

A G E N D A

FITNESS CENTER ADVISORY COMMITTEE

REGULAR MEETING WEDNESDAY, MAY 11, 2016, 9:30 A.M. **BOARD ROOM AT GATEWAY COMPLEX**

1. MEETING CALLED TO ORDER: Claudia Tierney, Chairman
2. ROLL CALL: Tierney, Leonard, Smith, Green, Herdering, Montgomery, Rapp, and Fredlund, ex-officio member
3. APPROVAL OF REPORT OF APRIL 13, 2016 (Attachment)
4. CHAIRMAN'S REPORT
 - a. Monthly attendance reports for April 2016 (Hand-out at meeting)
5. CORRESPONDENCE AND ANNOUNCEMENTS
6. STAFF REPORTS
 - a. Equipment repair and maintenance.
7. SUB-COMMITTEE REPORTS
8. RESIDENTS' FORUM

FCAC will follow Rossmoor custom and limit comments to 3 minutes.
9. UNFINISHED BUSINESS
 - a. Update regarding the status of the Del Valle Renovation project.
 - b. Consider Recommendation from the Joint FCAC and AAC Subcommittee regarding guest fees for Del Valle, to postpone further consideration until after the renovation is complete. (Attachment)
10. NEW BUSINESS
 - a. Consider amending the Fitness Center guidelines for use of cardio equipment to eliminate the need to sign-up for cardio equipment prior to use. (Attachment)
11. ADJOURNMENT
12. NEXT MEETING: Wednesday, June 8, 2016, at 9:30 a.m. in the Board Room at Gateway Complex

CT/kv

cc: GRF Board

FITNESS CENTER ADVISORY COMMITTEE REPORT

REGULAR MEETING

WEDNESDAY, APRIL 13, 2016, 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, April 13, 2016, in the Fairway Room at Creekside Complex.

Present, in addition to the Chairman, were Barbara Leonard, Vice Chairman, Sherry S. Smith, Secretary, Carol A. Green, Catherine S. Herdering, Edson L. Montgomery, Virginia Lee Rapp, and Melvin C. Fredlund, GRF Board representative and ex-officio member. Also attending were Leslie Birdsall, President, Barbara S. Jordan, Vice President, Mary Lou Delpech, Secretary, and Geraldine Pyle, Richard E. Hurley, and Robert D. Kelso, Directors, GRF; Jeffrey P. Matheson, Director of Resident Services; Masha Henzel, Fitness Supervisor; and three residents.

Attendance

The report of the Committee's regular meeting of March 9, 2016, was approved as presented.

Report
Approved

The Chairman reported that there were 16,516 visits to the Fitness Center in February. Mr. Matheson noted that, because of the key card entry system used to enter both the Fitness Center and the pool, this number represents pool users as well.

Chairman's
Report

During the Residents' Forum, Mr. Hurley spoke about his concerns for the consideration of physically challenged residents in the planning of the renovation of the Fitness Center, as well as the need for staff to be mindful of their needs. He passed out a handout enumerating his suggestions for further consideration. There were also three additional resident speakers.

Residents'
Forum

Mr. Matheson presented an explanation of the phases and attachments of the base design for the renovation of the Fitness Center and alternate items. He noted that we are currently nearing the end of Phase #1, the Schematic Design Phase, to be followed by Phase #2, the Design Development Phase. He discussed the 6 alternate items presented in an attachment. These enhancement items are not included in the base design but are offered for consideration, depending on cost outcomes.

Fitness
Center
Renova-
tion
Project

A motion was made by Ms. Smith and seconded by Ms. Green that the FCAC recommend to the GRF Board that it approve the schematic plans for the Fitness Center renovation project, including the alternate options, to the extent the items are within the overall target budget of \$10 million. A vote on the motion was taken, and the motion CARRIED UNANIMOUSLY.

Recom-
mendation
to the GRF
Board re.
Fitness
Center
Schematic
Plans

Fitness Center Advisory Committee
Regular Meeting

-2-


April 13, 2016

The Chairman adjourned the meeting at 10:23 a.m.

Adjourn-
ment/

The next regular meeting of the FCAC will be held on Wednesday, May 11, 2016,
at 9:30 a.m. in the Board Room at Gateway Complex.

