

RECREATION COMMITTEE

Committee Meeting Agenda

Monday, April 3, 2023 - 1:00 P.M.

Conference Room B/Zoom

This meeting may also be live streamed at 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, Facilities Director
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 March 6, 2023

6. Correspondence

- a. New Years Eve Dances in LW (pp. 7)
- b. Table Tennis Coaches (pp. 8)
- c. Charging Clubs for Setups (pp. 9)
- d. Setup Rates (pp. 10)
- e. Slips in Aquatic Facility Shower Area (pp. 11)
- f. GRF Club Supplies (pp. 12)

- g. Checklist – Community Facilities – RV Lot (pp. 13)
- h. Golf Course Issues (pp. 14)

7. Staff Reports

- a. Recreation Director
 - i. Recreation Budget Variance (pp. 15-43)
 - ii. Community Entertainment Cost Report (pp. 123-124)
 - iii. RV Lot Report (pp. 45)
 - iv. Monthly Activity Log (pp. 47-49)
 - v. Total Quality Checklist (pp. 51-88)
- b. Library Supervisor
 - i. Library Budget Variance (pp. 89-93)
 - ii. Library Staff Report (pp. 95)
 - iii. Educational Programs Report (pp. 97-100)

8. Subcommittees N/A

9. Unfinished Business

- a. Library Patron Computers & Printers – Status
- b. Spa Cover – Update
- c. Pool Cover
- d. Shuffleboard Courts – Update
- e. Visitor Pickleball Signage – No Visitors – Update
- f. Sign in Pool – No Guests – Update
- g. Bracket for Banners (pp.101)
- h. Air Conditioning for Amphitheater Dressing Room
- i. New Amenities Questionnaire – Update
- j. Bocce Shade Cover (pp. 103-106)

10. New Business

- a. Clubhouse Four Piano – Cost & Options (pp. 107-112)
- b. Learning Center Chairs – Update
- c. New Golf Course Sprinkler Head – Update
- d. Painting and Carpet Replacement in Library
- e. Sign on Aquatic Center Vinyl Panel
- f. New Club: Balance and Stability Club (pp. 113-117)
- g. Clubhouse One Renovation

11. Governing Documents

- a. 70-1203-1 – Membership of Clubs (pp. 119-122)

12. Future Agenda Items

- a. Remodel of Clubhouse Three Kitchen
- b. Additional Fans for Fitness Center Dance Room
- c. Clubhouse Two Card & Board Game Room Update (on Hold)

- d. Amphitheater
 - i. Stage Lighting
 - ii. New Movie Night Projector – Deployable Screen
- e. 70-1487-2 – Recreational Vehicle Lot – Schedule Fees & Monetary Fines

13. President's Comments

14. Next Meeting Date

- Monday, May 1, 2023, at 1:00 p.m. – Conference Room B/Zoom

15. 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.**

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RECREATION COMMITTEE MINUTES

March 6, 2023

The meeting of the Recreation Committee was held on Monday, March 6, 2023, and was called to order at 1:00 p.m. by Chair Hopewell in Conference Room B and via Zoom.com, followed by the Pledge of Allegiance.

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

Absent:

Staff and Marsha Gerber, GRF President left at 2:30 p.m.
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
Acacia Young via Zoom
Emma Hurtado, Executive Assistant
Nick Massetti, GRF Representative, Mutual Seventeen
Eight Shareholders/Members

CHAIR'S ANNOUNCEMENTS

Chair Hopewell greeted and welcomed everyone to the Recreation Committee meeting and introduced Foundation members, guests, and staff. Chair Hopewell 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, and Executive Assistant Emma Hurtado.

SHAREHOLDER/MEMBER COMMENTS

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

APPROVAL OF MINUTES

The minutes of the February 6, 2023 meeting were approved as amended.

CORRESPONDENCE

The Committee reviewed three correspondences as presented.

Motion: To authorize the Recreation Department to make the purchase of the required dozen music stands, not to exceed \$900, and to be expended from Operating.

First: Lee Melody

Second: Carol Levine

The motion was carried unanimously.

STAFF REPORTS

Recreation Director

The Recreation Director presented the variance report.

Recreation Manager

The Recreation Manager presented the RV lot report, Community Entertainment Cost 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

The Recreation Manager provided an update on the Entertainment Subcommittee.

UNFINISHED BUSINESS

Spa Cover – Update

Spa Cover will be brought to the next meeting for further update.

New Amenities Questionnaire

The Recreation Committee discussed the New Amenities Questionnaire.

Motion: To amend the questionnaire that restaurants, café, and grocery stores will exclude alcohol sales.

First: Sandy Geffner
Second: Carol Levine

The motion failed with five (5) no votes and two (2) yes votes.

Motion: To accept the questionnaire with the amendments agreed upon.

First: Lee Melody
Second: Leah Perrotti

The motion was carried unanimously.

Library Patron Computers & Printers – Status

The IT Director provided an update on Library Patron Computers and Printers. More information will be provided in the next scheduled meeting.

Visitor Pickleball Signage – No Visitors – Update

The Recreation Manager reported that the Visitor Pickleball Signage has been ordered.

Bracket for Banners

Motion: To continue with the Veteran Banner Program.

First: Susan Hopewell
Second: Lee Melody

The motion was carried unanimously.

Motion: To approve replacing 14 brackets in the golf course for a cost not to exceed \$1,500.00 with funds to be expended from Operating.

First: Carole Damoci
Second: Leah Perrotti

The motion was carried unanimously.

The Committee agreed to table the banners for further discussion on additional locations and labor costs.

NEW BUSINESS:

Sign in Pool – No Guests

The Recreation Manager reported that signage has been ordered.

Pool Cover

The Recreation Department requested that options to conserve gas in the aquatic center be presented in the next scheduled meeting.

New Club: Latin Dance Club

Motion: To approve the Latin Dance Club.

First: Leah Perrotti

Second: Lee Melody

The motion was carried unanimously.

Additional Fans for Fitness Center Dance Room

Motion: To send Additional Fans for Fitness Center Dance Room to Physical Property for cost.

First: Leah Perrotti

Second: Susan Jacquelin

The motion was carried unanimously.

Chair Hopewell called for a break at 2:30 p.m.

The meeting was called back to order at 2:45 p.m.

Donation: Wood Planer for Woodshop

Motion: To accept the donation of a wood planer for Woodshop One.

First: Lee Melody

Second: Susan Jacquelin

The motion was carried unanimously.

Shuffleboard Courts

The Physical Property Manager provided information on the Shuffleboard Courts. Further information to be provided in the next scheduled meeting.

GOVERNING DOCUMENTS**a. 70-1203-1 – Membership of Clubs**

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

Future Agenda Items

- Spa Cover – Update
- Library Patron Computers – Status
- Visitor Pickleball Signage – No Visitors – Update
- Bracket for Banners
- Sign in Pool – No Guests – Update
- Pool Cover
- Shuffleboard Courts
- 70-1203-1 Membership of Clubs
- New Amenities Questionnaire – Update
- Clubhouse Four Piano – Cost & Options
- Learning Center Chairs – Update
- New Golf Course Sprinkler Head – Update
- Painting and Carpet Replacement in Library
- Air Conditioning for Amphitheater Dressing Room
- 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, April 3, 2023, in Conference Room B/Zoom.

ADJOURNMENT

Chair Hopewell adjourned the meeting at 2:59 p.m.

Approved Date

Approval Signature

Printed Name

DRAFT

Budget Variance Report

CC 651 - Recreation

February 2023

[illegible]

February 2023

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Budget Variance Report

CC 653 - Recreation

February 2023

[illegible]

Budget Variance Report

CC 654 - Recreation

February 2023

[illegible]

Budget Variance Report

CC 656 - Recreation

February 2023

[illegible]

Budget Variance Report

CC 735 - Recreation

February 2023

GL	Monthly Variance	Reason	Explanation	YTD Variance
6100000 Salaries & Wages	-\$1,517.00	Other - See Notes	Additional costs related to employee terminated in January.	-\$5,212.00
6211000 Continuing Education	-\$1,333.00	Other - See Notes	Expense report processed in February rather than January when funds were initially spent.	\$367.00
6412000 Patron Books	\$1,387.00	Other - See Notes	Money has been spent but related expense report has not yet been processed.	\$1,892.00
	-\$1,463.00			-\$2,953.00
Monthly Financial Variance	-\$549.00	-\$914.00	YTD Financial Variance	\$4,277.00
				-\$7,230.00

Budget Variance Report

CC 736 - Recreation

February 2023

GL	Monthly Variance	Reason	Explanation	YTD Variance
6410023 Curriculum Supplies	\$150.00	Budget Miss - Over Budgeted	Supplies for NOCE classes are purchased as needed. The budget for supplies is spread equally over twelve months.	\$300.00
	\$150.00			\$300.00
Monthly Financial Variance	\$360.00	-\$210.00	YTD Financial Variance	\$729.00
				-\$429.00

February 2023

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Budget Variance Report

CC 745 - Recreation

February 2023

[illegible]

Budget Variance Report

CC 746 - Recreation

February 2023

[illegible]

Budget Variance Report

CC 747 - Recreation

February 2023

[illegible]

February 2023

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Budget Variance Report

CC 749 - Recreation

February 2023

[illegible]

Budget Variance Report

CC 735 - Recreation

February 2023

[illegible]

Budget Variance Report

CC 847 - Recreation

February 2023

GL	Monthly Variance	Reason	Explanation	YTD Variance
6100000 Salaries & Wages	\$1,081.00	Other - See Notes	Natural variance due to hourly employees	\$2,015.00
6143000 Group Insurance - Medical	\$727.00	Budget Miss - Over Budgeted		\$1,454.00
	\$1,808.00			\$3,469.00
Monthly Financial Variance	\$3,293.00	-\$1,485.00	YTD Financial Variance	\$5,278.00
				-\$1,809.00

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Feb Actuals	Feb Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Clubhouse One								
49	0	(49)	6410000 651	Materials & Supplies - Clubhouse One	49	0	(49)	0
31	208	177	6410005 651	Building Supplies - Clubhouse One	197	416	219	2,496
10	375	365	6410020 651	Equipment Expense - Clubhouse One	482	750	268	4,500
2,276	2,017	(259)	6420100 651	Electricity - Clubhouse One	4,577	4,012	(565)	27,176
1	333	332	6471000 651	Building Repair & Maintenance - Clubhous	1,891	666	(1,225)	4,000
335	200	(135)	6472000 651	Equipment Repair & Maintenance - Clubhou	335	400	65	2,400
92	92	0	6477210 651	Pest Control - Clubhouse One	184	184	0	1,153
0	39	39	6478000 651	Service Contracts - Clubhouse One	0	78	78	474
0	100	100	6483000 651	Propane - Clubhouse One	0	200	200	1,200
572	662	90	6484000 651	Permits & Licenses - Clubhouse One	572	662	90	1,244
3,366	4,026	660		Total Expenses	8,287	7,368	(919)	44,643
3,720	3,720	0	5330000 651	Income / Refund from Mutuals - Clubhouse	7,440	7,440	0	44,643
3,720	3,720	0		Total Cost Recovery	7,440	7,440	0	44,643
354	(306)	660		Net Income / (Expense)	(847)	72	(919)	0

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Feb Actuals	Feb Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Clubhouse Two								
454	0	(454)	6410000 652	Materials & Supplies - Clubhouse Two	454	0	(454)	0
11	125	114	6410005 652	Building Supplies - Clubhouse Two	186	250	64	1,500
96	208	112	6410020 652	Equipment Expense - Clubhouse Two	1,409	416	(993)	2,496
1,664	1,438	(226)	6420100 652	Electricity - Clubhouse Two	3,111	2,873	(238)	21,371
13	249	236	6471000 652	Building Repair & Maintenance - Clubhous	33	498	465	2,992
125	208	83	6472000 652	Equipment Repair & Maintenance - Clubhou	125	416	291	2,496
92	92	0	6477210 652	Pest Control - Clubhouse Two	184	184	0	1,153
0	40	40	6478000 652	Service Contracts - Clubhouse Two	0	80	80	480
572	670	98	6484000 652	Permits & Licenses - Clubhouse Two	572	670	98	1,800
3,026	3,030	4		Total Expenses	6,073	5,387	(686)	34,288
Other Cost Recovery								
20	0	20	5413100 652	Gain / Loss on Equipment - Clubhouse Two	20	0	20	0
20	0	20		Total Other Cost Recovery	20	0	20	0
2,857	2,857	0	5330000 652	Income / Refund from Mutuals - Clubhouse	5,714	5,714	0	34,288
2,877	2,857	20		Total Cost Recovery	5,734	5,714	20	34,288
Off Budget Items								
(149)	(173)	24		Net Income / (Expense)	(339)	327	(666)	0

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Feb Actuals	Feb Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Clubhouse Three								
108	0	(108)	6410000 653	Materials & Supplies - Clubhouse Three	108	0	(108)	0
11	208	197	6410005 653	Building Supplies - Clubhouse Three	284	416	132	2,496
0	166	166	6410020 653	Equipment Expense - Clubhouse Three	74	332	258	1,992
3,435	2,824	(611)	6420100 653	Electricity - Clubhouse Three	6,759	5,206	(1,553)	38,217
0	507	507	6471000 653	Building Repair & Maintenance - Clubhous	34	1,014	980	6,084
0	100	100	6472000 653	Equipment Repair & Maintenance - Clubhou	0	200	200	1,200
92	92	0	6477210 653	Pest Control - Clubhouse Three	184	184	0	1,153
0	39	39	6478000 653	Service Contracts - Clubhouse Three	0	78	78	474
0	0	0	6484000 653	Permits & Licenses - Clubhouse Three	0	0	0	500
3,646	3,936	290		Total Expenses	7,444	7,430	(14)	52,116
4,343	4,343	0	5330000 653	Income / Refund from Mutuals - Clubhouse	8,686	8,686	0	52,116
4,343	4,343	0		Total Cost Recovery	8,686	8,686	0	52,116
Off Budget Items								
697	407	290		Net Income / (Expense)	1,242	1,256	(14)	0

