				
19	2	Men's Restroom	Mirror frames and mirrors in good condition	1				
20	2	Men's restroom	Mops and Brooms properly stored	1				
21	2	Men's Restroom	North entrance paint at the corner by the elevator in good condition	1				
22	2	Men's Restroom	Open door slowly sign in place	1				
23	2	Men's Restroom	Paper towel dispenser clean, filled, in good condition, and working	1				

## Total Quality Checklist - Clubhouse Six, 2nd Floor

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
24	2	Men's Restroom	Plastic corner guard in place	1				
25	2	Men's Restroom	Proper soap dispenser in place and full	1				
26	2	Men's Restroom	Stall doors working properly and in good condition	1				
27	2	Men's Restroom	Toilet seats good condition and tight	1				
28	2	Men's Restroom	Toilets clean and flush properly	1				
29	2	Men's Restroom	Trash receptacles are in good condition and operational	1				
30	2	Men's Restroom	Walls clean and in good without chips	1				
31	2	North West Room	Chair rails are in good condition and clean	1				
32	2	Safety signage	displayed and in good condition	1				
33	2	Second Floor	Ceiling tiles clean and good condition	1				
34	2	South West Room	North Entry Door is clean, not worn or chipped	1				
35	2	South West Room	Receptacle and switch covers in place and clean	1				
36	2	South West Room	TV and whiteboard properly stored	1				
37	2	Stairway	LED lights are clean and working	1				
38	2	Stairway	Roller shades are in place and good condition	1				
39	2	Stairway	Stairway handrail in good condition and not worn	1				
40	2	Women's Restroom	Blue mat at the drinking fountain clean and good condition	1				
41	2	Women's Restroom	Doors clean, in good condition, not worn or chipped	1				
42	2	Women's Restroom	Faucets in good condition and clean	1				
43	2	Women's Restroom	Fire Sprinklers in good condition and clean	1				
44	2	Women's Restroom	Grout at sinks and floor in good condition and clean	1				
45	2	Women's Restroom	Lights clean and operational	1				
46	2	Women's Restroom	Mirror frames and mirrors in good condition	1				
47	2	Women's Restroom	North entrance paint at the corner by the elevator in good condition	1				
48	2	Women's Restroom	Open door slowly sign in place	1				

## Total Quality Checklist - Clubhouse Six, 2nd Floor

	Floor	Location	Description	Yes	No	Comments	Progress	Who is Responsible
49	2	Women's Restroom	Paper towel dispenser clean, filled, in good condition, and working	1				
50	2	Women's Restroom	Plastic corner guard in place	1				
51	2	Women's Restroom	Proper soap dispenser in place and full	1				
52	2	Women's Restroom	Stall doors working properly and in good condition	1				
53	2	Women's Restroom	Toilet seats good condition and tight	1				
54	2	Women's Restroom	Toilets clean and flush properly	1				
55	2	Women's Restroom	Trash receptacles are in good condition and operational	1				
56	2	Women's Restroom	Walls clean and in good without chips	1				

**THIS  
PAGE  
INTENTIONALLY  
LEFT  
BLANK**

March 2023

87

P.O. Box 2069  
Seal Beach CA 90740

Mar Actuals	Mar Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Library								
20,061	19,644	(417)		Salaries & Wages Library	61,145	55,516	(5,629)	222,064
1,600	1,652	52		Employment Taxes Library	5,622	5,116	(506)	18,106
707	1,254	547	6142000 735	Workers' Compensation - Library	2,241	3,762	1,521	11,711
1,377	1,415	38		Group Ins - Medical Library	4,133	4,245	112	16,980
18	19	1	6143300 735	Group Insurance - Dental - Library	55	57	2	228
5	20	15	6143500 735	Group Insurance - Vision - Library	44	60	16	240
404	482	78	6144000 735	401(k) Match - Library	1,197	1,363	166	5,453
40	58	18	6145000 735	Group Insurance - Life - Library	178	174	(4)	696
22	68	46	6146000 735	Long Term Disability Insurance - Library	170	204	34	816
385	0	(385)	6211000 735	Continuing Education - Library	1,718	1,700	(18)	1,825
0	90	90	6214000 735	Meals & Special Events - Library	0	90	90	420
0	25	25	6215000 735	Mileage - Library	0	25	25	245
8	0	(8)	6217000 735	Uniforms & Laundry - Library	8	25	17	100
66	175	109	6410000 735	Materials & Supplies - Library	120	525	405	2,100
0	100	100	6410005 735	Building Supplies - Library	0	300	300	1,200
0	25	25	6410010 735	Hospitality - Library	0	75	75	300
0	20	20	6410015 735	Computer Supplies - Library	0	60	60	240
521	525	4	6410024 735	Library Supplies - Library	521	1,575	1,054	6,300
0	20	20	6410025 735	Lunch Room Supplies - Library	0	60	60	240
53	100	47	6410030 735	Printer / Copier Supplies - Library	107	300	193	1,200
3,498	3,000	(498)	6412000 735	Patron Books - Library	6,106	7,500	1,394	31,500
0	0	0	6412500 735	Patron Magazines Subscriptions - Library	0	0	0	7,082
901	1,082	181	6420100 735	Electricity - Library	2,759	2,870	111	14,331
(103)	218	321	6422000 735	Telephone - Library	382	653	271	2,615
456	261	(195)	6425100 735	Natural Gas - Library	2,011	1,025	(986)	1,987
244	244	0	6444000 735	Equipment Rental - Library	731	732	1	3,033
0	150	150	6471000 735	Building Repair & Maintenance - Library	0	450	450	1,800
0	50	50	6472000 735	Equipment Repair & Maintenance - Library	0	150	150	600
92	92	0	6477210 735	Pest Control - Library	276	276	0	1,153
0	10	10	6478000 735	Service Contracts - Library	34	30	(4)	594
0	0	0	6481000 735	Computer Maintenance & Software - Librar	628	628	0	11,617
0	350	350	6481500 735	Community Entertainment - Library	0	1,050	1,050	4,200
0	0	0	6482000 735	Dues, Memberships & Books - Library	0	0	0	422
0	0	0	6484000 735	Permits & Licenses - Library	0	0	0	565
30,356	31,149	793		Total Expenses	90,185	90,596	411	371,963
Other Cost Recovery								
4	375	(371)	5380331 735	Copy Fee Income - Library	444	1,125	(681)	4,500
88	25	63	5380350 735	Library Fees Income - Library	161	75	86	300
191	100	91	5380355 735	Fax Services Income - Library	357	300	57	1,200



P.O. Box 2069  
Seal Beach CA 90740

Mar Actuals	Mar Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
0	10	(10)	5385000 735	Other Income - Library	0	30	(30)	120
0	0	0	5385105 735	Donations - Friends of the Library - Lib	5,000	0	5,000	0
283	510	(227)		Total Other Cost Recovery	5,962	1,530	4,432	6,120
30,487	30,487	0	5330000 735	Income / Refund from Mutuals - Library	91,461	91,461	0	365,843
30,770	30,997	(227)		Total Cost Recovery	97,423	92,991	4,432	371,963
				Off Budget Items				
414	(152)	566		Net Income / (Expense)	7,238	2,395	4,843	0

P.O. Box 2069  
Seal Beach CA 90740

Mar Actuals	Mar Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Learning Center								
0	25	25	6410000 736	Materials & Supplies - Learning Center	0	75	75	300
0	25	25	6410015 736	Computer Supplies - Learning Center	0	75	75	300
0	50	50	6410020 736	Equipment Expense - Learning Center	0	150	150	600
12	150	138	6410023 736	Curriculum Supplies - Learning Center	12	450	438	1,800
0	45	45	6410030 736	Printer / Copier Supplies - Learning Cen	0	135	135	540
0	182	182	6422000 736	Telephone - Learning Center	365	546	181	2,179
0	20	20	6472000 736	Equipment Repair & Maintenance - Learnin	0	60	60	240
0	50	50	6481500 736	Community Entertainment - Learning Cente	0	150	150	600
12	547	535		Total Expenses	377	1,641	1,264	6,559
547	547	0	5330000 736	Income / Refund from Mutuals - Learning	1,641	1,641	0	6,559
547	547	0		Total Cost Recovery	1,641	1,641	0	6,559
Off Budget Items								
535	0	535		Net Income / (Expense)	1,264	0	1,264	0



Description	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
New Patrons	32	23	23										78
Patron Visits	2,859	3,707	4,038										10,604
Borrowed Material	2,868	2,946	3,488										9,302
Added Books	74	97	56										227
Added Audio and Visual	44	71	51										166
Computer Users	133	139	179										451
Computer Sessions	345	414	555										1,314
Computer Hours	226	273	368										867

**THIS  
PAGE  
INTENTIONALLY  
LEFT  
BLANK**



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

---

## EDUCATIONAL PROGRAMS REPORT

---

**TO:** RECREATION COMMITTEE  
**FROM:** TAYLOR GREENE  
**SUBJECT:** EDUCATIONAL PROGRAMS REPORT  
**DATE:** 05/01/2023  
**CC:** FILE

---

The Leisure World NOCE Summer Semester begins on June 5th and runs through August 5th. A full list of summer semester classes can be found on the next page.

Regarding the current spring semester our Foods and Nutrition instructor has been dealing with an extended illness and is not likely to return until the start of the fall semester while she recovers.

On April 10th I was visited by Martha Turner, the new Associate Dean of the emeritus program at NOCE. We had a productive meeting, and I conveyed our desire to continue to expand our offerings which include the return of our Mentally Sharp and Senior Topics Technology classes along with new offerings such as a Microsoft Office class, ESL (English as a Second Language), Sewing, and others.

