

A regular meeting of the Board of Directors of the Golden Rain Foundation of Walnut Creek will be held in Peacock Hall at Gateway Complex commencing at 9:00 a.m. on Thursday, September 27, 2018. The agenda for the meeting is listed below. It is sometimes necessary to add agenda items for consideration by the Board after the agenda has been prepared and distributed. These items will be described in the agenda available at the Board meeting. Regular meetings of the Board of Directors are open, and comments from residents are always welcome during the Residents' Forum.

## A G E N D A

### GOLDEN RAIN FOUNDATION OF WALNUT CREEK

#### REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, SEPTEMBER 27, 2018, AT 9:00 A.M.

1. MEETING CALLED TO ORDER: Robert D. Kelso, President
2. ROLL CALL: Kelso (D), Birdsall (I), Pyle (G), Neff (H), Adams (A), Anderson (C), Brown (B), Coenen (E), Roath (F), and O'Keefe, ex-officio member
3. APPROVAL OF MINUTES: Regular meeting of August 30, 2018 (Attachment) **Page 1**  
Joint meeting of September 12 and 13, 2018 **Page 8**  
(Attachment)
4. UPDATE FROM CINDY SILVA, WALNUT CREEK CITY COUNCIL MEMBER AND THE CITY'S LIAISON TO ROSSMOOR.
5. TREASURER'S REPORT (Attachment) **Page 10**
6. CHIEF EXECUTIVE OFFICER'S REPORT (Attachment) **Page 11**
7. RESIDENTS' FORUM
8. RESIDENT MEMBER COMMITTEE REPORTS
  - a. Aquatics Advisory – Brian K. Stack, Chairman (Attachment) **Page 15**
  - b. Audit – Dwight Walker, Chairman (Attachment) **Page 17**
  - c. Finance – F. William Dorband, Chairman

- d. Fitness – Catherine S. Herdering, Vice Chairman (Attachment) **Page 19**
- e. Golf Advisory – John McDonnell, Chairman (Attachment) **Page 22**

9. BOARD COMMITTEE REPORTS

- a. Planning – Leslie Birdsall, Chairman (Attachment) **Page 30**
  - 1) Consider extending the red curb on the southwest side of Tice Creek north of the new crosswalk north of Oakmont Drive by 20 feet. There is no cost for extending the red curb. (Attachment) **Page 32**

10. UNFINISHED BUSINESS

- a. Consider approving proposed revised Policy 304.1 Guest Usage Policy, as recommended by the Policy Committee. Deferred August 30, 2018. (Attachment) **Page 35**

11. NEW BUSINESS

- a. Matters related to the 2019 GRF Operations Budget:
  - 1) Consider approving the proposed 2019 GRF Operations Budget in the aggregate amount of \$22,692,957, a coupon amount of \$283.27 per manor, per month, including cable TV.
  - 2) Consider motions to amend the main motion to approve the proposed FY2019 GRF Operations Budget as presented by staff to incorporate: 1) the Finance Committee’s recommendations and 2) any other amendments that may be initiated by the Board.

Possible 2019  
Budget Impact

- i. New Programs and Program Augmentation (Tab 2)
  - 1. Consider a motion approving a Custodial Contract for Fitness Center + \$45,000
  - 2. Consider a motion approving a New Fitness Specialist at Fitness Center + \$53,000

ii. Defined Benefit Pension Plan (Tab 5)

3. Recommend 2019 contribution of \$707,250. \$\_\_\_\_\_ (No motion needed unless the amount is changed.)

iii. Trust Facility/Property Maintenance Projects and Purchase of Tangible Property (Tab 6)

1. Consider approving recommended projects totaling \$426,000. (No motion needed unless the amount is changed.) \$\_\_\_\_\_

iv. Department Budgets (Tab 8)

1. Consider a motion to approve recommendation for operating departments as presented except for decreases in health insurance expense of \$86,680. - \$86,680

- v. Consider budget reduction in Cable TV/Internet from amount previously projected. - \$176,401

- 3) Vote on motion as amended, to approve the proposed 2019 GRF Operations Budget.

- b. Consider one or two departments or amenities that the Board would like staff to conduct a service level review on in early 2019. (Attachment) **Page 48**

12. ANNOUNCEMENTS

- a. There will not be a mid-month regular meeting of the Board in October.
- b. The next end-of-the month regular meeting of the Board will be held on Thursday, October 25, 2018, at 9:00 a.m. in Peacock Hall at Gateway Complex.

13. EXECUTIVE SESSION

- a. If an executive session is necessary, it will be announced during the regular meeting. Executive session topics are restricted to legal, personnel, and third-party contract matters.

14. RECESS OR ADJOURNMENT

MINUTES

GOLDEN RAIN FOUNDATION OF WALNUT CREEK

REGULAR MEETING OF THE BOARD OF DIRECTORS  
THURSDAY, AUGUST 30, 2018, AT 9:00 A.M.

A regular meeting of the Board of Directors of the Golden Rain Foundation (GRF) of Walnut Creek was convened by the President, Robert D. Kelso, at 9:00 a.m. on Thursday, August 30, 2018, in the Board Room at Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: Present: Robert D. Kelso, Leslie Birdsall, Geraldine Pyle, Mary K. Neff, Sue DiMaggio Adams, Kenneth Anderson, Carl W. Brown, Stephen D. Roath, and Timothy O’Keefe, Chief Executive Officer (CEO), ex-officio member of the Board

Attendance

Excused: Barbara Coenen

There being no corrections, the minutes of the regular meeting of the Board held on July 26, 2018, were approved, as written, by unanimous consent.

Minutes Approved

Under Staff Acknowledgements, the CEO took the opportunity to acknowledge 4 staff members who made extraordinary contributions to the community in the past month. He then called David Crane, Building Maintenance Inspector, Tom Huber, Building Maintenance UT Rep Worker I, and Eddy Ibarra, Landscape Field Supervisor, to the podium and thanked them for saving lives and minimizing property damage during the recent fire on Saklan Indian Drive. He went on to acknowledge Martijn Lemmens, Trust Maintenance Manager, who could not be present for the meeting, for his creativity in creating a pre-filter detention basin to filter all of the runoff water at the MOD Corporate Yard and using existing staff rather than outsourcing the project, resulting in saving the GRF \$70,000.

Staff Acknowledgements

The President called on Cindy Silva, Walnut Creek City Council member and the City’s Liaison to Rossmoor, who gave an update on City and Council activities in Walnut Creek.

Update by City’s Liaison to Rossmoor

Mary Neff gave the Treasurer’s report for the period ending July 31, 2018. In addition, she encouraged residents to either attend or watch on Channel 28 the joint meeting of the GRB and the Finance Committee on September 12 and September 13 in the Diablo Room at Hillside Complex at which the proposed GRF Operations Budget for 2019 will be discussed. She noted that the proposed Budget will be on the Rossmoor website on September 5.

Treasurer’s Report

The CEO reviewed his written report dated August 22, 2018.

CEO’s Rpt.

During the Residents’ Forum, Daryl Svobada, speaking on behalf of the Happy Hoofers and the Hot Flashers, collectively known as the Rossmoor Rhythm Revue

Residents’ Forum

Club, noted that they have expressed their concerns over the past several months about the impact that a Fitness Center guest fee policy may have on the viability of their Clubs and their ability to meet their missions and goals. She then said that they support the proposed revisions to Policy 304.1, Guest Usage Policy, and mentioned a few key points with respect to the proposed revised Policy.

Tap dancer Kerin Baker spoke in support of the proposed revisions to Policy 304.1, Guest Usage Policy, and said she will be so disappointed if it is not approved.

Bobbie Ausubel and then Karen Perkins expressed their concerns regarding the use of Roundup in Rossmoor. Ms. Perkins also asked several questions regarding the recent article in the Rossmoor News about Rossmoor's landscaping policies.

Steve Adza talked about weed abatement and the claim that Rossmoor meets or exceeds the Country Fire District weed abatement requirements, saying he does not agree with that.

Janice Hoffman presented the Board with a petition (on file with the minutes) signed by 50 residents requesting that the Board return family swim at Hillside Pool to the shared use policy that existed for years prior to this summer. Specifically, 2 lanes are reserved for use by Rossmoor residents and their adult guests, while the other two-thirds of the pool is configured for family swim. She then elaborated on the request.

Warren Cohen spoke in support of the request that the Board return family swim at Hillside Pool to the shared use policy that existed for years prior to this summer, reiterating what the previous speaker said.

Erin Cox, a former firefighter, talked about fire safety and related issues, noting that CALFIRE has extended the fire season until November 15<sup>th</sup>. He then commended Rebecca Pollon, Dennis Bell, and Tim O'Keefe for their efforts with respect to fire safety in Rossmoor.

Margaret De Graca, speaking on behalf of John Nutley, asked some questions John had regarding the proposed pilot program for an on-demand robotic delivery service in Rossmoor, which is on the agenda for consideration of approval later in the meeting.

Brian Stack, Chairman, Aquatics Advisory Committee, said the written report of the Committee's August meeting was accurate and complete and that he would be happy to answer any questions. Discussion ensued regarding family swim at the Hillside Pool.

AAC  
Report

Dwight Walker, Chairman, Audit Committee, reporting on the Committee's August meeting, said that there were no action items from the Committee for the Board's consideration today. He then summarized the report of the Committee's meeting, noting that the Committee will consider, at its September 20<sup>th</sup> meeting, a proposal from the Foundation's independent audit firm, Burr Pilger Mayer, for the 2018 audit and preparation of tax returns.

Audit  
Committee  
Report

Bill Dorband, Chairman, Finance Committee, reporting on the Committee's August meeting, reviewed the Committee's recommendations to the Board, noting that no recommendation could be made by the Committee on the request from the Board that it advise the Board if there are sufficient funds in the Trust Estate Fund for an expenditure of \$26,021 to remove the landscape island on Stanley Dollar Drive adjacent to the 18<sup>th</sup> green because of concerns about the priority of this non-budgeted project versus other projects previously discussed by the Board. He then reported that the Committee began the process of determining what information would be needed to review the membership transfer fee currently assessed on qualifying sales of Rossmoor manors and what information would be needed to make a recommendation to the Board about any changes in that fee in the future.

Finance  
Committee  
Report

Catherine Herdering, Vice Chairman, Fitness Center Advisory Committee, summarized the report of the Committee's August meeting. Discussion followed.

FCAC  
Report

John McDonnell, Chairman, Golf Advisory Committee (GAC), was ill and unable to attend today's meeting so there was not a GAC report.

GAC

Mary Neff, Chairman, Compensation Committee, reported on the Committee's August meeting at which Mrs. Neff reviewed the key concepts of the Compensation Management Structure and the current organizational practice of paying for performance through merit increases based on employee performance against goals and manager evaluation. The Committee then reviewed Mr. Brown's compensation analysis tool.

Compen-  
sation  
Committee  
Report

Les Birdsall, Chairman, Planning Committee, called on Dennis Bell, Public Safety Manager, who presented a PowerPoint presentation (copy on file) regarding the Committee's recommended proposal that the landscape island on Stanley Dollar Drive be removed, replacing it with four parking spaces.

Planning  
Committee  
Report

A motion was made by Mr. Brown and seconded by Mr. Anderson to authorize, as recommended by the Planning Committee, the CEO to execute a contract with Silicon Valley Paving and Terra Landscape in the amount of \$26,021, which includes a 10% contingency, from the Trust Estate Fund to remove the landscape island on Stanley Dollar Drive, replacing it with four parking spaces. Discussion followed.

Motion to  
Remove  
Landscape  
Island on  
Stanley  
Dollar Dr.

A motion was made by Mrs. Neff to amend the motion to authorize the CEO to execute a contract with Silicon Valley Paving and Terra Landscape in the amount of \$26,021, which includes a 10% contingency, from the Trust Estate Fund to remove the landscape island on Stanley Dollar Drive, replacing it with four parking spaces and defer a decision on the matter for one month to allow the Finance Committee data on the matter. The motion DIED for lack of a second.

