

## ADMINISTRATION COMMITTEE

### Committee Meeting Agenda

Thursday, February 15, 2024, 10:00 a.m.

Conference Room A/Zoom

*This meeting may also be live streamed at [www.lwsb.com](http://www.lwsb.com).*

*The tab will be active 15 minutes prior to the start of the meeting*

*The live streaming uses YouTube live and terminates at the close of the meeting*

#### 1. Call to Order

#### 2. Roll Call/Notice of Quorum

Donna Gambol

Marsha Gerber

Carol Levine

Nick Massetti

Teri Nugent

Camille Thompson

William Thompson – Chair

#### 3. Chair Announcements

##### a. Introduction of Guests and Staff

Jessica Sedgwick, Executive Director

Dave Potter, Executive Manager of Mutual Services

Emma Hurtado, Executive Assistant

##### b. Rules of Order

#### 4. Approval of Minutes

##### a. Minutes of January 11, 2024, Administration Committee (pp.1-5)

#### 5. Member Correspondence/Comments *(Limited to 3 minutes per person if not more than 10 comments)*

#### 6. Supplementary Staff Report

#### 7. Finance Review

##### a. Acceptance of Monthly Financial Statements and Accounts

###### i. December 2023 (pp.7-10)

Proposed Resolution: To accept for audit and forward to the GRF Board the interim financial statements for period ending December 31, 2023, as presented by the Executive Manager and as reviewed by the Administration Committee.

##### b. Investments

###### i. Capital Funds Investment Purchase (pp.11)

###### ii. Reserve Funds Investment Purchase (pp.13)

Proposed Resolution: To recommend the GRF Board authorize the purchase of brokered CDs through US Bank Corp for \$1,202,663 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.

##### c. Revenue and Leases

#### 8. General

#### 9. Governing Documents

##### a. Rescind 40-5580-2 Entry Passes, Fees (pp.15-17)

Proposed Resolution: To rescind 40-5580, Entry Passes - Fees.

- b. Amend 14-5540-1 Contingency Fund (pp.19-24)  
Proposed Resolution: To amend 14-5540-1, Contingency Operating Fund.

#### **10. Monthly Board Agenda Items**

- a. Proposed Capital Expenditures (pp.25)
- b. Proposed Reserve Expenditures (pp.27-28)
  - i. Addition of Cameras to Entrance Gates (pp.29)
  - ii. Site Survey to Design and Replace Wireless Campus Links (pp.31)
- c. Proposed Operations Expenditures (pp.33)
- d. Committee Policies (pp.35-41)

#### **11. Strategic Initiatives**

- a. Review 2023 Year-End Budget, and Reserve & Capital Funding Approaches

#### **12. Next Meeting Date**

- Thursday, March 14, 2024, at 10:00 a.m. – Conference Room A

#### **13. Adjournment**

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Please be courteous and respectful to other members, Board of Directors and representatives from Management at all times. We ask that you do not raise hands or interrupt the Committee or anyone else who may be speaking. **A member not adhering to these protocols and/or who becomes unruly may be asked to leave the meeting. Failure to comply will result in a special hearing with the Board where disciplinary action may be taken.**

**A quorum of the Board may be present at this meeting, no Board business will be discussed. This meeting has been duly noticed. There is no agenda.**



## **GRF ADMINISTRATION COMMITTEE MINUTES**

**January 11, 2024**

The meeting of the Administration Committee was held on Thursday, January 11, 2024, 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

Teri Nugent  
Camille Thompson  
William Thompson – Chair

Absent:

Staff: Jessica Sedgwick, Executive Director  
Dave Potter, Executive Manager of Mutual Services  
Emma Hurtado, Executive Assistant  
Two GRF Members

### **CHAIR'S ANNOUNCEMENTS**

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

The Chair outlined the rules of order.

### **APPROVAL OF MINUTES**

The Administration Committee minutes dated November 16, 2023, were approved as presented.

### **MEMBER CORRESPONDENCE/COMMENTS**

One Member 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. October 2023

Motion: To accept for audit and forward to the GRF Board the interim financial statements for period ending October 31, 2023, as presented by the Executive Manager and reviewed by the Administration Committee.

