

MEMBER SERVICES COMMITTEE

Committee Meeting Agenda

Tuesday, February 13, 2024 - 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

a. Minutes of January 9, 2024 meeting (pp.1-5)

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

a. Pool Hours (pp.7)

6. Consent Calendar (pp.9-54)

a. Rescind 70-1448-1, Covid-19 Emergency Operational Rules

b. Rescind 70-1448-3, Golf Course Phase One – Emergency Operational Procedures

c. Rescind 70-1448-3A, Veterans Plaza Phase One – Emergency Operational Procedures

d. Rescind 70-1448-3B, Mission Park Phase One – Emergency Operational Procedures

e. Rescind 70-1448-3C, Mission Park Phase Two – Emergency Operational Procedures

f. Rescind 70-1448-3D, Amphitheater Phase One – Emergency Operational Procedures

g. Rescind 70-1448-3E, Pool and Spa Phase One – Emergency Operational Procedures

h. Rescind 70-1448-3F, Fitness Center Phase One – Emergency Operational Procedures

i. Rescind 70-1448-3G, Friends of the Library Phase One – Emergency Operational Procedures

j. Rescind 70-1448-3H, Library, Phase One – Emergency Operational Procedures

k. Rescind 70-1448-3J, Clubhouse One and Clubhouse Two Poolrooms – Emergency Operational Procedures

- l. Rescind 70-1448-3K, Clubhouse One and Clubhouse Two Woodshops – Emergency Operational Procedures
- m. Rescind 70-1448-3L, Clubhouse Three Sewing Room – Emergency Operational Procedures
- n. Rescind 70-1448-3M, Art Room – Emergency Operational Procedures
- o. Rescind 70-1448-3N, Ceramics Room – Emergency Operational Procedures
- p. Rescind 70-1448-3O, Lapidary Room – Emergency Operational Procedure
- q. Rescind 70-1448-3P, Veterans Plaza Phase Two – Emergency Operational Procedures
- r. Rescind 70-1448-3R, Mission Park Phase Two – Emergency Operational Procedures

7. Supplementary Staff Reports

- a. Monthly Activity Count (pp.55-57)
- b. Minibus Report (pp.59)
- c. Phone System
- d. Monthly Variance (pp. 61-64)

8. General

- a. Pool Hours
- b. GRF Recreation 2024 Community Entertainment Schedule (pp.65-69)
- c. SeniorTalk (pp.71)
- d. Ambassadors

9. Capital Funding

- a. Clubhouse 2 Flex Space

10. Reserve Funding

11. Operating Funding

12. Strategic Initiatives

- a. Guest Passes for Golf
- b. Off-Site Regular Bus Service – Shopper Shuttle – Trader Joes
- c. Budget Discussion

13. Governing Documents

- a. Amend 70-1447-1 – Community Gardens Rules (pp.73-79)
- b. Amend 30-1000-3 – Member Services Committee Charter (pp.81-85)

14. Future Agenda Items

- a. Flea Market
- b. RV Parking Discussion

15. Next Meeting Date

- Tuesday, March 12, 2024, at 10:00 a.m. – Conference Room A/Zoom

16. 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

January 9, 2024

The meeting of the Member Services Committee was held on Tuesday, January 9, 2024, 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
Maureen Habel
Marla Hamblin
Susan Hopewell
Teri Nugent – Chair
Camille Thompson
Edward Jablonski
Susan Jacquelin

Absent:

Staff and Guests: Marsha Gerber, GRF President Via Zoom
Jessica Sedgwick, Executive Director
Dave Potter, Executive Manager of Mutual Services
Jesse Cripps, Recreation Director
Emma Hurtado, Executive Assistant
Nick Massetti, GRF Representative Mutual Seventeen
Nine 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, Executive Director of Mutual Services Dave Potter, Recreation Director Jesse Cripps, and Executive Assistant Emma Hurtado.

APPROVAL OF MINUTES

The minutes of the November 14, 2023 Recreation Committee meeting were approved as presented.

SHAREHOLDER/MEMBER COMMENTS

Two 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.

The Committee had a consensus to have the Monthly Activity Count presented to the Committee on a monthly basis.

GENERAL

Pool Hours

The Committee consented to bring Pool Hours back to the next scheduled meeting with further information.

Donation: Duel CDG Player, Amplifier, Case, Microphone

Motion: To accept the donation of the Duel CDG Player, Amplifier, Case, and Microphone.

First: Susan Jacquelin
Second: Marla Hamblin

The motion failed with three (3) yes votes (Hamblin, Jacquelin, & C. Thompson) and five (5) no votes (Damoci, Habel, Hopewell, Jablonski, & Nugent).

GRF Recreation 2024 Community Entertainment Schedule

The Recreation Director presented the GRF Recreation 2024 Community Entertainment Schedule. The Committee consented to bring GRF Recreation 2024 Community Entertainment Schedule back to the next scheduled meeting and requested staff indicate which events have sponsorships.

Motion: To accept the GRF Recreation 2024 Community Entertainment Schedule and authorize the President to sign the contracts; and to allow the Committee to make changes to the Saturday Night dances as needed.

First: Carole Damoci
Second: Susan Hopewell

The motion was carried with two (2) no votes (Habel & Hamblin) and six (6) yes votes (Damoci, Hopewell, Jablonski, Jacquelin, Nugent, & C. Thompson).

CAPITAL FUNDING

N/A

RESERVE FUNDING

Stage Lighting Upgrade

Motion: To recommend to the Board award a contract to TM AV Consulting and Integration Inc. to replace the Amphitheater Stage lighting at a cost not to exceed \$86,610, which includes a contingency of 10%, with funds from Reserves, and authorize the President to sign the contract.

First: Susan Hopewell
Second: Camille Thompson

The motion failed with three (3) yes votes (Hopewell, Nugent, & C. Thompson) and five (5) no votes (Damoci, Habel, Hamblin, Jablonski, & Jacquelin).

OPERATING FUNDING – N/A

STRATEGIC INITIATIVES

Guest Passes for Golf and Pool

The Committee consented to not move forward with guest passes for the pool but move forward with passes for the golf area. The Committee requested further information be presented in the next scheduled meeting.

Off-Site Regular Bus Service – Shopper Shuttle – Trader Joes

The Committee consented to bring Off-Site Regular Bus Service – Shopper Shuttle – Trader Joes back to the next meeting for further discussion and requested further information be presented in the next scheduled meeting.

GOVERNING DOCUMENTS

Amend 70-1463-1 – Table Tennis Rules

Motion: To recommend that the Board of Directors amend 70-1463-1, Table Tennis Rules, as amended.

First: Carole Damoci
Second: Susan Hopewell

The motion was carried unanimously.

Review 70-1487-2 – Recreational Vehicle Lot Schedule of Fees and Monetary Fines

Motion: To recommend that the Board of Directors amend 70-1487-2, Recreational Vehicle Lot Schedule of Fees, renaming it 37-1487-2, Recreational Vehicle Lot – Schedule of Monetary Fines.

First: Carole Damoci

Second: Susan Hopewell

The motion was carried with one (1) abstention (Hamblin) and seven (7) yes votes (Damoci, Habel, Hopewell, Jablonski, Jacquelin, Nugent, & C. Thompson).

Review 70-1447-1 – Community Gardens Rules

The Committee consented to bring 70-1447-1, Community Gardens Rules, back for further discussion in the next scheduled meeting and consented to a work study.

FUTURE AGENDA ITEMS

- a. Flea Market
- b. Clubhouse 2 Flex Space
- c. Clubhouse 2 Flex Space: Guests
- d. Review 80-1937-2 – Parking – Fines
- e. Review 70-1463-1 – Table Tennis Rules
- f. Review 70-1487-2 – Recreational Vehicle Lot Schedule of Fees
- g. Pool Hours
- h. GRF Recreation 2024 Community Entertainment Schedule
- i. Guest Passes for Golf
- j. Off-Site Regular Bus Service – Shopper Shuttle – Trader Joes
- k. Review 70-1447-1 – Community Gardens Rules

NEXT MEETING

Tuesday, February 13, 2024, in Conference Room A/Zoom.

ADJOURNMENT

Vice Chair Thompson adjourned the meeting at 12:13 p.m.

Approved Date

Approval Signature

Printed Name

DRAFT



COMMITTEE ACTION REQUEST

DATE: FEBRUARY 13, 2024
TO: MEMBER SERVICES COMMITTEE
ACTION: RESCIND EMERGENCY OPERATIONAL RULES/PROCEDURES

Background:

At its April 3, 2020 meeting, the GRF Board approved the formation of the Emergency Essential Response Committee, who drafted the Emergency Operational Rules/Procedures approved by the GRF Board.

Fiscal Impact:

No anticipated impact.

Recommendation:

I move to recommend the GRF Board rescind 70-1448-1, COVID-19 Emergency Operational Rule; 70-1448-3, Golf Course, Phase One Emergency Operational Procedures; 70-1448-3A, Veterans Plaza, Phase One Emergency Operational Procedures; 70-1448-3B, Mission Park Multi-Use Court, Phase One Emergency Operational Procedures; 70-1448-3C, Mission Park Phase Two, Emergency Operational Procedures; 70-1448-3D, Amphitheater Phase One, Emergency Operational Procedures; 70-1448-3E, Pool and Spa Phase One, Emergency Operational Procedures; 70-1448-3F, Fitness Center Phase one, Emergency Operational Procedures; 70-1448-3G, Friends of the Library Phase One, Emergency Operational Procedures; 70-1448-3H, Library Phase One, Emergency Operational Procedures; 70-1448-3J, Clubhouse One and Clubhouse Two Poolrooms, Emergency Operational Procedures; 70-1448-3K, Clubhouse One and Clubhouse Two Woodshoops, Emergency Operational Procedures; 70-1448-3L, Clubouse Three Sewing Room, Emergency Operational Procedures; 70-1448-3M, Art Room, Emergency Operational Procedures; 70-1448-3N, Ceramics Room, Emergency Operational Procedures; 70-1448-3O, Lapidary Room, Emergency Operational Procedures; 70-1448-3P, Veterans Plaza Phase Two, Emergency Operational Procedures; and 70-1448-3R, Mission Park Phase Two, Emergency Operational Procedures.

RECREATION

Golf Course, Phase One – Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Golf Course during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Golf Course, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF members using this facility.

The Recreation Department will make the Golf Course available for Member usage under the following restrictions:

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
- 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
- 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
- 1.4. A splash shield/face shield may be worn in addition to the required mask.

2. GOLF COURSE

The following procedure will be implemented to allow for GRF members, in good standing, to utilize the golf course:

- 2.1. All rounds will be booked through the Golf Starter by email or telephone. The hours of play will be from 8:15 a.m. to 7:00 p.m.
- 2.2. Golfers may play more than once a week, providing there is space available. Email requests will always take precedence; however, golfers may call on the day of play to see if any openings are still available. Walkups may be permitted at the sole discretion of the starter under the same condition.
- 2.3. A round is 9 holes. At the discretion of the Starter, a second round during a tee time may be allowed if the schedule permits.

RECREATION

Golf Course, Phase One – Emergency Operational Procedures

- 2.4. No tournament play will be allowed.
- 2.5. Golfers are required to book the day before their actual tee date and time by emailing <http://www.lwsb.com/reserve/>
- 2.6. Only rounds of 1 or up to 4 golfers will be permitted and the names of all golfers must be submitted at the time of booking with Mutual and apartment number.
- 2.7. Golfers must state 3 tee times, in order of preference, in case their first choice is not available.
- 2.8. Golfers may not arrive sooner than 10 minutes before their tee times and all tee times will be spread 10 minutes apart.
- 2.9. Masks and 6-foot distancing will always be required.
- 2.10. No gathering will be permitted before or after rounds have been played.
- 2.11. No Golfer may touch any other Golfer's equipment including golf balls.
- 2.12. The Starter Shack will be closed to all gatherings and will only be available for restroom use.
- 2.13. The Starter can only be addressed through the protective window area.
- 2.14. The putting green area will also be open with all required restrictions.
- 2.15. The hitting cage will remain closed.
- 2.16. The Golf Starter will have the final say in all matters.
- 2.17. The following are additional restrictions on the course:
 - 2.17.1. No score cards will be provided.
 - 2.17.2. No posting of scores.
 - 2.17.3. Ball washers are not available.
 - 2.17.4. Shoe cleaning station will be off limits due to touch surfaces.
 - 2.17.5. Flag sticks to remain in the hole and a suitable method to fill the cups filled so that golf balls are readily accessible.
 - 2.17.6. No food or beverage services allowed.
 - 2.17.7. Patio chairs and benches have been removed to prevent gathering of groups and to maintain social distancing.

Document History

Adopted: 28 Jul 20

Keywords: Golf Course Recreation COVID



RECREATION

Veterans Plaza, Phase One – Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Veterans Plaza during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Veterans Plaza, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF members using this facility.

The Recreation Department will make the Veterans Plaza available for Member usage under the following restrictions:

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
- 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
- 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
- 1.4. A splash shield/face shield may be worn in addition to the required mask.

