

MEMBER SERVICES COMMITTEE

Committee Meeting Agenda

Tuesday, November 14, 2023 - 10:00 A.M.

Conference Room A/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

Carole Damoci

Maureen Habel

Marla Hamblin

Susan Hopewell

Edward Jablonski

Susan Jacquelin

Teri Nugent – Chair

Camille Thompson

3. Chair Announcements

a. Introduction of Guests and Staff

Marsha Gerber, GRF President

Jessica Sedgwick, Executive Director

Jesse Cripps, Recreation Director

Emma Hurtado, Executive Assistant

b. Rules of Order

4. Approval of Minutes (pp.1-4)

a. Minutes of October 10, 2023 meeting

5. Member Correspondence/Comments *(Limited to 3 minutes per person)*

6. Supplementary Staff Reports

a. GRF Upcoming Special Events Report (pp.7)

b. Projects List (pp.9-11)

7. General

a. Club Setups

b. Pool Hours

c. Learning Center Chairs (pp.13-14)

d. Extending Library Hours (pp.15-17)

8. Capital Funding

a. Bocce Ball Court (pp.19-27)

b. Cooling Turbines for Shuffleboard Courts (pp.29-32)

c. Amphitheater Dance Ramps

9. Reserve Funding

a. Replacement of Ice Machine in Clubhouse 2 Kitchen (pp.33-38)

10. Operating Funding

11. Strategic Initiatives

a. Guest Passes for Golf and Pool

12. Governing Documents

a. Review 70-1463-1 – Table Tennis Rules (pp.39)

13. Future Agenda Items

- a. Flea Market
- b. Clubhouse 2 Flex Space
- c. Clubhouse 2 Flex Space: Furniture
- d. Clubhouse 2 Flex Space: Guests
- e. Review 80-1937-2 – Parking – Fines
- f. Review 60-5504-1 – Insurance Requirements – Contractors – HOLD
- g. Review 70-1487-2 – Recreational Vehicle Lot Schedule of Fees

14. Next Meeting Date

- Tuesday, December 12, 2023, at 10:00 a.m. – Conference Room A/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.**

A quorum of the Board may be present at this meeting, no Board business will be discussed. This meeting has been duly noticed. There is no agenda.



MEMBER SERVICES COMMITTEE MINUTES

October 10, 2023

The meeting of the Member Services Committee was held on Tuesday, October 10, 2023, and was called to order at 10:00 a.m. by Vice Chair Thompson in Conference Room A and via Zoom.com, followed by the Pledge of Allegiance.

Present: Carole Damoci
Marla Hamblin
Susan Hopewell
Edward Jablonski
Susan Jacquelin
Camille Thompson
Patricia Vienna

Absent: Teri Nugent

Staff and Guests: Marsha Gerber, GRF President Via Zoom
Jessica Sedgwick, Executive Director
Jesse Cripps, Recreation Director
Emma Hurtado, Executive Assistant
Diane Henry, GRF Representative Mutual Nine
Lee Melody, GRF Representative Mutual Fourteen
Nick Massetti, GRF Representative Mutual Seventeen
Twelve Shareholders/Members

CHAIR'S ANNOUNCEMENTS

Vice Chair Thompson greeted and welcomed everyone to the Member Services Committee meeting and introduced Foundation members, guests, and staff. Vice Chair Thompson introduced guests and staff—GRF President Marsha Gerber, Executive Director Jessica Sedgwick, Recreation Director Jesse Cripps, and Executive Assistant Emma Hurtado.

APPROVAL OF MINUTES

The minutes of the September 12, 2023 Recreation Committee meeting were approved as presented.

SHAREHOLDER/MEMBER COMMENTS

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

CORRESPONDENCE

The Committee reviewed correspondence as presented.

SUPPLEMENTARY STAFF REPORTS

The Recreation Director presented the Supplementary Staff Reports included in the meeting packet.

GENERAL

Project: Food Box

Motion: To approve the Project Food Box program and send to the Board.

