



**OPEN SESSION**

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE  
GOLDEN RAIN FOUNDATION OF LAGUNA WOODS A CALIFORNIA NON-PROFIT  
MUTUAL BENEFIT CORPORATION**

**Tuesday, December 6, 2022, 9:30 a.m.  
24351 El Toro Road, Laguna Woods, California  
Board Room/Virtual Meeting**

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**Directors Present:** Bunny Carpenter, Egon Garthoffner, James Hopkins, Don Tibbetts, Gan Mukhopadhyay, Joan Milliman, Yvonne Horton, Reza Karimi, Juanita Skillman, Debbie Dotson, Elsie Addington

**Directors Absent:** None

**Staff Present:** CEO - Siobhan Foster, Makayla Schwietert, Paul Nguyen, Robert Carroll, Alison Giglio, Manuel Gomez, Steve Hormuth, Carlos Rojas, Eileen Paulin, Jose Campos, Bart Majia, Tom Siviglia, Francis

**Other Directors Present:** Gomez

Lenny Ross (United), Cash Achrekar (United), Cris Prince (Third), Diane Casey (United)

**1. Call Meeting to Order/ Establish Quorum - President Carpenter**

President Carpenter called the meeting to order at 9:30 a.m. and established that a quorum was present.

**2. Pledge of Allegiance**

Director Skillman led the Pledge of Allegiance to the Flag.

**3. Acknowledgment of Media**

The media and the Village Television crew were present remotely by way of cameras.

**4. Approval of Agenda**

President Carpenter requested an approval of the agenda.

President Carpenter requested to remove 11g Solar Update and move forward 12d Pickleball Club Presentation to beginning of New Business.

Hearing no further changes or objections, the agenda was approved by unanimous consent as amended.

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## 5. Approval of Minutes

- a. November 1, 2022 – GRF Board Regular Open Meeting
- b. November 17, 2022 – GRF Board Agenda Prep Meeting

There being no objections, the minutes of November 1, 2022 – GRF Board Regular Open Meeting were approved by unanimous consent.

There being no objections, the minutes of November 17, 2022 – GRF Board Agenda Prep Meeting were approved by unanimous consent.

## 6. Report of the Chair

President Carpenter commented on the following items:

- Congratulated Diane Phelps, Cynthia Rupert, Debbie Allen

## 7. CEO Report

Siobhan Foster-CEO gave a report on the following items:

- Cost Savings Implemented, more than \$1.4 million in cost saving measures recently implemented thru boards and staff collaboration.
- Fleet Right Sizing Assessment, this recently completed fleet right-sizing assessment anticipates saving \$610,000 over next four years through
- 2023 Employee Health Insurance, estimated savings for 2023 is minimum of \$500,000
- Irrigation Master Control Update, Conservative estimated water savings from the new system is 74 million gallons of water annually throughout Village, based on current water rates, estimated expenditure savings is \$279,565 annually, with expected water rate increases, expenditure savings is expected to increase
- 401(K) Plan Recordkeeper, the plan was administered by one company with portions administered by separate Third Party Administrator (TPA), staff sought pricing to bundle recordkeeping and act as the sole program administrator, this action reduces administrative costs and TPA fees from 0.21% of 401(k) plan assets to 0.1%
- Bright Ideas Pilot Program, VMS is launching the “Bright Ideas” pilot program, Programs to incentivize employees to share beneficial ideas with employers are a recognized best practice, Funding for 2023 pilot program will come from savings achieved through implementation of ideas generated by program,

## 8. Open Forum (Three Minutes per Speaker)

*At this time members were allowed to address the Board of Directors regarding items not on the agenda.*

- Chris Collins gave an update on The Foundation of Laguna Woods Village.
- Lenny Ross commented on The United Mutual Investment Ad Hoc Committee Report and Investment
- A member commented on pool cover replacement and pool temperatures
- A member commented on Garden Center Operating Rules

## 9. Responses to Open Forum Speakers

The following are responses to the open forum speakers:

- Director Hopkins commented on the Investment Status

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- Director Karimi thanked Chris Collins and asked an Investment question to Lenny Ross
- Alison Giglio commented on the pool temperature at pool 4 and also the replacement of covers and umbrellas.
- Director Horton commented on Garden Center Operating Rules

## 10. Consent Calendar

*All matters listed under the Consent Calendar were recommended for action by committees and were enacted by the board by one motion. In the event an item was removed from the Consent Calendar by members of the board, such item(s) would be the subject of further discussion and action by the board.*

### Recommendation from the Finance Committee:

**10a.** Consistent with its statutory obligations a subcommittee of the board consisting of the Treasurer and at least one other board member reviewed and approved preliminary Golden Rain Foundation financials for the month of October 2022, and by this vote ratified that such review be confirmed in this month's Board Member Open Session Meeting minutes.

Director Milliman made a motion to approve the consent calendar. Director Karimi seconded.

Hearing no changes or objections, the consent calendar was approved by unanimous consent.

## 11. Unfinished Business

**11a. Entertain a Motion to Approve Saddleback Church Club Request for Exception to Clubhouse Holiday Hours (NOVEMBER initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

Director Milliman read the following resolution:

### **RESOLUTION 90-22-53**

#### **Religious Church Club Request for Exception to Clubhouse Holiday Hours**

**WHEREAS**, the Recreation and Special Events Department oversees all recreation facilities. On May 5, 2020 GRF approved and adopted Clubhouse Holiday Hours resolution 90-20-19 allowing all clubhouses to remain closed on New Year's Day beginning January 2021; and

**WHEREAS**, Saddleback Church Club requested for an exception to Clubhouse Holiday Hours and is requesting to meet in Clubhouse 5 on Sunday, January 1, 2023, from 7:30 a.m. to 1 p.m.; and

**WHEREAS**, on October 13, 2022, the Community Activities Committee approved the all church exception to Clubhouse Holiday Hours for one service only on January 1, 2023, and to include all additional costs; and

**WHEREAS**, presently, there are four Village churches who meet on Sundays in the clubhouses. When the Performing Arts Center reopens one additional church will resume

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meeting on Sundays.