2. All reservations must be made through the Recreation Department by emailing <http://www.lwsb.com/reserve/> or telephone.

- 2.1. Reservations are limited to 90 minutes, no more than once a week, from 7:00 a.m. to 7 p.m.
- 2.2. Reservations may be preempted by GRF for special events.
- 2.3. In case of multiple similar clubs requesting a reservation, remaining time slots will be awarded by lottery.
- 2.4. The Recreation Department determines by their discretion, if a particular activity is appropriate for this venue.
- 2.5. No unscheduled event will be allowed at any time.



RECREATION

Veterans Plaza, Phase One – Emergency Operational Procedures

3. Participation is solely at participants own risk.
 - 3.1. Masks and 6-foot distancing are required at all times.
 - 3.2. No physical contact between participants is allowed.
 - 3.3. Group sizes may be required to be reduced to meet social distancing guidelines.
 - 3.4. Only GRF members may participate; no guests are permitted.
 - 3.5. No sign in sheets are required, but GRF reserves the right to reinstitute them at any time.
 - 3.6. Staff may request to see participant's GRF Id at any time.
 - 3.7. All classes are self-managed and must provide their own equipment.
 - 3.7.1. No tables, chairs, or equipment are provided by GRF.
4. Clubhouse Three restrooms will be available through the lobby and no more than 2 people are permitted in either restroom at a time.
5. Members should bring sanitizer or wear gloves.
6. The custodial contractor will sanitize all touch surfaces after each event.

Document History

Adopted: 31 Aug 20

Keywords: Veterans Recreation COVID
Plaza



RECREATION

Mission Park – Multi-Use Courts, Phase One – Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Mission Park – Multi-Use Courts during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Mission Park – Multi-Use Courts, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF members using this facility.

The Recreation Department will make the Mission Park – Multi-Use Courts available for Member usage under the following restrictions:

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
- 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
- 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
- 1.4. A splash shield/face shield may be worn in addition to the required mask.

2. PICKLEBALL

The following procedure has been expanded pursuant to regulations recommended by the USA Pickleball Association and incorporates guidelines for at risk senior communities in particular.

- 2.1. Play at the Multi-Use court, when opened, must be booked through the Recreation Department by email only. No unscheduled games will be allowed.
 - 2.1.1. Requests are accepted at <http://www.lwsb.com/reserve/> Monday through Sunday before 4:00 p.m. for play the following day.
 - 2.1.2. Players must check in with staff to verify their reservation.
 - 2.1.3. Staff may request a player's GRF ID at any time.



RECREATION

Mission Park – Multi-Use Courts, Phase One – Emergency Operational Procedures

- 2.2. Hours of operation are 8:30 a.m. to 7:00 p.m. daily. They are posted on the court and on the website.
 - 2.2.1. Scheduling will be adjusted by management as needed to satisfy safety requirements and conform to Staff hours.
 - 2.2.2. GRF may close the facility completely without notice.
- 2.3. No after game congregation/socializing is permitted in Mission Park, the parking lot or the immediate surrounding area. After their match, players must promptly leave the Mission Park/Clubhouse Two area.
- 2.4. To eliminate touch points, benches, score tenders, and all tables and chairs will be removed.
- 2.5. Face coverings must be worn in all areas until playing begins on the court. Face coverings also must be worn after play is completed.
- 2.6. Social distancing as defined by the CDC (maintaining 6 feet of distance) must be maintained at all times.
- 2.7. Participants should wash their hands with soap and water (for 20 seconds or longer) or use a hand sanitizer before and after each match.
- 2.8. A disinfecting/sanitizing bucket will be on site, between Bocce and Multi-Use courts for players to use to clean balls and paddles.
- 2.9. The Clubhouse Two restrooms will be made available; however, no more than 2 players per restroom will be permitted at a time.
- 2.10. Multi-Use games are limited to one hour of play. Playing doubles, which could lead to incidental contact and unwanted proximity, is prohibited.
- 2.11. Multi-Use players must provide their own paddles, balls and gloves.
 - 2.11.1. Players must wear gloves when handling the ball and not touch other players' equipment.
 - 2.11.2. Should a ball identified with another player wind up on your side of the court, do not touch the ball with your hands. Use your paddle or feet to advance the ball to the other side of the court.

Document History

Adopted: 31 Aug 20

Keywords: Mission Park Phase One Multi-Use COVID Pickleball

RECREATION

Mission Park, Phase Two– Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Mission Park during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Mission Park, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF members using this facility.

The Recreation Department will make the Mission Park available for Member usage under the following restrictions:

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
- 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
- 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
- 1.4. A splash shield/face shield may be worn in addition to the required mask.

2. BOCCE BALL

- 2.1. Bocce Ball must be reserved through the Recreation Department. Requests are accepted at <http://www.lwsb.com/reserve/> daily before 4:00 p.m. for play the following day.
- 2.2. The reservation schedule will be provided to the Clubhouse Two custodian. Players must check in with Staff to verify their reservation.
- 2.3. Staff may request GRF ID at any time.
- 2.4. Hours of play will be between 8:30 a.m. and 5:00 p.m. daily.
 - 2.4.1. Hours may be changed at the discretion of GRF Executive Director or Recreation Director.

RECREATION

Mission Park, Phase Two– Emergency Operational Procedures

- 2.5. No unscheduled games will be allowed.
- 2.6. Only 2 players per one-hour session.
- 2.7. No spectators are permitted.
- 2.8. Bocce Ball players must provide gloves and they must always be worn when handling the balls.
- 2.9. Face coverings must be worn in all areas. Social distancing, as defined by the CDC of maintaining 6 feet of distance, must be observed at all times.
- 2.10. A sanitizing bucket will be provided between Bocce and Pickleball courts for cleaning equipment.
- 2.11. Players should wash their hands with soap and water (for 20 seconds or longer) or use a hand sanitizer before and after play.
- 2.12. In order to eliminate touch points, benches, score tenders, and all tables and chairs will be removed.
- 2.13. No gathering will be permitted before or after games.
- 2.14. The Clubhouse Two restrooms will be made available. No more than two players will be permitted at any time.

3. DR. ANBERRY BASKETBALL HOOP

- 3.1. The Clubhouse custodian will provide a basketball for play.
- 3.2. Only one player at a time.
- 3.3. Face coverings must be worn in all areas at all times.
- 3.4. Use of the hoop will be on a first come, first served basis.
- 3.5. Play will be restricted to one hour unless no one is waiting.
- 3.6. No loitering is permitted.
- 3.7. Hours of play will be between 8:30 a.m. and 7:00 p.m. daily.
- 3.8. The Custodial contractor will sanitize all equipment after use.

4. GENERAL OUTDOOR USE/BBQ AREA

This area will remain closed until further notice. All furniture and equipment have been removed to discourage loitering.

RECREATION

Amphitheater, Phase One – Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Amphitheater during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Amphitheater, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF members using this facility.

The Recreation Department will make the Amphitheater available for Member usage under the following restrictions:

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
- 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
- 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
- 1.4. A splash shield/face shield may be worn in addition to the required mask.

2. RELIGIOUS SERVICES

This policy permits the use of the Amphitheater by faith-based organizations, registered with the Recreation Department, and herein referred to as Organizations, to conduct services while access to GRF clubhouses is not available.

- 2.1. This accommodation is for services only; religious study clubs are not eligible.
- 2.2. Reservations must be made through the Recreation Office by emailing reservationoffice@lwsb.com.
- 2.3. Services are limited to one hour with no more than 100 congregants.

RECREATION

Amphitheater, Phase One – Emergency Operational Procedures

- 2.4. Amphitheater will open Friday through Sunday from 8:30 a.m. to 7:00 p.m. or at the discretion of the Recreation department.
- 2.5. Time slots will be by lottery whenever multiple organizations seek to book the same time.
- 2.6. Amphitheater seating will be taped off and staggered to mark social distancing.
- 2.7. Members of the same household, including caregivers may sit together.
- 2.8. Masks are required at all times. The Officiant may only remove their mask when speaking or conducting worship from the stage.
- 2.9. Singing will be permitted as long as masks are worn.
- 2.10. Passing of communion trays will not be permitted.
- 2.11. No collection container will be passed. A collection container may be used at the entrance.
- 2.12. Congregants must supply their own prayer book, hymnal, or other worship items.
- 2.13. GRF will provide a podium and portable sound system with a hands-free microphone on the stage.
- 2.14. A custodian will be assigned to sanitize equipment, touch surfaces, and seating between services, at the expense of the religious organization.
- 2.15. Organization must provide hand sanitizer and/or attendee has hand sanitizer available.

Document History

Adopted: 27 Oct 20

Keywords: Amphitheater Religious COVID
Services



RECREATION

Pool and Spa, Phase One - Emergency Operational Procedures

The following procedure has been expanded pursuant to regulations recommended by the CDC, State of California, and Orange County and incorporates guidelines for at risk senior communities in particular for aquatic facilities.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF members using this facility.

Usage is limited to lap swimming and aquatic activities such as walking and aerobics. Per county guidance, aquatic venues should avoid activities that promote group gatherings.

- One swimmer per lane, no exceptions
- Spa: Hot pool will remain closed.

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
- 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
- 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
- 1.4. A splash shield/face shield may be worn in addition to the required mask.

2. FACILITIES

- 1.5. Swimming pool locker rooms will remain closed.
- 1.6. Gates must remain open during operating hours.
- 1.7. Drinking fountains will be turned off. Swimmers must bring their own water.
- 1.8. Furniture will be removed from the pool deck. All common-area chairs and tables will be removed.
- 1.9. No GRF equipment will be available.
- 1.10. Use of locker room is prohibited.



RECREATION

Pool and Spa, Phase One - Emergency Operational Procedures

2. POOL ATTENDANTS WILL ACTIVELY MONITOR AND ENSURE SWIMMERS ARE SOCIAL DISTANCED WHEN IN THE WATER.

The Attendant is in charge at all times and may refuse access or end a reservation at any time for non-compliance or any activity deemed unsafe.

3. MONITORING OF HEALTH AND SAFETY PROTOCOLS

Recreation Department personnel will monitor use of masks and/or social distancing on the pool deck.

4. SAFETY REQUIREMENTS

- 4.1. All touch points will be eliminated wherever possible.
- 4.2. Activity should always be in line with the federal government's advised social distancing measures (defined by the CDC as keeping a minimum of 6 feet apart), both in and out of the water, including when arriving at and departing from the pool.
- 4.3. Swimmers will follow physical cues (lane lines in the water) and visual cues (tape on the decks, floors or sidewalks) and signs so that swimmers and staff stay at least 6 feet apart.
- 4.4. Masks must be worn in all areas until a swimmer enters the pool. Masks must also be worn when swimming is complete.
- 4.5. Individuals should wash hands (for 20 seconds or longer) with soap and water or use hand sanitizer prior to entering the pool area.
- 4.6. Swimmers will clean and disinfect their equipment, including caps, goggles, nose clips, water weights or other equipment.
- 4.7. Sharing of equipment is not allowed.
- 4.8. Lap time will be scheduled in 45-minute increments with 15 minutes in between to ensure there are no congregations of individuals waiting to start swimming and to maintain social distancing at the pool, both in the water and on the pool deck.

5. RESERVATIONS

- 5.1. Pool reservation times: First reservation: 8:00 a.m. to 8:45 a.m.; last reservation: 8:00 p.m. to 8:45 p.m.



RECREATION

Pool and Spa, Phase One - Emergency Operational Procedures

- 5.2. Requests are accepted at <http://www.lwsb.com/reserve> Monday through Sunday before 4:00 p.m. for use the following day. No walk-ins permitted.
- 5.3. Members from the same household wanting to swim together will be issued lanes next to each other within the same reservation.

6. SWIMMER CHECK-IN

- 6.1. Swimmers must not arrive more than 10 minutes before reservation time and must adhere to masks and social distancing requirements while queueing on the pool deck.
- 6.2. GRF ID must be presented when signing in with the attendant on duty, who will verify reservations.
- 6.3. Staff will monitor pool use and resolve any problems, as necessary.
- 6.4. Swimmers will shower before entering the pool using the outside showers.

7. ON THE POOL DECK

Social distancing: Swimmers must adhere to 6-foot social distancing with masks, at a minimum, at all times in the water and on the pool deck.

8. RESTROOMS

Swimmers are encouraged to use the lavatory prior to arriving at the pool. Restroom use is limited for single use only.

9. END OF SWIM

Swimmers must leave the immediate area to avoid congregation on the pool deck or parking areas.

10. GRF MAY CLOSE THE FACILITY COMPLETELY WITHOUT NOTICE.

11. THE CUSTODIAL CONTRACTOR WILL SANITIZE THE AREA AT REGULAR INTERVALS



RECREATION

Pool and Spa, Phase One - Emergency Operational Procedures

12. RULES OF ETIQUETTE

Any member, who is loud, uses offensive language, demonstrates offensive or violent behavior, uses profanity, is bothersome to other members/employees, behaves otherwise in an unbecoming manner, or who is cited for an infraction of the policies or violations of the code of conduct, may be suspended or terminated from the Pool and Spa.