Next Mtg.
5/11/16



Claudia Tierney, Chairman PJ
Fitness Center Advisory Committee

SSS/kv

Attachment: Fitness Center Statistics

**SUMMARY REPORT
GOLDEN RAIN FOUNDATION
FITNESS CENTER ADVISORY COMMITTEE**

REPORT PREPARED BY:

Jeff Matheson, Director of Resident Services

REQUESTED ACTION/RECOMMENDATION:

Consider the following recommendations from the Joint Subcommittee considering guest fees:

- A. Postpone further discussion of guest fees until after the renovation project is completed.
- B. Consider amendments to the rules, R102.0, Fitness Center Access and Use, by adding language to state that residents have priority for classes should space be limited.

BACKGROUND:

In January, the FCAC and AAC voted to re-form a Joint Subcommittee to discuss options for guest fees at Del Valle. The Joint Subcommittee met three times. The Subcommittee discussed:

- A. Current issues created by guest use.
- B. The impact of a potential guest fee on classes and clubs using Del Valle.
- C. Operational issues involved with collecting a guest fee.

In discussing these topics the Subcommittee reviewed data regarding current guest use, reviewed data collected from other active senior communities, and collected and reviewed data from Clubs and class instructors. Attached is a summary of the data collected and reviewed.

After three meetings the Subcommittee concluded that it would be best to wait until after a renovation is completed and further information was gathered regarding actual guest use. The Subcommittee did feel that the rules could be amended to reflect that residents have priority when it comes to class participation. If space is limited for a class, residents should have priority. Attached is a copy of the current Fitness Center rules, R102.0.

ALTERNATIVES AND OPTIONS:

- Decide to accept the recommendations from the Joint Subcommittee.
- Decide to recommend to the GRF Board a fee be implemented sooner.
- Decide to recommend additional amendments to the Fitness Center Rules.

ATTACHMENTS:

- 1) Summary of data collected regarding other active senior communities
- 2) Summary of data collected from instructors and Rossmoor Clubs
- 3) Current Fitness Center Rules for Access and Use, R102.0

Controlled Access, Guest, Software, Comparison

9b-3

<u>Property</u>	<u>Guest Fee</u>	<u>Controlled Access</u>	<u>Software Program</u>
Seal Beach	Guest not allowed at most facilities	Staff attendant	NA
Sun City Texas	Members allowed 20 guest passes per year. Guest passes are loaded on member profile.	Members provide login number to access their profile	Jonas- do not like
Holiday Heights, NJ	No guest fee	Members are issued two resident badges and two guest badges. Badges must be worn at facilities	TOPS
Sun City Lincoln Hills	No fee if guest is with resident member. Resident members may purchase a guest pass for \$7 which allows guest to attend without being accompanied	Finger vein readers pull up member profile and tracks usage at facilities	Vermont Systems Rec Trac Like
Sun City Roseville	Residents provided 12 free per year. After that the fee \$2/visit or a punch card of 12 for \$20. Unescorted is allowed if resident purchases card in advance for \$5	Residents have ID cards. They scan card upon entry to fitness center	Jonas does not meet needs
Laguna Woods	Fees are charged for different facilities. Fitness center is \$3.00. Residents can sign in guests and then leave or with a doctors note a resident can be issued a privilege pass they can then give to their guest for access	Residents have ID card with barcode that is scanned by staff upon entry to fitness center	Active and Microsoft Access
Oakmont	Guests must have access card or be with resident. No guest fees charged	Facilities are controlled. Resident must swipe access card to unlock doors. Doors stay open too long and multiple people come in	DSX for access control. ASYST data system for other.
Villages	No guest fee. If sponsored by a resident, guest may use some facilities without being accompanied by a resident. For other facilities the guest must be with a resident. No guests are allowed in fitness center	Residents have ID cards that unlock doors. To prevent multiple residents from entering they have adopted rules requiring each resident to swipe a card before entering.	Event Management System and Eventbrite for tickets

Fitness Center Club and Independent Instructors
Guest Attendance Information

9b-4

Club/class	Non-Res Participants	Class Fee	Higher non-resident fee	Club membership required	Would guest fee impact class	Non-Residents required for class success
Pickleball	No	No	No	Yes	No	No
Qi Qong	Yes	Yes	Yes	Yes	No	No
Yoga Contract Instruc	Rarely	Yes	No	NA	No	No
ZUMBA	Yes	Membership	No	Yes after 2-3 times	No	No
Round dance	Yes	Yes	Yes	No	Yes	Yes
Yoga contract Instruc	Yes	Yes	No	NA	Yes	No
Tai Chi	No	Yes	No	Yes	No	No
Yoga contract instruct	Yes	Yes	No	NA	No	No
Silver Swan	Rarely	No	No	Yes after 1 visit	No	No
Keeping Fit	Never					
Moving to Music	Occasional	No	No	Yes, after 3 visits	May discourage member from bringing guest	No
Hula	Yes	No	No	Yes	Probably Not	No

Subject: Fitness Center Access and Use

Purpose: To Establish Rules for Use of Del Valle Fitness Center

The Golden Rain Foundation operates a Fitness Center that provides professional fitness instruction, exercise equipment, and organized exercise programs for the exclusive use of Rossmoor residents and their accompanied guests.