Club	Location	Hours Reserved	Cost of Rental
Saddleback Church	CH5, Main Lounge	7:30 a.m. to 1 p.m.	\$141
Joyful Christian Church	CH1, Main Lounge	9:30 a.m. to 1:30 p.m.	\$47
Village Church	CH7, Main Lounge	8 a.m. to 2 p.m.	\$52
Center for Spiritual Living	Village Greens, Club Rooms 1, 2 and 3	10 a.m. to 1 p.m.	\$42

Full time and part time hourly staff who are scheduled to work on one of the designated VMS holidays receive holiday pay equal to 1.5 times base pay; and

**WHEREAS**, the Saddleback Church Club reservation is for five hours and 30 minutes. Setup and breakdown of the main lounge takes a total of four hours. The cost to staff Saddleback Church Club on January 1, 2023 is approximately \$412; total includes wage rate (plus holiday pay), burden rate and overhead rate. The labor (\$412) and room rental (\$141) total \$553;

**NOW THEREFORE BE IT RESOLVED**, December 6, 2022, the Board of Directors of this Corporation hereby adopts the all church exception to Clubhouse Holiday Hours for one service only on January 1, 2023, and to include all additional costs; and

**RESOLVED FURTHER**, that the officers and agents of this corporation are hereby authorized to carry out this resolution as written.

Director Milliman made a motion to approve Resolution 90-22-53. Director Dotson seconded.

Hearing no changes or objections, the motion was approved by unanimous consent.

**11b. Entertain a Motion to Approve Equestrian Center Operating Rules (NOVEMBER initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

Director Milliman read the following resolution:

**RESOLUTION 90-22-54**

**Equestrian Center Operating Rules**

**WHEREAS**, the Board has set polices and operating rules for usage of GRF facilities; and

**WHEREAS**, the Recreation and Special Events Department oversees the use of facilities;

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**WHEREAS**, the Department is responsible for ensuring that safety and compliance procedures are followed, protect facilities and enforce policy and operating rules;

**WHEREAS**, the proposed amendments improve the understandability of the policies and procedures and facilitates implementation by staff; and

**WHEREAS**, on October 13, 2022, the Community Activities Committee approved the amended Equestrian Center operating rules as presented; and

**WHEREAS**, that this resolution supersedes and cancels resolution 90-16-43, adopted September 6, 2016;

**NOW THEREFORE BE IT RESOLVED**, that on December 6, 2022, the Board of Directors of this Corporation hereby adopts the amended Equestrian Center operating rules as presented and attached to the official minutes; and

**RESOLVED FURTHER**, that the officers and agents of this corporation are hereby authorized to carry out this resolution as written.

Director Milliman made a motion to approve Resolution 90-22-54. Director Dotson seconded.

Hearing no changes or objections, the motion was approved by unanimous consent.

**11c. Entertain a Motion to Approve Equestrian Center Horse Boarding Agreement (November initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

Director Milliman read the following resolution:

**RESOLUTION 90-22-55**

**Equestrian Center Horse Boarding Agreement**

**WHEREAS**, the Recreation and Special Events Department manages the Equestrian Center's daily operation; the department's responsibilities include, but are not limited to, managing the resident boarding and riding programs, outdoor social events, horse trailer storage, horse feeding, trails and facility maintenance; and

**WHEREAS**, boarders are required to sign a release, waiver of liability and indemnity agreement and complete required forms for transportation, emergency treatment, rider and helper authorization and acknowledge and agree to the GRF Equestrian Center Operating Rules. Additionally, all boarders must meet insurance requirements and provide proof; and

**WHEREAS**, A boarding agreement is crucial for both the boarding stable and the horse owner; it sets responsibilities and governs potential liability issues and any emergencies

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that could arise; and

**WHEREAS**, legal counsel advised GRF to develop a boarding agreement to limit liability; noting either party should be able to terminate the agreement without cause on a certain number of days' notice. Further, the agreement should allow GRF to terminate the lease agreement with cause under certain circumstances geared towards protecting the health and safety of the horses, people, and the facility. Termination should also be allowed for nonpayment; and

**WHEREAS**, recommendations were received from staff and committee members to ensure safety and compliance. The presented boarding agreement addresses horse injury and death, boarder injury and death, personal property damage and loss, third- party lawsuits, termination, abandonment and unpaid fees. GRF legal counsel has reviewed and approved the Horse Boarding Agreement; and

**WHEREAS**, on October 13, 2022, the Community Activities Committee approved the Equestrian Center Horse Boarding Agreement as presented;

**NOW THEREFORE BE IT RESOLVED**, that on December 6, 2022, the Board of Directors of this Corporation hereby adopts the Equestrian Center Horse Boarding Agreement as presented and attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that the officers and agents of this corporation are hereby authorized to carry out this resolution as written.

Director Milliman made a motion to approve Resolution 90-22-55. Director Dotson seconded.

Hearing no changes or objections, the motion was approved by unanimous consent.

**11d. Entertain a Motion to Approve Workers Comp Collateral Requirement (November initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

Director Milliman read the following resolution:

**RESOLUTION 90-22-56**

**Workers Comp. Collateral Requirement**

**WHEREAS**, the Golden Rain Foundation maintains a letter of credit with Bank of America in an amount sufficient to meet collateral requirements for the workers compensation insurance policy; and

**WHEREAS**, Safety National, the workers compensation insurance provider, requires an increase in the letter of credit by \$275,000 to meet collateral requirements for renewal of the workers compensation policy.

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**NOW THEREFORE BE IT RESOLVED**, that on December 6, 2022, the Board authorizes an increase in the letter of credit with Bank of America from \$2,050,000 to \$2,325,000.

**RESOLVED FURTHER**, that the officers and agents of this corporation are hereby authorized on behalf

Director Milliman made a motion to approve Resolution 90-22-56. Director Dotson seconded.

Hearing no changes or objections, the motion was approved by unanimous consent.