First: Susan Hopewell
Second: Susan Jacquelin

The motion was passed unanimously by the Members present.

Special Events: Beer Truck

Motion: To deny a Beer Truck at this time.

First: Carole Damoci
Second: Susan Hopewell

The motion was passed unanimously by the Members present.

CAPITAL FUNDING

Bocce Ball Court

The Committee acknowledged receipt of Bocce Ball Court from the Facilities Committee.

Motion: To table the Capital Items until next month's meeting.

First: Marla Hamblin
Second: Susan Hopewell

The motion was passed unanimously by the Members present.

Cooling Turbines for Shuffleboard Courts

The Committee acknowledged receipt of Cooling Turbines for Shuffleboard Courts from the Facilities Committee.

Amphitheater Dance Ramps

The Committee acknowledged receipt of Amphitheater Dance Ramps from the Facilities Committee.

RESERVE FUNDING – N/A

OPERATING FUNDING – N/A

STRATEGIC INITIATIVES – N/A

GOVERNING DOCUMENTS

Amend 70-1406-2 – Limitation on Use of Trust Property & 70-1411-1 – Facility Reservations

Motion: To table policies 70-1406-2 and 70-1411-1 until the next scheduled meeting.

First: Marla Hamblin

Second: Edward Jablonski

The motion was carried unanimously by the Members present.

Review: 70-1463-1 – Table Tennis Rules

The Committee had a consensus to bring this item to a work study.

FUTURE AGENDA ITEMS

- a. Clubhouse 2 Flex Space
- b. Clubhouse 2 Flex Space: Furniture
- c. Clubhouse 2 Flex Space: Guests
- d. Amend 80-1937-2 – Parking – Fines
- e. Flea Market
- f. Amend 70-1411-1 – Facility Reservation
- g. Amend 70-1406-2 – Limitation on Use of Trust Property
- h. Review 70-1463-1 – Table Tennis Rules
- i. Pool Hours
- j. Learning Center Chairs
- k. 70-1487-2 – Recreational Vehicle Lot Schedule of Fees

NEXT MEETING

Tuesday, November 14, 2023, in Conference Room A/Zoom.

ADJOURNMENT

Vice Chair Thompson adjourned the meeting at 11:39 a.m.

Approved Date

Approval Signature

Printed Name

DRAFT



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

GRF RECREATION 2023 UPCOMING SPECIAL EVENTS SCHEDULE

EVENT DATE	NAME OF EVENT	LOCATION OF EVENT
December 06, 2023	Christmas Tree Lighting	Veterans Plaza
December 07, 2023	Menorah Lighting	Veterans Plaza
December 09, 2023	Toy Drive Dance	Clubhouse 4
December 13, 2023	GRF Bus Trip	Segerstrom: The Nutcracker <ul style="list-style-type: none">Sold out with request for 2nd bus trip
December 31, 2023	New Years Eve Band	Clubhouse 4

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MEMBER SERVICES COMMITTEE PROJECT REPORT

Project	Status	BOD Approved	Scheduled Completion	BOD Approved Funds
Off-site Regular Bus Service - Shopper Shuttle - Trader Joes	2/4 buses have been invoiced to the dealership.	28-Feb	Oct.	\$447,977

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ACTION REQUEST

DATE: November 14, 2023
TO: MEMBER SERVICES COMMITTEE
FROM: RECREATION DEPARTMENT
ACTION: Extending Library Hours

Background:

The opportunity to extend Library hours of operation has presented itself to the Library Manager, Taylor Greene and the Recreation management team. We can extend the hours of operation, two hours on weekdays, from 3:30pm closing to 5:30pm closing. This can be accomplished without an increase in the staffing budget, meaning we do not have to hire any additional staff nor spend any additional hours on payroll.

Current library hours do not allow for residents who still work office hours to have access to this amenity. Additionally, by extending the hours we will increase the amount of time patrons can use the computers daily from two hours to three.

