

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., Thursday, May 26, 2016. 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, MAY 26, 2016, AT 9:00 A.M.

1. MEETING CALLED TO ORDER: Leslie Birdsall, President
2. ROLL CALL: Birdsall (I), Fredlund (C), Delpech (E), Haley (H), Adams (A), Brown (B), Kelso (D), Pyle (G), Roath (F), and O'Keefe, ex-officio member
3. APPROVAL OF MINUTES: Regular meeting of April 28, 2016
Organizational meeting of May 9, 2016
4. TREASURER'S REPORT (Attachment) **Page 1**
5. CHIEF EXECUTIVE OFFICER'S REPORT (Attachment) **Page 2**
6. RESIDENTS' FORUM
7. RESIDENT MEMBER COMMITTEE REPORTS
 - a. Aquatics Advisory – Brian K. Stack, Chairman (Attachment) **Page 4**
 - b. Finance – Christopher T. Yahng, Chairman
 - 1) Consider recommendation that the Board approve the FY17 budget calendar. (Attachment) **Page 11**
 - c. Fitness Advisory – Claudia Tierney, Chairman (Attachment) **Page 13**

- d. Golf Advisory – John McDonnell, Chairman (Attachment) **Page 16**

- 1) Presentation regarding golf course turf reduction plan.

8. UNFINISHED BUSINESS

- a. Consider Policy Committee's recommendation that the Board approve new Policy 103.1.1, Golf Cart Registration, effective July 1, 2016. Deferred April 28, 2016. (Attachment) **Page 25**

- b. Consider Policy Committee's recommendation that a \$10 registration fee be charged per golf cart, effective July 1, 2016. Deferred April 28, 2016. (Attachment) **Page 28**

9. NEW BUSINESS

- a. Consider approving Board representative and Board committee appointments, as recommended by the President, for one-year terms, effective immediately. (Attachment) **Page 29**

- b. Consider approving, as recommended by the Rossmoor Men's Golf Club, and effective immediately, the appointment of Robert L. Montgomery as the Club's representative on the Golf Advisory Committee to serve the unexpired portion of the term of Stephen D. Roath, who resigned and whose term expires in December 2016. (Attachment) **Page 30**

- c. Consider authorizing reallocation of \$15,000 in unspent previously authorized Trust Estate Funds, originally budgeted for electrical upgrades for the workshops at Gateway Clubhouse and authorizing the CEO to execute an amendment to the agreement with ELS Architecture and Urban Design to prepare a pricing set of plans and a cost estimate for renovation of the workshops at Gateway Clubhouse. (Attachment) **Page 35**

10. ANNOUNCEMENTS

- a. The next mid-month regular meeting of the Board will be held on Tuesday, June 14, 2016, at 9:00 a.m. in Peacock Hall.
- b. A Board retreat will be held on Thursday, June 16, 2016, at 8:45 a.m.
- c. The next end-of-the month regular meeting of the Board will be held on Thursday, June 30, 2016, at 9:00 a.m. in Peacock Hall at Gateway Complex.

11. EXECUTIVE SESSION

- a. There will be an executive session of the Board following this meeting to discuss contract and legal matters and any other appropriate business.

12. RECESS

pj

Golden Rain Foundation, Inc.
Treasurer's Report
Board Meeting May 26, 2016

For the month of April operating results before depreciation were \$38,000 favorable to budget. Total revenue was over budget by \$27,000 and total expenses were under budget by \$11,000. Cumulative for the first four months of the year, revenues were unfavorable to budget by \$49,000 and expenses, excluding depreciation, were below budget by \$129,000, for a combined positive cumulative variance for the year of \$80,000. All amounts are rounded to the nearest thousand for this report.

Revenues:

Favorable variances to budget in recreation revenue, bus grant revenue, personal training, and handyman revenue were partially offset by a deficit to budget in newspaper advertising

Expenses:

Salaries and employee expenses were under budget primarily due to a number of open positions. Landscaping supplies, equipment repairs and maintenance, landscaping repairs and maintenance and cost of ticketed events and excursions were over budget for the month due to normal seasonal fluctuations. These expenses are anticipated to be within budget for the entire year.

Trust Estate Fund

There were 42 membership fees in April generating \$378,000 as compared to 50 in 2015 that generated \$350,000. Total expenditures for the month were \$360,000 including \$64,000 for the Del Valle Fitness Center, \$61,000 for the Gateway multi-purpose room improvements, \$77,000 for machinery and equipment and \$138,000 in debt service.

May 19, 2016

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

Manor Sales and Membership Transfer Fees

There were 51 sales in April 2016 as compared with 56 in April 2015. 42 of the sales paid a membership transfer fee. As of May 19th, there have been 30 sales for the month and there are 69 pending escrows.

Employee Transition

Five employees commenced employment with the Golden Rain Foundation in April: Rebecca Pollon, Landscape Manager; Charles Langdon, Utility Repair Worker II; James Duffley, Fleet Manager; Claudia Marlatte, Program Assistant; and Hilario Mediona, Utility Repair Worker I.

One employee, Vaneeth Nand, Event Sound and Lighting Technician, left employment with the GRF in April.

Paving

The GRF Board of Directors authorized Silicon Valley Paving Company to resurface many roads in Rossmoor this spring. In addition, some Mutuals have agreed to resurface some road and parking areas at the same time. Please be extra vigilant and be on the lookout for workers and vehicles during the paving projects. Most major work is expected to be completed by the end of June with minor patching throughout the rest of the year.

Golf Cart Registration

At the GRF Board of Directors meeting on May 26th, the Board will be reviewing proposed new Policy 103.1.1 authorizing the registration of golf carts. The golf cart registration was requested by the Mutuals and will help to identify owners of golf carts who are violating Mutual rules. Registration will also help GRF staff identify the owners of lost or abandoned carts that appear from time to time on GRF property. To correct some recent misinformation in the Residents' Forum of the Rossmoor News on May 18th, there are absolutely no plans now or in the future to register pull carts, rackets, lawn bowls, swim suits or any other personal property. This is also not a "ploy" to increase income. The nominal \$10 fee should be hardly a burden to anyone with enough disposable income to purchase a golf cart. The fee will cover the cost of the sticker and registration conducted by Securitas. Additionally, this is not a new concept. Up until a few years ago, all golf carts in Rossmoor were required to be registered. This policy reinstates the registration.

Marin Clean Energy

The City of Walnut Creek recently agreed to purchase all residential and commercial electricity from power aggregator Marin Clean Energy (MCE) instead of PG&E. The transition is expected to take place as early as September and all Walnut Creek residents are automatically enrolled in the program. MCE has committed to providing a minimum of 50% of the electricity from renewable energy sources (PG&E is approximately 30%). Residents will have a brief window to opt out of the program and stay with PG&E at no charge. After the window closes, there will be a \$5 fee to opt out of MCE and stay with PG&E. MCE has not yet announced their electricity rates but will do so in the next month or so. MCE and the City of Walnut Creek will provide more information as they finalize the program which will include presentations within Rossmoor. Watch the Rossmoor News and your mailbox for further information or visit <https://www.mcecleanenergy.org/>.

Broadband (High Speed Internet) Service

As a reminder, the cable TV contract with Comcast expires at the end of this year. The GRF Board of Directors has authorized staff to negotiate a new contract that will include enhancements to the TV contract including broadband (high speed Internet) service. Negotiations are continuing. Residents are reminded that broadband service will be included in the coupon effective 1/1/17 and to make appropriate arrangements with your current Internet service provider if you wish to eventually terminate your current provider. It is suggested that residents consider a short overlap in service with their current Internet service provider to ensure a smooth transition. More information to follow.

AQUATICS ADVISORY COMMITTEE REPORT

REGULAR MEETING
THURSDAY, MAY 12, 2016, 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, May 12, 2016, in the Board Room at Gateway Complex.

Present, in addition to the Chairman, were Judith L. Morton, Vice Chairman, Dale O. Reynolds, Secretary, Norman P. Gorsuch, E.J. Koch, and Carol A. Meehan. Also attending were Leslie Birdsall, President, GRF; Timothy O'Keefe, CEO; and Jeffrey P. Matheson, Director of Resident Services.

The report of the Committee's regular meeting of April 14, 2016, was approved as presented. Report Approved

Mr. Reynolds presented the pool numbers. For the month of April, Dollar visits were up 8%; Hillside visits were up 25%; and Del Valle visits were down -27%. Mr. Matheson commented that these numbers were most likely down do to swimmers using their radio key tag card at the Front Desk. For all pool numbers, there appeared to be a -12% decline. Pool Numbers

The Chairman reported that the Swimming Saves Lives Program begins on Monday, May 16th, at 1:30 p.m., and goes through Friday, May 20th. Chairman's Report

Mr. Matheson gave an update on the Del Valle Renovation Project.

The Committee had a discussion regarding the Joint FCAC and AAC Subcommittee and the implementation of guest fees for the Del Valle complex. Del Valle Renovation Project/ Recommendation Re. Guest Fees for Del Valle

A motion was made and seconded to have both Subcommittee groups continue discussions about the guest fee and policies such that any recommendations can be implemented with the opening of the renovated facility. The vote on the motion was taken, and the motion CARRIED UNANIMOUSLY.

The Committee discussed the procedures for use of cardio equipment. No action was taken. Use of Cardio Equipment/

There being no further business, the meeting was adjourned at 2:47 p.m. Adjournment/

The next regular meeting of the ACC will be held on Thursday, June 9, 2016, in the Board Room Gateway Complex. Next Mtg. 6/9/16



Brian K. Stack, Chairman
Aquatics Advisory Committee

DEL VALLE AQUATICS and FITNESS REGISTRATION
APRIL 2016

7a-2

ATTENDANCE NUMBERS								ROOM & POOL NUMBERS							
SCANNED ENTRIES								AEROBIC ROOM #s:							
RESIDENT SIGN IN TOTAL:								SHASTA ROOM #s:							
FITNESS GUEST TOTAL:								SIERRA ROOM #s:							
FITNESS CAREGIVER TOTAL:															
CLUB GUEST TOTAL:								POOL STAFF CLASSES:							
CONTRACTOR GUEST TOTAL:								POOL CONTRACTOR CLASSES:							
FITNESS TOTALS:								POOL CLASS TOTAL:							
POOL ATTENDANCE TOTAL:								TRAINER ACTIVITY							
POOL GUEST TOTAL:								TOTAL ½ HOUR SESSIONS				143			
POOL CAREGIVER TOTAL:								TOTAL 1 HOUR SESSIONS				128			
POOL TOTALS:								TOTAL FREE SESSIONS				186			
FACILITY TOTAL:								TOTAL CLASSES TAUGHT				150			
								TOTAL PAID SGT/WORKSHOP CLIENTS				104			
POOL TOTALS															
2011	5609	5135	6004	4591	3802	5142	5617	5301	4625	4480	5901	5305	61,512		
2012	6160	6062	6418	5014	4921	5154	5863	6301	5431	5182	6191	5656	68,353		
2013	6506	6021	6206	5545	4746	5367	6257	5934	5195	5166	5209	5708	67,860		
2014	6681	6,306	5919	5339	5,323	4311	5,832	5,910	5,623	5541	5259	6209	68,253		
2015	6818	6,615	5021	5,573	5,602	5708	5,861	6,272	5,666	5,161	5314	5,400	69,011		
2016	6,480	6,553	4902	4,258									22,193		
FITNESS TOTALS															
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	POOLS	TOTAL
2011	13187	12210	14037	12000	12464	12563	11969	13132	11529	11975	11943	11334	148343	61,512	209,855
2012	12856	12463	12950	12044	12436	12390	12857	13314	12440	13241	11825	11736	150552	68,353	218,905
2013	13227	12348	12976	13063	12782	11910	13007	13014	11850	12778	11524	11455	149934	67,860	217,794
2014	13325	12514	13780	12983	12727	11937	13363	13821	12812	13225	12123	12663	155273	68,253	223,526
2015	13806	13088	14099	13013	13118	13394	14212	14200	13970	13759	12870	13186	162715	69,011	231,726
2016	15703	15087	16516	15120									62426	22,193	84,619

ANNUAL POOL ATTENDANCE NUMBERS

DOLLAR POOL

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2010			158	1095	1294	1802	2335	2171	1915	1539		
2011				1247	1326	1595	1751	1754	1883	1742		
2012				1241	1785	1824	2238	2190	1964	1559		
2013			780	1774	2033	2057	1627	1423	1661	1612	1043	
2014			1362	1771	2,180	2516	2,489	2,505	2,191	1916	1034	
2015			1532	1,572	1,252	2012	1,849	2,179	1,907	1,750	791	
2016			994	1,698								

Yr-Yr % change -35.12% 8.02%

HILLSIDE POOL

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2010				282	1378	2046	2491	2089	1933	1278		
2011				1042	1369	1975	2958	2431	2199	1403		
2012				1371	1762	2344	2719	2768	2895	1604		
2013			561	1734	2109	2645	2863	2803	2027	1593	539	
2014			1243	1855	2,290	2890	2,951	2,778	2,247	1885	922	
2015			1710	1,432	1,161	2497	2,855	2,869	1,833	2,008	487	
2016			960	1,795								

Yr-Yr % change -43.86% 25.35%

DEL VALLE POOL

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2010	5404	5127	5858	4813	4356	4467	5280	4981	4852	4488	5366	4850
2011	5609	5135	6004	4591	3802	5142	5617	5301	4625	4480	5901	5305
2012	6160	6062	6418	5014	4921	5154	5863	6301	5431	5182	6191	5656
2013	6506	6021	6206	5545	4746	5367	6257	5934	5195	5166	5209	5708
2014	6681	6,306	5919	5339	5,323	4311	5,832	5,910	5,623	5541	5259	6209
2015	6818	6,615	5021	5,573	5,602	5708	5,861	6,272	5,666	5,161	5314	5,400
2016	6,245	6,215	4865	4,053								