**11e. Entertain a Motion to Approve Garden Center Fees (November initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

**Steve Hormuth, Finance Director, gave a brief summary on Garden Center Fees.**

Director Milliman read the following resolution:

**RESOLUTION 90-22-57**

**Garden Center Rental Fees**

**WHEREAS**, resolutions 90-12-132, 90-18-03, 90-12-12 and 90-16-18 established guidelines for shared costs and fees; certain fees can be imposed upon users of various recreational facilities to control crowding, mitigate over-usage, and recover operating costs; and

**WHEREAS**, the Garden Center fees administered by the Golden Rain Foundation of Laguna Woods Board of Directors adhere to the Shared Cost Guidelines established in Resolution 90-12-132, whereby certain fees can be imposed upon users of various recreation facilities in order to control crowding and minimize over- usage, and to recover operating costs; and

**WHEREAS**, in accordance with the fee review process established in August 2022, fees with annual revenues of less than \$100K will be reviewed once every five years. Staff will then propose fee changes (increase/decrease) to ensure the shared costs stay within a set percentage; and

**WHEREAS**, staff recommends the percent of Garden Center expenses to be funded by fees shall equal approximately 27% while the percentage of costs to be shared by all residents shall equal approximately 73%; and

**WHEREAS**, the proposed 2023 revenues of \$77,233 include Garden and Tree Plot Rental Revenue of \$76,752 and Shade Area Bench Rental Revenue of \$481. The proposed Garden Center Fees are listed in the table below:

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**Proposed Schedule of Garden Center Rental Fees**

<b>Plot Type</b>	<b>2022 Annual Fee Current</b>	<b>2023 Annual Fee Proposed</b>	<b>Change</b>
Garden Plots	\$57.00	\$72.00	\$15.00
Tree Plots	\$57.00	\$72.00	\$15.00
Shade Area Bench	\$11.00	\$13.00	\$2.00

; and

**WHEREAS**, at the September 8, 2022, CAC meeting, the committee recommended the proposed staff recommendation of the proposed Schedule of Garden Center Rental Fees with an effective date of January 1, 2023; and

**WHEREAS**, at the October 19, 2022, Finance Committee meeting, the committee affirmed the CAC recommendation of the proposed Schedule of Garden Center Rental Fees with an effective date of January 1, 2023;

**NOW THEREFORE BE IT RESOLVED**, that on December 6, 2022, the Board of Directors of this Corporation hereby adopts the proposed Schedule of Garden Center Rental Fees with an effective date of January 1, 2023; and

**RESOLVED FURTHER**, that the officers and agents of this corporation are hereby authorized to carry out this resolution as written.

Director Milliman made a motion to approve Resolution 90-22-57. Director Dotson seconded.

- Multiple member commented on the increase in Garden Center Rental Fees.

Hearing no changes or objections, the motion was approved by unanimous consent.

**11f. Update Committee Appointments**

Director Milliman read the following resolution:

**RESOLUTION 90-22-58**

**GRF Committee Appointments**

**RESOLVED**, December 6, 2022, that the following persons are hereby appointed and ratified to serve on the Committees of this Corporation:



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**Strategic Planning Committee**

Debbie Dotson, Chair (GRF)  
James Hopkins (GRF)  
Gan Mukhopadhyay, Alternate (GRF)  
Nathaniel Ira Lewis (Third)  
Mary Simon (United)  
Reza Bastani (United)  
Ryna Rothberg (Mutual 50)  
Advisor: Dick Rader

**Community Activities Committee**

Yvonne Horton, Chair (GRF)  
Elsie Addington (GRF)  
Joan Milliman, Alternate (GRF)  
~~Annie McCary (Third)~~  
Jules Zalon, Alternate (Third)  
Mark Laws (Third)  
Diane Casey (United)  
Pearl Lee (United)  
Ryna Rothberg, (Mutual 50)  
Advisors: Roland Boudreau, Ajit Gidwani

**Finance Committee**

James, Hopkins, Chair (GRF)  
Elsie Addington (GRF)  
Debbie Dotson, Alternate (GRF)  
Donna Rane-Szostak (Third)  
Mark Laws (Third)  
Azar Asgari (United)  
Thomas Tuning (United)  
~~Al Amado (Mutual 50)~~  
Sue Stephens, Alternate (Mutual 50)  
Advisor: Rosemarie diLorenzo

**Information Technology Advisory Committee (ITAC)**

James Hopkins, Chair (GRF)  
Bunny Carpenter (GRF)  
Deborah Dotson (GRF)  
Diane Casey (United)  
Thomas Tuning (United)  
Mark Laws (Third)  
Advisor: Sue Margolis

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### **Landscape Committee**

Juanita Skillman, Chair (GRF)

~~Reza Karimi (GRF)~~

Yvonne Horton, **Alternate** (GRF)

Diane Casey (United)

**Lenny Ross (United)**

Jules Zalon (Third)

Nathaniel Ira Lewis (Third)

**Annie McCary, Alternate (Third)**

Vacant (Mutual 50)

Advisor: Lynn Jarrett, **Catherine Brians**

### **Maintenance & Construction Committee**

Reza Karimi, **Alternate Chair** (GRF)

Gan Mukhopadhyay, **Co-Chair** (GRF)

Egon Garthoffner, **Chair-Alternate** (GRF)

James Cook (Third)

Ralph Engdahl (Third)

Cush Bhada, Alternate (Third)

Reza Bastani (United)

Mary Simon (United)

Sue Stephens (Mutual 50)

Advisors: ~~Steve Leonard~~, Bill Walsh, Carl Randazzo, Ajit Gidwani

### **Clubhouse Renovation Ad Hoc Committee**

Egon Garthoffner, Chair (GRF)

Gan Mukhopadhyay, **Co-Chair** (GRF)

Deborah Dotson (GRF)

Reza Karimi (GRF)

Cush Bhada, (Third)

Ralph Engdahl (Third)

Reza Bastani (United)

Mary Simon (United)

Advisors: Ajit Gidwani, Carl Randazzo, Bill Walsh

### **Media and Communications**

Joan Milliman, Chair (GRF)

~~Juanita Skillman (GRF)~~

**Elsie Addington (GRF)**

Deborah Dotson, Alternate (GRF)

**Annie McCary (Third)**

James Cook (Third)

Cris Prince, Alternate (Third)

Anthony Liberatore (United)

Maggie Blackwell (United)

Ryna Rothberg, (Mutual 50)

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Advisors: Carmen Pacella, Tom Nash, Lucy Parker, Theresa Frost, Lynn Jarrett, **Catherine Brians**

**Website Ad Hoc Committee**

Joan Milliman, Chair (GRF)  
Debbie Dotson (GRF)  
**Elsie Addington, Alternate (GRF)**  
Anthony Liberatore (United)  
Azar Asgari (United)  
**Annie McCary (Third)**  
Mark Laws, Alternate (Third)  
Advisors: Lucy Parker, Diane Phelps, Lynn Jarrett

