

AGENDA

**ROSSMOOR COMMUNITY SERVICES DISTRICT
PARKS AND FACILITIES COMMITTEE MEETING**

IN-PERSON

RUSH PARK
Auditorium
3021 Blume Drive
Rossmoor, CA 90720

**Wednesday, November 1, 2023
3:00 p.m.**

A. ORGANIZATION

1. CALL TO ORDER: 3:00 p.m.
2. ROLL CALL: Directors Maynard, Searles
3. PLEDGE OF ALLEGIANCE: Director Searles
4. PRESENTATIONS: None

B. PUBLIC FORUM

Any person may address the members of the Parks and Facilities Committee at this time on any subject within the jurisdiction of the Parks and Facilities Committee of the Rossmoor Community Services District.

C. REGULAR CALENDAR

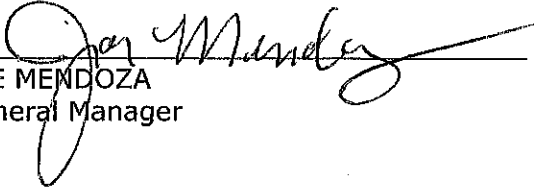
1. UPDATE REGARDING THE STATUS OF CONTRACT WITH TAYLOR TENNIS COURTS INC. FOR PICKLEBALL COURT CONVERSION AND RESURFACING OF TENNIS AND BASKETBALL COURTS
2. UPDATE ON THE ROSSMOOR COMMUNITY SERVICES DISTRICT FLAG
3. REVIEW SPECIFICATIONS AND FLOORING FOR THE RUSH PARK AUDITORIUM
4. STUDY SESSION TO DISCUSS LIST OF POSSIBLE DISTRICT POLICY UPGRADES AND ADDITIONS.

D. ADJOURNMENT

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the November 1, 2023, 3:00 p.m., Parks and Facilities Committee Meeting of the Rossmoor Community Services District was posted at least 24 hours prior to the time of the meeting.

ATTEST:



JOE MENDOZA
General Manager

Date: 10/27/2023

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: November 1, 2023

To: Parks/Facilities Committee

From: General Manager Joe Mendoza

Subject: UPDATE REGARDING THE STATUS OF CONTRACT WITH TAYLOR TENNIS COURTS INC. FOR PICKLEBALL COURT CONVERSION AND RESURFACING OF TENNIS AND BASKETBALL COURTS

RECOMMENDATION

It is recommended that the Parks and Facilities Committee review and file this report.

BACKGROUND

The Tennis/Basketball/Pickleball Court Resurfacing and Conversion Project was published on August 2, 2023. Bids were due at the RCSD office on August 23, 2023. On October 10, 2023 the contract was awarded by the RCSD Board to the lowest bidder, Taylor Tennis Courts, Inc.

FINDINGS

The Rossmoor Community Services District Public Works Agreement with Taylor Tennis Courts, Inc. has been reviewed by General Counsel and forwarded to Taylor Tennis Courts Inc. for their review and signature. A project start date is yet to be determined.

ATTACHMENTS

NONE.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-2

Date: November 1, 2023

To: Parks/Facilities Committee

From: General Manager Joe Mendoza

Subject: UPDATE ON THE ROSSMOOR COMMUNITY SERVICES DISTRICT FLAG

RECOMMENDATION

It is requested that the Parks and Facilities Committee review and file this report.

INFORMATION

The RCSD Board of Directors gave staff direction to create a design and obtain quotes for manufacturing a flag symbolic of the Rossmoor Community Services District. The Parks and Facilities Committee reported to the Board of Directors at the October 10, 2023 meeting. The Board approved the design as presented. Efforts are still being made to secure quotes from local vendors.

ATTACHMENTS

None.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-3

Date: November 1, 2023

To: Parks/Facilities Committee

From: General Manager Joe Mendoza

Subject: REVIEW SPECIFICATIONS AND FLOORING FOR THE RUSH PARK AUDITORIUM

INFORMATION

The General Manager was directed by the Rossmoor Community Service District (RCSD) Board of Directors to procure flooring specifications and samples to prepare a bid package for the Rush Park Auditorium.

FINDINGS

Staff is currently working on creating a bid package to advertise for the auditorium flooring project to include the following options:

1. Carpeting for the entire auditorium
2. Carpeting for the perimeter of the auditorium with LVT (Luxury Vinyl Tile) inset in the middle of the auditorium.
3. LVT flooring throughout the auditorium
4. LVT flooring for the East Room

It is anticipated that a bid package will be available in November 2023.