Yr-Yr % change -3.11% -27.27%

TOTAL FOR ALL POOLS

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2010	5404	5127	6016	6190	7028	8315	10106	9241	8700	7305	5366	4850
2011	5609	5135	6004	7102	6497	8712	10326	9486	8707	7625	5901	5305
2012	6160	6062	6418	7626	8468	9322	10820	11259	10290	8345	6191	5656
2013	6506	6021	7547	9053	8,888	10069	10747	10160	8883	8371	6791	5708
2014	6681	6306	8524	8,965	9,793	9717	11,272	11,193	10,061	9,342	7215	6209
2015	6818	6615	8,263	8,577	8,015	10,217	10,565	11,320	9,406	8,919	6592	5400
2016	6,245	6215	6,819	7,546								

Yr-Yr % change -17.48% -12.02%

2015 Cum to Mo	6818	13433	21696	30273	38288	48505	59070	70390	79796	88715	95,307	100707
2016 Cum to Mo	6,245	12,460	19,279	26825								
% Incr/Decr			-11.14%	-11.39%								

COLOR CODES

- DOLLAR AND HILLSIDE CLOSED FOR
- HS and Dollar pools opened March 15,
- Dollar Pool closed for construction of Event Center 7/22-8/2/2013 & 8/19-8/25/2013,
- HS closed Nov 15
- DV closed 6/23-29
- DV closed 3/23-3/27
- HS closed 9/17-9/22
- HS closed 7 days
- Began use of Keytag

TOTAL

83648

86409

96617

98744

105,278

100,707

26,825

5/6/2016 **7a-4**

7a-4

DEL VALLE POOL

[illegible]

DOLLAR POOL
APRIL 2016

	APR	6:00	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	TOTAL	Last 30min.
FRI	1	4	6	3	1	7	8	0	7	3	4	5	2	5	0	0	55	0
SAT	2	5	3	4	13	10	4	6	8	5	7	5	4	4	2	0	80	2
SUN	3	2	6	0	0	5	1	3	10	10	3	4	6	2	1	0	53	0
MON	4	3	7	2	1	8	4	5	8	8	4	4	4	5	0	0	63	2
TUE	5	6	4	1	16	11	5	6	6	10	11	6	3	0	0	0	85	0
WED	6	0	0	0	0	0	0	0	16	21	1	8	8	6	0	0	60	3
THU	7	7	7	5	19	8	0	2	5	4	3	1	2	1	0	0	64	0
FRI	8	2	3	2	0	2	1	0	0	2	1	6	1	2	1	0	23	1
SAT	9	2	2	0	2	1	2	0	0	0	0	3	2	4	0	0	18	0
SUN	10	0	0	0	0	2	3	1	0	0	1	1	5	1	0	0	14	3
MON	11	4	2	3	1	7	1	0	3	0	0	5	3	4	1	0	34	3
TUE	12	5	2	2	14	3	1	4	2	1	0	4	3	3	0	0	44	2
WED	13	0	0	0	0	0	0	0	13	8	3	6	1	3	0	0	34	2
THU	14	6	4	6	18	2	1	1	2	6	1	4	1	3	0	0	55	3
FRI	15	2	3	3	0	2	6	2	3	4	4	2	8	5	0	0	44	0
SAT	16	5	3	2	17	4	3	1	9	10	15	8	5	3	0	0	85	0
SUN	17	2	2	0	2	10	9	13	10	17	13	13	7	5	0	0	103	3
MON	18	4	6	2	2	5	8	10	8	7	7	14	5	4	0	0	82	0
TUE	19	8	2	3	17	6	8	2	6	15	5	4	3	4	1	0	84	2
WED	20	0	0	0	0	0	0	0	16	6	7	11	7	3	0	0	50	1
THU	21	6	4	6	15	3	2	4	4	5	3	3	5	3	0	0	63	0
FRI	22	4	4	4	1	3	1	1	1	1	5	2	1	4	1	0	33	2
SAT	23	6	8	5	17	1	0	5	8	13	5	6	3	2	0	0	79	2
SUN	24	7	1	3	7	4	6	3	5	9	6	3	2	2	0	0	58	0
MON	25	5	7	1	1	0	2	4	5	3	6	3	8	3	1	0	49	3
TUE	26	6	5	6	10	4	0	6	1	1	0	9	3	3	0	0	54	4
WED	27	0	0	0	0	0	0	0	2	2	3	3	4	4	1	0	19	4
THU	28	8	6	3	16	1	7	3	7	7	10	0	9	2	0	0	79	4
FRI	29	2	8	2	2	4	2	4	5	4	5	2	3	5	1	0	49	1
SAT	30	4	4	2	16	3	7	10	3	8	6	9	8	2	3	0	85	3
Total		115	109	70	208	116	92	96	173	190	139	154	126	97	13	0	1,698	
GUESTS			65															
CAREGIVERS			4															

HILLSIDE POOL

5/6/2016 **7a-6**

APRIL 2016

	APR	6:00	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	TOTALS	ADULT	KIDS	19:30
FRI	1	5	13	2	1	3	3	5	8	6	7	3	2	0	0	58	1	1	0
SAT	2	4	1	3	1	5	3	8	6	8	7	8	4	1	1	60	4	4	1
SUN	3	4	4	1	2	0	8	5	6	8	8	4	2	4	1	57	15	10	3
MON	4	5	13	11	2	7	13	5	11	7	4	5	3	4	0	90	4	10	1
TUE	5	0	0	0	0	0	0	0	15	10	9	10	2	4	2	52	2	0	1
WED	6	8	14	0	1	13	12	9	11	13	12	6	6	6	1	112	17	18	4
THU	7	5	2	9	4	5	10	2	2	3	3	6	5	2	0	58	7	7	1
FRI	8	6	13	1	0	4	1	1	1	3	1	2	1	0	1	35	0	0	0
SAT	9	1	3	0	1	1	0	2	1	2	3	1	0	0	1	16	2	0	2
SUN	10	3	1	1	1	2	0	3	1	1	1	1	0	2	1	18	4	0	2
MON	11	4	6	12	1	6	2	4	5	1	0	3	2	1	2	49	1	0	1
TUE	12	0	0	0	0	0	0	0	4	1	1	3	2	0	0	11	1	0	0
WED	13	5	15	3	0	5	1	1	4	9	5	5	4	0	0	57	3	1	0
THU	14	2	3	11	2	7	2	4	0	2	1	3	3	5	1	46	4	2	3
FRI	15	7	13	2	0	4	2	7	9	3	6	6	3	2	0	64	4	3	0
SAT	16	3	3	7	4	3	5	7	15	12	18	6	7	3	2	95	12	10	0
SUN	17	5	2	4	3	5	17	26	11	21	15	9	8	8	2	136	53	39	0
MON	18	4	19	14	1	8	2	10	23	6	11	7	10	6	0	121	6	2	2
TUE	19	0	0	0	0	0	0	0	17	5	9	5	1	4	0	41	5	0	2
WED	20	4	20	1	1	6	3	2	9	5	9	5	3	3	1	72	4	0	4
THU	21	4	5	16	1	7	0	3	6	5	4	6	3	2	0	62	3	0	1
FRI	22	7	6	4	4	4	2	0	3	2	2	3	1	0	1	39	1	0	1
SAT	23	4	2	5	3	6	3	2	10	5	11	4	2	4	0	61	8	5	0
SUN	24	8	3	4	4	4	4	7	2	5	6	5	7	3	0	62	16	11	0
MON	25	4	8	12	3	4	4	2	5	7	1	4	2	2	0	58	3	3	0
TUE	26	0	0	0	0	0	0	0	8	0	3	9	4	3	0	27	1	0	1
WED	27	5	17	6	1	1	1	0	1	2	1	3	3	0	0	41	4	2	0
THU	28	3	3	8	2	8	3	7	10	8	9	5	2	1	0	69	6	2	0
FRI	29	6	18	2	1	5	4	4	11	8	2	6	1	1	0	69	1	0	0
SAT	30	4	3	1	0	2	7	9	8	12	8	1	1	1	2	59	21	13	4
																	213	143	
TOTAL		120	210	140	44	125	112	135	223	180	177	144	94	72	19	1795			
ADULT GUESTS			213																
CHILDREN			143																
CAREGIVERS			4																

From: [Masha Henzel](#)
 To: [Paulette L. Jones](#); [Kim Von Striver](#)
 Cc: [Jeffrey Matheson](#)
 Subject: April 2016 H20 stats
 Date: Tuesday, May 03, 2016 11:08:49 AM

AQUATICS CLASSES STATS

APRIL 2016

Monday

*8:30am class	total = 33	avg = 16
*10:00am class	total = 96	avg = 32
11:00am class	total = 128	avg = 32
12:00pm class	total = 86	avg = 22
7:00pm class	total = 97	avg = 24

Tuesday

5:00pm class	total = 65	avg = 16
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Wednesday

*8:30am class	total = 58	avg = 15	
*10:00am class	total = 91	avg = 30	
11:00am class	total = 124	avg = 31	
12:00pm class	total = 96	avg = 24	
1:30pm class	total = 35	avg = 9	35 total APR
7:00pm class	total = 78	avg = 20	

Thursday

5:00pm class 4/21]	total = 47	avg = 16	112 total APR [pool closed
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Friday

8:30am class	total = 77	avg = 116	168 total APR
10:00am class	total = 116	avg = 29	303 total APR
11:00am class	total = 100	avg = 25	406 total APR
12:00pm class	total = 58	avg = 15	235 total APR
7:00pm class 4/22]	total = 63	avg = 16	238 total APR [pool closed

Saturday

1:00pm class 4/23]	total = 55	avg = 14	55 total APR [pool closed
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TOTAL = 1,552

***471 are in classes taught by independent contractors**

1,081 are in classes taught by fitness staff

Masha Henzel

Supervisor, Del Valle Aquatics, Sports & Fitness Complex

1751 Tice Creek Drive

Walnut Creek, CA 94595

925-988-7850 front desk

925-988-7851 office

Agenda Item: 7b1
Subject: 2017 Budget Calendar
Meeting Date: May 26, 2016

SUMMARY REPORT
GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS

REPORT PREPARED BY:

Rick Chakoff, CFO

REQUESTED ACTION:

Review and approve the 2017 budget development calendar.

BACKGROUND:

Staff prepared a calendar that includes various milestones and meeting dates for the development of the 2017 GRF budget.

ALTERNATIVES AND OPTIONS:

Revise the calendar.

SUBSEQUENT ACTIONS:

Once approved, staff will proceed with the preparation of the 2017 budget.

FINANCIAL IMPACT:

There is no cost.

ATTACHMENT:

2017 Budget Calendar

2017 Budget Calendar DRAFT

<u>Date</u>	<u>Task</u>
June 8	Compensation Committee begins development of compensation recommendations
June 23	Distribute draft budget principles to Finance Committee and GRF Board
June 28	Discussion of budget principles with Finance Committee
July 13	Compensation Committee finalizes compensation recommendations
July 26	Finance Committee recommends budget principles to GRF Board
July 28	GRF Board considers/acts on Compensation Committee recommendations, and adopts final budget principles
September 6	Staff delivers draft budget package to Finance Committee and GRF Board
September 6	Post draft budget info to the Rossmoor web site and provide hard copy to library
September 13	Draft budget presentation workshop with GRF Board and Finance Committee
September 14	Second Workshop
September 27	Regular Finance Committee meeting - final budget recommendations
September 29	Regular GRF Board meeting - budget approved

FITNESS CENTER ADVISORY COMMITTEE REPORT

REGULAR MEETING

WEDNESDAY, MAY 11, 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, May 11, 2016, in the Board Room at Gateway Complex.

Present, in addition to the Chairman, were Barbara Leonard, Vice Chairman, Attendance 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, Mary Lou Delpech, Secretary, GRF; Timothy O'Keefe, CEO; Jeffrey P. Matheson, Director of Resident Services; Masha Henzel, Fitness Supervisor; and two residents.

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

The Chairman reported that there were 15,120 visits to the Fitness Center in April. Chairman's Mr. Matheson noted that this number represents the total of both fitness and pool Report users. He also reported that there were over 12,000 key card scans recorded for April for both pool and fitness users.

Ms. Henzel reported that all equipment is in good working order. Mr. Matheson Staff Reports announced that personal trainer Rachel Anderson is resigning and that interviews are underway to replace her.

Regarding the status of the Del Valle Renovation Project, Mr. Matheson reported Update that the GRF Board of Directors approved the schematic design and budget, on Del Valle including the options except for moving the pool equipment, at the April Board Renovation meeting. The Board also approved the hiring of a project manager, Fred Ponce. Project

There was much discussion regarding the recommendation from the Joint FCAC Guest Fees and AAC (Aquatics Advisory Committee) Subcommittee to postpone further For Del consideration of guest fees until after the renovation is complete. Valle

A motion was made by Ms. Rapp and seconded by Ms. Smith to Recom- postpone consideration of guest fees until after completion of the mendation renovation project. Re. Guest Fees for Del Valle

Further discussion ensued after Mr. O'Keefe suggested that a plan should be decided upon before the completion so that it could be easily implemented once the renovation is completed.

Fitness Center Advisory Committee
Regular Meeting

-2-

May 11, 2016

A motion was made by Ms. Leonard and seconded by Ms. Green to amend the motion to have both Subcommittee groups continue discussions about the guest fee and policies such that any recommendations can be implemented with the opening of the renovated facility. The vote on the amended motion was taken, and the motion, as amended, CARRIED UNANIMOUSLY.

