



**FINANCE COMMITTEE MINUTES
September 20, 2016**

The meeting of the Finance Committee was called to order at 10:00 a.m. by Chair Hood and was held on Tuesday, September 20, 2016, in the Administration Conference Room, followed by the Pledge of Allegiance.

ROLL CALL

Present:	Mr. P. Hood, Chair	Ms. P. Snowden
	Ms. L. Stone, Vice Chair	Mr. R. Stone
	Ms. S. Hopewell	Mrs. H. Tran
	Mr. B. Lukoff	Mrs. C. Damoci, Ex-Officio

Also Present:

- Mr. R. Ankeny, Executive Director
- Ms. C. Miller, Director of Finance
- Mr. M. Weaver, Facilities Director
- Ms. J. Rodgers, Purchasing Manager
- Mr. T. Fileto, Recreation Supervisor
- Mrs. J. Reed, GRF Representative, Mutual Four
- Mrs. L. Perrotti, GRF Representative, Mutual One
- Mrs. M. Greer, GRF Representative, Mutual Eleven
- Mrs. L. Whitlock, Administrative Secretary
- Hon. S. Massa-Lavitt, Mayor of Seal Beach
- Four Shareholders/Foundation Members

CHAIR'S ANNOUNCEMENTS

There being no objections, Chair Hood declared the reading of the Quorum Notification be dispensed with by unanimous consent.

The Chair stated that in accordance with California Civil Code Section 4090, please be advised that a quorum of the GRF Board of Directors is present at today's posted meeting. The business of the Finance Committee will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be conducted as a committee meeting and a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF Board of Directors at its regular Board meeting on the 4th Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member comment period, not to exceed three

minutes, as set forth in Policy 5610, Participation by Foundation Members. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes in October, 2016.

APPROVAL OF MINUTES

The minutes of the Special Finance Committee meeting of August 30, 2016, were approved with corrections.

FINANCIALS

Ms. Stone MOTIONED, seconded by Ms. Hopewell –

TO approve the Financial Statements for August 2016, as presented by the Director of Finance.

Motion unanimously carried by Committee members present.

OLD BUSINESS

Approval of Reserve Study

Ms. Hopewell MOTIONED, seconded by Mrs. Tran –

TO accept the approval of the Reserve Study as published on September 6, 2016.

Motion unanimously carried by Committee members present.

CheckFree Pay Corporation

Ms. Stone MOTIONED, seconded by Ms. Hopewell –

TO accept the CheckFree Pay Application and Appointment Agreement for Payment Services and to recommend to the Board to authorize the President to sign the Corporate Agent Verification Application and Appointment Agreement for Payment Services.

Motion unanimously carried by Committee members present.

Paving Project, Year One

Mrs. Tran MOTIONED, seconded by Ms. Stone –

TO approve reserve funding to accommodate existing conditions of Trust Streets and initiate the required replacements of them, commencing 2017. Forwarding back to the Physical Property Committee for final details.

Motion unanimously carried by Committee members present.

Refurbishment of Amphitheater Restrooms

Ms. Snowden MOTIONED, seconded by Ms. Stone –

TO approve funding for this non-budgeted request for the refurbishment of the Amphitheater restrooms in an amount not to exceed \$53,000.00. Materials will be charged to Cost Center 45. This item is to be forwarded to the Architectural Design & Review Committee for the color selection of the restrooms partitions.

Motion unanimously carried by Committee members present.

Pedestrian Gate at Northwood Road

Ms. Snowden MOTIONED, seconded by Ms. Hopewell –

TO approve the non-budgeted request for the placement of a pedestrian gate, not to exceed \$30,000 from Capital Funding. Item to be returned back to the Physical Property Committee to determine the exact location for this pedestrian gate.

Motion unanimously carried by Committee members present.

Landscaping at Administration and Amphitheater

Ms. Stone MOTIONED, seconded by Ms. Hopewell –

TO approve a non-budgeted request, not to exceed \$4,000.00, for the installation of new landscaping at the Administration Building and Amphitheater areas, by Spectrum Care Landscaping. Funding to be charged to Cost Center 79, Operating Budget.

Motion unanimously carried by Committee members present.

Wall Dividers, Clubhouse 4

Ms. Stone MOTIONED, seconded by Ms. Hopewell –

TO approve increase Reserve funding in the amount of \$16,345 for ID Asset 0904 for the replacement of the wall dividers in the Main Assembly area of Clubhouse 4.

Motion unanimously carried by Committee members present.

Round Table Replacements for Clubhouse 3 and 4

Mr. Lukoff MOTIONED, seconded by Ms. Snowden –

TO approve non-budgeted expense in the amount of \$5,701.86, through GL 6410020-52 and 6410020-53, Equipment Expense, for the purchase of 50 large round tables (60”) for Clubhouses 2 and 3 from vendor, Schoolsin.

Motion unanimously carried by Committee members present.

Holiday Decorations

Ms. Stone MOTIONED, seconded by Ms. Hopewell –

TO approve non-budgeted expense for a the two-year contract with Magical Holiday Designs for the lease and purchase of holiday decorations at \$18,000 per year with a one-time charge of \$350.00 for the purchase of a storage box, totaling \$36,350.00. Expense will be funded through GL 6481500-40, Community Entertainment.