Motion to Amend Motion to Remove Landscape Island Died

A motion was made by Mr. Roath and seconded by Ms. Pyle to amend the motion to authorize the CEO to execute a contract with Silicon Valley Paving and Terra Landscape in the amount of \$26,021, which includes a 10% contingency, from the Trust Estate Fund to remove the landscape island on Stanley Dollar Drive, replacing it with four parking spaces and that the funds for the project come from the Operating Fund, not the Trust Estate Fund. Following discussion, the vote on the motion was taken, and the motion FAILED, with Mr. Roath voting yes.

Motion to Amend Motion to Remove Landscape Island Failed

The vote was then taken on the original motion to authorize the CEO to execute a contract with Silicon Valley Paving and Terra Landscape in the amount of \$26,021, which includes a 10% contingency, from the Trust Estate Fund to remove the landscape island on Stanley Dollar Drive, replacing it with four parking spaces, and the motion CARRIED, with Mrs. Neff, Ms. Adams, and Mr. Kelso voting no.

Motion to Remove Landscape Island Carried

The Chairman of the Planning Committee called on Dennis Bell who then commented on the proposed project to add a red curb on the northwest corner of Tice Creek Drive and Leisure Lane as recommended by the Committee.

Approved Adding Red Curb on Corner of Tice Creek Drive & Leisure Lane

A motion was made by Mr. Anderson, seconded by Mrs. Neff, and CARRIED UNANIMOUSLY to approve adding a red curb on the northwest corner of Tice Creek Drive and Leisure Lane. It was noted that this work will be part of the existing 2018 Operations Budget.

The Chairman of the Planning Committee then called on the CEO, who reviewed a PowerPoint presentation (copy on file) regarding the Project Criteria Template for prioritizing major capital projects. Discussion followed. This was an informational item and required no Board action. The item will be further discussed at future Planning Committee meetings and at Board meetings.

Project Criteria Template

The President noted that this is the first reading of proposed revised Policy 304.1, Guest Usage Policy, so the Board is not going to vote on it today but can discuss it. He then called on Geri Pyle, Chairman, Policy Committee, who discussed the proposed revisions to the Policy. Mrs. Neff then recommended the following two alternatives to the Policy Committee for consideration: 1) That the Policy Committee

Policy 304.1

consider charging a reduced usage fee to non-resident club members; that the fee should equal the coupon rate paid by all manor owners to cover the operating cost for the Fitness Center. The coupon amount for 2018 would be about \$120 a year or \$10 a month for non-resident club members; and 2) That the Policy Committee take into consideration that the City of Walnut Creek charges \$5 per visit for those using the gym facility it operates just outside of Rossmoor to play pickleball, volley ball, badminton, and basketball. Further discussion ensued.

A straw vote was then taken on whether to refer proposed revised Policy 304.1, Guest Usage Policy, back to the Policy Committee for further consideration. There was a tie vote, and the straw vote FAILED, with Ms. Pyle, Mr. Anderson, Mr. Brown, and Mr. Kelso voting no.

Straw Vote  
to Refer  
Policy  
304.1 Back  
to Policy  
Committee  
Failed

In keeping with the Board's practice that policy, procedure, and rule items be on the agenda for two end-of-the-month meetings to allow time for resident input, consideration of approving proposed revised Policy 304.1 was deferred to the September 27, 2018, regular meeting of the Board.

Under Unfinished Business, Ms. Pyle noted that this was the second reading of proposed revised Rule R108.0, To Establish Guidelines for Parking on GRF Property, as recommended by the Policy Committee. This item was deferred at the July 26<sup>th</sup> regular meeting of the Board for consideration of approval at this meeting.

Rule  
R108.0

A motion was made by Ms. Pyle and seconded by Mr. Anderson to approve proposed revised Rule R108.0, To Establish Guidelines for Parking on GRF Property, as recommended by the Policy Committee. Following discussion, the vote on the motion was taken, and the motion CARRIED UNANIMOUSLY.

Approved  
Revised  
Rule  
R108.0

Following introductory remarks by Rick Chakoff, Chief Financial Officer, a motion was made by Mr. Roath and seconded by Ms. Adams to approve an amount not to exceed \$19,000 from the Operating Fund for a proposal from Data41 to evaluate software integration (agenda attachment 12a-1 through 12a-5). Following discussion, the vote on the motion was taken, and the motion CARRIED UNANIMOUSLY.

Approved  
Funds for  
Proposal  
to Evaluate  
Software  
Integration

Following introductory remarks by Rick Chakoff, a motion was made by Mrs. Neff, seconded by Mr. Birdsall, and CARRIED UNANIMOUSLY to approve an expenditure of \$9,450 from the Operating Fund for a proposal from Facilities Advisor, Inc. to prepare a long-term Capital Needs/Major Maintenance Analysis (agenda attachment 12b-3 through 12b-8).

Approved  
Funds for  
Capital  
Needs/  
Major  
Mainten-  
ance  
Analysis/

The President called on Rebecca Pollon, Landscape Manager, who presented a PowerPoint presentation on long-term landscape goals, vision, and progress (copy

on file) and answered questions from members of the Board. This was a discussion item only and required no Board action.

Following introductory remarks by Jeff Matheson, Director of Resident Services, a motion was made by Mr. Birdsall and seconded by Ms. Adams to approve the RFP for food and beverage service in the Redwood Room and to authorize staff to distribute it (agenda attachment 12d-3 through 12d-7). Following discussion, the vote on the motion was taken, and the motion CARRIED, with Mr. Brown, Mr. Kelso, and Mr. Roath voting no.

A motion was made by Ms. Adams, seconded by Mr. Roath, and CARRIED UNANIMOUSLY to approve, as recommended by the President, the appointment of Paul J. Moderacki to the Finance Committee, effective immediately, to serve the unexpired portion of the term of David H. Smith, who resigned from the Committee and whose term expires in June 2021.

A motion was made by Ms. Adams, seconded by Mrs. Neff, and CARRIED UNANIMOUSLY to approve, as recommended by the President, the appointment of James Grizzell to the Fitness Center Advisory Committee, effective immediately, to serve the unexpired portion of the term of Sherry Smith, who resigned from the Committee and whose term expires in June 2020.

Following introductory remarks, the CEO called on Ali Kashani, Vice President of Special Projects, Postmates, who discussed the proposed pilot program for an on-demand robotic delivery service in Rossmoor and answered questions from members of the Board.

A motion was made by Mrs. Neff, seconded by Mr. Anderson, and CARRIED UNANIMOUSLY to approve a pilot program for an on-demand robotic delivery service with Postmates.

Before concluding, the President announced that the next mid-month regular meeting of the Board will be held on Wednesday, September 12, and Thursday, September 13, 2018, at 9:00 a.m. in the Diablo Room at Hillside Complex. The Board will meet with the Finance Committee to hear the presentation of the proposed GRF Operations Budget for 2019; that the next end-of-month regular meeting of the Board will be held on Thursday, September 27, 2018, at 9:00 a.m. in Peacock Hall at Gateway Complex; and that there will be an executive session of the Board following this meeting to discuss contract, legal, personnel matters and any other appropriate business.

Landscape Goals, Vision, & Progress/ Approved RFP for Service for Redwood Room

Approved Appointment of P. Moderacki to Finance Committee/ Approved Appointment of J. Grizzell to FCAC

On-Demand Robotic Delivery Service/ Approved Pilot Program w/ Postmates

Announcements

There being no further business to come before the Board, the meeting was recessed at 12:15 p.m.

Adjournment

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Geraldine Pyle, Secretary  
Golden Rain Foundation of Walnut Creek

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MINUTES

JOINT MEETING OF THE GOLDEN RAIN BOARD OF DIRECTORS  
AND THE FINANCE COMMITTEE

WEDNESDAY, SEPTEMBER 12, AND  
THURSDAY, SEPTEMBER 13, 2018, AT 9:00 A.M.  
DIABLO ROOM – HILLSIDE CLUBHOUSE

A joint meeting of the Board of Directors of the Golden Rain Foundation (GRF) of Walnut Creek and the Finance Committee was convened by the President, Robert D. Kelso, at 9:00 a.m. on Wednesday, September 12, 2018, in the Diablo Room at Hillside Clubhouse.

ROLL CALL: Present: GRB members Robert D. Kelso, Leslie Birdsall, Geraldine Pyle, Mary K. Neff, Sue DiMaggio Adams, Kenneth Anderson, Carl W. Brown, Stephen D. Roath, and Timothy O’Keefe, Chief Executive Officer, ex-officio member of the Board

Attendance

Excused: Barbara Coenen

Present: Finance Committee members, F. William Dorband, Jean A. Autrey, Mary K. Neff, Paul Moderacki, Paul Rosenzweig, Della C. Temple, and Gery Yearout

Absent: None

The President welcomed the audience to the beginning of the 2019 GRF Operations Budget process and then thanked staff for preparing all of the material the Board and the Finance Committee will be reviewing today and tomorrow. He noted that there will be no decisions made at today’s or tomorrow’s meeting.

President’s  
Opening  
Remarks

There were no Resident Forum speakers.

Residents’  
Forum/

Following opening remarks by the CEO and then the CFO, the Board and the Finance Committee reviewed the draft FY 2019 GRF Operations Budget with staff, which included departmental presentations by management staff.

Draft FY  
2019 GRF  
Operations  
Budget

The meeting was recessed at 11:53 a.m.

Reviewed/  
Recess/

The meeting was reconvened at 9:00 a.m. on Thursday, September 13, 2018, in the Diablo Room at Hillside Clubhouse.

Meeting  
Reconvened  
9/13/18

All of the members of the Board were present. All of the members of the Finance Committee were present except F. William Dorband, who was excused.

Attendance

There were no Resident Forum speakers.

Residents’

The Board and the Finance Committee then continued their review of the draft FY 2019 GRF Operations Budget with staff (Sections 2 through 7). This was an informational meeting, and no final actions were taken; however, straw votes of the members of the Board and the members of the Finance Committee were taken on the following items:

Continued  
Review of  
Draft FY  
2019 GRF  
Operations  
Budget/  
Results of  
Straw Votes

Custodial Service Contract – 14 out of 14 Yes

Fitness Specialist – 5 out of 14 Yes

Selling Non-Resident Memberships – 0 out of 14 Yes

Changes to the amount of the Pension Contribution – 0 out of 14 Yes

Trust Facility/Property Maintenance Projects – 14 out of 14 Yes

Surplus cash contributed to fund – 13 out of 14 Yes

In closing, Mr. Moderacki, Finance Committee, thanked Mr. O’Keefe, Mr. Chakoff and the GRF staff for putting together a superior budget presentation with very thorough material. Mr. Roath, GRF Board, complimented Mr. Kelso, stating that he did a nice job running the meeting. Before concluding, the President announced that the Finance Committee will meet on Tuesday, September 26, 2018, at 9:00 a.m. in the Board Room at Gateway Complex to further consider the draft FY 2019 GRF Operations Budget and make recommendations to the Board about it; and that the next end-of-the-month regular meeting of the Board will be held on Thursday, September 27, 2018, at 9:00 a.m. in Peacock Hall at Gateway Complex, at which time the Board will consider the Finance Committee’s recommendations regarding the draft FY 2019 GRF Operations Budget and other matters.

Announce-  
ments

There being no further business to come before the Board and the Finance Committee, the meeting was adjourned at 11:04 a.m.

Adjournment

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Geraldine Pyle, Secretary  
Golden Rain Foundation Board of Directors

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**Golden Rain Foundation, Inc.**  
**Treasurer's Report**  
**Board Meeting September 27, 2018**

For the month of August, operating results were \$61,000 unfavorable to budget. Total revenues were under budget by \$34,000 and total expenses were over budget by \$27,000. Cumulative for the first seven months of the year, revenues were under budget by \$149,000 and expenses were below budget by \$330,000, for a combined positive cumulative variance for the year of \$181,000. All amounts are rounded to the nearest thousand for this report.

**Revenues:**

The most significant deficits to budgeted revenues for August were \$22,000 in golf revenue and \$16,000 in recreation revenue.