ATTACHMENTS

None.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-4

Date: November 1, 2023

To: Parks/Facilities Committee

From: General Manager Joe Mendoza

Subject: STUDY SESSION TO DISCUSS LIST OF POSSIBLE POLICY UPGRADES AND ADDITIONS

BACKGROUND

As stated in District Policy 1000, paragraph 1000.10 (Attachment 1), the Manual of Policies shall be reviewed annually by the General Manager and proposed amendments shall be brought before the RCSD Board of Directors. In summary the process to change or add a policy is for the General Manager to:

1. Initiate a discussion with the Parks and Facilities Committee.
2. Secure feedback and provide the amended or new policies for review to the Parks and Facilities Committee.
3. Have the RCSD General Counsel review and make any adjustments to the proposed changes.
4. Submit to the RCSD Board of Directors for a first reading at a Regular RCSD Board of Directors meeting.
5. After the Board of Directors review, the proposed adoption or amendment will be set for a second reading by the Board of Directors.

Staff has discovered some discrepancies in policies currently in effect. A list of policies that need to be reviewed is attached (Attachment 2). The Parks and Facilities Committee is encouraged to add any policies to the list for review.

RECOMMENDATION

Review and discuss listed policies and provide input for possible amendments and additions. The Parks and Facilities Committee will utilize this agenda item as a study session. After discussion, some policies may be directed to other committees as appropriate.

Staff are continuing to analyze agreements with The Youth Center and LAGSL to determine a fair and equitable approach to share the cost of usage and maintenance of the fields and facilities at Rossmoor Park.

Staff are also conducting a fee survey for all of the facilities and for non-profit use and will present findings at a future meeting.

ATTACHMENTS

1. Policy No. 1000
2. List of Policies to be reviewed
3. Policy No. 6015
4. Policy No. 6050
5. Policy No. 6060 (DRAFT)
6. Policy No. 6080

Rossmoor Community Services District

Policy

No. 1000

BOARD POLICIES

1000.10 Manual of Policies: It is the intent of the Board of Directors of the Rossmoor Community Services District (District) to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies shall serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business is to be conducted. The Manual of Policies shall be reviewed annually by the General Manager and proposed amendments shall be brought before the Board. Other recommended amendments may be brought before the Board by the General Manager on an as needed basis.

1000.20 Conflicts, Severability: If any policy or portion of a policy contained within the Manual of Policies is deemed to be in conflict with, or otherwise contrary to, any laws, rules or regulations ("Laws") applicable to the Rossmoor Community Services District, then said Laws shall be controlling. If any provision or policy contained in the Manual of Policies is held invalid, then such invalidity shall not effect other provisions or policies in the Manual of Policies, and to this end, the provisions and policies of the Manual of Policies are declared to be severable.

1000.30 Non-policy Matters: Rules and regulations pertaining to the administrative operation of the District shall be promulgated by the General Manager as Administrative Regulations or Manuals pertaining to more complex matters such as personnel, safety or the processing of claims against the District.

1000.40 Adoption and Amendment of Policies:

1000.41 Initiation: Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director, or by the General Manager. The proposed adoption or amendment is initiated in accordance with Policy No. 5020 Board Meeting Agenda.

1000.42 Review Period: Before considering adopting or amending any policy, the Board may review the proposed adoption or amendment by means of a first reading at a regular Board meeting prior to the meeting at which consideration for adoption or amendment is to be given. After the first reading by the Board, the proposed adoption or amendment will be reviewed by District General Counsel. After review, the proposed adoption or amendment will be set for a second reading by the Board at a subsequent meeting. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration.

1000.43 Adoption and Amendment By One Reading: Notwithstanding the foregoing, the Board may elect to consider policy adoption or amendment by means of one reading at a regular Board meeting and waive the requirement of a second reading for emergencies or where important business of the District would be impeded by a second reading. In that case, the Board may take action by Minute Order to review the proposed adoption or amendment by means of a first reading and waive any further reading and consider the policy adoption or amendment. In the event said procedure is proposed by a Director or the General Manager, all other requirements shall be implemented prior to said consideration by the Board including the initiation of a proposed policy or amendment, review by District General Counsel, and inclusion in the applicable agenda information packet.

1000.50 Rules and Regulations for District Facilities: Notwithstanding the foregoing, any policy that includes rules and regulations for the use and maintenance of District facilities and services shall be adopted or amended by ordinance following the procedures of Article 7 (commencing with section 25120) of Chapter 1 of Part 2 of Division 2 of Title 3 of the Government Code.