First: Carol Levine  
Second: Donna Gambol

The motion was carried unanimously.

b. November 2023

Motion: To accept for audit and forward to the GRF Board the interim financial statements for period ending November 30, 2023, as presented by the Executive Manager and reviewed by the Administration Committee.

First: Camille Thompson  
Second: Donna Gambol

The motion was carried unanimously.

#### Investments

a. Capital Funds Investment Purchase

The Committee members reviewed the Capital Funds Investment Purchase as presented in the meeting packet.

b. Reserve Funds Investment Purchase

Motion: To recommend the GRF Board authorize the purchase of brokered CDs through US Bank Corp for up to \$1,202,100, pending resolution of the capital fund contribution, 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: Marsha Gerber

The motion was carried unanimously.

#### **GENERAL - N/A**

#### **GOVERNING DOCUMENTS**

Amend 50-1635-4 Call for GRF Director Candidates

Motion: To recommend the Board of Directors amend 50-1635-4, How to Be a Candidate for the GRF Foundation Board of Directors for Even-Numbered Mutuals Only, changing its title to Call for GRF Board Candidates: Even-Numbered Mutuals Only, and designating the rule as 15-1635-3.

First: Nick Massetti  
Second: Teri Nugent

The motion was carried unanimously.

Amend 50-1636-4 How to be a Candidate for the GRF Board of Directors

Motion: To recommend the Board of Directors amend 50-1636-4, How to Be a Candidate for the GRF Foundation Board of Directors for Even-Numbered Mutuals Only, changing its title to GRF Board Candidate Instructions: Even-Numbered Mutuals Only, and designating the rule as 15-1636-3.

First: Donna Gambol  
Second: Nick Massetti

The motion was carried unanimously.

Amend 13-5025-3 GRF Election Procedures

Motion: To recommend the Board of Directors preliminarily amend 13-5025-3, Golden Rain Foundation Election Procedures, changing its title to Golden Rain Foundation Election Rules, designating the rule as 13-5025-1, and considering its ratification at its meeting on February 27, 2024, after a 28-day notice to the Members.

First: Donna Gambol  
Second: Camille Thompsom

The motion was carried unanimously.

Adopt 10-5028-3 GRF Candidate Guide

Motion: To recommend the Board of Directors adopt 10-5028-3, GRF Board Candidate Guide.

First: Marsha Gerber  
Second: Nick Massetti

The motion was carried unanimously.

Amend 30-5093-1 Authorized Resident (AR) Rules of Conduct

Motion: To recommend the Board of Directors tentatively amend 30-5093-1, Authorized Resident Rules of Conduct, designate it as 13-5093-1, and consider its ratification at its February 27, 2024, meeting, after a 28-day notice to the Members.

First: Donna Gambol  
Second: Camille Thompson

The motion was carried unanimously.

Amend 30-5093-2 Authorized Resident (AR) Rules of Conduct, Non-Compliance with Rules of Conduct – Fines and Penalties

Motion: To tentatively amend 30-5093-2, Authorized Resident Rules of Conduct; Non-Compliance with Rules of Conduct – Fines and Penalties, and designate it as 13-5093-2; change its title to Code of Conduct – Fines and Penalties; and consider its ratification at its February 27, 2024, meeting after a 28-day notice to the Members.

First: Camille Thompson  
Second: Marsha Gerber

The motion was carried was carried unanimously.

Amend 13-5093-3 Code of Conduct Enforcement Procedure

Motion: To recommend the Board of Directors amend 13-5093-3, Code of Conduct Enforcement Procedure, changing language throughout.

First: Camille Thompson  
Second: Donna Gambol

The motion was carried unanimously.

Adopt 10-1937-3 Community Rules Violation Panel and Appeal Procedure

Motion: To recommend the Board of Directors adopt 10-1937-3, Resolution for Community Rules Violations.

First: Donna Gambol  
Second: Camille Thompson

The motion was carried unanimously.