**Broadband Ad Hoc Committee**

Joan Milliman, Chair (GRF)  
Jim Hopkins (GRF)  
Debbie Dotson (GRF)  
Cris Prince (Third)  
Jim Cook (Third)  
Diane Casey (United)  
Maggie Blackwell (United)  
Margaret Bennett (Mutual 50)

**Mobility & Vehicles Committee**

Don Tibbetts, Chair (GRF)  
Egon Garthoffner (GRF)  
Elsie Addington, Alternate (GRF)  
James Cook, Alternate (Third)  
Cush Bhada (Third)  
Azar Asgari (United)  
Vacant (United)  
Margaret Bennett (Mutual 50)  
Sue Stephens, Alternate (Mutual 50)  
Advisor: Vashi Williams

**Security and Community Access**

Don Tibbetts, Chair (GRF)  
**Juanita Skillman (GRF)**

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~~Reza Karimi (GRF)~~

Annie McCary (Third)

Cris Prince (Third)

Donna Rane-Szostak, Alternate (Third)

Cash Achrekar (United)

Maggie Blackwell (United)

Sue Stephens (Mutual 50)

Margaret Bennett, Alternate (Mutual 50)

#### **OTHER COMMITTEES:**

##### **Disaster Preparedness Task Force**

Eric Nunez, Chair

Juanita Skillman (GRF)

Gan Mukhapadhyay (GRF)

James Cook (Third)

Donna Rane-Szostak, Alternate (Third)

Anthony Liberatore (United)

John Carter (Mutual 50)

Advisors: Tom Soule, Bruce Bonbright

##### **Laguna Woods Village Traffic Hearings**

(Chair will alternate between Boards)

Elsie Addington (GRF)

Deborah Dotson, Alternate (GRF)

Mark Laws, Alternate (Third)

Cash Achrekar, Alternate (United)

Pearl Lee (United)

Jules Zalon (Third)

Board Members by Rotation (Mutual 50)

##### **Purchasing Ad Hoc Committee**

Bunny Carpenter, Chair (GRF)

Jim Hopkins (GRF)

Mark Laws (Third)

Donna Rane-Szostak (Third)

Ralph Engdahl, (Third)

Thomas Tuning (United)

Lenny Ross (United)

Advisor: Carl Randazzo

##### **Select Audit Task Force**

James Hopkins (GRF)

Diane Phelps (GRF)

Cynthia Rupert (United)

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Peggy Moore (Third)

**Insurance Ad Hoc Committee**

Bunny Carpenter, Chair (GRF)  
Anthony Liberatore (United)  
Lenny Ross (United)  
Cris Prince (Third)  
Mark Laws (Third)  
Jim Cook (Third)  
Yvonne Horton (GRF)  
Reza Karimi (GRF)  
Juanita Skillman (GRF)  
Advisors: Bob Laux

**Compliance Ad Hoc Committee**

Bunny Carpenter, Chair (GRF)  
Maggie Blackwell (United)  
Pearl Lee (United)  
Mark Laws (Third)  
**Annie McCary (Third)**  
Joan Milliman (GRF)  
Juanita Skillman (GRF)  
Reza Karimi (GRF)

**Correspondent – Elsie Addington (GRF)**  
**El Toro Water District – Juanita Skillman (GRF)**

**RESOLVED FURTHER**, that Resolution 90-22-50 adopted November 1, 2022, is hereby superseded and cancelled; and

**RESOLVED FURTHER**; that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

Director Milliman made a motion to approve the Resolution 90-22-58 Director Dotson seconded the motion.

Hearing no changes or objections, the motion was approved unanimously as amended.

**THIS ITEM WAS REMOVED DURING APPROVAL OF AGENDA  
11g. Solar Update (Oral Discussion)**

Bart Mejia, Maintenance and Construction Assistant Director, provided an update to the Board regarding Solar.

Discussion ensued among the board.

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**11h. Entertain a Motion to Approve Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy and Formation of Joint Hearing Body (December initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

Director Milliman read the following resolution:

**RESOLUTION 90-23-XX**

**Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Charter of the Joint Hearing Body Committee**

**WHEREAS**, the Board of Directors of United Laguna Woods Mutual (“United”) and Golden Rain Foundation (“GRF”) require a clear and consistent policy to address claims of harassment, abuse and intimidation by directors to staff of Village Management Services, Inc., fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents to staff of VMS, directors and other residents; and

**WHEREAS**, this Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy (“Policy”) is intended to provide guidance relative to such behavior and issue a mechanism for addressing same by the Anti-Harassment, Anti-Abuse and Anti- Intimidation Joint Hearing Body Committee; and

**WHEREAS**, this Policy is being adopted by the Board of Directors of GRF and United in the exercise of their respective duties to maintain, protect and enhance the value and desirability of Laguna Woods Village and the interests of all of its members.

**NOW THEREFORE BE IT RESOLVED**, January 3, 2023, that the Board of Directors of this Corporation hereby adopts the Anti-Harassment, Anti-Abuse and Anti- Intimidation Policy and Charter of the Joint Hearing Body Committee, as attached to the official minutes of this meeting; and

**RESOLVE FURTHER**, that Resolution 90-22-39, adopted September 6, 2022 is hereby suspended and cancelled; and

**RESOLVED FURTHER**; that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

Director Milliman made a motion to approve the Resolution for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Skillman seconded the motion.

Discussion ensued among the board.

There being no objections, the motion was approved unanimously. (December Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360).

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## 12. New Business

**THIS ITEM WAS CHANGED TO 12B DURING APPROVAL OF THE AGENDA**

### **12b. Entertain a Motion to Approve 2023 Aquadettes Billing (December initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

Director Milliman read the following resolution:

#### **RESOLUTION 90-22-XX** **2023 Aquadettes Billing**

**WHEREAS**, the Aquadettes are a community club who offer an annual Aqua Follies Water Show (synchronized swimming) at Pool 1. The show takes place over the course of three days in the summer months. The Aquadettes have been performing for Village residents for more than 55 years; and

**WHEREAS**, due to the nature of the show, alternative accommodations are needed to host an event at Pool 1, including but not limited to rental chairs for audience seating are setup around the perimeter of the pool and lifeguard services during rehearsals and shows; and

**WHEREAS**, on June 29, 2017 the Aquadettes received approval for the fixed dollar amount of \$1,250 for services rendered; and