**Expenses:**

Expenses for August included the following variances from budget:

- Salaries and employee expenses were under budget by \$11,000 primarily due to the Fitness Department manager position being outsourced.
- Water expense was over budget by \$22,000 primarily due to water usage on the golf course. The monthly budget is allocated based on previous year's usage but may vary from year to year.
- Gas and electricity were over budget by \$14,000. The annual budgeted amount is based on prior year usage and estimated cost increases. The variance is due to monthly fluctuations in electricity usage as compared to budget allocation.
- Total repairs and maintenance exceeded budget by \$22,000 primarily due to seasonal fluctuations in expense as compared to the budget being allocated in equal monthly increments.
- Cable TV is under budget by \$11,000 due to a reduction in the Comcast increase that occurred after the 2018 budget was approved.

**Trust Estate Fund**

There were 32 membership fees generating \$288,000 compared to 34 fees totaling \$306,000 collected in August 2017. Total expenditures for the month were \$365,000 including \$26,000 for Hillside Clubhouse improvements, \$42,000 for Gardens Fence replacements, \$80,000 for machinery and equipment and \$181,000 in debt service. The month-end cash balance in the Trust Estate Fund was \$2,752,000.

September 20, 2018

**CEO's Monthly Report**  
By Tim O'Keefe, CEO

**2019 GRF budget**

The GRF Board of Directors, Finance Committee and staff spent 2 days earlier this month performing an extensive review of the proposed 2019 GRF budget.

The preliminary budget calculation keeps the rate of increase significantly below the inflation rate once again despite the following inflationary impacts on some of the largest line items in the budget:

- 9% increase in water rates (87% cumulative increase since 2011)
- Overall 7% increase in property, liability, earthquake and sundry other insurance
- 3.2% wage increase for staff

. We were able to:

- Freeze for the second year in a row, any increase in Comcast, saving the community \$176,000.
- Eliminate the General Counsel staff position, which will result in a net savings to the community of \$57,000 - \$92,000, depending on the amount of outside legal services needed throughout the year.
- Decrease workers compensation insurance more than \$20,000 due to implementation of a successful safety awareness and training program that has resulted in a reduced number and cost of claims
- Negotiate a 0.11% increase in employee benefits, saving the community \$87,000 from the amount discussed with the Board earlier this month.

In addition, numerous other expenses were held flat or reduced compared to the prior year budget. The budget will be finalized at the September 27 GRF Board meeting.

**Disaster preparedness / wildfires / evacuations**

Earlier this month, a County-sponsored workshop was held in Rossmoor on disaster preparedness. The participating agencies provided excellent information on preparedness and emphasized that it is incumbent on everyone to be prepared in the event of a disaster. Unfortunately, the event was not coordinated through our Public Safety Department and erroneous information was unintentionally provided about Rossmoor by some of the speakers at the event, causing concern among attendees. I will address those concerns below.

As we enter the Fall and California's peak wildfire season, residents' concerns about wildfire are heightened. Over the last year, we have published numerous articles and references to fire and disaster preparedness to keep the community informed. We have also ensured that GRF properties and the GRF-managed Mutuals are in compliance with vegetation management guidelines, which are reviewed at least annually by the Contra Costa Fire Protection District. In June, we invited CCFPD Fire Chief Robert Marshall to Rossmoor to discuss wildfire mitigation, fire risks, and evacuation protocols. In August, we met with representatives from PG&E and are working collaboratively with them to ensure their structures and properties comply with California Public Utility Commission regulations.

Last October, GRF's Public Safety Manager Dennis Bell, provided an overview of GRF's disaster and fire preparedness plans. Dennis provided descriptions and aerial photos of the 9 emergency access routes that the civil authorities may activate in the event of an emergency. The routes were covered in detail in the November 1, 2017 front-page article in the Rossmoor News, which can still be accessed online. Residents are *not* advised to use these routes across our neighbors' private property unless directed by the civil authorities. The gates can only be unlocked by fire and police personnel. Since it's impossible to know in advance where a wildfire might occur, fire fighting equipment and personnel may be using one or more of these access points to *enter* the valley in an emergency and residents trying to exit through these mostly dirt fire roads could impede fire fighting efforts and/or put themselves and their neighbors at risk.

Fire Chief Marshall pointed out in his presentation in June that Rossmoor has a significant advantage compared to our neighboring communities with our 160 acre green space running down the middle of the valley. Fire does not burn green grass. He said it would be difficult to conceive of an instance that would require the complete evacuation of Rossmoor, but if the inconceivable happened, the initial evacuation zone would be to the golf course. From there, the authorities would determine based on many factors whether evacuations would be necessary outside of the valley. If so, the likely evacuation point would be the County fairgrounds in Antioch. He emphasized the likelihood of this happening was extremely remote.

At the GRF Board meeting this October, Public Safety Manager Dennis Bell, will provide an update for the community. In the meantime, I encourage all residents to have a "Go Bag" handy and accessible with water, medicines, food and other practical items. Visit this website for suggestions on how to make a Go Bag: <https://www.wikihow.com/Make-a-Go-Bag>

Next month, I will update last October's Q&A about fire preparedness.

### **Roundup follow up**

Following last month's verdict in a Benicia groundskeeper's lawsuit against Monsanto for its Roundup herbicide, some residents have expressed concern about the use of glyphosate in Rossmoor. The GRF Board of

Directors heard a presentation at the August meeting from Landscape Manager Rebecca Pollon on her vision for the future of landscape in Rossmoor and her philosophy on herbicide management.

Rebecca stated her vision was to “build and support long term environmental health and resilient landscapes that can feed themselves, defend themselves from diseases, and outcompete weeds with minimal input.” Her program will build long-term soil health and resiliency, reduce chemical use and conserve water. She emphasized that these changes are interrelated and will take several years to fully implement, but have already generated positive results, including a 57% reduction in irrigation water usage since 2013 and a 14% reduction in chemical use during the last year alone.

Rebecca has explored glyphosate alternatives and, for our soil conditions, has found them to be either ineffective or marginally effective and present their own toxicity challenges and/or are significantly more expensive to apply and monitor. She believes that her approach to organically improve soil conditions and expand the use of mulch, among other methods, will better help us prepare for a chemical-free future. Her presentation to the GRF Board ran daily on Channel 28 from September 6 through 12.

### **Guest fees**

The GRF Board of Directors has received numerous impassioned appeals from residents to provide an exemption under the Guest Use Fee Policy for nonresident club members who meet in the Fitness Center. The Board has also received numerous comments strongly advocating against providing exemptions. The Board will be deliberating this issue at its September 27 Board meeting in Peacock Hall. Be sure to write or speak during the Residents’ Forum to express your views.

### **Traffic and pedestrian safety update**

The current phase of safety improvements is mostly complete at the intersections of Golden Rain Road and Rossmoor Parkway, Golden Rain Road and Tice Creek Drive, and Oakmont and Tice Creek Drive. There were also minor improvements at the intersection of Pine Knoll and Golden Rain Road and on Stanley Dollar Drive. As reported previously, the GRF Board of Directors focused on this phase on the areas of the study with the highest accident rates. The safety modifications should improve the visibility of these specific crosswalks, in particular, with pedestrian-activated flashing stop signs at Tice Creek and Golden Rain and pedestrian-activated flashing crossing signs at Tice Creek and Oakmont. Drivers are asked to obey the speed limits at all times and come to complete stops at all intersections. Pedestrians are asked to use the flags and activate the beacons when crossing streets. In a few weeks, the flashing crossing signs at Oakmont will be upgraded to a different style, which should be even more visible to motorists.

## **Solar farm and RV parking**

We are getting closer to a start date for the solar farm construction. As a result, the RV's, trailers, boats and other vehicles using the lower RV lot above MOD have been relocated to various streets around Rossmoor. This is temporary while the solar farm is under construction and the parking lot is repaved. The project will take several months depending on the weather, regulatory approvals and final inspections. Once completed, it is expected that the 1 megawatt system will provide about 60% of GRF's electricity. Over the 30 year life of the system, we conservatively expect to generate net savings of \$9.7 million.

## **Employee Transitions**

In August, five employees commenced employment with the GRF: Karen Janine Armosino, Events Assistant, Clubhouse Activities; John Leamy, Range Worker, Golf Pro Shop; Jose Ceja Ochoa, Carpenter, Building Maintenance; John Perez, News Carrier, News/Communication; and Jake Wixsom, Range Worker, Golf Pro Shop.

Two employees left employment with the GRF in August: Emmalee Berryman-Maciel, Assistant Head Lifeguard, Aquatics and Willian O Briceno, News Carrier, News/Communication.

## AQUATICS ADVISORY COMMITTEE REPORT

REGULAR MEETING  
THURSDAY, SEPTEMBER 6, 2018, AT 1:30 P.M.

A regular meeting of the Aquatics Advisory Committee (AAC) was called to order by the Chairman, Brian K. Stack, at 1:30 p.m. on Thursday, September 6, 2018, in the Board Room at Gateway Complex.

Present, in addition to the Chairman, were Carol A. Meehan, Vice Chairman, Norman P. Gorsuch, Barbara S. Jordan, E.J. Koch, Daryl A. Svoboda and Sue DiMaggio Adams, GRF Board representative and ex-officio member. Dale O. Reynolds, Secretary was excused. Also in attendance were Robert D. Kelso, President, GRF; and Jeffrey P. Matheson, Director of Resident Services.

Attendance

The report of the Committee's regular meeting held on August 9, 2018, was approved as written.

Report  
Approved/

A petition presented to the GRF Board concerning the weekend family swim/lap swim policy and signed by 50 residents was discussed. The current policy of no lap swimming during weekend family swim hours remains in effect. The GRF Board President, Bob Kelso, will respond to the sender.

Petition  
Against  
Weekend  
Family  
Swim/  
Attendance

Attendance reports were unavailable at the time of this meeting. Mr. Matheson will provide reports via email when available.

Reports

The option to sell a limited number of non-resident sponsored memberships for the Tice Creek Fitness Center, including the most recent suggestions from the Fitness Center Advisory Committee, was discussed.

Non-  
Resident  
Sponsor-  
ships

On a motion made by Mr. Stack, seconded by Ms. Jordan and CARRIED UNANIMOUSLY, the recommendation of the AAC to the GRF Board is that a non-resident member program should not be initiated.

Mr. Matheson announced a new employee request for a "Fitness Specialist" position providing resident assistance on the Fitness Center floor 36 hours per week.

Fitness  
Center  
Employee  
Request/  
Project  
Updates

Mr. Matheson announced that the additional lockers and benches were installed in the women's locker room late August. Regarding the privacy wall between the pool deck and locker room door, long lead times relative to issues of constructing the wall are delaying the project.

There being no further business to come before the Committee, the meeting was adjourned at 2:32 p.m.

Adjourn-  
ment

The next regular meeting of the AAC will be held on Thursday, October 11, 2018, at 1:30 p.m. in the Board Room at Gateway Complex.

Next Mtg.  
10/11/18

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Brian K. Stack, Chairman  
Aquatics Advisory Committee

DAS/dr

DRAFT

## AUDIT COMMITTEE REPORT

REGULAR MEETING  
THURSDAY, SEPTEMBER 20, 2018, AT 11:00 A.M.

A regular meeting of the Audit Committee was convened by the Chairman, Dwight Walker, at 11:00 a.m. on Thursday, September 20, 2018, in the Board Room at Gateway Complex.

Members present were Dwight Walker, Chair; Alan Swanson, Vice Chair; Mary Neff, GRF Board Treasurer; John Kikuchi, Barbara Rothway, Sheldon Solloway, and Chris Yahng Roll Call

Representatives from BPM, external auditors, present were Jenise Gaskin, Managing Partner and Maria Melo, Manager, Assurance

Also attending were Tim O'Keefe, CEO; Rick Chakoff, CFO; Amanda Davis, Sr. Accountant; Merek Lipson, Resident/Committee Adviser; and GRF Board members: Bob Kelso, Sue Adams, Ken Anderson, Les Birdsall and Steve Roath

1. Minutes from the August 8, 2018 meeting were approved unanimously on a motion made by Alan Swanson and seconded by Mary Neff.
2. RESIDENTS' FORUM—there were no comments.
3. Jenise Gaskin and Maria Melo presented the audited financial statements of the GRF Pension Plan and 401k Plan.

A motion was made by Barbara Rothway, seconded by Mary Neff, and CARRIED UNANIMOUSLY to recommend acceptance of the Pension Plan Audited Financial Statements to the GRF Board.