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Feb Actuals	Feb Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Clubhouse Four								
24	0	(24)	6410000 654	Materials & Supplies - Clubhouse Four	24	0	(24)	0
0	125	125	6410005 654	Building Supplies - Clubhouse Four	166	250	84	1,500
70	25	(45)	6410010 654	Hospitality - Clubhouse Four	70	50	(20)	300
29	544	515	6410020 654	Equipment Expense - Clubhouse Four	380	1,088	708	6,528
1,973	1,563	(410)	6420100 654	Electricity - Clubhouse Four	3,676	2,969	(707)	26,312
0	32	32	6422000 654	Telephone - Clubhouse Four	31	64	33	376
548	370	(178)	6425100 654	Natural Gas - Clubhouse Four	1,254	752	(502)	3,537
126	414	288	6471000 654	Building Repair & Maintenance - Clubhous	509	828	319	4,968
196	400	204	6472000 654	Equipment Repair & Maintenance - Clubhou	196	800	604	4,800
92	92	0	6477210 654	Pest Control - Clubhouse Four	184	184	0	1,153
0	0	0	6478000 654	Service Contracts - Clubhouse Four	0	0	0	474
572	1,050	478	6484000 654	Permits & Licenses - Clubhouse Four	4,350	4,829	479	6,260
3,630	4,615	985		Total Expenses	10,841	11,814	973	56,208
4,684	4,684	0	5330000 654	Income / Refund from Mutuals - Clubhouse	9,368	9,368	0	56,208
4,684	4,684	0		Total Cost Recovery	9,368	9,368	0	56,208
Off Budget Items								
1,054	69	985		Net Income / (Expense)	(1,473)	(2,446)	973	0

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Feb Actuals	Feb 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	66	66	396
47	25	(22)	6410000 656	Materials & Supplies - Clubhouse Six	47	50	3	300
0	333	333	6410005 656	Building Supplies - Clubhouse Six	296	666	370	3,996
15	166	151	6410020 656	Equipment Expense - Clubhouse Six	43	332	289	1,992
3,031	2,648	(383)	6420100 656	Electricity - Clubhouse Six	5,794	4,996	(798)	39,645
93	75	(18)	6422000 656	Telephone - Clubhouse Six	184	149	(35)	899
820	302	(518)	6471000 656	Building Repair & Maintenance - Clubhous	1,070	604	(466)	3,620
0	250	250	6472000 656	Equipment Repair & Maintenance - Clubhou	0	500	500	3,000
92	92	0	6477210 656	Pest Control - Clubhouse Six	184	184	0	1,153
760	289	(471)	6478000 656	Service Contracts - Clubhouse Six	760	578	(182)	3,474
675	0	(675)	6484000 656	Permits & Licenses - Clubhouse Six	675	0	(675)	2,220
5,533	4,213	(1,320)		Total Expenses	9,052	8,125	(927)	60,695
Other Cost Recovery								
3,053	3,025	28	5395000 656	Rental Income - Clubhouse Six	6,105	6,050	55	38,421
3,053	3,025	28		Total Other Cost Recovery	6,105	6,050	55	38,421
1,856	1,856	0	5330000 656	Income / Refund from Mutuals - Clubhouse	3,712	3,712	0	22,274
4,909	4,881	28		Total Cost Recovery	9,817	9,762	55	60,695
Off Budget Items								
(624)	668	(1,292)		Net Income / (Expense)	765	1,637	(872)	0

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Feb Actuals	Feb Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Recreation								
29,040	31,635	2,595		Salaries & Wages Recreation	70,538	66,433	(4,105)	411,253
2,094	2,606	512		Employment Taxes Recreation	6,268	6,046	(222)	32,414
1,185	1,937	752	6142000 740	Workers' Compensation - Recreation	2,370	3,874	1,504	18,093
3,643	4,031	388		Group Ins - Medical Recreation	7,283	8,062	779	48,372
39	52	13	6143300 740	Group Insurance - Dental - Recreation	79	104	25	624
31	33	2	6143500 740	Group Insurance - Vision - Recreation	62	66	4	396
337	701	364	6144000 740	401(k) Match - Recreation	784	1,473	689	9,122
198	155	(43)	6145000 740	Group Insurance - Life - Recreation	396	310	(86)	1,860
135	181	46	6146000 740	Long Term Disability Insurance - Recreat	270	362	92	2,172
0	0	0	6211000 740	Continuing Education - Recreation	0	0	0	2,428
0	49	49	6214000 740	Meals & Special Events - Recreation	0	98	98	588
10	50	40	6217000 740	Uniforms & Laundry - Recreation	328	100	(228)	590
108	125	17	6410000 740	Materials & Supplies - Recreation	135	250	115	1,500
0	25	25	6410010 740	Hospitality - Recreation	0	50	50	300
171	83	(88)	6410015 740	Computer Supplies - Recreation	171	166	(5)	996
196	98	(98)	6410020 740	Equipment Expense - Recreation	585	196	(389)	1,176
0	41	41	6410030 740	Printer / Copier Supplies - Recreation	0	82	82	492
225	305	80	6422000 740	Telephone - Recreation	450	610	160	3,660
187	125	(62)	6435100 740	Bank Service Fees - Recreation	249	250	1	1,500
244	244	0	6444000 740	Equipment Rental - Recreation	487	488	1	3,033
0	240	240	6472000 740	Equipment Repair & Maintenance - Recreat	0	480	480	2,880
0	0	0	6478000 740	Service Contracts - Recreation	93	0	(93)	0
0	20	20	6481000 740	Computer Maintenance & Software - Recrea	0	40	40	240
3,373	6,041	2,668	6481500 740	Community Entertainment - Recreation	5,667	12,082	6,415	72,500
0	2,083	2,083	6481505 740	Special Outside Events Expense - Recreat	0	4,166	4,166	24,996
10	0	(10)	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
41,227	50,860	9,633		Total Expenses	107,630	116,667	9,037	652,064
Other Cost Recovery								
0	2,083	(2,083)	5380455 740	Special Outside Events Income - Recreati	0	4,166	(4,166)	25,000
8,606	1,100	7,506	5385000 740	Other Income - Recreation	8,693	2,200	6,493	13,200
0	0	0	5395000 740	Rental Income - Recreation	0	0	0	9
75	0	75	5395005 740	Locker User Fees - Recreation	150	0	150	1,500
8,681	3,183	5,498		Total Other Cost Recovery	8,843	6,366	2,477	39,709
51,030	51,030	0	5330000 740	Income / Refund from Mutuals - Recreatio	102,060	102,060	0	612,355
59,711	54,213	5,498		Total Cost Recovery	110,903	108,426	2,477	652,064

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Feb Actuals	Feb Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
				Off Budget Items				
18,484	3,353	15,131		Net Income / (Expenses)	3,273	(8,241)	11,514	0

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Feb Actuals	Feb Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Amphitheater								
0	162	162	6410005 745	Building Supplies - Amphitheater	0	324	324	1,949
0	115	115	6410010 745	Hospitality - Amphitheater	0	230	230	1,380
0	83	83	6410015 745	Computer Supplies - Amphitheater	0	166	166	996
0	66	66	6410020 745	Equipment Expense - Amphitheater	0	132	132	792
2,073	1,050	(1,023)	6420100 745	Electricity - Amphitheater	3,806	2,100	(1,706)	14,600
1	466	465	6471000 745	Building Repair & Maintenance - Amphithe	510	932	422	5,595
0	41	41	6472000 745	Equipment Repair & Maintenance - Amphith	0	82	82	492
52	52	0	6477210 745	Pest Control - Amphitheater	104	104	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	1,742	1,742	5,226
0	0	0	6485000 745	Production Expense - Amphitheater - Amph	0	0	0	37,620
2,126	2,906	780		Total Expenses	4,420	5,812	1,392	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	28,754	28,754	0	172,526
14,377	14,377	0		Total Cost Recovery	28,754	28,754	0	189,776
Off Budget Items								
12,251	11,471	780		Net Income / (Expense)	24,334	22,942	1,392	0

P.O. Box 2069
Seal Beach CA 90740

Feb Actuals	Feb Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Golf Course								
5,067	4,901	(166)		Salaries & Wages Golf Course	10,057	10,327	270	63,887
502	488	(14)		Employment Taxes Golf Course	1,027	1,028	1	5,692
254	414	160	6142000 746	Workers' Compensation - Golf Course	507	828	321	3,871
21	49	28	6144000 746	401(k) Match - Golf Course	53	103	50	639
0	15	15	6211000 746	Continuing Education - Golf Course	0	30	30	180
16	58	42	6217000 746	Uniforms & Laundry - Golf Course	110	116	6	700
21	32	11	6410000 746	Materials & Supplies - Golf Course	21	64	43	384
68	140	72	6410005 746	Building Supplies - Golf Course	76	280	204	1,680
0	17	17	6410015 746	Computer Supplies - Golf Course	250	34	(216)	204
0	306	306	6410020 746	Equipment Expense - Golf Course	0	612	612	3,672
0	12	12	6410030 746	Printer / Copier Supplies - Golf Course	0	24	24	146
922	1,087	165	6420100 746	Electricity - Golf Course	1,875	2,174	299	13,043
52	49	(3)	6422000 746	Telephone - Golf Course	100	98	(2)	582
713	0	(713)	6471000 746	Building Repair & Maintenance - Golf Cou	713	0	(713)	0
0	280	280	6472000 746	Equipment Repair & Maintenance - Golf Co	0	560	560	3,360
14,200	14,200	0	6475100 746	Landscape Maint. - Contract - Golf Cours	28,400	28,400	0	170,400
0	750	750	6475600 746	Landscape Maint. - Extras - Golf Course	0	1,500	1,500	9,000
0	715	715	6475605 746	Landscape Maint. - Tree Trim - Golf Cour	0	1,430	1,430	8,580
0	40	40	6477210 746	Pest Control - Golf Course	0	80	80	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	32	32	200
21,838	23,569	1,731		Total Expenses	43,189	47,720	4,531	287,174
Other Cost Recovery								
4,500	0	4,500	5385000 746	Other Income - Golf Course	4,500	0	4,500	0
4,500	0	4,500		Total Other Cost Recovery	4,500	0	4,500	0
23,931	23,931	0	5330000 746	Income / Refund from Mutuals - Golf Cour	47,862	47,862	0	287,174
28,431	23,931	4,500		Total Cost Recovery	52,362	47,862	4,500	287,174
Off Budget Items								
6,593	362	6,231		Net Income / (Expense)	9,173	142	9,031	0

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Feb Actuals	Feb 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	100	100	600
105	200	95	6420100 747	Electricity - 1.8 Acres	208	400	192	2,400
55	56	1	6422000 747	Telephone - 1.8 Acres	110	109	(1)	669
0	100	100	6444000 747	Equipment Rental - 1.8 Acres	0	200	200	1,200
0	450	450	6470000 747	Maintenance- Other - 1.8 Acres	0	900	900	5,400
0	80	80	6472000 747	Equipment Repair & Maintenance - 1.8 Acr	0	160	160	960
48	48	0	6477210 747	Pest Control - 1.8 Acres	96	96	0	604
208	984	776		Total Expenses	414	1,965	1,551	11,833
986	986	0	5330000 747	Income / Refund from Mutuals - 1.8 Acres	1,972	1,972	0	11,833
986	986	0		Total Cost Recovery	1,972	1,972	0	11,833
Off Budget Items								
778	2	776		Net Income / (Expense)	1,558	7	1,551	0

P.O. Box 2069
Seal Beach CA 90740

Feb Actuals	Feb Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Swimming Pool								
3,107	7,037	3,930		Salaries & Wages Swimming Pool	9,200	14,828	5,628	91,730
312	700	388		Employment Taxes Swimming Pool	952	1,475	523	7,662
317	518	201	6142000 748	Workers' Compensation - Swimming Pool	634	1,036	402	4,837
0	176	176	6144000 748	401(k) Match - Swimming Pool	0	371	371	2,293
0	15	15	6211000 748	Continuing Education - Swimming Pool	0	30	30	180
0	58	58	6217000 748	Uniforms & Laundry - Swimming Pool	0	116	116	700
226	250	24	6410000 748	Materials & Supplies - Swimming Pool	1,711	500	(1,211)	3,000
0	42	42	6410005 748	Building Supplies - Swimming Pool	15	84	69	504
0	42	42	6410020 748	Equipment Expense - Swimming Pool	0	84	84	504
2,254	2,304	50	6420100 748	Electricity - Swimming Pool	4,823	4,608	(215)	27,648
119	108	(11)	6422000 748	Telephone - Swimming Pool	236	212	(24)	1,292
14,491	1,953	(12,538)	6425100 748	Natural Gas - Swimming Pool	32,138	3,906	(28,232)	23,436
0	25	25	6471000 748	Building Repair & Maintenance - Swimming	0	50	50	300
45	50	5	6472000 748	Equipment Repair & Maintenance - Swimmin	557	100	(457)	600
40	40	0	6477210 748	Pest Control - Swimming Pool	80	80	0	501
0	0	0	6478000 748	Service Contracts - Swimming Pool	0	0	0	474
476	476	0	6484000 748	Permits & Licenses - Swimming Pool	476	476	0	696
21,388	13,794	(7,594)		Total Expenses	50,821	27,956	(22,865)	166,357
13,863	13,863	0	5330000 748	Income / Refund from Mutuals - Swimming	27,726	27,726	0	166,357
13,863	13,863	0		Total Cost Recovery	27,726	27,726	0	166,357
(7,525)	69	(7,594)		Net Income / (Expense)	(23,095)	(230)	(22,865)	0