# Summer 2023

<i>Class</i>	<i>CRN(s)</i>	<i>Schedule</i>	<i>Start Date</i>	<i>Location</i>
<del><i>Foods and Nutrition</i></del>	<del>41486</del>	<del>Mondays 9 AM - 10:50 AM</del>	<del>6/5/2023</del>	<del>CH 3 Room 9</del>
<i>Ceramics</i>	41226	Tuesdays 8:30 AM - 12:20 PM	6/6/2023	CH 4 Ceramics Room
<i>Ceramics</i>	41227	Thursdays 12:45 PM - 4:35 PM	6/8/2023	CH 4 Ceramics Room
<i>Senior Topics: Personal Technology</i>	41576	Fridays 9 AM - 10:50 AM	6/9/2023	CH 3 Learning Center
<i>Staying Mentally Sharp</i>	41577	Fridays 11 AM - 12:50 PM	6/9/2023	CH 3 Learning Center
<i>Needlecraft, Knits, and Crochet</i>	41138	Wednesdays 2 PM - 3:50 PM	6/7/2023	CH 3 Needle Arts Studio
<i>Quilting</i>	41490	Mondays 1:30 PM - 3:20 PM	6/5/2023	CH 3 Needle Arts Studio
<i>Tone Chime Choir</i>	41212	Thursdays 10 AM - 11:50 AM	6/8/2023	CH 3 Room 9
<i>Senior Chorus</i>	41211	Mondays 10 AM - 11:50 AM	6/5/2023	Amphitheater Stage
<i>Mature Driver</i>	41646	Saturday 8 AM - 4:20 PM	6/24/2023	CH 3 Learning Center





# NEW AMENITIES QUESTIONNAIRE DATA

GRF Recreation Department

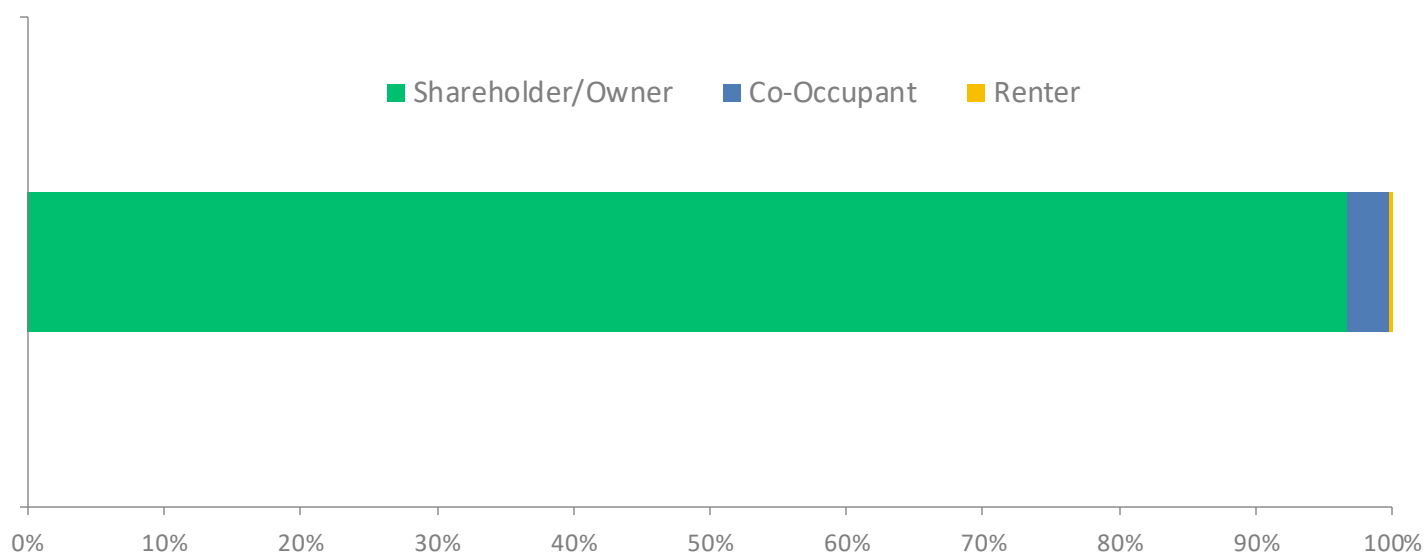




# QUESTIONNAIRE TOPICS

- Downtown Café Expansion
- Full-service Restaurant
- Onsite Salon/Spa
- Onsite Grocery Store
- Pop-up Businesses





- Virtually all of the feedback received came from shareholders/owners.
- Only 59 responses came from co-occupants
- 6 responses received from renters within the community.

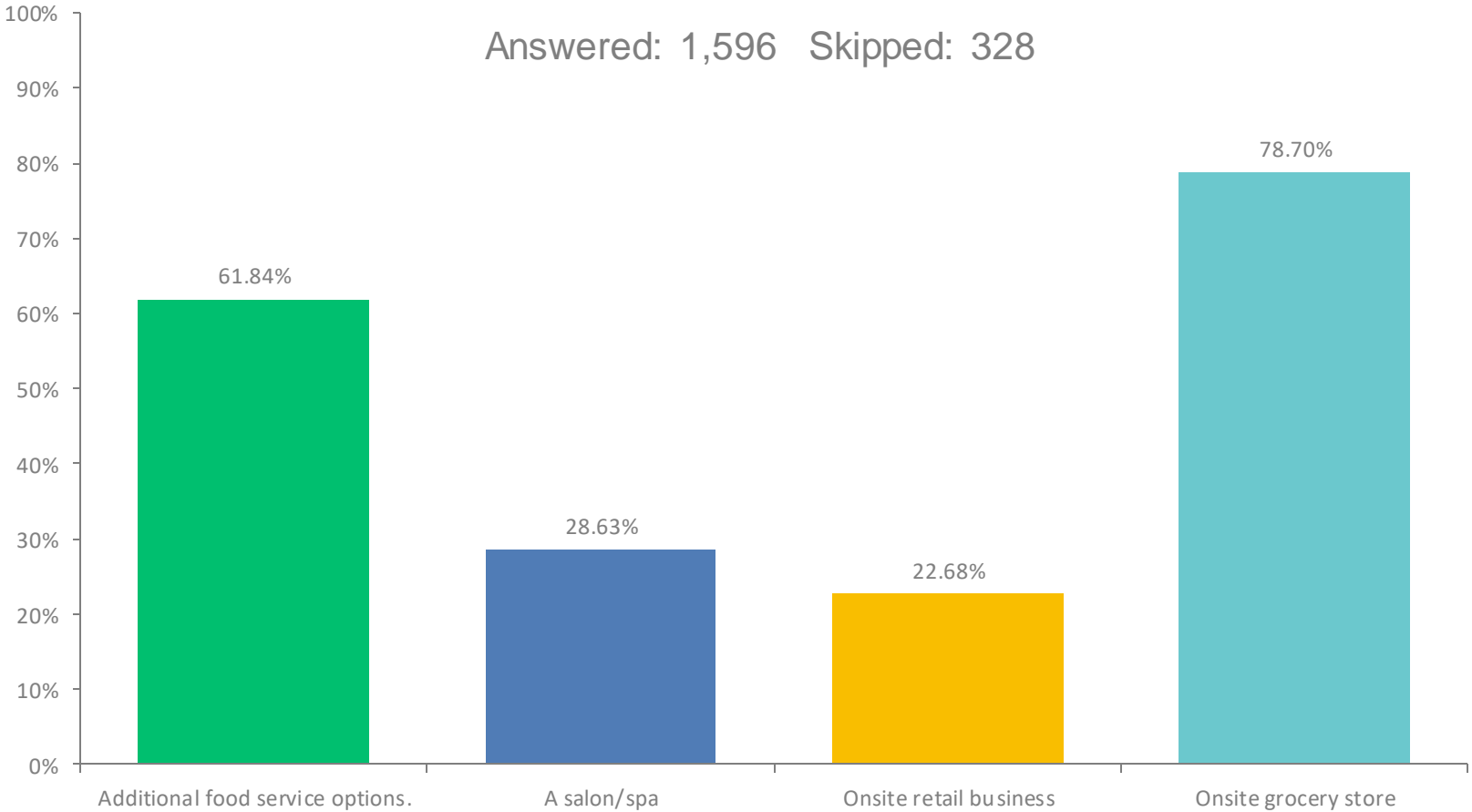
# WHO PROVIDED FEEDBACK?

# WHAT AMENITY WOULD LEISURE WORLDERS LIKE TO SEE MOST?

ANSWER CHOICES	RESPONSES	
Additional food service options.	61.84%	987
A salon/spa	28.63%	457
Onsite retail business	22.68%	362
Onsite grocery store	78.70%	1256
TOTAL		3062

Just under 80% of responses received favored the onsite grocery store.

Additional food items were also a very popular option among those who provided feedback.





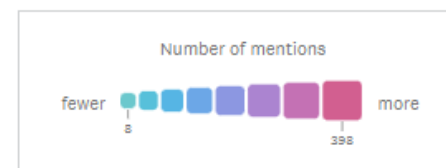
# Onsite Services Requested by our Community

## Top Responses

▼ Dog Grooming Service	103
▼ Mini Grocery Store	165
▼ Full Service Car Wash	398
▼ No New Amenities	147
▼ Restaurant / Bar	224
▼ Pharmacy (like we had before)	130
▼ More Vending Machines	74
▼ Coffee Shop	93

## Most Mentioned Key Words

charging stations outside pool including space new Seal Beach  
services small people residents many see also on-site  
great Pharmacy (like we had before) Coffee Shop one  
amenities store Mini Grocery Store Dog Grooming Service hair salon  
will  
hair nail etc **Full Service Car Wash** parking site  
support use  
time use No New Amenities Restaurant / Bar nice go think  
Estate planning Dog park More Vending Machines  
additional place Mini farm drive nail salon options Barber Shop  
golf course business ice cream food trucks