**MONTHLY BOARD AGENDA ITEMS**Proposed Capital Expenditures – N/AProposed Reserve Expenditures

- i. Amphitheater Stage Lighting  
Member Services Vice Chair Camille Thompson confirmed the Amphitheater Stage Lighting motion failed in the Member Services Committee meeting.
- ii. HVAC Unit #5 in Clubhouse One  
Facilities Chair Massetti confirmed the Board Action Request for HVAC Unit #5 in Clubhouse One is correct.

Proposed Operations Expenditure - N/A**STRATEGIC INITIATIVES - N/A**

**FUTURE AGENDA ITEMS:**

- a. Amend 30-5028-3 – GRF Director’s Handbook
- b. Amend 40-5340-1 – Capital Improvement Fund
- c. Amend 40-5540-1 – Contingency Operating Fund

**NEXT MEETING**

Thursday, February 15, 2024, at 10 a.m. in Administration Conference Room A.

**ADJOURNMENT**

The meeting was adjourned at 10:55 am by Chair Thompson.

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Approved Date

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Approval Signature

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Printed Name







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## COMMITTEE ACTION REQUEST

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TO: ADMINISTRATION COMMITTEE  
FROM: EXECUTIVE MANAGER  
SUBJECT: ACCEPTANCE OF THE DECEMBER 2023 FINANCIAL STATEMENTS  
DATE: FEBRUARY 6, 2024  
CC: FILE

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Following a review of the financial statements, in accordance with Policy 40-5115-3 and all applicable sections of the civil code 5500,

**Committee Action Recommended:**

To accept for audit and forward to the GRF Board the interim financial statements for period ending December 31, 2023, as presented by the Executive Manager and as reviewed by the Administration Committee.





December Budget Highlights	
Income YTD	\$22,364,004.82
Expense YTD	\$22,987,198.97
Variance YTD	<b>-\$623,194.15</b>

Account Balances	
Reserve	\$11,682,501.39
Capital	\$1,416,617.55
Unbudgeted Operating	\$45,996.18

**VARIANCES**

Department	GL	Mon. Variance	YTD Variance	Notes
Revenue	Cert Prep - Escrow	<b>-\$3,000</b>	<b>-\$64,500</b>	Escrow YTD less than budget
Revenue	Escrow Recovery	\$12,600	\$92,819	HomeWise Docs
Revenue	Parking Spot	\$538	<b>-\$21,226</b>	AR -RV rental Leases
Revenue	Other Income	\$4,149	\$80,640	Recreation Sales
Revenue	Rental Income	<b>-\$371</b>	<b>-\$8,316</b>	Additional rental contracts and increases.
Revenue	Display Advertising	\$21,738	\$88,693	Inserts moving to Newspaper ads
Revenue	SRO Labor Recovery	<b>-\$40,370</b>	<b>-\$130,728</b>	Less billable hours.
Revenue	News Sales Discounts	<b>-\$1,236</b>	<b>-\$16,068</b>	Onsite sales discounts
HR	Wages & Benefits	<b>-\$186,387</b>	\$73,352	Less permanent staff than budgeted
HR	Continuing Education	<b>-\$290</b>	\$15,684	Less education expense than budgeted
HR	Temp Agency	\$72,241	<b>-\$809,497</b>	Unanticipated temps - ODO in Security
Administration	Office Supplies	<b>-\$3,790</b>	<b>-\$34,269</b>	Home Depot, So Cal Auto/Truck, Alpha Water Systems
Administration	Legal	\$0	\$44,776	\$30k in litigation
Administration	Property & Liability Insurance	<b>\$114,655.38</b>	<b>-\$96,830</b>	Insurance variance due to increased premium