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Feb Actuals	Feb Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Janitorial								
133	58	(75)	6410000 749	Materials & Supplies - Janitorial	133	116	(17)	700
6,894	3,333	(3,561)	6410040 749	Janitorial Supplies - Janitorial	6,894	6,666	(228)	40,000
145,692	141,892	(3,800)	6474100 749	Janitorial Services - Janitorial	291,384	283,784	(7,600)	1,702,704
152,719	145,283	(7,436)		Total Expenses	298,411	290,566	(7,845)	1,743,404
Other Cost Recovery								
150	150	0	5380490 749	Recovered Janitorial - Janitorial	300	300	0	1,800
150	150	0		Total Other Cost Recovery	300	300	0	1,800
145,134	145,134	0	5330000 749	Income / Refund from Mutuals - Janitoria	290,268	290,268	0	1,741,604
145,284	145,284	0		Total Cost Recovery	290,568	290,568	0	1,743,404
Off Budget Items								
(7,435)	1	(7,436)		Net Income / (Expense)	(7,843)	2	(7,845)	0

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Feb Actuals	Feb Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Fitness Center								
8,783	12,214	3,431	6100000 756	Salaries & Wages - Fitness Center	20,005	25,736	5,731	159,212
883	1,215	332	6140000 756	Employment Taxes - Fitness Center	2,045	2,560	515	13,787
550	899	349	6142000 756	Workers' Compensation - Fitness Center	1,100	1,798	698	8,396
66	339	273	6144000 756	401(k) Match - Fitness Center	126	715	589	4,427
0	0	0	6211000 756	Continuing Education - Fitness Center	0	0	0	180
0	35	35	6217000 756	Uniforms & Laundry - Fitness Center	93	70	(23)	350
15	164	149	6410000 756	Materials & Supplies - Fitness Center	33	328	295	1,968
0	10	10	6410015 756	Computer Supplies - Fitness Center	0	20	20	100
0	0	0	6410020 756	Equipment Expense - Fitness Center	108	0	(108)	500
0	0	0	6472000 756	Equipment Repair & Maintenance - Fitness	0	0	0	500
0	200	200	6481000 756	Computer Maintenance & Software - Fitness	0	400	400	2,400
10	15	5	6482000 756	Dues, Memberships & Books - Fitness Cent	10	30	20	180
10,307	15,091	4,784		Total Expenses	23,519	31,657	8,138	192,000
16,000	16,000	0	5330000 756	Income / Refund from Mutuals - Fitness C	32,000	32,000	0	192,000
16,000	16,000	0		Total Cost Recovery	32,000	32,000	0	192,000
Off Budget Items								
5,693	909	4,784		Net Income / (Expense)	8,481	343	8,138	0

P.O. Box 2069
Seal Beach CA 90740

Feb Actuals	Feb Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - 5.5 Acre Storage Area								
3,430	4,511	1,081	6100000 847	Salaries & Wages - 5.5 Acre Storage Lot	7,491	9,506	2,015	58,808
345	442	97	6140000 847	Employment Taxes - 5.5 Acre Storage Lot	769	936	167	4,791
203	332	129	6142000 847	Workers' Compensation - 5.5 Acre Storage	406	664	258	3,101
0	727	727	6143000 847	Group Insurance - Medical - 5.5 Acre Sto	0	1,454	1,454	8,724
0	10	10	6143300 847	Group Insurance - Dental - 5.5 Acre Stor	0	20	20	120
0	7	7	6143500 847	Group Insurance - Vision - 5.5 Acre Stor	0	14	14	84
25	17	(8)	6145000 847	Group Insurance - Life - 5.5 Acre Storag	25	34	9	204
22	20	(2)	6146000 847	Long Term Disability Insurance - 5.5 Acr	22	40	18	240
0	35	35	6217000 847	Uniforms & Laundry - 5.5 Acre Storage Lo	592	70	(522)	350
52	70	18	6410000 847	Materials & Supplies - 5.5 Acre Storage	64	140	76	700
0	12	12	6410010 847	Hospitality - 5.5 Acre Storage Lot	0	24	24	144
11	99	88	6410015 847	Computer Supplies - 5.5 Acre Storage Lot	11	198	187	990
199	212	13	6410020 847	Equipment Expense - 5.5 Acre Storage Lot	410	424	14	2,544
0	16	16	6410030 847	Printer / Copier Supplies - 5.5 Acre Sto	0	32	32	192
211	492	281	6420100 847	Electricity - 5.5 Acre Storage Lot	803	954	151	5,659
25	0	(25)	6422000 847	Telephone - 5.5 Acre Storage Lot	50	0	(50)	0
97	100	3	6444000 847	Equipment Rental - 5.5 Acre Storage Lot	195	200	5	1,200
4	334	330	6471000 847	Building Repair & Maintenance - 5.5 Acre	45	668	623	4,008
0	67	67	6472000 847	Equipment Repair & Maintenance - 5.5 Acr	0	134	134	804
30	30	0	6477210 847	Pest Control - 5.5 Acre Storage Lot	60	60	0	374
0	89	89	6481000 847	Computer Maintenance & Software - 5.5 Ac	0	178	178	1,068
0	0	0	6484000 847	Permits & Licenses - 5.5 Acre Storage Lo	0	0	0	192
4,654	7,622	2,968		Total Expenses	10,942	15,750	4,808	94,297
Other Cost Recovery								
325	0	325	5380701 847	Parking Spot Rental Income - 5.5 Acre St	470	0	470	74,609
325	0	325		Total Other Cost Recovery	470	0	470	74,609
1,641	1,641	0	5330000 847	Income / Refund from Mutuals - 5.5 Acre	3,282	3,282	0	19,688
1,966	1,641	325		Total Cost Recovery	3,752	3,282	470	94,297
Off Budget Items								
(2,688)	(5,981)	3,293		Net Income / (Expense)	(7,190)	(12,468)	5,278	0

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

RECREATION DEPARTMENT ENTERTAINMENT COST REPORT

TO: RECREATION COMMITTEE
FROM: KATHY THAYER, RECREATION MANAGER
SUBJECT: COMMUNITY ENTERTAINMENT COST REPORT
DATE: APRIL 5, 2023
CC: FILE

EVENT NAME	ATTENDANCE NUMBER	LOCATION
"Valentine Dinner Dance"	210	Clubhouse 2

Special Event Cost Breakdown:

ITEM	TYPE	TOTAL
Staffing	ICS Servers	\$461.89
Refreshments	Country Gardens Caterers	\$7,921.86
Other	Soda, napkins, staff meals	\$547.39
Decorations	Table and Stage decor	\$925.90
Entertainment	Anthony and Doniele Bernasconi	\$1,200.00
Expense Total		Total Expense: (\$11,057.04)
Ticket Sales	*Net income less fees	7,860.00
Event Budget		\$3000.00
Net Profit (loss)		(197.04)

EVENT NAME	ATTENDANCE NUMBER	LOCATION
St Patrick's Dinner Dance	187	Clubhouse 2

Special Event Cost Breakdown:

ITEM	TYPE	TOTAL
Staffing	ICS Servers	\$461.89
Refreshments	Country Gardens Caterers	\$6,453.18
Other	staff, band meals	\$414.00
Decorations	Table and Stage decor	\$298.30
Entertainment	Sportive Tricks Band	\$1,500.00
Expense Total		Total Expense: (\$8713.37)
Ticket Sales	*Net income less fees	\$5,750.00
Event Budget		\$3000.00
Net Profit (loss)		(\$36.63)

*Net sales reflects gross less credit card fees



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 March 2023:

Report Item	Number
Available Spaces	<i>5 as of 03/24/2023</i>
Spaces Issued	0
Mailings Sent	0

Current Spaces Open, by Size:

Space Size	Total Spaces	Total Open
20 Foot	61	2
24 Foot	43	x
26 Foot	49	1
28 Foot	16	x
30 Foot	28	1
35 Foot	24	1
37 Foot	18	x
40 Foot	44	x

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MONTH: FEBRUARY 2023

Place	Number of Events Per Month	Number of Users	Guests	Count Provided by
Clubhouse One				
Clubhouse One	44	3,491	n/a	Recreation
Picnic Area	Open 7 days a week	0	NO PICNICS THIS MONTH	Recreation
Pool Room	Open 7 days a week	95	n/a	Sign-in Sheet
Woodshop	Open 6 days a week	175	n/a	Sign-in Sheet
Shuffleboard	Open 7 days a week	207	n/a	Recreation
			GUESTS:	TOTAL:
TOTAL EVENTS CH1: 41	MEMBERS:	3,968	0	3,968
Clubhouse Two				
Clubhouse Two	46	2,427	n/a	Recreation
Corner Pocket Poolroom	Open 7 days a week	370	30	Sign-in Sheet
Mission Park (BBQ AREA)	Open 7 days a week	0	NO PICNICS THIS MONTH	Recreation
Bocce	Open 7 days a week	374	2	Sign-in Sheet
Game Room	Open 7 days a week	95	35	Sign-in Sheet
Pickleball	Open 7 days a week	452	n/a	Sign-in Sheet
			GUESTS:	TOTAL:
TOTAL EVENTS CH2: 24	MEMBERS:	3,623	67	3,690
Clubhouse Three				
Clubhouse Three	343	6,945	n/a	Recreation
Needle Arts Studio	Open 7 days a week	145	28	Sign-in Sheet
Genealogy Library	Open 3 days a week	116	0	Sign-in Sheet
Learning Center	Open 7 days a week	134	n/a	Recreation
Veterans Plaza	Open 7 days a week	537	n/a	Recreation
			GUESTS:	TOTAL:

TOTAL EVENTS CH3: 221	MEMBERS:	7,877	28	7,905
Clubhouse Four				
Clubhouse Four	23	2,005	n/a	Recreation
Art Studio	Open 7 days a week	208	13	Sign-in Sheet
Ceramics Studio	Open 7 days a week	324	9	Sign-in Sheet
Lapidary Studio	Open 5 days a week	253	13	Sign-in Sheet
GRF Movies		CLOSED	n/a	Custodian
			GUESTS:	TOTAL:
TOTAL EVENTS CH4: 30	MEMBERS:	2,790	35	2,825
Clubhouse Six				
Clubhouse Six	81	1,598	n/a	Recreation
Hospitality	OPEN 23 DAYS	2,000	n/a	GAF
Fitness Center	Open 7 days a week	6,812	n/a	Sign-in Sheet
Table Tennis	Open 7 days a week	2,053	115	Sign-in Sheet
			GUESTS:	TOTAL:
TOTAL EVENTS CH6: 56	MEMBERS:	12,463	115	12,578
Aquatic Center	Open 7 days a week	1,412	n/a	Sign-in Sheet
Golf Course	Open 7 days a week	5,375	n/a	Recreation
Friends of the Library	Open 6 days a week	938	0	Sign-in Sheet
LW Library	Open 6 days a week	3,707	n/a	Door Count
Video Producer Studio	Open 7 days a week	22	0	Sign-in Sheet
Amphitheater (includes shows/movies)	Open 7 days (Events)	510	n/a	Recreation
Performing Arts Center	Open 7 days a week	200	n/a	Recreation
WEEKEND DANCES	DANCES	Residents	Guests	Sign-in Sheet
Vinyl Rock - CH 4	1	61	8	
Velvetones- CH 4	2	157	60	
Abilene - CH 2	1	48	19	
			GUESTS:	TOTAL:

WEEKEND DANCE TOTALS	MEMBERS:	266	87	353
OTHER AMENITIES:	MEMBERS:	12,164	0	TOTAL
TOTAL USERS	EVENTS	MEMBERS	GUESTS	YR TO DATE
	541	43,151	332	593,519

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Total Quality Checklist - Community Facilities

	Floor	Location	Description	Comments	Progress	Who is Responsible
1		1.8 Acres	Irrigation checked weekly for proper operation			J&J Landscape
2		1.8 Acres	Planters free of weeds, plants trimmed and are healthy			J&J Landscape
3		Administration	Irrigation checked weekly for proper operation			J&J Landscape
4		Administration	Planters free of weeds, plants trimmed and are healthy			J&J Landscape
5		Administration	Trees trimmed and healthy			J&J Landscape
6		Administration	Elevator clean and in working condition			
7		Administration	Fountains clean and operational			Service Maintenance
8		Amphitheater	Irrigation checked weekly for proper operation			J&J Landscape
9		Amphitheater	Planters free of weeds, plants trimmed and are healthy			J&J Landscape
10		Amphitheater	Trees trimmed and healthy			J&J Landscape
11		Building 5	Irrigation checked weekly for proper operation			J&J Landscape
12		Building 5	Planters free of weeds, plants trimmed and are healthy			J&J Landscape
13		Building 5	Trees trimmed and healthy			J&J Landscape
14		Canoe Brook	Irrigation checked weekly for proper operation			J&J Landscape
15		Canoe Brook	Planters free of weeds, plants trimmed and are healthy			J&J Landscape
16		Canoe Brook	Trees trimmed and healthy			J&J Landscape
17		Clubhouse 1	Irrigation checked weekly for proper operation			J&J Landscape
18		Clubhouse 1	Lawn free of weeds, green and healthy			J&J Landscape
19		Clubhouse 1	Planters free of weeds, plants trimmed and are healthy			J&J Landscape

Total Quality Checklist - Community Facilities

	Floor	Location	Description	Comments	Progress	Who is Responsible
20		Clubhouse 1	Trees trimmed and healthy			J&J Landscape
21		Clubhouse 2	Irrigation checked weekly for proper operation			J&J Landscape
22		Clubhouse 2	Lawn free of weeds, green and healthy			J&J Landscape
23		Clubhouse 2	Planters free of weeds, plants trimmed and are healthy	several dead plants @ Southeast corner	work order	J&J Landscape
24		Clubhouse 2	Trees trimmed and healthy			J&J Landscape
25		Clubhouse 3	Irrigation checked weekly for proper operation			J&J Landscape
26		Clubhouse 3	Lawn free of weeds, green and healthy			J&J Landscape
27		Clubhouse 3	Planters free of weeds, plants trimmed and are healthy	several dead plants behind library	work order	J&J Landscape
28		Clubhouse 3	Trees trimmed and healthy			J&J Landscape
29		Clubhouse 4	Irrigation checked weekly for proper operation			J&J Landscape
30		Clubhouse 4	Lawn free of weeds, green and healthy			J&J Landscape
31		Clubhouse 4	Planters free of weeds, plants trimmed and are healthy	several dead plants @ West end	work order	J&J Landscape
32		Clubhouse 4	Trees trimmed and healthy			J&J Landscape
33		Clubhouse 6	Irrigation checked weekly for proper operation			J&J Landscape
34		Clubhouse 6	Planters free of weeds, plants trimmed and are healthy			J&J Landscape
35		Clubhouse 6	Trees trimmed and healthy			J&J Landscape
36		Golden Rain Rd Channel	Irrigation checked weekly for proper operation			J&J Landscape
37		Golden Rain Rd Channel	Planters free of weeds, plants trimmed and are healthy	dead ivy	work order	J&J Landscape
38		Main Entry	Irrigation checked weekly for proper operation			J&J Landscape
39		Main Entry	Planters free of weeds, plants trimmed and are healthy	several dead plants	work order	J&J Landscape
40		Main Entry	Trees trimmed and healthy			J&J Landscape

