



ADMINISTRATION COMMITTEE

SUMMARY REPORT Thursday, July 13, 2023 10:00 a.m.

Action/Request	Person Resp.	Cmte. Referral	F C	B O D	Comments
<p><u>GENERAL: Bad Debt Write Off</u> To approve writing off Oral Health’s bad debt for \$209.40 unpaid news advertising.</p> <p>The Committee consented not to accept additional advertising from advertisers with bad debt until their accounts are fully paid.</p>	Sr. Director of Member Services				
<p><u>FINANCE REVIEW: Acceptance of Monthly Financial Statements of Account – April 2023</u> To accept for audit and forward to the GRF Board the interim financial statements for the period ending April 30,2023, as presented by the Executive Director and reviewed by the Administration Committee.</p>				X	
<p><u>FINANCE REVIEW: Revenue & Leases – Optum Lease</u> To extend Optum’s lease of the LWSB medical clinic for an additional five years under terms agreed to in the previous lease, establishing as of October 1, 2023, a \$5,000 monthly increase and a monthly rate of \$65,000.</p>				X	
<p><u>FINANCE REVIEW: Revenue & Leases – Friends of the Library Donation</u> To approve a \$5,000 Friends of the Library donation to GRF.</p>	Sr. Director of Member Services				
<p><u>GOVERNING DOCUMENTS: Amend 30-1021-1 Posting Signs on Trust Property</u> To recommend the Board accept amended changes in language to 30-1021-1, Posting Signs on Trust Property, and assign it the number, 13-1021-1.</p>				X	
<p><u>GOVERNING DOCUMENTS: Amend 70-1406-2 Limitations on Use of Trust Property – Fees</u> The Committee postponed this item awaiting action of the Member Services Committee.</p>		Member Services			

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<p>GOVERNING DOCUMENTS: Amend 40-2230-3 Authorized Signatories To recommend the Board approve 40-2230-3, Authorized Signatories, as amended and assign it the number 14-2230-3.</p>				X	
<p>GOVERNING DOCUMENTS: Review 40-3323-3 Disposition of Surplus Equipment To inform the Board that the Committee had reviewed 40-3323-3, Disposition of Surplus Equipment, and did not recommend major revisions apart from assigning it the number 14-3323-3.</p>				X	
<p>REVENUE RECOVERY ITEMS: Adopt-10-2000-2, sections 1.1. and 1.2, Consolidated Fees To recommend the Board adopt sections 1.1 and 1.2 of the proposed rule 10-2000-2, regarding fees for visitors' temporary Recreational Vehicle parking on Trust Property.</p>				X	
<p>REVENUE RECOVERY ITEMS: Adopt 10-2000-2, section 2.4, Consolidated Fees To recommend the Board adopt sections 1.1 and 1.2 of the proposed rule 10-2000-2, regarding fees for visitors' temporary Recreational Vehicle parking on Trust Property.</p>				X	
<p>REVENUE RECOVERY ITEMS: Adopt 10-2000-2, section 2.4, Consolidated Fees To recommend the Board adopt section 2.4. of 10-2000-2, Consolidated Fees, as the fee schedule for proposed Radio Frequency ID (RFID) tag rules passed by the Operations Committee under the number 38-5580-2. The schedule was amended to note that the fee for bulk tag purchases stated in 2.4.3. is \$15.</p>				X	
<p>REVENUE RECOVERY ITEMS: Amend 70-1487-2 Recreational Vehicle Lot Schedule of Fees The Committee consented to duplicate Recreational Vehicle Lot annual fees from this rule into 10-2000-2, Consolidated Fees, while awaiting action concerning the assignment of responsibility among the various committees for establishing fines.</p>				X	
<p>EXPENSE ITEMS: Proposed Capital Expenditure – Real Estate Sign The Committee consented to designate the proposed Real Estate Sign as a Capital Expenditure.</p>				X	

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EXPENSE ITEMS: Proposed Capital Expenditure – Engineering Inquiry for EV Stations (Maintenance Yard) The Committee consented to designate the proposed Engineering Inquiry for EV stations (Maintenance Yard) as a Capital Expenditure.				X	
EXPENSE ITEMS: Proposed Capital Expenditure – Radar Speed Signs The Committee consented to designate the proposed Radar Speed Sign purchases as a Capital Expenditure.				X	
EXPENSE ITEMS: Proposed Reserve Expenditure – HVAC Unit in News Office The Committee consented to designate the proposed News Office HVAC Unit replacement as a Reserve Expenditure.				X	
EXPENSE ITEMS: Proposed Reserve Expenditure – Clubhouse 4 Piano The Committee consented to designate the proposed Clubhouse 4 piano purchase as a Reserve Expenditure.				X	
EXPENSE ITEMS: Proposed Reserve Expenditure – Main Entry Traffic Flow Study The Committee consented to designate the proposed Main Entry Traffic Flow study as a Capital Expenditure.				X	
FUTURE AGENDA ITEMS:					
a. 40-5506-3 Request for Proposal Requirement (For August) b. 70-1406-2 Limitations on Use of Trust Property – Fees (Awaiting Action from Member Services Committee) c. 70-1487-2 Recreational Vehicle Lot Schedule of Fees (Awaiting Action from Member Services Committee) d. 14-5061-2 Facilities and Amenities Fees (Awaiting Annual Budget resolution)					Recording Secretary