



**SPECIAL FINANCE COMMITTEE MINUTES**  
**August 30, 2016**

The special meeting of the Finance Committee was called to order at 9:30 a.m. by Chair Hood and was held on Tuesday, August 30, 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: Ms. C. Miller, Director of Finance  
Mrs. J. Reed, GRF Representative, Mutual Four  
Ms. K. Rap, GRF Representative, Mutual Seven  
Mr. B. Scheuermann, GRF Representative, Mutual Ten  
Mr. P. Moore, GRF Representative, Mutual Seventeen  
Mrs. L. Whitlock, Administrative Secretary  
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 4<sup>th</sup> 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 September, 2016.

**OLD BUSINESS**

Review of 2017 Budget for all Cost Centers

Ms. Hopewell MOTIONED, seconded by Ms. Snowden –

**TO** recommend the GRF BOD approve Cost Center 35 (Library) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Ms. Hopewell MOTIONED, seconded by Ms. Stone –

**TO** recommend the GRF BOD approve Cost Center ADR (Architectural Design & Review) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Ms. Stone MOTIONED, seconded by Mrs. Tran –

**TO** recommend the GRF BOD approve Cost Center 20 (Human Resources) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Ms. Hopewell MOTIONED, seconded by Ms. Stone –

**TO** recommend the GRF BOD approve Cost Center 22 (Emergency Preparedness) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Ms. Stone MOTIONED, seconded by Mr. Stone –

**TO** recommend the GRF BOD approve Cost Center 29 (Administration Building) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Ms. Stone MOTIONED, seconded by Mr. Stone –

**TO** recommend the GRF BOD approve Cost Center 30 (Administration) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Mrs. Tran MOTIONED, seconded by Mr. Stone –

**TO** recommend the GRF BOD approve Cost Center 55 (Building 5) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Ms. Stone MOTIONED, seconded by Ms. Hopewell –

**TO** recommend the GRF BOD approve Cost Center 31 (Finance Department) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Ms. Stone MOTIONED, seconded by Mr. Stone –

**TO** recommend the GRF BOD approve Cost Center 32 (Purchasing Department) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Mr. Lukoff MOTIONED, seconded by Mr. Stone –

**TO** recommend the GRF BOD approve Cost Center 39 (Resales Office) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Mrs. Tran MOTIONED, seconded by Mr. Stone –

**TO** recommend the GRF BOD approve Cost Center 60 (Health Care Center) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Ms. Snowden MOTIONED, seconded by Ms. Stone –

**TO** recommend the GRF BOD approve Cost Center 65 (Reserve Funding) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Ms. Snowden MOTIONED, seconded by Ms. Stone –

**TO** recommend the GRF BOD approve Cost Center 34 (ITS) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Ms. Hopewell MOTIONED, seconded by Chair Hood –

**TO** recommend the GRF BOD approve Cost Center MAC (Mutual Administration) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Ms. Stone MOTIONED, seconded by Mr. Stone –

**TO** recommend the GRF BOD approve Cost Center 33 (Stock Transfer) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Mr. Lukoff MOTIONED, seconded by Mrs. Tran –

**TO** recommend the GRF BOD approve Cost Center 70 (Physical Property) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Mr. Lukoff MOTIONED, seconded by Ms. Stone –

**TO** recommend the GRF BOD approve Cost Center 74 (Service Maintenance) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Mr. Lukoff MOTIONED, seconded by Ms. Snowden –

**TO** recommend the GRF BOD approve Cost Center 75 (Service Maintenance, Trust Property) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Mr. Stone MOTIONED, seconded by Mrs. Tran –

**TO** recommend the GRF BOD approve Cost Center 79 (Community Facilities) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Publications Manager confirmed that the News budget reflects the printing of minutes in the newspaper; therefore; Ms. Stone MOTIONED, seconded by Mr. Stone –

**TO** recommend the GRF BOD approve Cost Center 36 (News Department) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

After a brief discussion by the Committee members, Ms. Snowden MOTIONED, seconded by Mr. Stone –

**TO** amend the 2017 Operating Budget of Cost Center 40 (Recreation) by adding \$7,000 to Community Entertainment (Line Item 6481500-40) and forward to the GRF BOD for approval.

Motion unanimously carried by Committee members present.

