

AGENDA

ROSSMOOR COMMUNITY SERVICES DISTRICT

PARKS AND FACILITIES COMMITTEE MEETING

IN-PERSON

RUSH PARK

West Room
3021 Blume Drive
Rossmoor, CA 90720

October 27, 2026

7:00 p.m.

A. ORGANIZATION

- | | |
|--------------------------|----------------------------|
| 1. CALL TO ORDER: | 7:00 p.m. |
| 2. ROLL CALL: | Directors DeMarco, Maynard |
| 3. PLEDGE OF ALLEGIANCE: | Director DeMarco |
| 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

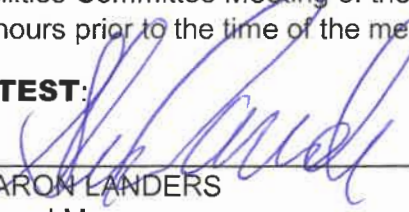
1. DISCUSS THE COMMITTEE MAKING A RECOMMENDATION TO THE ROSSMOOR COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGARDING PROPOSED CHANGES TO POLICY NO. 6017 - MEMORIAL BENCH AND TREE DONATIONS.
2. DISCUSS THE COMMITTEE MAKING A RECOMMENDATION TO THE ROSSMOOR COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGARDING REMOVAL OF BACKSTOPS AT RUSH PARK THAT ARE IN POOR CONDITION.

D. ADJOURNMENT

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the October 27, 2026, 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:



SHARON LANDERS
General Manager

Date: _____


10/21/2026

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: October 27, 2026

To: Parks & Facilities Committee

From: General Manager Sharon Landers

Subject: DISCUSS THE COMMITTEE MAKING A RECOMMENDATION TO THE ROSSMOOR COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGARDING PROPOSED CHANGES TO POLICY NO. 6017 - MEMORIAL BENCH AND TREE DONATIONS

RECOMMENDATION

It is recommended that the Rossmoor Community Services District Parks and Facilities Committee review District Policy No. 6017 that provides the rules and regulations for Memorial Bench and Tree Donations and consider allowing a plaque to include a specified list of family relationships of the deceased and permitting the plaque to remain on the bench for a period of 10 years from the date of installation. It is also recommended that the Committee consider allowing a plaque to include additional types of family relationships as well as terms of endearment not specified in the policy provided that the language remains universally appropriate, non-divisive, and respectful of public space, in the discretion of the Board of Directors.

BACKGROUND

According to public records, prior to 2024 and as far back as 2014, the District allowed Rossmoor residents and former residents to donate funds for a memorial tree and/or bench to be installed in either Rush or Rossmoor Park. The program had been operated as an informal program to allow loved ones to be remembered.

In 2024, the District established a formal policy, District Policy No. 6017, that allowed those who wished to remember their loved ones with the planting of a tree or installation

of a park bench in Rush or Rossmoor Park. The policy allowed memorial plaques for park benches.

The current policy specifies what is allowed on the plaque, restricting it to the dates of birth and death, inclusion of Title and/or Rank and/or United States Military Service Organization affiliation, and standard wording limited to one of the following 12 choices: Dedicated to (Name), Donated by (Name), In Memory of (Name), In Loving Memory of (Name), Dedicated to the Memory of (Name), Given in Loving Memory of (Name), In Celebration of (Name), In Honor of (Name), In Honor and Memory of (Name), In Tribute to (Name), In Appreciation of (Name), or In Grateful Appreciation to/of (Name).

The fee for a tree or bench is updated annually. A Memorial Tree is currently \$300 for a 24-inch box standard nursery stock (specialty stock trees may be available at a higher cost). A Memorial Bench ranges in cost between \$2,500 and \$4,000 depending upon whether it is a new purchase or the rehabilitation of an existing bench and includes the cost of the plaque.