Answered: 1,069 Skipped: 853



# DOWNTOWN CAFÉ EXPANSION

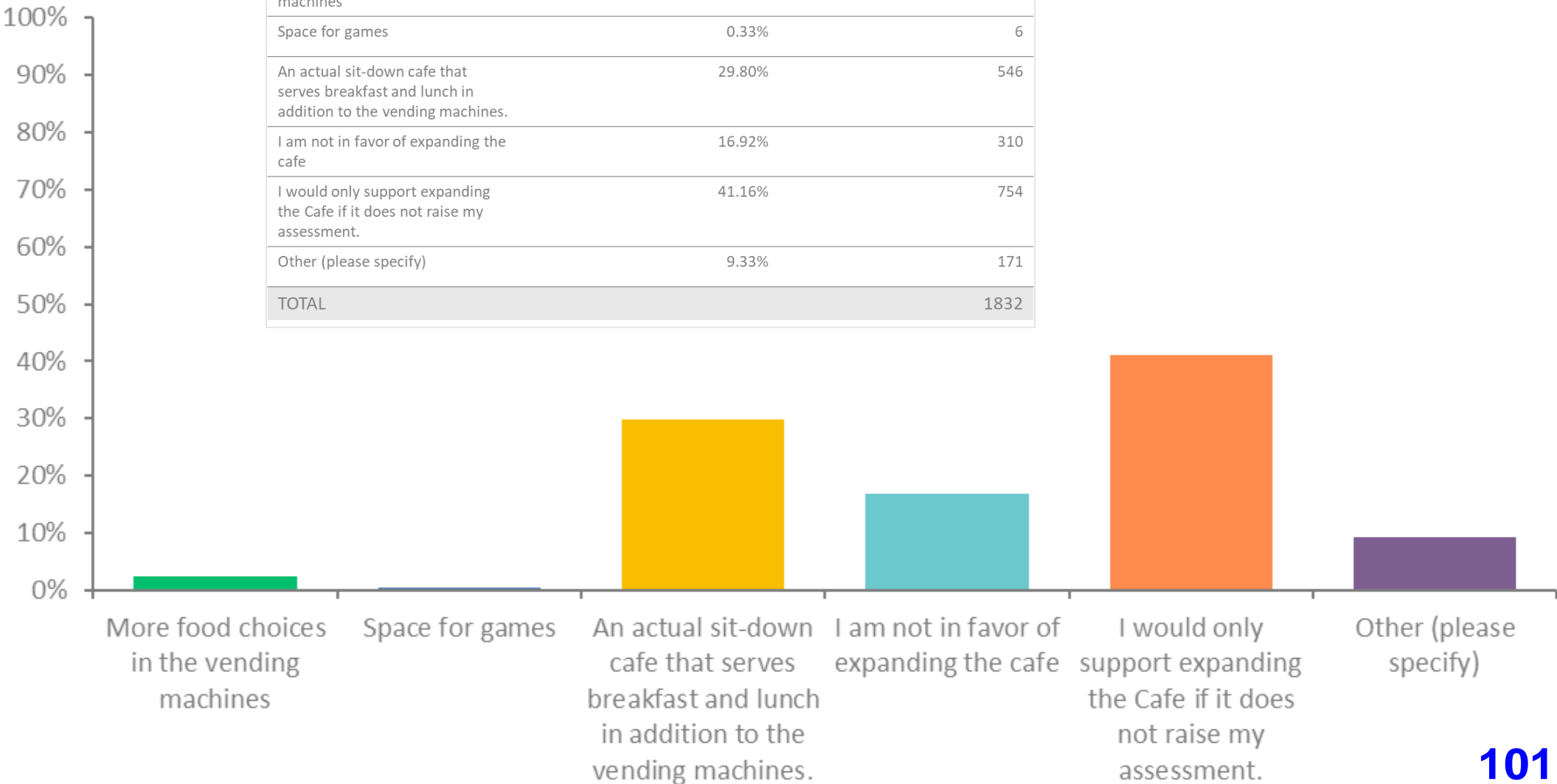
Does our community  
support an expansion of  
the café?

If the Cafe were expanded, what other services would you like to see?

Answered: 1,832 Skipped: 92

Most questionnaire participants would only support expansion if it did not raise their assessment.

ANSWER CHOICES	RESPONSES	
More food choices in the vending machines	2.46%	45
Space for games	0.33%	6
An actual sit-down cafe that serves breakfast and lunch in addition to the vending machines.	29.80%	546
I am not in favor of expanding the cafe	16.92%	310
I would only support expanding the Cafe if it does not raise my assessment.	41.16%	754
Other (please specify)	9.33%	171
TOTAL		1832



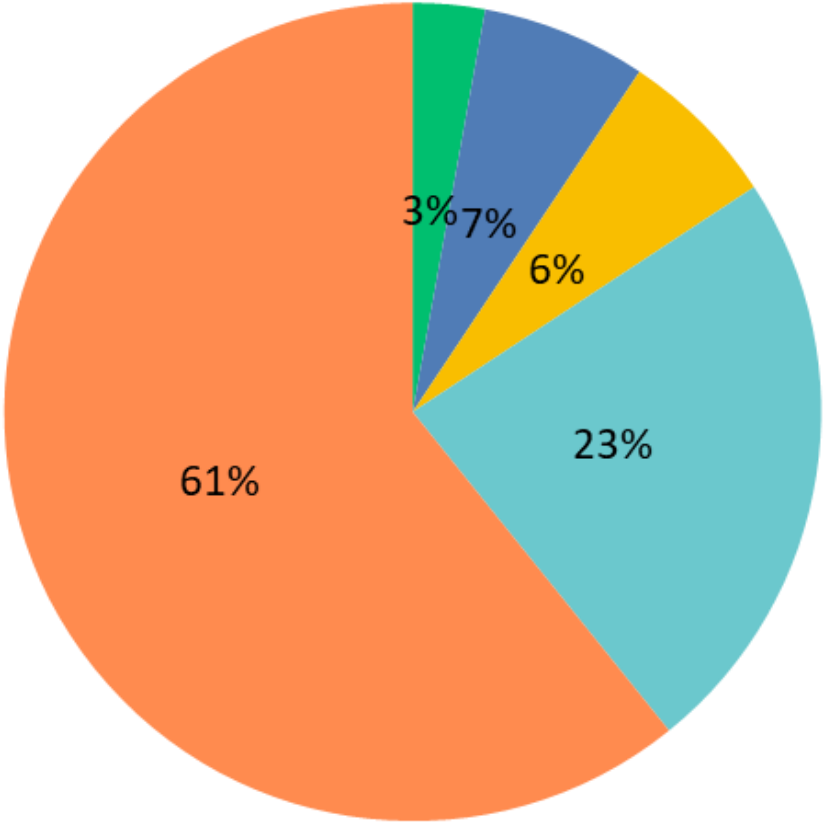
Feedback given shows that most respondents do not envision themselves utilizing an expanded café.  
They would only support expansion if it did not raise their assessment.



How frequently do  
you use this type  
of amenity?

Answered: 1,867 Skipped: 57

ANSWER CHOICES	RESPONSES	
Multiple/Many times a week	2.84%	53
A few times a week	6.53%	122
Once a week	6.37%	119
Less than once a week	23.46%	438
Never	60.79%	1135
TOTAL		1867



■ Multiple/Many times a week ■ A few times a week ■ Once a week  
■ Less than once a week ■ Never

# FULL-SERVICE RESTAURANT

---

Would a full-service restaurant be a success in Leisure World?





# RESTAURANT FEEDBACK

Answered: 1,682 Skipped: 242

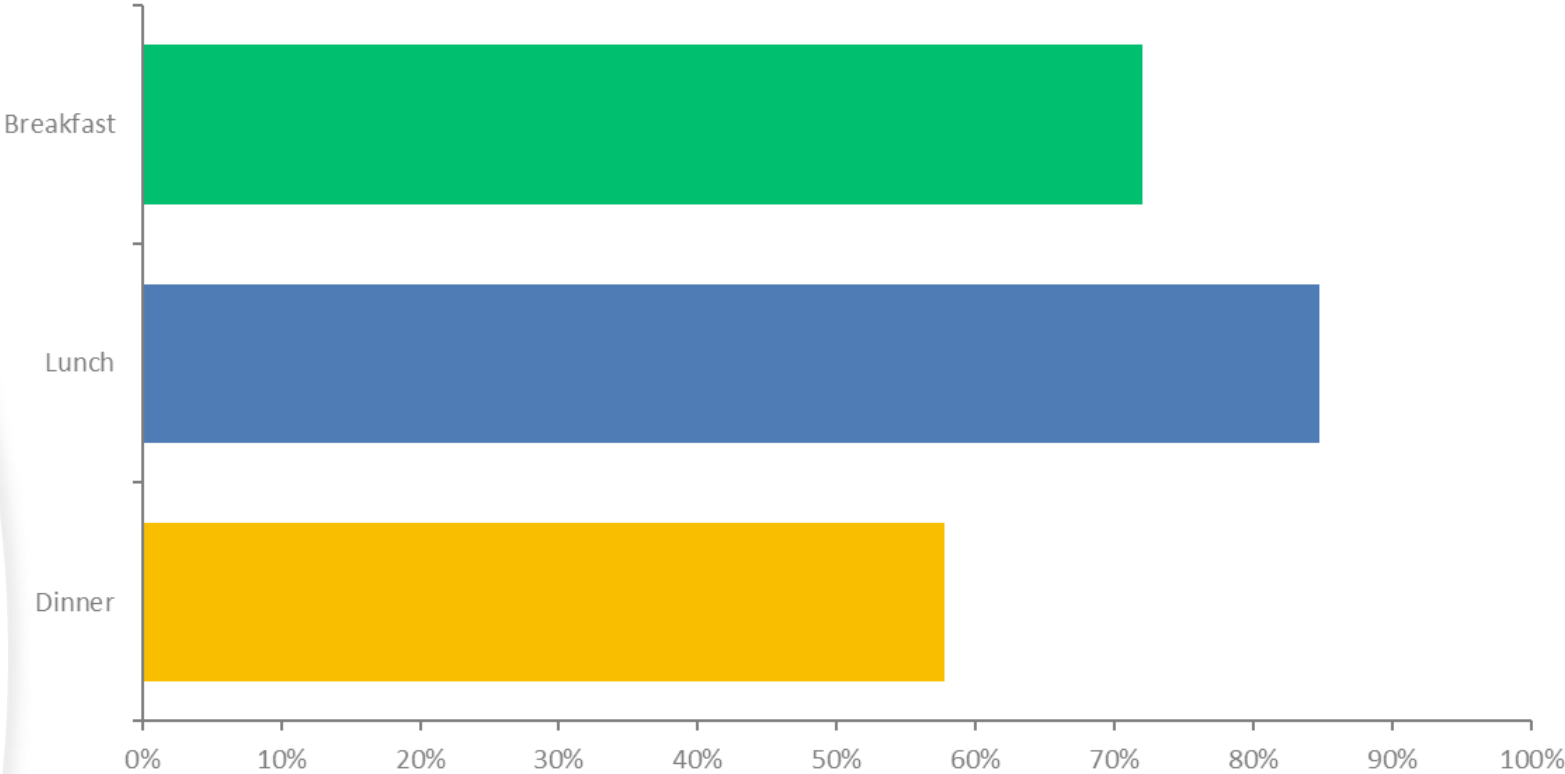
- Approximately 63% of the respondents would only support a restaurant if it does not raise their assessment.
- Just under 30% would only support a restaurant if it does not require giving up an existing amenity.
- Roughly 47% prefer simple, basic meal choices that are economical for the senior community.
- Only about 15% of the community prefers a more upscale restaurant.



