



GRF ADMINISTRATION COMMITTEE MINUTES

November 16, 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	Nick Massetti
	Marsha Gerber	Camille Thompson
	Carol Levine	William Thompson – Chair
Absent:	Teri Nugent	

Staff: Jessica Sedgwick, Executive Director
Dave Potter, Executive Manager
Emma Hurtado, Executive Assistant
Susan Jacquelin, GRF Representative, Mutual Two
Four GRF Members

CHAIR'S ANNOUNCEMENTS

Chair Thompson welcomed Committee members and guests and introduced Executive Director Jessica Sedgwick, Executive Manager Dave Potter, and Executive Assistant Emma Hurtado.

The Chair outlined the rules of order.

APPROVAL OF MINUTES

The Administration Committee minutes dated October 12, 2023, were approved as presented.

MEMBER CORRESPONDENCE/COMMENTS

Two Members spoke during the Members' Comment period. No correspondence was reviewed.

SUPPLEMENTARY STAFF REPORTS – N/A

FINANCE REVIEW

Acceptance of Monthly Financial Statements of Accounts

- a. September 2023

Motion: 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.

First: Nick Massetti
Second: Camille Thompson

The motion was carried unanimously by the members present.

Investments

a. Reserve Funds Investment Purchase

Motion: 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.

First: Nick Massetti
Second: Donna Gambol

The motion was carried unanimously by the members present.

b. Capital Funds Investment Purchase

Motion: 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.

First: Carol Levine
Second: Camille Thompson

The motion was carried with one (1) no vote (Massetti).

GENERAL

Allocating of 2023 Excess Reserve Contributions

Motion: 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.

First: Camille Thompson
Second: Nick Massetti

The motion was carried unanimously by the members present.

GOVERNING DOCUMENTS

Review 40-2244-3 Reconciliation of Annual Financial Statement

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.

Review 40-5523-1 Accounts Receivable Collections

Motion: To rescind Policy 40-5523-1, Account Receivable Collections.

First: Nick Massetti
Second: Carol Levine

The motion was carried unanimously by the members present.

Rescind 40-5523-2 Accounts Receivable – Fees

Motion: To rescind Policy 40-5523-2, Accounts Receivable, Fees.

First: Nick Massetti
Second: Camille Thompson

The motion was carried unanimously by the members present.

Amend 30-5022-3 Community Rules Violation Panel Charter

Motion: To recommend the Board of Directors amend 30-5022-3, Community Rules Violation (CRV) Panel Charter, and designate it as 13-5022-3.

First: Camille Thompson
Second: Nick Massetti

The motion was carried unanimously by the members present.

The Committee consented to having the chair make minor changes in language before presenting the Policy to the Board.

Amend 30-5093-3 Member Rules of Conduct-Enforcement

Motion: 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.

First: Donna Gambol
Second: Marsha Gerber

The motion was carried unanimously by the members present.

The Committee consented to a work study.

MONTHLY BOARD AGENDA ITEMS

Proposed Capital Expenditures

- i. Operational Analysis Traffic Light: St. Andrews and Golden Rain Rd.
Facilities Chair Massetti confirmed that the Board Action Request for Operational Analysis Traffic Light: St. Andrews and Golden Rain Rd is correct.
- ii. 1.8 Phase 1
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.

Shuffleboard Court Roof Vents

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.

Proposed Reserve Expenditures

- i. Amphitheater Sewer Lift Station Repair
Facilities Chair Massetti confirmed that the Board Action Request for Amphitheater Sewer Lift Station Repair is correct.
- ii. Paving Project Reserve Funding Mayfield
Facilities Chair Massetti requested the Paving Project Reserve Funding Mayfield Board Action Request be revised.
- iii. Replacement of Ice Machine in Clubhouse 2 Kitchen
Member Services Chair C. Thompson confirmed that the Board Action Request for Replacement of Ice Machine in Clubhouse 2 Kitchen is correct.
- iv. Bocce Ball Court Modification
Member Services Chair C. Thompson consented to the corrections to the Board Action request concerning the Bocce Court Modification.

Proposed Operations Expenditure

- i. Three-Year Contract Fire Protection
Facilities Chair Massetti consented to have President Gerber submit a modification of the Fire Protection Services Contract Board Action Request.

STRATEGIC INITIATIVES

Amended Capital Funds Reporting Form

The Committee reviewed the Capital Funds Reporting Form.

Emergency Generator for the Service Maintenance Yard

The Committee consented to table this item and schedule a work study.

FUTURE AGENDA ITEMS:

- a. Amend 40-2115-1 Copy and Supply Services
- b. Amend 40-2115-1 Copy and Supply Services - Fees

NEXT MEETING

Thursday, January 11, 2024, at 10 a.m. in Administration Conference Room A.

ADJOURNMENT

The meeting was adjourned at 11:42 am by Chair Thompson.

Jan 11, 2024
Approved Date

Will Thompson
Approval Signature

William Thompson
Printed Name