Pension Plan

A motion was made by Mary Neff, seconded by Alan Swanson, and CARRIED UNANIMOUSLY to recommend acceptance of the 401k Plan Audited Financial Statements to the GRF Board.

401K Plan

4. AUDIT COMMITTEE CHARTER—Alan Swanson presented a draft of a refreshed Charter from the Task Force. Discussion ensued with members of the committee and the Board regarding some revisions.

A motion made by Sheldon Solloway, seconded by Mary Neff, and CARRIED UNANIMOUSLY to accept the Charter draft, with revisions included, for submission to the GRF Policy Committee for its review.

Draft Charter

5. WHISTLEBLOWER POLICY—John Kikuchi reported on the good progress that the Task Force made in a draft that enhances the current GRF employee policy to include outside vendors and other stakeholders. The Chair reported that he and Mary Neff met with Tim O'Keefe and Judith Perkins, GRF HR Manager, to review the draft and gained insightful feedback, including:

- Tim expressed a preference for a user-friendly format, such as the Tahoe Donner Whistleblower Protection Policy, that focuses on illegal and unethical actions.
- HR will handle email an “hotline”, which will be the designated method of submitting Whistleblower concerns.
- John Kikuchi will take the draft back to the Task Force with these recommendations and submit a new draft to the Committee at the October meeting.

6. BPM 2018 AUDIT

- Rick Chakoff reported that BPM will present their proposal for the 2018 Audit at the October Committee meeting.
- Dwight Walker and Rick Chakoff reported that a number of comparable organizations have agreed to share audit/tax preparation fees for GRF for comparison purposes. A summary of this information and how it can be used will be submitted by Rick at the October Committee meeting.

7. GRF INTERNAL/INTERIM FINANCIAL STATEMENTS—Rick Chakoff presented an overview of the July 31, 2018 GRF Operations Statement, June 2018 GRF Trust Cash Flow Statement and June 30, 2018 MOD Balance Sheet and Revenue/Expenses Statement.

- It was noted that a combined set of financial statements is prepared at year end, including the Trust, GRF Operations and MOD Operations. Interim financial statements are prepared based on operating units as an effective management tool.
- A report entitled Operating Results by Department is used largely by the Finance Committee and contains the same operating results as the GRF Operations Statement.

8. DEFERRED ITEMS—Due to time constraints, the following items were deferred to the October Committee meeting:

- Member Transfer Fee Exemption Report
- Goals for Upcoming Year

9. ADJOURNMENT

There being no further business to come before the Committee, the meeting was recessed at 1:05 p.m. and reconvened in executive session at 1:05 p.m. in the Board Room at Gateway Complex.

10. NEXT MEETING:

The next regular meeting of the Audit Committee will be held on Thursday, October 23, 2018, at 11:00 a.m. in the Board Room at Gateway Complex.

## FITNESS CENTER ADVISORY COMMITTEE REPORT

## REGULAR MEETING

WEDNESDAY, SEPTEMBER 5, 2018, AT 9:30 A.M.

A regular meeting of the Fitness Center Advisory Committee (FCAC) was called to order by the Chairman, Claudia Tierney, at 9:30 a.m. on Wednesday, September 5, 2018, in the Board Room at Gateway Complex.

Present, in addition to the Chairman, were Catherine S. Herdering, Vice Chairman, Charlotte A. Howard, Secretary, James V. Grizzell, Alice King, Virginia Lee Rapp, Robert Remington, and Geraldine Pyle, ex-officio member and GRB representative. Also attending were Robert D. Kelso, President, Leslie Birdsall, Vice President, and Kenneth Anderson, Director, GRF; Timothy O'Keefe, CEO; Jeffrey P. Matheson, Director of Resident Services; Mark Metcalf, Regional Operations Manager of Active Wellness; and three residents. Julie Van Dusen, Fitness Manager, was excused.

Attendance

The report of the Committee's regular meeting of August 8, 2018, was approved as written.

Report  
Approved

The Chairman introduced new Committee member, James V. Grizzell.

New  
Member/  
Chairman's  
Report

The Chairman reported that there were 23,466 visits to the Fitness Center during the month of August, including 267 guests and 218 caregivers. Mr. Matheson pointed out that the figure was less than normal due to two days of closure due to 1) a power outage and 2) staff training. He also reported that he will be adding reports to find peak times of Fitness Center usage, and he hopes to have this information available at the next regular meeting.

Mr. Matheson reported that correspondence was received about concerns that the floor of the Serenity Room is slippery. Yesterday, he met with yoga instructors who reported no accidents, but this issue will be further explored.

Staff  
Reports

Mr. Matheson then reported that Julie Van Dusen, Fitness Center Manager, has resigned and will be moving to Houston, Texas. Her last day is Friday, September 7, 2018. There were no other staff reports.

Ms. Howard reported that she and Ms. King had not yet met regarding the Wall of Fame.

Wall of  
Fame

During the Residents' Forum, Pauline Gould addressed the Committee regarding the lack of an emergency phone in the Serenity Room; thus, there is no way to call for help should it be necessary.

Residents'  
Forum

Mary England urged the Committee to retain the two hours of annual training at no additional cost to residents as discussed at its August meeting.

Considerable discussion was held about a recommendation to the GRF Board of Directors regarding the option to sell a limited number of non-resident sponsored memberships for the Tice Creek Fitness Center. The discussion centered around the difficulty of monitoring non-resident guests, particularly when restricting other Rossmoor activities. Ms. Herdering reported that the Aquatics Advisory Comm

Non-  
Resident  
Sponsored  
Member-  
ships

would be meeting tomorrow to consider the impact of this recommendation on pool use.

A motion was made by Ms. Herdering, seconded by Ms. Rapp, and CARRIED, with Ms. King and Mr. Remington voting no, to recommend to the GRF Board of Directors that a limited number of non-resident memberships be sold.

Further discussion was then held on costs and restrictions of non-resident memberships.

A motion was made by Ms. Rapp, seconded by Mr. Grizzell, and CARRIED UNANIMOUSLY to recommend the following costs and restrictions to the GRF Board of Directors:

Costs and Restrictions of Non-Resident Memberships

Non-resident memberships would be capped to a maximum of 50.

Non-resident members would need to be sponsored by a resident member.

Non-resident members would need to be 55 or older.

Non-resident members would enjoy one free intake/orientation session with no annual free training sessions offered.

The initiation fee for non-resident members is \$175 to cover the cost of an RFID tag, key fob, and to cover the expense of creating the membership and processing the monthly invoices.

The monthly fee is \$75.

Non-resident members may bring guests at the \$10/guest fee, but no free guest passes will be provided.

A discussion was held regarding the current policy of offering residents two hours per year of training at no extra charge. It was suggested that consideration be given to reducing the number of hours per year or breaking the time up into 30-minute segments, especially for permitting more flexibility for staff schedules.

Annual Training

A motion was made by Ms. King, seconded by Ms. Herdering, and CARRIED UNANIMOUSLY to consider making a change to annual training to four 30-minute sessions per year.

Under New Business, Mr. Matheson announced a new contract with Active Wellness for management services of the Tice Creek Fitness Center. With Julie Van Dusen leaving Friday, September 7, 2018, Mark Metcalf, Regional Operations Manager of Active Wellness, will now be present 4 days/wk for now and later will be 3 days/wk with a new staff position of a full-time fitness lead to be filled. Mr. Metcalf will be attending future FCAC meetings.

Active Wellness Agreement

The Chairman adjourned the meeting at 10:50 a.m.

The next regular meeting of the FCAC will be held on **Wednesday, October 10, 2018, at 9:30 a.m. in the Fairway Room at Creekside Complex.**

Adjourn-  
ment/  
Next Mtg.  
10/10/18

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Claudia Tierney, Chairman  
Fitness Center Advisory Committee

CT/dr

DRAFT

## GOLF ADVISORY COMMITTEE REPORT

REGULAR MEETING  
FRIDAY, SEPTEMBER 14, 2018, AT 9:00 A.M.

A regular meeting of the Golf Advisory Committee (GAC) was convened by the Chairman, John McDonnell, at 9:00 a.m. on Friday, September 14, 2018, in the Board Room at Gateway Complex.

Present, in addition to the Chairman, were William L. Herrick, Vice Chairman, Mary Hufford, Michael D. Wener, Susan Williamson, and Stephen D. Roath, ex-officio member and GRF Board representative. Mary Jane Hargrove and Michael Weisenberg were excused. Also attending were Timothy O'Keefe, CEO; Mark K. Heptig, Director of Golf; Blake Swint, Golf Course Superintendent; Dickey Nitta, Chief Golf Course Marshal; and Joan Latham, reporting for Mary Jane Hargrove.

Attendance

The report of the Committee's regular meeting held on August 17, 2018, was approved as written.

Report  
Approved

The Chairman reviewed the agenda for the meeting.

There was no correspondence.

There were no Resident Forum speakers.

Mr. Roath reporting on matters of the Golden Rain Foundation Board, summarized the GRF budget, the budget preparation process, long-range planning, and the capital spending process.

GRF Board  
Matters

Ms. Hufford, representing the Women's 18-Hole Club, reported the following: the Club had its annual 3-day Championship event. 27 players participated. Joyce McCann is the champion, with Claudia Tierney being the runner-up.

Club  
Reports

Ms. Joan Latham, representing the Women's 9-Hole Club, reported the following: the Club currently has 160 members. The Club's next event is Guest Day on September 20. It is being carefully and creatively planned and will be very well attended. On October 18, the Club's General Meeting #3 will take place. At the General Meeting, the Club will be electing four officers and announcing its Board Chairwomen for 2019, all vetted and committed. The Club has secured all dates and room reservations for its events in 2019. Joan Latham will be working with Mark Heptig to ensure that the Niners receive approval for the appropriate green fee reductions for its Reciprocal, Guest, Team Play and Open Day events in 2019.

Dr. Wener, representing the Rossmoor Men's Golf Club (RMGC), reported the following: the RMGC currently has a total membership of 362. This time of year, the Club is getting ready for some of the required events for 2019. A nominating committee is being formed and the Home and Home dates have all been solidified except for two. The Club voted to let the new BBQ be used by any current member of the RMGC with the responsibility of returning it clean, in good condition, and replacing the gas cylinder in full status.

Ms. Williamson, representing the Happy Hackers, reported the following: as of last Friday, the Club had 182 members. The Club's September scramble will be held on September 15 (the next day). The final events of the year will be the October 10 clinic, the October 20 scramble, and the November 8 annual meeting and dinner. In honor of Mary Lou Delpech, her cousin, Touring Pro Dave Stockton, will give a demonstration and have question and answer session on October 2. Mr. Heptig provided more details on that.

Mr. Heptig presented the financial reports, which are attached. The financials continue to show it is a good year.

Staff  
Reports

Mr. Swint's Golf Course Superintendent's report is attached.

During Unfinished Business, the Committee continued discussion on the proposed Golf Course Marshall Committee Charter.

Discussion  
re. Golf  
Course  
Committee  
Charter/  
Adjourn-  
ment

There was no New Business.

There being no further business to come before the Committee, the meeting was adjourned at 10:15 a.m.

The next regular meeting of the Committee will be held on Friday, October 12, 2018, at 9:00 a.m. in the Board Room at Gateway Complex.