Section 6017.38 of the current policy provides that trees that die from natural causes or are severely damaged by severe weather, pests, disease, or vandalism within **10 years** of planting will be replaced at no charge. Damaged benches will be repaired as needed or replaced, if necessary. No timeframe is designated for how long a plaque shall be allowed to remain on or adjacent to a bench.

DISCUSSION

At its meeting of October 13, 2026, the District Board considered broadening Policy No. 6017 to allow memorial plaques to mention certain standard family relationships of the deceased and to limit the time a plaque would remain for ten years.

Specifically, staff recommended that the policy be broadened to include relationships such as grandparent, father, mother, husband, wife, sister, brother, daughter, son, granddaughter, grandson, aunt, uncle, niece, nephew, cousin, as well as friend. Establishing a standard framework in this manner helps us ensure fairness and consistency for all families.

Although staff considered allowing the donor to add other colloquial terms for relationships or terms of endearment not on the list, it did not include that in its recommendation because both terms for relationships and terms affection are so diverse and deeply personal, leaving them open creates both legal and operational challenges for the District.

Policy No. 6017 requires the District to repair or replace damaged benches as needed. and does not address how long the plaque may remain. The District annually updates the cost for the memorial bench and plaque but does not build in a period for maintenance. By adding a 10-year life, staff can estimate the cost to maintain the bench for 10 years from the date of installation plus the cost of the plaque. The proposal would allow donors to file a new application to allow an additional 10 years at the end of the original 10-year term.

During its discussion, the Board expressed an interest in having a provision added to the revised policy language to allow some flexibility. As with certain other District policies that vest discretion in the Board, this policy can be revised to authorize the Board to consider a request to allow the plaque to contain colloquial terms for relationships or terms of endearment not specified in the proposed policy.

FISCAL IMPACT

The revisions being recommended are either cost neutral, like adding family relationships to the plaque or limiting the District's costs by clarifying how long the plaque will remain.

ATTACHMENTS

1. DRAFT Policy 6017 -clean - presented to the District Board at its October 13, 2026 meeting
2. DRAFT Policy 6017 – Redline – presented to the District Board at its October 13, 2026 meeting
3. Amended Memorial Bench and Tree Application

Rossmoor Community Services District

Policy

No. 6017

MEMORIAL BENCH AND TREE DONATIONS

6017.10 Principle. Memorial benches and trees are important community-owned assets of Rossmoor that enhance the value of the Rossmoor community. As such, every effort shall be made to preserve and protect memorial benches and trees in order to retain the unique character of Rossmoor and maintain these important community assets.

6017.20 Purpose. This Policy establishes clear, readily understandable rules and regulations for residents and the District to properly maintain and preserve Memorial Benches and Trees and the value they provide to the community. This policy seeks to establish an option for Rossmoor residents to be remembered by family and friends while adding to the beauty of both Rossmoor and Rush Parks.

6017.30 Policy. The following regulations and standards shall be adhered to by all residents and homeowners of Rossmoor to preserve and protect Memorial Benches and Trees.

6017.31 Memorial Benches and Trees: Rossmoor residents may donate a memorial bench or tree for placement in Rossmoor Park or Rush Park, based on this policy.

6017.32 Donation Requests: Donation requests must be submitted to the District's office on the "Memorial Tree and Bench Donation" application form. Only applications for natural deceased persons who were formerly Rossmoor residents will be considered for a memorial park bench or tree. All approved donations will become the property of the Rossmoor Community Services District.

6017.33 Application Processing: The Park superintendent or District Arborist will review all applications for donating memorial benches and trees and approve applications based on location availability and residential status in Rossmoor. Fees may be reviewed annually each year and may be reviewed, evaluated, changed and/or modified separately without affecting this policy. Current fees are listed on the Memorial and Tree Bench Application. Full payment is expected at that time of application submission in the form of a check or credit/debit card (Master Card or Visa). Once final approval and a final signature are obtained from the applicant, funds will not be returned on any items already ordered or installed, or services rendered.