Document History

Adopted: 27 Oct 20

Keywords: Pool Spa COVID Shower



RECREATION

Fitness Center, Phase One - Emergency Operational Procedures

The following procedure has been expanded pursuant to regulations recommended by the CDC, State of California, and Orange County and incorporates guidelines for at risk senior communities in particular for fitness centers.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF Authorized Residents using this facility.

Usage is limited to individual exercise. Per county guidance, fitness venues should avoid activities that promote group gatherings.

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
- 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
- 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
- 1.4. A splash shield/face shield may be worn in addition to the required mask.

2. FACILITIES

- 2.1. During Phase One, only the primary Exercise Room will be in use. The large and small Multiuse rooms will remain closed.
- 2.2. Fitness Attendants will monitor all activity within the facility
- 2.3. Drinking fountains will be turned off. Authorized Resident must bring their own water.
- 2.4. All common-area chairs and tables will be removed.
- 2.5. Use of restrooms is limited to 2 persons per restroom at a time. Hand washing prior to and after use is required.



RECREATION

Fitness Center, Phase One - Emergency Operational Procedures

3. MONITORING OF HEALTH AND SAFETY PROTOCOLS

Recreation Department personnel will monitor use of masks and social distancing.

4. SAFETY REQUIREMENTS

- 4.1. All touch points will be eliminated wherever possible.
- 4.2. Activity should always be in line with the federal government's advised social distancing measures (defined by the CDC as keeping a minimum of 6 feet apart), including when arriving at and departing from the Fitness Center.
- 4.3. Masks must be worn in all areas.
- 4.4. Individuals should wash hands (for 20 seconds or longer) with soap and water or use hand sanitizer prior to entering the facility.
- 4.5. Exercise equipment and machines will be set 6 feet apart wherever possible. When not possible, Authorized Residents will be instructed to use alternate machines, leaving one machine vacant between users.
- 4.6. Workout times will be scheduled in 45-minute increments with 15 minutes in between to ensure there are no congregations of individuals and to allow for sanitization between sessions.
- 4.7. Sharing of equipment/gear is prohibited. Free weights will not be available during Phase One, however Authorized Residents may provide and sanitize their own.
- 4.8. Gym bags, purses, or valuables are not permitted in the Center and should be left in the Authorized Resident's vehicle or at home.
- 4.9. Authorized Residents must leave the immediate area to avoid congregation in the Fitness Center or parking areas.
- 4.10. The Attendant and custodial contractor will sanitize the area at regular intervals.

5. RESERVATIONS

- 5.1. Requests are accepted at <http://www.lwsb.com/reserve> Monday through Sunday before 4:00 p.m. for exercise the following day. No walk-ins permitted.



RECREATION

Fitness Center, Phase One - Emergency Operational Procedures

- 5.2. Authorized Residents from the same household wanting to exercise together may use machines next to each other within the same reservation.
- 5.3. Reservation times: First reservation: 6:15 a.m.; last reservation: 7:15 p.m. Monday through Friday; On Saturday and Sunday, the first reservation is 7:15 a.m. and the last reservation is 4:15 p.m.

6. AUTHORIZED RESIDENTS CHECK-IN & USAGE GUIDELINES

- 6.1. Authorized Residents must not arrive more than 10 minutes before reservation time and must adhere to masks and social distancing requirements while being processed.
- 6.2. All Authorized Residents will check in with their GRF ID card, once they are registered, at the Attendant's station.
- 6.3. Staff will monitor equipment use and resolve any problems, as necessary.
- 6.4. Staff will limit use of equipment to 15 minutes when other Authorized Residents are waiting.
- 6.5. Staff will sanitize equipment prior to another Authorized Residents using it during the same 45-minute session.
- 6.6. Authorized Residents must bring their own towel and wear proper athletic footwear or be refused admission.
- 6.7. Talking on cellphones during workouts is prohibited.

7. RULES OF ETIQUETTE

Any Authorized Residents, who is loud, uses offensive language, demonstrates offensive or violent behavior, uses profanity, is bothersome to other Authorized Residents/employees, behaves otherwise in an unbecoming manner, or who is cited for an infraction of the policies or violations of the code of conduct, may be suspended or terminated from the Fitness Center.

Document History

Adopted: 27 Oct 20 Amended: 23 Mar 21

Keywords: Fitness COVID Mask
Center



RECREATION

Friends of the Library, Phase One – Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Friends of The Library facility, during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Friends of The Library facility, for limited in-person activity visits.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF members using this facility.

The Recreation Department will make Friends of the Library available for Member usage under the following restrictions:

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
- 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
- 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
- 1.4. A splash shield/face shield may be worn in addition to the required mask.

2. GENERAL LIBRARY REQUIREMENTS.

- 2.1. Gloves will be available for use by Members and facility volunteers.
- 2.2. Hourly disinfecting of commonly touched surfaces will be done by the on-site volunteers.
- 2.3. Visits to the facility will be by appointment only.
- 2.4. No more than 3 Members will be allowed inside the facility at one time.
- 2.5. No more than 2 volunteers will be allowed inside the facility at one time.
- 2.6. Each shareholder is limited to visits of thirty minutes.
- 2.7. Physical distancing is required at all times and measures and indicators will be found within the facility to facilitate this, such as floor markings.



RECREATION

Friends of the Library, Phase One – Emergency Operational Procedures

- 2.8. No seating will be provided for Members.
- 2.9. Friends of The Library donated materials will be cleaned and disinfected upon their donation.

Document History

Adopted: 27 Oct 20

Keywords: Friends of the Library COVID



RECREATION

Library, Phase One – Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Library, during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Library facility, for limited in-person activity visits.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF Authorized Residents using this facility.

The Recreation Department will make the Library available for Member usage under the following restrictions:

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
- 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
- 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
- 1.4. A splash shield/face shield may be worn in addition to the required mask.

2. GENERAL LIBRARY REQUIREMENTS

- 2.1. Gloves will be available for use by Authorized Residents and staff.
- 2.2. Hourly disinfecting of commonly touched surfaces, such as the copier, will be done by the custodial staff.
- 2.3. No more than 6 Authorized Residents will be allowed inside the library at one time.
- 2.4. Each shareholder is limited to visits of thirty minutes.
- 2.5. Physical distancing is required at all times and measures and indicators will be found within the library to facilitate this, such as floor markings.
- 2.6. Seating will only be available at computer stations.
- 2.7. Copy service will be available with physical distancing observed.
- 2.8. Fax service will be available with physical distancing observed.
- 2.9. Restrooms will be supplied with ample soap for handwashing.

(Mar 21)

GOLDEN RAIN FOUNDATION Seal Beach, California



RECREATION

Library, Phase One – Emergency Operational Procedures

- 2.10. The drinking fountain will not be available for use.
- 2.11. In-person library programs and events are suspended during this phase.
- 2.12. Library materials will be cleaned and disinfected upon their return.
- 2.13. Upon opening, the library curbside program may be suspended.
- 2.14. Upon opening, the library fees and checkout limits will be reinstated.

3. COMPUTER-RELATED REQUIREMENTS

- 3.1. Access will be limited to thirty minutes and by appointment only.
- 3.2. Only three computers will be available for use to facilitate physical distancing.
- 3.3. There will be no library provided headphones. Authorized Residents must bring their own.
- 3.4. Computer usage must be purpose-driven, i.e., no solitaire, games, etcetera.
- 3.5. Computer surfaces will be cleaned between appointments.

4. PERIODICAL RELATED REQUIREMENTS

- 4.1. Newspapers will not be made available for in-person perusal.
- 4.2. Magazines will be available for checkout only and not for in-person perusal.

Document History

Adopted: 27 Oct 20 Amended: 23 Mar 21

Keywords: Library COVID Computer

RECREATION

Clubhouse One and Clubhouse Two Poolrooms, Phase One – Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Clubhouse One and Clubhouse Two Poolrooms during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Clubhouse One and Clubhouse Two Poolrooms, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF members using this facility.

The Recreation Department will make the Poolrooms available for Member usage under the following restrictions:

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
 - 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
 - 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
 - 1.4. A splash shield/face shield may be worn in addition to the required mask.
2. The Custodian will open the room to members, on a first come, first served basis.
 3. The Pool rooms are open Monday through Friday, between the hours of 8:00 a.m. to 3:00 p.m.
 4. Members must sign in with the Custodian and provide their ID card.
 5. Only GRF members may participate; no guests or spectators are permitted.
 6. A maximum of 2 pool tables may be used at a time during the designated hours for up to 2 hours per player.
 7. Players must provide their own cue stick or wear gloves.
 8. GRF cue sticks will be removed from the room but may be checked out with the custodian to ensure sanitization.
 9. The Custodian will sanitize all surfaces after use.



RECREATION

Clubhouse One and Clubhouse Two Poolrooms, Phase One – Emergency Operational Procedures

- 10. Six (6) foot distancing is required at all times.
- 11. All Members are subject to the GRF Code of Conduct and violations may result in penalties, including loss of privileges and/or fines.

Document History

Adopted: 27 Oct 20

Keywords: Clubhouse Clubhouse Poolroom COVID
 One Two



RECREATION

Clubhouse One and Clubhouse Two Woodshops, Phase One - Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Clubhouse One and Clubhouse Two Woodshops during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Clubhouse One and Clubhouse Two Woodshops, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF Authorized Residents using this facility.

The Recreation Department will make the Woodshops available for Member usage under the following restrictions:

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
- 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
- 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
- 1.4. A splash shield/face shield may be worn in addition to the required mask.
2. The Supervisor will open the woodshop to Authorized Residents, on a first come, first served basis.
3. Providing a Supervisor is available, the woodshops are open Monday through Friday, between the hours of 8:00 a.m. to 3:00 p.m.
4. A maximum of 3 Authorized Residents plus a Supervisor may use the room at any given time.
5. Authorized Residents must sign in with the Supervisor and provide their ID card.
6. Only GRF Authorized Residents may participate; no guests are permitted.
7. The Custodian will sanitize all surfaces after use.
8. Six (6) foot distancing is required at all times.
9. All Authorized Residents are subject to the GRF Code of Conduct and violations may result in penalties, including loss of privileges and/or fines.



RECREATION

Clubhouse One and Clubhouse Two Woodshops, Phase One - Emergency Operational Procedures

Document History

Adopted: 27 Oct 20

Keywords: Clubhouse One Clubhouse Two Woodshop COVID



RECREATION

Clubhouse Three Sewing Room, Phase One – Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Clubhouse Three Sewing Room during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Clubhouse Three Sewing Room, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF members using this facility.

The Recreation Department will make the Clubhouse Three Sewing Room available for Member usage under the following restrictions:

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
 - 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
 - 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
 - 1.4. A splash shield/face shield may be worn in addition to the required mask.
2. All reservations must be made through the Recreation Department by emailing reservationoffice@lwsb.com or telephone.
 3. Reservations are limited to 2 hours, Monday through Friday, no more than once a week, between the hours of 8:00 a.m. and 3:00 p.m.
 4. Priority will be given to Members making masks or their components for the Community, who may reserve time twice a week.
 5. A kit containing components necessary to use the sewing machines may be purchased from the Recreation Department.
 6. Courtesy sewing kits will be available on loan to mask makers only.
 7. A maximum of 3 people may use the room at any given time.
 8. Members must sign in and sign out with the Custodian and provide their ID card.



RECREATION

Clubhouse Three Sewing Room, Phase One – Emergency Operational Procedures

9. The Custodian will sanitize all surfaces and machine parts after each reservation.
10. Six (6) foot distancing is required at all times.
11. Members will be spaced at every other machine at a minimum.
12. One member at a time may use the cutting table.
13. Only GRF members may participate; no guests are permitted.
14. All Members are subject to the GRF Code of Conduct and violations may result in penalties, including loss of privileges and/or fines.

Document History

Adopted: 27 Oct 20

Keywords: Clubhouse Sewing COVID
Three Room



RECREATION

Art Room, Phase One – Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Art Room during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Art Room, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF Authorized Residents using this facility.

The Recreation Department will make the Art Room available for Member usage under the following restrictions:

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
 - 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
 - 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
 - 1.4. A splash shield/face shield may be worn in addition to the required mask.
2. The Supervisor will open the room to Authorized Residents, on a first come, first served basis.
 3. The Art room is open Monday through Friday, between the hours of 8:00 a.m. to 3:00 p.m.
 4. A maximum of 6 Authorized Residents plus a supervisor may use the room at any given time.
 5. Authorized Residents must sign in with the supervisor and provide their ID card.
 6. Only GRF Authorized Residents may participate; no guests are permitted.
 7. The Custodian will sanitize all surfaces after use.
 8. Six (6) foot distancing is required at all times.
 9. All Authorized Residents are subject to the GRF Code of Conduct and violations may result in penalties, including loss of privileges and/or fines.