Total Quality Checklist - Community Facilities

	Floor	Location	Description	Comments	Progress	Who is Responsible
41		North Gate Rd	Irrigation checked weekly for proper operation			J&J Landscape
42		North Gate Rd	Trees trimmed and healthy			J&J Landscape
43		RV Lot	Irrigation checked weekly for proper operation			J&J Landscape
44		RV Lot	Planters free of weeds, plants trimmed and are healthy			J&J Landscape
45		RV Lot	Junipers in planters			J&J Landscape
46		RV Lot	Trees trimmed and healthy			J&J Landscape
47		Seal Beach Blvd	Irrigation checked weekly for proper operation			J&J Landscape
48		Seal Beach Blvd	Planters free of weeds, plants trimmed and are healthy			J&J Landscape
49		Seal Beach Blvd	Trees trimmed and healthy			J&J Landscape
50		Service Maintenance	Irrigation checked weekly for proper operation			J&J Landscape
51		Service Maintenance	Planters free of weeds, plants trimmed and are healthy			J&J Landscape
52		Service Maintenance	Trees trimmed and healthy			J&J Landscape
53		St Andrews Gate	Irrigation checked weekly for proper operation			J&J Landscape
54		St Andrews Gate	Planters free of weeds, plants trimmed and are healthy			J&J Landscape
55		St Andrews Gate	Trees trimmed and healthy			J&J Landscape
56		St Andrews Median	Planters free of weeds, plants trimmed and are healthy	weeds & some dead plants	work order	J&J Landscape
57		St Andrews Median	Trees trimmed and healthy			J&J Landscape
58		Westminster Blvd	Area is weed free			J&J Landscape
59		Westminster Blvd	Trees trimmed and healthy			J&J Landscape

Total Quality Checklist - Golf Course

	Floor	Location	Description	Comments	Progress	Who is Responsible
1		#1 Bench	Bench is in good condition, and clean			J&J Landscape
2		#1 Fairway	Free of weeds, green and healthy			J&J Landscape
3		#1 Green	Green is free of weeds, collars consistent with standard, and maintained.	some weeds on green & collar	being treated	J&J Landscape
4		#1 Irrigation	Irrigation checked weekly for proper operation			J&J Landscape
5		#1 Sand Trap	Borders edged and maintained, weed free, and raked.			J&J Landscape
6		#1 Tee	Free of weeds, green and healthy			J&J Landscape
7		#1 Trees	Healthy and pruned to standard			J&J Landscape
8		#1 Trellis	Concrete and trash can in good condition			J&J Landscape
9		#2 Bench and trash cans and drinking fountain	Bench is in good condition, and clean			J&J Landscape
10		#2 Fairway	Free of weeds, green and healthy			J&J Landscape
11		#2 Green	Green is free of weeds, collars consistent with standard, and maintained.			J&J Landscape
12		#2 Green - Roses	Roses are healthy and blooming			J&J Landscape
13		#2 Green fences	Fences in good condition			J&J Landscape
14		#2 Irrigation	Irrigation checked weekly for proper operation			J&J Landscape
15		#2 Tee	Free of weeds, green and healthy. Tee markers in good condition			J&J Landscape
16		#2 Trees	Healthy and pruned to standard			J&J Landscape
17		#3 Bench	Bench is in good condition, and clean			J&J Landscape
18		#3 Fairway	Free of weeds, green and healthy			J&J Landscape
19		#3 Green	Green is free of weeds, collars consistent with standard, and maintained.	some weeds on green & collar	being treated	J&J Landscape
20		#3 Irrigation	Irrigation checked weekly for proper operation			J&J Landscape

Total Quality Checklist - Golf Course

	Floor	Location	Description	Comments	Progress	Who is Responsible
21		#3 Sand Trap	Borders edged and maintained, weed free, and raked.			J&J Landscape
22		#3 Tee	Free of weeds, green and healthy			J&J Landscape
23		#3 Trees	Healthy and pruned to standard			J&J Landscape
24		#4 Bench	Bench is in good condition, and clean			J&J Landscape
25		#4 Fairway	Free of weeds, green and healthy			J&J Landscape
26		#4 Green	Green is free of weeds, collars consistent with standard, and maintained.			J&J Landscape
27		#4 Irrigation	Irrigation checked weekly for proper operation			J&J Landscape
28		#4 Sand Trap	Borders edged and maintained, weed free, and raked.			J&J Landscape
29		#4 Tee	Free of weeds, green and healthy			J&J Landscape
30		#4 Trees	Healthy and pruned to standard			J&J Landscape
31		#5 Bench	Bench is in good condition, and clean			J&J Landscape
32		#5 Bridge	Bridge, walking surface, and paint in good condition			J&J Landscape
33		#5 Fairway	Free of weeds, green and healthy			J&J Landscape
34		#5 Green	Green is free of weeds, collars consistent with standard, and maintained.			J&J Landscape
35		#5 Irrigation	Irrigation checked weekly for proper operation			J&J Landscape
36		#5 Sand Trap	Borders edged and maintained, weed free, and raked.			J&J Landscape
37		#5 Tee	Free of weeds, green and healthy			J&J Landscape
38		#5 Tee walking path	Walking rubber surface in good condition			J&J Landscape
39		#5 Trees	Healthy and pruned to standard			J&J Landscape
40		#6 Bench	Bench is in good condition, and clean			J&J Landscape
41		#6 Fairway	Free of weeds, green and healthy			J&J Landscape
42		#6 Green	Green is free of weeds, collars consistent with standard, and maintained.	some weeds on green & collar	being treated	J&J Landscape
43		#6 Irrigation	Irrigation checked weekly for proper operation			J&J Landscape

Total Quality Checklist - Golf Course

	Floor	Location	Description	Comments	Progress	Who is Responsible
44		#6 Sand Trap	Borders edged and maintained, weed free, and raked.			J&J Landscape
45		#6 Tee	Free of weeds, green and healthy			J&J Landscape
46		#6 Trees	Healthy and pruned to standard			J&J Landscape
47		#7 Bench	Bench is in good condition, and clean			J&J Landscape
48		#7 Fairway	Free of weeds, green and healthy			J&J Landscape
49		#7 Green	Green is free of weeds, collars consistent with standard, and maintained.	some weeds on green	being treated	J&J Landscape
50		#7 Irrigation	Irrigation checked weekly for proper operation			J&J Landscape
51		#7 Sand Trap	Borders edged and maintained, weed free, and raked.			J&J Landscape
52		#7 Tee	Free of weeds, green and healthy	acceptable		J&J Landscape
53		#7 Trees	Healthy and pruned to standard			J&J Landscape
54		#8 Bench	Bench is in good condition, and clean			J&J Landscape
55		#8 Fairway	Free of weeds, green and healthy	acceptable		J&J Landscape
56		#8 Green	Green is free of weeds, collars consistent with standard, and maintained.	some weeds on green	being treated	J&J Landscape
57		#8 Irrigation	Irrigation checked weekly for proper operation			J&J Landscape
58		#8 Sand Trap	Borders edged and maintained, weed free, and raked.			J&J Landscape
59		#8 Tee	Free of weeds, green and healthy.	acceptable		J&J Landscape
60		#8 Trees	Healthy and pruned to standard			J&J Landscape
61		#9 Bench	Bench is in good condition, and clean			J&J Landscape
62		#9 Fairway	Free of weeds, green and healthy	acceptable		J&J Landscape
63		#9 Green	Green is free of weeds, collars consistent with standard, and maintained.	some weeds on green & collar	being treated	J&J Landscape
64		#9 Irrigation	Irrigation checked weekly for proper operation			J&J Landscape
65		#9 Sand Trap	Borders edged and maintained, weed free, and raked.			J&J Landscape
66		#9 Tee	Free of weeds, green and healthy	acceptable		J&J Landscape
67		#9 Trees	Healthy and pruned to standard			J&J Landscape

Total Quality Checklist - Golf Course

	Floor	Location	Description	Comments	Progress	Who is Responsible
68		Golf Shed	Area clean to standard			J&J Landscape
69		Lakes	Water maintain to standard			J&J Landscape
70		Practice Green	Free of weed, green and healthy	some weeds on the practice putting green	being treated	J&J Landscape
71		Starter Shack	Garden beds in good condition			J&J Landscape
72		Starter Shack	HVAC			

Total Quality Checklist - Amphitheater Loft

	Floor	Location	Description	Comments	Progress	Who is Responsible
1	2	Men's Restroom	Doors clean, in good condition, not worn or chipped			
2	2	Men's Restroom	Faucets in good condition and clean			
3	2	Men's Restroom	Grout at sinks and floor in good condition and clean			
4	2	Men's Restroom	Lights clean and operational			
5	2	Men's Restroom	Mirror frames and mirrors in good condition			
6	2	Men's Restroom	Paper towel dispenser clean, filled, in good condition, and working			
7	2	Men's Restroom	Proper soap dispenser in place and full			
8	2	Men's Restroom	Toilet seats good condition and tight			
9	2	Men's Restroom	Toilets clean and flush properly			
10	2	Men's Restroom	Trash receptacles are in good condition and operational			
11	2	Men's Restroom	Walls clean and in good without chips			
12	2	Women's Restroom	Doors clean, in good condition, not worn or chipped			
13	2	Women's Restroom	Faucets in good condition and clean			
14	2	Women's Restroom	Grout at sinks and floor in good condition and clean			
15	2	Women's Restroom	Lights clean and operational			
16	2	Women's Restroom	Mirror frames and mirrors in good condition			
17	2	Women's Restroom	Paper towel dispenser clean, filled, in good condition, and working			
18	2	Women's Restroom	Proper soap dispenser in place and full	Soap dispenser clogged at East end	notified Recreation Dept.	Recreation Dept.
19	2	Women's Restroom	Toilet seats good condition and tight			
20	2	Women's Restroom	Toilets clean and flush properly			
21	2	Women's Restroom	Trash receptacles are in good condition and operational			
22	2	Women's Restroom	Walls clean and in good without chips			

Total Quality Checklist - Amphitheater Stage

	Floor	Location	Description	Comments	Progress	Who is Responsible
1	1	Men's Restroom	Doors clean, in good condition, not worn or chipped	acceptable		
2	1	Men's Restroom	Faucets in good condition and clean			
3	1	Men's Restroom	Grout at sinks and floor in good condition and clean			
4	1	Men's Restroom	Lights clean and operational			
5	1	Men's Restroom	Mirror frames and mirrors in good condition			
6	1	Men's Restroom	Paper towel dispenser clean, filled, in good condition, and working			
7	1	Men's Restroom	Proper soap dispenser in place and full			
8	1	Men's Restroom	Toilet seats good condition and tight			
9	1	Men's Restroom	Toilets clean and flush properly			
10	1	Men's Restroom	Trash receptacles are in good condition and operational			
11	1	Men's Restroom	Walls clean and in good without chips	acceptable		
12	1	Women's Restroom	Doors clean, in good condition, not worn or chipped	acceptable		
13	1	Women's Restroom	Faucets in good condition and clean			
14	1	Women's Restroom	Grout at sinks and floor in good condition and clean			
15	1	Women's Restroom	Lights clean and operational			
16	1	Women's Restroom	Mirror frames and mirrors in good condition			
17	1	Women's Restroom	Paper towel dispenser clean, filled, in good condition, and working			
18	1	Women's Restroom	Proper soap dispenser in place and full			
19	1	Women's Restroom	Toilet seats good condition and tight			
20	1	Women's Restroom	Toilets clean and flush properly			
21	1	Women's Restroom	Trash receptacles are in good condition and operational			
22	1	Women's Restroom	Walls clean and in good without chips	acceptable		

Total Quality Checklist - Amphitheater Stage

	Floor	Location	Description	Comments	Progress	Who is Responsible
23	1	Behind stage	plexiglass doors behind stage in good condition			

Total Quality Checklist - Administration Building, 1st Floor

	Floor	Location	Description	Comments	Progress	Who is Responsible
1	1	Men's Restroom	Doors clean, in good condition, not worn or chipped	acceptable		
2	1	Men's Restroom	Faucets in good condition and clean			
3	1	Men's Restroom	Grout at sinks and floor in good condition and clean			
4	1	Men's Restroom	Lights clean and operational			
5	1	Men's Restroom	Mirror frames and mirrors in good condition			
6	1	Men's Restroom	Paper towel dispenser clean, filled, in good condition, and working			
7	1	Men's Restroom	Proper soap dispenser in place and full			
8	1	Men's Restroom	Toilet seats good condition and tight			
9	1	Men's Restroom	Toilets clean and flush properly			
10	1	Men's Restroom	Trash receptacles are in good condition and operational			
11	1	Men's Restroom	Walls clean and in good without chips	acceptable		
12	1	Women's Restroom	Doors clean, in good condition, not worn or chipped			
13	1	Women's Restroom	Faucets in good condition and clean			
14	1	Women's Restroom	Grout at sinks and floor in good condition and clean			
15	1	Women's Restroom	Lights clean and operational			
16	1	Women's Restroom	Mirror frames and mirrors in good condition			
17	1	Women's Restroom	Paper towel dispenser clean, filled, in good condition, and working			
18	1	Women's Restroom	Proper soap dispenser in place and full			
19	1	Women's Restroom	Toilet seats good condition and tight			
20	1	Women's Restroom	Toilets clean and flush properly			
21	1	Women's Restroom	Trash receptacles are in good condition and operational			
22	1	Women's Restroom	Walls clean and in good without chips	acceptable		

