

AGENDA

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

IN-PERSON

RUSH PARK
Auditorium
3021 Blume Drive
Rossmoor, CA 90720

**Tuesday, September 26, 2023
7:00 p.m.**

A. ORGANIZATION

1. CALL TO ORDER: 7:00 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 BIDS RECEIVED FOR PICKLEBALL COURT CONVERSION AND RESURFACING OF TENNIS AND BASKETBALL COURTS
2. REVIEW ARTWORK QUOTES FOR 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 September 26, 2023, 7:00 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: 9/22/2023

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: September 26, 2023
To: Parks/Facilities Committee
From: General Manager Joe Mendoza
Subject: UPDATE REGARDING BIDS RECEIVED 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. Bids will be reviewed in their entirety during the October 10, 2023 RCSD Board of Directors meeting. At which time staff will seek direction on awarding a contract or rejecting all bids.

BACKGROUND

The Tennis/Basketball/Pickleball Court Resurfacing and Conversion Project went out on August 2, 2023. Bids were due at the RCSD office on August 23, 2023.

FINDINGS

The Rossmoor Community Services District received bids from three companies that met all of the bid package criteria. The bids were opened on August 23, 2023 and the lowest bid was in the amount of \$61,395 submitted by Taylor Tennis Court Inc. The breakdown of all bids received is as follows:

- **\$61,395** **Taylor Tennis Courts Inc.**
- **\$71,000** **Zaino/Beynon Sports**
- **\$71,482** **Trueline Construction & Surfacing**

Since the lowest bidder is \$11,395 above the allocated \$50,000 budgeted amount, the General Manager has provided options to breakout the Pickleball Court Resurfacing/Conversion and the Basketball Court Resurfacing to be completed this fiscal year 2023-2024 and the three Tennis Courts to be completed in 2024 and 2025. As a reference the cost to resurface four Tennis Courts and one Basketball Court in 2011 (which included additional concrete damage remediation) was \$34,550 and \$23,730 in 2019 for court resurfacing.

Fiscally the five courts (Basketball Court included) amortized over a five-year period is approximately \$4,746 per year (maintenance included is approximately an additional \$4,000 per year). Therefore, the annual amortized resurfacing/maintenance cost is approximately \$8,700. The annual revenue received from court reservations and contracted lesson fees are approximately \$45,000. The annual cost to operate the courts is approximately 20% of the annual revenue generated by the courts.

ATTACHMENTS

1. Agenda Item H-1 from the September 12, 2023 RCSD Board Meeting Agenda

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-1

Date: September 12, 2023

To: Honorable Board of Directors

From: General Manager Joe Mendoza

Subject: DISCUSSION AND POSSIBLE ACTION REGARDING BIDS RECEIVED FOR PICKLEBALL COURT CONVERSION AND RESURFACING OF TENNIS AND BASKETBALL COURTS

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board Of Directors discuss the Tennis/Basketball/Pickleball Court resurfacing bid submittals and direct the General Manger accordingly. The options are:

1. Award the contract to the lowest bidder (Taylor Tennis Courts Inc.).
2. Reject all bids received and go back out to bid.
3. Reject all bids and specifically bid the Pickleball Court Conversion.
4. Reject all bids and put the project out to bid to include the resurfacing the Pickleball Court and Basketball Court. Bid the existing three tennis courts the following year in order to defer expenditures.

BACKGROUND

According to available records the resurfacing of the four tennis courts and basketball court was done in 1992, 2011 (a span of 19 years) and 2019 (a span of eight years). Due to the length of time in between court resurfacing in 2011 the courts needed additional concrete removal and replacement due to worn and blistered court surfaces. The life span of a surfaced court is anywhere from four to seven years depending on preventive maintenance and amount of play.

The Rossmoor Community Services District performs ongoing maintenance on a regular basis (wash once a month and blow off courts weekly or as needed). Therefore, the courts were resurfaced five years ago and are in above average condition. The RCSD Board of Directors recently adopted the 2023-2024 budget that includes \$50,000 in Capital Improvements (Department 10-30-6005) for Tennis and Basketball Court resurfacing. The recent approval to convert one tennis court into four pickleball courts would be absorbed into this allocation since the work would include an existing tennis court.

Therefore, the bid invitation for the Tennis/Basketball/Pickleball Court Resurfacing and Conversion Project went out on August 2, 2023 (see attachment 1 News Enterprise advertisement). Bids were due at the RCSD office on August 23, 2023.

FINDINGS

The Rossmoor Community Services District received bids from three companies that met all of the bid package criteria. The bids were opened on August 23, 2023 and the lowest bid was in the amount of \$61,395 submitted by Taylor Tennis Court Inc. The breakdown of all bids received is as follows:

- **\$61,395** **Taylor Tennis Courts Inc.**
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Since the lowest bidder is \$11,395 above the allocated \$50,000 budgeted amount, the General Manager has provided options to breakout the Pickleball Court Resurfacing/Conversion and the Basketball Court Resurfacing to be completed this fiscal year 2023-2024 and the three Tennis Courts to be completed in 2024 and 2025. As previously outlined the courts are in above average condition and will be within the average life expectancy if the resurfacing were deferred. As a reference the cost to resurface four Tennis Courts and one Basketball Court in 2011 (which included additional concrete damage remediation) was \$34,550 and \$23,730 in 2019 for court resurfacing.