RECREATION

Art Room, Phase One – Emergency Operational Procedures

Document History

Adopted: 27 Oct 20 Amended: 23 Mar 21

Keywords: Requirements COVID Mask Splash Shield/ Art Room
Face Shield



RECREATION

Ceramics Room, Phase One – Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Ceramics Room during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Ceramics Room, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF Authorized Residents using this facility.

The Recreation Department will make the Ceramics Room available for Member usage under the following restrictions:

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
- 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
- 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
- 1.4. A splash shield/face shield may be worn in addition to the required mask.
2. The Supervisor will open the room to Authorized Residents, on a first come, first served basis.
3. The Ceramics room is open Monday through Friday, between the hours of 8:00 a.m. to 3:00 p.m. The kilns may be operated after closing Friday and before opening Monday by a designated person.
4. A maximum of 6 Authorized Residents plus a Supervisor may use the room at any given time.
5. Authorized Residents must sign in with the Supervisor and provide their ID card.
6. Only GRF Authorized Residents may participate; no guests are permitted.
7. The Custodian will sanitize all surfaces after use.
8. Six (6) foot distancing is required at all times.



RECREATION

Ceramics Room, Phase One – Emergency Operational Procedures

- 9. All Authorized Residents are subject to the GRF Code of Conduct and violations may result in penalties, including loss of privileges and/or fines.

Document History

Adopted: 27 Oct 20 Amended: 23 Mar 21

Keywords: Requirements COVID Mask Splash Shield/
Face Shield Ceramics



RECREATION

Lapidary Room, Phase One – Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Lapidary Room during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Lapidary Room, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF Authorized Residents using this facility.

The Recreation Department will make the Lapidary Room available for Member usage under the following restrictions:

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
- 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
- 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
- 1.4. A splash shield/face shield may be worn in addition to the required mask.
2. The Supervisor will open the room to Authorized Residents, on a first come, first served basis.
3. The Lapidary Room is open Monday through Friday, between the hours of 8:00 a.m. to 3:00 p.m. The kilns may be operated after closing Friday and before opening Monday by a designated person.
4. A maximum of 6 Authorized Residents plus a Supervisor may use the room at any given time.
5. Authorized Residents must sign in with the Supervisor and provide their ID card.
6. Only GRF Authorized Residents may participate; no guests are permitted.
7. The Custodian will sanitize all surfaces after use.
8. Six (6) foot distancing is required at all times.



RECREATION

Lapidary Room, Phase One – Emergency Operational Procedures

- 9. All Authorized Residents are subject to the GRF Code of Conduct and violations may result in penalties, including loss of privileges and/or fines.

Document History

Adopted: 27 Oct 20 Amended: 23 Mar 21

Keywords: Requirements COVID Mask Splash Shield/
Face Shield Lapidary



RECREATION

Veterans Plaza, Phase Two – Emergency Operational Procedures

The California Department of health defines a “gathering” as any event or convening that brings together people in a single room or single space at the same time, such as an auditorium, stadium, arena, large conference room, meeting hall, cafeteria, or any other indoor or outdoor space.

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Veterans Plaza during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Veterans Plaza, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF Authorized Residents using this facility.

The Recreation Department will make the Veterans Plaza available for Member usage under the following restrictions:

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
- 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
- 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
- 1.4. A splash shield/face shield may be worn in addition to the required mask.

2. VOCAL GROUPS

The Recreation Department has made Veterans Plaza available for exercise and dance clubs, in good standing in Phase One. In consideration of Covid-19 restrictions permitting gatherings in outdoor venues, GRF will reserve space to gather in Veterans Plaza for qualifying vocal clubs during Phase Two under the following conditions:

RECREATION

Veterans Plaza, Phase Two – Emergency Operational Procedures

- 2.1. All reservations must be made through the Recreation Department by emailing reservationoffice@lwsb.com or telephone.
 - 2.1.1. Reservations are limited to 90 minutes, Monday through Friday, no more than once a week, from 8:00 a.m. to 4 p.m. This is the time frame when staff is available for sanitization and monitoring of activities.
 - 2.1.2. Reservations may be preempted by GRF for special events.
 - 2.1.3. In case of multiple similar clubs requesting a reservation, remaining time will be awarded by lottery.
 - 2.1.4. The Recreation Department determines by their discretion, if a particular activity is appropriate for this venue.
 - 2.1.5. No unscheduled event will be allowed at any time.
- 2.2. Participation is solely at participants own risk.
- 2.3. **Masks and 6-foot distancing are required at all times by all attendees.**
- 2.4. Singers may remove masks only while performing solo from the stage.
- 2.5. Microphones must be sanitized between users and use disposable microphone covers which will provided by the club.
- 2.6. No physical contact between participants is allowed.
- 2.7. Group sizes may be required to be reduced to meet social distancing guidelines.
- 2.8. Only GRF Authorized Residents may participate; no guests are permitted.
- 2.9. Staff may request to see participant's GRF ID at any time.
- 2.10. All classes are self-managed and must provide their own equipment.
- 2.11. Chairs, properly spaced, will be provided by GRF.
- 2.12. Clubhouse Three restrooms will be available through the lobby and no more than 2 people are permitted in either restroom at a time.
- 2.13. Authorized Residents should bring sanitizer or wear gloves.
- 2.14. The custodial contractor will sanitize all touch surfaces after each event.
- 2.15. All Authorized Residents are subject to the GRF Code of Conduct and violations may result in penalties, including loss of privileges and/or fines.



RECREATION

Veterans Plaza, Phase Two – Emergency Operational Procedures

3. RELIGIOUS ORGANIZATIONS

The Recreation Department has made Veterans Plaza available for exercise and dance clubs, in good standing in Phase One. In consideration of Covid-19 restrictions permitting gatherings in outdoor venues, GRF will reserve space to gather in Veterans Plaza for qualifying religious groups (no religious study groups are eligible) during Phase Two under the following conditions:

- 3.1. All reservations must be made through the Recreation Department by emailing reservationoffice@lwsb.com or telephone.
 - 3.1.1. Reservations are limited to 90 minutes. The hours are 8:00 a.m. to 8 p.m. daily.
 - 3.1.2. Reservations may be preempted by GRF for special events.
 - 3.1.3. In case of multiple similar clubs requesting a reservation, remaining time will be awarded by lottery.
 - 3.1.4. The Recreation Department determines by their discretion, if a particular activity is appropriate for this venue.
 - 3.1.5. No unscheduled event will be allowed at any time.
- 3.2. Participation is solely at participants own risk.
- 3.3. **Masks and 6-foot distancing are required at all times by all attendees.**
- 3.4. Officiant may remove mask **only** while speaking **solo** from the stage.
- 3.5. Microphones must be sanitized between users and use disposable microphone covers which will provided by the organization.
- 3.6. Singing will be permitted as long as masks are worn.
- 3.7. No physical contact between participants is allowed.
- 3.8. Congregants must supply their own prayer book, hymnal, or other worship items.
- 3.9. GRF will be provide a podium and portable sound system with a microphone.
- 3.10. Passing of communion trays will not be permitted.
- 3.11. No collection(s) will be taken onsite, but a receptacle may be provided.
- 3.12. Group sizes may be required to be reduced to meet social distancing guidelines.
- 3.13. Only GRF Authorized Residents may participate; no guests, except member's caregivers and the Officiant are permitted.

RECREATION**Mission Park – Phase Two – Emergency Operational Procedures**

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Mission Park – Multi-Use Courts during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Mission Park – Multi-Use Courts, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF Authorized Residents using this facility.

The Recreation Department will make the Mission Park – Multi-Use Courts available for GRF legal resident usage under the following restrictions:

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
- 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
- 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
- 1.4. A splash shield/face shield may be worn in addition to the required mask.

2. PICKLEBALL

The following procedure has been expanded pursuant to regulations recommended by the USA Pickleball Association and incorporates guidelines for at risk senior communities in particular.

- 2.1. Play at the Multi-Use court, when opened, must be booked through the <http://www.lwsb.com> website. Walk on games are allowed but reservations have priority.
- 2.2. Requests are accepted at <http://www.lwsb.com/reserve> Monday through Sunday before 4:00 p.m. for play the following day.
 - 2.2.1. Players must check in with staff to verify their reservation.
 - 2.2.2. Staff may request a player's GRF ID at any time.

RECREATION**Mission Park – Phase Two – Emergency Operational Procedures**

- 2.3. Hours of operation are 8:30 a.m. to 7:00 p.m. daily. They are posted on the court and on the website.
 - 2.3.1. Scheduling will be adjusted by management as needed to satisfy safety requirements and conform to Staff hours.
 - 2.3.2. GRF may close the facility completely without notice.
- 2.4. No after game congregation/socializing is permitted in Mission Park, the parking lot or the immediate surrounding area. After their match, players must promptly leave the Mission Park/Clubhouse Two area.
- 2.5. To eliminate touch points, benches, score tenders, and all tables and chairs will be removed.
- 2.6. Masks must be worn in all areas until playing begins on the court. Masks also must be worn after play is completed.
- 2.7. Social distancing as defined by the CDC (maintaining 6 feet of distance) must be maintained at all times.
- 2.8. Participants should wash their hands with soap and water (for 20 seconds or longer) or use a hand sanitizer before and after each match.
- 2.9. A disinfecting/sanitizing bucket will be on site, between Bocce and Multi-Use courts for players to use to clean balls and paddles.
- 2.10. The Clubhouse Two restrooms will be made available; however, no more than 2 players per restroom will be permitted at a time.
- 2.11. Multi-Use games are limited to one hour of play. Pickleball games are limited to 4 players per court for one hour of play.
- 2.12. Multi-Use players must provide their own paddles, balls and gloves.
 - 2.12.1. Players must wear gloves when handling the ball and not touch other players' equipment.
 - 2.12.2. Should a ball identified with another player wind up on your side of the court, do not touch the ball with your hands. Use your paddle or feet to advance the ball to the other side of the court.

Document History

Adopted: 29 Jan 21 Amended: 23 Mar 21

Keywords: Mission Park Phase Two Multi-Use COVID Pickleball

MONTH: DECEMBER 2023

Place	Number of Events Per Month	Number of Users	Guests	Count Provided by
Clubhouse One				
Clubhouse One	24	748	n/a	Recreation
Picnic Area	Open 7 days a week	0	n/a	Recreation
Pool Room	Open 7 days a week	113	1	Sign-in Sheet
Woodshop	Open 6 days a week	281	n/a	Sign-in Sheet
Shuffleboard	Open 7 days a week	203	n/a	Recreation
			GUESTS:	TOTAL:
TOTAL EVENTS CH1: 24	MEMBERS:	1,345	1	1,346
Clubhouse Two				
Clubhouse Two	30	2,487	n/a	Recreation
Corner Pocket Poolroom	Open 7 days a week	337	38	Sign-in Sheet
Mission Park (BBQ AREA)	Open 7 days a week	0	n/a	Recreation
Bocce	Open 7 days a week	73	0	Sign-in Sheet
Game Room	Open 7 days a week	37	53	Sign-in Sheet
Pickleball	Open 7 days a week	857	n/a	Sign-in Sheet
			GUESTS:	TOTAL:
TOTAL EVENTS CH2: 30	MEMBERS:	3,791	91	3,882
Clubhouse Three				
Clubhouse Three	222	6,072	n/a	Recreation
Needle Arts Studio	Open 7 days a week	106	26	Sign-in Sheet
Genealogy Library	Open 3 days a week	53	0	Sign-in Sheet
Learning Center	Open 7 days a week	133	n/a	Recreation
Veterans Plaza	Open 7 days a week	1253	n/a	Recreation
			GUESTS:	TOTAL:

TOTAL EVENTS CH3: 222	MEMBERS:	7,617	26	7,643
Clubhouse Four				
Clubhouse Four	28	3,170	n/a	Recreation
Art Studio		122	n/a	Sign-in Sheet
Ceramics Studio	Open 7 days a week	295	n/a	Sign-in Sheet
Lapidary Studio	Open 5 days a week	290	n/a	Sign-in Sheet
			GUESTS:	TOTAL:
TOTAL EVENTS CH4: 28	MEMBERS:	3,877	0	3,877
Clubhouse Six				
Clubhouse Six	43	901	n/a	Recreation
Hospitality	OPEN 20 DAYS	2,300	n/a	GAF
Fitness Center	Open 7 days a week	7,183	n/a	Sign-in Sheet
Table Tennis	Open 7 days a week	1,568	53	Sign-in Sheet
			GUESTS:	TOTAL:
TOTAL EVENTS CH6: 43	MEMBERS:	11,952	53	12,005
Aquatic Center	Open 7 days a week	2,520	n/a	Sign-in Sheet
Golf Course	Open 7 days a week	4,936	n/a	Recreation
Friends of the Library	Open 6 days a week	967	n/a	Sign-in Sheet
LW Library	Open 6 days a week	2,609	n/a	Door Count
Video Producer Studio	Open 7 days a week	14	n/a	Sign-in Sheet
Amphitheater (includes shows/movies)	Open 7 days (Events)	360	n/a	Recreation
Performing Arts Center	Open 7 days a week	67	n/a	Recreation
WEEKEND DANCES	DANCES	Residents	Guests	Sign-in Sheet
Vinyl Rock - CH 4	0	0	0	
Velvetones- CH 4	3	262	132	
Abilene - CH 2	1	99	23	
			GUESTS:	TOTAL:
WEEKEND DANCE TOTALS	MEMBERS:	361	155	516

