



## **GRF ADMINISTRATION COMMITTEE MINUTES**

**September 14, 2023**

The meeting of the Administration Committee was held on Thursday, September 14, 2023, and was called to order at 10:00 a.m. by Chair Thompson in Conference Room A .

### **ROLL CALL**

Present: Donna Gambol  
Marsha Gerber  
Carol Levine

Absent: Teri Nugent

Nick Massetti  
Camille Thompson via Zoom  
William Thompson – Chair

Staff: Jessica Sedgwick, Executive Director  
Mallorie Hall, Sr. Director of Member Services  
Emma Hurtado, Executive Assistant  
Seven GRF Members

### **CHAIR'S ANNOUNCEMENTS**

Chair Thompson welcomed Committee members and guests and introduced Executive Director Jessica Sedgwick, Sr. Director of Member Services Mallorie Hall, and Executive Assistant Emma Hurtado.

The Chair outlined the rules of order.

### **APPROVAL OF MINUTES**

The Administration Committee minutes dated August 10, 2023, were approved as presented.

### **MEMBER CORRESPONDENCE/COMMENTS**

Four Members spoke during the Members' Comment period.

### **SUPPLEMENTARY STAFF REPORTS – N/A**

### **2024 BUDGET REVIEW**

#### **Budget Review**

Motion: To set the Capital Contributions for the 2024 Budget to \$250,000.

First: Nick Massetti

Second: Carol Levine

The motion was carried with two (2) no votes (C. Thompson & W. Thompson) and four (4) yes votes (Gambol, Gerber, Levine, & Massetti).

Motion: To recommend to the Board an SRO increase rate of 5%.

First: Nick Massetti

Second: Carol Levine

The motion was carried unanimously by the members present.

Motion: To approve the Administration Committee's portion of the 2024 budget.

First: Carol Levine

Second: Nick Massetti

The motion was carried unanimously by the members present.

Motion: To forward the consolidated budget of all Committees to the Board of Directors.

First: Camille Thompson

Second: Marsha Gerber

The motion was carried unanimously by the members present.

### Adopt Strategic Spending Outline

Motion: 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.

First: Nick Massetti

Second: Donna Gambol

The motion was carried by the members present.

## FINANCE REVIEW

### Acceptance of Monthly Financial Statements of Accounts

#### a. July 2023

Motion: 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.

First: Camille Thompson

Second: Marsha Gerber

The motion was carried unanimously by the members present.

Reserve Funds Investment Purchase

Motion: 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.

First: Camille Thompson  
Second: Nick Massetti

The motion was carried unanimously by the members present.

**GOVERNING DOCUMENTS**

Amend 40-5520-1 – Reserves

Motion: To amend GRF Rule 40-5520-1, Reserves, and change its number to 14-5520-1.

First: Nick Massetti  
Second: Donna Gambol

The motion was carried unanimously by the members present.

Rescind 40-5522-3 – Safe Deposit Boxes

Motion: To rescind GRF Rule 40-5522-3, Safe Deposit Boxes.

First: Nick Massetti  
Second: Donna Gambol

The motion was carried unanimously by the members present (Gambol, Levine, Massetti, C. Thompson, & W. Thompson).

Amend 40-5061-2 – Fees

Motion: To amend GRF Rule 40-5061-2, Fees, renaming it Membership and Residency Fees, and changing its number to 14-5061-2.

First: Donna Gambol  
Second: Marsha Gerber

The motion was carried unanimously by the members present.

**COST RECOVERY ITEMS**

Amend 40-5506-3 – Request for Proposal Requirements

Motion: 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.

First: Nick Massetti  
Second: Camille Thompson

The motion was carried unanimously by the members present.

Amend 40-3182-2 – Member/Owners and Renter/Lessee Fines – Fees and Deposits

Motion: 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.

First: Marsha Gerber  
Second: Camille Thompson

The motion was carried unanimously by the members present.

Amend 10-2000-2 – Consolidated Fee Schedule

Motion: 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.

First: Donna Gambol  
Second: Marsha Gerber

The motion was carried with one (1) no vote (Massetti) and five (5) yes votes (Gambol, Gerber, Levine, C. Thompson, & W. Thompson).

Revise 60-5504-1 – Insurance Requirements

The Committee postponed this item and consented to a work study.

**MONTHLY BOARD AGENDA ITEMS**

Proposed Capital Expenditures

- i. Speed Cushions Change  
Facilities Chair Massetti corrected the Board Action Request for the Speed Cushions Change.

Chair Thompson called for a break at 12:00 pm.  
Chair Thompson called the meeting back to order at 12:33 pm.

- ii. Bocce Ball Court Remodel  
Facilities Chair Massetti confirmed the Board Action Request for the Bocce Ball Court Remodel is correct.

Proposed Reserve Expenditures

- i. HVAC Reroute Administration Office

Facilities Chair Massetti confirmed the Board Action Request for the HVAC Reroute Administration Office is correct.

- ii. Channel Fence Replacement Phase One  
Facilities Chair Massetti confirmed the Board Action Request for the Channel Fence Replacement Phase One is correct.
- iii. Clubhouse One Renovations  
Facilities Chair Massetti confirmed the Board Action Request for the Clubhouse One Renovations is correct.
- iv. Kilns at Lapidary  
Member Services Vice Chair Thompson confirmed the Board Action Request for Kilns at Lapidary is correct.

Proposed Operations Expenditures

- i. Sewer Preventative Maintenance Three-Year Contract  
Facilities Chair Massetti confirmed the Board Action Request for the Sewer Preventative Maintenance Three-Year Contract is correct.

**STRATEGIC INITIATIVES – N/A**

**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

**NEXT MEETING**

Thursday, October 12, 2023, at 10 am in Administration Conference Room A.

**ADJOURNMENT**

The meeting was adjourned at 12:39 pm by Chair Thompson.

Oct, 12 2023  
 \_\_\_\_\_  
 Approved Date  
 William Thompson  
 \_\_\_\_\_  
 Approval Signature  
 William Thompson  
 \_\_\_\_\_  
 Printed Name