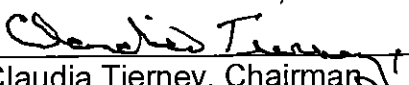
There was considerable discussion to consider amending the Fitness Center guidelines for use of the cardio equipment to eliminate the need to sign up for cardio equipment prior to use. It was ultimately decided to make no change at this time. However, since the rules and guidelines have not been reviewed in three years, the suggestion was made to form a subcommittee for this purpose. Ms. Rapp, Ms. Green, and Ms. Smith volunteered for the subcommittee. Fitness Center Guidelines for Use of Cardio Equipment

The Chairman adjourned the meeting at 11:05 a.m.

Adjourn-
ment/

The next regular meeting of the FCAC will be held on Wednesday, June 8, 2016, at 9:30 a.m. in the Board Room at Gateway Complex.

Next Mtg.
6/8/16



Claudia Tierney, Chairman PJ
Fitness Center Advisory Committee

SSS/kv

Attachment: Fitness Center Statistics

**DEL VALLE AQUATICS and FITNESS REGISTRATION
APRIL 2016**

7c-3

ATTENDANCE NUMBERS								ROOM & POOL NUMBERS							
SCANNED ENTRIES								AEROBIC ROOM #s:							
RESIDENT SIGN IN TOTAL:								SHASTA ROOM #s:							
FITNESS GUEST TOTAL:								SIERRA ROOM #s:							
FITNESS CAREGIVER TOTAL:															
CLUB GUEST TOTAL:								POOL STAFF CLASSES:							
CONTRACTOR GUEST TOTAL:								POOL CONTRACTOR CLASSES:							
FITNESS TOTALS:								POOL CLASS TOTAL:							
POOL ATTENDANCE TOTAL:								TRAINER ACTIVITY							
POOL GUEST TOTAL:								TOTAL ½ HOUR SESSIONS				143			
POOL CAREGIVER TOTAL:								TOTAL 1 HOUR SESSIONS				128			
POOL TOTALS:								TOTAL FREE SESSIONS				186			
FACILITY TOTAL:								TOTAL CLASSES TAUGHT				150			
								TOTAL PAID SGT/WORKSHOP CLIENTS				104			
POOL TOTALS															
2011	5609	5135	6004	4591	3802	5142	5617	5301	4625	4480	5901	5305	61,512		
2012	6160	6062	6418	5014	4921	5154	5863	6301	5431	5182	6191	5656	68,353		
2013	6506	6021	6206	5545	4746	5367	6257	5934	5195	5166	5209	5708	67,860		
2014	6681	6,306	5919	5339	5,323	4311	5,832	5,910	5,623	5541	5259	6209	68,253		
2015	6818	6,615	5021	5,573	5,602	5708	5,861	6,272	5,666	5,161	5314	5,400	69,011		
2016	6,480	6,553	4902	4,258									22,193		
FITNESS TOTALS															
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	POOLS	TOTAL
2011	13187	12210	14037	12000	12464	12563	11969	13132	11529	11975	11943	11334	148343	61,512	209,855
2012	12856	12463	12950	12044	12436	12390	12857	13314	12440	13241	11825	11736	150552	68,353	218,905
2013	13227	12348	12976	13063	12782	11910	13007	13014	11850	12778	11524	11455	149934	67,860	217,794
2014	13325	12514	13780	12983	12727	11937	13363	13821	12812	13225	12123	12663	155273	68,253	223,526
2015	13806	13088	14099	13013	13118	13394	14212	14200	13970	13759	12870	13186	162715	69,011	231,726
2016	15703	15087	16516	15120									62426	22,193	84,619

GOLF ADVISORY COMMITTEE REPORT

REGULAR MEETING
FRIDAY, MAY 13, 2016, 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, May 13, 2016, in the Board Room at Gateway Complex.

Present, in addition to the Chairman, were Lydia F. Bolinger, William L. Herrick, Donald A. Terry, Susan Williamson, and Mary Lou Delpech, ex-officio member and GRF Board representative. Mary Hufford was excused. Also attending were Leslie Birdsall, President, and Sue DiMaggio Adams, Director, GRF; Timothy O'Keefe, CEO; Mark K. Heptig, Director of Golf; Blake Swint, Golf Course Superintendent; Dickey Nitta, Chief Marshal; and several residents. Attendance

The report of the Committee's regular meeting held on April 8, 2016, was approved as written. Report Approved

The Chairman gave his report, which is attached. Chairman's Report/

During the Residents' Forum, four residents presented their concerns to the Committee and spoke against the use of mulch in front of their manors. Residents' Forum

Ms. Delpech reported on the election of two new Board members and the following topics currently being discussed by the Board: traffic, solar, and the Fitness Center renovation. Also noted was the development of a policy to register golf carts which has been recommended to the Board by the GRF Policy Committee. Ms. Delpech explained that the purpose of registration is to be able to identify owners of golf carts. GRF Board Report

In Ms. Hufford's absence, Margo M. Dutton gave the report for the Women's 18-Hole Club. She reported that the broken tee box project is nearing completion and that the volunteer effort will make the current small box containers at each tee more presentable. The boxes are designed to contain discarded, broken tees. Club Reports

Mrs. Bolinger, representing the Women's 9-Hole Club, reported the following: 1) the Club currently has 156 members; 2) the team travelled to Marin Country Club for a match with other clubs. The team scores were within one point of each other and the team from Rossmoor placed 4th out of 5; and 3) the Match Play Tournament will take place in June.

Mr. Nitta, President of the Rossmoor Men's Golf Club, reported the following: 1) the new website, Rossmoorgolf.com, will be active on Monday, May 16th; 2) the Club sponsored a lunch for the grounds crew and Pro Shop staff on Cinco de Mayo in appreciation for their ongoing care of the golf course; 3) Stephen D. Roath has resigned from the GAC since he was elected to the GRF Board. The Club is recommending Robert L. Montgomery fill the unexpired portion of Mr. Roath's term on the GAC as a representative of the RMGC; 4) RMGC tournaments have experienced

Golf Advisory Committee
Regular Meeting

-2-

May 16, 2016

good turnouts with 160 players participating in the Twilight Tournament and 104 players in the Club's first Home and Home Tournament. Round Hill Country Club and Mira Vista Country Club were the two guest clubs for the Home and Home Tournament; and 5) the RMGC would like Mr. Heptig to give a presentation on the turf reduction program.

Ms. Williamson, representing the Happy Hackers Club, reported the following: 1) the Club currently has 188 members; 2) a big double scramble tournament is scheduled for Saturday, May 14th; and 3) the Club is currently looked for an opportunity to have etiquette and policy awareness training for new members, which would be open to all Clubs. She reported that Mr. Heptig has agreed to work on this.

Mr. Terry, reporting on the Golf Hosting Program, said that he is currently working with Rossmoor Realty and has updated the report from the actual hosting accommodation for those who had signed up for the offer to play the courses, which was extended last year at a trade gathering in Livermore. He also reported that the original numbers from the trade gathering were daunting, but the actual number of possible participants was manageable.

Mr. Heptig presented the financial report and the Golf Management report, which are attached. He then reported the following: 1) the overall numbers were down from the previous year mainly due to the inclement weather earlier this year; 2) the number of rounds played and financials have rebounded, and the tournament schedule for all Clubs and outside events is in full swing; and 3) the change in EBMUD water restrictions was noted and is discussed further in the Superintendent's report to follow.

Staff
Reports

Mr. Swint presented the Golf Course Superintendent's report, which is attached. He expanded on the water situation, current work on the courses, general conditions, and noted that his crew is short two people. He also noted that he and his crew are keeping very busy.

Mr. Nitta reported that he has a full crew and that there have been no major incidents.

Chief
Marshal's
Report/
Water
Usage and
Mitigation
Effort

The Committee continued its discussion from last month on the implications of EBMUD's easing water restrictions. The announcement by EBMUD came the day before the GAC meeting, so there is still work to be done to incorporate the new information into the ongoing water conservation effort, as water usage still requires substantial reductions. Even though water may be more available now, the cost will continue to rise and availability will always be at risk. Presentation material is being developed to help everyone understand the current situation and to help guide the discussion as the long-range effort to reduce water consumption continues.

There being no further business to come before the Committee, the meeting was adjourned at 10:30 a.m.

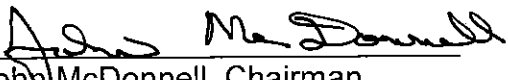
Adjourn-
ment

Golf Advisory Committee
Regular Meeting

-3-

May 16, 2016

The next regular meeting of the Committee will be held on Friday, June 10, 2016, at Next Mtg.
9:00 a.m. in the Board Room at Gateway Complex. 6/10/16


John McDonnell, Chairman
Golf Advisory Committee

JM/kv

GAC Chairman's Report
May 13, 2016

For the order of today's meeting, we will have the Residents' Forum with the customary 3-minute speaking period and then proceed with the regular order of business. The Committee will report as usual. The Director of Golf and Superintendent will bring us up to date on the latest news from EBMUD. We will use this period of time for Committee members to ask questions and be brought up to date on the drought mitigation effort. This period will be for the Committee. The residents are welcome to observe the proceedings but we will not be able to accommodate the residents engaging the Director and Superintendent in problem solving issues during the meeting. The Committee will use this time to be informed about what may be happening.

Also of note, Steve Roath was elected to the Golden Rain Foundation Board and the RMGC will be providing a replacement to fill his current term, which ends in December of this year. Steve has asked me to express to the Committee his appreciation for the work that is done here and that he enjoyed the time he had on the Committee. I thanked him on behalf of the Committee, and is our custom, I will ask Kim to present Steve with his name place holder.

Mark and I did meet with a representative from the concerned residents along the 7th and 8th fairways. The meeting was to provide information that may be helpful for the residents in their discussions. We will likely touch on some of the issues as the Committee is brought up to date. The GRF board would like an expanded report on the mitigation effort how and when that will be done is in progress.

With that, we will go to the Residents' Forum and then move to correspondence and the rest of the agenda.

2016 Golf Course Rounds

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2016 YTD	2015 YTD
Golf Cards														
18 hole - prepaid	499	1,050	984	1,299									3,832	5,071
9 hole - prepaid	401	773	643	1,174									2,991	4,311
Sponsored Guest													0	0
Subtotal - Cards	900	1,823	1,627	2,473	0	0	0	0	0	0	0	0	6,823	9,382
Greens Fees														
Residents														
18 holes @ 24.00	214	623	561	605									2,003	2,893
9 holes @ 12.00	173	616	585	818									2,192	2,767
18 holes @ 9 hole rate \$12.00	11	24	16	28									79	148
18 holes late @ 18.00	22	94	62	95									273	454
9 holes late @ 9.00	204	569	417	645									1,835	2,704
Subtotal - Residents	624	1,926	1,641	2,191	-	-	-	-	-	-	-	-	6,382	8,966
Sponsored Guest														
18 holes @ 24.00	15	32	24	42									113	142
9 holes @ 12.00	3	5	6	9									23	34
18 holes late @ 18.00	1	8	7	13									29	22
9 holes late @ 9.00	4	17	11	28									60	43
Subtotal - Sponsored Guest	23	62	48	92	0	0	0	0	0	0	0	0	225	241
Guests - Weekdays														
18 holes @ 40.00	41	100	78	98									317	528
9 holes @ 20.00	32	134	137	218									521	490
18 holes late @ 30.00	4	37	43	37									121	203
9 holes late @ 15.00	52	129	124	169									474	743
18 holes special @ \$24.00			22	15									37	117
9 holes special @ \$12.00			21	6									27	16
Subtotal - Guests weekdays	129	400	425	543	-	-	-	-	-	-	-	-	1,497	2,097
Guests - Weekends & Holidays														
18 holes @ 50.00	45	65	55	79									244	456
9 holes @ 25.00	52	66	45	77									240	282
18 holes late @ 38.00	15	27	13	24									79	132
9 holes late @ 19.00	34	81	26	54									195	297
Subtotal - Guests Weekends & Holidays	146	239	139	234	-	-	-	-	-	-	-	-	758	1,167
Total - Guests	298	701	612	869	0	0	0	0	0	0	0	0	2,480	3,505
Tournaments				224									224	125
Total Rounds Played	1,822	4,450	3,880	5,757	-	-	-	-	-	-	-	-	15,909	21,978