Renamed, Amended and Adopted: November 9, 2010
Amended: December 10, 2013
Adopted by Ordinance 2014-01: January 14, 2014

Policy Review 2023

Policy Number	Title	Issue	Last Change Date
1000		Numbering	1/14/2014
2021	Employee Vacation Buy-Back	Dates: October 15-30	11/10/2020
2025	Authorized Leave	Punctuation	9/8/2009
2030	Holidays	Change Columbus Day to Indigenous People's Day	5/12/2009
2040	Sick Leave	Misspelling - "mothly" - s/b monthly	5/12/2009
2070	Families First Coronavirus Response Act	2070.32 Formatting	6/9/2020
2100	District/Personal Vehicle Usage	Replace SDRMA with CJPIA	7/13/2010
2150	Employee Compensation and Benefits	2150.22 - payroll dates	11/8/2011
2160	Deferred Compensation	What is the Conference of Mayors	1/11/2005
2210	Harassment	Numbering	9/11/2018
3025	Annual Financial Audit	3025.26 Capitol and Numbering	2/13/2018
3030	Fixed Asset Accounting Control	Annual Inventory	1/13/2004
3045	Preservation of Fiscal Resources	Colons? And references to 5-year plan	2/14/2017
3050	District Expenditure, Purchasing, Bidding and Contracting Limits	Numbering	2/14/2017
3060	Employment of Outside Contractors/Consultants	Numbering	12/9/2003
3070	Risk Management/Insurance	SDRMA to CJPIA and State Fund and Numbering	3/14/2006
3080	Parkway and Rossmore Tree Median Tree Maintenance	Fines?	1/14/2020
3085	Street Sweeping	Numbering	2/8/2022
3090	Records Retention	Numbering	11/8/2005
3091	Contract Maintenance	Numbering /Sharepoint	10/9/2018
3095	Copying Public Documents	Numbering	12/14/2010
3096	Paperless Agenda and Tablet Device Use	Numbering	4/9/2013
3097	Email and Electronic Communications	Numbering	5/14/2013
3098	Administrative Citations	Numbering	1/14/2020
4040	Terms of Office for Board Officers and Directors	Numbering	8/8/2006
4055	District Bank and Investment Accounts	Numbering	11/11/2014
4080	Membership in Professional Associations/Organizations	Numbering	7/13/2004
4090	Training, Education and Conferences	Numbering	8/13/2004
5010	Board/Committee Meetings	Numbering	12/14/2010
5020	Board Meeting Agenda	Numbering/5020.30 Agenda Format	2/12/2019
5030	Committees of the Board of Directors	Numbering/5030.30 Committee Meetings	9/8/2015
5050	Review of Administrative Decisions	Numbering	1/11/2005
5060	Minutes of Board Meetings	Numbering	11/9/2010
5110	Rules of Order for Board Meetings	Numbering	12/14/2010
5120	Board Code of Conduct	Numbering	12/14/2010
6010	Requests for Use of District Parks and Facilities	6010.42 Cash	11/11/2014
6015	Establishment of Fees and Charges for Use of District Property	Fee Schedule Needs Updating/Method of Payment	7/10/2012
6020	District Parks and Facilities - Long Term use	Numbering	11/11/2014
6021	Non Profit Use of District Property	Numbering	11/11/2014
6050	Facilities - Tennis Courts	Numbering/6050.30 Use Limitation/6050.52 Method of Payment	1/14/2014
6060	Facilities - Pickleball		
6080	Signature Wall Preservation/Protection	Numbering/6080.41 Trees Shrubs/6080.42 Vegetation/6080.48 Fines?	1/14/2014

ROSSMOOR COMMUNITY SERVICES DISTRICT

Policy

No. 6015

ESTABLISHMENT OF FEES AND CHARGES FOR USE OF DISTRICT PROPERTY

6015.00 Facility Use: A primary purpose of the District is to operate buildings and recreational facilities for the benefit of residents.

6015.10 Facility Fees And Charges: The Board shall review the schedule of facility fees and charges annually, prior to adoption of the District's Final Budget, and make changes when appropriate in order to reflect the District's actual direct and indirect costs. Fees and Charges include, but are not limited to user fees, security deposits, event attendant fees, key and alarm deposits and cleaning deposits. The General Manager shall maintain a current schedule of fees and charges and make copies available upon request. Fees and charges which are adjusted by the Board during the period of use shall be charged or refunded to the applicant on a prorated basis.

6015.11 Deposits Required: All deposits required in the Schedule of Fees and Charges shall apply to short-term users, as well as long-term and dedicated users, i.e. key deposits, cleaning deposits, etc unless exempted within the Schedule of Fees and Charges. All deposits shall be kept current during the period of use; i.e., cleaning deposits used by the District for remedial action shall be resubmitted by the renter to constitute a current full deposit.