6017.34 Bench and/or Tree Selection and Installation: Tree species must be approved by the District Arborist. Bench type and model will be at the discretion of the General Manager. Coordinated tree or bench installations for memorial ceremonies cannot be accommodated. Trees are planted October-March by District contractors. Benches will be installed by District staff within 60 days of shipment of bench being received. Preferred locations in park areas will be accommodated if space is available.

6017.35 Memorial Plaques: Memorial plaques will only be allowed on or adjacent to benches. All plaques will be a maximum size no larger than (12" x 8, with up to four lines and uniform material. All plaques will have standard wording limited to the following list of 12 choices: "Dedicated to (Name)"; "Donated by (Name)"; "In Memory of (Name)"; "In Loving Memory of (Name)"; "Dedicated to the Memory of (Name)"; "Given in Loving Memory of (Name)"; "In Celebration of (Name)"; "In Honor of (Name)"; "In Honor and Memory of (Name)"; "In Tribute to (Name)"; "In Appreciation of (Name)"; or "In Grateful Appreciation to/of (Name)". In addition, the following options may be applied to the standard wording selection: 1) Birth and death dates (full dates or just years); 2) Inclusion of Title and/or Rank and/or United States Military Service Organization affiliation to the name; 3) Up to 30 characters including spaces indicating relationship, limited to: grandparent (or great- where applicable), grandfather, grandmother, mother, father, husband, wife, spouse, sister, brother, daughter, son, granddaughter, grandson, aunt, uncle, niece, nephew, cousin, friend.

Plaques are not available for trees. Instead, a keepsake certificate will be provided that includes the name of the person being commemorated, the planting date, tree species, and park location. All tree plaques purchased before this policy was enacted will be allowed to remain on memorial trees for the life of the plaques. A keepsake certificate will also be issued to residents who donated trees before this policy was enacted.

6017.36 Bench and Tree Maintenance: All rules of Tree Protection Policy 3080 apply to park trees. Only District staff are allowed to prune trees, fertilize trees, or install stakes and other supports and maintain benches. Trees that die from natural causes, or are severely damaged by severe weather, pests, disease, or vandalism within 10 years of planting will be replaced at no charge. Damaged benches will be repaired as needed or replaced, if necessary, as determined by the Park Superintendent. Flowers, signs, plants, charms, or other attachments are not to be attached to the tree, tree supports, benches, or left at the base of a tree or bench.

6017.37 Life of Memorial Plaques; Replacement of Benches: A plaque shall remain on or adjacent to a bench for 10-years from date of installation, or, for existing benches, for 10-years from the adoption of this Policy. After 10 years, a plaque may be removed, unless a new application is filed therefore and fees paid. Donors are not responsible for routine maintenance of plaques and/or benches. However, should a memorial bench or plaque be damaged or destroyed, the District may replace it at the donor's expense.

6017.38 Bench and/or Tree Relocation: The District reserves the right to relocate a tree or bench based on the operational needs of the District. The District will make every effort to notify the donor if this occurs and to contact the original donor or their family members to coordinate the relocation of the tree or bench to a suitable location, in the discretion of the District.

ADOPTED: September 10, 2024

AMENDED (Proposed): November 8, 2026

Rossmoor Community Services District

Policy

No. 6017

MEMORIAL BENCH AND TREE DONATIONS

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6017.35 Memorial Plaques: Memorial plaques will only be allowed on or adjacent to benches. All plaques will be a maximum uniform in size no larger than (12" x 86"), with up to four lines and uniform material. All plaques will have standard wording limited to the following list of 12 choices: "Dedicated to (Name)"; "Donated by (Name)"; "In Memory of (Name)"; "In Loving Memory of (Name)"; "Dedicated to the Memory of (Name)"; "Given in Loving Memory of (Name)"; "In Celebration of (Name)"; "In Honor of (Name)"; "In Honor and Memory of (Name)"; "In Tribute to (Name)"; "In Appreciation of (Name)"; or "In Grateful Appreciation to/of (Name)". In addition, the following 32 options may be applied to the standard wording selection: 1) Birth and death dates (full dates or just years); 2) Inclusion of Title and/or Rank and/or United States Military Service Organization affiliation to the name; 3) Up to 30 characters including spaces -indicating relationship, limited to: grandparent (or great- where applicable), grandfather, grandmother, mother, father, husband, wife, spouse, sister, brother, daughter, son, granddaughter, grandson, aunt, uncle, niece, nephew, cousin, friend[SL 1.1][TP 1.2].