OTHER AMENITIES:	MEMBERS:	11,473	0	TOTAL
TOTAL USERS	EVENTS	MEMBERS	GUESTS	YR TO DATE
OCTOBER	515	45,106	485	428,808
NOVEMBER	453	42,647	374	471,829
DECEMBER '23	351	40,416	326	512,489



MEMBER SERVICES COMMITTEE

TO: MEMBER SERVICES COMMITTEE
FROM: GRANT WINFORD, FLEET MANAGER
SUBJECT: MINIBUS MONTHLY REPORT DECEMBER 2023
DATE: JANUARY 18, 2024
CC: FILE

DECEMBER 2023 TOTAL PASSENGER 2985
DECEMBER 2022 TOTAL PASSENGER 3112

PASSENGER TOTALS FOR WEEKDAY ROUTES FOR THE MONTH

A-BUS	B-BUS	C-BUS	D-BUS	E-BUS	CALL INS
423	482	412	388		389

PASSENGER AVERAGE FOR WEEKDAY ROUTES FOR THE MONTH

A-BUS	B-BUS	C-BUS	D-BUS	E-BUS	CALL-INS
22	25	22	20		20

PASSENGER TOTALS / AVERAGE FOR WEEKEND ON-CALL ROUTES

D-BUS	E-BUS
82/16	112/22

THE ACCESS W/C BUS MADE **289** ONE WAY TRIPS IN THE MONTH OF DECEMBER. THE ACCESS BUS PICKED UP **302** PASSENGERS IN THE MONTH OF DECEMBER. **235** PASSENGERS RODE ON THE HOLIDAY LIGHTS TOUR DURING THE WEEK OF DECEMBER 18-22. DURING THE MONTH OF DECEMBER **160** PASSENGERS RODE ON THE MINIBUSES FOR SPECIAL HOLIDAY EVENTS: CHRISTMAS TREE AND MENORAH LIGHTING; TOYS 4 TOTS EVENTS & DANCE; NYE EVENTS AND DANCES.



Income Statement - Operating

Golden Rain Foundation

12/01/2023 to 12/31/2023

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
OPERATING INCOME							
INCOME FROM MUTUALS							
5330000-000 Assessments	\$1,276,863.00	\$1,276,714.00	\$149.00	\$15,322,367.00	\$15,322,218.00	\$149.00	\$15,322,218.00
Total INCOME FROM MUTUALS	\$1,276,863.00	\$1,276,714.00	\$149.00	\$15,322,367.00	\$15,322,218.00	\$149.00	\$15,322,218.00
OTHER COST RECOVERY							
5345000-000 Certificate Preparation Fee - Escrow	21,000.00	24,000.00	(3,000.00)	223,500.00	288,000.00	(64,500.00)	288,000.00
5345001-000 Certificate Preparation Fee - Non-Escrow	1,500.00	3,000.00	(1,500.00)	34,250.00	36,000.00	(1,750.00)	36,000.00
5345002-000 Escrow Recovery Fees	12,600.00	-	12,600.00	92,819.00	-	92,819.00	-
5351100-000 Parking Fines	258.80	200.00	58.80	1,616.66	2,400.00	(783.34)	2,400.00
5351300-000 Decal Sticker Income	200.00	-	200.00	200.00	-	200.00	-
5380310-000 Edison Pymt Processing	-	106.00	(106.00)	640.80	1,280.00	(639.20)	1,280.00
5380320-000 Shipping & Processing Recovery	12,732.39	4,350.00	8,382.39	81,209.76	52,200.00	29,009.76	52,200.00
5380331-000 Copy Fee Income	1,667.80	1,583.00	84.80	19,798.82	19,000.00	798.82	19,000.00
5380332-000 Trust Processing Fee	1,680.00	3,300.00	(1,620.00)	40,725.00	39,600.00	1,125.00	39,600.00
5380333-000 Member ID Card Income	40.00	250.00	(210.00)	2,500.00	3,000.00	(500.00)	3,000.00
5380334-000 Map Sales Income	-	25.00	(25.00)	66.00	300.00	(234.00)	300.00
5380336-000 Lost Member ID Card	3,000.00	2,500.00	500.00	24,000.00	30,000.00	(6,000.00)	30,000.00
5380337-000 Notary Fees	-	108.00	(108.00)	855.00	1,296.00	(441.00)	1,296.00
5380338-000 Passport Photo Fees	-	40.00	(40.00)	890.00	480.00	410.00	480.00
5380350-000 Library Fine Income	127.00	25.00	102.00	991.75	300.00	691.75	300.00
5380355-000 Fax Services Income	313.50	100.00	213.50	2,150.50	1,200.00	950.50	1,200.00
5380450-000 Show Sponsorship Income	-	-	-	29,760.00	30,000.00	(240.00)	30,000.00
5380451-000 Movie Sponsorship Income	-	-	-	-	4,500.00	(4,500.00)	4,500.00
5380455-000 Special Outside Events	3,443.99	2,087.00	1,356.99	29,436.11	25,000.00	4,436.11	25,000.00
Income							
5380490-000 Recovered Janitorial	150.00	150.00	-	1,800.00	1,800.00	-	1,800.00
5380700-000 Permit Income	10,588.96	12,000.00	(1,411.04)	169,424.80	144,000.00	25,424.80	144,000.00
5380701-000 Parking Spot Rental Income	2,338.18	1,800.00	538.18	74,983.48	96,209.00	(21,225.52)	96,209.00
5380702-000 Contractor Compliance Fee	-	-	-	11,400.00	-	11,400.00	-
5380710-000 EV Charging Income	757.14	-	757.14	5,512.12	-	5,512.12	-
5385000-000 Other Income	6,143.36	1,994.00	4,149.36	105,340.94	24,701.00	80,639.94	24,701.00
5385100-000 Unrestricted Donations	-	-	-	159.00	-	159.00	-
5385101-000 Restricted Donations	123,496.56	-	123,496.56	173,496.56	-	173,496.56	-
5385105-000 Donations - Friends of the Library	-	-	-	22,500.00	-	22,500.00	-
5385201-000 Cafe Commissions Income	-	224.00	(224.00)	3,252.16	2,688.00	564.16	2,688.00
5395000-000 Rental Income	106,951.67	107,323.00	(371.33)	1,369,115.06	1,377,431.00	(8,315.94)	1,377,431.00
5395005-000 Locker User Fees	10.00	1,500.00	(1,490.00)	520.00	1,500.00	(980.00)	1,500.00
5396100-000 Taxable Other Income - Superwire	-	-	-	1,097.78	-	1,097.78	-
5397100-000 Taxable Interest Income	40,223.10	20,238.00	19,985.10	339,121.05	219,560.00	119,561.05	219,560.00
5398000-000 Interest Income Allocation	(17,402.16)	(16,907.00)	(495.16)	(260,890.44)	(180,939.00)	(79,951.44)	(180,939.00)
5413100-000 Gain / Loss on Equipment	-	-	-	378.00	-	378.00	-
5540000-000 Discounts Earned	7.47	216.00	(208.53)	12,993.45	2,600.00	10,393.45	2,600.00
5541000-000 Sales Discounts Net 10	(10.14)	-	(10.14)	(390.42)	-	(390.42)	-
5611000-000 Late Charges	20.00	-	20.00	340.00	-	340.00	-
5611500-000 Late Interest	-	-	-	500.00	-	500.00	-
5731000-000 Classified Advertising	1,923.25	2,200.00	(276.75)	26,812.55	26,400.00	412.55	26,400.00
5731100-000 Insert Ad Income	1,275.00	1,500.00	(225.00)	22,175.00	18,000.00	4,175.00	18,000.00
5731500-000 Display Advertising	40,974.65	35,760.00	5,214.65	523,027.80	429,120.00	93,907.80	429,120.00
5732100-000 Amphitheater Spotlight Ad	-	-	-	7,560.00	11,000.00	(3,440.00)	11,000.00
Income							
5732200-000 Bus Cling/Wrap Ad Income	2,400.00	2,900.00	(500.00)	29,775.00	34,800.00	(5,025.00)	34,800.00
5732210-000 Profile Advertising	-	12,000.00	(12,000.00)	-	12,000.00	(12,000.00)	12,000.00
5732400-000 Newspaper Front Footer Ad Income	1,825.00	1,440.00	385.00	25,300.00	17,280.00	8,020.00	17,280.00
5732500-000 Telephone Book Income	-	-	-	38,019.35	35,000.00	3,019.35	35,000.00



Income Statement - Operating

Golden Rain Foundation

12/01/2023 to 12/31/2023

Description	Current Period			Year-to-date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
5732501-000 Leadership Guide Income	\$-	\$-	\$-	\$4,945.75	\$3,800.00	\$1,145.75	\$3,800.00
5732545-000 Mini Bus Schedule Ad	-	-	-	-	10,200.00	(10,200.00)	10,200.00
5732600-000 Map Advertising Income	-	-	-	2,000.00	-	2,000.00	-
5739000-000 News - Sales Discounts	(1,236.00)	-	(1,236.00)	(16,068.00)	-	(16,068.00)	-
5891000-000 SRO Labor Cost Recovery	85,927.50	126,297.00	(40,369.50)	1,311,208.70	1,441,937.00	(130,728.30)	1,441,937.00
5892000-000 Replacement Recovery	(100.00)	-	(100.00)	11,972.50	-	11,972.50	-
5893000-000 RFID Tag	2,000.00	-	2,000.00	2,000.00	-	2,000.00	-
5990000-000 Materials Recovery	133,135.77	-	133,135.77	1,137,945.38	-	1,137,945.38	-
5999000-000 Amenities Fees	192,515.35	66,667.00	125,848.35	2,448,818.73	800,000.00	1,648,818.73	800,000.00
Total OTHER COST RECOVERY	\$792,478.14	\$418,976.00	\$373,502.14	\$8,191,555.70	\$5,063,643.00	\$3,127,912.70	\$5,063,643.00
Total OPERATING INCOME	\$2,069,341.14	\$1,695,690.00	\$373,651.14	\$23,513,922.70	\$20,385,861.00	\$3,128,061.70	\$20,385,861.00
OPERATING EXPENSE							
HUMAN RESOURCES							
6100000-000 Salaries & Wages	1,001,184.07	814,797.00	(186,387.07)	9,901,302.56	9,974,655.00	73,352.44	9,974,655.00
6100001-000 Vacation Accrual Expense	28,695.74	-	(28,695.74)	49,923.55	-	(49,923.55)	-
6101000-000 Commissions	2,645.28	3,054.00	408.72	40,583.18	37,800.00	(2,783.18)	37,800.00
6140000-000 Employment Taxes	76,443.90	61,112.00	(15,331.90)	776,923.01	780,598.00	3,674.99	780,598.00
6142000-000 Workers' Compensation	2,745.09	4,379.00	1,633.91	218,831.00	360,029.00	141,198.00	360,029.00
6143000-000 Group Insurance - Medical	93,156.05	99,175.00	6,018.95	1,057,862.98	1,190,100.00	132,237.02	1,190,100.00
6143300-000 Group Insurance - Dental	1,734.11	1,668.00	(66.11)	19,278.25	20,016.00	737.75	20,016.00
6143500-000 Group Insurance - Vision	662.35	1,013.00	350.65	8,097.32	12,156.00	4,058.68	12,156.00
6144000-000 401(k) Match	26,176.81	25,310.00	(866.81)	222,698.95	311,238.00	88,539.05	311,238.00
6145000-000 Group Insurance - Life	3,559.03	3,552.00	(7.03)	40,934.93	42,624.00	1,689.07	42,624.00
6146000-000 Long Term Disability Insurance	3,053.24	4,146.00	1,092.76	34,377.76	49,752.00	15,374.24	49,752.00
6210005-000 Payroll Processing Fees	3,452.67	4,674.00	1,221.33	43,930.30	39,584.00	(4,346.30)	39,584.00
6210006-000 FSA Administration Fees	154.25	225.00	70.75	1,960.27	2,995.00	1,034.73	2,995.00
6210007-000 Benefits Processing	452.67	275.00	(177.67)	5,646.99	3,075.00	(2,571.99)	3,075.00
6210010-000 Fraud Hotline	-	-	-	704.00	640.00	(64.00)	640.00
6211000-000 Continuing Education	2,327.52	2,038.00	(289.52)	32,695.63	48,380.00	15,684.37	48,380.00
6211100-000 Employee Incentives	13,899.59	1,525.00	(12,374.59)	27,362.49	21,250.00	(6,112.49)	21,250.00
6212000-000 Employee Exams	504.14	133.00	(371.14)	2,292.65	1,596.00	(696.65)	1,596.00
6212005-000 Employee Drivers License Inquiry	37.00	30.00	(7.00)	384.00	360.00	(24.00)	360.00
6213000-000 Employee Recruitment	61.05	1,000.00	938.95	9,500.05	18,400.00	8,899.95	18,400.00
6213005-000 Employment Screening	962.24	530.00	(432.24)	6,308.48	6,360.00	51.52	6,360.00
6213100-000 Temporary Agency Fees	106,153.69	33,913.00	(72,240.69)	1,214,496.61	405,000.00	(809,496.61)	405,000.00
6410045-000 Emergency Supplies	664.63	350.00	(314.63)	2,496.88	4,200.00	1,703.12	4,200.00
6410046-000 COVID-19 Supplies	-	-	-	144.00	150.00	6.00	150.00
6434110-000 Legal Fees - HR	2,871.00	1,700.00	(1,171.00)	22,597.25	20,400.00	(2,197.25)	20,400.00
Total HUMAN RESOURCES	\$1,371,596.12	\$1,064,599.00	(\$306,997.12)	\$13,741,333.09	\$13,351,358.00	(\$389,975.09)	\$13,351,358.00
ADMINISTRATION							
6214000-000 Meals & Special Events	20,677.43	14,109.00	(6,568.43)	48,077.08	46,738.00	(1,339.08)	46,738.00
6214500-000 Gifts	4,452.46	1,550.00	(2,902.46)	5,455.02	5,600.00	144.98	5,600.00
6215000-000 Mileage	1,275.48	787.00	(488.48)	8,593.78	10,075.00	1,481.22	10,075.00
6410000-000 Office Supplies	8,924.91	5,135.00	(3,789.91)	90,559.05	56,290.00	(34,269.05)	56,290.00
6410003-000 Board Office Supplies	225.43	70.00	(155.43)	6,265.72	1,000.00	(5,265.72)	1,000.00
6410025-000 Lunch Room Supplies	229.81	181.00	(48.81)	3,158.09	1,980.00	(1,178.09)	1,980.00
6410030-000 Printer / Copier Supplies	1,863.53	3,954.00	2,090.47	28,388.29	46,310.00	17,921.71	46,310.00
6434100-000 Legal Fees - General Counsel	9,075.48	5,000.00	(4,075.48)	69,592.05	62,000.00	(7,592.05)	62,000.00
6434105-000 Legal Fees - Litigation	-	4,000.00	4,000.00	5,223.75	50,000.00	44,776.25	50,000.00
6444000-000 Equipment Rental	21,344.72	6,016.00	(15,328.72)	116,378.50	74,598.00	(41,780.50)	74,598.00
6478000-000 Service Contracts	14,456.55	7,143.00	(7,313.55)	47,518.63	61,031.00	13,512.37	61,031.00
6710001-000 OC User Fees	-	-	-	35,405.17	49,083.00	13,677.83	49,083.00
6731000-000 Property & Liability Insurance	175,549.38	60,894.00	(114,655.38)	945,631.63	848,802.00	(96,829.63)	848,802.00
6731001-000 Key Person Life Insurance	-	-	-	-	1,510.00	1,510.00	1,510.00