Total Quality Checklist - Administration Building, 2nd Floor

	Floor	Location	Description	Comments	Progress	Who is Responsible
1	2	Men's Restroom	Doors clean, in good condition, not worn or chipped	acceptable		
2	2	Men's Restroom	Faucets in good condition and clean			
3	2	Men's Restroom	Grout at sinks and floor in good condition and clean			
4	2	Men's Restroom	Lights clean and operational			
5	2	Men's Restroom	Mirror frames and mirrors in good condition			
6	2	Men's Restroom	Paper towel dispenser clean, filled, in good condition, and working			
7	2	Men's Restroom	Proper soap dispenser in place and full			
8	2	Men's Restroom	Stall doors working properly and in good condition			
9	2	Men's Restroom	Toilet seats good condition and tight			
10	2	Men's Restroom	Toilets clean and flush properly			
11	2	Men's Restroom	Trash receptacles are in good condition and operational			
12	2	Men's Restroom	Walls clean and in good without chips	acceptable		
13	2	Women's Restroom	Doors clean, in good condition, not worn or chipped			
14	2	Women's Restroom	Faucets in good condition and clean			
15	2	Women's Restroom	Grout at sinks and floor in good condition and clean			
16	2	Women's Restroom	Lights clean and operational			
17	2	Women's Restroom	Mirror frames and mirrors in good condition			
18	2	Women's Restroom	Paper towel dispenser clean, filled, in good condition, and working			
19	2	Women's Restroom	Proper soap dispenser in place and full			
20	2	Women's Restroom	Stall doors working properly and in good condition			
21	2	Women's Restroom	Toilet seats good condition and tight			
22	2	Women's Restroom	Toilets clean and flush properly			

Total Quality Checklist - Administration Building, 2nd Floor

	Floor	Location	Description	Comments	Progress	Who is Responsible
23	2	Women's Restroom	Trash receptacles are in good condition and operational			
24	2	Women's Restroom	Walls clean and in good without chips	acceptable		

Total Quality Checklist - Aquatic Center

	Floor	Location	Description	Comments	Progress	Who is Responsible
1		Drinking Fountain	Clean with blue clean mat in place, in good working order			
2		East Entry	Palm Tree lighting good condition and operational			
3		Exterior	Trees away from building & healthy			
4		Exterior Lights	Clean and in working condition			
5		Men's Restroom	Doors clean, in good condition, not worn or chipped			
6		Men's Restroom	Faucets in good condition and clean			
7		Men's Restroom	Grout at sinks and floor in good condition and clean			
8		Men's Restroom	Lights clean and operational			
9		Men's Restroom	Mirror frames and mirrors in good condition			
10		Men's Restroom	North entrance paint at the corner by the elevator in good condition			
11		Men's Restroom	Paper towel dispenser clean, filled, in good condition, and working			
12		Men's Restroom	Plastic corner guard in place			
13		Men's Restroom	Proper soap dispenser in place and full			
14		Men's Restroom	Stall doors working properly and in good condition			
15		Men's Restroom	Toilet seats good condition and tight			
16		Men's Restroom	Toilets clean and flush properly			
17		Men's Restroom	Trash receptacles are in good condition and operational			
18		Men's Restroom	Walls clean and in good without chips			
19		Pool Deck	Concrete is clean and in good condition			
20		Pool Chair Lifts	Clean and in good working condition			
21		Pool Planters	Free of weeds, plants trimmed and are healthy			
22		Pool Deck Furniture	Clean and in good condition			

Total Quality Checklist - Aquatic Center

	Floor	Location	Description	Comments	Progress	Who is Responsible
23		Pool Equipment Room	Equipment is clean and in good working condition			
24		Pool Attendant Office	Floors, desks, A/C working, lights in good condition			
25		Safety signage	safety signage displayed and in good condition			
26		Women's Restroom	Doors clean, in good condition, not worn or chipped			
27		Women's Restroom	Faucets in good condition and clean			
28		Women's Restroom	Grout at sinks and floor in good condition and clean			
29		Women's Restroom	Lights clean and operational			
30		Women's Restroom	Mirror frames and mirrors in good condition			
31		Women's Restroom	Entrance paint at the corner by the elevator in good condition			
32		Women's Restroom	Paper towel dispenser clean, filled, in good condition, and working			
33		Women's Restroom	Proper soap dispenser in place and full			
34		Women's Restroom	Stall doors working properly and in good condition			
35		Women's Restroom	Toilet seats good condition and tight			
36		Women's Restroom	Toilets clean and flush properly			
37		Women's Restroom	Trash receptacles are in good condition and operational			
38		Women's Restroom	Walls clean and in good without chips			

Total Quality Checklist - Clubhouse One

	Floor	Location	Description	Comments	Progress	Who is Responsible
1		Assembly Hall	Flooring is clean and in good condition			
2		Assembly Hall	HVAC units are clean and operational			
3		Assembly Hall	Lights are clean and operational			
4		Assembly Hall	Phone in working order & in good condition			
5		Billiards Room	Doors are operational, clean and not chipped			
6		Billiards Room	Wall paint in good condition			
7		Exterior Lighting	clean, not damaged, working well	Light cover broken near History Museum exterior	SRO	Service Maintenance
8		Kitchen	Cabinet paint is clean and in good condition			
9		Kitchen	Exhaust hood fire suppression is current	Exhaust filter detached	SRO	Service Maintenance
10		Kitchen	Flooring is clean and in good condition			
11		Kitchen	Lights are clean and operational			
12		Kitchen	Cooking equipment is clean and operational			
13		Lobby	Bulletin board is clean current and in good condition			
14		Lobby	Carpet is clean and in good condition			
15		Lobby	Furniture is clean and in Good condition			
16		Men's Restroom	Doors clean, in good condition, not worn or chipped			
17		Men's Restroom	Faucets in good condition and clean			
18		Men's Restroom	Grout at sinks and floor in good condition and clean			
19		Men's Restroom	Lights clean and operational			
20		Men's Restroom	Mirror frames and mirrors in good condition			
21		Men's Restroom	Paper towel dispenser clean, filled, in good condition, and working			
22		Men's Restroom	Proper soap dispenser in place and full			
23		Men's Restroom	Stall doors working properly and in good condition			
24		Men's Restroom	Toilet seats good condition and tight			
25		Men's Restroom	Toilets clean and flush properly			
26		Men's Restroom	Trash receptacles are in good condition and operational			

Total Quality Checklist - Clubhouse One

	Floor	Location	Description	Comments	Progress	Who is Responsible
27		Men's Restroom	Walls clean and in good without chips			
28		Park	Area lights are clean operational	GFCI missing cover plate outside of billiard room	SRO	Service Maintenance
29		Park	Tables and chairs are clean properly placed and in good condition			
30		Park	Trees are healthy and properly trimmed			
31		Park	Grass is weed-free, green, and is maintained			
32		Storage	Furniture is stored properly and in good condition			
33		Women's Restroom	Doors clean, in good condition, not worn or chipped			
34		Women's Restroom	Faucets in good condition and clean			
35		Women's Restroom	Grout at sinks and floor in good condition and clean			
36		Women's Restroom	Lights clean and operational			
37		Women's Restroom	Mirror frames and mirrors in good condition			
38		Women's Restroom	Paper towel dispenser clean, filled, in good condition, and working			
39		Women's Restroom	Proper soap dispenser in place and full			
40		Women's Restroom	Stall doors working properly and in good condition			
41		Women's Restroom	Toilet seats good condition and tight			
42		Women's Restroom	Toilets clean and flush properly			
43		Women's Restroom	Trash receptacles are in good condition and operational			
44		Women's Restroom	Walls clean and in good without chips			
45		Wood Shop	Doors are operational, clean and not chipped			
46		Wood Shop	Cabinet paint is clean and in good condition			
47		Wood Shop	Flooring is clean and in good condition			
48		Wood Shop	Lights are clean and operational			
49		Wood Shop	Wood working equipment is operational			
50		Wood Shop	Wall paint in good condition			

Total Quality Checklist - Clubhouse Two

	Floor	Location	Description	Comments	Progress	Who is Responsible
1		Assembly Hall	Flooring is clean and in good condition			
2		Assembly Hall	HVAC units are clean and operational	unit #10 not working	Rec'd repair estimate	Greenwood Heating & Air
3		Assembly Hall	Lights are clean and operational			
4		Assembly Hall	Phone in working order & in good condition			
5		Automatic Doors	in good working condition			
6		Barbeque (BBQ) area	clean and in good condition			
7		Billiard Room	Doors are operational, clean and not chipped			
8		Billiard Room	Wall paint in good condition			
9		Bocce Court	Bench are clean and in good condition			
10		Bocce Court	Handrails are clean and in good condition			
11		Bocce Court	Playing surface properly maintained			
12		Bocce Court	Shade structure is clean and in good condition			
13		Bocce Court	Grass around court is in good condition			
14		Car Wash	Pavement is clean without debris			
15		Car Wash	Poles are clean and paint is in good condition			
16		Car Wash	Pressure washer reels are operational			
17		Car Wash	RV Steps in good condition			
18		Car Wash	Signs in place and in good condition			
19		Car Wash	Trash can is clean and in place			
20		Car Wash	Wash hoses are in good condition with nozzle operational			
21		East make up area	Lights are operational and the area is clean			
22		East Stage Bathrooms	Bathroom is clean and paint is in good condition			
23		Exterior lights	Clean and in good working condition			

Total Quality Checklist - Clubhouse Two

	Floor	Location	Description	Comments	Progress	Who is Responsible
24		Game Room	Doors are operational, clean and not chipped			
25		Game Room	Wall paint in good condition			
26		Kitchen	Cabinet paint is clean and in good condition			
27		Kitchen	Exhaust hood fire suppression is current			
28		Kitchen	Flooring is clean and in good condition			
29		Kitchen	Ice maker in good condition			
30		Kitchen	Lights are clean and operational			
31		Kitchen	Cooking equipment is clean and operational			
32		Lobby	Bulletin board is clean current and in good condition			
33		Lobby	Carpet is clean and in good condition			
34		Lobby	drinking fountain in good condition			
35		Lobby	Furniture is clean and in Good condition			
36		Men's Restroom	Doors clean, in good condition, not worn or chipped			
37		Men's Restroom	Faucets in good condition and clean			
38		Men's Restroom	Grout at sinks and floor in good condition and clean			
39		Men's Restroom	Lights clean and operational			
40		Men's Restroom	Mirror frames and mirrors in good condition			
41		Men's Restroom	Paper towel dispenser clean, filled, in good condition, and working			
42		Men's Restroom	Proper soap dispenser in place and full			
43		Men's Restroom	Stall doors working properly and in good condition			
44		Men's Restroom	Toilet seats good condition and tight			
45		Men's Restroom	Toilets clean and flush properly			
46		Men's Restroom	Trash receptacles are in good condition and operational			
47		Men's Restroom	Walls clean and in good without chips			
48		Park	Area lights are clean operational			

Total Quality Checklist - Clubhouse Two

	Floor	Location	Description	Comments	Progress	Who is Responsible
49		Park	Clock is in good condition, and operational with correct time			
50		Park	Mission bell sign is clean and in good condition			
51		Park	Plant around sign healthy with proper care			
52		Park	Tables and chairs are clean properly placed and in good condition	Trim door leading from seating area into hallway leading to Men's bathroom	SRO	Service Maintenance
53		Park	Trees are healthy and properly trimmed			
54		Park	Grass is weed-free, green, and is maintained			
55		Parking lot	Gate operational in a good condition			
56		Parking lot	Signs in place and in good condition			
57		Parking lot	Wall is painted and in good condition			
58		Parking Lot East	Exterior lights in good condition			
59		Parking Lot North	Pavement, signs, and striping is in good condition			
60		Parking Lot South	Pavement, signs, and striping is in good condition			
61		Pickle Ball Courts	Court surface paint & concrete in good condition			
62		Pickle Ball Courts	Drinking fountain is clean and operational	Water turned off	SRO	Service Maintenance
63		Pickle Ball Courts	Nets are in good condition			
64		Pickle Ball Courts	Plants are healthy and maintained			
65		Pickle Ball Courts	Screens are clean and in good condition			
66		Serenity garden	Fountain is clean and operational			
67		Serenity garden	Plants are healthy and maintained			
68		Stage	Clean is in good condition			
69		Stage	Stairs are clear and in good condition			
70		Stage Emergency Exit	Exit Is clear			
71		Storage	Furniture is stored properly and in good condition			

Total Quality Checklist - Clubhouse Two

	Floor	Location	Description	Comments	Progress	Who is Responsible
72		West make up area	Lights are operational in the area is clean			
73		West Stage Bathroom	Bathroom is clean and paint is in good condition			
74		Women's Restroom	Doors clean, in good condition, not worn or chipped			
75		Women's Restroom	Faucets in good condition and clean			
76		Women's Restroom	Grout at sinks and floor in good condition and clean			
77		Women's Restroom	Lights clean and operational			
78		Women's Restroom	Mirror frames and mirrors in good condition			
79		Women's Restroom	Paper towel dispenser clean, filled, in good condition, and working			
80		Women's Restroom	Plastic corner guard in place			
81		Women's Restroom	Proper soap dispenser in place and full			
82		Women's Restroom	Stall doors working properly and in good condition			
83		Women's Restroom	Toilet seats good condition and tight			
84		Women's Restroom	Toilets clean and flush properly			
85		Women's Restroom	Trash receptacles are in good condition and operational			
86		Women's Restroom	Walls clean and in good without chips			
87		Wood Shop	Doors are operational, clean and not chipped			