Next Mtg.  
10/12/18

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John McDonnell, Chairman  
Golf Advisory Committee

JM/dr

## 2018 Golf Course Rounds

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2018 YTD	2017 YTD
<b>Golf Cards</b>														
18 hole - prepaid	905	1,074	907	949	1,212	1,280	1,208	1,298					8,833	8,042
9 hole - prepaid	856	864	620	1,073	1,136	1,025	1,321	1,224					8,119	6,412
Sponsored Guest													0	0
<b>Subtotal - Cards</b>	1,761	1,938	1,527	2,022	2,348	2,305	2,529	2,522	0	0	0	0	16,952	14,454
<b>Greens Fees</b>														
<b>Residents</b>														
18 holes @ 25.00	421	526	365	495	807	767	827	790					4,998	4,688
9 holes @ 13.00	346	567	396	844	921	944	944	973					5,935	5,342
18 holes @ 9 hole rate \$13.00	10	18	12	16	85	24	41	115					321	281
18 holes late @ 20.00	35	79	59	69	65	71	67	88					533	628
9 holes late @ 10.00	356	546	315	667	761	745	758	819					4,967	4,553
<b>Subtotal - Residents</b>	1,168	1,736	1,147	2,091	2,639	2,551	2,637	2,785	-	-	-	-	16,754	15,492
<b>Sponsored Guest</b>														
18 holes @ 25.00	36	39	46	41	69	58	59	47					395	222
9 holes @ 13.00	6	19	10	17	25	28	19	23					147	98
18 holes late @ 20.00	6	1	3	3	1	9	11	10					44	18
9 holes late @ 10.00	36	22	14	13	23	24	37	39					208	119
<b>Subtotal - Sponsored Guest</b>	84	81	73	74	118	119	126	119	0	0	0	0	794	457
<b>Guests - Weekdays</b>														
18 holes @ 40.00	60	99	77	80	147	112	120	159					854	662
9 holes @ 20.00	74	121	82	178	241	265	192	220					1,373	986
18 holes late @ 32.00	11	40	24	27	36	42	53	33					266	218
9 holes late @ 16.00	93	124	115	119	160	202	154	181					1,148	912
18 holes special @ \$24.00				20	100			68					188	308
9 holes special @ \$12.00				4				5					9	33
<b>Subtotal - Guests weekdays</b>	238	384	298	428	684	621	519	666	-	-	-	-	3,838	3,119
<b>Guests - Weekends &amp; Holidays</b>														
18 holes @ 50.00	79	77	58	93	106	240	143	92					888	602
9 holes @ 25.00	39	64	51	84	99	109	132	107					685	559
18 holes late @ 40.00	22	20	18	27	27	26	36	29					205	211
9 holes late @ 20.00	65	60	51	55	57	69	79	50					486	395
<b>Subtotal - Guests Weekends &amp; Holidays</b>	205	221	178	259	289	444	390	278	-	-	-	-	2,264	1,767
<b>Total - Guests</b>	527	686	549	761	1,091	1,184	1,035	1,063	0	0	0	0	6,896	5,343
<b>Tournaments</b>				120	115	46							281	485
<b>Total Rounds Played</b>	3,456	4,360	3,223	4,994	6,193	6,086	6,201	6,370	-	-	-	-	40,883	35,774

## 2018 Golf Course Cash Receipts

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Actual 2018 YTD	YTD 2018 Budget	Actual 2017 YTD	YTD 2017 Budget
<b>Golf Cards</b>																
Annual 18 holes @ \$1875	54,375.00												54,375.00		60,600.00	
1st Qtr (Jan-Mar) @ \$425	4,250.00												4,250.00		3,200.00	
2nd Qtr (Apr-Jun) @ \$625	0.00	625.00	5,000.00	8,125									13,750.00		18,000.00	
3rd Qtr (Jul-Sep) @ \$625	0.00					5,625	10,625.00						16,250.00		21,000.00	
4th Qtr (Oct-Dec) @ \$425	0.00												-		1,200.00	
Annual 9 holes @ \$975	13,650.00		(975.00)										12,675.00		16,200.00	
1st Qtr (Jan-Mar) @ \$200	2,600.00	200.00											2,800.00		1,400.00	
2nd Qtr (Apr-Jun) @ \$325	0.00		3,900.00	8,450									12,350.00		12,300.00	
3rd Qtr (Jul-Sep) @ 325	0.00					4,550.00	10,725.00						15,275.00		15,600.00	
4th Qtr (Oct-Dec) @ \$200	0.00						200.00						200.00		-	
Sponsored Guest @ \$1,000	13,000.00	7,000.00	2,000.00	1,800	1,600	800.00	600.00						26,800.00		23,200.00	
Golf Card Income Deferred	131,950.00												131,950.00		105,100.00	
<b>Subtotal - Cards</b>	<b>219,825.00</b>	<b>7,825.00</b>	<b>9,925.00</b>	<b>18,375.00</b>	<b>1,600.00</b>	<b>10,975.00</b>	<b>22,150.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>290,675.00</b>	<b>296,748.00</b>	<b>277,800.00</b>	<b>276,116.00</b>
<b>Greens Fees</b>																
<b>Residents</b>																
18 holes @ 25.00	10,525.00	13,150.00	9,125.00	12,416.00	20,175.00	19,175.00	20,675.00	19,750.00					124,991.00		112,512.00	
9 holes @ 13.00	4,498.00	7,371.00	5,148.00	10,972.00	11,973.00	12,272.00	12,272.00	12,649.00					77,155.00		64,104.00	
18 holes @ 9 hole rate \$13.00	130.00	234.00	156.00	208.00	1,105.00	312.00	533.00	1,495.00					4,173.00		3,372.00	
18 holes late @ 20.00	700.00	1,580.00	1,180.00	1,380.00	1,300.00	1,420.00	1,340.00	1,760.00					10,660.00		11,304.00	
9 holes late @ 10.00	3,560.00	5,460.00	3,150.00	6,670.00	7,610.00	7,450.00	7,580.00	8,190.00					49,670.00		40,977.00	
<b>Subtotal - Residents</b>	<b>19,413.00</b>	<b>27,795.00</b>	<b>18,759.00</b>	<b>31,646.00</b>	<b>42,163.00</b>	<b>40,629.00</b>	<b>42,400.00</b>	<b>43,844.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>266,649.00</b>	<b>281,542.00</b>	<b>232,269.00</b>	<b>274,871.00</b>
<b>Sponsored Guest</b>																
18 holes @ 25.00	900.00	975.00	1,150.00	984.00	1,725.00	1,450.00	1,475.00	1,175.00					9,834.00		5,328.00	
9 holes @ 13.00	78.00	247.00	130.00	221.00	325.00	364.00	247.00	299.00					1,911.00		1,176.00	
18 holes late @ 20.00	120.00	20.00	60.00	60.00	20.00	180.00	220.00	200.00					880.00		324.00	
9 holes late @ 10.00	360.00	220.00	140.00	130.00	230.00	240.00	370.00	390.00					2,080.00		1,071.00	
<b>Subtotal - Sponsored Guest</b>	<b>1,458.00</b>	<b>1,462.00</b>	<b>1,480.00</b>	<b>1,395.00</b>	<b>2,300.00</b>	<b>2,234.00</b>	<b>2,312.00</b>	<b>2,064.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>14,705.00</b>		<b>7,899.00</b>	
<b>Guests - Weekdays</b>																
18 holes @ 40.00	2,400.00	3,960.00	3,080.00	3,200.00	5,880.00	4,480.00	4,800.00	6,360.00					34,160.00		26,480.00	
9 holes @ 20.00	1,480.00	2,420.00	1,640.00	3,560.00	4,820.00	5,300.00	3,840.00	4,400.00					27,460.00		19,720.00	
18 holes late @ 32.00	352.00	1,280.00	768.00	864.00	1,152.00	1,344.00	1,696.00	1,056.00					8,512.00		6,540.00	
9 holes late @ 16.00	1,488.00	1,984.00	1,840.00	1,904.00	2,560.00	3,232.00	2,464.00	2,896.00					18,368.00		13,680.00	
18 holes special @ \$24.00				500.00	2,500.00	0.00	0.00	1,700.00					4,700.00		7,392.00	
9 holes special @ \$12.00				52.00	0.00	0.00	0.00	65.00					117.00		396.00	
<b>Subtotal - Guests weekdays</b>	<b>5,720.00</b>	<b>9,644.00</b>	<b>7,328.00</b>	<b>10,080.00</b>	<b>16,912.00</b>	<b>14,356.00</b>	<b>12,800.00</b>	<b>16,477.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>93,317.00</b>		<b>74,208.00</b>	
<b>Guests - Weekends &amp; Holidays</b>																
18 holes @ 50.00	3,950.00	3,850.00	2,900.00	4,650.00	5,300.00	12,000.00	7,150.00	4,600.00					44,400.00		30,100.00	
9 holes @ 25.00	975.00	1,600.00	1,275.00	2,100.00	2,475.00	2,725.00	3,300.00	2,675.00					17,125.00		13,975.00	
18 holes late @ 40.00	880.00	800.00	720.00	1,080.00	1,080.00	1,040.00	1,440.00	1,160.00					8,200.00		8,018.00	
9 holes late @ 20.00	1,300.00	1,200.00	1,020.00	1,100.00	1,140.00	1,380.00	1,580.00	1,000.00					9,720.00		7,505.00	
<b>Subtotal - Guests Weekends &amp; Holidays</b>	<b>7,105.00</b>	<b>7,450.00</b>	<b>5,915.00</b>	<b>8,930.00</b>	<b>9,995.00</b>	<b>17,145.00</b>	<b>13,470.00</b>	<b>9,435.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>79,445.00</b>		<b>59,598.00</b>	
<b>Total - Guests</b>	<b>14,283.00</b>	<b>18,556.00</b>	<b>14,723.00</b>	<b>20,405.00</b>	<b>29,207.00</b>	<b>33,735.00</b>	<b>28,582.00</b>	<b>27,976.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>187,467.00</b>	<b>196,953.00</b>	<b>141,705.00</b>	<b>204,875.00</b>
<b>Tournaments</b>					5,700.00	2,300.00							8,000.00	22,730.00	18,650.00	23,070.00
<b>Total Play Revenue</b>	<b>253,521.00</b>	<b>54,176.00</b>	<b>43,407.00</b>	<b>70,426.00</b>	<b>78,670.00</b>	<b>87,639.00</b>	<b>93,132.00</b>	<b>71,820.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>752,791.00</b>	<b>797,973.00</b>	<b>670,424.00</b>	<b>778,932.00</b>
<b>Misc income/Gas Sales</b>													-		60.00	
<b>Total Golf Course Revenue</b>	<b>253,521.00</b>	<b>54,176.00</b>	<b>43,407.00</b>	<b>70,426.00</b>	<b>78,670.00</b>	<b>87,639.00</b>	<b>93,132.00</b>	<b>71,820.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>752,791.00</b>	<b>797,973.00</b>	<b>670,484.00</b>	<b>778,932.00</b>

### 2018 Pro Shop Cash Receipts

Golf Shop Sales	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2018 YTD	2018 Budget	2017 YTD	2017 Budget
1.Golf Balls	1,140.73	2,245.77	1,936.18	3,444.15	2,223.63	2,506.44	2,604.40	2,479.76					18,581.06		19,574.72	
2.Golf Clubs	1,395.97	1,300.46	700.98	11,661.99	7,000.95	5,538.41	2,218.41	3,343.88					33,161.05		26,207.99	
3.Men's Wear	1,025.40	1,647.24	4,753.17	2,661.16	4,305.26	7,666.88	2,207.93	2,496.87					26,763.91		14,173.22	
4.Women's Wear	915.56	1,154.00	4,821.04	3,345.63	4,463.65	3,412.98	4,667.50	1,570.02					24,350.38		31,290.55	
5.Shoes	465.25	1,693.95	939.50	917.80	1,198.20	1,218.60	350.85	294.80					7,078.95		7,616.25	
6.Gloves	406.47	586.14	360.77	784.01	662.33	598.03	1,049.43	871.63					5,318.81		4,350.39	
7.Golf Bags/Golf Club Had Covers	240.53	59.00	440.95	223.24	519.93	503.90	556.71	354.99					2,899.25		5,090.61	
8.Misc Items	1,821.93	1,872.88	2,023.10	2,010.44	2,726.54	2,478.91	2,703.54	2,755.65					18,392.99		24,462.55	
<b>Subtotal</b>	7,411.84	10,559.44	15,975.69	25,048.42	23,100.49	23,924.15	16,358.77	14,167.60	-	-	-	-	136,546.40	135,249.00	132,766.28	159,967.00
Tax	591.15	846.06	1,294.27	2,033.71	1,867.13	1,935.20	1,296.07	1,118.08					10,981.67		10,764.42	
9.Pro shop Cart Rental	4,607.00	6,464.00	5,309.00	7,972.00	12,156.00	12,597.00	12,429.00	11,743.00					73,277.00	63,246.00	58,568.00	68,589.00
10.Pro Shop Club Repair	-	20.00	730.00	2.00	3.00	20.00	43.00	2.00					820.00	294.00	473.63	336.00
11.Pro Shop Golf Lesson	1,362.00	3,600.00	2,625.00	4,855.00	2,875.00	3,865.00	3,125.00	4,210.00					26,517.00	21,603.00	25,274.61	26,610.00
12.Pro Shop Driving RNG	2,855.00	4,213.00	3,576.00	4,896.00	4,805.00	5,654.00	5,063.00	6,260.00					37,322.00	35,100.00	34,360.00	46,697.00
13.Gift Certificate	(1,101.57)	(300.98)	(104.14)	244.52	405.37	105.00	(417.98)	(513.32)					(1,683.10)		1,383.82	
14.Misc Items	-												-		-	
<b>Golf Shop Sales Total</b>	15,725.42	25,401.52	29,405.82	45,051.65	45,211.99	48,100.35	37,896.86	36,987.36	-	-	-	-	283,780.97	255,492.00	263,590.76	302,199.00
-Member Charges	986.61	1,724.89	4,795.26	1,138.68	3,261.98	8,955.75	2,132.11	1,313.96					24,309.24		30,351.14	
-Credit Books	946.36	1,206.25	2,144.52	1,227.39	1,452.90	3,011.33	2,618.50	1,848.36					14,455.61		16,343.17	
Subtotal	13,792.45	22,470.38	22,466.04	42,685.58	40,497.11	36,133.27	33,146.25	33,825.04	-	-	-	-	245,016.12		216,896.45	
+Rec'd Acct													-		-	
<b>Golf Shop Cash Balance</b>	13,792.45	22,470.38	22,466.04	42,685.58	40,497.11	36,133.27	33,146.25	33,825.04	-	-	-	-	245,016.12	255,492.00	216,896.45	302,199.00

