

OPERATIONS

Committee Meeting Agenda
Thursday, September 7, 2023 - 10:00 A.M.
Conference Room A

This meeting may also be live-streamed at www.lwsb.com.

The tab will be active 15 minutes prior to the start of the meeting.

The live streaming uses YouTube Live and terminates at the close of the meeting.

1. Call to Order/Pledge of Allegiance

2. Roll Call

- Donna Gambol– Chair
- Maureen Habel
- Marla Hamblin
- Janet Isom
- Susan Jacquelin
- William Thompson
- Patricia Vienna
- Daniel Weber
- *Marsha Gerber, Ex-Officio.*

3. Chair Announcement

4. Approve Minutes

- a. Operations Committee, August 3, 2023 (pp.1-2)

5. Member Comments/Correspondence

6. Staff Report (p.3)

7. Capital Funding

- a. Update of Conference Rooms Camera and Microphones

8. Operation Funding

- a. Website Design Options (pp.4-6)

9. Governing Document

10. Next Meeting Date

- Thursday, October 5, 2023, at 10:00 a.m. – Conference Room A

11. Adjournment

Please be always courteous and respectful to other members, Board Directors, and representatives from Management. We ask that you do not raise your hands or interrupt the Committee or anyone else who may be speaking. **A Member not adhering to these protocols and/or who becomes unruly may be asked to leave the meeting. Failure to comply will result in a special hearing with the Board at which disciplinary action may be taken.**



OPERATIONS COMMITTEE MINUTES

August 3, 2023

The regular meeting of the Operations Committee was called to order at 10:00 a.m. by Chair Gambol on Thursday, August 3, 2023, in Conference Room A and via Zoom, followed by the Pledge of Allegiance.

Present: Donna Gambol- Chair
Maureen Habel
Marla Hamblin
Janet Isom
William Thompson
Susan Jacquelin
Patricia Vienna
Daniel Weber

Staff and Guest: J. Sedgwick, Executive Director
M. Gerber, GRF President
A. Young, Senior Director of Internal Operations
M. Mario, IT Director via Zoom
T. Makakaufaki, Executive Coordinator

CHAIR'S ANNOUNCEMENTS

Chair Gambol greeted and welcomed everyone to the Operations Committee meeting and introduced Foundation members and staff.

APPROVAL OF MINUTES

The minutes listed were approved, as presented:

- Operations Committee, July 3, 2023

SHAREHOLDER/MEMBER COMMENTS

One Shareholder spoke at the time of the meeting.

CORRESPONDENCE

There was no correspondence at the time of the meeting.

STAFF REPORTS

The Senior Director of Internal Operations and the IT Director presented the monthly project report.

GOVERNING DOCUMENT

Amend 20-5585-1, Advertising Policy

Motion: To recommend the GRF Board to amend 20-5585-1, Advertising Policy, as presented.

First: Susan Jaquelin

Second: Janet Isom

The motion passed unanimously.

FUTURE AGENDA ITEMS N/A

ADJOURNMENT

Chair Gambol adjourned the meeting at 11:23 a.m.

Donna Gambol, Chair
Operations Committee
TM: 08.03.23

Operations Committee Project List 09-07-23

Project	Status
Phone System	Finalizing the programming for SIP trunking. Submitted the e911 information for the phone numbers, looking to end of august, 1st week of September for the hardware install in the server room. It will be another 2 weeks or so for the network configuration once the phone system is here; roll out the phone system to the users by swapping out their phones.
Cinc System	The Architectural module (Permits) & Work Order Module (Service Maintenance Request) are going live next. Fenn Work Order's Live 9/1- to test module before implementing inventory and all other work orders.
Clubhouse Four Dais	Project Completed- August 2023
Document Scanning	Hired temp. staff to complete this project
Gate Access	Working on CG systems to get the controllers connected to Proptia and should have that done by next week (Update as of 8/23/23)
Website Implementation	IT staff to complete this project HOA Sites has been signed up; working on migrating data. Slating 3 weeks to get the data migrated, after the data is migrated, review data and run testing.
GRF Surveillance Cameras	Estamate \$50k. Currently going through all 138 cameras and are working on getting them back up and running. Will replace most if not all of the cameras, as they are older, lower resolution cameras and are not supported. Recovered about 12 cameras from a down state so far.
Livestream Tech Issues	Replaced the computer in Conf A; replacing the Conf B computer next week. Installing a table top monitor in Conf B, to mirror Conf A; Hardware arrives next week on the 7th, however, cabling will be needed to run the monitor, and that most likely will be completed by next Friday.
Board of Directors Tech Training	September 12th, 2023 in Learning Center- Time TBD
Homewise Docs	Web-based service has launched, and training has been conducted for both staff and escrow companies. The internal process is running smoothly. Revenue through the homewise docs system is \$40,398.00 as of 8/24/2023.
Authorize Template for Club Website	Marcelo is working on this with the IT team.

Waldo

- Top Navigation Design (only)
- Can come with a static image with Welcome Home content point on the Home page.
- Or, can come with a slideshow of images, but no content point.
- Inner page header image can either be a static image (used across all inner pages) or set to rotate randomly between images upon page refresh (cannot be assigned to specific pages).
- Pre-made vector graphics available (you can provide custom ones as well) for home page content area (Upcoming Events, Recent News, Message Board icons).
- Colors and fonts can be customized.
- Click [here](#) to review the demo.

DEMO



Corktown

- Top Navigation Design (only)
- Can come with a static image or slideshow of images on the Home page.
- Home page slideshow can have up to 10 images that rotate randomly or in a specific order.
- Inner pages do not have an option for images.
- Colors and fonts can be customized.
- Click [here](#) to review the demo.

[DEMO](#)



Brownlee

- Top Navigation Design (only)
- Can come with a static image (no slideshow of images) and animated intro of clickable features, on the Home page. Animated icons for clickable features are limited.
- Or, can come with a slideshow of images, but no animated intro on the Home page.
- Home page slideshow can have up to 10 images that rotate randomly or in a specific order (if you choose to have one).
- Inner pages do not have an option for images.
- Colors and fonts can be customized.
- Click [here](#) to review the demo.

[DEMO](#)

