



## **GRF ADMINISTRATION COMMITTEE MINUTES**

**September 22nd, 2022**

The meeting of the GRF Administration Committee was held on Thursday, September 22, 2022, and was called to order at 1:00 p.m. by Chair Thompson in the Administration Conference Room and via Zoom.

### **ROLL CALL**

Present: Donna Gambol  
Sandy Geffner  
Marsha Gerber  
Susan Hopewell

Carol Levine  
Nick Massetti  
William Thompson- Chair

Absent: Phil Friedman

Directors, Jessica Sedgwick, Executive Director  
Staff, and LeAnn Dillman, Human Resources Director  
Guests: Mallorie Hall, Finance Director  
Barbara Shuler, Finance Manager  
Jenna Dever, Assistant to Executive Director  
Lee Melody, GRF Board Member

Sandy Geffner joined the meeting at 1:02 pm

### **CHAIR'S ANNOUNCEMENTS**

Chair Thompson welcomed Committee members, guests, and introduced Executive Director Jessica Sedgwick, Human Resources Director LeAnn Dillman, Finance Director Mallorie Hall, Finance Manager Barbara Shuler, and Assistant to the Executive Director Jenna Dever.

The Chair outlined the rules of order.

The Chair dedicated this month's Civic Service Recognition to Leisure World's resident Richard "Dick" Stone to honor his Leisure World governance service, and contributions as president of the Special Forces Home for the Holidays fund.

### **MEMBER COMMENTS**

No Member spoke during the Members' Comment period.

### **APPROVAL OF MINUTES**

The Administration Committee minutes dated August 25, 2022, were approved as presented.

**CORRESPONDENCE**

N/A

**STAFF REPORTS**

Human Resources Director

The Human Resources Director presented the monthly report, which was included in the agenda packet.

Finance Manager

The Finance Manager presented the monthly report, which was included in the agenda packet.

**NEW BUSINESS**

2023 Election Material Approval

Item was discussed. The Committee will review the Election Candidate application packet during October's meeting.

Aramark Proposal

Motion: To approve the Aramark proposal as presented.

First: Nick Massetti  
Second: Susan Hopewell

The motion was carried unanimously.

Discuss Inspector of Election Services Contract

Motion: Recommend that the GRF Board does not conduct an Election by Acclamation.

First: Susan Hopewell  
Second: Carol Levine

The motion was carried unanimously.

**UNFINISHED BUSINESS**

N/A

**GOVERNING DOCUMENTS**

Amend 30-1001-5 - Glossary of Terms: Recreational Vehicle

Motion: To recommend the GRF Board accept the amended definition of Recreational Vehicle in 30-1001-5 Glossary of Terms, as presented.

First: Marsha Gerber  
Second: Sandy Geffner

The motion was carried unanimously.

Amend 30-1001-5 - Glossary of Terms: Commercial Vehicle

Motion: To recommend the GRF Board accept the amended definition of Commercial Vehicle in 30-1001-5 Glossary of Terms, as presented.

First: Susan Hopewell  
Second: Donna Gambol

The motion was carried unanimously.

Review 30-5110-3 - Administration Committee Charter Review

Item was discussed; work study will be scheduled.

Discuss 30-5028-3 - GRF Directors' Handbook

Item was discussed; work study will be scheduled.

The motion was carried unanimously.

Amend 30-5093-3 - Member Rules of Conduct- Procedure of Notification of Violation and Right of Hearing

Motion: To recommend the GRF Board accept the amendment of 30-5093-3; Authorized Residents (AR) Rules of Conduct, Procedure for Notification of Violation and Right to Hearing to Community Rules Violation Panel and Appeal Procedure, as presented.

First: Nick Massetti  
Second: Donna Gambol

The motion was carried unanimously.

Review Amended 50-3182-1 – Member/Owner Renter/Lessee

Motion: To recommend the GRF Board approve amending 50-3182-1 – Member/Owner Renter/Lessee to 30-3182-1 – Member/Owner Renter/Lessee- Rules as presented.

First: Nick Massetti  
Second: Carol Levine

The motion was carried unanimously.

**FUTURE AGENDA ITEMS:**

- Safety Inspector Report
- 2023 Election Candidate Documents
- Accurate Voting Contract
- Review 30-5028-3 - GRF Directors' Handbook
- Review 30-5110-3 - Administration Committee Charter

**PRESIDENT'S COMMENTS**

N/A

**NEXT MEETING**

Thursday, October 27, 2022, in Conference Room A/Zoom.

**ADJOURNMENT**

The meeting was adjourned to Executive Session at 2:34 pm by Chair Thompson.

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Approved Date

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Approval Signature

\_\_\_\_\_  
Printed Name