6015.12 Clean-up Following Use: Clean up of indoor and outdoor park facilities and replacing tables and/or chairs is the responsibility of the user. Users are required to clean up park and facility used, wipe counters and equipment, clean up any spillage, bag all trash and remove all supplies not provided by the District. Users shall report any malfunctioning equipment to the District Office for repair/replacement. If cleanup is not accomplished at an acceptable standard and the use of District employees is required to meet an acceptable standard, an appropriate amount shall be withheld from the deposit at the discretion of the General Manager to cover the additional labor and material costs.

6015.13 Event Attendant Fees: The District may determine, in its sole discretion, to require that an Event Attendant be assigned to oversee the event or other use of District property. Said event Attendant shall be an employee or other agent of the District and shall oversee and otherwise monitor the activities and use of the applicable facility to determine whether the user is properly using the facility. For example, and not by way of limitation, the Event Attendant shall monitor: (a) activities, use and treatment of District property; (b) opening/unlocking and closing/locking of the facility; and (c) setting/turning off an alarm system. In the event the District requires an event Attendant, the applicable Event Attendant Fee shall be imposed pursuant to the applicable District policy. Cancellation of event less than five (5) business days prior to the event shall result in loss of Event Attendant Fees from deposit.

6015.14 Event Deposit: The District may determine, in its sole discretion, to require the payment of an Event Deposit in the amount set forth in the applicable District policy. The Event Deposit

shall be applied toward any costs and expenses incurred by the District in responding to issue/questions which arise from the activity or event and/or otherwise taking action to bring the event, use or activity into compliance with the applicable District policy. For example, and not by way of limitation, the District may incur expenses in connection with assisting, and/or performing, activities related to (a) use and treatment of District property; (b) opening/unlocking and closing/locking of the facility; and (c) setting/turning off an alarm system. If Event Attendant is not required, events with more than 100 attendees shall be required to pay the event deposit.

6015.15 Option of Event Attendant Or Event Deposit: The District may determine, in its sole discretion, to permit the user to elect to pay Event Attendant Fees for an Event Attendant or to pay the Event Deposit. The District retains the authority to determine, in its sole discretion, to require the user to pay the Event Attendant Fees or the Event Deposit. A user will not be charged both Event Attendant Fees and an Event Deposit for the same event/use.

6015.16 Return of Deposits: At the termination of the User Permit period, all applicable deposits shall be returned to the renters within a reasonable time period for processing payment and to determine if all deposit conditions have been met. The General Manager shall have the discretion to determine if all or only part of a deposit shall be returned based on his/her assessment of the condition of the building or facility at the end of the fixed period of time. See Policy No. 6010 Requests for Use of District Property, for other conditions.

6015.17 Hourly Rates: Hourly rates posted in the Schedule of Fees and Charges are for full hour usage. Any usage for less than an hour, or any usage that exceeds an hour, shall be rounded up to, and charged for, the full hour. Hourly fees apply to each hour of usage including set up and tear down time. Fees for tennis court reservations which are designated as one and one half hours are per reservation and cannot be rolled up.

6015.18 Per Diem Rates: Per diem rates are posted in the Schedule of Fees and Charges and are for full day usage such as reserving of a picnic area for the day.

6015.19 Appeal to the Board: A user who disputes the decision of the General Manager regarding the refund of deposits or calculation of fees may appeal that decision to the Board by filing a written request to the General Manager for the matter to be placed on the agenda for the next scheduled Board meeting.

6015.20 Fee Schedule: The current fee schedule is attached to and made a part of this policy.

Adopted: Resolution 99-12-8-1, December 8, 1999
Adopted: Resolution 00-12-14-01, December 14, 2000
Adopted: Policy 6015, June 10, 2003
Amended: November 8, 2005
Amended: August 12, 2008
Amended: July 10, 2012



RCSD FEE SCHEDULE 2023 - 2024

RUSH PARK 3001 Blume Dr., Rossmoor, CA 90720						
FACILITIES	RES	NON-RES	CAP	PICNIC SITES	RESIDENTS ONLY	CAP
Auditorium	\$60/Hour	\$80/Hour	Under 300	Canopy A Site B	\$50+ \$25+	90 60
300+ Guests	\$77/Hour	\$98/Hour	600			
East Room	\$18/Hour	\$23/Hour	30	Flat Rate + \$20 Process Fee		
Kitchen	\$43/Hour	\$60/Hour	N/A	INSURANCE FEE: \$15		
FIELDS				MISC. RENTAL FEES (per use)		
	RES	NON-RES		Podium	\$50	
Fields 1, 2, 3, 4	\$12/Hour	\$22/Hour		Screen	\$15	
HOURLY FEES: EVENT ATTENDANT (4 hr. min.)			\$20	Risers	\$30	
An Event Attendant may be mandatorily assigned to oversee your event as determined by the RCSD				WALL BANNER PERMIT FEE: \$20		