2016 Golf Course Cash Receipts

													Actual	YTD	Actual	YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2016 YTD	2016 Budget	2015 YTD	2015 Budget
Golf Cards																
Annual 18 holes @ \$1,800.00	59,400.00	3,600.00	1,800.00										64,800.00		87,500.00	
1st Qtr (Jan-Mar) @ \$400.00	5,200.00												5,200.00		4,400.00	
2nd Qtr (Apr-Jun) @ \$600.00			6,600.00	16,800									23,400.00		20,000.00	
3rd Qtr (Jul-Sep) @ \$600.00				600									600.00		600.00	
4th Qtr (Oct-Dec) @ \$400.00				400									400.00		400.00	
Annual 9 holes @ \$900.00	20,700.00												20,700.00		30,625.00	
1st Qtr (Jan-Mar) @ \$200.00	2,800.00	2,700.00											5,500.00		2,800.00	
2nd Qtr (Apr-Jun) @ \$300.00			3,300.00	6,600									9,900.00		9,600.00	
3rd Qtr (Jul-Sep) @ \$300.00													-			
4th Qtr (Oct-Dec) @ \$200.00													-			
Sponsored Guest @ \$1,000.00	8,000.00	8,000.00	4,000.00										20,000.00		22,000.00	
Golf Card Income Deferred	87,300.00												87,300.00		94,425.00	
Subtotal - Cards	183,400.00	14,300.00	15,700.00	24,400.00	-	-	-	-	-	-	-	-	237,800.00	280,025.00	272,350.00	271,675.00
Greens Fees																
Residents																
18 holes @ 24.00	5,136.00	14,952.00	13,464.00	14,520.00									48,072.00		69,321.00	
9 holes @ 12.00	2,076.00	7,392.00	7,020.00	9,816.00									26,304.00		33,204.00	
18 holes @ 9 hole rate \$12.00	132.00	288.00	192.00	336.00									948.00		1,776.00	
18 holes late @ 18.00	396.00	1,692.00	1,116.00	1,710.00									4,914.00		7,264.00	
9 holes late @ 9.00	1,836.00	5,121.00	3,753.00	5,805.00									16,515.00		21,632.00	
Subtotal - Residents	9,576.00	29,445.00	25,545.00	32,187.00	-	-	-	-	-	-	-	-	96,753.00	120,626.00	133,197.00	104,138.00
Sponsored Guest													-			
18 holes @ 24.00	360.00	768.00	576.00	1,008.00									2,712.00		3,519.00	
9 holes @ 12.00	36.00	60.00	72.00	108.00									276.00		408.00	
18 holes late @ 18.00	18.00	144.00	126.00	234.00									522.00		352.00	
9 holes late @ 9.00	36.00	153.00	99.00	252.00									540.00		344.00	
Subtotal - Sponsored Guest	450.00	1,125.00	873.00	1,602.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,050.00		4,623.00	
Guests - Weekdays																
18 holes @ 40.00	1,640.00	4,000.00	3,120.00	3,920.00									12,680.00		20,064.00	
9 holes @ 20.00	640.00	2,680.00	2,740.00	4,360.00									10,420.00		9,310.00	
18 holes late @ 30.00	120.00	1,110.00	1,290.00	1,110.00									3,630.00		5,684.00	
9 holes late @ 15.00	780.00	1,935.00	1,860.00	2,535.00									7,110.00		10,402.00	
18 holes special @ \$24.00			528.00	360.00									888.00		2,808.00	
9 holes special @ \$12.00			252.00	72.00									324.00		192.00	
Subtotal - Guests weekdays	3,180.00	9,725.00	9,790.00	12,357.00	-	-	-	-	-	-	-	-	35,052.00		48,460.00	
Guests - Weekends & Holidays																
18 holes @ 50.00	2,250.00	3,250.00	2,750.00	3,950.00									12,200.00		21,888.00	
9 holes @ 25.00	1,300.00	1,650.00	1,125.00	1,925.00									6,000.00		6,768.00	
18 holes late @ 38.00	570.00	1,026.00	494.00	912.00									3,002.00		4,752.00	
9 holes late @ 19.00	646.00	1,539.00	494.00	1,026.00									3,705.00		5,346.00	
Subtotal - Guests Weekends & Holidays	4,766.00	7,465.00	4,863.00	7,813.00	-	-	-	-	-	-	-	-	24,907.00		38,754.00	
Total - Guests	8,396.00	18,315.00	15,526.00	21,772.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	64,009.00	94,587.00	91,837.00	86,399.00
Tournaments													-	-		
Total Play Revenue	201,372.00	62,060.00	56,771.00	78,359.00	-	-	-	-	-	-	-	-	398,562.00	495,238.00	497,384.00	462,212.00
Misc income/Gas Sales	55.00	15.00	105.00	55.00									230.00		412.50	
Total Golf Course Revenue	201,427.00	62,075.00	56,876.00	78,414.00	-	-	-	-	-	-	-	-	398,792.00	495,238.00	497,796.50	462,212.00

2016 Golf Shop Sales

Golf Shop Sales	April	2016 YTD	2015 YTD
Merchandise Sales	26,135	70,423	66,194
Cart Rental	10,137	24,319	31,094
Club Repair	30	259	418
Golf Lesson	2,865	9,950	13,830
Driving RNG	5,438	16,175	19,863
Total	44,605	121,125	131,398

May 2016

GOLF MANAGEMENT REPORT

- April was a real mix of weather that provided a mix of results in play on the courses. We had 5,757 rounds during the month compared to 6,057 in 2015. Income was at \$78,414 in April compared to \$79,910 in 2015. So, in general we held even for the month but we were unable to make up any ground on the income deficit created by the wet winter.
- The golf shop continued to do very well with merchandise sales running ahead by a good margin of nearly \$4,000. This is really unusual considering rounds are down significantly. Other categories tied to rounds played like range and cart rental are down. Overall, we are approximately \$10,000 behind when compared to 2015 numbers for the golf shop operations.
- Many special events are either happening or being planned for the future. All the golf clubs are in “full swing” with their tournament schedules and we have hosted a couple of big outside events. The Ping Demo Day is now scheduled for next Tuesday the 17th of May from 10:00 am-2:00 pm. The Director of Golf has added a new lesson program called “mini golf schools” that have been well received. A Poppy Hills Golf Trip is planned on Monday, August 22nd. The cost for that trip is \$150 and includes a bus to take all participants to Monterey.
- East Bay MUD has rolled back their water restrictions for the drought. What this means is that starting July 1st we can water without penalty and can return to watering at previous amounts. The question now is, should we? Unfortunately, also starting on July 1st the water rates will go up 7%. Our 2016 budget is based on conserving water and not putting water on many areas throughout the course. If we go back to watering all areas we could quickly be over budget. We are currently looking at our historical data and seeing how we can best manage our water resources for the rest of the season.
- The Director of Golf and Golf Course Superintendent have spent many hours in the last month working on presentations to committees and the GRB about the “Turf Reduction Project”. The goal was simply to make sure correct information was shared and that it is understood that water conservation is a long range goal. The area where this has been most in question is along the 7th and 8th fairways (Rossmoor Parkway, entry #2 and #5). It appears the Director of Golf will be making a presentation at the next Golden Rain Board Meeting.

Golf Course Superintendent's Report

May 13, 2016

The amount of rain that we have received during the July 1, 2015 through the May 12, 2016 time period has totaled 21.81 inches, close to average. The amount of rain received during that time has increased by 2.02" since last month's meeting. EBMUD has recently lifted its water use restrictions however the 25% surcharge that was put in place on July 1, 2015 will continue until July 1, 2016.

We intend to continue to follow the guidelines that are included in our most recent drought management business action plan that was drafted on May 8th 2015 and presented at the June 2015 GAC meeting through July 1, 2016. During the next few weeks we will draft a post drought management business plan that will address staffing levels and what water management practices to put in place that will best preserve and maintain our maintenance standards.

During the past month we were able to expand the area of teeing ground on the 5th hole on Creekside. We were unable to grow quality turf on the relatively small shaded tee area that was built during the construction of the Creekside practice area. The sod that was installed on the tee surface is a drought resistant Bermuda grass that was over-seeded with ryegrass. The same type of sod was installed at several locations on the golf course where substantial turf loss occurred last year because of the drought mandated irrigation reduction. Additionally improvements were made at several bare areas on both courses using sod that was taken from mulch areas prior to the mulch being installed.

We are currently over-seeding the Dollar Ranch fairways with a more drought Bermuda grass seed in an effort to reduce future water use.

The first of two training sessions using our recently purchased drone that was specifically designed and produced to be used to harass and move geese which may help reduce the goose activity has taken place. A second training session that will teach several of our crew members how to fly the drone is scheduled to take place on Monday 23rd.

Agenda Item: 8a
Subject: New Policy 103.1.1, Golf Cart
Registration
Meeting Date: May 26, 2016

SUMMARY REPORT
GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS

REPORT PREPARED BY:

Anthony W. Grafals, General Counsel

REQUESTED ACTION/RECOMMENDATION:

Consider Policy Committee's recommendation that the Board approve new Policy 103.1.1, Golf Cart Registration, effective July 1, 2016.

BACKGROUND:

Most of the mutual boards expressed concern that there are frequent issues with improper golf cart parking on mutual property which could be better addressed if the owners of golf carts could be identified and contacted. Registration will also help GRF staff identify the owners of lost or abandoned carts that appear from time to time on GRF property. Therefore, it was proposed that a common framework for registration and identification of golf carts would allow GRF and the Mutuals to address such issues with golf cart owners.

This proposed new Policy was introduced to the Policy Committee at its February 2, 2016 meeting and returned for further consideration at the March 1, and April 5, 2016 meetings. At the conclusion of the April 5, 2016 meeting, the Policy Committee unanimously voted to refer the proposed new policy to the Board for consideration at the Board's April 28, 2016 regular meeting.

ATTACHMENTS:

Draft Proposed New Policy 103.1.1 (Golf Cart Registration)

Subject: Golf Cart Registration

Purpose: To Establish Guidelines for Golf Cart Registration

1. Background: The California Vehicle Code allows for the use of golf carts on the roads within Rossmore. In order to track ownership of golf carts, the Golden Rain Foundation (GRF) requires all golf carts that are operated on GRF property to be registered with the GRF.

2. Golf Carts: For purposes of this Policy, a "Golf Cart" is defined as any of the following classes of vehicle:

- a. a motor vehicle as generally defined in Section 345 of the California Vehicle Code, applicable to Golf Carts, which may be lawfully operated on roadways in California having a speed limit of no more than 25 mph without being registered with the Ca. Department of Motor Vehicles, and which was designed:
 - i. with at least three wheels, and
 - ii. to operate at speeds up to 15 mph, and
 - iii. to weigh no more than 1,300 lbs. when empty.
- b. a motor vehicle as generally defined in Sections 21250 and/or 385.5 of the California Vehicle Code, applicable to Neighborhood Electric Vehicles (NEV) and/or Low-Speed Vehicles (LSV), which may be lawfully operated on roadways in California having a speed limit of no more than 35 mph without being registered with the Ca. Department of Motor Vehicles, and, for purposes of this Policy, which has not in fact been so registered even though it may be capable of such registration, and which was designed:
 - i. with at least four wheels, and
 - ii. to operate at speeds up to 25 mph, and
 - iii. with a gross vehicle weight rating (GWVR) of no more than 3,000 lbs.
- c. any other class of vehicle having at least three wheels which may be lawfully operated on public roadways without being registered with the Ca. Department of Motor Vehicles, and which has in fact not been so registered.

3. Registration Requirements:

- a. Golf carts operated on Foundation property must be operated consistent with the California Vehicle Code and GRF policies.
- b. All golf carts operating on GRF property, including the golf courses, must be registered with GRF.
- c. Registration may be performed at the Public Safety office.
- d. A fee to be determined by the GRF Board may be required for registration and change of ownership.

4. Registration Stickers:

- a. Upon registration, a registration sticker will be affixed to the golf cart by a GRF employee.
- b. A current registration sticker must be affixed and visible on all golf carts operating on GRF property at all times.
- c. Registration stickers cannot be transferred to another golf cart and removal will invalidate the registration.
- d. If a Registration Sticker is removed or damaged, a replacement must be purchased.
- e. When a golf cart for which a registration sticker was issued is sold, donated, replaced, or will otherwise transferred, such that it will no longer be used on GRF property, the registered Member should remove the sticker and notify Public Safety. Stolen golf carts should also be reported to Public Safety.

Agenda Item: 8b
Subject: Golf Cart Registration Fee
Meeting Date: May 26, 2016

SUMMARY REPORT
GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS

REPORT PREPARED BY:

Anthony W. Grafals, General Counsel

REQUESTED ACTION/RECOMMENDATION:

Consider Policy Committee's recommendation that a \$10 registration fee be charged per golf cart, effective July 1, 2016.

BACKGROUND:

Most of the mutual boards expressed concern that there are frequent issues with improper golf cart parking on mutual property which could be better addressed if the owners of golf carts could be identified and contacted. Registration will also help the GRF staff identify the owners of lost or abandoned carts that appear from time to time on GRF property. Therefore, it was proposed that a common framework for registration and identification of golf carts would allow GRF and the Mutuels to address such issues with golf cart owners.

At its April 5, 2016 meeting, the Policy Committee recommended adoption of proposed new Policy 103.1.1 to the Board, to establish a framework for registration of golf carts, for consideration at the April 28, 2016 meeting of the GRF Board.

If proposed new Policy 103.1.1 is adopted, it is recommended by the Policy Committee that the Board adopt a fee to cover the overhead associated with the registration process and the purchase of an inventory of registration stickers.

Staff recommended a fee of \$10 to the Policy Committee as being adequate.

At its April 5, 2016 meeting, the Policy Committee unanimously voted to recommend that the Board adopt a fee of \$10 for registration of golf carts pursuant to proposed new Policy 103.1.1, if adopted by the Board, at the Board's April 28, 2016 meeting.

FISCAL IMPACT:

No adverse fiscal impact anticipated since all funds will be used to purchase an inventory of stickers and the administrative costs are expected to be absorbed into current vehicle registration procedures.

SUMMARY REPORT
GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS

REPORT PREPARED BY:

Paulette Jones, Senior Manager, Executive Services

REQUESTED ACTION:

Approve, as recommended by the President, the following Board representative and Board Committee appointments for one-year terms, effective immediately:

Board Representative Committee Appointments

Aquatics Advisory Committee - Mary Lou Delpech

Audit Committee - Kenneth W. Haley

Finance Committee - Kenneth W. Haley

Fitness Center Advisory Committee - Melvin C. Fredlund

Golf Advisory Committee - Mary Lou Delpech

Board Committee Appointments

Compensation Committee - Sue DiMaggio Adams

Leslie Birdsall

Melvin C. Fredlund

Mutual Liaison Committee - Leslie Birdsall

Carl W. Brown

Geraldine Pyle

Stephen D. Roath

Policy Committee - Sue DiMaggio Adams

Leslie Birdsall

Robert D. Kelso

Geraldine Pyle

RECOMMENDATION:

The President recommends that the above Board representative and Board Committee appointments be approved by the Board as presented.

