



ADMINISTRATION COMMITTEE

SUMMARY REPORT Thursday, November 16, 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 September 30, 2023, as presented by the Executive Manager and reviewed by the Administration Committee.</p> | | | | X | |
| <p><u>Reserve Funds Investment Purchase</u> To recommend the GRF Board authorize the purchase of brokered CDs through US Bank Corp for \$900,000 with terms ranging from three (3) to thirty-six (36) months at the prevailing interest rates at the time of purchase and at the discretion of the financial advisors.</p> | | | | X | |
| <p><u>Capital Funds Investment Purchase</u> To recommend the GRF Board authorize the purchase of brokered CDs through US Bancorp totaling \$42,000 of capital funds, with terms ranging from six (6) to eighteen (18) months at the prevailing interest rates at the time of purchase and at the discretion of the financial advisor.</p> | | | | X | |
| <p><u>GENERAL: Allocating of 2023 Excess Reserve Contributions</u> To recommend the GRF Board cap the 2023 Trust Property Use Fee contribution to the Reserves at \$1,950,000 (the 2023 Reserve Study-recommended Full Funding Contribution), and designate Trust Property Use Fee contributions exceeding \$1,950,000 be added to the Capital Fund.</p> | | | | X | |
| <p><u>GOVERNING DOCUMENTS: Review 40-2244-3 Reconciliation of Annual Financial Statement</u> The Committee reviewed Policy 40-2244-3, Reconciliation of Annual Financial Statement. It consented to minor language changes reassigning the rule's oversight to the Administration Committee, designated the rule's number as 14-2244-3, and requested that the GRF Board be informed of the policy's review.</p> | | | | X | |

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| <p><u>GOVERNING DOCUMENTS: Review 40-5523-1 Accounts Receivable Collections</u> To rescind Policy 40-5523-1, Account Receivable Collections.</p> | | | | X | |
| <p><u>GOVERNING DOCUMENTS: Rescind 40-5523-2 Accounts Receivable – Fees</u> To rescind Policy 40-5523-2, Accounts Receivable, Fees.</p> | | | | X | |
| <p><u>GOVERNING DOCUMENTS: Amend 30-5022-3 Community Rules Violation Panel Charter</u> To recommend the Board of Directors amend 30-5022-3, Community Rules Violation (CRV) Panel Charter, and designate it as 13-5022-3.</p> | | | | X | |
| <p><u>GOVERNING DOCUMENTS: Amend 30-5093-3 Member Rules of Conduct-Enforcement</u> To recommend the Board of Directors amend section 5 of 30-5093-3, Member Rules of Conduct – Procedure for Notification of Violation and Right to Hearing, and designate it as 13-5093-3.</p> | | | | X | |
| <p><u>MONTHLY BOARD AGENDA ITEMS: Proposed Capital Expenditures – Operational Analysis Traffic Light: St. Andrews and Golden Rain Rd.</u> Facilities Chair Massetti confirmed that the Board Action Request for Operational Analysis Traffic Light: St. Andrews and Golden Rain Rd is correct.</p> | | | | X | |
| <p><u>MONTHLY BOARD AGENDA ITEMS: Proposed Capital Expenditures – 1.8 Phase 1</u> President Gerber informed the Committee that the 1.8 Ad Hoc Committee Chair is developing an Action Request for presentation to the Board of Directors.</p> | | | | X | |
| <p><u>MONTHLY BOARD AGENDA ITEMS: Proposed Capital Expenditures – Shuffleboard Court Roof Vents</u> Member Services Chair C. Thompson corrected the motion, clarifying that capital funding, will be used for the project and that the motion’s language should include a 10% contingency.</p> | | | | X | |
| <p><u>MONTHLY BOARD AGENDA ITEMS: Proposed Reserve Expenditures – Amphitheater Sewer Lift Station Repair</u></p> | | | | X | |

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| Facilities Chair Massetti confirmed that the Board Action Request for Amphitheater Sewer Lift Station Repair is correct. | | | | | |
| <u>MONTHLY BOARD AGENDA ITEMS: Proposed Reserve Expenditures – Paving Project Reserve Funding Mayfield</u> Facilities Chair Massetti requested the Paving Project Reserve Funding Mayfield Board Action Request be revised. | | | | X | |
| <u>MONTHLY BOARD AGENDA ITEMS: Proposed Reserve Expenditures – Replacement of Ice Machine in Clubhouse 2 Kitchen</u> Member Services Chair C. Thompson confirmed that the Board Action Request for Replacement of Ice Machine in Clubhouse 2 Kitchen is correct. | | | | X | |
| <u>MONTHLY BOARD AGENDA ITEMS: Proposed Reserve Expenditures – Bocce Ball Court Modification</u> Member Services Chair C. Thompson consented to the corrections to the Board Action request concerning the Bocce Court Modification. | | | | X | |
| <u>MONTHLY BOARD AGENDA ITEMS: Proposed Operations Expenditure – Three-Year Contract Fire Protection</u> Facilities Chair Massetti consented to have President Gerber submit a modification of the Fire Protection Services Contract Board Action Request. | | | | 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 | | | | | Recording Secretary |