AGENDA
FITNESS CENTER ADVISORY COMMITTEE

REGULAR MEETING
WEDNESDAY, SEPTEMBER 7, 2016, AT 9:30 A.M.
BOARD ROOM AT GATEWAY COMPLEX

1. **MEETING CALLED TO ORDER:** Claudia Tierney, Chairman

2. **ROLL CALL:** Tierney, Herdering, Smith, Green, Howard, Leonard, Rapp and Fredlund, ex-officio member

3. **APPROVAL OF REPORT OF AUGUST 10, 2016 (Attachment)**

4. **CHAIRMAN’S REPORT**
   a. Monthly attendance reports for August 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. Items related to the Fitness Center Remodel Project. (Attachment)
      - Discussion regarding the entry and reception counter.
      - Discussion regarding phasing options.
   b. Recommendation regarding the revisions of the Fitness Center Rules
      R102 and Fitness Center Guidelines (Attachment)

10. **NEW BUSINESS**

11. **ADJOURNMENT**

12. **NEXT MEETING:** Wednesday, October 12, 2016, at 9:30 a.m. in the Fairway Room at Creekside Clubhouse

CT/kv
cc: GRF Board
FITNESS CENTER ADVISORY COMMITTEE REPORT

REGULAR MEETING
WEDNESDAY, AUGUST 10, 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, August 10, 2016, in the Board Room at Gateway Complex.

The Chairman began the meeting by welcoming Ms. Howard to the Committee.

Present, in addition to the Chairman, were Catherine S. Herdering, Vice Chairman, Sherry S. Smith, Secretary, Carol A. Green, Charicte A. Howard, Barbara Leonard, Virginia Lee Rapp, and Melvin C. Fredlund, GRF representative and ex-officio member. Also attending were Leslie Birdsall, President, Mary Lou Delpech, Secretary, and Geraldine Pyle, Director, GRF; Jeffrey P. Matheson, Director of Resident Services; Masha Henzel, Fitness Supervisor; and one resident.

The report of the Committee's regular meeting of July 13, 2016, was approved as presented.

The Chairman reported that there were 20,041 total visits to the Fitness Center and pools for the month of July. Of this number, 14,729 represents the total number of visits to the Fitness Center. There were also 1,889 unique scans.

Ms. Henzel reported that Treadmill #7 is still down, and the Vibraflex machine is not working.

Mr. Matheson announced that preparation of construction plans for the Del Valle Renovation Project is in process. Also in process are plans for phasing, cost estimates, and consideration of the additional alternatives. He reported that there will be a presentation before the GRF Board of Directors at its September meeting.

Mr. Matheson led a review of Rule R102.0, Fitness Center Access and Use, as revised by the FCAC Rules Subcommittee.

After discussion and further revision, a motion was made by Ms. Leonard, seconded by Ms. Green, and CARRIED UNANIMOUSLY to recommenc that Rule R102.0, Fitness Center Access and Use, as revised, be referred to the Policy Committee for review and consideration.

Ms. Smith suggested that every user of the Fitness Center be given a copy of the revised rules.
Fitness Center Advisory Committee
Regular Meeting

August 10, 2016

The Committee agreed to print the "5 minute use or lose your turn" reminder for the
heart cardio machines on top of each page of the sign-up sheets for each machine. The
purpose of this is to remind users to begin use of the cardio machine, for which
they are signed up, within 5 minutes of the machine being vacated. The placement
of reminder notices should happen in the next two weeks.

The Chairman adjourned the meeting at 10:38 a.m.

The next regular meeting of the FCAC will be held on Wednesday, September 7,
2016, at 9:30 a.m. in a location to be determined.

Claudia Tierney, Chairman
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:
Discussion regarding the design of the entry and reception counter for the Fitness Center remodel project.

BACKGROUND:
ELS and the rest of the design team is preparing for the submittal of the plans to the City for planning review and building permit. This is about a three month process. In the meantime discussions are continuing regarding the following:

- Phasing options
- Final design of entry and front reception counter

Future topics for discussion by the FCAC will include such items as:

- Equipment and technology specifications
- Facility naming
- Possible fund raising options
- Guest policies and fees

Entry and Reception Counter:
The entry and reception counter is a key element to the remodel. The goal is to have an inviting entry, a secure and accurate means of tracking entry by resident members and their guests, functional reception counter, and good sightlines. Staff is still in the process of evaluating software programs for managing membership. All the programs being evaluated have an entry control component. Each system can work with a variety of entry control options such as barcode scan RFID, proximity cards, biometrics, etc. An entry devise can work with an entry barrier if one is desired. This may include unlocking the front door or opening a gate or turnstile. Devices may also work with non-physical barriers. Sensors that a member walks by may sound an alarm when someone passes without a valid entry devise or can have a green light or audible sound when a member is validated. Another option is to simply require a member to check in
at the front reception desk with their access devise before proceeding. This is similar to the current system being used now.