BACKGROUND:

As stipulated in the Committee Charters, the President recommends Board representative Committee appointments to the Board for approval. With the exception of the Audit and Finance Committees, Board representatives on resident Committees serve as ex-officio members of the Committees without vote. By virtue of his/her office, the Treasurer of the GRF serves as the Board's representative on both the Audit and Finance Committees and is a voting member of the Committees.

The President also recommends Board Committee appointments to the Board for approval. By virtue of his/her office and as stipulated in the Committees' Charters, the President serves as a member of the Mutual Liaison and the Policy Committees.

ALTERNATIVES AND OPTIONS:

Approve all, part, or none of the President's recommended Board representative and Board Committee appointments.

SUBSEQUENT ACTIONS:

The approved appointees will begin serving as either ex-officio members or members of the Committee(s) they are appointed to, and the Committee roster will be revised to reflect the approved appointments and then distributed.

FINANCIAL IMPACT:

None

ATTACHMENTS:

None

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

REPORT PREPARED BY:

Paulette Jones, Senior Manager, Executive Services

REQUESTED ACTION/RECOMMENDATION:

Consider approving, as recommended by the Rossmoor Men's Golf Club, and effective immediately, the appointment of Robert L. Montgomery as the Club's representative on the Golf Advisory Committee (GAC) to serve the unexpired portion of the term of Stephen D. Roath, who resigned and whose term expires in December 2016.

BACKGROUND:

The GAC Charter stipulates that each Golf Club shall, by November immediately prior to the expiration of its representative's term, recommend one of its members for appointment to the GAC, and that such recommended member shall submit an application for appointment to the GAC. The terms of these four members shall commence on January 1st, immediately following their appointment. Should a vacancy arise for another reason, the affected Golf Club shall recommend one of its members for substitute appointment as soon as practicable, subject to submittal of an application to the GRF. The Men's Golf Club recommended Robert L. Montgomery as the Club's representative on the GAC to serve the unexpired portion of the term of Stephen D. Roath. Mr. Montgomery submitted his application for appointment to the GAC as the Men's Golf Club representative. His appointment needs to be approved by the GRB.

ALTERATIVES AND OPTIONS:

Not approve the appointment of Robert L. Montgomery to the GAC and request that the Men's Golf Club submit another candidate.

SUBSEQUENT ACTIONS:

If approved, Robert L. Montgomery will begin serving as a member of the GAC, effective immediately, and the Committee Roster will be revised to reflect his appointment and then distributed.

The President will send a letter to Mr. Montgomery advising him of his appointment to the GAC.

FINANCIAL IMPACT:

None

ATTACHMENTS:

- 1) Email from Rossmoor Men's Golf Club recommending Robert L. Montgomery for appointment as the Club's representative on the GAC.
- 2) Email from Robert L. Montgomery applying for appointment to the GAC.

Paulette L. Jones

From: VIP
Sent: Monday, May 09, 2016 4:25 PM
To: Paulette L. Jones
Cc: John McDonnell; Bob Montgomery
Subject: RMGC Appointment to GAC - REVISED

Aloha Paulette,

Today the RMGC board recommends that Bob Montgomery fill the vacancy left by Steve Roath. Bob has been a valuable board member for a number of years and is still active as to the goings on of the golf course. I will notify Bob that he has to submit his information to you.

Mahalo!

Dickey Nitta
RMGC President

ATTACHMENT 1

Paulette L. Jones

From: robertmontgomery
Sent: Monday, May 09, 2016 5:40 PM
To: Paulette L. Jones
Cc: John McDonnell; VIP
Subject: Recommendation of Robert Montgomery to the Golf Advisory Committee

Please submit the following information to the Golden Rain Foundation Board and the Golf Advisory Committee for their approval process.

My name is Robert L Montgomery and my wife, Joan, and I have lived at 3201 Rossmoor Pkwy #2 for seven years. I am an active golfer; coordinated the Home and Home golf tournaments for three years; and served on the RMGC Board for four years. We are active Rossmoorians in that we participate in the RMGC, TGIF, 30/40/50 's, and UC Berkeley Alumni organizations.

Prior to retiring 16 years ago, I was President of Sutter Health Western Division and responsible for their nine hospitals and multiple clinics in the greater Bay Area. Prior to this I was the President and CEO of Alta Bates Medical Center, now called Alta Bates Sutter Medical Center. During this time I was an active golfer at the Orinda Country Club.

Thank you for your consideration. Bob Montgomery

ATTACHMENT 2

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

REPORT PREPARED BY:

Jeff Matheson, Director of Resident Services

REQUESTED ACTION/ RECOMMENDATION:

Consider authorizing reallocation of \$15,000 in unspent previously authorized Trust Estate Funds, originally budgeted for electrical upgrades for the workshops at Gateway Clubhouse, and authorizing the CEO to execute an amendment to the agreement with ELS Architecture and Urban Design to prepare a pricing set of plans and a cost estimate for renovations of the workshops at Gateway Clubhouse.

BACKGROUND:

During consideration of the 2016 operating budget, the Board approved \$50,000 from the Trust Estate Fund to conduct an evaluation of the electrical systems and completion of necessary upgrades for the workshops at Gateway Clubhouse. Electrical load tests were conducted for all the workshops. It was determined that capacity was not an issue for any of the workshops. Identified improvements were limited to adding some breakers, converting several outlets to GFCI, hardwiring of the kilns in the Ceramics Studio, and adding thermostats to the vent hoods over the kilns. The cost of the evaluation and the improvements was under \$10,000.

In January, the Board authorized reallocating \$10,000 of the funds budgeted for the electrical upgrades to hire a space planner to work with the Clubs to evaluate opportunities for improvements to each space. The initial study has been completed. A report from the initial study is attached. The next step in the process is to further refine the preferred options and to develop specifications that can be used for preparing an estimate of probable construction cost.

Attached is a proposal from ELS Architecture and Urban Design to complete the second phase of the study. At the conclusion of this phase, the Board will have information regarding the cost for completion of desired improvements. This will aid in making decisions for when the work can be scheduled along with other projects currently under consideration.

ALTERNATIVE OPTIONS:

- The Board can direct staff to seek additional proposals.
- The Board can decide not to fund Phase Two of the study at this time.

SUBSEQUENT ACTIONS:

If the Board approves reallocation of \$15,000, staff will complete an amendment to the agreement with ELS Architecture and Urban Design.

FISCAL IMPACT:

The cost for the proposed study is not to exceed \$15,000. The funds will be reallocated from the unspent funds from the electrical upgrade budget for the workshops.

ATTACHMENTS:

- 1) Phase One Report from ELS Architecture and Urban Design - Sections 1 and 2
- 2) Proposal from ELS Architecture and Urban Design for Phase Two



GATEWAY CLUBHOUSE WORKSHOPS | 2016
SPACE PLANNING REPORT

GATEWAY CLUBHOUSE WORKSHOPS RENOVATION SPACE PLANNING REPORT

Rossmoor, Walnut Creek
APRIL 12, 2016

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	-CERAMIC STUDIO
	-SEWING STUDIO
SECTION 3	EXISTING PLAN
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SECTION 5	PHOTOS, EXISTING CONDITIONS
SECTION 6	MEMBERS INPUT

SECTION 1



April 12, 2016

Mr. Jeff Matheson
 Director of Resident Services City of Berkeley
 1001 Golden Rain Road,
 Walnut Creek, CA 94595

SUBJECT: Gateway Complex Workshops
 Space Planning Recommendations

Dear Jeff:

Attached please find our recommendations for the renovation of the Gateway Complex Workshops. In this initial assessment, we studied the existing workshop facilities and user requirements. We did not explore in detail the physical condition of the facilities or perform inspections.

A. Existing Situation

- The workshop facilities are composed of two buildings that have been well maintained and used.
- There are currently five active workshops that occupy the two buildings. Over time programs have evolved to add new interests; new technologies have changed the dynamic of the spaces. The majority of the spaces have congested zones, inefficient work spaces, lack of storage space, and are in need of electrical improvements.

B. Scope of the Work

- Provide design recommendations to improve the various activities performed by the clubs without increasing building footprint.

C. Our approach

- ELS met with the Jeff Matheson to understand the scope of the work.
- Consequently, documents were provided by the clubs containing demands; needs were reviewed and noted.
- ELS met with Jeff Matheson, and all presidents and/or representatives of the five groups to discuss their needs and the current facilities' issues. Following the meeting, the various spaces were visited and users were interviewed.
- -ELS produced space planning options for each space.
- ELS met with Jeff Matheson to review the plan options; comments from that discussion were incorporated into the plans. -ELS presented the plan options to each group; their comments were reviewed and incorporated in to the drawings.
- Final design recommendations and report were produced. Please find them attached to this letter.

D. Conclusion

Renovation of the current spaces without increasing building footprint is feasible. The proposed plans improve the efficiency and layout of the different activities and were well received by the clubs. Key points from our design recommendations are:

- Elimination of unnecessary partitions. Some of the spaces have unnecessary walls that create congested and inefficient spaces. The elimination of unnecessary partitions facilitates future change by users.
- Eliminate unnecessary duplication. The spaces have unnecessary duplication of kitchen and sink areas.
- Interior Refinishing. Due to the extent of work on the interior of the spaces, replacement of floor finishes is recommended in some of the spaces. Repainting is recommended, as is new casework (for storage and counter for sinks).
- Mechanical, Electrical and Plumbing (MEP). Due to the age of the systems, and the current needs of the activities in each space, improvement of mechanical and electrical systems is recommended. Due to modifications of the location of current toilet and sink, plumbing work will be necessary.
- Exterior Painting. It is recommended to patch and paint where doors have been sealed and replaced by walls or windows.

E. Future Steps

This report is a preliminary design stage for the renovation of the Gateway workshops. We recommend obtaining a preliminary cost estimate to understand the possible construction costs and construction phasing. Subsequently, we recommend three sequential design phases: Construction Documents, final pricing, and Construction Administration. Please let us know if we can help you with this process in any way.

We have enjoyed working with you on the initial space planning for the Gateway workshops renovation. Please let us know if you have any questions or comments.

Sincerely,

ELS Architecture and Urban Design

Scarlet Entwistle

Designer

Attachments: Renovation Plan

Appendices: ELS Space Planning Interview Analysis

Options review with Jeff Matheson

Documents and responses provided by individual groups

Notes and photos from individual group meetings

Conversations via email

OVERALL PROPOSED PLAN

SCALE 1/32"

ART STUDIO

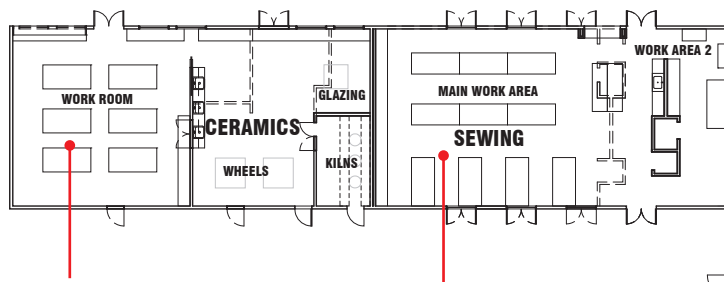
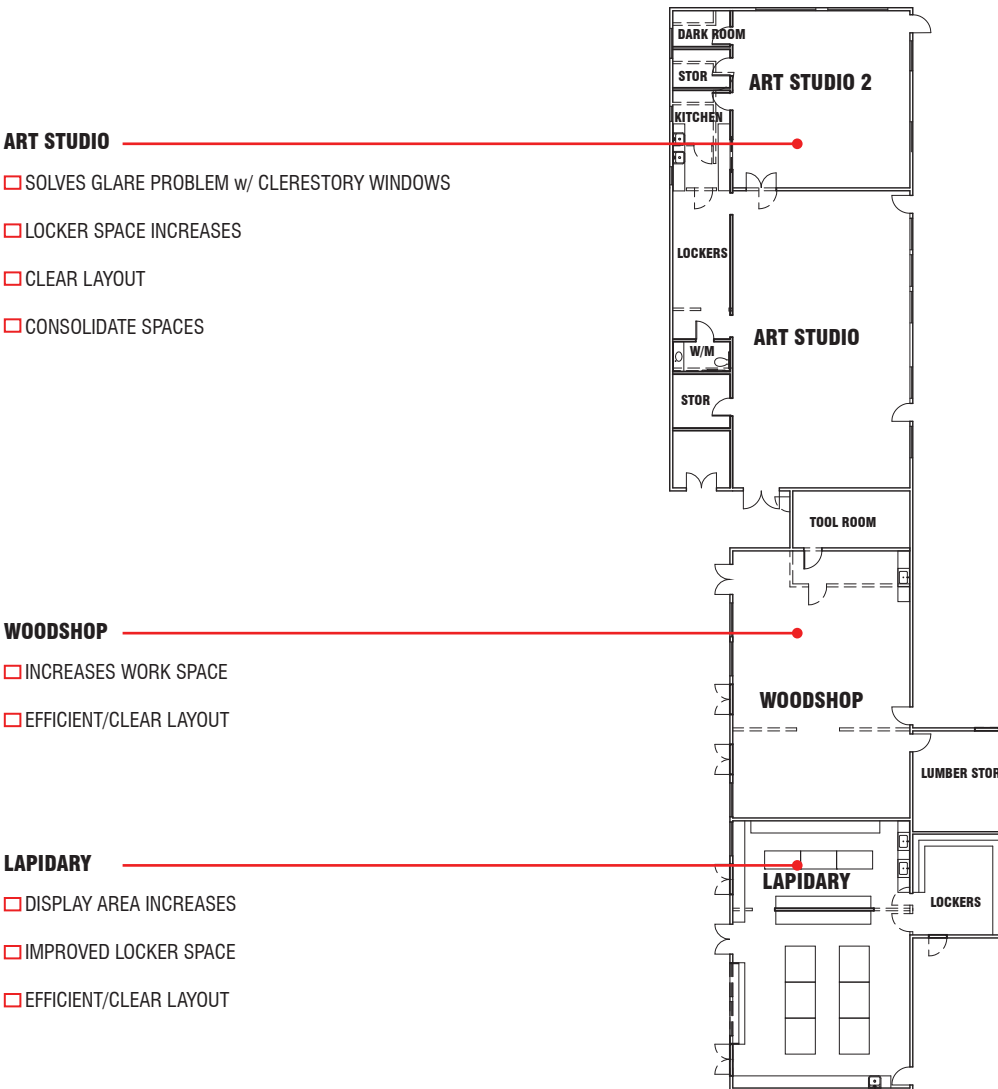
- ☐ SOLVES GLARE PROBLEM w/ CLERESTORY WINDOWS
- ☐ LOCKER SPACE INCREASES
- ☐ CLEAR LAYOUT
- ☐ CONSOLIDATE SPACES

