



ADMINISTRATION COMMITTEE

SUMMARY REPORT
Thursday, September 14, 2023
10:00 a.m.

Action/Request	Person Resp.	Cmte. Referral	F C	B O D	Comments
<p><u>2024 BUDGET REVIEW</u> To set the Capital Contributions for the 2024 Budget to \$250,000. To recommend to the Board an SRO increase rate of 5%. To approve the Administration Committee’s portion of the 2024 budget. To forward the consolidated budget of all Committees to the Board of Directors.</p>				X	
<p><u>2024 BUDGET REVIEW: Adopt Strategic Spending Outline</u> To accept the 2024 Strategic Spending Outline as a guide to the GRF’s Capital Fund spending priorities in the 2024 fiscal year as modified to reflect the \$250,000 change in the 2024 Budget Capital Contributions.</p>				X	
<p><u>FINANCE REVIEW: Acceptance of Monthly Financial Statements of Accounts</u> To accept for audit and forward to the GRF Board the interim financial statements for the period ending July 31, 2023, as presented by the Sr. Director of Member Services and reviewed by the Administration Committee.</p>				X	
<p><u>FINANCE REVIEW: Reserve Funds Investment Purchase</u> To recommend the GRF Board authorize the purchase of brokered CDs through US Bank Corp and Morgan Stanley for \$725,000 with terms ranging from three (3) to eighteen (18) months at the prevailing interest rates at the time of purchase and at the discretion of the financial advisors.</p>				X	
<p><u>GOVERNING DOCUMENTS: Amend 40-5520-1 – Reserves</u> To amend GRF Rule 40-5520-1, Reserves, and change its number to 14-5520-1.</p>				X	

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<p><u>GOVERNING DOCUMENTS: Rescind 40-5522-3 – Safe Deposit Boxes</u> To rescind GRF Rule 40-5522-3, Safe Deposit Boxes.</p>				X	
<p><u>GOVERNING DOCUMENTS: Amend 40-5061-2 – Fees</u> To amend GRF Rule 40-5061-2, Fees, renaming it Membership and Residency Fees, and changing its number to 14-5061-2.</p>				X	
<p><u>COST RECOVERY ITEMS: Amend 40-5506-3 – Request for Proposal Requirements</u> To amend 40-5506-3, Request for Proposal Requirements, modifying language throughout and establishing the Executive Director’s spending authorization at 1/10th of 1% (.001) of the Foundation’s annual budget. I further move to designate this rule as 14-5506-3.</p>				X	
<p><u>COST RECOVERY ITEMS: Amend 40-3182-2 – Member/Owners and Renter/Lessee Fines – Fees and Deposits</u> To amend GRF Rule 40-3182-2, Member/Owner and Renter/Lessee Fines, Fees and Deposits, renaming it Leasing Fees, and changing its number to 14-3182-2.</p>				X	
<p><u>COST RECOVERY ITEMS: Amend 10-2000-2 – Consolidated Fee Schedule</u> To tentatively amend section 1.3. of Rule 10-2000-2, Consolidated Fee Schedule, standardizing the per-square-foot parking rental charge among all sizes of recreational vehicles and accepting the additions of other established fees into the 10-2000-2 document. The changes made in section 1.3. will not be ratified until reconsidered by the Board at its October 24, 2023 meeting.</p>				X	
<p><u>MONTHLY BOARD AGENDA ITEMS: Proposed Capital Expenditures – Speed Cushions Change</u> Facilities Chair Massetti corrected the Board Action Request for the Speed Cushions Change.</p>				X	
<p><u>MONTHLY BOARD AGENDA ITEMS: Proposed Capital Expenditures – Bocce Ball Court Remodel</u> Facilities Chair Massetti confirmed the Board Action Request for the Bocce Ball Court Remodel is correct.</p>				X	

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<u>MONTHLY BOARD AGENDA ITEMS: Proposed Reserve Expenditures – HVAC Reroute Administration Office</u> Facilities Chair Massetti confirmed the Board Action Request for the HVAC Reroute Administration Office is correct.				X	
<u>MONTHLY BOARD AGENDA ITEMS: Proposed Reserve Expenditures – Channel Fence Replacement Phase One</u> Facilities Chair Massetti confirmed the Board Action Request for the Channel Fence Replacement Phase One is correct.				X	
<u>MONTHLY BOARD AGENDA ITEMS: Proposed Reserve Expenditures – Clubhouse One Renovations</u> Facilities Chair Massetti confirmed the Board Action Request for the Clubhouse One Renovations is correct.				X	
<u>MONTHLY BOARD AGENDA ITEMS: Proposed Reserve Expenditures – Kilns at Lapidary</u> Member Services Vice Chair Thompson confirmed the Board Action Request for Kilns at Lapidary is correct.				X	
<u>MONTHLY BOARD AGENDA ITEMS: Proposed Operations Expenditures – Sewer Preventative Maintenance Three-Year Contract</u> Facilities Chair Massetti confirmed the Board Action Request for the Sewer Preventative Maintenance Three-Year Contract is correct.				X	
FUTURE AGENDA ITEMS:					
a. Amend 30-5026-3 GRF Election of Officers b. Amend 30-5020-1 Organization of the Board c. Revise 60-5504-1 Insurance Requirements					Recording Secretary