Taylor reports that the number one request he has heard from patrons has been to extend the hours of operation and he has diligently worked towards meeting that demand with minimal impact on resources. We propose upon the reopening of the library, post renovation, to establish these new extended operating hours as part of the celebration and renewal of the Leisure World Library.

Fiscal Impact:

No increase to staff or budgeted staff hours. It is possible there will be an insignificant increase in energy usage associated with the additional hours.

Recommendation:

That the committee approves to send it's recommendation to the GRF BOD, extending the hours of operation of the Leisure World Library, Monday - Friday 9:30am to 5:30pm.

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MEMO

TO: MEMBER SERVICES COMMITTEE
FROM: RECREATION DEPARTMENT
SUBJECT: EXTENDING LIBRARY HOURS
DATE: 10/05/2023
CC: FILE

The opportunity to extend Library hours of operation has presented itself to Taylor Greene and the Recreation management team. We can extend the hours of operation, two hours on weekdays, from 3:30 p.m. to 5:30 p.m. This can be accomplished without an increase in the staffing budget, meaning we do not have to hire any additional staff nor spend any additional hours on payroll.

We are seeing a demand; a trend of new residents, still working, moving into the community. Current library hours do not allow for these residents to make use of the tremendous resource that is the library.

Additionally, by extending the hours we will increase the amount of time patrons can use the computers daily from two hours to three.

Over the near decade that Taylor has worked at the Leisure World Library, the number one request he has heard from patrons has been to extend the hours of operation and Taylor has diligently worked towards meeting that demand with minimal impact on resources. We propose upon the reopening of the library post renovation, we establish these new extended operating hours as part of the celebration and renewal of the Leisure World Library.

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BOARD ACTION REQUEST

DATE: SEPTEMBER 26, 2023
TO: GRF BOARD OF DIRECTORS
FROM: FACILITIES COMMITTEE
ACTION: CAPITAL FUNDING REQUEST: BOCCE BALL COURT
ADDITION/MODIFICATION

Committee Approval:

At its September 5, 2023 meeting, the Facilities Committee (FC) recommended the GRF Board of Directors award contracts to MJ Jurado for \$63,889 and Always Green for a contract amount of \$23,229 and a work order for J & J Landscape in the amount of \$2,600 to move the valves and sprinklers for a total cost not to exceed \$98,689 which includes a 10% contingency and authorize the President to sign the contracts. If the motion fails, the 2nd motion comes into place. To recommend the GRF Board accept the Always Green proposal to replace the existing playing surface with artificial turf at a cost not to exceed \$11,615.

Background:

At its July 3, 2023, meeting, the Facilities Committee requested costs for modifications to the Bocce court area. The modifications requested are:

Change the playing surface to artificial grass, re-establish the drains, add a second court, modify the fence, and move the pergola to accommodate the second court. The Physical Property Department obtained the cost for these modifications.

Proposals are as follows:

HARDSCAPE / PERGOLA / DRAINAGE / COURT ADDITION

- MJ Jurado - \$63,889
- Hadi Construction - \$75,200

SUBBASE / SYNTHETIC GRASS

- J and J Landscaping - \$15,500 x2 = \$31,000
- Always Green - \$11,614.50 x2 = \$23,229

SPRINKLER VALVES/SPRINKLERS

- J and J Landscaping - \$2,600

Fiscal Impact:

Construction funding would be from Capital. The additions will have a minor impact on operations maintenance.

Recommendation

I move to award contracts to MJ Jurado to add a second court, move the pergola and any hardscape/drainage needed in the amount of \$63,889, and Always Green to install artificial turf on two courts for \$23,229 and a work order for J & J Landscape for \$2,600 to move valves and sprinklers. For a total cost not to exceed \$98,689, Capital Funding, which includes a 10% contingency and authorize the President to sign the contracts.

If the first motion fails, option #2:

I move to award a contract to Always Green for the replacement of the existing playing surface only with artificial turf for a cost not to exceed \$11,615 Capital Funds and authorize the President to sign the contract.

