



ADMINISTRATION COMMITTEE

SUMMARY REPORT Thursday, October 12, 2023 10:00 a.m.

Action/Request	Person Resp.	Cmte. Referral	F C	B O D	Comments
<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 August 31, 2023, as presented by the Sr. Director of Member Services and reviewed by the Administration Committee.</p>				X	
<p><u>GOVERNING DOCUMENTS: Amend 30-5026-1 – GRF Election of Officers</u> To amend GRF Rule 30-5026-3, GRF Election of Officers, and redesignate the amended rule as 13-5026-3.</p>				X	
<p><u>GOVERNING DOCUMENTS: Amend 30-5020-1 – Organization of the Board</u> The Committee consented to recommend within policy 30-5020-1 that board officers be limited to two consecutive terms. To amend GRF Rule 40-5520-1, Reserves, and change its number to 14-5520-1.</p>				X	
<p><u>GOVERNING DOCUMENTS: Rescind 30-5020-1 – Committee Structure & 30-5101-3 – Limitation of Term-GRF Officers</u> To rescind 30-5020-1, Committee Structure; and 30-5101-3, Limitation of Term-GRF Officers.</p>				X	
<p><u>GOVERNING DOCUMENTS: Amend 60-5504-1 – Insurance Requirements</u> To amend 60-5504-1, Insurance Requirements – Contractors, to affirm that all independent contractors, including instructors who conduct professional activities on Trust property, must pay a set annual fee for to verify their adherence to the insurance and licensing requirements.</p>				X	

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<p><u>GOVERNING DOCUMENTS: Amend 40-5061-2 – Fees</u> To amend GRF Rule 40-5061-2, Fees, renaming it Residency and Trust Property User Fees (TPUF), and changing its number to 14-5061-2.</p>				X	
<p><u>GOVERNING DOCUMENTS: Amend 13-1001-5 – Glossary of Terms</u> To amend GRF Rule 13-1001-5, Glossary of Terms, changing the definitions of “Amenity Fee,” “Capital Improvement Fund,” and “Trust Property User Fee.”</p>				X	
<p><u>MONTHLY BOARD AGENDA ITEMS: Proposed Capital Expenditures – Clubhouse Two, Card and Game Room Renovation</u> Facilities Chair Massetti confirmed the Board Action Request for the Clubhouse Two, Card and Game Room Renovation.</p>				X	
<p><u>MONTHLY BOARD AGENDA ITEMS: Proposed Capital Expenditures – Electric Vehicle Charging Stations Plan Check Package Service Maintenance Yard</u> Facilities Chair Massetti confirmed the Board Action Request for the Electric Vehicle Charging Stations Plan Check Package Service Maintenance Yard is correct.</p>				X	
<p><u>MONTHLY BOARD AGENDA ITEMS: Proposed Reserve Expenditures – Replace Unit Twelve in Clubhouse Two</u> Facilities Chair Massetti confirmed the Board Action Request for the Replace Unit Twelve in Clubhouse Two is correct.</p>				X	
<p><u>MONTHLY BOARD AGENDA ITEMS: Proposed Reserve Expenditures – Library Replacement of Flooring and Painting Interior and Exterior</u> Facilities Chair Massetti confirmed the Board Action Request for the Library Replacement of Flooring and Painting Interior and Exterior is correct.</p>				X	
FUTURE AGENDA ITEMS:					
<ul style="list-style-type: none"> a. Amend 40-2115-1 Copy and Supply Services b. Amend 40-2115-1 Copy and Supply Services - Fees c. Review 40-2244-3 Reconciliation of Annual Financial Statement d. Review 40-5523-1 Accounts Receivable Collections e. Rescind 40-5523-2 Accounts Receivable - Fees 					Recording Secretary