WOODSHOP

- ☐ INCREASES WORK SPACE
- ☐ EFFICIENT/CLEAR LAYOUT

LAPIDARY

- ☐ DISPLAY AREA INCREASES
- ☐ IMPROVED LOCKER SPACE
- ☐ EFFICIENT/CLEAR LAYOUT

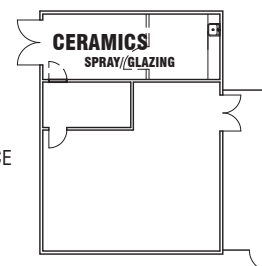


CERAMICS

- ☐ CLEARS CONGESTED AREAS
- ☐ KILN AREA MEETS SAFETY REQUIREMENTS
- ☐ FUNCTIONAL SPACE
- ☐ ADDITION OF SPRAY/GLAZING AREA

SEWING

- ☐ FUNCTIONAL SPACE
- ☐ CREATES MORE STORAGE SPACE
- ☐ WALL SPACE FOR STORAGE

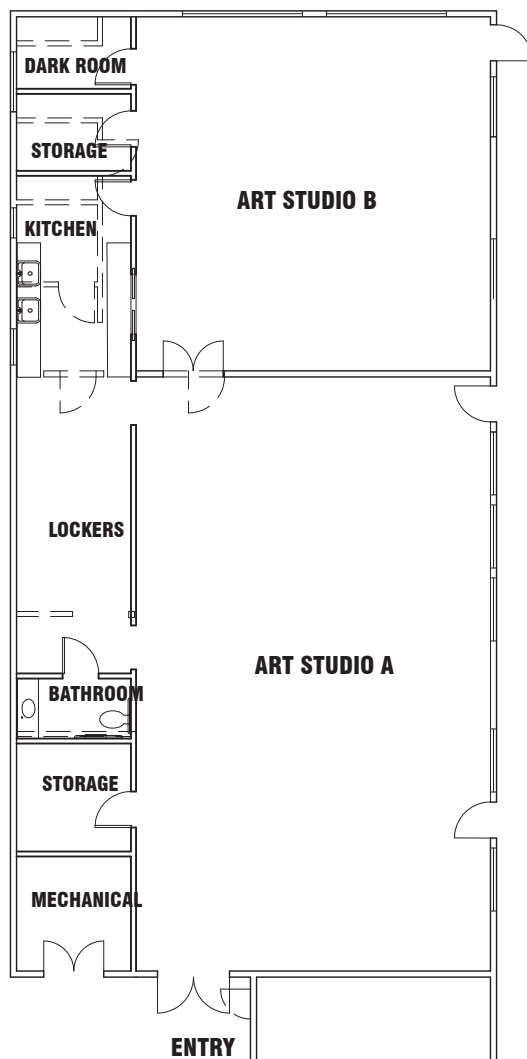


| SECTION 2

ART STUDIO DESIGN RECOMMENDATIONS

In general the Art Association space works very efficiently, but there are a few areas that can be improved to provide a better use of the facilities. Our recommendations are as follow:

- ❑ Replace all windows on the south wall with clerestory windows to protect from afternoon glare and reflection off car using the adjacent parking lot.
- ❑ Consolidation of 2 kitchens in to a one. A second kitchen is not necessary and this will increase locker area. The new kitchen shall provide 2 sink spaces for the studios and storage space for items used on their social gatherings.
- ❑ Change location of bathroom to provide a more central kitchen space
- ❑ Expand dark room and install door. This space can be used by the Photography Club



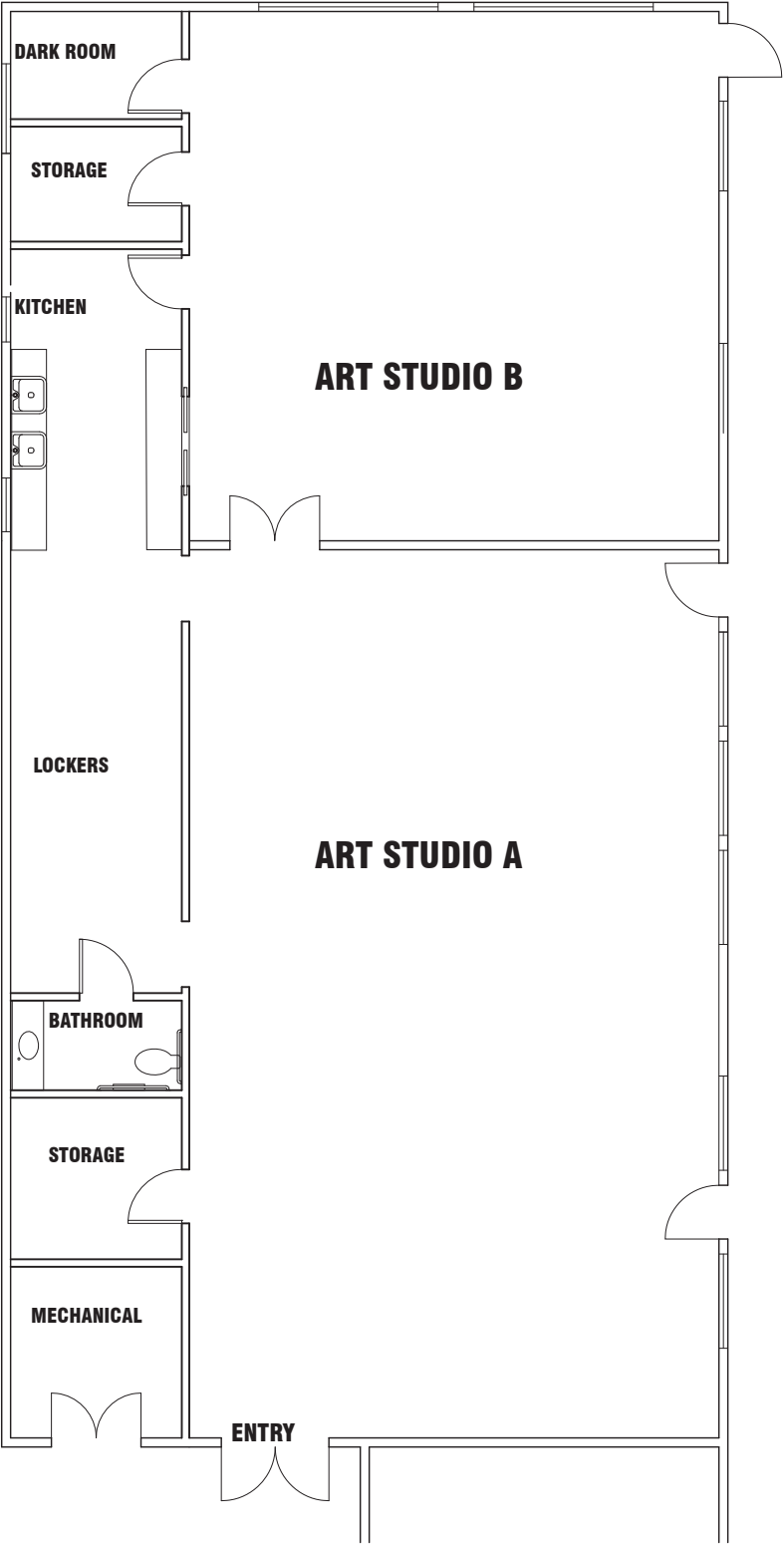
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INSPIRATIONAL IMAGES



ART STUDIO PROPOSED PLAN

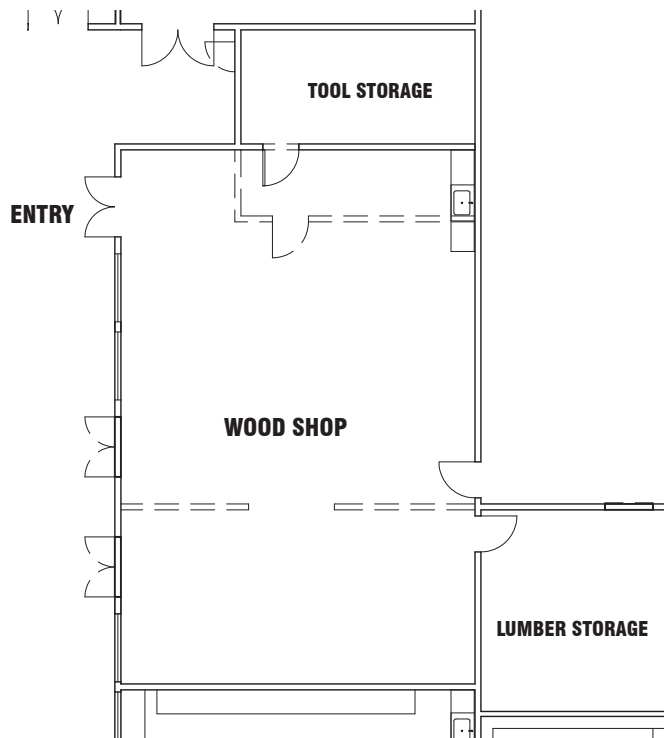
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WOOD SHOP DESIGN RECOMMENDATIONS

The Wood Shop Association are extremely hands on supplying the needs of the space, but in order to meet the require clearance to use some of the machinery they need more functional space. Our recommendations are as follow:

- ☐ Demolish interior partitions to provide clear space for machinery and work space
- ☐ Conversion of the adjacent Dark Room space to provide for tool storage.
- ☐ Relocation of sink plus counter



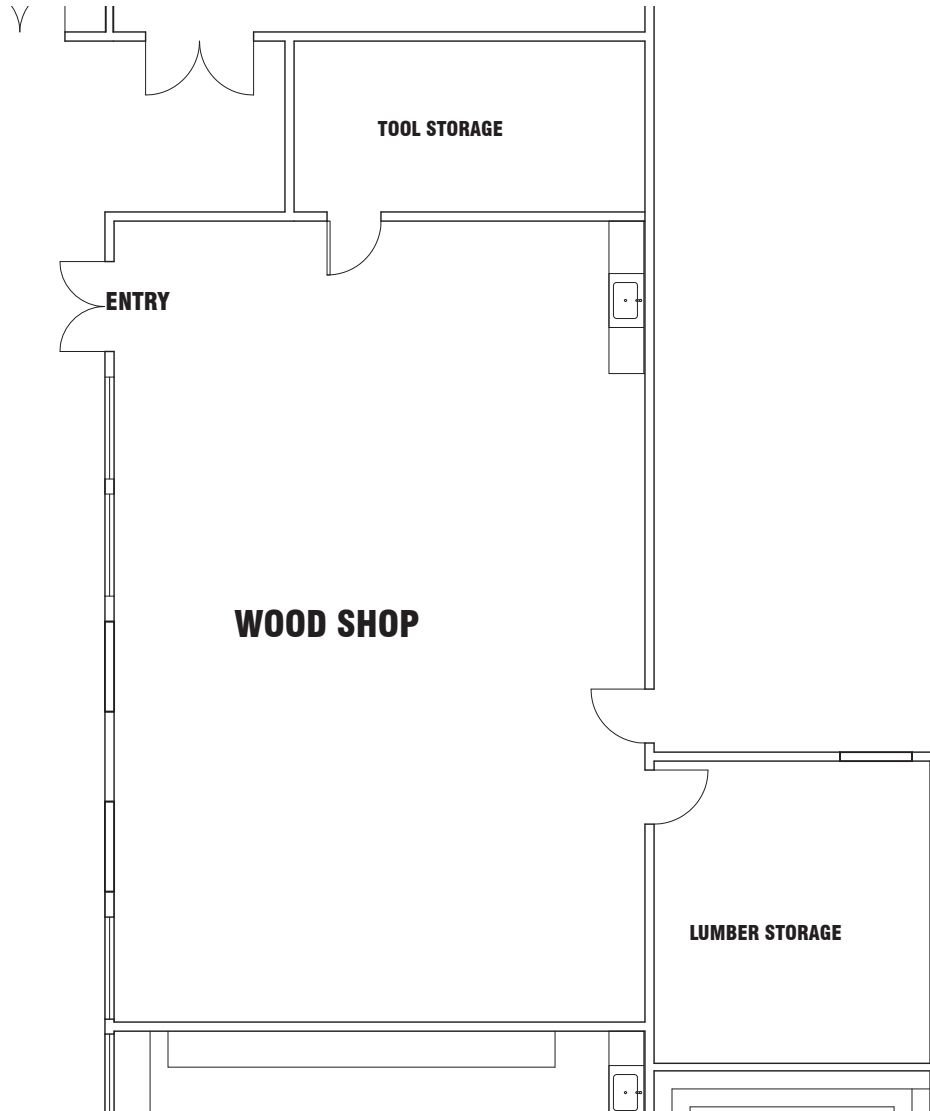
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INSPIRATIONAL IMAGE