**WHEREAS**, On December 9, 2021 Community Activities Committee reviewed the fixed dollar amount and advised staff to proceed with the 2022 show at the same cost due to prior shows being canceled during Covid; and

**WHEREAS**, the cost to support the 2022 show was \$5,135. GRF waived \$3,885 in event expenses. Staff estimates a total cost of \$5,181 for 2023 services and equipment rentals; an increase of approximately \$46; and

**WHEREAS**, the 2023 Business Plan does not include an allocation for the Aqua Follies show in 2023: and

**WHEREAS**, on November 19, 2022 Community Activities Committee recommended increasing the fixed dollar amount by \$1000, totaling \$2,250 for services rendered;

**NOW THEREFORE BE IT RESOLVED**, January 3, 2023 the Board of Directors of this Corporation hereby adopts the proposed increase of the fixed dollar amount by \$1000, totaling \$2,250 for services rendered; and

**RESOLVED FURTHER**, that the officers and agents of this corporation are hereby authorized to carry out this resolution as written.

Director Milliman made a motion to approve the Resolution for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Horton seconded the motion.

Director Skillman made a motion to amend the motion and change Community Activities

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Committee recommended increasing the fixed dollar amount by \$2000, totaling \$1,250 for services rendered. There was no second and the motion to amend failed.

Discussion ensued among the board.

There being no objections, the motion was approved unanimously. (December Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360).

**12c. Entertain a Motion to Approve Changes to West Coast Internet (WCI) Rates (December initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

Eileen Paulin, Marketing and Communications Director, discussed Changes to West Coast Internet (WCI) Rates.

Director Milliman read the following resolution:

**RESOLUTION 90-22-XX**

**Internet Speed Service Level Improvements and Rate Adjustment**

**WHEREAS**, demand for higher levels of internet speed in the Village has grown 21.75% from October 2021 to October 2022; during same period, subscribers to the lowest tier of service fell 6.73%; and

**WHEREAS**, this demand for higher levels of internet speed and bandwidth the Village is attributable to residents use of an increasing number of Wi-Fi-enabled devices (smart TVs, smart speakers, smartphones, tablets, laptops, watches, medical devices, video doorbells, security systems, etc.), as well as content streaming services such as Netflix and Hulu; and

**WHEREAS**, recognizing this need to supply faster tiers of speed, the GRF board is working with its contracted vendor, West Coast Internet (WCI), to increase internet speeds and adjust internet rates for the first time since 2014; and

**WHEREAS**, on November 21, 2022, the GRF Media and Communications Committee reviewed and recommends the board of directors adopt the improved internet speed level tiers of service and an adjustment of monthly rates;

**NOW THEREFORE BE IT RESOLVED**, January 3, 2023, that the Board of Directors of this Corporation approve the following internet speed level tiers and rates effective February 1, 2023:

Increase \$	New Rate	Old Rate	Old Speeds	New Speeds
\$3.00	\$26.50	\$23.50	15/3 Mbps	30/5 Mbps



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\$8.00	<b>\$36.50</b>	\$28.50	30/3 Mbps	<b>65/5 Mbps</b>
\$6.50	<b>\$45.00</b>	\$38.50	50/5 Mbps	<b>125/15 Mbps</b>
\$7.75	<b>\$56.50</b>	\$48.75	100/10 Mbps	<b>250/20 Mbps</b>
New	<b>\$75.00</b>	New		<b>500/15 Mbps</b>

*Residents currently subscribed to the 15/3 Mbps level will be moved to 30/5 Mbps; however, this level of service will no longer be offered to new subscribers.  
 Residents subscribing to the new 500/15 MBPS will require a DOCSIS 3.1 modem. Residents will receive levels of service with no data cap.*

**RESOLVED FURTHER;** that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

Director Milliman made a motion to approve the Resolution for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Dotson seconded the motion.

Discussion ensued among the board.

There being no objections, the motion was approved unanimously. (December Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360).

**12d. Entertain a Motion to Authorize Staff to Issue a Request for Proposal (RFP) for Building E Space Utilization Study and Suspend the Procurement Process for Community Center Tenant Improvements**

Manuel Gomez, Maintenance and Construction Director, provided an overview of the Request for Proposal (RFP) for Building E Space Utilization Study and Suspend the Procurement Process for Community Center Tenant Improvements.

Discussion ensued among the board.

Director Milliman made a motion to authorize staff to issue a Request for Proposal (RFP) for Building E Space Utilization Study and Suspend the Procurement Process for Community Center Tenant Improvements. Director Karimi seconded.

Hearing no changes or objections, the motion passed by a vote of 9-1. Director Skillman opposed.

**THIS ITEM WAS MOVED TO 12A  
 12a. Pickleball Club Presentation – (Oral Discussion)**

Joan Brown, Chair of the Pickleball Club, provided a presentation and update regarding the pickleball club.

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Discussion ensued among the board.

Gan Mukhopadhyay left the meeting at 10:55 a.m.

### **12e. Discussion of GRF Town Hall Meeting – (Oral Discussion)**

President Carpenter discussed the idea of conducting a Town Hall Meeting with the board.

Discussion ensued among the board.

Director Milliman made a motion to have Town Meetings twice a year and 6 months apart with the months to be determined. Director Dotson seconded.

Hearing no changes or objections, the motion was approved by a vote of 9-1. Director Horton opposed.

### **12f. Petition Calling a Special Meeting/Refund Request – (Oral Discussion)**

President Carpenter discussed the petition that called for a special meeting/refund request.

Discussion ensued among the board.

Director Hopkins discussed the issue at hand pertaining to the 2021 Operating Surplus and dispelled the false narrative that a resident was making.

### **13. The Board took a 5-minute break**

### **14. Committee Reports**

- a. Report of the Finance Committee/Financial Reports – Director Hopkins. The committee met on October 19, 2022; next meeting December 21, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) GRF Treasurer’s Report – Director Hopkins
  - (2) GRF Finance Committee Report
- b. Strategic Planning Committee—Director Dotson. The committee met on October 3 2022; next meeting TBA.
- c. Report of the Community Activity Committee – Director Horton. The committee met on November 10, 2022; next meeting December 8, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the Landscape Committee – Director Skillman. The committee met on September 14, 2022; next meeting December 14, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- e. Report of the Maintenance & Construction Committee – Director Garthoffner. The committee met on October 12, 2022; next meeting December 14, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.