# What mealtime would be most popular for a sit-down restaurant?

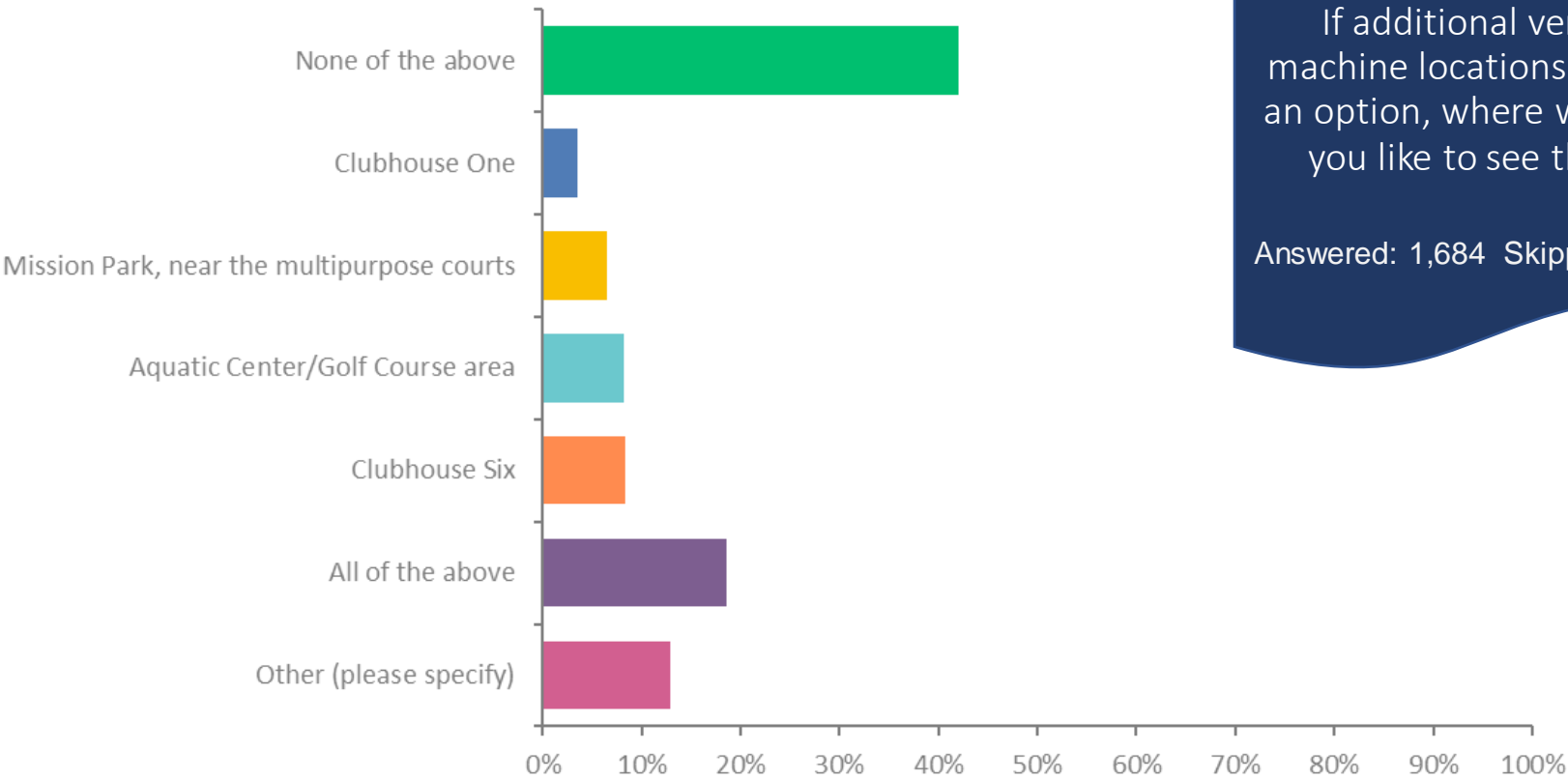
Answered: 1,281 Skipped: 643

- Nearly 85% of those who support a restaurant would most likely visit during lunch hours.
- About 70% of our respondents would visit a sit-down restaurant for breakfast.
- Just under 60% of respondents who wanted a restaurant can see themselves going to an onsite restaurant for dinner.



ANSWER CHOICES	RESPONSES	
Breakfast	72.05%	923
Lunch	84.70%	1085
Dinner	57.77%	740
TOTAL		2748

- Approximately 42% of the respondents are not in favor of adding more vending machines.
- Less than 20% of those who answered would like vending machines spread out across all trust properties.
- Most “OTHER” responses included wanting vending machines at a combination of 2 locations, as well comments of never using the vending machines.



If additional vending machine locations were an option, where would you like to see them?

Answered: 1,684 Skipped: 240

# VENDING MACHINES

ANSWER CHOICES	RESPONSES	
None of the above	41.98%	707
Clubhouse One	3.50%	59
Mission Park, near the multipurpose courts	6.47%	109
Aquatic Center/Golf Course area	8.25%	139
Clubhouse Six	8.31%	140
All of the above	18.53%	312
Other (please specify)	12.95%	218
TOTAL	106	1684





# ONSITE SALON/SPA

---

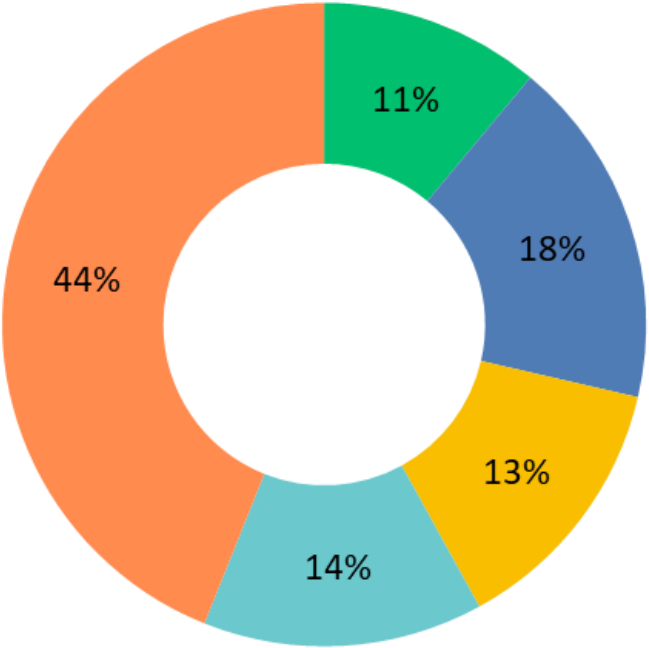
Will the community enjoy salon or spa services available onsite?

# Would our community utilize an onsite salon spa?

Most responses show that an onsite salon spa would not be utilized by the majority.

Just under 30% of respondents showed some interest in using an onsite salon spa.

Answered: 1,862 Skipped: 62

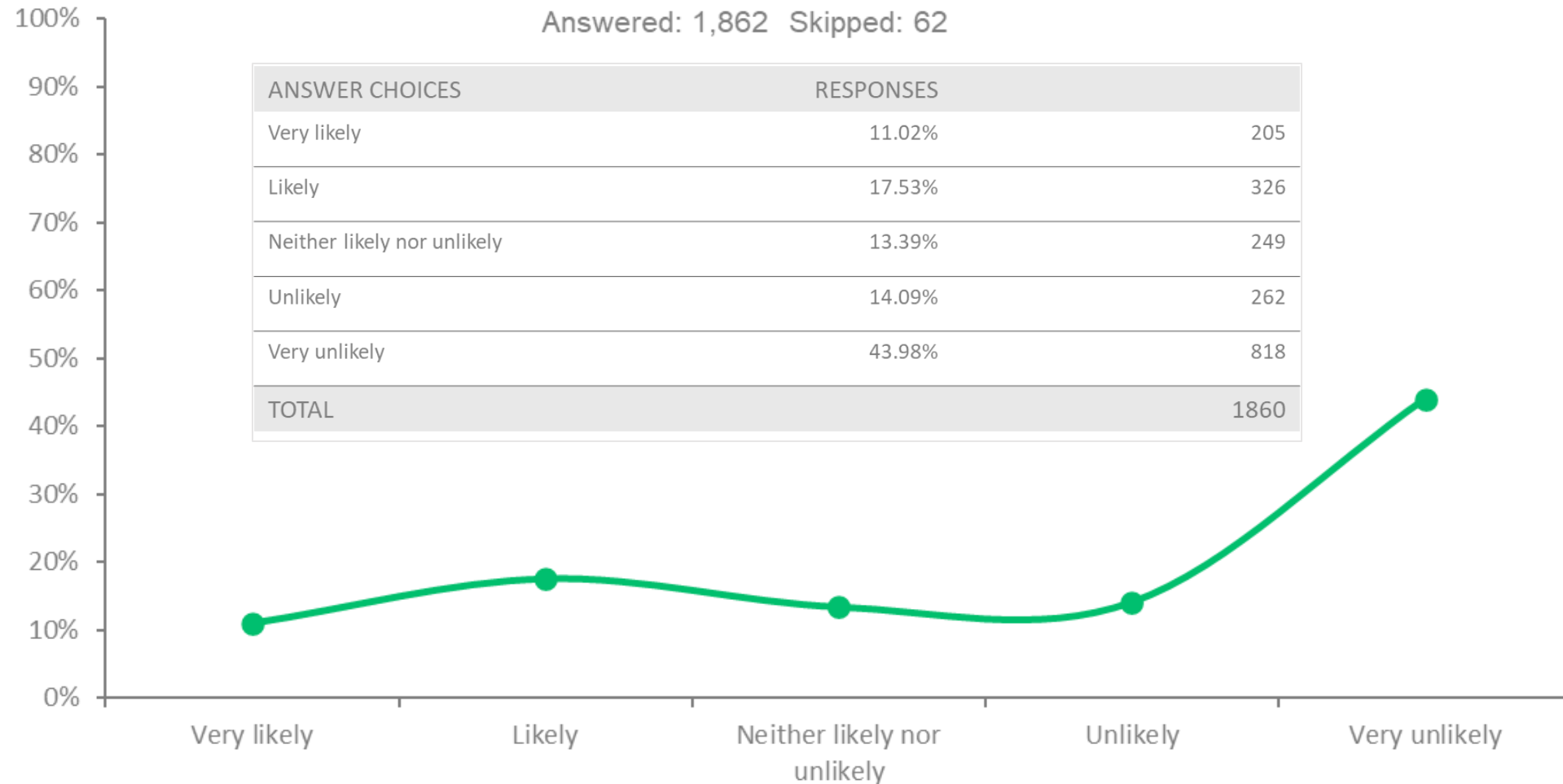


Very likely   Likely   Neither likely nor unlikely   Unlikely   Very unlikely

ANSWER CHOICES	RESPONSES	
Very likely	11.06%	206
Likely	17.56%	327
Neither likely nor unlikely	13.37%	249
Unlikely	14.07%	262
Very unlikely	43.93%	818
TOTAL		1862