Income Statement - Operating

Golden Rain Foundation

12/01/2023 to 12/31/2023

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total ADMINISTRATION	\$258,075.18	\$108,839.00	(\$149,236.18)	\$1,410,246.76	\$1,315,017.00	(\$95,229.76)	\$1,315,017.00
MEMBER SERVICES							
6410032-000 Photo ID Printing	\$-	\$-	\$-	\$163.11	\$4,000.00	\$3,836.89	\$4,000.00
6410033-000 Guest Pass Printing	825.38	-	(825.38)	825.38	11,000.00	10,174.62	11,000.00
6411001-000 Inventory Price Variances	(84.86)	-	84.86	(1,564.03)	-	1,564.03	-
6415000-000 Materials Pass-Thru	134,581.49	-	(134,581.49)	1,134,668.38	-	(1,134,668.38)	-
6432100-000 Audit Fees	21,442.00	16,192.00	(5,250.00)	250,056.00	194,300.00	(55,756.00)	194,300.00
6434115-000 Legal Fees - Trust Review	7,700.00	2,500.00	(5,200.00)	54,106.25	29,500.00	(24,606.25)	29,500.00
6434120-000 Legal/Fair Housing	-	2,000.00	2,000.00	1,148.50	25,000.00	23,851.50	25,000.00
6435100-000 Bank Service Fees	2,842.52	1,887.00	(955.52)	22,325.74	22,100.00	(225.74)	22,100.00
6437100-000 Reserve Study	-	-	-	9,900.00	9,900.00	-	9,900.00
6482500-000 Election Expense	-	-	-	123,691.18	42,223.00	(81,468.18)	42,223.00
6483201-000 Mailouts - Periodic	58,946.69	240.00	(58,706.69)	91,232.86	4,590.00	(86,642.86)	4,590.00
6483202-000 Mailouts - Pymt Coupons	1,908.21	5,125.00	3,216.79	9,988.47	7,050.00	(2,938.47)	7,050.00
6483550-000 Map Printing	-	-	-	1,195.00	-	(1,195.00)	-
6484500-000 Postage	2,000.00	3,042.00	1,042.00	31,495.68	36,500.00	5,004.32	36,500.00
6485500-000 Record Retention	1,512.06	231.00	(1,281.06)	6,852.77	3,080.00	(3,772.77)	3,080.00
6491000-000 Miscellaneous Writeoffs	725.41	-	(725.41)	12,215.30	-	(12,215.30)	-
6910000-000 Uncollectible Customer Receivables	-	200.00	200.00	180.00	2,400.00	2,220.00	2,400.00
Total MEMBER SERVICES	\$232,398.90	\$31,417.00	(\$200,981.90)	\$1,748,480.59	\$391,643.00	(\$1,356,837.59)	\$391,643.00
FACILITIES							
6217000-000 Uniforms & Laundry	6,196.68	2,477.00	(3,719.68)	35,810.50	30,470.00	(5,340.50)	30,470.00
6410005-000 Building Supplies	2,785.49	2,301.00	(484.49)	19,095.23	29,062.00	9,966.77	29,062.00
6410020-000 Equipment Expense	10,040.39	3,258.00	(6,782.39)	81,358.33	46,806.00	(34,552.33)	46,806.00
6410021-000 Field Supplies	2,038.78	2,924.00	885.22	39,099.84	35,000.00	(4,099.84)	35,000.00
6410022-000 Tool Expense	2,102.52	1,400.00	(702.52)	25,991.25	16,800.00	(9,191.25)	16,800.00
6411000-000 Freight & Handling	1,366.12	250.00	(1,116.12)	7,578.81	3,000.00	(4,578.81)	3,000.00
6420100-000 Electricity	33,610.30	29,828.00	(3,782.30)	494,959.84	404,331.00	(90,628.84)	404,331.00
6424100-000 Trash	12,114.20	12,096.00	(18.20)	156,230.24	145,152.00	(11,078.24)	145,152.00
6425100-000 Natural Gas	6,517.29	3,323.00	(3,194.29)	80,910.99	32,836.00	(48,074.99)	32,836.00
6470000-000 Maintenance - Other	-	450.00	450.00	-	5,400.00	5,400.00	5,400.00
6471000-000 Building Repair & Maintenance	12,834.70	3,924.00	(8,910.70)	122,955.58	49,375.00	(73,580.58)	49,375.00
6472000-000 Equipment Repair & Maintenance	12,904.43	6,213.00	(6,691.43)	90,879.76	75,462.00	(15,417.76)	75,462.00
6472100-000 Equipment Repair & Maint - Minibus	12,920.80	1,250.00	(11,670.80)	26,788.75	15,000.00	(11,788.75)	15,000.00
6473000-000 Hazardous Waste Disposal	671.97	-	(671.97)	9,506.37	5,500.00	(4,006.37)	5,500.00
6474100-000 Janitorial Services	135,858.08	141,892.00	6,033.92	1,624,263.04	1,702,704.00	78,440.96	1,702,704.00
6475100-000 Landscape Maint. - Contract	24,700.00	24,700.00	-	296,400.00	296,400.00	-	296,400.00
6475600-000 Landscape Maint. - Extras	790.00	2,781.00	1,991.00	26,031.00	33,372.00	7,341.00	33,372.00
6475605-000 Landscape Maintenance - Tree	-	715.00	715.00	-	16,080.00	16,080.00	16,080.00
6476000-000 Sewer Maintenance	50,148.88	39,086.00	(11,062.88)	65,112.38	49,096.00	(16,016.38)	49,096.00
6476500-000 Street Repair & Maintenance	2,715.76	2,500.00	(215.76)	27,320.67	30,000.00	2,679.33	30,000.00
6477210-000 Pest Control	1,418.00	1,507.00	89.00	18,015.00	20,246.00	2,231.00	20,246.00
6483000-000 Propane	129.41	200.00	70.59	4,268.91	1,920.00	(2,348.91)	1,920.00
6483100-000 Propane - Minibus	2,884.92	1,625.00	(1,259.92)	17,260.46	19,500.00	2,239.54	19,500.00
6483105-000 Gasoline	13,606.41	20,880.00	7,273.59	85,422.59	80,880.00	(4,542.59)	80,880.00
6483110-000 Diesel Fuel	156.00	33.00	(123.00)	513.00	396.00	(117.00)	396.00
6484000-000 Permits & Licenses	2,383.17	3,190.00	806.83	40,715.21	39,012.00	(1,703.21)	39,012.00
6911500-000 Inventory Over / Short-Purchasing	38,781.00	166.00	(38,615.00)	36,446.48	2,000.00	(34,446.48)	2,000.00
Total FACILITIES	\$389,675.30	\$308,969.00	(\$80,706.30)	\$3,432,934.23	\$3,185,800.00	(\$247,134.23)	\$3,185,800.00
IT							
6410015-000 Computer Supplies	4,235.24	1,615.00	(2,620.24)	44,572.44	26,066.00	(18,506.44)	26,066.00
6422000-000 Telephone	14,268.33	11,415.00	(2,853.33)	158,965.04	137,002.00	(21,963.04)	137,002.00



Income Statement - Operating

Golden Rain Foundation

12/01/2023 to 12/31/2023

Description	Current Period			Year-to-date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
6438000-000 Other Professional Fees	\$10,602.50	\$10,300.00	(\$302.50)	\$162,335.75	\$133,885.00	(\$28,450.75)	\$133,885.00
6481000-000 Computer Maintenance & Software	23,114.05	8,026.00	(15,088.05)	212,554.26	161,191.00	(51,363.26)	161,191.00
Total IT	\$52,220.12	\$31,356.00	(\$20,864.12)	\$578,427.49	\$458,144.00	(\$120,283.49)	\$458,144.00
RECREATION							
6410010-000 Hospitality	2,067.05	1,394.00	(673.05)	23,921.74	14,708.00	(9,213.74)	14,708.00
6410023-000 Curriculum Supplies	92.42	150.00	57.58	492.47	1,800.00	1,307.53	1,800.00
6410024-000 Library Supplies	906.53	525.00	(381.53)	2,760.36	6,300.00	3,539.64	6,300.00
6410035-000 Refreshments	1,196.82	240.00	(956.82)	9,775.02	2,580.00	(7,195.02)	2,580.00
6410040-000 Janitorial Supplies	3,397.37	3,337.00	(60.37)	44,450.30	40,000.00	(4,450.30)	40,000.00
6412000-000 Patron Books	3,447.18	2,250.00	(1,197.18)	30,833.77	31,500.00	666.23	31,500.00
6412500-000 Patron Magazines	-	-	-	6,466.62	7,082.00	615.38	7,082.00
Subscriptions							
6481500-000 Community Entertainment	5,780.04	6,442.00	661.96	153,243.51	226,210.00	72,966.49	226,210.00
6481505-000 Special Outside Events	3,084.45	2,083.00	(1,001.45)	28,169.60	24,996.00	(3,173.60)	24,996.00
Expense							
6482000-000 Dues, Memberships & Books	1,392.10	1,875.00	482.90	14,366.51	23,003.00	8,636.49	23,003.00
6485000-000 Production Expense - Amphitheater	-	-	-	49,620.00	37,620.00	(12,000.00)	37,620.00
Total RECREATION	\$21,363.96	\$18,296.00	(\$3,067.96)	\$364,099.90	\$415,799.00	\$51,699.10	\$415,799.00
COMMUNICATIONS							
6483500-000 Newspaper Distribution	9,700.20	10,075.00	374.80	119,790.35	120,900.00	1,109.65	120,900.00
6483505-000 Insert Distribution Labor	173.08	600.00	426.92	3,776.46	7,200.00	3,423.54	7,200.00
6483515-000 Newspaper Printing	5,533.40	10,000.00	4,466.60	92,131.15	128,000.00	35,868.85	128,000.00
6483520-000 Telephone Book Printing	-	-	-	21,225.44	25,000.00	3,774.56	25,000.00
6483522-000 Leadership Guide	-	-	-	4,415.00	5,600.00	1,185.00	5,600.00
6483530-000 Amphitheater Spotlight Printing	-	-	-	4,031.16	8,000.00	3,968.84	8,000.00
6483531-000 Amphitheater Spotlight Distribution	-	-	-	2,157.00	2,400.00	243.00	2,400.00
6483535-000 Profile Printing & Distribution	-	-	-	-	14,000.00	14,000.00	14,000.00
6483545-000 Mini Bus Schedule Printing	-	-	-	-	7,000.00	7,000.00	7,000.00
8110000-000 Depreciation Expense	119,366.85	-	(119,366.85)	1,391,389.22	-	(1,391,389.22)	-
Total COMMUNICATIONS	\$134,773.53	\$20,675.00	(\$114,098.53)	\$1,638,915.78	\$318,100.00	(\$1,320,815.78)	\$318,100.00
RESERVE & CAPITAL CONTRIBUTION							
8161000-000 Replacement Rsv Contributions	(188,207.40)	79,167.00	267,374.40	2,205,595.98	950,000.00	(1,255,595.98)	950,000.00
8162000-000 Capital Rsv Contributions	393,222.75	-	(393,222.75)	393,222.75	-	(393,222.75)	-
Total RESERVE & CAPITAL CONTRIBUTION	\$205,015.35	\$79,167.00	(\$125,848.35)	\$2,598,818.73	\$950,000.00	(\$1,648,818.73)	\$950,000.00
Total OPERATING EXPENSE	\$2,665,118.46	\$1,663,318.00	(\$1,001,800.46)	\$25,513,256.57	\$20,385,861.00	(\$5,127,395.57)	\$20,385,861.00
Net Income:	(\$595,777.32)	\$32,372.00	(\$628,149.32)	(\$1,999,333.87)	\$0.00	(\$1,999,333.87)	\$0.00