At this point it is not necessary to select the access device (barcode, RFID, biometrics) however determining the entry design and providing direction on the preference for a physical barrier or a more open entry is important.

In preparation for this discussion staff toured several local athletic facilities. All of the facilities had a fully staffed front reception counter. Staff was present to monitor entry and in once case to scan membership cards. None of the facilities had a physical barrier such as a turnstile or gated. None of the clubs utilized a proximity reader to sound an alarm or have a light indicating a member is authorized access or not. In all cases the front reception counter was prominent in its placement such that flow of entry required passing in close proximity to the counter.

Staff has discussed the entry with the project manager and the design team. Some options will be presented at the meeting. These options make the counter more prominent which will make it more difficult for members and non-members to access the facility without checking in.

**Phasing Options:**

It is anticipated that the remodel project will take up to 11 months for completion. During this time the intent is to maintain at least a modified fitness program that includes classes, access to fitness equipment, and personal training. The GRF Board has authorized an agreement with Pankow Construction. Part of Pankow’s scope of work is to evaluate phasing options such that the fitness program can operate during construction. Pankow has evaluated several options involving use of the existing space. This approach would involve sectioning off portions of the facility for use while other areas are under construction. This approach would require some temporary improvements to be made to accommodate use of the facility for programs. These may include creating a temporary aerobics room, adding power, converting restrooms to accommodate men and women, etc. Access to active use areas would need to move as construction progresses.

This approach would require the contractor to coordinate installation of mechanical equipment and other structural improvements such that certain areas remained functional while other areas were under construction. This adds cost and time to the project.

A second option that is being evaluated is putting several temporary modular buildings in the parking lot to accommodate equipment and at least one aerobics room. This approach would allow for the entire fitness center to be turned over to a contractor for the remodel. This may shorten the duration of construction and may result in lower bids for completion of the work. This savings would be offset by the rental cost of the equipment. In addition the modular would take up a significant number of parking spaces. This may not be an issue as many classes would be moved temporarily to other facilities including pickleball.
SUBSEQUENT ACTION:

Further discussion on the entry and reception counter as well as phasing options will be presented at the meeting.

ATTACHMENTS:

None
SUMMARY REPORT
GOLDEN RAIN FOUNDATION
FITNESS CENTER ADVISORY COMMITTEE

REPORT PREPARED BY:

Jeff Matheson, Resident Services Director

REQUESTED ACTION/RECOMMENDATION:

Consider recommending revisions to the Fitness Center Rules R102.0 to the Policy Committee and approving edits to the Fitness Center Guidelines.

BACKGROUND:

At the August 10th meeting the FCAC voted to recommend revisions to the Fitness Center Rules R102.0. Upon further review staff had some additional edits for consideration. The subcommittee established to review the rules met again on August 28th. The subcommittee reviewed the additional edits as well as the Guidelines. The subcommittee is recommending the additional revisions be included in the Rules and that the edits to the Guidelines be approved.

ALTERNATIVES AND OPTIONS:

The FCAC can accept the recommended revisions or the make additional revisions.

SUBSEQUENT ACTIONS:

The recommendation concerning the Rules will be sent to the Policy Committee.

ATTACHMENTS:

1) Fitness Center Rules R102.0 with recommended edits (redline version)
2) Fitness Center Rules R102.0 with recommended edits (clean version)
3) Guidelines with recommended edits (redline)
Rule R102.0

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 located at 1751 Tice Creek Drive, that provides professional fitness instruction, exercise equipment, and organized exercise programs for the exclusive use of Rossmoor residents and their accompanied guests.

The pools at Del Valle are subject to additional rules R105. The Fitness Center Advisory Committee will consult with the Aquatic Advisory Committee regarding any items of common interest. 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 Rules, GENERAL GUIDELINES, and any special guidelines/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

GRF may close the Fitness Center for other purposes not identified above. Any such closure will be posted in the Rossmoor News and the Fitness Center.
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 must check-in upon entry using the appropriate access device. Guests and caregivers must register at the reception desk; 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, guidelines, and staff instructions at all times.