Motion carried with one abstention. (Ms. Snowden)

Benches for Clubhouse 5

Ms. Snowden MOTIONED, seconded by Mrs. Tran –

TO approve non-budgeted expense not to exceed \$3,000.00 for the purchase of three benches from Leisurecreations for the patio area outside of Conference Room B at Clubhouse 5. Cost for benches to be funded though GL 6410020-55, Equipment Expense.

Motion unanimously carried by Committee members present.

Replacement Workstations for Library Staff

Mr. Lukoff MOTIONED, seconded by Ms. Hopewell –

TO approve non-budgeted funding from Cost Center 35 for the replacement of two staff workstations at the Library from Talimar Systems Inc. in an amount not to exceed \$5,300.00.

Motion unanimously carried by Committee members present.

STAFF REPORTS

Purchasing Manager

The Purchasing Manager provided reports and updates in advance for the Committee's review.

Director of Finance

Ms. Snowden MOTIONED, seconded by Ms. Stone –

TO approve Director of Finance's recommendation to maintain financial ladder and use \$850,000 from maturing CDARs for the purchase of another 52-week CDAR at .45%.

Motion unanimously carried by Committee members present.

Liquidity of \$350,000.00

It is the consensus of the Committee to direct staff to leave liquid assets in the amount of \$350,000 with BNY Mellon.

Executive Director

The Executive Director provided information and updates throughout the meeting.

PRESIDENT’S COMMENTS

GRF President reported the following upcoming events:

- Candidates Forum, Thursday – September 22nd – 6:00 p.m., Clubhouse Two
- Town Hall Meeting, New Parking Policy, Thursday – September 29th – Clubhouse Four, 2:00 p.m. and 6:00 p.m.

SHAREHOLDER COMMENTS

Four shareholders/members spoke on various items pertaining to the Committee’s area of purview.

COMMITTEE MEMBERS COMMENTS

Six Committee members spoke on the proceedings and accomplishments of today’s committee meeting.

Chair’s Comments

Chair Hood thanked the Committee members, shareholders, and staff present for attending and participating in today’s the meeting.

ADJOURNMENT

Chair Hood adjourned the meeting at 11:59 p.m.



Phil Hood, Chair
FINANCE COMMITTEE

RECAP OF MOTIONS AND ACTIONS TAKEN AT THE FINANCE COMMITTEE MEETING

MOTIONS

- There being no objections, Chair Hood declared the reading of the Quorum Notification be dispensed with by unanimous consent.
- The minutes of the Special Finance Committee meeting of August 30, 2016, were approved with corrections.
- **TO** approve the Financial Statements for August 2016, as presented by the Director of Finance.
- **TO** accept the approval of the Reserve Study as published on September 6, 2016.
- **TO** accept the CheckFree Pay Application and Appointment Agreement for Payment Services and to recommend to the Board to authorize the President to sign the Corporate Agent Verification Application and Appointment Agreement for Payment Services.
- **TO** approve reserve funding to accommodate existing conditions of Trust Streets and initiate the required replacements of them, commencing 2017. Forwarding back to the Physical Property Committee for final details.
- **TO** approve funding for this non-budgeted request for the refurbishment of the Amphitheater restrooms in an amount not to exceed \$53,000.00. Materials will be charged to Cost Center 45. This item is to be forwarded to the Architectural Design & Review Committee for the color selection of the restrooms partitions.
- **TO** approve the non-budgeted request for the placement of a pedestrian gate, not to exceed \$30,000 from Capital Funding. Item to be returned back to the Physical Property Committee to determine the exact location for this pedestrian gate.
- **TO** approve a non-budgeted request, not to exceed \$4,000.00, for the installation of new landscaping at the Administration Building and Amphitheater areas, by Spectrum Care Landscaping. Funding to be charged to Cost Center 79, Operating Budget.

- **TO** approve increase Reserve funding in the amount of \$16,345 for ID Asset 0904 for the replacement of the wall dividers in the Main Assembly area of Clubhouse 4.
- **TO** approve non-budgeted expense in the amount of \$5,701.86, through GL 6410020-52 and 6410020-53, Equipment Expense, for the purchase of 50 large round tables (60”) for Clubhouses 2 and 3 from vendor, Schoolsin.
- **TO** approve non-budgeted expense for a the two-year contract with Magical Holiday Designs for the lease and purchase of holiday decorations at \$18,000 per year with a one-time charge of \$350.00 for the purchase of a storage box, totaling \$36,350.00. Expense will be funded through GL 6481500-40, Community Entertainment.
- **TO** approve non-budgeted expense not to exceed \$3,000.00 for the purchase of three benches from Leisurecreations for the patio area outside of Conference Room B at Clubhouse 5. Cost for benches to be funded though GL 6410020-55, Equipment Expense.
- **TO** approve non-budgeted funding from Cost Center 35 for the replacement of two staff workstations at the Library from Talimar Systems Inc. in an amount not to exceed \$5,300.00.
- **TO** approve Director of Finance’s recommendation to maintain financial ladder and use \$850,000 from maturing CDARs for the purchase of another 52-week CDAR at .45%.

ACTIONS

- It is the consensus of the Committee to direct staff to leave liquid assets in the amount of \$350,000 with BNY Mellon.
- Meeting adjourned at 11:59 a.m.