



GRF ADMINISTRATION COMMITTEE MINUTES

October 12, 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

Nick Massetti
Camille Thompson
William Thompson – Chair

Absent: Teri Nugent

Staff: Jessica Sedgwick, Executive Director
Mallorie Hall, Sr. Director of Member Services Via Zoom; left 10:22am
Emma Hurtado, Executive Assistant
Nine 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 September 14, 2023, were approved as presented.

MEMBER CORRESPONDENCE/COMMENTS

Two Members spoke during the Members' Comment period. One correspondence was reviewed.

SUPPLEMENTARY STAFF REPORTS – N/A

FINANCE REVIEW

Acceptance of Monthly Financial Statements of Accounts

a. August 2023

Motion: 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.

First: Camille Thompson
Second: Donna Gambol

The motion was carried unanimously by the Members present.

GOVERNING DOCUMENTS

Amend 30-5026-1 – GRF Election of Officers

Motion: To amend GRF Rule 30-5026-3, GRF Election of Officers, and redesignate the amended rule as 13-5026-3.

First: Nick Massetti
Second: Camille Thompson

The motion was carried unanimously by the Members present.

Amend 30-5020-1 – Organization of the Board

The Committee consented to recommend within policy 30-5020-1 that board officers be limited to two consecutive terms.

Motion: To amend GRF Rule 30-5020-1, Organization of the Board, consolidating within it information from 30-5020-1, Committee Structure; and 30-5101-3, Limitation of Term-GRF Officers, and assigning the amended rule the number 13-5020-1.

First: Carol Levine
Second: Marsha Gerber

The motion was carried unanimously by the Members present.

Rescind 30-5020-1 – Committee Structure & 30-5101-3 – Limitation of Term-GRF Officers

Motion: To rescind 30-5020-1, Committee Structure; and 30-5101-3, Limitation of Term-GRF Officers.

First: Nick Massetti
Second: Donna Gambol

The motion was carried unanimously by the Members present.

Amend 60-5504-1 – Insurance Requirements

Motion: 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.

First: Nick Massetti

Second: Donna Gambol

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

Amend 40-5061-2 – Fees

Motion: 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.

First: Donna Gambol

Second: Nick Massetti

The motion was carried unanimously by the Members present.

Amend 13-1001-5 – Glossary of Terms

Motion: To amend GRF Rule 13-1001-5, Glossary of Terms, changing the definitions of “Amenity Fee,” “Capital Improvement Fund,” and “Trust Property User Fee.”

First: Donna Gambol

Second: Carol Levine

The motion was carried unanimously by the Members present.

MONTHLY BOARD AGENDA ITEMS

Proposed Capital Expenditures

- i. Clubhouse Two, Card and Game Room Renovation
Facilities Chair Massetti confirmed the Board Action Request for the Clubhouse Two, Card and Game Room Renovation.
- ii. Electric Vehicle Charging Stations Plan Check Package Service Maintenance Yard
Facilities Chair Massetti confirmed the Board Action Request for the Electric Vehicle Charging Stations Plan Check Package Service Maintenance Yard is correct.

Proposed Reserve Expenditures

- i. Replace Unit Twelve in Clubhouse Two
Facilities Chair Massetti confirmed the Board Action Request for the Replace Unit Twelve in Clubhouse Two is correct.
- ii. Library Replacement of Flooring and Painting Interior and Exterior

Facilities Chair Massetti confirmed the Board Action Request for the Library Replacement of Flooring and Painting Interior and Exterior is correct.

STRATEGIC INITIATIVES

Update on Strategic Capital Spending Reporting

The Committee reviewed the Update on Strategic Capital Spending Reporting as presented in the meeting packet.

FUTURE AGENDA ITEMS:

- 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

NEXT MEETING

Thursday, November 16, 2023, at 10 a.m. in Administration Conference Room A.

ADJOURNMENT

The meeting was adjourned at 11:38 am by Chair Thompson.

November 16, 2023
Approved Date


Approval Signature

William Thompson

Printed Name