WOODSHOP PROPOSED PLAN

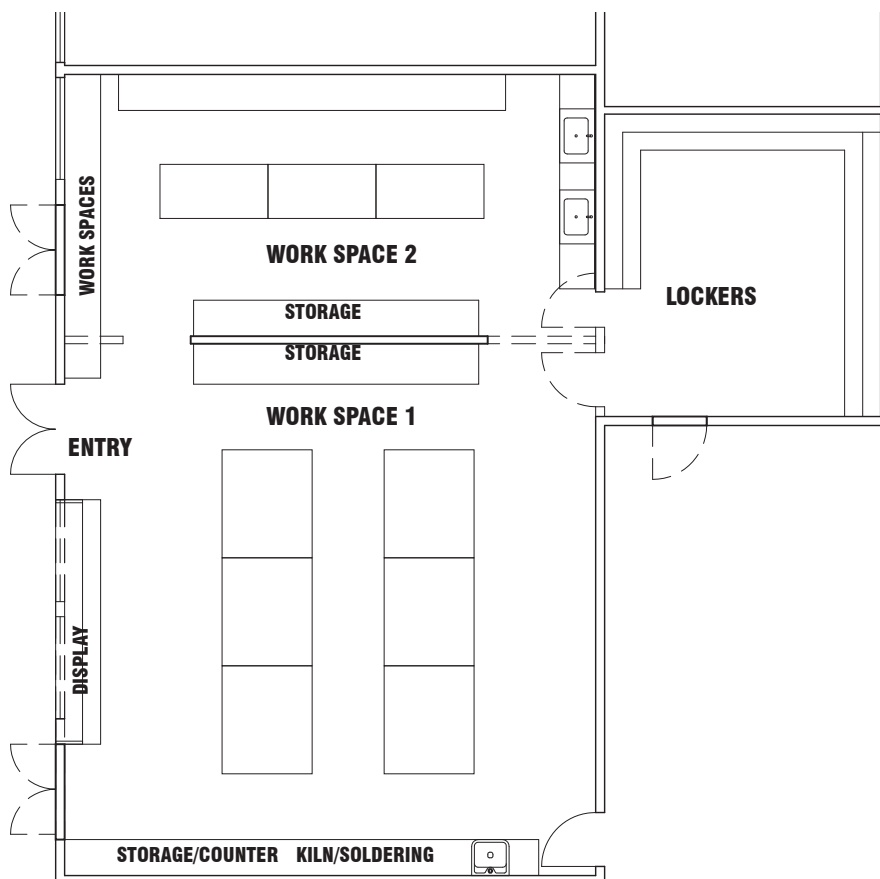
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LAPIDARY STUDIO DESIGN RECOMMENDATIONS

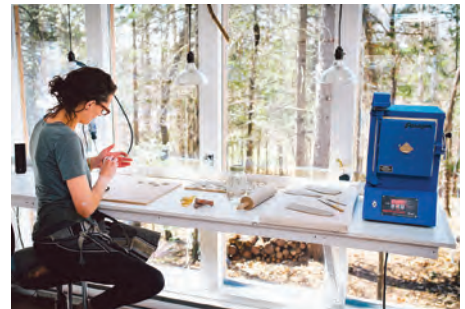
The Lapidary Studio has a good existing layout. It simply needs a few changes that can make current space more efficiently. Our recommendations are as follow:

- ☐ Seal some of the unused doors and replace them by wall and window space
- ☐ Demolish unnecessary partitions and doors that prevent good circulation
- ☐ Move kiln/ Soldering area to be near sink
- ☐ Replace current display with a built in window display that can support the demands of the studio
- ☐ Consolidate sinks on work space 2 to one area of sink space
- ☐ Improve Lockers area
- ☐ New Flooring



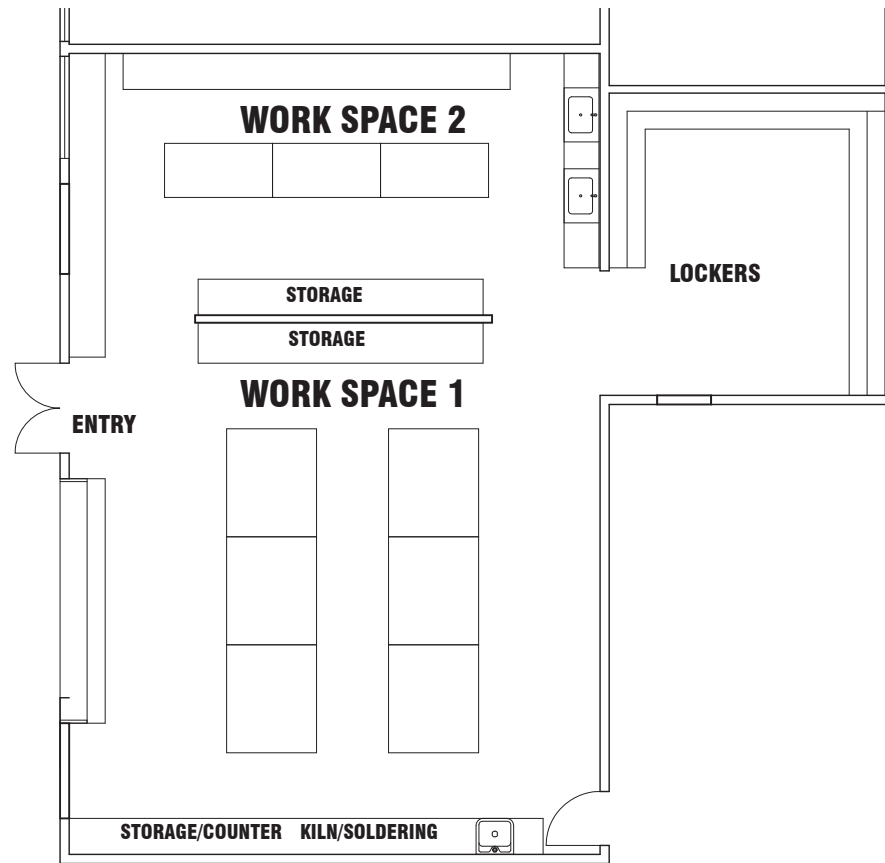
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INSPIRATIONAL IMAGES



LAPIDARY PROPOSED PLAN

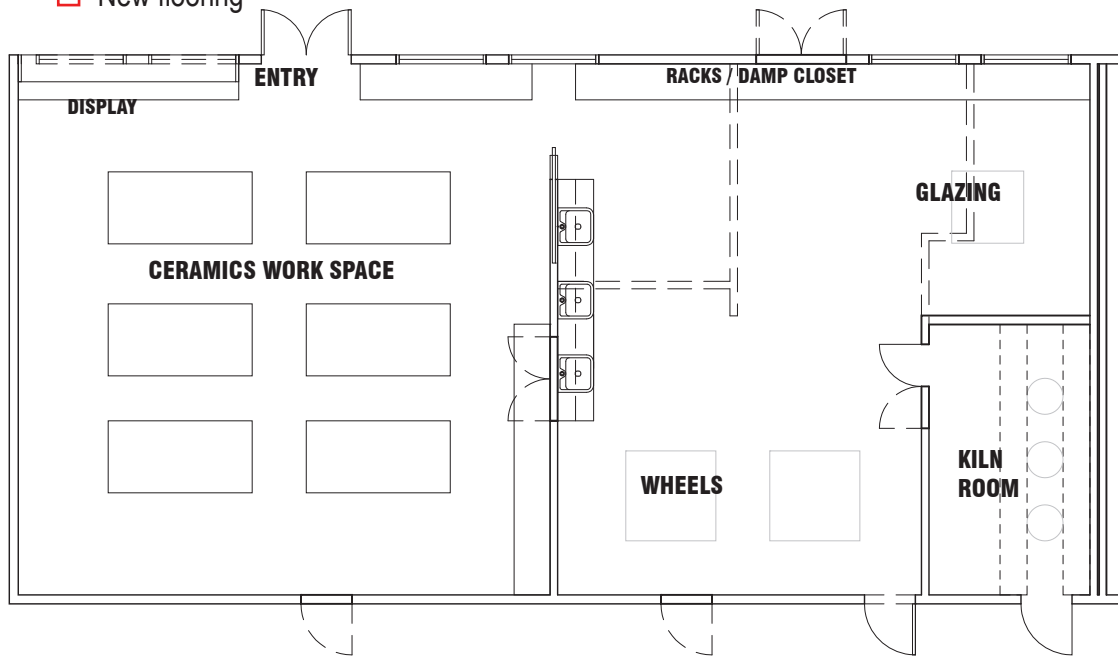
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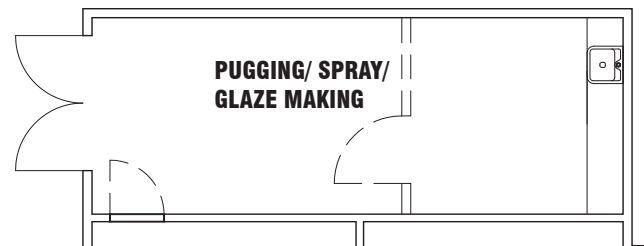
CERAMIC STUDIO DESIGN RECOMMENDATIONS

The Ceramics users practice a wide variety of activities that demand open space, circulation and storage that the current space is not providing. Our recommendations are as follow:

- ☐ Demolish interior partitions to provide clear layout and circulation space
- ☐ Consolidation of sinks to create an area with 3 sinks and new casework
- ☐ Replace current display with a built in window display that can support the demands of the studio
- ☐ Create designated Kiln Room
- ☐ Addition of Pugging/Spra/Glaze Making Space with sink area by the conversion of the Janitor's room
- ☐ Where is permitted add windows to provide natural light to the space
- ☐ New flooring



SCALE 3/32" = 1'-0"