5. Audio devices—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 appropriately identified service animals.

9. No one under 18 years old is allowed in the Fitness Center.

10. Cell phone use is prohibited in locker rooms. Cell phone conversation is prohibited on the fitness center floor and due to safety issues, cell phone use is prohibited while exercising or fitness equipment. Class instructors may request that cell phones must 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. Users shall return any weights, barbells, benches, balls, etc. to their proper places to avoid safety hazards and conflicts with other users when using equipment.

14. Staff may ask users to relinquish strength training equipment after a 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 in accordance with the Guest Use Policy 304.1. 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 may be charged a facility use fee as prescribed by the GRF Board.

2.3. Guests must be 18 years of age or older and provide identification upon request.

2.4. Guests must sign in when entering Fitness Center and wear identifying blue wristbands (received when checking in).

5. Residents are responsible for the conduct of their guests.

4.6. Priority is given to residents over guests for class enrollment.

**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.
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2.
3. Residents must check—in upon entry using the appropriate access device. Guests and caregivers must register at the reception desk upon entry to the Fitness Center.

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, guidelines, and staff instructions at all times.

5. Audio devices 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 appropriately identified service animals.

9. No one under 18 years old is allowed in the Fitness Center.

10. Cell phone use is prohibited in locker rooms. Cell phone conversation is prohibited on the fitness center floor. Cell phones must be turned off during class time.

11. There is a 30 minute continuous time limit on use of all equipment.

12. Personal items must be stored in built in cubicles or day-use lockers in locker rooms.

13. User shall return any weights, barbells, benches, balls, etc. to their proper places.

14. 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. 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.
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2. Guests may be charged a facility use fee as prescribed by the GRF Board

3. Guests must be 18 years of age or older and provide identification upon request.

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9/28/95
7/25/96 Rev.
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6/24/04 Rev.
8/30/07 Rev.
8/26/10 Rev.
5/26/11 Rev.
FITNESS CENTER GUIDELINES

1) SEE A TRAINER for individual programming & best possible results. It is recommended to change your workout routine every 3-6 months.

2) DO NOT BRING VALUABLES to the Fitness Center. BRING A LOCK to store and protect your personal items in the day-use lockers in the locker rooms.

3) BRING A TOWEL for personal hygiene on equipment and in the showers.

4) BRING A PERSONAL HEADSET, to satisfy your music choice.

5) AVOID EXCESSIVE FAN USAGE. Not everyone likes cool air blowing on them. Some of our residents have medical conditions that preclude cool air on perspiring skin, due to adverse physiological reactions. Peel layers, turn it down.

6) WIPE DOWN ALL EQUIPMENT before and after use with the provided wipes, towels and spray bottles.

7) ALWAYS SIGN UP TO USE THE CARDIO EQUIPMENT. Please read and follow the Procedure for use of Cardio Equipment to avoid any potential conflicts.

8) REFRAIN FROM TALKING with fellow exercisers WHILE ON EQUIPMENT (especially moving equipment such as treadmills) to prevent distraction & potential injury.

9) AVOID SCENTED PERSONAL CARE PRODUCTS, PERFUME OR COLOGNE. Medical studies have revealed an asthma like reaction in many people if exposed to scented personal care products, perfumes or colognes while exercising. Be respectful of others' limitations and avoid wearing scented products, your perfume, cologne, or after shave while in the Fitness Center.

10) DO NOT visit the Fitness Center if you have cold or flu symptoms.

BE COURTEOUS & HAVE FUN!
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, use of the cardio machines is restricted to 30 minutes when someone is waiting. 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.

Use Guidelines:

1. User must sign up on the list to use any piece of cardio equipment (whether or not the equipment is in use). If there is a name on the wait list, then sign your name on the next available line. Please indicate date and time you sign and the time you begin your workout in the proper columns. Failure to sign in will result in relinquishing the equipment to person signed in.

2. If signed-in person does not take use of equipment within 5 minutes of its availability, that person forfeits use. And next signee may then use the equipment. Once 30 minutes is up the person on the machine must vacate.

3. The current user vacating may not use the machine for the next consecutive 30 minutes unless there are no other names on the list. User must re-sign to use equipment for another 30 minutes.

4. Under no circumstances may a user leave a treadmill running while not actively using that treadmill.

As approved by the Fitness Center Advisory Committee 8/10/16