## 2018 Golf Shop Sales

<b>Golf Shop Sales</b>	<b>August</b>	<b>2018 YTD</b>	<b>2017 YTD</b>
Merchandise Sales	14,168	136,546	132,766
Cart Rental	11,743	73,277	58,568
Club Repair	2	820	474
Golf Lesson	4,210	26,517	25,275
Driving RNG	6,260	37,322	34,360
<b>Total</b>	<b>36,383</b>	<b>274,482</b>	<b>251,443</b>

September 2018

## GOLF MANAGEMENT REPORT

- We had our best “rounds” month for the year in August. 6,370 rounds are good for August, but the weather was mild, and the courses were in great condition. For the year we are now at 40,883 which is over 5,000 rounds ahead of last year’s total (35,774). Income for greens fee in August totaled \$71,820 and for the year stands at \$752,791. Compared to last year’s total of \$670,973, we are doing well. However, we are still behind the budgeted amount of \$797,791.
- The golf shop business has been very steady with exceptional numbers coming from cart rental and driving range income. Merchandise sales are being led by good sales in golf clubs and men’s wear.
- It is with a heavy heart that I must report that assistant golf professional Chris Andres is leaving Rossmoor. Chris has decided to try another vocation at a much higher rate of pay. We just could not match that pay scale. Chris has literally grown up here by starting as a range worker 12 years ago and then moving into the shop eight years ago. He had started the PGA Apprentice Program but had not fulfilled all the requirements. On a personal level he was a good friend, trusted associate and dedicated worker. He will be missed.
- On Tuesday, October 2<sup>nd</sup> Dave Stockton will be here to give a free “short game” clinic in honor of former Golden Rain Board Member and Happy Hacker President, Mary Lou Delpech. Dave Stockton won 10 PGA Tour wins including the 1070 and 1976 PGA Championships. He then won another 14 Senior Tour Tournaments and was the top money winner on that tour in 1993 and 1994. The clinic will be from 3:00-4:00 in our short game area, followed by a chat in the Creekside Clubhouse from 4:00-5:00.
- Fall projects are either going on or about to start. Aeration of greens is ongoing until October 1<sup>st</sup>. Starting October 1<sup>st</sup> we will be starting the renovation of the 9<sup>th</sup> green on the Dollar Ranch and repairing broken cart path areas also on the Dollar Ranch.
- We only have two Monday outside events left....October 8<sup>th</sup> and October 22<sup>nd</sup>. Many of the Rossmoor golf club’s tournament schedules will be done within the next month.
- Budgets were presented for each department to the Golden Rain Board on September 12<sup>th</sup> and 13<sup>th</sup>. All the budget items related to golf look like they will be approved without changes. There are no rate changes for 2019.

## Superintendent's Report

September 14, 2018

The amount of water that has passed through our pump station this year compared to last year is nearly the same. The amount used through August totals 61,049,069 gallons compared to 60,026,055 gallons last year. This month's use is about 90,000 gallons per day less than last September.

We are finally fully staffed. I have noticed that our newer staff members miss more time due to illness than our employees that have worked here longer.

Our pump station is aging and it has been necessary to call in a pump repair specialist on several occasions recently.

We have completed greens aeration of the Creekside greens. Aeration of the Dollar Ranch greens will take place during the week of 9/24. Tees will be over-seeded after greens aeration has been completed.

We are in the process of establishing a temporary green on the 9<sup>th</sup> fairway to be used during the time period that the existing 9<sup>th</sup> green is reconstructed.

We have been able to trim tree branches along the right side of the 4<sup>th</sup> tee. Because we have spent more money than budgeted caring for our trees this year the limbs were cut by our staff using a pole saw. We realize that there are more areas that need trimming and will do our best to trim trees in those areas.

## PLANNING COMMITTEE REPORT

REGULAR MEETING  
THURSDAY, SEPTEMBER 18, 2018, AT 10:00 A.M.

A regular meeting of the Planning Committee was convened by the Chairman, Leslie Birdsall, at 10:00 a.m. on Thursday, September 18, 2018, in Multi-Purpose Room #3 at Gateway Complex.

Present, in addition to the Chairman, were Kenneth Anderson, Vice Chairman, Carl W. Brown, and Mary K. Neff. Also attending were Stephen D. Roath, Director, GRF; Timothy O'Keefe, CEO; Dennis Bell, Public Safety Manager; Deborah Rose, Senior Administrative Assistant, Executive Services; and two residents.

Attendance

The Planning Committee's report of its meeting held on August 16, 2018, was approved as written.

Report  
Approved

There were no Resident Forum speakers.

The Chairman introduced agenda item 7a1, resident Kit Miller's 8/20/18 request for pedestrian crosswalk(s) from Gateway Clubhouse to the parking lot. Discussion followed.

Resident  
Request for  
Crosswalk(s)

A motion was made by Ms. Neff, seconded by Mr. Anderson, and CARRIED UNANIMOUSLY, that Tim O'Keefe to respond to Kit Miller that the Committee decided to not take any action on her request.

The Chairman then reviewed agenda item 7a2, resident Tancred Agius's 9/6/18 request for improved lighting at the Tice Creek and Golden Rain Road intersection. Mr. Aguis also asked if all crosswalks could be redone to be more visible. The Chairman provided an update, saying that all crosswalks will be replaced with stripping during the regularly scheduled paving throughout the valley. Discussion followed.

Resident  
Request for  
Improved  
Lighting

The Chairman reviewed agenda item 7a3, during "Meet the CEO" on 9/7/18 a request to create a right turn lane from northbound Tice Creek Drive to eastbound Golden Rain Road. After discussion, the Committee asked Mr. Bell to look into the possibility of creating a turn lane and provide an update to the Committee.

Resident  
Request for  
Turn Lane

Mr. Bell introduced a pedestrian visibility issue as an additional agenda item for Committee review. Mr. Bell provided details as to his recommendation to add 20 feet of red curb to the Tice Creek and Oakmont crosswalk, which leads into the Gateway Clubhouse parking lot.

Recommendation of  
Additional  
20' of Red  
Curb on  
Oakmont  
and Tice  
Creek

A motion was made by Ms. Neff, seconded by Mr. Brown, and CARRIED UNANIMOUSLY, to recommend that the Board approve extending the red curb at the Oakmont and Tice Creek crosswalk by about 20 feet.

The Chairman reviewed agenda items 7b1-7b3, review results of the Board members' practice ranking of project criteria for determining the priority of future major capital projects and attachments. A lengthy discussion was held regarding the weighting measurements for priority setting criteria.

Ranking of Project Criteria

Lastly, the Committee reviewed agenda page 7b-6, which lists potential major projects dated from 3/6/18. A discussion was held regarding the development of a specific list of potential major projects. Following discussion, the Committee asked Mr. O'Keefe to make several changes to the 3/6/18 list and prepare a brief sentence or two with a general description of each major project on the list. The Committee will then conduct a practice scoring session at the next meeting with the updated major project list.

Potential Major Projects List and Criteria Template

There being no further business to come before the Committee, the meeting was adjourned at 12:06 p.m.

Adjournment

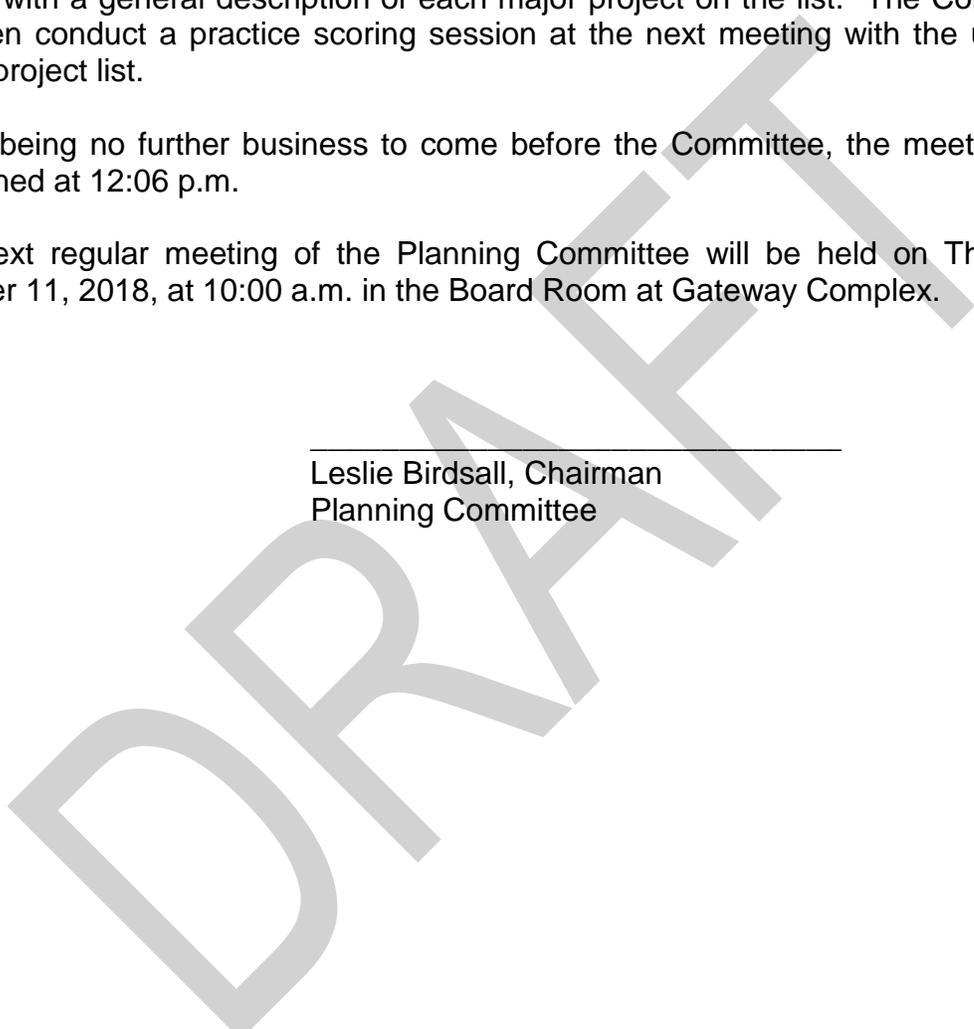
The next regular meeting of the Planning Committee will be held on Thursday, October 11, 2018, at 10:00 a.m. in the Board Room at Gateway Complex.