Example of added Bocce Ball Court and relocated Pergola



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COMMITTEE ACTION REQUEST

DATE: NOVEMBER 7, 2023
TO: FACILITIES COMMITTEE
FROM: SENIOR DIRECTOR OF FACILITIES
ACTION: SHUFFLEBOARD COURT ROOF VENTS

Background:

Correspondence received at a previous Facilities Committee meeting requested the addition of roof vents to the Shuffleboard Court Roof, to cool the area in the hot weather. Staff was tasked with obtaining the cost for 8 solar vents for this area. Roofing Standards provided a proposal for \$8,000 and is attached.

Fiscal Impact:

No budgeted funding for this task

Recommendation:

I move to recommend the Board award a contract to Roofing Standards for the installation of eight solar ventilation fans at total cost of not to exceed 8,000.



COMMITTEE ACTION REQUEST

DATE: NOVEMBER 14, 2023
TO: MEMBER SERVICES COMMITTEE
FROM: TOMMY FILETO, RECREATION MANAGER
ACTION: REPLACEMENT OF ICE MACHINE IN CLUBHOUSE 2 KITCHEN

Background:

The Ice-O-Matic commercial ice machine located in the kitchen of Clubhouse 2 has experienced an evaporator coil failure. Staff recommends replacement of the ice machine as the cost of repair is greater than the cost of a replacement ice machine.

The ice machine at Clubhouse 2 is heavily used by clubs and private shareholder reservations.

Fiscal Impact:

Replacement of the ice machine at a cost of \$4,098.57. This cost includes installation.

Project funding contingency \$350.00.

Total cost of repair with contingency funding \$4,448.57

Recommendation:

I move to approve to recommend to the Board the replacement of the Ice-O-Matic commercial ice machine in Clubhouse 2 kitchen by Norm's Refrigeration & Ice Equipment for a total cost not to exceed \$4,448.57, with funds to be expending from Reserve Funding.

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RECREATION

7013-1463-1



Table Tennis Rules

- 1
- 2 1. Players must sign the attendance book prior to playing.
- 3
- 4 2. Food or drinks are not permitted in the table tennis area.
- 5
- 6 3. Athletic-type footwear must be worn in the Table Tennis area. ~~Dress shoes, penny~~
- 7 ~~loafers, open-toed shoes, or similar footwear is not permitted.~~
- 8
- 9 4. Players should conduct themselves in a sportsman-like manner. Loud or offensive
- 10 language or behavior will not be tolerated.
- 11
- 12 5. Guests must be a minimum of 12 years of age to play and be accompanied by a
- 13 resident of ~~Seal Beach~~ Leisure World Seal Beach.
- 14
- 15 6. Malfunctioning or broken equipment must be reported to the Recreation Department
- 16 immediately.
- 17
- 18 7. When participants are waiting to play, a three-minute warm-up time will be observed.
- 19
- 20 8. Players may not sit on the table tennis tables.
- 21
- 22 9. Tapping or striking the tables with paddles is not permitted.
- 23
- 24 10. To avoid collisions, players may not pass behind competitors until a point is concluded.
- 25 Players will then call "let" so they may pass safely.
- 26
- 27 11. When a ball from another table enters the playing area, players must immediately call
- 28 "let" and stop play, and then gently throw the ball back. Kicking the ball back is
- 29 considered discourteous and not permitted.
- 30

~~Players should consult their doctor or therapist before playing in order to avoid the inherent dangers of exercising and the risk of personal injury.~~

~~Players should consult their doctor or physical therapist regarding medical questions.~~

~~In order to avoid injury, players should perform appropriate warm-up and cool-down exercises when using the table tennis area.~~

Document History

Adopted: 17 Feb 04 Reviewed: 08 Feb 17 Reviewed: 02 Aug 17
Amended: 23 Jul 19

Keywords: Table Tennis Rules Ping Pong Recreation

(Jul 19)

GOLDEN RAIN FOUNDATION Seal Beach, California