Plaques are not available for trees. Instead, a keepsake certificate will be provided that includes the name of the person being commemorated, the planting date, tree species, and park location. All tree plaques purchased before this policy was enacted will be allowed to remain on memorial trees for the life of the plaques. A keepsake certificate will also be issued to residents who donated trees before this policy was enacted.

6017.36 Bench and Tree Maintenance: All rules of Tree Protection Policy 3080 apply to park trees. Only District staff are allowed to prune trees, fertilize trees, or install stakes and other supports and maintain benches. Trees that die from natural causes, or are severely damaged by severe weather, pests, disease, or vandalism within 10 years of planting will be replaced at no charge. Damaged benches will be repaired as needed or replaced, if necessary, as determined by the Park Superintendent. Flowers, signs, plants, charms, or other attachments are not to be attached to the tree, tree supports, benches, or left at the base of a tree or bench.

6017.37 Life of Memorial Plaques; Replacement of Benches: A plaque shall remain on or adjacent to a bench for 10-years from date of installation, or, for existing benches, for 10-years from the adoption of this Policy. After 10 years, a plaque may be removed, unless a new application is filed therefore and fees paid. Donors are not responsible for routine maintenance of plaques and/or benches. However, should a memorial bench or plaque be damaged or destroyed, the District may replace it at the donor's expense.

6017.38 Bench and/or Tree Relocation: The RCSD-District reserves the right to relocate a tree or bench if the location conflicts with future park developments based on the operational needs of the District. The RCSD-District will make every effort to notify the tree-donor if this occurs and. The District will make every effort to contact the original donor or their family members to coordinate the relocation of the tree or bench to a suitable location, in the discretion of the District.

First Reading of Proposed Policy 6017: August 13, 2024

Second Reading and Approval of Proposed Policy 6017 ADOPTED: September 10, 2024



ROSSMOOR COMMUNITY SERVICE DISTRICT

3001 Blume Dr. Rossmoor, CA 90720

Phone: (562) 430-3707



Residents of Rossmoor can honor a loved one by donating a tree or bench to be planted or installed in Rossmoor parks. Benches will feature a plaque of recognition. Since plaques are not available for trees, a certificate of planting will be provided. All donations are tax-deductible and will cover materials and installation costs.

MEMORIAL TREE AND BENCH APPLICATION

Name: _____

Rossmoor Address: _____

Daytime Phone: () - _____

Park (Rossmoor or Rush only):

Preferred Park Location:

Preferred Tree Species: _____

Memorial Bench Plaque 6"x12" Bronze. Inscription up to 4 lines using the pre-approved

choices outlined in RCSD Policy 6017 *(All plaques will have standard wording limited to the following list of 12 choices: "Dedicated to (Name)"; "Donated by (Name)"; "In Memory of (Name)"; "In Loving Memory of (Name)"; "Dedicated to the Memory of (Name)"; "Given in Loving Memory of (Name)"; "In Celebration of (Name)"; "In Honor of (Name)"; "In Honor and Memory of (Name)"; "In Tribute to (Name)"; "In Appreciation of (Name)"; or "In Grateful Appreciation to/of (Name)". In addition, the following 2 options may be applied to the standard wording selection: 1) Birth and death dates (full dates or just years): 2) Inclusion of Title and/or Rank and/or United States Military Service Organization affiliation to the name.); 3) Up to 30 characters including spaces indicating relationship, limited to: grandparent (or great- where applicable), grandfather, grandmother, mother, father, husband, wife, spouse, sister,*

brother, daughter, son, granddaughter, grandson, aunt, uncle, niece, nephew, cousin, friend. **Plaque**
cost will be included in the fee if purchased by RCSD.