ROSSMOOR PARK 3232 Hedwig Rd., Rossmoor, CA 90720						
FACILITIES	RES	NON-RES	CAP	FIELDS	RES	NON-RES
Community Room	\$35/Hour	\$45/Hour	50	Ball Fields	\$12/Hour	\$22/Hour
Kitchen	\$17/Hour	\$25/Hour	N/A	Basketball Court	\$12/Hour	\$18.50/Hr
				Volleyball Court	\$12/Hour	\$18.50/Hr
PICNIC AREAS			RESIDENTS ONLY	CAP	TENNIS COURTS 1/2/3/4	
Site A	Flat Rate: \$25 +		50	Day Rate	\$6/Hour	\$8/Hour
Site B	Flat Rate: \$25 +		50	M-F: 5-9 pm	\$8/Hour	\$10/Hour
Site C	Flat Rate: \$25 +		50	& Weekends		
Flat Rate + \$20 Process Fee				INSURANCE FEE: \$15		
				\$60 Picnic Deposit (Over 100 people)		

MONTECITO CENTER 12341 Montecito Rd., Rossmoor, CA 90720							
FACILITIES	RES	NON-RES	CAP				
Community Room	\$30/Hr	\$40/Hour	75	<ul style="list-style-type: none"> •Applications are processed on a first come/first served basis. •Setup/Takedown, within reservation timeframe, is renter's responsibility. •Children under 18 yrs. require adult chaperones in ratio of 1 to 10. •User Permits/Indemnification are mandatory for all rentals & Permits for a gathering of 50 or more people. •A million dollar insurance policy naming RCSD as additional insured is required for gatherings of over 150 people. <p style="text-align: center;">THIS LIST IS NOT ALL INCLUSIVE</p>			
REFUNDABLE DEPOSITS							
★ Event Deposit (over 100 people)			\$60				
★ Picnic Deposit			\$60				
Cleaning/Dmg Deposit	\$175	\$250 Aud					
Key/Gate Deposit			\$25				
300+ Guest Deposit			\$350				
Alcohol Cleaning/Damage Deposit			\$350				
★ As determined by GM for special equipment/activity/staff callout in lieu of an Event Attendant.				FEES		FEES (Other)	
				Process Fee	\$20	False Alarm Fee	\$74
				UP Change Fee (2 nd)	\$20	Check NSF	\$25
				Special Event /Alcohol Filing Fee (Due at time of application submission)	\$50	As per Policy 6012.73	
				Appeal Fee	\$50	As per Policy 6015.15	
				Alcohol Event Fee	\$150	(Contingent Upon ABC Approval)	

RCSD FEE SCHEDULE

DEDICATED SPACE/NON-PROFIT/FOR PROFIT RATES

2023-2024

INTERNAL USE ONLY

RUSH PARK 3001 Blume Dr., Rossmoor, CA 90720		
DEDICATED SPACE		
FACILITIES	FLAT RATE	
East Rm. Storage	\$650	
Room by Old Sheriff's Office	\$1,500	
Aud. Storage Rm. 1	\$1,500	
Aud. Storage Rm. 2	\$1,500	
FACILITIES	N/P	CAP
Auditorium	\$45 hr.	299
Auditorium	\$65 hr.	300+
East Room	\$11 hr.	30
FIELDS-Hourly N/P Fields		
Softball & Soccer	\$6 hr.	1, 2, 3, 4
DONATED SPACE		
FACILITIES		
N/A \$0		
DUAL PURPOSE SPACE		
FACILITIES	N/P	CAP
West Room	\$9 hr.	15
Calvary & N/P ONLY and RCSD Dedicated Meeting Space		
FIELDS: FOR PROFIT HOURLY RATES		
CONTRACT		RATE
*Long Term		\$10 hr.
Short Term		\$20 hr.
*Minimum of 1 year		

ROSSMOOR PARK 3232 Hedwig Rd., Rossmoor, CA 90720		
FACILITIES	N/P	CAP
Community Room	\$25 hr.	40-50
Kitchen	\$13 hr.	N/A
FIELDS-Hourly	N/P	Fields
Softball & Soccer	\$6 hr.	1, 2, 3
Basketball	\$8 hr.	Courts
Volleyball	\$6 hr.	Court
DONATED SPACE		
FACILITIES	RATE	
Sheriff's Office	\$0	