As used herein, the Fitness Center generally is comprised of the entrance area, lobby, registration/information desk area, exercise equipment area, aerobics room, stretching room, Shasta Room, equipment storage areas (upstairs and downstairs), the Del Valle pools (when utilized for fitness water classes and programs), restrooms/shower rooms/dressing/locker areas that are shared in common with the Del Valle enclosed pool, and staff offices. (FCAC will consult with AAC regarding any common facilities).

Fitness Center Hours:

The Del Valle Fitness Center is open year-round from 6:00 a.m. to 9:00 p.m. Monday through Friday, and 6:00 a.m. to 6:00 p.m. Saturday and Sunday, with the exceptions noted below. The GENERAL GUIDELINES and any special rules are posted at the Del Valle Fitness Center.

Special Fitness Center Hours

Early closure @ 4:00 p.m.

- Independence Day (July 4th)
- Thanksgiving Eve
- Christmas Eve
- New Year’s Eve

Closed All Day

- Thanksgiving Day
- Christmas Day
- New Year’s Day

Resident and guest use of the Fitness Center is subject to the following rules and regulations:

1. Rossmoor residents are required to fill out and sign a Waiver of Liability Form and PAR-Q Form (fitness and health information) prior to using the Fitness Center equipment and programs. Any resident using the services of staff for individual or group training or for orientation on any strength training equipment must fill out/sign a Health History Form and Physician’s Release Form.

2. Residents, guests and caregivers must sign in upon entry to the Fitness Center.
3. Residents are provided a Rossmoor ID card and must show the Rossmoor picture ID or a Rossmoor ID without a picture accompanied by a government issued picture ID upon entry. This assures that unauthorized non-residents do not utilize Fitness Center facilities to the detriment of residents and their guests.
4. Residents and their guests use the Fitness Center facility, equipment, and programs at their own risk. Residents and their guests must obey Fitness Center rules, Use Guidelines and staff instructions at all times.
5. MP3 players, radios and tape players are not permitted without earphones which prevent external noise.
6. Replenishment drinks, water and energy bars are permitted. No other food, drink, chewing gum, tobacco products, breakable containers or alcoholic beverages are allowed in the Fitness Center or locker/restroom areas.
7. Bandages must cover any open cuts and wounds.
8. Pets are not permitted, except for service animals.
9. No one under 18 years old is allowed in the Fitness Center.
10. Cell phone use is prohibited in locker rooms and due to safety issues, cell phone use is prohibited while exercising on fitness equipment. Class instructors may request that cell phones be turned off during class time.
11. There is a 30 minute continuous time limit on use of "cardio" equipment, e.g., treadmills, elliptical machines, bikes, etc., due to high demand
12. Personal items must be stored in built in cubicles or day-use lockers in locker rooms to avoid tripping hazards from items on the floor.
13. User shall return any weights, barbells, benches, balls, etc. to proper place to avoid safety hazards and conflicts with other users when using equipment.
14. Staff may ask users to relinquish strength training equipment after reasonable period of use during peak usage times.

15. The following actions are never acceptable:

- Aggressive, inappropriate or unwelcome physical behavior, contact or conversation of any kind.
- Direct or indirect verbal abuse, foul, obscene, harassing or sexually oriented language or gestures
- Intentional behavior that results in damage to property belonging to other residents, guests, caregivers, staff or to the Golden Rain Foundation
- Theft or removal without permission of any property belonging to the Golden Rain Foundation, residents, guests, caregivers or staff.

16. To use fitness equipment and to perform activities residents and guests must be appropriately attired at all times, including flat-soled, closed-toed shoes. Swimsuits are only permitted in the locker rooms and pool areas.