# Would you use an onsite beauty salon/spa?

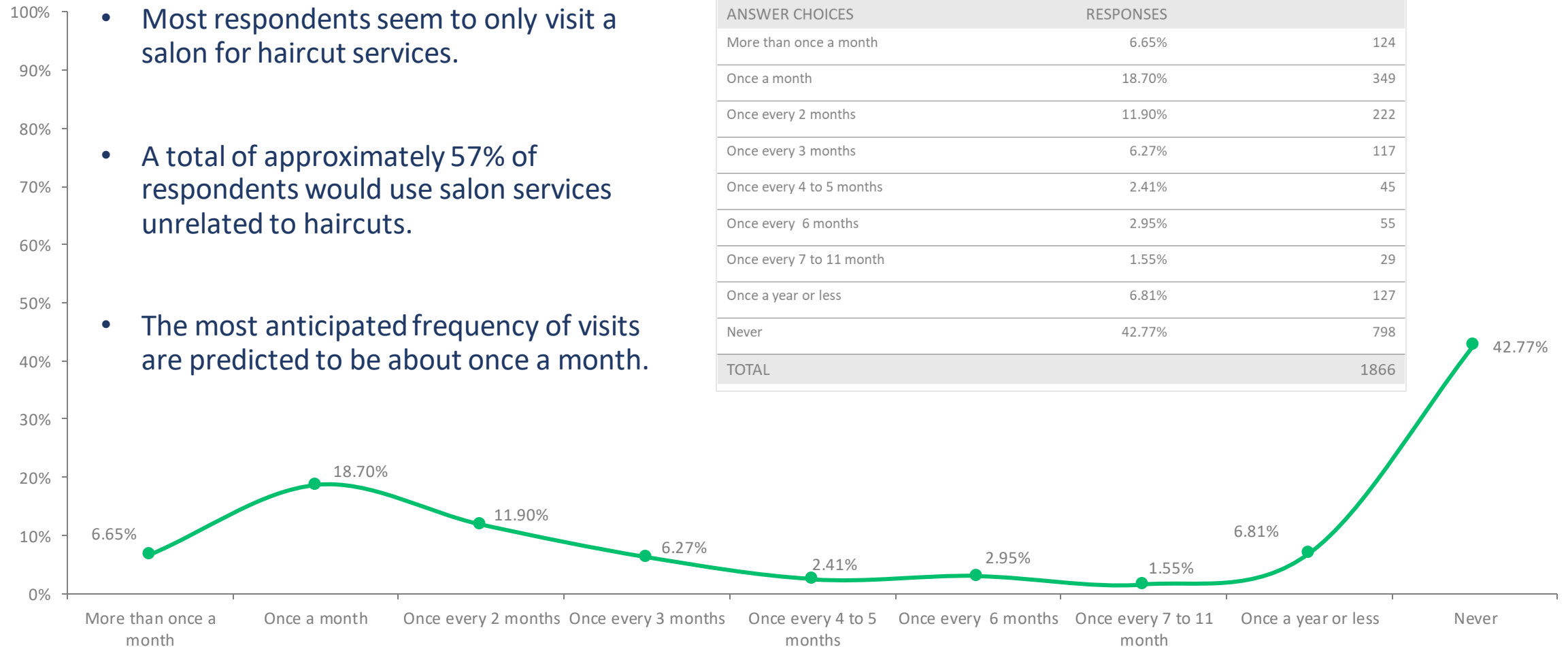
Roughly 40% of feedback received mentioned Leisure Worlders did not see themselves utilizing an onsite salon spa. 30% of shareholders who participated in the questionnaire envisioned themselves using an onsite salon spa service.












# How often if ever, do you go to a salon for a non-haircut service?

Answered: 1,866 Skipped: 58

ANSWER CHOICES	RESPONSES	
More than once a month	6.65%	124
Once a month	18.70%	349
Once every 2 months	11.90%	222
Once every 3 months	6.27%	117
Once every 4 to 5 months	2.41%	45
Once every 6 months	2.95%	55
Once every 7 to 11 month	1.55%	29
Once a year or less	6.81%	127
Never	42.77%	798
TOTAL		1866



▼ salon		8.57%	39
▼ Barber Shop / Hair Cuts		24.84%	113
▼ Pedicures		15.38%	70
▼ Hair Stylist & Coloring		5.49%	25
▼ Massage		10.55%	48
▼ Acupuncture		10.99%	50
▼ Sauna / Spa		1.76%	8
▼ Manicures		7.03%	32
▼ None		44.40%	202



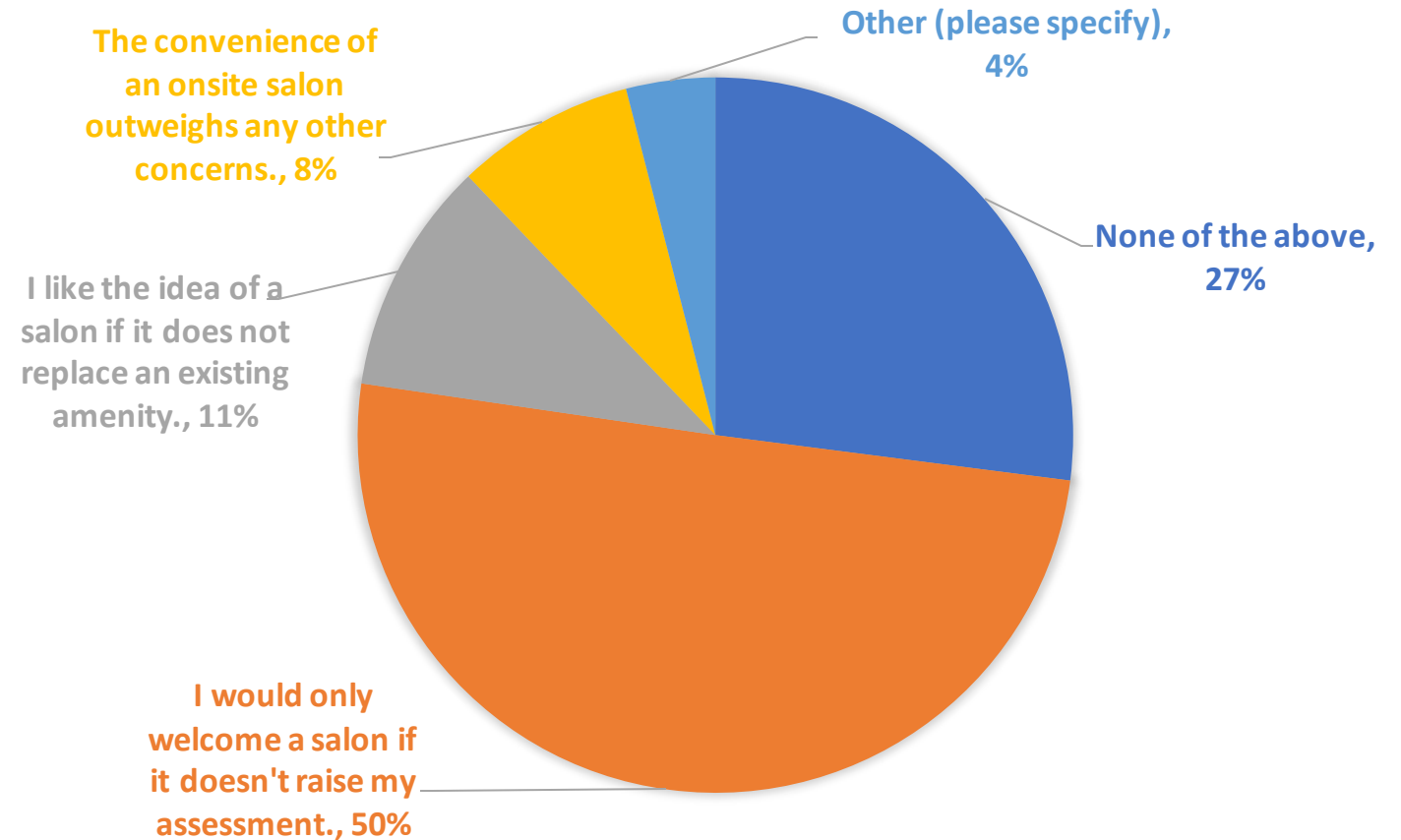
# Other Salon Services Requested

- 44% of the responses received show that they do not want any extra salon services.
- Just under 25% of responses do show interest in a barber shop. This could be because men won't go to a salon for a haircut. While just under 6% of responses would want a hair stylist or colorist.
- Approximately 23% of respondents do show interest in various spa related services such as massage, acupuncture, and even a sauna.

Answered: 455 Skipped: 1,467

Answered: 1,591 Skipped: 333

- 50% of questionnaire participants would only support a salon if it does not raise their assessment.
- 64 responses fell under the “OTHER” category. Responses on this category included :
  - A combination of liking the idea of a salon if it does not replace an existing amenity and did not raise their assessment.
  - Concerns of bringing in more traffic or having trouble finding a good staff team for salon/spa services.
  - Comments stating if a salon/spa were onsite, that it should pay for itself and generate income.