GRF RECREATION 2024 COMMUNITY ENTERTAINMENT SCHEDULE

TO: MEMBER SERVICES COMMITTEE
FROM: JESSE CRIPPS, RECREATION DIRECTOR
SUBJECT: 2024 COMMUNITY ENTERTAINMENT SCHEDULE
DATE: FEBRUARY 13, 2024
CC: FILE

EVENT DATE	NAME OF EVENT	LOCATION OF EVENT	EVENT BUDGET	SPONSORSHIP / TICKET REVENUE
January 07, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
January 13, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
January 21, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
January 27, 2024	GRF Weekend Dance	Clubhouse 2	\$500.00	
February 04, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
February 11, 2024	Superbowl Watch Party	Clubhouse 4	\$300.00	
February 14, 2024	Valentines Day Dance	Clubhouse 2 or 4	\$4,500.00	\$4,500.00 TICKETS
February 17, 2024	GRF Weekend Dance	Clubhouse 2	\$500.00	
February 18, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
February 24, 2024	GRF Weekend Dance	Clubhouse 2	\$500.00	
March 03, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
March 16, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
March 17, 2024	St. Patrick's Day Dinner & Dance	Clubhouse 4	\$3,500.00	\$3,500.00 TICKETS

March 23, 2024	GRF Weekend Dance	Clubhouse 2	\$500.00	
April 06, 2024	GRF Club Expo & Community Event	All Community Facilities	\$7,000.00	\$25,000.00 SPONSORSHIP
April 07, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
April 12, 2024	Spring Arts & Crafts Festival	Clubhouse 2	\$0.00	\$270.00 TABLE SALES
April 13, 2024	Spring Arts & Crafts Festival	Clubhouse 2	\$0.00	\$270.00 TABLE SALES
April 13, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
April 21, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
April 27, 2024	GRF Weekend Dance	Clubhouse 2	\$500.00	
May 2024	Author Speaks	Veterans Plaza	\$500.00	
May 05, 2024	Cinco De Mayo Party	Clubhouse 6	\$3,000.00	
May 05, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
May 11, 2024	Mother's Day Brunch	Clubhouse 4	\$3,500.00	\$3,500.00 TICKETS
May 18, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
May 19, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
May 25, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
April / May 2024	Nature Walk	Community Walking Paths	\$250.00	
May / June	GRF Music Festival	Veterans Plaza	\$3,000.00	
June	Author Speaks	Veterans Plaza	\$500.00	
June 02, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
June 08, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
June 15, 2024	GRF Community Swap Meet	Administration Parking Lot	\$0.00	\$300.00 TABLE SALES
June 16, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	

June 22, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
June 27, 2024	"Walk Like a Man" Frankie Vallie & Four Seasons Tribute	Amphitheater	\$15,000.00	\$3,000.00 SPONSORSHIP
July 2024	Author Speaks	Veterans Plaza	\$500.00	
July 04, 2024	July 4 th Car Show	Clubhouse 6 & Administration Parking Lot	\$6,000.00	
July 04, 2024	Wilbury Super Group	Amphitheater	\$3,000.00	\$3,000.00 SPONSORSHIP
July 07, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
July 11, 2024	"Abbey Road" Beatles Tribute	Amphitheater	\$4,500.00	\$3,000.00 SPONSORSHIP
July 12, 2024	GRF Amphitheater Movie	Amphitheater	\$720.00	
July 13, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
July 18, 2024	CCR Tribute w/ Comedy Opening Act	Amphitheater	\$4,500.00	\$3,000.00 SPONSORSHIP
July 21, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
July 25, 2024	"Phil Collins" Tribute	Amphitheater	\$4,500.00	\$3,000.00 SPONSORSHIP
July 26, 2024	GRF Amphitheater Movie	Amphitheater	\$720.00	
July 27, 2024	GRF Weekend Dance	Clubhouse 2	\$500.00	
July 2024	Concert at The Pool	Aquatic Center	\$1,500.00	
August 2024	Author Speaks	Veterans Plaza	\$500.00	
August 01, 2024	"Matt Lewis" as Elvis	Amphitheater	\$8,500.00	\$3,000.00 SPONSORSHIP
August 04, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
August 08, 2024	"The Long Run" Eagles Tribute	Amphitheater	\$4,500.00	\$3,000.00 SPONSORSHIP
August 09, 2024	GRF Amphitheater Movie	Amphitheater	\$720.00	
August 10, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	

August 15, 2024	"Tom Jones" Tribute	Amphitheater	\$6,000.00	\$3,000.00 SPONSORSHIP
August 18, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
August 22, 2024	"LA Sound Machine" Gloria Estefan & Miami Sound Machine Tribute	Amphitheater	\$4,000.00	\$3,000.00 SPONSORSHIP
August 23, 2024	GRF Amphitheater Movie	Amphitheater	\$720.00	
August 24, 2024	GRF Weekend Dance	Clubhouse 2	\$500.00	
August 29, 2024	"Gypsy Dreams" Fleetwood Mac Tribute	Amphitheater	\$4,500.00	\$3,000.00 SPONSORSHIP
September 2024	Author Speaks	Veterans Plaza	\$500.00	
September 01, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
September 05, 2024	"Stone Soul"	Amphitheater	\$4,500.00	\$3,000.00 SPONSORSHIP
September 2024	GRF Community Swap Meet	Administration Parking Lot	\$0.00 w/ Table Sales	\$300.00 TABLE SALES
September 12, 2024	"The Garth Guy" Garth Brooks Tribute	Amphitheater	\$12,500.00	\$3,000.00 SPONSORSHIP
September 15, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
September 21, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
September 28, 2024	GRF Weekend Dance	Clubhouse 2	\$500.00	
October 2024	Author Speaks	Veterans Plaza	\$500.00	
October 06, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
October 19, 2024	Fall Festival & Emergency Expo	Clubhouse 6	\$3000.00	\$500 SPONSORSHIP
October 19, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
October 20, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
October 31, 2024	Trick or Treat at Gates	St. Andrews &	\$500.00	

		North Gate		
October 31, 2024	GRF Weekend Dance – Special Halloween Dance	Clubhouse 2	\$500.00	
November 01, 2024	Arts & Crafts Festival	Clubhouse 2	\$0.00	\$270.00 TABLE SALES
November 02, 2024	Arts & Crafts Festival	Clubhouse 2	\$0.00	\$270.00 TABLE SALES
November 03, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
November 11, 2024	Veteran Banner Program	Trust Streets & Parking Lots	\$2,000.00	\$2,000.00 BILLING
November 16, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
November 17, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
November 23, 2024	GRF Weekend Dance	Clubhouse 2	\$500.00	
December 2024	Community Holiday Lighting	Trust Facilities	\$35,000.00	
December 01, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
December 04, 2024	Christmas Tree Lighting	Veterans Plaza	\$2,500.00	REFRESHMENTS
December 15, 2024	GRF Weekend Dance	Clubhouse 4	\$500.00	
December 27, 2024	Menorah Lighting	Veterans Plaza	\$2,000.00	REFRESHMENTS
December 2024 – TBD	Toy Donation Show	Clubhouse 2 or 4	\$3,000.00	
December 31, 2024	New Years Eve Bands	Clubhouse 2 & 4	\$3,000.00	

Total Expenses: **(\$187,930.00)**

2024 Community Entertainment Budget: \$200,000.00



RECREATION

Use of Community Facilities, Community Gardens– Rules

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1. PURPOSE

The purpose of these regulations is to ensure a pleasant environment for all Leisure World residents and produce-growing gardeners.

2. GENERAL REGULATIONS

2.1. The Recreation Department (RD) is responsible for the fair and equitable use of the Community Gardens (CG) area, also known as the 1.8 Acres, and will **also** be responsible for ensuring that all of the conditions of these rules are followed.

2.2. The CG ~~plots~~area is ~~are~~ for Golden Rain Foundation (GRF) Authorized Residents (ARs) in good standing only. Only one garden shall be assigned per household, but two (2) ARs from different households can share a garden as long as both names are on the garden lease.

2.3. Mutual-Unit/Renter/Lesseees must follow all rules and are subject to any consequences for failure to do so. The Mutual Unit/Member/Owner is ultimately responsible for the behavior and actions of their Renter/Lessee (R/L) and will be held responsible for any fees, fines or disciplinary consequences incurred by the Renter/Lesseees. See Policy 13-5093-1, Authorized Resident Rules of Conduct.

2.4. If a Member/Owner (M/O) subsequently rents their Mutual unit, the M/O forfeits the right to retain their garden and must notify the RD and relinquish it immediately.

2.5. If a R/L has a garden leased, the lease shall be terminated immediately upon termination of their tenancy in the M/O's Mutual unit unless the AR moves to another rental unit in the community immediately.

2.6. The CGs are a non-smoking, tobacco-free, vape-free, drug-free, firearms/weapons-free, and alcohol-free environment.

2.7. No animals are allowed in the CG area: Qualified Service dogs will be allowed in the garden area. They must always remain on an eight (8)-foot leash and be under the control of the AR. The owner must pick up after them immediately. They are not allowed in any other person's garden.

2.8. Radios or music devices are allowed with headphones.

2.9. Spaces may be leased on an annual basis for a maximum of four (4)~~six~~ consecutive years. Upon the completion of the fourth~~sixth~~ year, the Lesseees must relinquish their garden. The Lessee can then be added to the waiting list

(Dec 20)

GOLDEN RAIN FOUNDATION Seal Beach, California



RECREATION

Use of Community Facilities, Community Gardens– Rules

for another garden if they so desire. If there is no waitlist, the AR may renew the lease with the approval of RD for one (1) additional year.

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- 45 **2.10.** Gardens shall not be abandoned, traded, or given up to another AR by the
46 Lessee. If you choose to relinquish your space, you must notify the Recreation
47 Department, and your space will be reassigned to the next AR on the waiting list.
48 No refunds shall be issued for any monies paid to GRF.
- 49 **2.11.** Lessee is responsible for the planning, planting, and management of their own
50 garden, including providing seeds, plants, soil amendments, perimeter ‘bunny’
51 fencing, and any tools. ~~Garden must be worked solely by the Lessee. Exception:~~
52 In case of a temporary absence/injury or temporary illness, Lessee shall notify
53 the RD in writing, and a “garden angel” can be assigned to care for your garden
54 with the approval of the RD. Only ARs may be appointed as a “garden angel.”
- 55 **2.12.** Lessee may bring guests, including children, into the CG area, provided that the
56 guests comply with the GRF Code of Conduct. Children must always be
57 accompanied by an adult.
- 58 **2.13.** Neither Lessees nor their guests may enter other gardens or harvest produce
59 without explicit written permission from that garden’s Lessee. A copy of written
60 permission must be kept on record in the RD office.
- 61 **2.14.** Lessees will keep clean and neat and weed-free any common areas, such as
62 adjacent pathways. Lessee will promptly report any concerns about safety of the
63 garden to the RD. The adjacent pathway along the wall bordering Nassau Drive
64 and all walkways must always be kept clear of gardening tools and plant
65 materials from the gardens.
- 66 **2.15.** Storage containers made of metal or wood are not permitted; Storage containers
67 must be the type approved by the RD, and the storage container and tools must
68 be kept within the boundaries of the designated garden.
- 69 **2.16.** Fences may not exceed two (2) feet in height to avoid shading a neighbor’s
70 garden. Fences must be free standing, PVC pipe, treated wood, and can include
71 types of chicken wire. All fencing must be approved by the RD with a written
72 scope of work to be included with the submitted application.
- 73 **2.17.** Structures to encourage vertical growing, including arbors, trellises, tree branch
74 frames, and cages, are only allowed during the growing season if they are
75 functional, orderly, safe, and do not conflict with CG standards.
- 76 **2.18.** GRF does not permit the construction or existence of permanent shelter
77 structures within the individual’s garden, including personal sheds, storage, or
78 shade units.