Guest Policy:

1. Residents may bring guests to the Fitness Center. Guests must sign in with just one host resident per visit and must leave with the same host resident. Resident host must remain on premises at all times.
2. Guests must be 18 years of age or older and provide identification upon request.
3. Guests must sign in when entering Fitness Center and wear identifying blue wristbands (received when checking in).
4. Residents are responsible for the conduct of their guests.

Caregiver Policy:

1. Caregivers must sign in upon entering the Fitness Center and must wear identifying red wristbands (received when checking in).
2. Residents are responsible for the conduct of their caregivers.
3. Caregivers are not permitted to use Fitness Center equipment or participate in other Fitness Center activities unless in direct assistance to their resident employer/host.

Violation of Rules:

Residents and their guests must obey Fitness Center rules at all times.

Violation of any rules may initiate the filing of an incident report. Repeated offenses may result in possible suspension of the use privileges of the Fitness Center facilities at the discretion of the CEO or his/her designee.

Authority: Rule
9/28/95
7/25/96 Rev.
3/28/02 Rev.
6/24/04 Rev.
8/30/07 Rev.
8/26/10 Rev.
5/26/11 Rev.
7/25/13 Rev.

Agenda Item: 10a
Subject: Guidelines for Use of Cardio
Equipment
Meeting Date: May 11, 2016

**SUMMARY REPORT
GOLDEN RAIN FOUNDATION
FITNESS CENTER ADVISORY COMMITTEE**

REPORT PREPARED BY:

Jeff Matheson, Resident Services Director

REQUESTED ACTION/RECOMMENDATION:

Consider revisions to the guidelines for use of cardio equipment.

BACKGROUND:

Due to the limited number of cardio machines, the staff and the FCAC have devised a list of guidelines for use. The guidelines are intended to help provide a means for all interested users to have equal access to the machines. Currently there are sign-up binders located at the front counter for residents to sign-up to use certain cardio equipment. Residents must sign-up and indicate the time prior to getting on the designated equipment. If the equipment is in use then the sign-up sheet serves as a waiting list.

The guidelines were initially implemented to try and resolve conflict between users. Unfortunately, the experience has been that the sign-in requirement has proven to be burdensome and has not aided in resolving conflict. At this time staff is recommending the guidelines be modified as shown in the attachment. The guidelines would still limit use to 30 minutes when another resident is waiting. Access to the cardio equipment would be on a first come, first served basis only. Sign-ups would no longer be required.

ALTERNATIVES AND OPTIONS:

- The Committee can decide to keep the current guidelines.
- The Committee can modify the guidelines further.
- The Committee can eliminate the sign-in process altogether.

SUBSEQUENT ACTIONS:

Subsequent action will depend on the direction from the FCAC.

ATTACHMENT:

Current guidelines for use of cardio equipment

Procedure for Use of Cardio Equipment at the Rossmoor Fitness Center

Operation and use of The Fitness Center is governed by rules adopted by the Golden Rain Foundation Board. The rules for the fitness center recognize that various pieces of cardio equipment may be impacted during certain times of the day with residents and their guests wanting to use the machines. According to the adopted rules, uses of the cardio machines are restricted to 30 minutes when someone is waiting. ~~The fitness center staff has implemented the following procedure for scheduling use of the cardio machines. Failure to follow the guidelines may result in loss of use privileges for the cardio equipment.~~ The Fitness Center Advisory Committee has approved the following guidelines for use of cardio equipment.

Use Guidelines:

- ~~1. Before utilizing an empty piece of cardio equipment make sure there is not someone signed up on the wait list for the equipment.~~
- ~~2. If there is a name on the wait list then sign your name on the next available line. List the date and time as indicated on the form. If there is no name on the list then sign your name, indicate the date and time and begin your workout.~~
- ~~3.1. Once 30 minutes is up the person on the machine **must** vacate if someone is waiting to use the machine.~~
- ~~4. The next name on the list **must** cross off their name and begin use.~~
- ~~5.2. Time begins once the machine becomes vacant, from the previous user. If the next person on the wait list does not begin use of the machine **within 5 minutes** then the next person on the wait list may cross their name off and begin use. If there are no other names on the wait list then the current user may continue their work out for an additional 30 minutes.~~
- ~~6.3. Under **no** circumstance may a user leave a treadmill running while not actively using.~~

~~**Note:** It is required that each person cross their name off the list once the workout begins. This allows others on the list to know how long a wait time they may have and whose turn is next.~~

~~Acknowledgement:~~

~~I have read the above procedures for use of the cardio equipment at the Fitness Center and agree to follow them.~~

Signed

Date