Fiscally the five courts (Basketball Court included) amortized over a five-year period is approximately \$4,746 per year (maintenance included is approximately an additional \$4,000 per year). Therefore, the annual amortized resurfacing/maintenance cost is approximately \$8,700. The annual court reservations and contracted lesson fees received are approximately \$45,000. The annual cost to operate the courts is 20% of the annual revenue generated by the courts.

ATTACHMENTS

1. News Enterprise Advertisement

ROSSMOOR COMMUNITY SERVICES DISTRICT NOTICE INVITING BIDS
NOTICE IS HEREBY GIVEN that the Rossmoor Community Services District ("RCSD") invites sealed bids for the Rossmoor Park Pickleball Court Conversion and Basketball/Tennis/Pickleball Resurfacing Project ("Project"). The Project site is located at 3232 Hedwig Road, Rossmoor, CA 90720.

1. BID SUBMISSION AND OPENING. RCSD will receive such bids via delivery to the RCSD offices, located at 3001 Blume Drive, Rossmoor, CA 90720, up to the hour of 11:30 a.m., on the 23rd of August 2023, at which time they will be opened publicly and read aloud outside the offices of RCSD at 11:45 a.m. Any bid received after the scheduled closing time for the receipt of bids shall be returned to the bidder unopened. It shall be the sole responsibility of the bidder to see that his/her/its bid is received by the deadline.

2. BID CONTENTS. Sealed bid proposals shall bear the title of the Project and name of the bidder but no other distinguishing marks.

Bid prices shall include everything necessary for the completion of construction and fulfillment of the contract including, but not limited to, furnishing all materials, equipment, tools, plant facilities and all management, permits, labor and services. In the event of a price difference quoted in words and a price quoted in numbers for the same quotation, the words shall prevail.

In preparing bid prices, the bidder represents that he/she/it has carefully examined the contract documents, and the physical conditions and investigations pertaining to the job site where the work is to be performed and that he/she/it has familiarized himself/herself/itself with all local conditions and federal, state and local laws, ordinances, rules, and regulations that may affect performance of the work.

3. BID PACKAGE. The Bid Package is available on RCSD's website at www.rossmoor-csd.org. All prospective bidders that wish to obtain a hard copy of the Bid Package must make an appointment to pick up the Bid Package at the RCSD office by contacting Joe Mendoza at JMendoza@Rossmoor-CSD.org. Alternatively, prospective bidders may request that a hard copy be mailed to them by contacting JMendoza@Rossmoor-CSD.org or Jessica Verduzco at JVerduzco@Rossmoor-CSD.org. Please be advised that it is the bidder's responsibility to obtain the Bid Package in sufficient time to deliver a sealed bid on or before the deadline.

4. MANDATORY PRE-BID CONFERENCE AND SITE INSPECTION. A mandatory pre-bid

conference and site inspection will be held on Monday, August 14, 2023, at 10:00 am.

5. ADDITIONAL INSPECTIONS OF PROJECT SITE. Bidders for this Project may conduct additional site inspections of the existing surfaces before submitting bids. To conduct an additional site inspection, bidders should contact the RCSD office at (562) 430-3707 or Joe Mendoza at JMendoza@Rossmoor-CSD.org to make an appointment.

6. LICENSES, PERMITS AND INSPECTIONS. A valid Class A General Engineering Contractor License or a C-32 Parking and Highway Improvement License, issued by the California Contractors State License Board, is required at the time the contract is awarded, pursuant to Public Contract Code section 3300. Each bidder must also be qualified as required by law at the time of the bid opening.

7. REGISTRATION WITH THE DEPARTMENT OF INDUSTRIAL RELATIONS. Pursuant to

Labor Code sections 1725.5 and 1771.1, no contractor or subcontractor shall be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code or engage in the performance of any contract for public work unless registered and qualified pursuant to Labor Code section 1725.5.

8. PREVAILING WAGES. This Project is a "public work" subject to the prevailing wage requirements. Pursuant to provisions of Sections 1770 et seq. of the Labor Code, all works employed on the Project shall be paid not less than the general prevailing rate of per diem wages, as determined by the Director of the Department of Industrial Relations (DIR) for work of a similar character in the locality in which the work is performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work. Copies of the prevailing rate of per diem wages are on file with RCSD and are available to any interested party upon request. The applicable State prevailing wages are also set forth on the Department of Industrial Relations' website: <http://www.dir.ca.gov>; these rates are subject to predetermined increases. The prime contractor shall post a copy of the DIR's determination of the prevailing rate of per diem wages at each job site. This Project is subject to compliance monitoring and enforcement by the DIR.