Inscription:

1. _____
2. _____
3. _____
4. _____

Current Fees:

- **Memorial Trees** \$300.00 - 24-inch box standard nursery stock (specialty stock trees may be available at a higher cost)
- **Memorial Bench** Cost range between \$2500.00 - \$4000.00

Signature of Applicant

Date

For office use only

Application received date: _____

Approved by: _____

Payment amount received: _____

Payment type or check #: _____

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-2

Date: October 27, 2026

To: Parks & Facilities Committee

From: General Manager Sharon Landers

Subject: DISCUSS THE COMMITTEE MAKING A RECOMMENDATION TO THE ROSSMOOR COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGARDING THE REMOVAL OF BACKSTOPS AT RUSH PARK THAT ARE IN POOR CONDITION

RECOMMENDATION

It is recommended that the Rossmoor Community Services District Parks and Facilities Committee receive a report on the condition of Backstops #2 and #3 at Rush Park and cost estimates for repair and replacement and make a recommendation to the District Board for either repair, replacement or demolition.

BACKGROUND

Backstop #1 is largest of three backstops at Rush Park. It is the one that is used more regularly and sits on a concrete slab. Backstops #2 and #3 are the two smaller backstops at Rush Park. They are almost never used and, because they sit directly on the grass, the bottom supporting metal for each is significantly rusted.

DISCUSSION

The quote from a fencing company to repair Backstops #2 is \$5K and \$7,258 for Backstop #3. The repair for Backstop #3 is higher because the fence is also buckling where balls hit it. The price for a new one of the same size including shipping, handling and tax is \$7,789. Unless we find a less expensive option for repair, from a safety point of view, staff recommend that Backstops #2 and #3 be taken down and not replaced. Our maintenance staff are able to take the backstops down, break them into smaller pieces and dispose of them.

FISCAL IMPACT

We don't expect to incur any costs of significance if we demolish and remove Backstops #2 and #3. Repairing the two could cost a total of over \$12,000. Replacing one could cost \$7,798 or twice that to replace both.

ATTACHMENTS

1. Photos
2. Cost to Purchase New Backstop
3. A-1 Fence Company Quote to Repair Backstops

Backstop photos 2

From Sharon Landers <slanders@rossmoor-csd.org>

Date Wed 10/21/2026 5:34 PM

To Sharon Landers <slanders@rossmoor-csd.org>











Sent from my iPhone



Sent from my iPhone

ORDER SUMMARY

ATTACHMENT 2

1 Item in Cart

Cart Subtotal	\$6,598.95
Shipping & Handling	\$678.92
(Standard Shipping - Ground) 48 contiguous United States	
Tax	\$511.42
Tax Exempt? Click here for instructions	
GRAND TOTAL	\$7,789.29

Fax: 714-630-6013
www.a1fence.com

TO:	ROSSMOOR COMMUNITY SERVICES DISTRICT	JOB:	3001 BLUME DR
ATTN:	OMERO PEREZ	LOCATION:	ROSSMOOR 90720
PHONE:		DATE:	7/17/2026
FAX:		REFERENCES:	
CELL:	562 381-3137	ADDENDA:	
FROM:	FRANK ODDO CELL 714 393-1113 frank@alfence.com	E-MAIL ADD:	OPEREZ@ROSSMOOR-CSD.ORG

[illegible]

THIS ESTIMATE IS GOOD FOR 10 DAYS FROM THE DATE SHOWN ABOVE

SEE ATTACHED DRAWINGS FOR ADDITIONAL INFORMATION (IF APPLICABLE)