Total Quality Checklist - Clubhouse Three

	Floor	Location	Description	Comments	Progress	Who is Responsible
1		Assembly Hall	Flooring is clean and in good condition			
2		Assembly Hall	HVAC units are clean and operational			
3		Assembly Hall	Lights are clean and operational			
4		Assembly Hall	Storage rooms and lockers are clean and operational			
5		Assembly Hall	Center Feature/Fireplace			
6		Exterior Lights	Clean and in good working condition			
7		Hallway	Phone in working order & in good condition			
8		Hallway Storage	Storage rooms and lockers are clean and operational			
9		Kitchen - Room 9	Cabinet paint is clean and in good condition			
10		Kitchen - Room 9	Cooking equipment is clean and operational			
11		Kitchen - Room 9	Exhaust hood fire suppression is current			
12		Kitchen - Room 9	Flooring is clean and in good condition			
13		Kitchen - Room 9	Lights are clean and operational			
14		Kitchen 1	Floors, counters, appliances, assembly area, tables, chairs clean	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	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	acceptable, kitchen and rooms are showing wear and age. Countertops at end of useful life		

Total Quality Checklist - Clubhouse Three

	Floor	Location	Description	Comments	Progress	Who is Responsible
17		Kitchen 4	Floors, counters, appliances, assembly area, tables, chairs clean	acceptable, kitchen and rooms are showing wear and age. Countertops at end of useful life		
18		Kitchen 5	Floors, counters, appliances, assembly area, tables, chairs clean	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	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	missing exhaust filter	SRO	Service Maintenance
21		Kitchen 8 and Storage	Floors, counters, appliances, assembly area, tables, chairs clean	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			
23		Men's Restroom	Doors clean, in good condition, not worn or chipped			
24		Men's Restroom	Faucets in good condition and clean			
25		Men's Restroom	Grout at sinks and floor in good condition and clean			
26		Men's Restroom	Lights clean and operational	Light cover missing	SRO	Service Maintenance
27		Men's Restroom	Mirror frames and mirrors in good condition			
28		Men's Restroom	Paper towel dispenser clean, filled, in good condition, and working			
29		Men's Restroom	Proper soap dispenser in place and full			

Total Quality Checklist - Clubhouse Three

	Floor	Location	Description	Comments	Progress	Who is Responsible
30		Men's Restroom	Stall doors working properly and in good condition			
31		Men's Restroom	Toilet seats good condition and tight			
32		Men's Restroom	Toilets clean and flush properly			
33		Men's Restroom	Trash receptacles are in good condition and operational			
34		Men's Restroom	Walls clean and in good without chips			
35		Parking lot	Gate operational in a good condition			
36		Parking lot	Signs in place and in good condition			
37		Ramp	Clean and good condition			
38		Ramp	Handrails are clean and in good condition			
39		Room 10 - Genealogy	clean and in good condition			
40		Sewing room	Flooring, tables, lights			
41		Women's Restroom	Doors clean, in good condition, not worn or chipped			
42		Women's Restroom	Faucets in good condition and clean			
43		Women's Restroom	Grout at sinks and floor in good condition and clean			
44		Women's Restroom	Lights clean and operational			
45		Women's Restroom	Mirror frames and mirrors in good condition			
46		Women's Restroom	Open door slowly sign in place			
47		Women's Restroom	Paper towel dispenser clean, filled, in good condition, and working			
48		Women's Restroom	Proper soap dispenser in place and full			
49		Women's Restroom	Stall doors working properly and in good condition			
48		Women's Restroom	Toilet seats good condition and tight			
49		Women's Restroom	Toilets clean and flush properly			
50		Women's Restroom	Trash receptacles are in good condition and operational			
51		Women's Restroom	Walls clean and in good without chips			

Total Quality Checklist - Clubhouse Four

	Floor	Location	Description	Comments	Progress	Who is Responsible
1		Art Room	clean and in good condition			
2		Assembly Hall	Flooring is clean and in good condition			
3		Assembly Hall	HVAC units are clean and operational			
4		Assembly Hall	Lights are clean and operational			
5		Ceramics Room	clean and in good condition	Replace stained ceiling tile (check for leak source)	SRO	Service Maintenance
6		Exterior Lights	Clean and in good working condition			
7		Kitchen	Cabinet paint is clean and in good condition			
8		Kitchen	Exhaust hood fire suppression is current			
9		Kitchen	Flooring is clean and in good condition			
10		Kitchen	Lights are clean and operational			
11		Kitchen	Cooking equipment is clean and operational			
12		Kitchen	ice maker is working well			
13		Lapidary Room	clean and in good condition			
14		Lobby	Bulletin board is clean current and in good condition			
15		Lobby	display cabinets are in good condition			
16		Lobby	doors clean, in good condition			
17		Lobby	Flooring is clean and in good condition			
18		Lobby	Furniture is clean and in Good condition			
19		Hall	Interior drinking fountain working well			
20		Hall	Phone in working order & in good condition			
21		Men's Restroom	Doors clean, in good condition, not worn or chipped			
22		Men's Restroom	Faucets in good condition and clean			
23		Men's Restroom	Grout at sinks and floor in good condition and clean			
24		Men's Restroom	Lights clean and operational			
25		Men's Restroom	Mirror frames and mirrors in good condition			

Total Quality Checklist - Clubhouse Four

	Floor	Location	Description	Comments	Progress	Who is Responsible
26		Men's Restroom	Paper towel dispenser clean, filled, in good condition, and working			
27		Men's Restroom	Plastic corner guard in place			
28		Men's Restroom	Proper soap dispenser in place and full			
29		Men's Restroom	Stall doors working properly and in good condition			
30		Men's Restroom	Toilet seats good condition and tight			
31		Men's Restroom	Toilets clean and flush properly			
32		Men's Restroom	Trash receptacles are in good condition and operational			
33		Men's Restroom	Walls clean and in good without chips			
34		Parking Lot South	Pavement, signs, and striping is in good condition	Garden bed by trash enclosure flooding	work order	J&J Landscape
35		Stage	Clean & in good condition			
36		Stage	Lift in good condition	on maintenance contract		Thyssen Krupp Elevator
37		Stage	Stairs are clear and in good condition			
38		Stage Emergency Exit	Exit Is clear			
39		Storage areas	Clean and in good condition			
40		Storage - by assembly area	Clean and in good condition			
41		Women's Restroom	Doors clean, in good condition, not worn or chipped			
42		Women's Restroom	Faucets in good condition and clean			
43		Women's Restroom	Grout at sinks and floor in good condition and clean			
44		Women's Restroom	Lights clean and operational			
45		Women's Restroom	Mirror frames and mirrors in good condition			
46		Women's Restroom	Paper towel dispenser clean, filled, in good condition, and working			
47		Women's Restroom	Plastic corner guard in place			
48		Women's Restroom	Proper soap dispenser in place and full			
49		Women's Restroom	Stall doors working properly and in good condition			
50		Women's Restroom	Toilet seats good condition and tight			

Total Quality Checklist - Clubhouse Four

	Floor	Location	Description	Comments	Progress	Who is Responsible
51		Women's Restroom	Toilets clean and flush properly			
52		Women's Restroom	Trash receptacles are in good condition and operational			
53		Women's Restroom	Walls clean and in good without chips			

Total Quality Checklist - Building Five, 1st Floor

	Floor	Location	Description	Comments	Progress	Who is Responsible
1	1	Café	clean and in good condition	door not functional	repair in progress	Axxess Door
2	1	Conf Rm B - Hallway	Lights clean and operational			
3	1	Conf Rm B - Drinking Fountain	clean and in good working order			
4	1	Conf Rm B - Men's Restroom	Doors clean, in good condition, not worn or chipped			
5	1	Conf Rm B - Men's Restroom	Faucets in good condition and clean			
6	1	Conf Rm B - Men's Restroom	Grout at sinks and floor in good condition and clean			
7	1	Conf Rm B - Men's Restroom	Lights clean and operational			
8	1	Conf Rm B - Men's Restroom	Mirror frames and mirrors in good condition			
9	1	Conf Rm B - Men's Restroom	Paper towel dispenser clean, filled, in good condition, and working			
10	1	Conf Rm B - Men's Restroom	Proper soap dispenser in place and full			
11	1	Conf Rm B - Men's Restroom	Stall doors working properly and in good condition			
12	1	Conf Rm B - Men's Restroom	Toilet seats good condition and tight			
13	1	Conf Rm B - Men's Restroom	Toilets clean and flush properly			
14	1	Conf Rm B - Men's Restroom	Trash receptacles are in good condition and operational			
15	1	Conf Rm B - Men's Restroom	Walls clean and in good without chips			
16	1	Conf Rm B - Women's Restroom	Doors clean, in good condition, not worn or chipped			

Total Quality Checklist - Building Five, 1st Floor

	Floor	Location	Description	Comments	Progress	Who is Responsible
17	1	Conf Rm B - Women's Restroom	Faucets in good condition and clean			
18	1	Conf Rm B - Women's Restroom	Grout at sinks and floor in good condition and clean			
19	1	Conf Rm B - Women's Restroom	Lights clean and operational			
20	1	Conf Rm B - Women's Restroom	Mirror frames and mirrors in good condition			
21	1	Conf Rm B - Women's Restroom	Paper towel dispenser clean, filled, in good condition, and working			
22	1	Conf Rm B - Women's Restroom	Proper soap dispenser in place and full			
23	1	Conf Rm B - Women's Restroom	Stall doors working properly and in good condition			
24	1	Conf Rm B - Women's Restroom	Toilet seats good condition and tight			
25	1	Conf Rm B - Women's Restroom	Toilets clean and flush properly			
26	1	Conf Rm B - Women's Restroom	Trash receptacles are in good condition and operational			
27	1	Conf Rm B - Women's Restroom	Walls clean and in good without chips			
28	1	Conference Room B	table and chairs in good condition; door works well; conference table, chairs, secretary area, coffee bar in good condition			
29	1	Conference Room C	Door, lights, table, chairs, flooring in good condition			
30	1	Copy Center	Lights clean and operational, glass enclosure in good condition, counter tops in good condition, door works well			
31	1	Elevator	clean and in working condition			
32	1	Exterior lighting	clean and in good working condition			

Total Quality Checklist - Building Five, 1st Floor

	Floor	Location	Description	Comments	Progress	Who is Responsible
33	1	Recreation Office	Lights clean and operational, counter tops in good condition, door works well			
34	1	Security Satellite Office	Lights clean and operational, glass enclosure in good condition, counter tops in good condition, door works well			
35	1	Unisex Restroom	Doors clean, in good condition, not worn or chipped			
36	1	Unisex Restroom	Faucets in good condition and clean			
37	1	Unisex Restroom	Grout at sinks and floor in good condition and clean			
38	1	Unisex Restroom	Lights clean and operational			
39	1	Unisex Restroom	Mirror frames and mirrors in good condition			
40	1	Unisex Restroom	Paper towel dispenser clean, filled, in good condition, and working			
41	1	Unisex Restroom	Plastic corner guard in place			
42	1	Unisex Restroom	Proper Soap dispenser in place and full			
43	1	Unisex Restroom	Toilet seats good condition and tight			
44	1	Unisex Restroom	Toilets clean and flush properly			
45	1	Unisex Restroom	Trash receptacles are in good condition and operational			
46	1	Unisex Restroom	Walls clean and in good without chips			

Total Quality Checklist - Building Five, 2nd Floor

	Floor	Location	Description	Comments	Progress	Who is Responsible
1	2	Kitchen / breakroom	Cabinet paint is clean and in good condition			
2	2	Kitchen / breakroom	Cooking equipment is clean and operational			
3	2	Kitchen / breakroom	Flooring is clean and in good condition			
4	2	Kitchen / breakroom	Lights are clean and operational			
5	2	Lobby	Furniture is clean and in good condition			
6	2	Lobby / hallway / work stations	Carpet is clean and in good condition			
7	2	Lobby / hallway / work stations	Lighting is clean and in good condition	Roof leak in hallway thru ceiling light fixture	SRO	Service Maintenance
8	2	Lobby / hallway / work stations	Walls are clean and in good condition			
9	2	Men's Restroom	Doors clean, in good condition, not worn or chipped			
10	2	Men's Restroom	Faucets in good condition and clean			
11	2	Men's Restroom	Grout at sinks and floor in good condition and clean			
12	2	Men's Restroom	Lights clean and operational			
13	2	Men's Restroom	Mirror frames and mirrors in good condition			
14	2	Men's Restroom	Paper towel dispenser clean, filled, in good condition, and working			
15	2	Men's Restroom	Proper soap dispenser in place and full			
16	2	Men's Restroom	Stall doors working properly and in good condition			
17	2	Men's Restroom	Toilet seats good condition and tight			
18	2	Men's Restroom	Toilets clean and flush properly			
19	2	Men's Restroom	Trash receptacles are in good condition and operational			
20	2	Men's Restroom	Walls clean and in good without chips			
21	2	Physical Property Conference Room	door, lights, table, chairs, flooring in good condition			

Total Quality Checklist - Building Five, 2nd Floor

	Floor	Location	Description	Comments	Progress	Who is Responsible
22	2	Women's Restroom	Doors clean, in good condition, not worn or chipped			
23	2	Women's Restroom	Faucets in good condition and clean			
24	2	Women's Restroom	Grout at sinks and floor in good condition and clean			
25	2	Women's Restroom	Lights clean and operational	light tube out in ceiling	SRO	Service Maintenance
26	2	Women's Restroom	Mirror frames and mirrors in good condition			
27	2	Women's Restroom	Paper towel dispenser clean, filled, in good condition, and working			
28	2	Women's Restroom	Proper soap dispenser in place and full			
29	2	Women's Restroom	Stall doors working properly and in good condition			
30	2	Women's Restroom	Toilet seats good condition and tight			
31	2	Women's Restroom	Toilets clean and flush properly			
32	2	Women's Restroom	Trash receptacles are in good condition and operational			
33	2	Women's Restroom	Walls clean and in good without chips			