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- (1) Report of the Clubhouse Renovation Ad Hoc Committee – Director Garthoffner. The Committee met on June 24, 2022; next meeting TBA.
- f. Report of the Media and Communications Committee—Director Milliman. The committee met on November 21, 2022; next meeting December 19, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Website Ad-Hoc Committee – Director Milliman. The committee met on September 14, 2022; Next meeting TBA
  - (2) Broadband Ad Hoc – Director Milliman. The committee met on November 29, 2022; next meeting TBA.
- g. Report of the Mobility & Vehicles Committee – Director Tibbetts. The Committee met on October 5, 2022; next meeting December 7, 2022, at 1:30 p.m. in the Board Room.
- h. Report of the Security & Community Access Committee – Director Tibbetts. The Committee met on October 31, 2022; next meeting December 26, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Report of the Laguna Woods Village Traffic Hearings – Director Addington. The Traffic Hearings were held on November 16, 2022; next hearings on December 21, 2022, at 9:00 a.m. as a virtual meeting.
  - (2) Compliance Ad Hoc Committee – President Carpenter. The committee met on October 19, 2022; next meeting TBA.
- i. Report of the Disaster Preparedness Task Force – Director Skillman. The Task Force met on November 29, 2022; next meeting January 31, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
- j. Information Technology Advisory Committee – Director Hopkins. The Committee met on October 28, 2022; next meeting December 9, 2022 as a virtual meeting.
- k. ~~Insurance Ad-Hoc Committee—Director Carpenter. The Committee met on July 25, 2022; next meeting TBA.~~ It has been requested to remove Insurance Ad-Hoc Committee off of committee assignments
- l. Purchasing Ad-Hoc Committee – Director Carpenter. The Committee last met on April 7, 2022; next meeting TBA.

**15. Future Agenda Items** - *All matters listed under Future Agenda Items are Resolutions on 28-day public review or items for a future Board Meetings. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*

- 2023 Aquadettes Billing
- Changes to West Coast Internet (WCI) Rates
- Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy and Formation of Joint Hearing Body

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## 16. Director's Comments

- Multiple Directors commented on the volunteer luncheon.
- Director Addington thanked Third Mutual for the cocktail party after the All Boards Training
- Director Hopkins said this was a good meeting.
- Director Dotson commented on the pickleball proposal and also discussed misinformation given out from some residents who spread rumors.
- President Carpenter commented that the meeting went smoothly today.
- Director Milliman commented on looking forward to changes on the website.
- Director Mukhopadhyay commented on investments.

**17. Recess 12:51 p.m.** - *At this time, the Meeting recessed for lunch and reconvened to Executive Session to discuss the following matters per California Civil Code §4935: Member Disciplinary Matters; Personnel Matters; Contractual Matters; and Litigation Matters.*

## Closed Session Agenda

*VMS Board Update*

*Approve the Agenda*

*Approve the Minutes of:*

*(a) November 1, 2022 – Regular Closed Session*

*Discuss and Consider Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss Legal/Legislation Matters*

*Discuss Member Disciplinary Matters*

## 18. Adjournment

The meeting was adjourned at 4:29 p.m.

DocuSigned by:

*Joan Milliman*

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Joan Milliman, Secretary of the Board  
Golden Rain Foundation



## **EQUESTRIAN CENTER OPERATING RULES**

The Laguna Woods Village Equestrian Center (Equestrian Center) is a private facility for Laguna Woods Village residents and their guests. Residents must show their ID card when visiting the facility.

The Equestrian Center offers a boarding program, a riding program that includes guided lessons and trail rides, an outdoor brick BBQ and a small kitchen for outdoor social events, and horse trailer storage for current boarders. All fees for boarding, riding and social events are set by the Golden Rain Foundation of Laguna Woods (GRF).

Everyone using the facility must follow these operating rules at all times. The Recreation and Special Events Department sets rules and procedures for the protection of residents, guests, staff and horses, and reserves the right to review and adjust these operating rules to accommodate community needs. These Equestrian Center operating rules supersede and replace all prior Equestrian Center operating rules and understandings, oral or written.

### **GENERAL FACILITY RULES**

1. All who enter the facility must sign in.
2. Business hours are Wednesday through Sunday from 9 a.m. to 3 p.m., except holidays.
3. Outside of business hours, access is restricted to staff, boarders and their guests, and authorized volunteers. No one may enter from 10 p.m. to 6:30 a.m. unless there is a horse emergency. In this instance, Security Services staff and the Equestrian Center supervisor must be notified.
4. Respect all staff, residents, boarders, guests and their property. Disrespect will not be tolerated.
5. All facility guests are encouraged to attend staff- and volunteer-guided tours Wednesday through Sunday. Visit the Equestrian Center webpage for current tour times.
6. Visitors may visit the office from 10 a.m. to 1 p.m. to request to view the GRF courtyard and arenas. Staff will provide a quick tour if possible. For a more detailed view of the facility, visitors will be asked to return for a scheduled tour time.
7. No unsupervised visits are allowed at the Equestrian Center for safety reasons. No petting of horses or feeding of horses is allowed by visitors at any time unless staff or the owner of a horse permits.
8. Everyone who rides/handles horses at the Equestrian Center is required to have an equestrian waiver on file, which will be verified/renewed annually.
9. Residents must accompany and register their guests at the Equestrian Center and will be required to show their ID card. In addition, the Equestrian Center supervisor must provide each guest with authorization to use the facility.
10. Guests must be at least 10 years of age in order to ride a horse.
11. Minors must have a waiver and a medical release signed by a parent or guardian and are required to wear boots and helmets while riding. Minors must be under adult supervision at all times while on the property.
12. Smoking is strictly prohibited anywhere on the property.
13. Feeding of horses is strictly prohibited unless the owner gives explicit permission.
14. Bare feet, flip flops, sandals and inappropriate clothing are prohibited.