Next Mtg. 10/11/18

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Leslie Birdsall, Chairman  
Planning Committee

dr



Meeting Date: September 27, 2018

**SUMMARY REPORT  
GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS**

**REPORT PREPARED BY:**

Dennis Bell, Public Safety Manager

**REQUESTED ACTION/RECOMMENDATION:**

Consider extending the red curb on the southwest side of Tice Creek north of the new crosswalk north of Oakmont Drive by 20 feet. There is no cost for extending the red curb.

**BACKGROUND:**

At its September 18, 2018, meeting, the Planning Committee considered a safety enhancement for the new crosswalk on Tice Creek Drive north of Oakmont Drive. After the crosswalk was moved, the red curb was not extended, and as a result, the site distances for drivers and pedestrians on the westside of Tice Creek Drive have been impaired.

**Red Curb Extension:**

The Planning Committee reviewed staff's request to extend the red curb near the new crosswalk on Tice Creek Drive at Oakmont Drive. As part of the recent vehicular and pedestrian safety improvement projects, the crosswalk on Tice Creek Drive at Oakmont Drive was moved north on Tice Creek Drive. Prior to the crosswalk relocation, there was approximately 45 feet of red curb north of the crosswalk. This red curb provided a no parking zone that provided both drivers and pedestrians the necessary sight distances.

To improve pedestrian safety the crosswalk was relocated 20 feet north and pedestrian activated flashing signs were installed. This left approximately 25 feet of red curb north of the crosswalk, and as such, sight distances have been impaired. When driving south on Tice Creek, staff saw that the shortened red zone creates a blind spot for drivers to see pedestrians on the westside of Tice Creek Drive (see Attachment #1). Additionally, it is more difficult for pedestrians to see vehicles travelling south on Tice Creek Drive. To eliminate the blind spot for drivers and to increase sight distance for pedestrians, the red curb needs to be extended 20 feet north. The total length of the red curb will again be 45 feet; however, one parking spot on the east side of Tice Creek between Golden Rain Road and Oakmont Drive will be eliminated.

The Planning Committee recommends that the red curb be extended north by 20 feet.

**Cost:**

None. The work will be done by Trust Maintenance and absorbed in the current budget.

**ATTACHMENTS:**

Attachment #1: Picture of Driver's View

<b>CRITERIA</b>	Project: Traffic Safety and Additional Parking
<b>Financial Impact</b>	None
<b>Operational Efficiencies</b>	N/A
<b>Dependencies</b>	None
<b>Subsequent Actions</b>	If approved, Trust Maintenance staff will paint the curb.
<b>Alternatives/Options</b>	Do not approve extending the red curb.
<b>Time-Frame</b>	If approved, the curb will be painted red within two weeks.
<b>Advantages/Benefits</b>	Improves safety and increases sight distances for drivers and pedestrians.
<b>Disadvantages/Risks</b>	One less parking space on the west side of Tice Creek between Golden Rain Road and Oakmont Drive.



Meeting Date: September 27, 2018

**SUMMARY REPORT  
GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS**

**REPORT PREPARED BY:**

Jeff Matheson, Director of Resident Services

**REQUESTED ACTION/RECOMMENDATION:**

Consider approval of recommendation from the Policy Committee to revise the guest use Policy (P304.1) to exempt nonresident club members from the guest use fee.

**BACKGROUND:**

The GRF Board approved a new guest fee for use of the Tice Creek Fitness Center. The new fee schedule provides each resident with 10 free guest passes annually with a \$10/visit fee applying after the initial 10 passes are used. Members of the two Tap Dance Clubs, that use studio space at Tice Creek Fitness Center, have requested that the Board modify the Policy to allow non-resident members of the clubs to attend the class with no fee. A copy of the request letter is attached.

Several of the clubs that hold classes at Tice Creek Fitness Center have non-resident members. The Board voted to temporarily grandfather existing non-resident members for each club and exempt them from the guest use fees and referred the matter back to the FCAC and AAC for further discussion. These non-resident club members would still need to be signed in with a sponsoring member and would not be permitted to use the Fitness Center except for attending the club sponsored class. If the non-resident chooses to use the facility beyond the class, then the fee would apply.

This matter was reviewed by the FCAC at its meeting on April 11, 2018, and the AAC on April 12, 2018. The FCAC and AAC recommended to the Policy Committee that the request from the Tap Dance Club be denied and the policy of charging all nonresidents guests a fee remain as currently approved.

Subsequently, Director Kelso submitted a proposed revision that would provide for a limited exception to allow guests to participate in activities at the Tice Creek Fitness Center, subject to specific requirements. This proposed revision was discussed at the Policy Committee on July 3 and again on August 7. The Policy Committee voted 3-1 to recommend the language be incorporated. The proposed revised language is incorporated in the attached Policy P304.1 for consideration by the Board.

**ATTACHMENTS:**

Attachment 1: Guest use Policy P304.1 (markup)

Attachment 2: Request letters from Tap Dance Clubs (x4)

Attachment 3: Proposed revision submitted by Director Kelso

Attachment 4: Current nonresident participation by club

<b>CRITERIA</b>	Project:
<b>Financial Impact</b>	May result in loss of revenue from guest fees. The exact amount is not known as clubs members may use their free passes.
<b>Operational Efficiencies</b>	NA
<b>Dependencies</b>	NA
<b>Subsequent Actions</b>	Staff will implement the approved amendments to the Policy.
<b>Alternatives/Options</b>	The Board can refer the item back to the Policy Committee and/or the FCAC and AAC for further consideration.
<b>Time-Frame</b>	The Policy will go into effect once approved.
<b>Advantages/Benefits</b>	Clubs that meet at Tice Creek Fitness Center will not be charged for non-resident guests. This is consistent with other GRF facilities.
<b>Disadvantages/Risks</b>	This policy allows non-residents use of Tice Creek Fitness Center to attend club sponsored functions at no charge. Residents who support the operation through their monthly coupon may feel this is not appropriate.

**Attachment #1**

Subject: Guest Usage Policy

Purpose: To Establish Guidelines for Use of Trust Facilities by Guests

For purposes of this Policy the term “Guest” refers to non-Members, not registered with GRF as either a Lessee (Policy 104.1.2), or Domestic Employee, as set forth below. The Golden Rain Foundation’s programs, services and facilities are intended primarily for use by GRF Members as defined in the Bylaws, either individually or as members of Rossmoor clubs and organizations. The Foundation supports a policy of accommodating Guests accompanied by their Member host when their presence does not interfere with Members’ use of facilities.

1. Except as otherwise specified herein, Guests must be accompanied by a Member host at all times, unless otherwise specifically provided for elsewhere by Policy, Rules, or Procedures.
2. At the discretion of GRF, Guests may be limited to a number of days or excluded for specific days or portions thereof, from any programs, services or facilities in order to ensure adequate access to Members. A list of such limitations, if any, will be available from Member Records and provided to Members upon request.
3. Guests must follow all policies, rules and procedures of the applicable program/facility. Members are responsible for making their Guests aware of the Foundation’s policies, rules and procedures and for the acts of their Guests.
4. No Guest who is a client, patient, or customer of a Member may use Foundation facilities for professional purposes.
5. Subject to approval of the GRF Board, Guests may be charged a fee for use of, or access to, any program, service or facility on terms and conditions prescribed by the Board. A schedule of such charges will be maintained by Member Records and provided to Members upon request.
6. Notwithstanding any provision of this Policy to the contrary, Guests who are non-resident members of a GRF Approved Organization as set forth in Policy 302.0, may be excused from paying the applicable guest fee when participating in activities at the Tice Creek Fitness Center, provided all of the following conditions are met:
  - The guest/club member is participating in a sanctioned club event with a reserved room or pool, including practice sessions.
  - The event is limited to the use of a room, ~~or studio, or pool,~~ and such use does not adversely impact other Members and their Guests
  - The guest/club member is accompanied by a Rossmoor resident who is also a member of the same club.
  - The guest/club member will leave when the sanctioned event is over, or will comply with Sections 1 through 5 of this Policy, including payment of any required fees, in order to remain.
  - The guest/club member will be issued a special wrist band that must be worn while in the Tice Creek Fitness Center.

- The guest/club member will not use locker rooms, pools or any of the equipment in the Fitness Center, except in compliance with Sections 1 through 5 of this Policy.
- Guests who violate any of the foregoing requirements will forfeit their exemption under this paragraph.

5.

6.7. The term Domestic Employee refers to an employee of a Member or Lessee as either a care-giver or housekeeper or similar capacity, whether or not such employee lives with the Member or Lessee full-time. Domestic Employees must be registered with GRF as such and will be considered to be Guests of the Member, for purposes of access only. Domestic Employees will not be permitted to make use of any amenities or facilities and must be accompanied by the applicable Member at all times. Domestic Employees may be issued limited access devices subject to the fees and restrictions established by the Board, which are available from Member Records upon request.

7.8. Notwithstanding any of the above limitations, exceptions to this Policy may be made by express provisions contained in the applicable Rules for participation and use of any GRF program, service or facility approved by the GRF Board.

Authority: Policy

6/24/04

9/27/07 Rev.

2/24/11 Rev.

10/31/13 Rev.

7/27/17 Rev.

RECEIVED

FEB 28 2018

GRF BOARD OFFICE

February 25, 2018

Tim O'Keefe, CEO  
Golden Rain Foundation  
3410 Golden Rain Road  
Walnut Creek, CA 94595

Dear Mr. O'Keefe:

we are writing to you on behalf of Rossmoor's two tap-dancing clubs, the Happy Hooters and the Hot Flashers, known collectively as the Rossmoor Rhythm Revue. These clubs have a proud 32-year history of providing quality entertainment within Rossmoor and also for residents in retirement communities and residential homes and for clubs and other organizations in nearby East Bay locations. Each week the Hoofers attend a two-hour instructional class on Mondays and- the Flashers attend a two-hour class on Tuesdays. On Thursdays the flashers rehearse for two hours to prepare for upcoming performances.

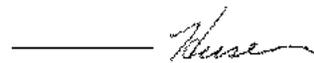
Between our two clubs, we have 31 members, six of whom are non-residents. These dedicated and talented individuals have been with us for many years and contribute greatly to the quality of our community and performance activities. Prior to the Fitness Center renovation and new electronic entry system, our non-residents gained entry to the Fitness Center by way of a Reception Desk manual sign-in and wrist-banding protocol before being escorted to the tap classroom by a resident club member. We emphasize that they do not, at any time, access any GRF facilities other than the Dance Studio. Additionally, it's important for you to know that no new non-residents have been accepted into our clubs since the non-resident participation guidelines were tightened a couple of years ago.

We've been informed that the new guest policy will be enforced without exception. Unless we offer our collective supply of 250 guest passes to our non-residents - not a likely scenario - after four weeks of classes/rehearsals, they each will have to pay upwards of \$80/month to remain in our clubs. This is not reasonable or acceptable. We ask the Golden Rain Foundation to consider creating an exception to the GRF Guest Policy so that our non-residents can continue as members of the Rossmoor Rhythm Revue to entertain and inspire senior audiences within and beyond Rossmoor.

Sincerely,

1% -/40/3/

Daryl Svoboda  
3270 Terra Granada Drive #1  
925-979-1676  
aasvoboa@gmail.com



J-Udie Huse  
1641 Canyonwood Court #8  
925-287-1502  
juainuse@yahoo.com

CC: JEFF MATHEISON

**Anthony Grafals**

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**From:** Paulette Jones  
**Sent:** Thursday, April 26, 2018 5:39 PM  
**To:** Sue Adams (sueadams@comcast.net); Bob Kelso (bob4grf@gmail.com); Geri Pyle; Steve Roath (sroath.f@gmail.com)  
**Cc:** Tim O'Keefe; Anthony Grafals; Deborah Rose  
**Subject:** FW: Please forward to Policy Committee members

Sherry Smith asked that her message be forwarded to the members of the Policy Committee.

pj

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**From:** Paulette Jones  
**Sent:** Thursday, April 26, 2018 5:35 PM  
**To:** 'Sherry Smith' <[fanocal1@gmail.com](mailto:fanocal1@gmail.com)>  
**Subject:** RE: Please forward to Policy Committee members

Hello Sherry,

Your message will be forwarded to the members of the Policy Committee as you requested.