Total Quality Checklist - Clubhouse Six, 1st floor

	Floor	Location	Description	Comments	Progress	Who is Responsible
1	1	CARE Entry	Walkway clear			
2	1	CARE Entry	Concrete clean and in good condition			
3	1	Drinking Fountain	Clean with blue clean mat in place, in good working order			
4	1	East Entry	Palm Tree lighting good condition and operational			
5	1	East Entry	Bike rack in good condition			
6	1	Exit Corridor/West	Alley entrance hallway lights operable			
7		Exterior	Trees away from building			
8		Exterior Lights	Clean and in working condition			
9	1	First Floor	Ceiling tiles clean and in good condition			
10	1	First Floor	Proper furniture in place			
11	1	Hospitality Entry	handrails in good condition + paint without chips or worn			
12	1	Hospitality Entry	Canopy in good condition - not faded or torn			
13	1	Hospitality Entry	Chair glides are not worn down to metal			
14	1	Hospitality Entry	Wall at parking lot in good condition and clean			
15	1	Hospitality Entry	Outside door mat clean and in good condition			
16	1	Hospitality Entry	Tables and chairs in good condition, clean and properly placed			
17	1	Hospitality Entry	Folding Tables and cones properly stored			
18	1	Hospitality Entry	Lights operable and in good condition			
19	1	Janitor Closet	clean and in good condition			
20	1	Kitchen	Lights operable and in good condition			
21	1	Men's Restroom	Doors clean, in good condition, not worn or chipped			
22	1	Men's Restroom	Faucets in good condition and clean			
23	1	Men's Restroom	Fire Sprinklers in good condition and clean			

Total Quality Checklist - Clubhouse Six, 1st floor

	Floor	Location	Description	Comments	Progress	Who is Responsible
24	1	Men's Restroom	Grout at sinks and floor in good condition and clean			
25	1	Men's Restroom	Lights clean and operational			
26	1	Men's Restroom	Mirror frames and mirrors in good condition			
27	1	Men's Restroom	North entrance paint at the corner by the elevator in good condition			
28	1	Men's Restroom	Paper towel dispenser clean, filled, in good condition, and working			
29	1	Men's Restroom	Plastic corner guard in place			
30	1	Men's Restroom	Proper soap dispenser in place and full			
31	1	Men's Restroom	Stall doors working properly and in good condition			
32	1	Men's Restroom	Toilet seats good condition and tight			
33	1	Men's Restroom	Toilets clean and flush properly			
34	1	Men's Restroom	Trash receptacles are in good condition and operational			
35	1	Men's Restroom	Walls clean and in good without chips			
36	1	Mobility Aids	Flooring in good condition and clean			
37	1	North Entry - Ext	Concrete clean and in good condition			
38	1	North Entry - Ext	Handrails paint without chips or worn			
39	1	North Entry - Ext	Step paint in good condition			
40	1	North Entry - Ext	Lights in overhead working			
41	1	North Entry - Ext	ADA ramp smooth and clear			
42	1	North Entry - Ext	ADA ramp handrail paint without chips or worn			
43	1	North Entry - Ext	ADA ramp wall paint in good condition			
44	1	North Entry - Ext	Planter properly planted weed free with healthy plants			
45	1	North Entry - Ext	Trash can clean and in good condition			
46	1	North Entry - Ext	Ashtray properly placed and clean			
47	1	North Entry - Ext	Sprinklers are operational			
48	1	North Entry - Ext	Plants are healthy with proper care			
49	1	Ping Pong Area	Storage cubes in good condition			
50	1	Ping Pong Area	Phone in working order & in good condition			

Total Quality Checklist - Clubhouse Six, 1st floor

	Floor	Location	Description	Comments	Progress	Who is Responsible
51	1	Ping Pong Area	Chair rails are in good condition and clean			
52	1	Ping Pong Area	Lights are clean and operate			
53	1	Safety signage	safety signage displayed and in good condition			
54	1	Women's Restroom	Doors clean, in good condition, not worn or chipped			
55	1	Women's Restroom	Faucets in good condition and clean			
56	1	Women's Restroom	Fire Sprinklers in good condition and clean			
57	1	Women's Restroom	Grout at sinks and floor in good condition and clean			
58	1	Women's Restroom	Lights clean and operational	Replace GFCI at countertop	SRO	Service Maintenance
59	1	Women's Restroom	Mirror frames and mirrors in good condition			
60	1	Women's Restroom	North entrance paint at the corner by the elevator in good condition			
61	1	Women's Restroom	Paper towel dispenser clean, filled, in good condition, and working			
62	1	Women's Restroom	Plastic corner guard in place			
63	1	Women's Restroom	Proper soap dispenser in place and full			
64	1	Women's Restroom	Stall doors working properly and in good condition			
65	1	Women's Restroom	Toilet seats good condition and tight			
66	1	Women's Restroom	Toilets clean and flush properly			
67	1	Women's Restroom	Trash receptacles are in good condition and operational			
68	1	Women's Restroom	Walls clean and in good without chips			

Total Quality Checklist - Clubhouse Six, 2nd Floor

	Floor	Location	Description	Comments	Progress	Who is Responsible
1	2	Custodian Room	Equipment for Clubs is properly stored	light cover cracked	SRO	Service Maintenance
2	2	Dance Room	walls clean; lights, flooring, ceiling in good condition			
3	2	Dance Room	Receptacle in good condition. Hand sanitizer operational.			
4	2	Dance Room (1)	walls clean; lights, flooring, ceiling in good condition			
5	2	Dance Room (2)	walls clean; lights, flooring, ceiling in good condition			
6	2	Drinking Fountain	Clean with blue clean mat in place and in good working condition			
7	2	Elevator	clean and in good working condition			
8	2	Fitness Center	Baseboards are in good condition			
9	2	Fitness Center	Flooring in good condition			
10	2	Fitness Center	lockers are in good condition			
11	2	Fitness Center	Sound System is operational			
12	2	Fitness Center	Walls are in good condition and clean	Elliptical #2 - paint over spray on machine	Notified Recreation Dept.	ICS
13	2	HVAC	Supply and Return registers clean and in good condition			
14	2	Men's Restroom	Doors clean, in good condition, not worn or chipped			
15	2	Men's Restroom	Faucets in good condition and clean			
16	2	Men's Restroom	Fire Sprinklers in good condition and clean			
17	2	Men's Restroom	Grout at sinks and floor in good condition and clean			
18	2	Men's Restroom	Lights clean and operational	Replace GFCI at countertop	SRO	Service Maintenance
19	2	Men's Restroom	Mirror frames and mirrors in good condition			
20	2	Men's restroom	Mops and Brooms properly stored			

Total Quality Checklist - Clubhouse Six, 2nd Floor

	Floor	Location	Description	Comments	Progress	Who is Responsible
21	2	Men's Restroom	North entrance paint at the corner by the elevator in good condition			
22	2	Men's Restroom	Open door slowly sign in place			
23	2	Men's Restroom	Paper towel dispenser clean, filled, in good condition, and working			
24	2	Men's Restroom	Plastic corner guard in place			
25	2	Men's Restroom	Proper soap dispenser in place and full			
26	2	Men's Restroom	Stall doors working properly and in good condition			
27	2	Men's Restroom	Toilet seats good condition and tight			
28	2	Men's Restroom	Toilets clean and flush properly			
29	2	Men's Restroom	Trash receptacles are in good condition and operational			
30	2	Men's Restroom	Walls clean and in good without chips			
31	2	North West Room	Chair rails are in good condition and clean			
32	2	Safety signage	displayed and in good condition			
33	2	Second Floor	Ceiling tiles clean and good condition			
34	2	South West Room	North Entry Door is clean, not worn or chipped			
35	2	South West Room	Receptacle and switch covers in place and clean			
36	2	South West Room	TV and whiteboard properly stored			
37	2	Stairway	LED lights are clean and working			
38	2	Stairway	Roller shades are in place and good condition			
39	2	Stairway	Stairway handrail in good condition and not worn			
40	2	Women's Restroom	Blue mat at the drinking fountain clean and good condition			
41	2	Women's Restroom	Doors clean, in good condition, not worn or chipped			
42	2	Women's Restroom	Faucets in good condition and clean			
43	2	Women's Restroom	Fire Sprinklers in good condition and clean			

Total Quality Checklist - Clubhouse Six, 2nd Floor

	Floor	Location	Description	Comments	Progress	Who is Responsible
44	2	Women's Restroom	Grout at sinks and floor in good condition and clean			
45	2	Women's Restroom	Lights clean and operational			
46	2	Women's Restroom	Mirror frames and mirrors in good condition			
47	2	Women's Restroom	North entrance paint at the corner by the elevator in good condition			
48	2	Women's Restroom	Open door slowly sign in place			
49	2	Women's Restroom	Paper towel dispenser clean, filled, in good condition, and working			
50	2	Women's Restroom	Plastic corner guard in place			
51	2	Women's Restroom	Proper soap dispenser in place and full			
52	2	Women's Restroom	Stall doors working properly and in good condition			
53	2	Women's Restroom	Toilet seats good condition and tight			
54	2	Women's Restroom	Toilets clean and flush properly			
55	2	Women's Restroom	Trash receptacles are in good condition and operational			
56	2	Women's Restroom	Walls clean and in good without chips			

February 2023

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P.O. Box 2069
Seal Beach CA 90740

Feb Actuals	Feb Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Library								
18,599	17,082	(1,517)		Salaries & Wages Library	41,084	35,872	(5,212)	222,064
2,340	1,594	(746)		Employment Taxes Library	4,021	3,464	(557)	18,106
767	1,254	487	6142000 735	Workers' Compensation - Library	1,534	2,508	974	11,711
1,379	1,415	36		Group Ins - Medical Library	2,756	2,830	74	16,980
18	19	1	6143300 735	Group Insurance - Dental - Library	36	38	2	228
20	20	0	6143500 735	Group Insurance - Vision - Library	39	40	1	240
397	420	23	6144000 735	401(k) Match - Library	793	881	88	5,453
69	58	(11)	6145000 735	Group Insurance - Life - Library	138	116	(22)	696
74	68	(6)	6146000 735	Long Term Disability Insurance - Library	148	136	(12)	816
1,333	0	(1,333)	6211000 735	Continuing Education - Library	1,333	1,700	367	1,825
0	0	0	6214000 735	Meals & Special Events - Library	0	0	0	420
0	0	0	6215000 735	Mileage - Library	0	0	0	245
0	0	0	6217000 735	Uniforms & Laundry - Library	0	25	25	100
47	175	128	6410000 735	Materials & Supplies - Library	53	350	297	2,100
0	100	100	6410005 735	Building Supplies - Library	0	200	200	1,200
0	25	25	6410010 735	Hospitality - Library	0	50	50	300
0	20	20	6410015 735	Computer Supplies - Library	0	40	40	240
0	525	525	6410024 735	Library Supplies - Library	0	1,050	1,050	6,300
0	20	20	6410025 735	Lunch Room Supplies - Library	0	40	40	240
53	100	47	6410030 735	Printer / Copier Supplies - Library	53	200	147	1,200
863	2,250	1,387	6412000 735	Patron Books - Library	2,608	4,500	1,892	31,500
0	0	0	6412500 735	Patron Magazines Subscriptions - Library	0	0	0	7,082
945	914	(31)	6420100 735	Electricity - Library	1,857	1,788	(69)	14,331
243	218	(25)	6422000 735	Telephone - Library	485	435	(50)	2,615
700	340	(360)	6425100 735	Natural Gas - Library	1,555	764	(791)	1,987
244	244	0	6444000 735	Equipment Rental - Library	487	488	1	3,033
0	150	150	6471000 735	Building Repair & Maintenance - Library	0	300	300	1,800
0	50	50	6472000 735	Equipment Repair & Maintenance - Library	0	100	100	600
92	92	0	6477210 735	Pest Control - Library	184	184	0	1,153
0	10	10	6478000 735	Service Contracts - Library	34	20	(14)	594
0	0	0	6481000 735	Computer Maintenance & Software - Librar	628	628	0	11,617
0	350	350	6481500 735	Community Entertainment - Library	0	700	700	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
28,184	27,513	(671)		Total Expenses	59,829	59,447	(382)	371,963
Other Cost Recovery								
439	375	64	5380331 735	Copy Fee Income - Library	439	750	(311)	4,500
73	25	48	5380350 735	Library Fees Income - Library	73	50	23	300
120	100	20	5380355 735	Fax Services Income - Library	166	200	(34)	1,200

P.O. Box 2069
Seal Beach CA 90740

Feb Actuals	Feb 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	20	(20)	120
0	0	0	5385105 735	Donations - Friends of the Library - Lib	5,000	0	5,000	0
632	510	122		Total Other Cost Recovery	5,678	1,020	4,658	6,120
30,487	30,487	0	5330000 735	Income / Refund from Mutuals - Library	60,974	60,974	0	365,843
31,119	30,997	122		Total Cost Recovery	66,652	61,994	4,658	371,963
				Off Budget Items				
2,935	3,484	(549)		Net Income / (Expense)	6,824	2,547	4,277	0

Budget Variance Report
CC 736 - Learning Center
February 2023

[illegible]

P.O. Box 2069
Seal Beach CA 90740

Feb Actuals	Feb 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	50	50	300
0	25	25	6410015 736	Computer Supplies - Learning Center	0	50	50	300
0	50	50	6410020 736	Equipment Expense - Learning Center	0	100	100	600
0	150	150	6410023 736	Curriculum Supplies - Learning Center	0	300	300	1,800
0	45	45	6410030 736	Printer / Copier Supplies - Learning Cen	0	90	90	540
187	182	(5)	6422000 736	Telephone - Learning Center	365	364	(1)	2,179
0	20	20	6472000 736	Equipment Repair & Maintenance - Learnin	0	40	40	240
0	50	50	6481500 736	Community Entertainment - Learning Cente	0	100	100	600
187	547	360		Total Expenses	365	1,094	729	6,559
547	547	0	5330000 736	Income / Refund from Mutuals - Learning	1,094	1,094	0	6,559
547	547	0		Total Cost Recovery	1,094	1,094	0	6,559
Off Budget Items								
360	0	360		Net Income / (Expense)	729	0	729	0

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Description	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
New Patrons	32	23											55
Patron Visits	2,859	3,707											6,566
Borrowed Material	2,868	2,946											5,814
Added Books	74	97											171
Added Audio and Visual	44	71											115
Computer Users	133	139											272
Computer Sessions	345	414											759
Computer Hours	226	273											499

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

EDUCATIONAL PROGRAMS REPORT

TO: RECREATION COMMITTEE
FROM: TAYLOR GREENE
SUBJECT: EDUCATIONAL PROGRAMS REPORT
DATE: 04/03/2023
CC: FILE

The Leisure World NOCE Spring 2023 Semester began on January 13 and runs through May 27th.