MONTECITO CENTER 12341 Montecito Rd., Rossmoor, CA 90720		
FACILITIES	N/P	CAP
Community Room	\$21.50	75
DONATED SPACE		
FACILITIES	RATE	
Pre-School Storage Sheds	\$0	
RHA Storage Shed	\$0	

Rossmoor Community Services District

Policy

No. 6050

FACILITIES – TENNIS COURTS

6050.10 Appropriate Etiquette: All persons playing on or visiting the Rossmoor tennis courts shall use commonly accepted tennis etiquette. All attempts shall be made not to disturb other players. The Rossmoor courts are primarily intended for the playing of games by two or more persons. A reservation does not take effect until two or more persons are present and ready to play.

6050.20 Use Limitation For Non-Reservation Players: Court use is limited to one hour for non-reservation players when there are people waiting. This does not mean that someone has to wait one hour, only that the party occupying the court has to surrender the court after one hour of use whenever anyone else appears and wishes to use the court to play or immediately if someone appears with a reservation in hand or posted on the Court Tennis Schedule at the east entrance to the tennis courts.

6050.30 Use Limitation For Players With Reservation: Court use for persons making a reservation is limited to a maximum of one and one-half hours (per day on Saturdays, Sundays, holidays and after 3:00 p.m. on weekdays).

6050.40 Expiration of Reserved Time: Courts shall be surrendered to the next waiting party when their playing time has expired. When a game is in progress at the time of expiration, play may continue up to a maximum of five (5) minutes to complete the game in progress. No new game, other than the concluding game of a set, should commence with less than five (5) minutes remaining on the allowable playing time.

6050.50 Advance Reservation: All reservations must be made no later than 4:00 p.m. PST. for use that evening or 4:00 p.m. on Friday for use that evening or the weekend through Monday at 4:00 p.m. Times during PDT shall be 3:00 p.m. The posting of the Court Tennis Schedule shall be done in a manner so as give proper notice of courts and times reserved. The charge for reservations shall be established by Policy No. 6015 Establishment of Fees and Charges for use of District Parks, Buildings and Facilities.

6050.51 Reservation Limit: No reservations may be made for more than two weeks in advance by residents and one week in advance by non-residents.

6050.52 Method of Payment: Payment for the use of reserved play time may be made at the District office during normal business hours or by placing the fee in an envelope provided at the District's Recreation office, and placing the envelope in the slot on the north wall of the Rossmoor Park Community Center building.

6050.53 Rain Check: A "rain check" or refund may be given, upon request, for a reservation that is not usable due to inclement weather, acts of God or other reasons deemed sufficient by the General Manager. A refund will be given for a reservation that is cancelled no less than twenty-four hours prior to the reserved time.

6050.60 Use By A Single Player: A single player may occupy a court for practice so long as it is available and there are no groups of two or more waiting. The court shall be vacated by the single player upon determination that there is a group of two or more waiting to play.

6050.70 Challenge Match: A challenge match, that may consist of up to six persons playing doubles, shall occupy a court for no more than two hours when there are persons waiting to play.

6050.80 Appropriate Footwear Required: All players shall use footwear which is appropriate for the hard court surface found at the Rossmoor courts. Such footwear shall not mark, chip, or otherwise damage the surface of the courts.

6050.90 Court Maintenance: The tennis courts will be closed for washing or maintenance each Wednesday morning from 7:00 a.m. to 10:00 a.m.. This provision is in effect even if there is no one actually washing or performing maintenance during this time.

6050.100 Court Reserved For Instruction: Courts may be reserved at various times for use in both private and group classes sponsored by the District. Reserved times will be posted on the reservations board adjacent to the courts.

6050.110 Prohibited Uses on Courts: Tennis courts are for tennis play only. The courts may not be used for other sports, rollerblading or skating, skate boarding, bicycling or any other wheeled device. Courts may not be used for picnicking, barbequing, or any other group activity. Dogs, whether leased or unleashed are not permitted within the tennis court complex. Failure to comply with these restrictions will subject the person or persons to eviction from the courts and the park facility in accordance with Policy No. 6010.60.

6050.120 Tennis Instruction: Tennis instruction by any individual shall not be offered for compensation without a permit approved by the General Manager pursuant to a written agreement approved by the Board.