9. BID SECURITY. Each bid must be submitted with a certified check, cashier's check, or a bid bond, made payable to or in favor of the Rossmoor Community Services District, in an amount equal to at least five percent (5%) of the total amount of the bid. No bid will be considered unless accompanied by such certified check, cashier's check, or bid bond.

10. PAYMENT, PERFORMANCE AND WARRANTY BONDS. Prior to commencement of work, the successful bidder will be required to provide a payment bond and a performance bond, each in an amount to no less than one hundred percent (100%) of the total amount payable pursuant to the contract. The successful bidder will also be required to provide a materials and workmanship warranty bond for no less than a one (1) year period from the date of the recorded Notice of Completion. At the discretion of the RCSD, this warranty bond will be used to repair and/or replace any defective or deficient materials and/or workmanship used, supplied or provided. The bonds shall be executed by an admitted surety insurer. The bonds shall be in a form approved by RCSD.

11. RETENTION. As authorized by Public Contract Code section 7201(b)(1), RCSD withholds five percent (5%) of each progress payment as retention. Pursuant to Public Contract Code section 22300, the successful bidder may substitute certain securities for money withheld by the RCSD to ensure performance of the contract. At the request and expense of the contractor, securities equivalent to the amount withheld shall be deposited with the public agency, or with a state or federally chartered bank in this state as the escrow agent, who shall then pay those moneys to the contractor. Securities will be returned to the contractor upon satisfactory completion of the contract.

12. NON-DISCRIMINATION. The bidding process and contract are subject to State and Federal non-discrimination requirements, including but not limited to the requirement that no person or business shall discriminate on the basis of race, color, national origin, ancestry, religious creed, physical disability, mental disability, medical condition, marital status, sex, gender, gender expression, gender identity, sexual orientation, age, or military or veteran status in its solicitation, selection, hiring, or treatment of individuals or businesses in connection with the bidding process or work performed for RCSD in connection with the Project.

13. ADDITIONAL REQUIREMENTS. This Project is subject to all applicable local, state, and federal regulations and requirements.

14. RCSD'S RIGHT TO REJECT BIDS. RCSD reserves the right, in its sole discretion, to reject any or all bids, or to waive any minor irregularities or informalities in any bid.

For further information regarding this Project, please contact Joe Mendoza at JMendoza@Rossmoor-CSD.org.
News Enterprise 8/2/2023-133500

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-2

Date: September 26, 2023
To: Parks/Facilities Committee
From: General Manager Joe Mendoza
Subject: REVIEW ARTWORK QUOTES FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT FLAG

RECOMMENDATION

It is requested that the Parks and Facilities Committee review quotes received and make recommendations to staff and Rossmoor Community Services District (RCSD) Board of Directors at the October 10, 2023 Meeting.

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. Requests for quotes have been submitted to four flag companies. The quotes received include the following specifications:

- Qty 12 – 3'x5' Outdoor Flags
- Qty 3 – 3'x5' Indoor Flags with tassels/fringe
- Qty 3 – Mounting hardware – Stand/8'x1/2" Oak Poles/Finial
- Artwork Setup

Quotes by vendor:

- | | |
|----------------------------|------------|
| • A3 Visual | \$3,745.42 |
| • California Steeplejack | \$4,833.89 |
| • The Flag and Banner Co. | \$2,883.58 |
| • American Flagpole & Flag | \$2,892.10 |

ATTACHMENTS

1. District Flag Concepts



“Your Governing Body”



ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-3

Date: September 26, 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. The Auditorium carpet was installed in 2010 with a life expectancy of 12 years. The carpet is now noticeably worn and unraveling. The carpet and flooring project is included in the 2023-2024 Budget in the amount of \$30,000 and is 80% reimbursable through Prop 68 The Statewide Parks Program. At this meeting the General Manager will provide samples for review that include carpeting and luxury vinyl materials. The luxury vinyl flooring is an option to be included in the middle of the Auditorium and in the East Room providing a hard surface for dancing and dance classes.

RECOMMENDATION

Review samples as presented in preparation to produce the bid package for advertisement.

ATTACHMENTS

None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-4

Date: September 26, 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.

In recent months, staff members have discovered some discrepancies in several District Policies currently in effect. Below is a list of selected policies to be reviewed, discussed, and possibly amended or added. The Parks and Facilities Committee is encouraged to add any policies to the list for review.

Policy 6015 Establishment of Fees and Charges for Use of District Property
Last amended July 10, 2012

Policy 6050 Facilities – Tennis Courts
Last amended July 10, 2012 and adopted by Ordinance January 14, 2014

Policy 6080 Signature Wall Preservation/Protection
Last amended February 19, 2002; Reaffirmed May 13, 2003 and readopted by
Ordinance 2014-01: January 14, 2014

Add: Pickleball Policy
Performance Incentive Program

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, staff will provide information and options for consideration and then make any adjustments to the policies for a future meeting. The Pickleball Policies related to court fees and usage and the Performance Incentive Program, will be additions to the District policy manual, all other policies are being presented for amendments and/or clarifications.

ATTACHMENTS

1. Policy No. 1000
2. Policy No. 6015
3. Policy No. 6050
4. 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

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 Fess 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

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. 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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