RECREATION

Use of Community Facilities, Community Gardens– Rules

- 79 **2.19.** One faucet is set up for up to four gardens for watering. The gardens that are
80 assigned to that area have exclusive use of the water fixture.
- 81 **2.20.** Automatic sprinklers and soaker hoses are forbidden. Lessees must turn off
82 water faucet or valve before leaving the garden and shall not leave watering
83 unattended at any time. Water run-off is not permitted on roadways, walkways,
84 sidewalks, or adjacent gardens.
- 85 **2.21.** Crushed rock or gravel is not permitted inside the gardens.
- 86 **2.22.** No wood treated with wood preservative shall be used in any gardens.
- 87 **2.23.** No piles of wood, brick, pipes, hoses, or fencing shall be stored in gardens.
- 88 **2.24.** All items, such as hoses, tools, and containers, shall be safely stored to avoid
89 trips and falls.
- 90 **2.25.** The use of “scrap” materials, such as broken bricks or pavers, scraps of wood,
91 metal, or plastic is not permitted.
- 92 **2.26.** Items not authorized must be disabled and removed from the garden by required
93 compliance date.
- 94 **2.27.** All trees, miniature trees, shrubs, or bush type fruit trees must be potted with a
95 solid base underneath and not exceed four (4) feet tall. Trees or shrubs cannot
96 extend over walkways or exceed four (4) feet in height during any month of the
97 year. Any existing tree, shrubs, or bush-type fruit trees ~~shall may~~ be removed
98 when a lot is vacated, unless there is a lessee-to-lessee agreement approved by
99 the RD.
- 100 **2.28.** No more than twenty-five percent (~~250%~~) of a garden may be planted with
101 flowers. The remaining balance shall be used to plant produce.
- 102 **2.29.** The RD may order the forfeiture of a garden when any Lessee does not maintain
103 their garden as described in these rules. Failure to plant at least seventy-five
104 percent (75%) of a garden area plot for three (3) months shall be sufficient cause
105 to forfeit the garden.
- 106 **2.30.** If a garden appears untended (overgrown weeds, unharvested), the Lessee will
107 be issued a violation notice. If the violation is not remedied by the required
108 compliance date of the third notice for the same violation, the RD may evict
109 Lessee.
- 110 **2.31.** Lessees and their guests shall park in designated parking spaces only.
- 111 **2.32.** Dumpsters are available for the disposal of green waste and regular trash. See
112 policy 26-5000-1, Dumpster Rules.
- 113 **2.33.** Gardens must be cleared of all vegetation and weeds before being vacated.
114 Failure to clean the garden for final inspection will result in loss of lease deposit
115 and CG future privileges.



RECREATION

Use of Community Facilities, Community Gardens– Rules

116 **2.34.** If the Lessee fails to comply with any terms of the lease within the allotted
 117 compliance time of the third notice for the same violation, the garden will be
 118 immediately forfeited with no refund of fees.

119 **2.35.** Lessees will not be entitled to any payment or reimbursement from the GRF for
 120 any materials planted, growing, or otherwise located within the CG or for any
 121 improvements made on the premises. All or any part of such material and
 122 improvements shall become the property of the GRF.
 123

124

125 **3. HOURS OF OPERATION**

126
 127 7:00 a.m. to dusk seven (7) days a week.
 128

129 **4. MAINTENANCE OF GARDENS**

130

131 **4.1.** To prevent the breeding of flies, harboring of rats, or air contamination, all
 132 decaying compost or newly delivered fertilizer shall be properly cared for by
 133 effectively sealing in plastic bags or by turning it under in the garden within forty-
 134 eight ~~(48)~~ hours.

135 **4.2.** Gardens must always be maintained and kept free of debris.

136 **4.3.** Keep all gardens, including the walkway areas to the north and east of ~~the~~ each
 137 garden, free from all grass and weeds throughout the year.

138 **4.4.** Use care and caution while watering in order to keep from flooding neighboring
 139 gardens and pathways.

140 **4.5.** Use care when spraying or dusting for bugs, snails, and other garden pests.
 141 Lessees must make every effort to ensure there is no drifting of pesticides to
 142 adjoining gardens. **GRF does not permit the use of Roundup on Trust**
 143 **property.** See Addendum A for approved pest control list.

144 **4.6.** Store only the garden material necessary ~~to~~ for supporting, staking or containing
 145 the plantings, neatly within the perimeter of one's assigned garden ~~are~~ aplot. No
 146 plants or vines shall be allowed to grow past a fence or property line, over
 147 walkways or sidewalks. No exterior fence will be used as a trellis on which to
 148 grow plants or vines.

149 **4.7.** GRF is not liable for loss or damage to personal property, vandalism to the
 150 garden parcel, and/or destruction of crops due to disease, pests, rodents,
 151 gophers, inclement weather, or flooding from water run-off by hose/faucet
 152 whether coming from water lines inside or outside of gardens.

153 **4.8.** All items stored within the garden ~~are~~ aplot must be essential to gardening.
 154 Pesticides of any kind may not be stored at the CG. Items such as wooden



RECREATION

Use of Community Facilities, Community Gardens– Rules

stakes, tomato cages, etc. must be kept in a neat and orderly manner. Materials may not be stored against the garden fencing.

- 4.9.** GRF is responsible for the maintenance and pest control of the common areas. Lessee is responsible for maintenance and pest control within their garden.

4.10.— Lessee is responsible for the cost, installation, and maintenance of fencing. RD staff must approve any fence or other structure prior to installation and follow GRF guidelines. Staff will provide written approval/permit for installation. This permit must be displayed at the garden for thirty (30) days. ~~See Addendum B for approved fencing.~~

4.10.

5. CORRECTIVE ACTION

- 5.1.** The RD may order the forfeiture of any garden when the Lessee fails to comply with this set of rules, or any action in violation of the established Code of Conduct policy, 13-5093-1.
- 5.2.** The RD (with Board approval) reserves the right to review and adjust the operating rules to accommodate the needs of the community at any time.
- 5.3.** The RD also reserves the right to enter any garden at any time.
- 5.4.** The AR is entitled to request a hearing if they disagree with any disciplinary decision.

Document History

Adopted:	26 Nov 19	Amended:	28 Jan 20	Amended:	27 Oct 20
Amended:	24 Nov 20	Amended:	23 Dec 20		

Keywords: Mini Farm Garden ~~Plot~~
1.8 Acres



RECREATION

Use of Community Facilities, Community Gardens– Rules

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Addendum A

The following table includes, but is not limited to, substances that are recommended and those that are not.

	Recommended	Not Recommended
PEST AND DISEASE CONTROL	<ul style="list-style-type: none"> - bacillus thuringiensis (Bt) - soap spray - Horticulture pepper/onion spray - sulfur - wood ashes - sour milk solution - lace wings - dormant oils - micro-cop or equivalent - diatomaceous earth (DE) - baking soda - borax, boric acid - sluggo - lady bugs - tanglefoot - marigolds - beneficial nematodes - netting - Pyrethrum* <p>* Pyrethrin: It is a naturally occurring insect-killing chemical taken from chrysanthemum flowers. In the flowers, these bug-killers exist as a mixture of six separate chemicals that together are called pyrethrum or pyrethrins. Pyrethrins (without piperonyl butoxide or other enhancers) are permitted for use on organically grown crops.</p>	<ul style="list-style-type: none"> - rotenone - pyrethrate - pyrethroids - nicotine - sulfate - malathion - diazinon - sevin - organophosphates - Roundup - Finale - Dursban - organ chlorides - chlorpyrifos
		Recommended
FERTILIZERS	<ul style="list-style-type: none"> - cotton seed - kelp - compost - manure - blood, bone, horn, and hoof meals - liquid fish or seaweed - fertilizers classed as "organic" 	<ul style="list-style-type: none"> - ammonium sulfate - ammonium nitrate - muriate of potash - superphosphates - highly soluble chemical fertilizer - Ozmicote - Non organic Miracle Grow



COMMITTEE ACTION REQUEST

DATE: FEBRUARY 13, 2024
TO: MEMBER SERVICES COMMITTEE
FROM: BOARD OF DIRECTORS
ACTION: AMEND 70-100-3, MEMBER SERVICES COMMITTEE CHARTER

Background:

At its January 23, 2024 meeting, the GRF Board of Directors moved to distribute the ad hoc committee's review of the committee charters to the committee chairs for the committee's review and return to the GRF Board for final decisions regarding the Four Committee Structure.

Fiscal Impact:

No expected impact.

Recommendation:

I move to recommend the Board amend 30-1000-3, Member Services Committee Charter, changing language throughout.

Member Services Committee Charter



1
2 Pursuant to state statute (Corp. Code §7210; Corp. Code §7212(c)) and Article VIII of the Bylaws
3 of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the
4 Member Services Committee and grants to the Committee authority specifically stated within the
5 GRF governing documents.
6

7 In accordance with Article VIII of the Bylaws, the Committee Chair and members shall be
8 appointed by the GRF President and approved by action of the BOD.
9

10 **1. PURPOSE**

11
12 To oversee and enhance Members' engagement with Foundation properties, local
13 assistance organizations and available transportation services. Oversee GRF's wide
14 array of recreational, entertainment and educational programs available to all Members.
15

16 **2. DUTIES**

- 17
18 **2.1.** This Standing Committee may operate as a separate entity but has a duty to work
19 cooperatively with other Standing Committees.
20 **2.2.** Publish an agenda four (4) days in advance of the Committee meeting.
21 **2.3.** The Chair shall, with the approval of the Committee, appoint a Vice-Chair.
22 **2.4.** Unless canceled by the Chair, the Committee will meet with the **GRF Member**
23 **Services** staff monthly or whenever such meetings are deemed necessary.
24 **2.5.** Review monthly staff reports.
25 **2.6.** Analyze requests within the purview of this committee.
26 **2.7.** Assist the BOD in understanding the compliance with contracts relating to the
27 duties of this committee.
28 **2.8.** Initial approval and recommendation to the Administration Committee (AC) of the
29 annual budget for areas under the purview of this Committee.
30 **2.9.** Review upcoming applicable Reserve expenses.
31 **2.10.** Every two years, the Committee will review the rules/policies under its purview,
32 and if any changes are suggested, send recommended changes to the BOD for
33 approval.
34 **2.11.** Perform a yearly review of the Reserve Study for areas under the purview of this
35 Committee. Send updates to the Administration Committee.
36 **2.12.** Chair will furnish a report at the GRF Annual meeting.
37 **2.13.** Review monthly **variances-financials** for their areas of oversight.
38 **2.14.** Committee responsibilities include the items listed in SECTION 3.
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Member Services Committee Charter

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3. AREAS OF OVERSIGHT

- 3.1. Member Programming**
 - 3.1.1. Events Production**
 - 3.1.2. Club Administration/Leases**
 - 3.1.3. Community Events**
 - 3.1.4. Education**
 - 3.1.4.1. NOCE Programs**
 - 3.1.4.2. College-Level Courses**
 - 3.1.4.3. Volunteerism, community history and governance**
- 3.2. Library**
- 3.3. Recreation Services**
 - 3.3.1. Assessment of Services**
 - 3.3.2. Recreation Equipment Assessment**
 - 3.3.3. Facilities Reservations**
 - 3.3.4. Setups of Facilities**
- 3.4. Custodial Contract**
- 3.5. Resident Transportation**
- 3.6. ~~Community Outreach~~ Resident Welfare**
 - 3.6.1. Social Services Coordination**
 - 3.6.2. Volunteer Programs Coordination**
 - 3.6.3. Healthcare Center Cooperative Programming**
- 3.7. ~~Concierge-Resident~~ Services**
 - 3.7.1. Visitor Gate Access Passes**
 - 3.7.2. Pet Registration**
 - 3.7.3. Caregiver Registration**

4. LIMITATIONS

It is recognized that the Committee’s function is to act in an advisory and consulting capacity.

Regulatory or supervisory activities affecting employees are functions of Management and not to be encroached upon by any Committee Chair or member, either individually or collectively.

This Committee does not have the authority to enter into written contracts or oral agreements with any third parties on behalf of GRF. Authority to authorize contracts and/or expenses rests solely with the BOD.

Member Services Committee Charter



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84 **Document History**

85 Adopted 25 Apr 23

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88 **Keywords:** Charter

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