Adopted: July 14, 1993
Amended: August 6, 1997
Approved renumbering & format: October 8, 2002
Reaffirmed: December 10, 2002
Amended: April 13, 2004
Amended: March 11, 2008
Amended: July 10, 2012
Readopted by Ordinance 2014-01: January 14, 2014

Rossmoor Community Services District

Policy

No. 6060

FACILITIES – PICKLEBALL COURTS

6060.00 Appropriate Etiquette: All persons playing on or visiting the Rossmoor pickleball courts shall use commonly accepted pickleball etiquette. All attempts shall be made not to disturb other players. The Rossmoor courts are primarily intended for the playing of games by two or more persons. A reservation does not take effect until two or more persons are present and ready to play.

6060.10 Use Limitation For Non-Reservation Players: Court use is limited to one hour for non-reservation players when there are people waiting. This does not mean that someone has to wait one hour, only that the party occupying the court has to surrender the court after one hour of use whenever anyone else appears and wishes to use the court to play or immediately if someone appears with a reservation in hand or posted on the Court Pickleball Schedule at the east entrance to the pickleball courts.

6060.20 Use Limitation For Players With Reservation: Court use for persons making a reservation is limited to a maximum of one and one-half hours (per day on Saturdays, Sundays, holidays and after 3:00 p.m. on weekdays).

6060.30 Expiration of Reserved Time: Courts shall be surrendered to the next waiting party when their playing time has expired. When a game is in progress at the time of expiration, play may continue up to a maximum of five (5) minutes to complete the game in progress. No new game, other than the concluding game of a set, should commence with less than five (5) minutes remaining on the allowable playing time.

6060.40 Advance Reservation: All reservations must be made no later than 4:00 p.m. PST. for use that evening or 4:00 p.m. on Friday for use that evening or the weekend through Monday at 4:00 p.m. Times during PDT shall be 3:00 p.m. The posting of the Court Pickleball Schedule shall be done in a manner so as give proper notice of courts and times reserved. The charge for reservations shall be established by Policy No. 6015 Establishment of Fees and Charges for use of District Parks, Buildings and Facilities.

6060.41 Reservation Limit: No reservations may be made for more than two weeks in advance by residents and one week in advance by non-residents.

6060.42 Method of Payment: Payment for the use of reserved play time may be made at the District office during normal business hours or by placing the fee in an envelope provided at the District's Recreation office, and placing the envelope in the slot on the north wall of the Rossmoor Park Community Center building.

6060.43 Rain Check: A "rain check" or refund may be given, upon request, for a reservation that is not usable due to inclement weather, acts of God or other reasons deemed sufficient by the General Manager. A refund will be given for a reservation that is cancelled no less than twenty-four hours prior to the reserved time.

6060.50 Use By A Single Player: A single player may occupy a court for practice so long as it is available and there are no groups of two or more waiting. The court shall be vacated by the single player upon determination that there is a group of two or more waiting to play.

6060.60 Challenge Match: A challenge match, that may consist of up to six persons playing doubles, shall occupy a court for no more than two hours when there are persons waiting to play.

6060.70 Appropriate Footwear Required: All players shall use footwear which is appropriate for the hard court surface found at the Rossmoor courts. Such footwear shall not mark, chip, or otherwise damage the surface of the courts.

6060.80 Court Maintenance: The pickleball courts will be closed for washing or maintenance each Wednesday morning from 7:00 a.m. to 10:00 a.m.. This provision is in effect even if there is no one actually washing or performing maintenance during this time.

6060.90 Court Reserved For Instruction: Courts may be reserved at various times for use in both private and group classes sponsored by the District. Reserved times will be posted on the reservations board adjacent to the courts.

6060.100 Prohibited Uses on Courts: Pickleball courts are for pickleball play only. The courts may not be used for other sports, rollerblading or skating, skate boarding, bicycling or any other wheeled device. Courts may not be used for picnicking, barbequing, or any other group activity. Dogs, whether leased or unleashed are not permitted within the pickleball court complex. Failure to comply with these restrictions will subject the person or persons to eviction from the courts and the park facility in accordance with Policy No. 6010.60.

6060.110 Pickleball Instruction: Pickleball instruction by any individual shall not be offered for compensation without a permit approved by the General Manager pursuant to a written agreement approved by the Board.

DRAFT

Adopted: _____

Rossmoor Community Services District

Policy

No. 6080

SIGNATURE WALL PRESERVATION/ PROTECTION

6080.10 Definition and Scope. The Rossmoor Signature Wall (the "Wall") runs along the east side of Rossmoor, starting just north of the drainage ditch below St. Cloud adjacent to the Bixby development, extending northward to Hedwig Road. It includes the curbed sections at St. Cloud, Bradbury Road, Rossmoor Way, Orangewood Avenue and Hedwig Road.