Dennis Davino, director of emeritus classes with NOCE, retired in the middle of March. The new director, Martha Turner, plans to meet with me in April to discuss how we can continue to grow and strengthen our partnership.

Planning for the Summer Semester is already underway. We have received confirmation that our previously held Technology and Mentally Sharp classes will be returning for the summer semester. A permanent replacement for the fall semester and beyond has yet to be found.

Our painting instructor will be out this summer due to a scheduled surgery and recovery. painting classes will resume with the fall semester.

Spring 2023 Class Listing

<i>Class</i>	<i>CRN(s)</i>	<i>Schedule</i>	<i>Start Date</i>	<i>Location</i>
<i>Foods and Nutrition</i>	61414	Mondays 1:30 PM – 3:20 PM	1/23/23	CH 3 Room 9
<i>Ceramics</i>	61225 61226	Tuesdays 8:30 AM - 12:20 PM	1/17/23	CH 4 Ceramics Room
<i>Ceramics</i>	60572 60570	Thursdays 12:45 PM - 4:35 PM	1/19/23	CH 4 Ceramics Room
<i>Painting 1</i>	61436 61437	Tuesdays 1 PM – 4:50 PM	1/17/23	CH 4 Art Room
<i>Painting 2</i>	61418 61419	Saturdays 1 PM – 4:50 PM	1/21/23	CH 4 Art Room
<i>Needlecraft, Knits, and Crochet</i>	61241	Wednesdays 2 PM – 3:50 PM	1/18/23	CH 3 Needle Arts Studio
<i>Quilting</i>	60483	Mondays 1:30 PM – 3:20 PM	1/23/23	CH 3 Needle Arts Studio
<i>Tone Chime Choir</i>	61158	Thursdays 10 AM – 11:50 AM	1/19/23	CH 3 Room 9
<i>Senior Chorus</i>	60857	Mondays 10 AM – 11:50 AM	1/23/23	Amphitheater Stage
<i>Mature Driver</i>	60962	Saturday 8 AM – 4:20 PM	2/11/23	CH 3 Learning Center



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

MEMO

TO: RECREATION COMMITTEE
FROM: TAYLOR GREENE
SUBJECT: AUTHOR SPEAK UPDATE
DATE: 04/03/2022
CC: FILE

The LW Library is excited to announce our upcoming slate of Authors who will be visting our community to speak with interested readers. From May to September, we will host an author each month just outside the library at Veterans Plaza.

First up on Friday, May 5th, NYT bestselling mystery author Naomi Hirahara will join us to discuss some of her latest works including her upcoming historical mystery book *Evergreen*, the sequel to her hit book *Clark and Division* set in 1940's Chicago.

Next on Friday, June 2nd, veteran, artist, and memoirist Robert Richert will take us through his time in the Vietnam war as a drafted civilian and through struggles both mental and physical that he endured while in Vietnam and his healing process in the years afterwards with his book *Open Wound*.

Then on Friday, July 14th, USA Today bestselling thriller author Kaira Rouda joins us to talk about her career as an author and her upcoming book, *Beneath the Surface*, which follows two sons and their families as they try to curry favor with their rich billionaire father who invited them to spend a week on Catalina Island.

On Friday, August 11th, author of *Montauk* and *The Show Girl*, Nicola Harrison stops by discuss her brand new historical fiction novel, *Hotel Laguna*. The novel follows trailblazer Hazel Francis, from the factories of World War II to the sun-splashed beaches of southern California, on a daring journey to demand more for herself.

Finally, on Friday September 8th, NYT bestselling mystery thriller author and James Patterson collaborator, Rachel Howzell Hall, visits Leisure World to speak about her experience writings books that keep you guessing until the very end including her recent titles *These Toxic Things* and *We Lie Here*.

Leisure World Library

AuthorSpeak 2023



Naomi Hirahara – Clark and Division

NYT Bestselling 1940s Historical Mystery

Friday, May 5th, 11 AM at Veterans Plaza



Robert Richert – Open Wound

Vietnam War Memoir

Friday, June 2nd, 11 AM at Veterans Plaza



Kaira Rouda – The Widow

USA Today Bestselling Thriller

Friday, July 14th, 11 AM at Veterans Plaza



Nicola Harrison – Hotel Laguna

Historical Fiction set in Laguna Beach

Friday, August 11th, 11 AM at Veterans Plaza



Rachel Howzell Hall – These Toxic Things

NYT Bestselling Mystery Thriller

Friday, September 8th, 11 AM at Veterans Plaza

Veterans Banners Program

Currently, the Recreation Department is supporting 52 banners.

21 locations have been identified in the Administration/CH6 and CH3 parking lots for additional banners. These would be accomplished by placing multiple banners per pole.

21 additional banners require the purchase of 42 brackets at \$90 each. Total cost being \$3,780.

Each banner costs \$120.00 to print.

The 2023 hourly rate for Service Maintenance is \$50/hour. The total hours per banner, per holiday deployment is 2 hours.

The estimated total cost per banner is:

\$120/Banner/Per 5 Years

\$180/Brackets/Per 5 Years

\$500/Staff Time/Per 5 Years

Since 2016, Recreation has charged each banner sponsor \$150. This includes the cost of the banner (\$120) and staff time (\$30). This is a one-time fee to offset the total cost.

We project the total cost per banner over 5 years to be \$800. We currently recover \$150. The balance of \$650 is borne by GRF. This balance for the entire program (73 banners) would come to \$47,450. There is no budget for this program in either Recreation or Service Maintenance.

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Clubhouse Four Piano – Cost & Options

1983 Yamaha C3 (6'1") Satin Ebony - \$17,900-SOLD

2000 Yamaha C5 (6'7") Polished Ebony - \$28,500

1982 Kawai GS30 (6') Polished Ebony - \$14,950-SOLD

2003 Kawai RX6 (7') Satin Ebony - \$24,900

2003 Steinway B (6'2") Satin Ebony - \$89,500

2009 Bosendorfer 214 (7') Satin Ebony - \$99,000











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Membership of Clubs

1. PURPOSE

To establish guidelines, procedures, and rules to assist GRF Members in forming and maintaining clubs recognized by the Golden Rain Foundation (GRF).

Resident Clubs that meet the criteria below will be recognized by GRF as Leisure World Seal Beach (LWSB) Clubs and thus are permitted, in their own Club name, use GRF Community Facilities and Services and other special privileges.

Any person lawfully on GRF property attending a Club function who is not a Member of GRF, is a "guest".

Although recognized LWSB Clubs are afforded special status and privileges by GRF, such Clubs are entirely independent of and not under the control of or affiliated entities of GRF and therefore GRF assumes no liability for their acts, whatsoever.

1.1. In order to be considered a GRF LWSB Club, the following requirements must be met:

1.1.1. All Club members must be GRF members and LWSB residents.

1.1.2. A GRF Member shall sponsor the Club by a written declaration to the Recreation Department stating:

1.1.2.1. The purpose - explain how the purpose and activities of the club has the potential to enrich and/or benefit the Community;

1.1.2.2. Acknowledging the GRF Membership requirement;

1.1.2.3. Names, addresses and phone numbers of Club members.

1.1.3. The Club must meet a minimum of 4 times a year or may be considered disbanded by the Recreation Department.

1.1.4. Club governing documents must incorporate GRF Policies, Rules and Procedures by reference and require compliance therewith as a condition for membership in the Club through inclusion of the following statement:

"The Rules, Policies and Procedures of the Golden Rain Foundation Leisure World Seal Beach are hereby incorporated by reference into the rules for membership in (Name of Club), and compliance therewith is expressly made a requirement for membership."



Membership of Clubs

1.1.5. If a Club does not have a lease, it does not have exclusive use of any GRF amenity unless approved by the Recreation Department for an activity, such as a tournament.

1.1.6. Clubs may not advertise to the general public or through social media in general circulation outside of LWSB with the implication that there is participation in any activities by non-residents.

1.1.7. The Club must provide to the GRF Recreation Department:

1.1.7.1. A written declaration signed by the officers of the Club that the Club is in compliance with all applicable requirements set forth in this policy;

1.1.7.2. Submit a current membership roster;

1.1.7.3. Submit a current list of officers including their contact information;

1.1.7.4. Submit the number of room reservations requested per month.

This information is due yearly on the anniversary date of the Club.

Any Club providing a false declaration or not meeting the above requirements may have its approved status suspended or other sanctions imposed by GRF.

1.2. The following requirements must be met for a Club to be recognized by GRF:

1.2.1. Within ten (10) working days of receipt of the request to form a Club, the Recreation Department shall confirm that:

1.2.1.1. The proposed Club is (not a duplicate of an existing Club) formed primarily for the purpose of securing additional clubhouse privileges. The Recreation Department shall have the discretion to determine the validity of the request, and

1.2.1.2. The proposed purpose and membership requirements do not conflict with any Laws or the Rules, Policies and Procedures of GRF or any local, state or federal laws or requirements, and

1.2.1.3. The stated purpose and activities of the proposed Club have the potential to enrich and/or benefit the community.

1.2.2. Upon satisfactory findings, the Recreation Department shall send the Club's application to the GRF Recreation Committee for approval. This approval will permit the Club to use community facilities. The appropriate number of room reservations for the Club is at the discretion of the Recreation Department.

**Membership of Clubs**

1.2.3. If the findings do not justify the establishment of a new Club, the GRF Member applicant shall be promptly notified in writing by the Recreation Department, and may appeal the decision in writing to the GRF Recreation Committee which shall review the application and written appeal and render its decision to the applicant in writing. If the GRF Recreation Committee also denies the application, the applicant may appeal the decision to the GRF Board of Directors, whose decision shall be final.

1.3. The Recreation Department is responsible for maintaining a record of all recognized Clubs and Organizations using Trust facilities. They shall report annually in May to the Recreation Committee on the status of all Clubs and Organizations.

1.4. Clubs using "Instructors" who receive remuneration for their activities are subject to the following:

1.4.1. Instructors must show evidence of liability insurance for their activity;

1.4.2. Instructors must sign a waiver of liability to the GRF;

1.4.3. Instructors must provide certification to teach the proposed activity;

1.4.4. Instructors must provide a valid City of Seal Beach Business License, in accordance with Chapter 5.10 of the Seal Beach Municipal Code;

1.4.5. Instructors must provide a Recreation Department Attendance Sheet for every session they teach in LWSB. This attendance sheet must be submitted to the Recreation Department immediately after each session. Failure to do so, may result in the inability to teach classes in LWSB;

1.4.6. Instructors are subject to a possible room usage fee.

1.5. The number of guests may not exceed 50% of attendance by GRF members at meetings of any Club or Organization held in the Clubhouses. Guests must be accompanied by the legal resident that extended the invitation to be a guest in LWSB. This LWSB resident must remain with the guest during all activities, functions and meetings. Guests cannot constitute a majority of the group.

1.6. Reservations for a Club shall not be shared with any individuals, other Clubs, Service or Religious Organizations. To do so will result in the forfeiture of the Club's standing reservation.

1.7. Caregivers cannot be a member of any Club but may attend Club meetings with their employer (a GRF Member) when on duty. A current Caregiver badge must be worn at all times when on duty.

RECREATION

70-1203-1



Membership of Clubs

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Document History

Adopted: 27 Aug 19 Reviewed: 08 Sept 20

Keywords: Club Instructors Guests
Membership

137

(Sep 20)

GOLDEN RAIN FOUNDATION Seal Beach, California



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

RECREATION DEPARTMENT ENTERTAINMENT COST REPORT

TO: RECREATION COMMITTEE
FROM: KATHY THAYER, RECREATION MANAGER
SUBJECT: COMMUNITY ENTERTAINMENT COST REPORT
DATE: APRIL 5, 2023
CC: FILE

EVENT NAME	ATTENDANCE NUMBER	LOCATION
"Valentine Dinner Dance"	210	Clubhouse 2

Special Event Cost Breakdown:

ITEM	TYPE	TOTAL
Staffing	ICS Servers	\$461.89
Refreshments	Country Gardens Caterers	\$7,921.86
Other	Soda, napkins, staff meals	\$547.39
Decorations	Table and Stage decor	\$925.90
Entertainment	Anthony and Doniele Bernasconi	\$1,200.00
Expense Total		Total Expense: (\$11,057.04)
Ticket Sales	*Net income less fees	7,860.00
Event Budget		\$3000.00
Net Profit (loss)		(197.04)

EVENT NAME	ATTENDANCE NUMBER	LOCATION
St Patrick's Dinner Dance	187	Clubhouse 2

Special Event Cost Breakdown:

ITEM	TYPE	TOTAL
Staffing	ICS Servers	\$461.89
Refreshments	Country Gardens Caterers	\$6,453.18
Other	staff, band meals	\$414.00
Decorations	Table and Stage decor	\$298.30
Entertainment	Sportive Tricks Band	\$1,500.00
Expense Total		Total Expense: (\$8713.37)
Ticket Sales	*Net income less fees	\$5,750.00
Event Budget		\$3000.00
Net Profit (loss)		(\$36.63)

*Net sales reflects gross less credit card fees