Mr. Stone MOTIONED, seconded by Mrs. Tran –

**TO** recommend the GRF BOD approve Cost Center 45 (Amphitheater) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Mr. Stone MOTIONED, seconded by Ms. Hopewell –

**TO** recommend the GRF BOD approve Cost Center 46 (Golf Course) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Mr. Lukoff MOTIONED, seconded by Mr. Stone –

**TO** recommend the GRF BOD approve Cost Center 48 (Swimming Pool) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Mr. Lukoff MOTIONED, seconded by Mr. Stone –

**TO** recommend the GRF BOD approve Cost Center 49 (Janitorial Service) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Mrs. Tran MOTIONED, seconded by Ms. Stone –

**TO** recommend the GRF BOD approve Cost Center 51 (Clubhouse 1) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Ms. Snowden MOTIONED, seconded by Ms. Hopewell –

**TO** recommend the GRF BOD approve Cost Center 52 (Clubhouse 2) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Ms. Snowden MOTIONED, seconded by Mr. Stone –

**TO** recommend the GRF BOD approve Cost Center 53 (Clubhouse 3) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Mr. Stone MOTIONED, seconded by Mrs. Tran –

**TO** recommend the GRF BOD approve Cost Center 54 (Clubhouse 4) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Mrs. Tran MOTIONED, seconded by Mr. Stone –

**TO** recommend the GRF BOD approve Cost Center 56 (Clubhouse 6) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Ms. Hopewell MOTIONED, seconded by Mr. Stone –

**TO** recommend the GRF BOD approve Cost Center 37 (Security) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Mrs. Tran MOTIONED, seconded by Mr. Stone –

**TO** recommend the GRF BOD approve Cost Center 38 (Transportation) of the 2017 Operating Budget, as presented.

Motion unanimously carried by Committee members present.

Review of the Reserve Study – 2<sup>nd</sup> Draft

It is the consensus of the Committee to review the 2<sup>nd</sup> Draft of the Reserve Study at a future meeting.

**NEW BUSINESS**

Policy Review – 5115-31, Finance Committee

Ms. Stone MOTIONED, seconded by Ms. Snowden and unanimously carried by Committee members present –

**TO** amend Policy 5115-31, Finance Committee, Section “Purpose” to read as follows: *“Oversee all matters pertaining to Finance; Purchasing; Insurance (Excluding Workers Compensation); Investments; Reserve Study; Capital; Income-Producing Leases; Fees and Management Agreements.”* Committee further recommends to forward this policy to the GRF BOD for approval.

**PRESIDENT’S COMMENTS**

Mrs. Damoci mentioned there are currently two candidates for Mutual Sixteen and poll will close on Wednesday, August 31, 2016 at 4:30 p.m.

**SHAREHOLDERS COMMENTS**

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

**COMMITTEE MEMBERS COMMENTS**

Four Committee members spoke on the proceedings and accomplishments of today's committee meeting.

**ADJOURNMENT**

Chair Hood adjourned the meeting at 11:05 a.m.

A handwritten signature in black ink, appearing to read "Phil Hood", is written over a horizontal line.

Phil Hood, Chair  
FINANCE COMMITTEE

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## RECAP OF MOTIONS AND ACTIONS TAKEN AT THE FINANCE COMMITTEE MEETING

### MOTIONS

- **TO** recommend the GRF BOD approve Cost Center 35 (Library) of the 2017 Operating Budget, as presented.
- **TO** recommend the GRF BOD approve Cost Center ADR (Architectural Design & Review) of the 2017 Operating Budget, as presented.
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- **TO** recommend the GRF BOD approve Cost Center 56 (Clubhouse 6) of the 2017 Operating Budget, as presented.
- **TO** recommend the GRF BOD approve Cost Center 37 (Security) of the 2017 Operating Budget, as presented.
- **TO** recommend the GRF BOD approve Cost Center 38 (Transportation) of the 2017 Operating Budget, as presented.

- **TO** amend Policy 5115-31, Finance Committee, Section “Purpose” to read as follows: *“Oversee all matters pertaining to Finance; Purchasing; Insurance (Excluding Workers Compensation); Investments; Reserve Study; Capital; Income-Producing Leases; Fees and Management Agreements.”* Committee further recommends to forward this policy to the GRF BOD for approval.

**ACTIONS**

- It is the consensus of the Committee to review the 2<sup>nd</sup> Draft of the Reserve Study at a future meeting.
- Meeting adjourned at 11:05 a.m.