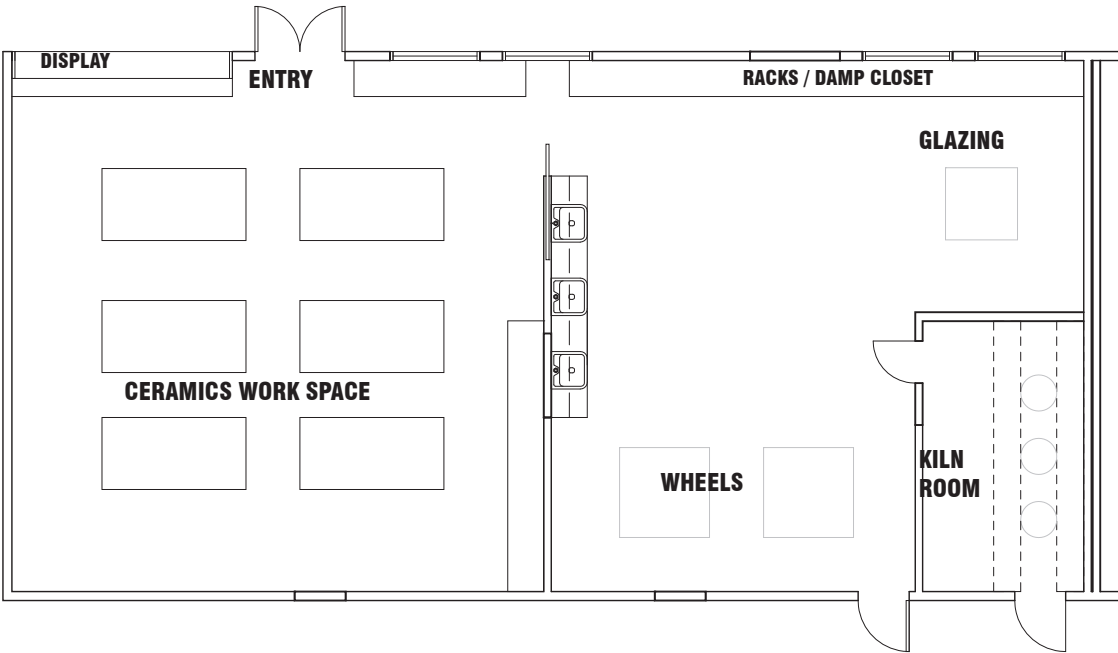


INSPIRATIONAL IMAGES



CERAMIC PROPOSED PLAN

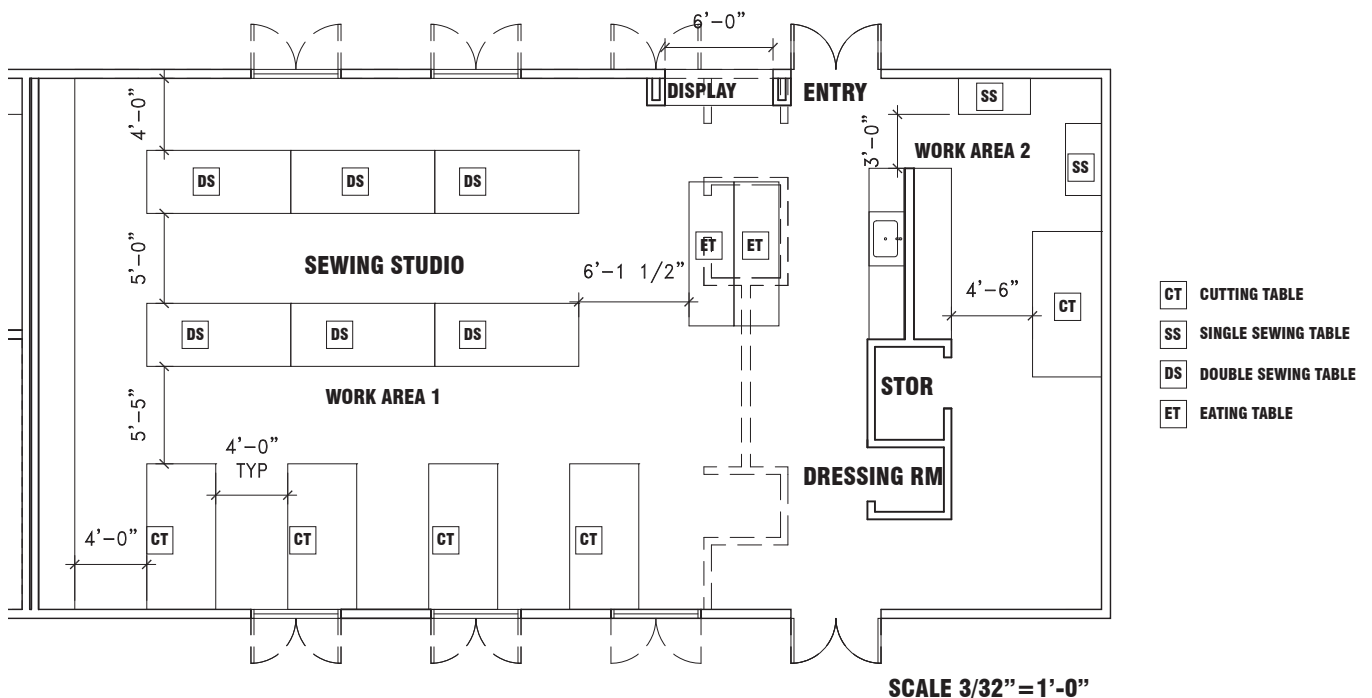
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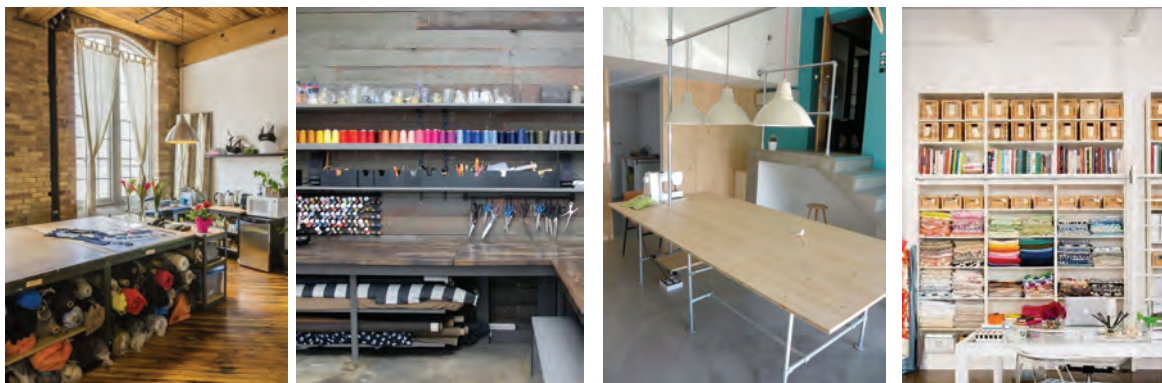
SEWING STUDIO DESIGN RECOMMENDATIONS

The Users of the Sewing studio currently require 2 different work areas for their activities. The 2 current spaces don't provide enough clearance between their tables and the circulation of the spaces is poor. In order to improve the space we provide the following recommendations:

- ❑ Increase main work area by moving partition. Allow for 2 sewing stations and one cutting table. Provide custom storage on wall space where possible
- ❑ Relocate sink/ kitchenette area to new partition to provide for a better layout and circulation
- ❑ Seal some of the unused doors and replace them with window space
- ❑ Add insulation/wall to side adjacent to the Ceramics Studio to create buffer from heat emitted by kiln room
- ❑ New flooring and electrical update

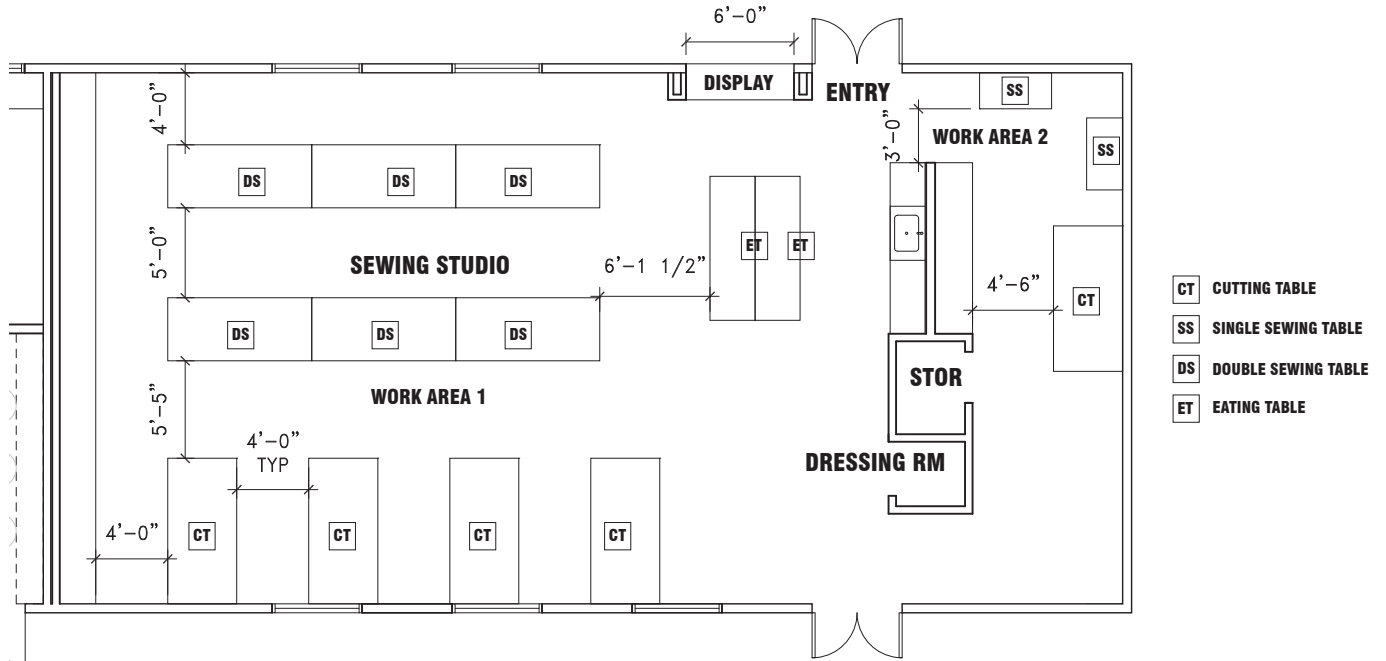


INSPIRATIONAL IMAGES



SEWING PROPOSED PLAN

SCALE 3/32"=1'-0"





April 20, 2016

Mr. Jeff Matheson
 Director of Resident Services
 Rossmoor Walnut Creek
 800 Rockview Drive
 P.O. Box 26585
 Walnut Creek, California 94595

SUBJECT: Gateway Workshops Construction Budgeting Proposal

Dear Jeff:

Thank you for the opportunity to provide you with this proposal for developing a construction budget for the Gateway Workshops Renovation. Based on the recently completed phase we propose the following approach and fee budget.

Work Plan:

A. Refine and annotate floor plans; prepare interior elevations, ceiling / skylight plans and furnishings, finishes and equipment schedules	32 hr
B. Coordinate and conduct site tour with lighting consultant	4 hr
C. Meet at Rossmoor to review pre-pricing documents.	4 hr
D. Coordinate with cost estimator	4 hr
E. <u>Prepare final memo report</u>	8 hr
Total ELS labor	52 hr

Assumptions:

- The plans provided on April 12 are approved and will provide the basis for this further design and budgeting effort;
- Testing and inspections, such as of structure, utilities or any investigation beyond a cursory visual survey is not included;
- Owner shall assist with obtaining and evaluating furnishing and equipment selections from the individual clubs;
- The overall schedule for this phase of work will not exceed the durations indicated above.
- This is for budgeting purposes only; Construction Documents are not included.

Fees:

ELS Design / Team Management	\$5,720
Lindsley Architectural Lighting	\$6,750
<u>Sierra West Construction Consulting</u>	<u>\$1,500</u>
Total	\$13,970

Once again, our team is enthusiastic about helping you move closer to realizing this renovation that will benefit the entire Rossmoor community for years to come.

Your questions or comments are most welcome.

Attachment 2

Workshop Budgeting Services Proposal
April 20, 2016
Page 2 of 2

Sincerely,

ELS Architecture & Urban Design

A handwritten signature in black ink, appearing to read "David Petta", with a stylized, flowing script.

David Petta, FAIA
Principal

Enclosures: ELS Rate Sheet
Lindsley Proposal

RATE AND EXPENSE SCHEDULE

HOURLY BILLING RATES BY CLASSIFICATION:

PRINCIPALS	\$170.00 - 250.00
ASSOCIATE PRINCIPALS	130.00 - 190.00
ASSOCIATES	130.00 - 180.00
PROFESSIONAL STAFF	90.00 - 180.00
TECHNICAL/SUPPORT STAFF	60.00 - 145.00

Rates are subject to revision on January 1, 2017 in accordance with cost of living adjustments. Individual billing rates and/or classifications may change during the year to reflect a change in status and/or merit salary adjustments.

REIMBURSABLE EXPENSES:

Reimbursable expenses shall be billed at cost times 1.1 and shall include actual expenditures made in the interest of the project, in the following categories:

- 1) Outside consultants
- 2) Expense of transportation and living expenses in connection with out-of-town travel, as authorized by the Client (international flights shall be business class)
- 3) Long distance communications and facsimiles
- 4) Reproduction and photography
- 5) Postage, shipping and delivery
- 6) Fees paid for securing approval of authorities having jurisdiction over the project
- 7) Professional renderings and models as requested by the Client

MISCELLANEOUS PROVISIONS:

Invoices will be submitted monthly and are due upon receipt. Invoices more than 60 days overdue will be subject to a handling charge of 1.5 percent per month. If the Owner fails to make payment when due, the Architect may, at its option, upon seven days' written notice to the Owner, suspend performance of services.

Architect's services may be terminated by either party upon seven days' written notice. In the event of termination that is not the fault of the Architect, the Architect shall be compensated for services performed and expenses incurred prior to termination.

The Drawings, Specifications and other documents prepared by the Architect for this Project are instruments of the Architect's service for use solely with respect to this Project and, unless otherwise provided, the Architect shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights, including the copyright. The Owner shall be permitted to retain copies, including reproducible copies, of the Architect's Drawings, Specifications and other documents for information and reference in connection with the Owner's use and occupancy of the Project. The Architect's Drawings, Specifications and other documents shall not be used by the Owner or others on other projects, for additions to this Project or for completion of this Project by others, unless the Architect is adjudged to be in default under the Agreement, except by agreement in writing and with appropriate compensation to the Architect. If the Owner, or others through the Owner, request copies of electronic data files ("CAD Data") prepared by Architect or its Consultants for the Project, the parties agree to execute the Architect's CAD Agreement prior to the transfer of such CAD Data.

Unless otherwise provided, the Architect and Architect's sub-consultants shall have no responsibility for the discovery, presence, handling, removal, or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.

Gateway Clubhouse**Walnut Creek, CA****L I N D S L E Y**

Architectural Lighting

20 Apr 16

LIMITED LIGHTING PROPOSAL**HOURS SUMMARY**

	Principal	Lighting Designer	Production Staff	Totals				
DESIGN DEVELOPMENT								
Site Inspection and Pics	2	1	1					
Develop Lighting Concepts for Various Areas								
Art Studio A&B	1	1	1					
Lockers/Kitchen/Rest Room	0	1	0					
Woodshop	1	1	1					
Lapidary A&B Studio	1	1	1					
Lockers/Storage	0	1	0					
Sewing Studio A&B	1	1	1					
Ceramics Glazing	0	1	0					
Kiln/Glazing	0	1	0					
Ceramics Work Shop	1	1	1					
Misc. Spaces, Darkroom, etc.	1	1	1					
Sample Acquisition	0	1	1					
Lighting Mockup Lattice	2	1	1					
Equipment Budget	1	1	1					
Base Drawings by Architect		NIC						
Field Verification of Drawings		NIC						
Team Meetings		T&M						
DD Presentation (One Meeting)	1	1	0		\$3,000	\$3,000	\$750	\$6,750
SUBTOTAL HRS	12	15	10	37		37 Checksum		
CONSTRUCTION DOCUMENTATION								
Reflected Ceiling Plan (Digital format) One sheet	1	4	8					
Construction Details	1	1	4					
Lighting Controls	1	1	2					
Equipment Budget Update	1	1	0					
Specifications	1	1	1					
Fixture Schedule	1	1	1		\$1,500	\$1,800	\$1,200	\$4,500
SUBTOTAL HOURS	6	9	16	31		31 Checksum		

Gateway Clubhouse
Walnut Creek, CA

L I N D S L E Y

Architectural Lighting

20 Apr 16

LIMITED LIGHTING PROPOSAL

HOURS SUMMARY

	Principal	Lighting Designer	Production Staff	Totals
CONSTRUCTION ADMINISTRATION				
Construction Meetings (as necessary)		T&M		
Submittal Review		T&M		
Programming Lighting Controls		T&M		
Punch List & Client Training		T&M		
SUBTOTAL HOURS	0	0	0	0
FEE HOURS TOTAL	18	24	26	68
Billing Rates	\$250	\$200	\$75	
SUBTOTAL DESIGN FEES	\$4,500	\$4,800	\$1,950	\$11,250

\$0 \$0 \$0 | \$0
0 Checksum
68 Checksum