15. Leashed dogs are allowed on the trails. Only boarders may bring leashed dogs on the property. Dogs deemed a nuisance must immediately leave the property upon request.
16. Label all tack, equipment and supplies that will be stored on the property. GRF is not responsible for the theft, loss, damage or disappearance of any tack or equipment or other property stored at the facility. Owners store all items at their own risk.
17. Immediately report all incidents to the Equestrian Center supervisor and/or the Equestrian Center assistant. If the Equestrian Center supervisor or assistant are unavailable, immediately notify Security Services personnel.
18. In case of an emergency that involves evacuation of the Equestrian Center, all horses will be moved to the OC Fair & Event Center per Orange County Fire Control, or any other location as designated by Orange County Fire Control. The Equestrian Center serves as an evacuation center for horses in danger due to fire (i.e., Trabuco, Silverado and Majeska canyons); Equestrian Center supervisor approval required.
19. Violations of these Equestrian Center operating rules or any other GRF rules are subject to disciplinary action by the board.

### **BOARDING PROGRAM RULES**

1. Residents with a valid Laguna Woods Village ID card may lease a 12-by-12-foot box stall for their owned/leased horse and must be actively involved in the care of their horse.
  - a. Laguna Woods Village residents may sponsor a nonresident boarder to lease a 12-by-12-foot box stall for their owned/leased horse. Nonresident boarders must be actively involved in the care of their horse.
  - b. Residents are responsible for their sponsored nonresident boarders' billing, unpaid feed and/or any damage caused by the sponsored nonresident boarder or the boarder's horse, or violations of this policy.
2. All boarders must follow all Equestrian Center operating rules and are responsible for ensuring their guests follow all rules.
  - a. Nonresident boarders may not invite guests to the facility without the presence of their sponsoring resident.
3. Boarding fees include the stall, one stall cleaning daily, two feedings daily, use of day turnouts on a rotation schedule, three bags of shavings per week and one tamping service per year, per stall. Stalls are chosen based on seniority.
4. All boarders must sign a Horse Boarding Agreement providing information about their horse, their choice of veterinarian and farrier, the desired feed for their horse, a list of contacts authorized to handle their horse and proof of liability insurance, with GRF and Village Management Services Inc. listed as additional insured. All paperwork must be complete and on file in the Equestrian Center office. Paperwork must be renewed annually or any time the owner exchanges their horse. Any horse exchanges must be approved by the Equestrian Center supervisor.
5. Each resident boarder is entitled to two stalls. If one stall is vacated for any reason (death, sale of horse, etc.) and there is a waiting list, the stall becomes available to the next person waitlisted. If there is no waitlist, the boarder may pay a dry-stall fee for up to 90 days, at which time the stall must be filled or relinquished.
6. Nonresident boarders will be entitled to one stall only and will not be asked to vacate if there is a waitlist.

7. If there is a waitlist and a stall becomes available, the first individual on the list will be contacted. If that individual accepts the stall but does not have a horse, a nonrefundable dry-stall fee will be charged, at which time the stall must be filled or relinquished. If a resident is not ready when contacted, they will be placed at the end of the waitlist.
  - a. When there is a waitlist, resident boarders take priority over nonresident sponsored boarders.
8. Only boarders may rent trailer space at the Equestrian Center.
9. Trailering may be scheduled with the Equestrian Center office for local transport during business hours when available. Nonemergency transport must be scheduled at least 48 hours in advance.
10. Emergency transport to the veterinarian will be provided when qualified staff are available from 7 a.m. to 7 p.m. The Equestrian Center supervisor will determine whether a horse is safe for staff to transport. No horses at risk of going down in the trailer during transport will be hauled by Equestrian Center staff.
11. Owners will load their own horses for transport or may ask for staff assistance only if owners are physically incapable of doing so. Horses showing dangerous behaviors will not be transported by Equestrian Center or VMS staff and will be referred to a local professional hauling company. Staff has a right to refuse hauling for any horse they believe will be dangerous to haul. Staff will provide to boarders a current list of local haulers and horse ambulances when they are not able to transport a horse. Horse owners or those leasing a horse being transported by the Equestrian Center will be responsible for any damage to the trailer caused by their horse.
12. Only the Equestrian Center supervisor may provide facility keys to boarders and their agents.
13. The Equestrian Center supervisor must be present when a new horse arrives and has the authority to refuse any horse for boarding that may be dangerous to the facility and other participants. Stallions are never allowed and very young horses must be assessed ahead of time by the Equestrian Center supervisor.
14. All new horses are subject to a quarantine up to seven days. Horses without vaccines or from out of state may be subject to quarantine up to two weeks. Yearly vaccines are mandatory for all boarded horses. Horses must be dewormed twice yearly unless a veterinarian recommends otherwise.
  - a. Local horses with vaccines up to date will be in quarantine for three days.
  - b. California horses or local horses without current vaccines will be in quarantine for five days.
  - c. Horses from out of state with current Coggins and health certificates with current vaccine records provided will be quarantined for seven days.
  - d. Horses from out of state without current vaccines from areas with reported communicable disease or from rescue/auction situations will be quarantined for two weeks.
15. Nonresident boarders are not entitled to remain if their sponsor is no longer a resident of Laguna Woods Village. Nonresident boarders must vacate the facility by the move date of their sponsor. If a new sponsor is to be added, they must apply to the supervisor for permission to continue tenancy. The supervisor will review on a case-by-case basis. Continued permission to remain on the facility is not guaranteed.
16. Boarders are responsible for arranging veterinary and farrier services as needed and agree to be directly billed for all services. All veterinary and farrier work must be done in designated areas.
17. In the event of a medical emergency involving a boarded horse where staff has made all reasonable attempts to contact the boarder, the owner/lessee agrees that the Equestrian

Center supervisor will use his/her best professional judgment as to the veterinarian services required in administering care to the horse; owner/lessee agrees to be billed directly by the veterinarian for services rendered.

18. A washer and dryer are available for cleaning blankets, pads and towels. Boarders must provide their own HE-approved soap and remain on the property until washing and drying cycles are complete. Remove items immediately so others may use the washer and dryer.
19. During hot weather, boarders may use battery-operated fans only in stall windows. Fans cannot be permanently secured and must be used according to manufacturer directions, per the fire department.
20. Boarders are welcome to participate in staff-guided lessons and trails with their horse.