## SALON / SPA FEEDBACK





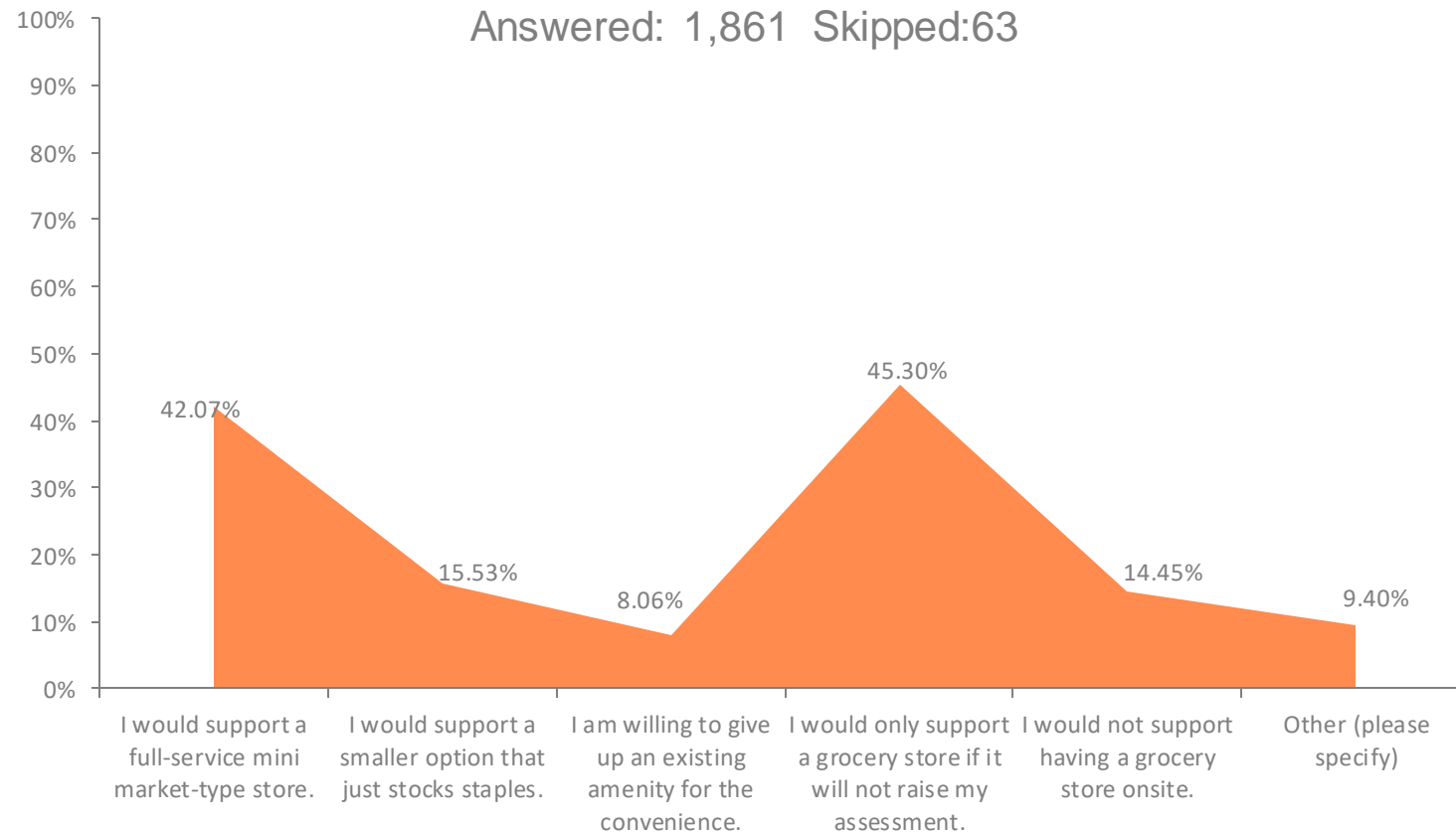
# ONSITE GROCERY STORE

---

Will the community benefit from having an onsite grocery store in Leisure World?



# GROCERY STORE FEEDBACK



- A grocery store was the most popular amenity requested among those who participated in the questionnaire.
- 45% of respondents are in favor of an onsite grocery store if it does not raise their assessment.
- Majority of “Other” comments requested a mini grocery store with basic staples just like the pharmacy onsite used to carry (many wanted grocery delivery service included). Remaining comments showed respondents were upset that alcohol sales were not an option.



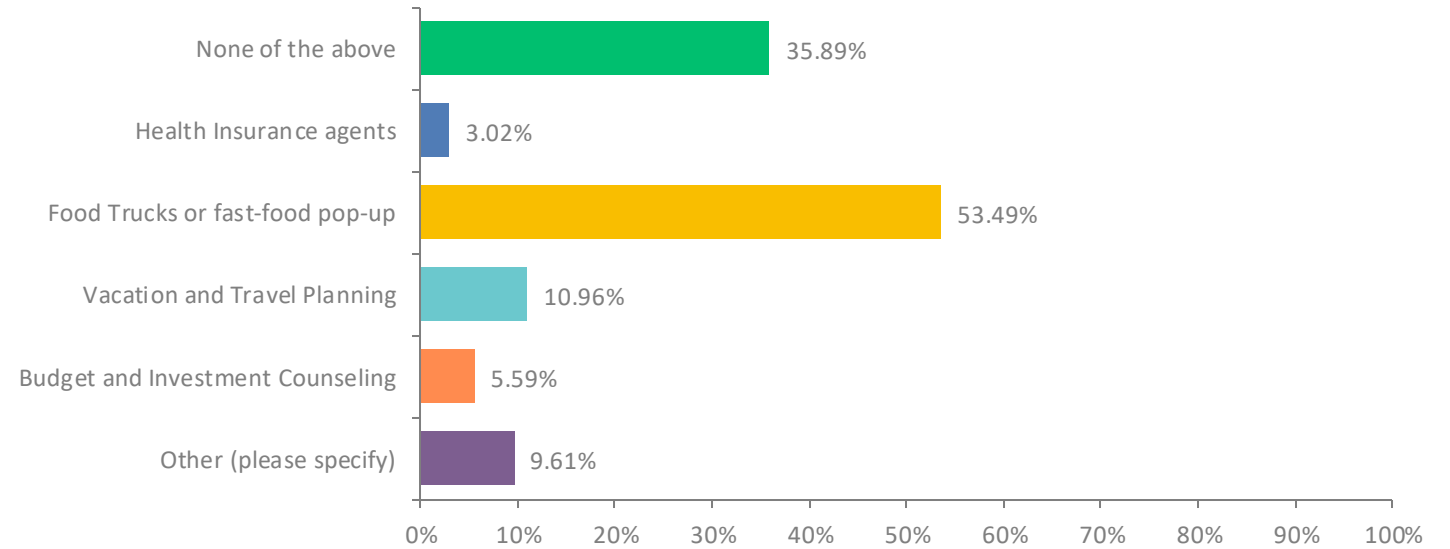


# POP-UP BUSINESSES

---

Will pop-up businesses thrive in  
Leisure World?

# What kind of businesses are being requested?



Popular comments in the “Other” category included:

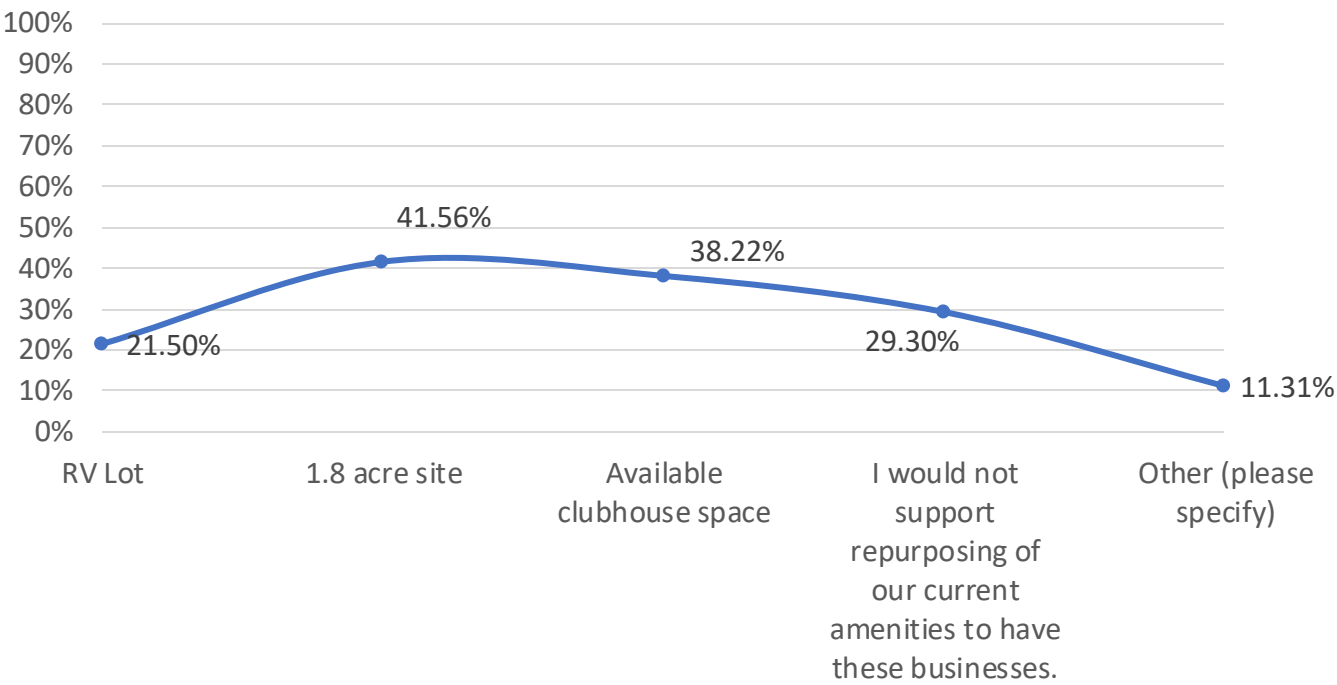
Pharmacy  
("like we had  
before")

ANSWER CHOICES	RESPONSES	
None of the above	35.89%	642
Health Insurance agents	3.02%	54
Food Trucks or fast-food pop-up	53.49%	957
Vacation and Travel Planning	10.96%	196
Budget and Investment Counseling	5.59%	100
Other (please specify)	9.61%	172
TOTAL		2121

