



MANAGEMENT SERVICES AND CONTRACT AD HOC COMMITTEE MINUTES

November 9, 2021

The regular meeting of the Management Services and Contract Ad Hoc Committee was called to order at 10:00 a.m. by Chair Damoci on Tuesday, November 9, 2021, in Clubhouse Four and via Zoom.com, followed by the Pledge of Allegiance.

Present: Mrs. C. Damoci, Chair
Ms. M. Gerber-Via Zoom
Mr. P. Pratt- Via Zoom
Ms. P. Snowden- arrived at 10:01 a.m.

Mr. R. Carson- Via Zoom
Ms. J. Dolch
Ms. J. Dunagan
Mr. L. Melody
Ms. K. Rapp- Via Zoom
Ms. S. Hopewell, Ex-Officio

Absent: Mr. P. Friedman
Mr. M. Levitt

Staff and Guests: Ms. D. Jaksic, Recording Secretary
Ms. D. Gambol, GRF Representative, Mutual One
Mr. N. Massetti, GRF Representative, Mutual Seventeen- Via Zoom
Ten Shareholders/Members

Chair Damoci greeted and welcomed everyone to the Management Services and Contract Ad Hoc Committee meeting and introduced Foundation members, guests, and staff.

CHAIR'S ANNOUNCEMENTS

Chair Damoci introduced guests and staff- GRF President Susan Hopewell, and Recording Secretary Deanna Jaksic

SHAREHOLDER COMMENTS

No Shareholder/Member commented at the time of the meeting.

APPROVAL OF MINUTES

The minutes of the October 29, 2021, meeting were approved, as presented.

CORRESPONDENCE

There was no correspondence to review at the time of the meeting.

STAFF REPORTS

There were no staff reports at the time of the meeting.

SUBCOMMITTEES

There were no reports presented at the time of the meeting.

UNFINISHED BUSINESS

Running Standard List

The Committee concurred to add lines #1-4 together from the IT Department-Management Services List.

The Committee concurred to add lines #10-13 together from the IT Department-Management Services List and remove the yellow from line #13.

The Committee concurred to update line #2 from the GRF Purchasing Department Management Services List and add Shareholder.

The Committee concurred to remove line #9 from the GRF Purchasing Department Management Services List and add it to the Grandfathered List.

The Committee concurred to update the verbiage of line #13 from the GRF Purchasing Department Management Services List and remove Presidents Council.

The Committee concurred to update the verbiage of lines #2,#5, and #7 from the GRF Security Services List and add Shareholder.

The Committee concurred to update the verbiage of lines #9, #10, #12, and #13 from the GRF Security Services List and add Shareholder.

The Committee concurred to update the verbiage of lines #16, #17, #19, and #20 from the GRF Security Services List and add non-billable and Shareholder.

The Committee concurred to update the verbiage of line #21 from the GRF Security Services List and add Shareholder.

The Committee concurred to update line #32 from the GRF Security Services List and remove the yellow.

The Committee concurred to update the verbiage of lines #24 and #33 from the GRF Security Services List and remove Mutual and add Shareholder.

The Committee concurred to update the verbiage of line #37 from the GRF Security Services List and take out the first sentence in the description.

The Committee concurred to update the verbiage of line #30 from the GRF Physical Property Department-Management Services List and remove non-standard from the description.

The Committee concurred to update the verbiage of line #34 from the GRF Physical Department-Management Services List and remove non-standard from the description and replace it with Billable.

The Committee concurred to update the verbiage of lines #41 and #43 from the GRF Physical Department-Management Services List and remove non-standard from the description.

The Committee concurred to update the verbiage of line #49 from the GRF Physical Department-Management Services List and remove non-standard from the description.

The Committee concurred to update the verbiage of line #51 from the GRF Physical Department-Management Services List and remove billable/see comments.

The Committee concurred to update the verbiage of line #55 from the GRF Physical Department-Management Services List and remove billable/Mutual and replace it will see comments and Shareholder.

The Committee concurred to update the verbiage of line #3 from the GRF Service Maintenance Mutual Property List, add Shareholder, and add billing per Mutual policy to the description.

The Committee concurred to update the verbiage of line #11 from the GRF Service Maintenance and add others that can be billable to the Shareholder in the description.

The Committee concurred to update the verbiage of line #36 from the GRF Service Maintenance and add Shareholder.

The Committee concurred to update the verbiage of line #42 from the GRF Service Maintenance and add Shareholder, and per Mutual Policy.

The Committee concurred to update the verbiage of line #81 from the GRF Service Maintenance and add Mutual/Shareholder.

The Committee concurred to remove line #2 from the GRF Mutual Administration Community Manager List and add it to the Finance Department- Management Services List.

The Committee concurred to add lines #23 and #28 together from the GRF Mutual Administration Community Manager List.

The Committee concurred to add lines #24 and #25 together from the GRF Mutual Administration Community Manager List.

The Committee concurred to add lines #2, #3, and #4 together from the GRF Stock Transfer-Escrow Related Processes List.

The Committee concurred to add lines #5 and #6 together from the GRF Stock Transfer-Escrow Related Processes List.

The Committee concurred to add lines #7-11 together from the GRF Stock Transfer- Escrow Related Processes List.

The Committee concurred to remove the verbiage of line #35 from the GRF Stock Transfer-Escrow Related Processes List.

The Committee concurred to update the verbiage of line #5 from the GRF Stock Transfer-Escrow Related Processes List.

The Committee concurred to add lines #16-18 together from the Finance Department-Management Services List.

The Committee concurred to add lines #19-22 together from the Finance Department-Management Services List.

The Committee concurred to add lines #23-24 together from the Finance Department-Management Services List.

The Committee concurred to add lines #55-58 together from the Finance Department-Management Services List.

Running Non-Standard

The Committee discussed this agenda item. No action was taken.

Questions List

The Finance Director provided additional information regarding the Questions List.

It was the consensus of the Committee to update the verbiage of line #56 from the Finance Department-Management Services List and add a new description and change to Non-Billable.

The Committee concurred to update the verbiage of line #57 from the Finance Department-Management Services List and change it to Non-Billable.

The Committee concurred to update the verbiage of lines #110, #111, and #112 from the Finance Department Management Services List.

The Committee concurred to update the verbiage of line #114 from the Finance Department Management Services List.

The Committee concurred to remove line #116 from the Finance Department Management Services List.

The Committee concurred to update the verbiage of line #117 from the Finance Department Management Services List and add Billable.

The Committee concurred to update the verbiage of line #120 from the Finance Department Management Services List and add Billable.

The Committee concurred to update the verbiage of line #41 from the Finance Department Management Services List and add Billable.

The Committee concurred to remove line #13 from the Finance Department Management Services List.

After a brief discussion, Mr. Melody MOTIONED, seconded by Ms. Dolch, and carried unanimously by the Committee members present-

TO recommend the GRF Board approve the Management Services List with the amended changes.

FUTURE AGENDA ITEMS: N/A

PRESIDENT’S COMMENTS

President Hopewell provided information and updates throughout the meeting

NEXT MEETING- N/A

ADJOURNMENT

Chair Damoci adjourned the meeting at 12:06 p.m.

Carole Damoci, Chair
MANAGEMENT SERVICES AND CONTRACT AD HOC COMMITTEE
dj. 11.09.21