6080.20 Principle. The Wall is a major, important community-owned asset of Rossmoor that enhances the value of the Rossmoor community. As such, every effort shall be made to preserve and protect the Wall in order to retain the unique character of Rossmoor and maintain this important community asset.

6080.30 Purpose. This Policy establishes clear, readily understandable rules and regulations for residents and the RCSD to avoid, control and repair damage to and properly maintain and preserve the Wall and the value it provides to the community and to individual homeowners. This policy seeks to establish a balance between individual and community rights where regulations are imposed on individual homeowners only to control physical damage to the Wall or significant loss of community value or benefits.

6080.40 Policy. The following regulations and standards shall be adhered to by all residents and homeowners of Rossmoor to preserve and protect the Wall.

6080.41 Trees and Shrubs. In order to preserve the Wall and protect it from damage, no trees, large or potentially destructive shrubs or vines shall be planted within two (2) feet of the Wall. Further, it is possible that certain trees and shrubs can cause damage to the wall even though planted over two feet from the Wall. It is the resident's or homeowner's responsibility to exercise due care to prevent Wall damage. If damage is caused to the Wall from any tree, shrub or other vegetation planted in the resident's or home-owner's property, it shall be the responsibility of the resident or home-owner to remove the destructive tree, shrub or vegetation, at the resident's or home-owner's expense, and pay for any damage to the Wall caused thereby, unless the resident or home-owner received the prior written permission of the RCSD to plant the destructive tree, shrub or vegetation. All trees, shrubs and vegetation planted prior to the reconstruction of the Wall shall be deemed approved by the RCSD, unless damage is caused to the Wall due to the resident's or home-owner's failure to properly trim and maintain the tree, shrub and/or vegetation. Any tree, shrub or vegetation which was planted with the approval of the RCSD and which subsequently damages or threatens to damage the Wall will be removed at RCSD's expense.

6080.42 Vegetation: Vegetation shall not be onto the street side of the Wall. Heavy growth of vegetation on the resident's or home-owner's side of the Wall shall not be permitted to bear their weight on or against the Wall and shall be removed or trimmed back at the resident's or home-owner's expense.

6080.43 Ground Surface Level: The ground surface level on the resident's or homeowner's property bearing on the Wall shall not be allowed to exceed two feet above the level of the sidewalk or ground surface on the opposite side of the Wall.

6080.44 Structural attachments. In order to maintain the aesthetic appearance and physical integrity of the Wall, no structural attachments or extensions shall be made to the Wall by residents or homeowners.

6080.45 Permitted Signage. Except as permitted in this Section, no signs shall be attached to the Wall. Permitted signs are RCSD signs or RCSD sanctioned signs, such as the Street Sweeping Reminder and the Paper Drive signs. Signs may only be attached on the curved sections of the Wall at Hedwig Road, Bradbury Road and St. Cloud. Organizations wishing to post community special event signs must obtain a permit from the RCSD office. This will allow staff to know who are the responsible parties, when the sign is to be posted and when it will be removed. Signs shall be removed no later than one (1) day after the event. No personal signs, commercial signs or signs promoting any event for private profit shall be permitted on the Wall. Signs may not contain any material that is slanderous, obscene or discriminatory. The RCSD shall have the right to remove any signs from the Wall that do not comply with this Policy.

6080.46 Defacing the Wall: Except as permitted in Section 5, attaching signs, painting, defacing or otherwise altering the visual appearance of the Wall is specifically prohibited and could constitute a criminal offense.

6080.47 Notice: Since major damage to walls often happens over a period of time, such as gradual settling, tree root uplifting or earthquake cracks, it is the policy of the RCSD to encourage all residents and home-owners to promptly report to the RCSD any damage to or threatened damage to the Wall or any violations of this Policy.

6080.48 RCSD Responsibilities: It is the RCSD's responsibility to maintain and preserve the Wall for all of the residents and homeowners of Rossmoor. In that regard, the RCSD has promulgated this policy and will actively inform residents and homeowners of this policy, their responsibilities under this policy and how to preserve and protect the Wall. In addition, the RCSD shall have its staff, volunteers and others periodically inspect the Wall to maintain its visual appearance and structural integrity. The RCSD shall, as required, see that this policy is properly enforced for the good of the community.

6080.49 General: Any other acts or failures to act not specifically noted herein, that in the reasonable judgment of the RCSD might significantly detract from the preservation and protection of the Wall is prohibited. Note, any trees, shrubs or vegetation that extends over the Wall onto the street side of the Wall may be subject to the additional jurisdiction of the cities of Los Alamitos or Seal Beach or of Orange County.

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