# WHAT SPACE WOULD RESPONDENTS BE WILLING TO REPURPOSE FOR THE USE OF POP-UP BUSINESSES?

- Repurposing the 1.8-acre site for pop-up businesses was the most popular opinion amongst respondents.
- Just under 30% of responses stated they would not support repurposing a current amenity to have pop-up businesses in Leisure World.
- Comments from respondents who chose “Other” included:
  - Golf Course
  - Computer Lab
  - The Existing Pharmacy Building
  - Old Woodshop Space in Clubhouse 2
  - Grassy Areas Around the Clubhouses

Answered: 1,795 Skipped: 129

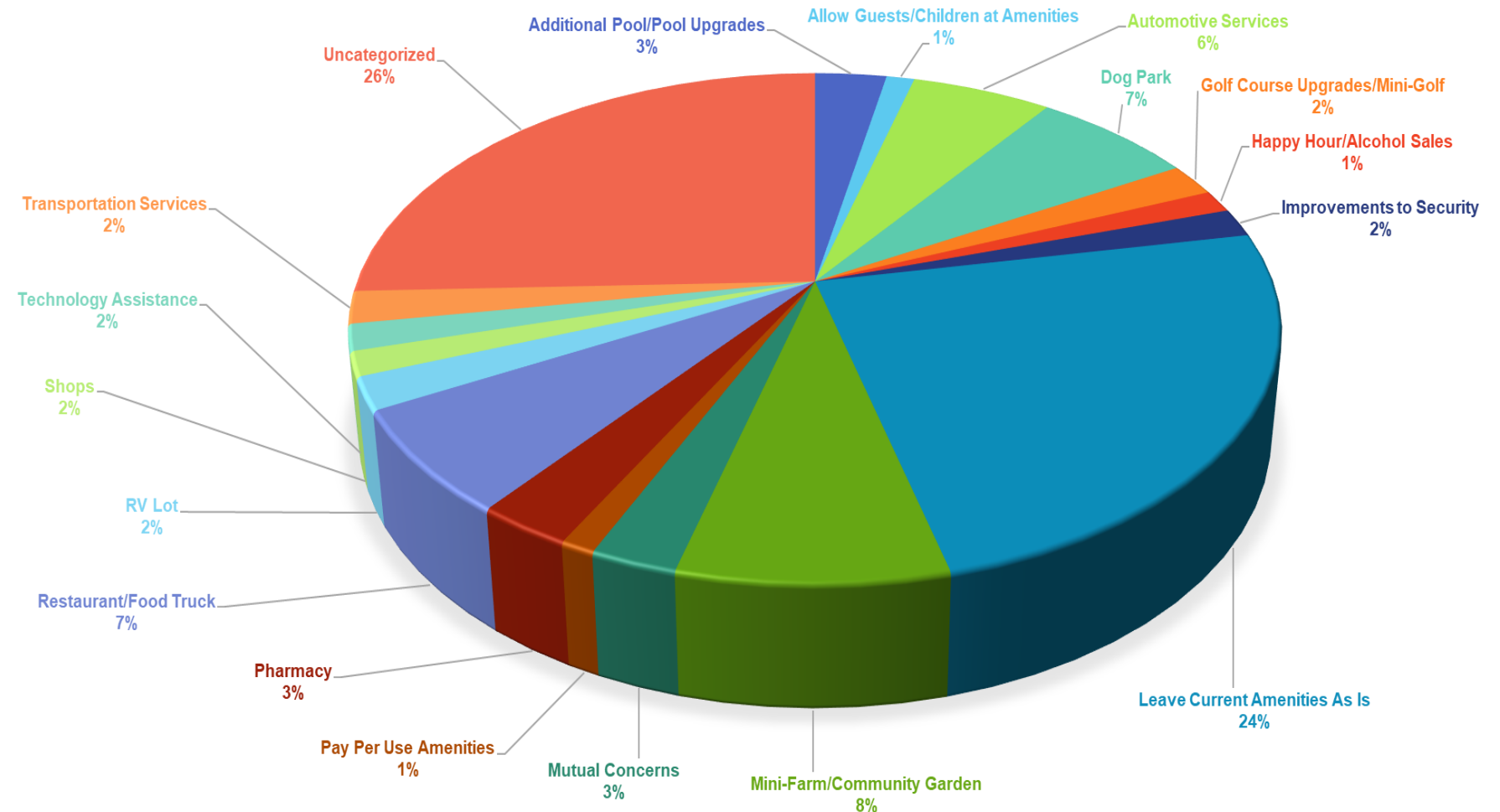


ANSWER CHOICES	RESPONSES	
RV Lot	21.50%	386
1.8-acre site	41.56%	746
Available clubhouse space	38.22%	686
I would not support repurposing of our current amenities to have these businesses.	29.30%	526
Other (please specify)	11.31%	203
TOTAL	117	2547

# Other Amenities or Services for GRF to Consider

Answered: 719 Skipped: 1,205

- A large portion of responses received were uncategorized due to outlandish comments or one-off comments were difficult to bunch into a single category.
- Most Survey Respondents wanted amenities left as they are or would like GRF to focus on improving the current amenities.





Thank you – Please direct all questions to:

Kathy Thayer

[kathyt@lwsb.com](mailto:kathyt@lwsb.com)

562-431-6586  
ext.398

**THIS  
PAGE  
INTENTIONALLY  
LEFT  
BLANK**



PREPARED FOR LEISURE WORLD SEAL BEACH



FOR EVERY HOME THERE IS A PERFECT PIANO



Kristina Richards  
(916) 745-5340  
kristie@kimpiano.com

Showroom:  
10200 Beach Blvd.  
Stanton, CA 90680



# AMERICAN HAND-CRAFTED



STEINWAY & SONS MODEL B 6' 11"  
EBONY SATIN  
PRE-OWNED  
YEAR: 1990

PIANO MSRP: \$ 94,475  
**KIM'S SALE PRICE: \$ 73,995 + tax**



MASON & HAMLIN MODEL BB 7' 0"  
WALNUT SATIN  
PRE-OWNED, RESTORED  
YEAR: 1973

PIANO MSRP: \$ 39,995  
**KIM'S SALE PRICE: \$ 29,850 + tax**



BALDWIN MODEL SF-10 7' 0"  
EBONY SATIN  
PRE-OWNED  
YEAR: 1992

PIANO MSRP: \$ 38,695  
**KIM'S SALE PRICE: \$ 28,950 + tax**



# US/EUROPEAN HAND-CRAFTED



BRODMANN BG-212 6' 11"  
EBONY POLISH  
PARSONS GROUP CHINA  
BÖSENDORFER DESIGN  
NEW

PIANO MSRP: \$ 48,990  
**KIM'S SALE PRICE: \$28,900 + tax**



YAMAHA C5 6'7"  
EBONY POLISH  
HAMAMATSU, JAPAN  
YEAR: 1983

PIANO MSRP: \$ 29,900  
**KIM'S SALE PRICE: \$ 22,500 + tax**



W. HOFFMANN T177 5' 10"  
EBONY POLISH  
CZECH REPUBLIC  
NEW (design by Bechstein)

PIANO MSRP: \$ 53,300  
**KIM'S SALE PRICE: \$ 37,657 + tax**



# THE KIM'S PIANO COMMITMENT

ALL OUR PRE-OWNED PIANOS LISTED HERE ARE BACKED BY A 10-YEAR PARTS AND LABOR WARRANTY, JUST LIKE A NEW PIANO.

ALL OUR PIANOS HAVE BEEN INSPECTED AND PREPARED BY A REGISTERED PIANO TECHNICIAN.

WE INCLUDE COMPLIMENTARY GROUND FLOOR DELIVERY WITHIN ORANGE COUNTY FROM PROFESSIONAL PIANO MOVERS.

WE INCLUDE ONE COMPLIMENTARY ON-SITE PIANO TUNING ONCE THE INSTRUMENT HAS BEEN DELIVERED AND ACCLIMATED 2-4 WEEKS.

WE ARE ALWAYS PLEASED TO COORDINATE WITH YOU FOR AFTER SALE SERVICE AND ASSISTANCE.



PAT GROSS  
TURF SOLUTIONS  
LLC

809 Tiverton Court  
San Dimas, CA 91773

CELL: (714) 321-6101

EMAIL: [Pgross144@live.com](mailto:Pgross144@live.com)

## On-site Visit Report

### Leisure World Par-3 Golf Course

Seal Beach, California

Date: March 24, 2023

Present:

Jose Anguiano Sr. L&L Landscape  
Jose Anguiano Jr., L&L Landscape  
Ryan Quental, Building Inspector, GRF  
Pat Gross, Pat Gross Turf Solutions

## **Executive Summary**

### Putting greens

- Spot treat infestations of swinecress with repeat applications of *Trimec Bentgrass Formulation* or *Lontrel*. The goal is to kill the weeds slowly while allowing the creeping bentgrass to fill in the voids.
- Remove patches of kikuyugrass in the greens and replace with turf plugs from the practice green; areas where sod is harvested on the practice green should be patched with creeping bentgrass sod purchased from West Coast Sod.

### Tees

- Divot repair:
  - April – October: use straight sand for filling divots.
  - November – March: use a mixture of 1 part perennial ryegrass seed to 5 parts sand.
- Weed populations are very low. Spot treat broadleaf weeds as necessary.

### Fairways and rough

- The fairways and rough continue to display a clean, manicured appearance with good color and playing quality.
- There were no reported drainage problems on the fairways despite high amounts of rain during the winter.
- Weed populations are very low. Spot treat broadleaf weeds as necessary.

### Bunkers

- Good grooming and edging were evident on all the bunkers.
- Rake sand even with turf edge on the back side of the bunkers; maintain a 2-inch sod lip on the side of the bunker nearest the green.