Regards,

Paulette

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**From:** Sherry Smith <[fanocal1@gmail.com](mailto:fanocal1@gmail.com)>  
**Sent:** Wednesday, April 25, 2018 6:29 PM  
**To:** Paulette Jones <[PJones@rossmoor.com](mailto:PJones@rossmoor.com)>  
**Subject:** Please forward to Policy Committee members

It is my understanding that the Policy Committee will soon consider granting a permanent waiver of guest use fees to the dance clubs, as they have requested. The GRF Board recently granted them a temporary waiver. Both the Fitness Center Advisory Committee and the Aquatics Advisory Committees recommended against granting these clubs a permanent waiver. I urge you to also recommend to the GRF Board that the request to grant the dance clubs a waiver be denied.

There are several clubs which have non resident members using the fitness center. Can you grant a waiver to one club without granting a waiver to all clubs? Even if you could limit this requested waiver to the dance clubs, requests for guest use fee waivers from the other clubs surely will follow. And, when this policy is implemented throughout Rossmoor, what's to prevent other clubs from also requesting guest use fee waivers? I envision other groups forming

clubs just to request similar waivers of the guest use fees....something like the Peacock Hall Movie Club. Recommending that this waiver be granted will set a precedent that will significantly dilute the guest use fee that the GRF Board passed in the recent past. The policy was passed by the GRF Board to ensure that Rossmoor's facilities are primarily used by **coupon paying** residents. It is not consistent with the purpose of the policy to create exceptions for non residents just because they're members of a club.

I sincerely sympathize with the dance clubs, but I think there are compromise solutions that don't involve a waiver. If having these non resident members continue free participation at Rossmoor's fitness center is so important, perhaps they could consider one or more of the following so that non resident use is in compliance with the policy as it stands:

1. Since there are 30 resident members and 7 non resident members of the dance clubs, perhaps the 30 resident members could pool their 10 free guest passes and give them to the non resident members for rehearsals at the fitness center
2. The members could form a money pool and finance the non resident members
3. They can find a place to rehearse other than the fitness center.

Thank you for your consideration.

Sherry Smith  
1914 Lakeshire Dr.  
[sherry@calbears.com](mailto:sherry@calbears.com)

May 21, 2018

To GRF Policy Committee Members:

Once again the Rossmoor Rhythm Revue (RRR) is asking the GRF, this time the Policy Committee, to allow our seven non-resident members of the Happy Hoofers and Hot Flashers to enter the Fitness Center without paying \$10 per instructional session. We would prefer that the same check-in system be used now that was used previously before the Fitness Center renovation when the non-residents were given wrist bands to wear upon entering the building.

It is our understanding that the Fitness Center Advisory Committee did not approve our request mainly because of their concern that a precedent would be established allowing other clubs to request the same privilege for their non-resident members. The purpose of this letter is to suggest that other clubs have the same benefit, as long as those clubs do not have more than 20 percent as non-resident members and do not abuse the privilege. If non-resident club members wish to use Fitness Center equipment outside of club time, they would obviously be expected to follow the Guest Pass policy.

When Diana Starr retired from being director of the RRR two plus years ago, after 18 years of dedicated service, she appointed me to be the group's dance captain. My main responsibility is to rehearse the dancers on Thursday afternoons for upcoming performances. An equally important responsibility is to welcome new members, both residents and non-residents, to the Happy Hoofers, the beginner group that meets on Mondays, and the more advanced group, the Hot Flashers, who meet on Tuesdays. Both groups meet with our very qualified teacher and choreographer, Mary Lyons, whom we each pay \$5/class.

It is important to encourage new members, residents and non-residents, to join us to keep the RRR viable, as we have been for 32 years. New members strengthen our group and replace members who, because they are getting older, no longer wish to or are able to dance with us. Currently our non-resident members support our clubs not only by dancing, but by scheduling our shows, caring for our costumes and maintaining the club website.

We would appreciate and hope for your approval of our request to allow our non-resident dancers to enter the Fitness Center without paying a guest fee so that they can continue to support us and to dance with us.

We invite you to see us perform on the Stanley Dollar stage on the morning of the 4<sup>th</sup> of July.

Sincerely,

Judie Huse  
1641 Canyonwood Court, #8  
925-287-1502

**ROSSMOOR RHYTHM REVUE EXPLAINED...**  
**GRF Policy Committee Meeting, June 5, 2018**

- **Rossmoor Rhythm Revue (RRR):** performing company comprised of Happy Hoofers and Hot Flashers tap club members.
- **32-year Rossmoor history** of providing quality entertainment, within Rossmoor and in nearby East Bay locations, retirement communities, residential homes, clubs and organizations.
- **Performances:** Approximately 30 performances per year, 30 – 45 minutes per show, 12 – 15 different dances requiring 6 or more costume changes, vocalist and MC to introduce each dance and entertain audience during costume changes. Recent and upcoming shows:
  - **May 18, 2018** – Eden Villa Assisted Living and Memory Care, Pleasanton
  - **June 3, 2018** – Danville Seniors Variety Show, Danville
  - **June 22, 2018** – Multicultural Dragon Boat Festival, CAAR, Rossmoor Event Center
  - **July 4, 2018** – Rossmoor 4<sup>th</sup> of July Celebration, Stanley Dollar Stage and PicnicGrounds
- **Weekly classes:** two-hour instructional classes, Mondays (beginners) and Tuesday (intermediate and advanced); two-hour rehearsals on Thursdays.
- **Studio/Practice space and safety requirements:** non-slip flooring, preferably with cushioned underlayment; full-size wall mirrors on at least one wall; one to two permanently bolted ballet barres: as found in the Fitness Center Dance Studio and the Aerobics Studio. There is no other non-Fitness Center Rossmoor facility that can provide the required space, function and safe environment.
- **Membership:** over 30 members including seven non-residents who have been with us for an average of 11 years (range of 2 – 16 years).
- **What makes us unique:** performances require a critical number of trained participants to present the high quality entertainment that we are known to provide.
  - The RRR repertoire includes almost 50 different dance routines.
  - Only a limited number of residents have the stamina and agility to perform. Due to inevitable issues of aging and health, attracting and training new members are essential to compensate for members who choose to retire from or cut back on their tap classes and performances.
  - Novice tappers require at least a full year of instruction before being able and confident to perform. We currently have about 9 beginners.
  - At least half of our non-resident members come to us as experienced tap dancers, on the younger side of the over-55 age spectrum and enthusiastic to take on maintenance and administrative duties performed for years by Rossmoor tappers.
  - RRR is compliant with the 20% non-resident cap for club memberships. Non-residents do not, at any time, access GRF facilities other than the Dance Studio. Their presence in the Fitness Center has no impact on fitness equipment availability.

May 22, 2018  
 Daryl Svoboda  
 3270 Terra Granada Drive, #1A  
 925-979-1676

-----Original Message-----

From: Karen Mikuls

Sent: Tuesday, September 18, 2018 3:26 PM

To: GRB - Golden Rain Board <[GRB@rossmoor.com](mailto:GRB@rossmoor.com)>

Subject: GUEST FEE FOR FITNESS CENTER

It appears that some clubs feel that non-resident members should be eligible to use the fitness center without paying the \$10 guest fee due to the fact that the club has activities in the fitness center. As a resident who pays approximately \$10 a month in our coupon for the fitness center (which I have not used in the 5 years I've lived here), I feel that it is only fair that any NON-RESIDENT club member who uses the facility during club activities or otherwise should pay at least \$10 a month, the same as a resident. Perhaps the designated club should be charged \$10 per month for each non-resident member, payable as part of the rental of the room in the fitness center.

It does seem excessive to charge non-resident members \$10 per visit, for club activities, but \$10 per month seems fair to everyone, especially to the residents who support the fitness center in their coupon payment, regardless of whether they use it or not.

Karen Mikuls

Fitness Center Only  
Guest fee exemption language

Guests who are non-resident members of a recognized Rossmoor Club may be excused from paying the applicable guest fee when the following conditions are met:

- The guest/club member is participating in a sanctioned club event with a reserved room or pool facility, including practice session, at the Tice Creek Fitness Center.
- These events are limited to the use of a room, studio, or pool, where the presence of additional people in the room does not impact other users of the Tice Creek Fitness Center.
- The guest/club member is accompanied by a Rossmoor resident who is also a member of the same club.
- The guest/club member will leave the Tice Creek Fitness Center when the sanctioned event is over.
- The guest/club member will be issued a special wrist band that must be worn while in the Tice Creek Fitness Center.
- The guest/club member will not use any of the equipment in the Fitness Center.
- The guest/club member will not use the locker rooms.
- The guest/club member will not use the pools.

Guests who violate any of the rules above will have their exemption to the Guest charge revoked permanently.

Club Name	How many classes a week?	Guest each week?
Tap Dancers	3 classes	6 guest a class = 18
Basketball	6 classes	3 guest a class = 18
Ballet	1 class	0 guest - abide by new rule
Line Dancing	2 classes	1 guest a class = 2 week
Hula Dance	2 classes	3 guest a class = 6 week
Qi – Gong (CAAR)	5 classes	2 guest a class = 10 week
Tai Chi (CAAR)	4 classes	2 guest a class = 8 week
Pickle Ball	A lot	0 guest - abide by new rule
Chinese Folk Dance	1 class	1 guest a class = 1
Zumba	2 classes	0 guest - abide by new rule
Folk Dancing	2 classes	5 guest a class = 10 week
Silver Bullet	Winter Only - November - March	1 guest a class

Meeting Date: September 27, 2018

**SUMMARY REPORT  
GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS**

**REPORT PREPARED BY:**

Tim O'Keefe, CEO

**REQUESTED ACTION/RECOMMENDATION:**

Consider one or two departments or amenities that the Board would like staff to conduct a service level review on in early 2019.

**BACKGROUND:**

As was discussed at the March 29, 2018 Board meeting, Board members have mentioned on several occasions their concerns that there is not enough time between the mid-September two-day budget meeting and the final budget vote at the end of the September to make any changes to the service level of any given GRF service or amenity. Effectively, the Board packet is distributed 1-2 weeks following the mid-September budget meeting leaving very little time to conduct any meaningful analysis or make any substantive changes. Any study or survey of an increase or decrease in service, or research into new methods or technologies to improve or enhance service, could take weeks or months to fully evaluate. The budget has to be adopted by late September because the Mutuals are mandated by law to distribute their budgets by November 1<sup>st</sup>. GRF's portion of the coupon has to be incorporated into the mutual coupons.

The budget process starts each year in June when the Board provides guidance on the staff wages and benefits. Staff directors work on their budgets over the summer and the final staff reviews occur in late August. The budget binders are assembled the last week of August and first few days of September. The Board and Finance Committee review the budgets in the 2<sup>nd</sup> week of September.

The budgets generally provide the cost to deliver the current level of service for a given amenity, department or program. The budget narrative provides an explanation for each material line item needed to deliver the agreed upon service level. For example, over the years, the community has agreed to operate its own weekly newspaper. The budget that is submitted each year outlines the costs (labor, materials, supplies, etc.) and revenues needed to deliver this service.

A service level review analyzes the current service level, how and why it evolved as it did, and provides an understanding of who uses the service/amenity and how those users might be impacted by any change in the service level. A service level review could lead to discussions of alternative means of delivering the service and changes in the service level for a future budget.

Earlier this year, the Board decided to review the service levels of the Transportation Department (in conjunction with the On Demand bus app grant proposal) and Lawn Bowling as the first two service levels to review. At the March 29, 2018 meeting, the Board formally agreed to incorporate service level reviews into an annual process following the adoption of the budget. The departments/amenities to review would be identified at the budget adoption meeting and the reviews would occur early the following year.

**ATTACHMENTS:**

None

<b>CRITERIA</b>	Project:
<b>Financial Impact</b>	None
<b>Operational Efficiencies</b>	N/A
<b>Dependencies</b>	None
<b>Subsequent Actions</b>	Staff will provide the requested review(s) after the first of the year.
<b>Alternatives/Options</b>	N/A
<b>Time-Frame</b>	N/A
<b>Advantages/Benefits</b>	Could improve the Board members' and residents' understandings of the services provided by GRF.
<b>Disadvantages/Risks</b>	Would require additional preparation by staff and attendance by Board members at additional meetings.