#### **STABLE YARD RULES**

1. Horses must be tied at designated areas where they cannot injure another horse or damage someone's property. Horses must never be left unattended.
2. Never touch or feed a horse other than your own (including GRF horses) without the owner's permission.
3. All horses must be kept to a walk in the stable yard unless under direction of staff. The only exception is for injury assessment when the area is clear. In this instance, horses may trot or canter on a lead line.
4. Loose horses are never allowed anywhere in the stable area.
5. When staff is mounting riders in the courtyard, other riders must wait out of the way or use mounting blocks in other areas.
6. There is a 20-minute limit on the hot walker when others are waiting.
7. Riding double is prohibited at all times.
8. There is no feeding in the turnouts.
9. Horses must be washed in the wash rack. There is a 15-minute limit when others are waiting; always keep water conservation efforts in mind.
10. Everyone must clean up after their horse in the wash rack, at the rail, in the grooming stall, in the hot walker, in the arenas and in the turnouts. Bridles, buckets or other items must be cleaned in the utility sink—not the bathroom sinks.
11. Horses must be under control of their rider or handler at all times. The Equestrian Center supervisor or the Recreation and Special Events Department has the authority to determine when a situation is unsafe.
12. Farriers must use one of three designated areas on the property and must clean up all clippings and nails.
13. Exterior gates must be secured at all times by a padlock and chain.

#### **ARENA RULES**

1. Use is prioritized as follows: 1.) Lessons, 2.) riding, 3.) lunging and 4.) loose horses/turnout. When both arenas are busy, the small arena must be shared by rotation every 15 minutes. Never leave horses unattended in either arena.
2. Lessons take priority in both arenas. Owners must ask for permission to enter/exit and/or to canter when lessons are taking place.
3. Loose horses may be turned out for up to 20 minutes if no one is using the arena. They must immediately be removed if someone wishes to ride or lunge their horse.
4. Only three horses can be turned out at a time.
5. Gates must always be secured with the chains when horses are loose/turned out.



6. Riders should be polite and considerate and try not to interfere with other riders by following these guidelines:
  - a. Pass on the inside when travelling in the same direction.
  - b. Pass left shoulder to left shoulder when travelling opposite.
7. Riders must follow staff instructions when a lesson is in progress.
8. If problems occur, stop all horses immediately.
9. If riders are present and you wish to lunge a horse, ask for permission and stay in your own space.
10. No lunging is allowed in the dressage arena.
11. If lesson equipment is moved, it must be put back in place.
12. Appropriate gaits are walk, trot, and canter.

#### **TRAIL RULES**

1. Guided trails with staff are walking only. Riders should pay attention to their horse and the surrounding area, maintain appropriate spacing between horses, pass oncoming horses left shoulder to left shoulder and follow all staff instructions.
2. All horses should be kept to a walk when going up and down hills or through tunnels and also when other horses are in the area. Private horses may trot or canter only when the area is clear.
3. The bridle trail gate must be locked upon entry and exit. Riders must stay on the path and not on the grass. In addition, after 2 p.m. and when the Equestrian Center is closed, the rider is responsible for picking up the horse's droppings. Riders are always required to pick up droppings on the creek side.

#### **TURNOUT RULES**

1. Twenty turnouts are provided for the use of boarders. Boarders must follow the rotation schedule and turnout rules posted by staff.
2. There is no riding in the turnouts or in narrow aisles between turnouts unless the turnouts are empty.
3. Feeding is prohibited in turnouts except under special circumstances with staff approval.

#### **FEED RULES**

1. Feed cost is not included in the boarding fee; prices may fluctuate per current market prices.
2. Staff sets feed and feeds two times daily unless the owner is feeding something other than the feed provided. In this instance, the owner is responsible for setting the feed; staff will place it in the stall. Lunch is fed for an additional charge. All supplements are the responsibility of the owner unless paying for this optional service.
3. A flake of hay is an approximation. Staff will make their best attempt to be consistent and to accommodate requests for slightly more or less depending on the needs of their horse. Amounts may fluctuate slightly daily.
4. Boarders may get loose hay from the ground at any time to give to their horse.
5. For horses with specific medical needs that require precise feedings, owners may be responsible for preparing the feed.
6. Supplemental feed must be kept in designated areas and/or in rodent-proof, approved containers to help with rodent problems.

#### **TACK ROOMS RULES**

1. Boarders are allotted space in one of six common tack rooms and must contain their tack and supplies to their own space.

2. Boarders must keep their area clean and also help keep the tack room clean.
3. Horses are not allowed in the tack rooms.
4. Any feed (horse only) must be stored properly in an approved airtight container; all preparation should be done at the sink or tables outside.
5. Lock the tack room when you leave and after you have confirmed that other occupants are not in the immediate area. Do not leave keys in the tack room; secure the door in the open position when you are inside.

#### **RIDING PROGRAM RULES**

1. All residents and guests must follow GRF policies and the Equestrian Center operating rules at all times.
2. The riding program is for boarders and their own horses as well as residents and their guests who schedule lessons on a GRF horse. Reservations are required and can be scheduled by calling the Equestrian Center office.
3. The schedule is determined by the Equestrian Center supervisor and is based on demand, staff availability, weather and protecting the welfare of the horses.
4. Riders must meet weight and age requirements: 200 pounds maximum weight, 10 years old minimum age. Riders must be free of injury or illness that might compromise their safety or the safety of staff assisting them. Riders must also be able to mount and dismount using the mounting block with very minimal staff assistance.
5. Residents must accompany their guest(s) for the first visit to show their ID card and sign the waiver. Due to the nature of this activity, residents are not required to ride with their guests.
6. Staff will assess all riders to determine their ability to safely participate and may cancel or end a lesson/trail ride if the safety of the rider, horse or staff could be compromised.
7. All lesson clients are required to wear a helmet, boots, reach the stirrups, control the horse and follow instructions.
8. Before riding on the trail, riders must demonstrate, to staff's satisfaction, their ability to handle the horse at a walk and trot while guiding the horse on a course.
9. All lessons and trail rides will be with staff instructor or guide.
10. Riders must follow the directions of staff at all times.
11. Riders must wear long pants and riding boots or other staff approved footwear. Shorts and open-toed shoes are prohibited.
12. Only staff and staff-trained volunteers may handle and feed GRF horses.

#### **VOLUNTEER PROGRAM RULES**

1. Volunteers must be at least 12 years of age.
2. Volunteers who handle horses must have attended several grooming and tacking classes, and be able to demonstrate proficiency in several basic skills as well as confidence in handling the horses.
3. Once approved by the Equestrian Center supervisor, new volunteers will be mentored by staff and by other trained volunteers.
4. Volunteers may only handle the horses during business hours and under supervision by staff, and must remain in the GRF area under staff supervision unless otherwise directed by staff.