## Introduction

The following report summarizes the discussions and recommendations made during the site visit to Leisure World Par-3 Golf Course on March 24, 2023. Winter rains have definitely benefitted conditions and helped to produce green vigorous turf throughout the course. It was good to hear that there were no significant drainage problems and that most of the trees survived the winter storms. The focus of the visit was to evaluate course conditions and offer suggestions to fine tune maintenance programs with emphasis on swinecress control on the greens. Specific topics covered in this report include:

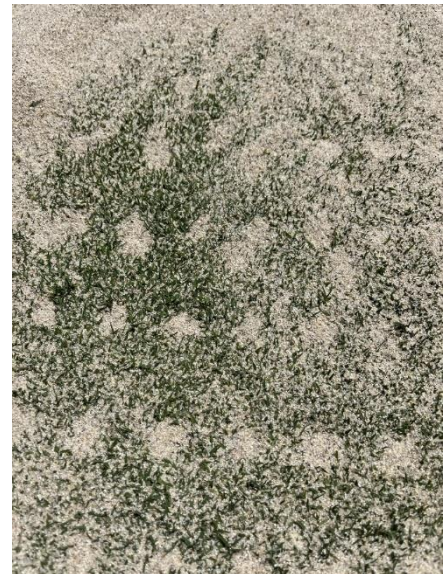
- Putting greens
- Tees
- Fairways and rough
- Bunkers

## Putting greens

Turf health and playing quality – The greens displayed healthy creeping bentgrass growth along with infestations of swinecress and kikuyugrass. Swinecress populations have increased since last year and are negatively impacting putting quality. Soil profile samples taken from the greens showed deep, vigorous root growth to a depth of 6-inches with a moderate amount of thatch and organic matter un the upper portion of the soil profile. This is an indication that current programs for aeration and sand topdressing are keeping pace with organic matter production and are achieving the desired result. Maintenance programs for 2023 should be focused on the control of swinecress and kikuyugrass in the greens.

Aeration and topdressing – Aeration with ½” solid tines is scheduled for mid-April. The use of solid tines is preferred at Leisure World in order to avoid spreading infestation of swinecress and kikuyugrass. Aeration holes should be filled completely to the surface with sand topdressing along with a small amount of additional sand for brushing into the turf between the holes, as shown in the photo. It was recommended schedule another aeration treatment using the same procedure in October.

*Example of what the surface of the greens should look like after sand topdressing with the holes filled to the surface and sand brushed into the turf canopy between the holes.*



Swinecress control – Increased infestation levels of swinecress (*Coronopsis didymus*) were evident on several greens, with the highest infestations noted on greens Nos. 1 and 7. Swinecress can be a very persistent weed on putting greens and has a prolonged seeding period from October – June. The recommended treatment strategy is to make repeat spot treatments of selective herbicides to kill the weed slowly while letting the surrounding creeping bentgrass to fill-in as weed growth is declining. It was suggested to spot treat the areas with *Trimec Bentgrass Formulation* at the rate of 1 oz./ 1000 sq. ft. or *Lontrel* at 0.2 oz./ 1000 sq. ft. at two-week intervals throughout the spring until infestations are eliminated.



*Test applications of herbicide to control swinecress were made on the edge of the practice green prior to the visit. The recommended strategy is to make repeat spot treatments of herbicide to kill the weed slowly while allowing the creeping bentgrass to grow and fill the voids, as noted in the center of this patch.*

Kikuyugrass control – Kikuyugrass infestations continue to be very prominent in the center of most greens. The most effective method to control infestations on greens is to replace affected areas with sod plugs taken from the practice green. The following procedure is recommended:

- Patches of kikuyugrass should be removed using a 4" or 8" hole plugger and replaced with the same size plugs taken from the edge of the practice green. The turf from the practice green will match perfectly with the sod on the greens.
- After 500 sq. ft. of plugs has been removed from the practice green, purchase creeping bentgrass sod from West Coast Turf to repair the practice green and allow the new sod to gradually adapt to the conditions on the practice green.



## Tees

Turf health and playing quality – The tees displayed healthy and uniform turf growth with good overseeding density on the day of the visit. The areas that were vandalized last year were successfully repaired and there was no sign of damage on the day of the visit. Also, the sections of tees that were sodded and repaired in 2021, such as No. 5 tee, now have full turf coverage and uniform playing quality. Current programs for mowing, weed control and divot repair are on the right track and should continue as planned over the coming months.



*Photos of No. 5 tee in 2021 (left) and 2023 (right) showing the improved turf density and playing quality as a result of agronomically sound maintenance practices over the past two years.*

Divot repair – Recommended practices for divot repair were discussed once again during the visit. From an agronomic perspective seed should only be added to the divot mix during the winter season when the overseeded perennial ryegrass is the dominant species. In April, when the bermudagrass has resumed active growth, the seed should be removed from the mix and the divots filled with sand. The stolons/ runners of bermudagrass will grow laterally and cover the divot within 7 to 14 days. The following protocol for divot repair is once again recommended:

- April – October: Fill the divots with straight sand (washed plaster sand, silica sand, or similar). Given the fact that there is a healthy stand of bermudagrass and kikuyugrass on the tees, the lateral growth of the stolons will cover the divots in a reasonable time, and the only thing that is needed is sand to level the surface.

- November – March: Fill the divots with a mixture sand and perennial ryegrass seed. This because bermudagrass and kikuyugrass growth slows during the winter and the tees are overseeded at that time. There is no specific formula or recipe for sand/ seed mixes, but most superintendents use approximately 1-part seed to 5-parts sand. The addition of compost or organic matter is optional. Many courses avoid compost and organic matter because it tends to clog the divot bottle.
- The articles [The Dirt on Divot Mix \(usga.org\)](http://usga.org) and [Infographic: Divot Repair: Replace or Fill? \(usga.org\)](http://usga.org) provides further information and details on the subject.

Weed control on tees – There were very few weeds present on the tees on the day of the visit. Although there is some *Poa annua* on the tees, it blends with the other grasses and is not a cause for concern. The only weed control that is necessary at this time is to spot treat any broadleaf weeds that are visible.

### **Fairways and rough**

Turf health and playing quality – The fairways and rough displayed excellent color, density and playing quality on the day of the visit. It was reported that the fairways and rough were overseeded with perennial ryegrass in October similar to the tees. The seeding combined with the rain have created a beautiful green appearance throughout the course. The current fertilizer program is producing consistent growth and good color and should continue as planned over the coming months.

Weed control – Similar to conditions found on the tees, there were very low weed populations throughout the fairways and rough. It was suggested to spot treat broadleaf weed that are visible.

### **Bunkers**

The bunkers continue to display good grooming, sand quality, and playing conditions. The staff is doing an excellent job of routine raking and edging to properly define the edges of the hazards. To maintain good playability in the bunkers, it is recommended to rake the sand even with the turf along the back side of the bunkers (the side furthest away from the green) while keeping a 2-inch grass lip on the edge of the bunker closest to the green.

(bunker photos)



March 24, 2003



*The recommended raking method for bunkers is to maintain a 2-inch grass lip on the side closest the green and rake the sand even with the turf on the back side of the bunker away from the green.*

## Conclusion

Thank you for the opportunity to visit Leisure World Par-3 Golf Course and offer an unbiased review of your golf course. Agronomic practices continue to be consistent with standard industry practices. The golf course is very clean, attractive, and well-manicured. Programs for the coming weeks should focus on spot treating infestations of swinecress on the greens and replacing infestations of kikuyugrass. I trust the suggestions and recommendations contained in this report will help to fine tune current maintenance practices for the enjoyment of your residents and guests. Please call on me if you have any questions regarding this report or if I can provide further assistance.

Respectfully submitted,

Patrick J. Gross  
Pat Gross Turf Solutions, LLC

Distribution:

- Jose Anguiano Jr. (via email)

**THIS  
PAGE  
INTENTIONALLY  
LEFT  
BLANK**

# RFP Scope

Amphitheater Stage LED Lighting Upgrade

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
20	LED RGBW Zoom Par		
10	LED RGBW Strip Lights		
8	LED ELIPS 10 DEGREE LIGHTING FIXTURE		
8	LED ELIPS 26 DEGREE LIGHTING FIXTURE		
1	Opti Splitter		
40	Powercon Power Jumpers for LED Fixtures		
48	C-Clamps for all fixtures		
1	DMX Cables		
1	Installation/Programming		

THESE ESTIMATES INCLUDE THE CONDITIONS NOTED:

Enter conditions here

SUBTOTAL	
TAX RATE	
SALES TAX	
OTHER	
TOTAL	

**THIS  
PAGE  
INTENTIONALLY  
LEFT  
BLANK**



## **RECREATION**

### **Limitations on Use of Trust Property – Fees**

#### **1. FEES FOR USE OF CLUBHOUSE FACILITIES BY OUTSIDE ORGANIZATIONS**

A charge will be made for the outside organizations to use Trust property. All money must be paid at least ten (10) business days before the date of the event.

- 1.1.** Under one hundred (100) people: \$200.00 non-refundable fee.
- 1.2.** Up to two hundred (200) people: \$400.00 non-refundable fee.
- 1.3.** Up to three hundred (300) people: \$500.00 non-refundable fee.
- 1.4.** Up to four hundred (400) people: \$600.00 non-refundable fee.
- 1.5.** Up to five hundred (500) people: \$800.00 non-refundable fee.
- 1.6.** Over five hundred (500) people: \$1,000.00 non-refundable fee.

#### **2. FEES FOR CLUBHOUSE FACILITIES SETUPS AND TEARDOWNS**

A non-refundable fee will be charged for all reservation, excluding Mutual and GRF events, for setups or teardowns exceeding thirty (30) minutes of custodial time, based upon one (1) custodian.

- 2.1.** Setups or teardowns of all equipment requested by the reserving party exceeding thirty (30) minutes of total custodial time will be charged at the current hourly rate set forth in the custodial contract.
- 2.2.** Fees will be collected by the Reservations Office prior to the event at the time the layout is submitted.
- 2.3.** Clubs/organizations with recurring reservations will be billed monthly for excessive setups.
- 2.4.** If additional equipment is requested during an event, the reserving party will be charged at 1.5 times the hourly rate.
- 2.5.** Clubs/organizations that request additional equipment not shown on their layout on a one-time basis will be charged at 1.5 times the current custodial hourly rate.
- 2.5.1.** Clubs/organizations that repeatedly ask for additional equipment not submitted on their layout may have their reservations cancelled at the discretion of the Recreation



## **RECREATION**

### **Limitations on Use of Trust Property – Fees**

29

Department.

30

**2.6.** Reservations that are not cancelled in advance by the booking party but fail to appear

31

will result in a charge for both the setup and teardown of the space at the current hourly

32

rate of the custodial contractor.

33

#### **Document History**

Adopted: 28 Jan 20

Amended: 28 Feb 23

#### **Keywords:**

Fees

Clubhouse

Outside

Organizations

Facilities

Setups

34