## VARIANCES

Department	GL	Mon. Variance	YTD Variance	Notes
Member Services	Legal-Trust	-\$5,200	-\$24,606	No fee for review past initial contact
Member Services	Legal-Fair Housing	\$2,000	\$23,852	Little expense in 2023
Facilities	Utilities	-\$6,995	-\$149,782	Q1 gas expenses, electricity
Member Services	Election Expense	\$0	-\$81,468	Bylaw amendment & all mutuals
Facilities	Equipment Expense	-\$6,782	-\$34,552	Emergency stop button, swing top trash can, camera, room divider, microphone, umbrella
Facilities	Building Repair	-\$12,835	-\$73,581	Dryout, water pump service CH2, fascia & termite admin, security door repair
Facilities	Equipment Repair	-\$6,691	-\$15,418	General pump, repaired club car, disc brakes & rotors
Facilities	Janitorial	\$6,034	\$78,441	Contract lower than budget
Administration	Other Service Contracts	\$14,457	\$13,512	Reduced water filtration contract & new printer leases
IT	Computer Supplies	\$4,235	-\$18,506	Stock transfer card stock, televic laptop
IT	Other Professional	-\$303	-\$28,451	Billable hours - FTS (server room rebuild) Boyer (Dynamics) ELC (website)
Recreation	Community Entertainment	\$662	\$72,966	Negotiated costs are under budget
Newspaper Printing	Newspaper Printing	\$375	\$1,110	Over budgeted due to inflation and unpredicatability



**COMMITTEE ACTION REQUEST**

TO: ADMINISTRATION COMMITTEE  
 FROM: EXECUTIVE MANAGER  
 SUBJECT: CAPITAL FUNDS INVESTMENT PURCHASE  
 DATE: FEBRUARY 6, 2024  
 CC: FILE

**Investment Activity – December 2023**

<b>Investment Portfolio - All Funds</b>						
12/31/2023						
<b>Financial Institution &amp; Type</b>	<b>Contingency Operating Fund</b>	<b>Reserve Fund</b>	<b>Capital Improvement Fund</b>	<b>General Operating Fund</b>	<b>Total Funds</b>	<b>Uninsured Funds</b>
Morgan Stanley - Cash	-	2,035	-	-	2,035	-
Morgan Stanley - Deposits	-	2,723,330	-	-	2,723,330	-
Morgan Stanley - CDs	-	2,495,000	-	-	2,495,000	-
US Bancorp CDs	-	3,951,438	510,000	-	4,461,438	-
US Bank - Money Market	150,945	2,522,421	1,355,115	154,433	4,182,913	-
<b>Total Funds</b>	<b>150,945</b>	<b>11,694,224</b>	<b>1,865,115</b>	<b>154,433</b>	<b>13,862,682</b>	<b>-</b>
Total Liquid Funds		2,524,455	1,355,115			
Maturing Investments Feb 24		485,000	170,000			
Pending Authorized Purchases		-	-			
Commitments as of 12/31/23		(1,056,792)	(923,054)			
Cushion <sup>1</sup>		(750,000)	(1,000,000)			
<b>Available for Investing</b>		<b>1,202,663</b>	<b>-</b>			

<sup>1</sup>On 7/19/2021, the Finance Committee established a lower liquid threshold of \$1M to be maintained in the capital fund.

**Committee Action Recommended:**

No action recommended at this time.





**COMMITTEE ACTION REQUEST**

TO: ADMINISTRATION COMMITTEE  
 FROM: EXECUTIVE MANAGER  
 SUBJECT: RESERVE FUNDS INVESTMENT PURCHASE  
 DATE: FEBRUARY 6, 2024  
 CC: FILE

**Investment Activity – December 2023**

<b>Investment Portfolio - All Funds</b>						
12/31/2023						
<b>Financial Institution &amp; Type</b>	<b>Contingency Operating Fund</b>	<b>Reserve Fund</b>	<b>Capital Improvement Fund</b>	<b>General Operating Fund</b>	<b>Total Funds</b>	<b>Uninsured Funds</b>
Morgan Stanley - Cash	-	2,035	-	-	2,035	-
Morgan Stanley - Deposits	-	2,723,330	-	-	2,723,330	-
Morgan Stanley - CDs	-	2,495,000	-	-	2,495,000	-
US Bancorp CDs	-	3,951,438	510,000	-	4,461,438	-
US Bank - Money Market	150,945	2,522,421	1,355,115	154,433	4,182,913	-
<b>Total Funds</b>	<b>150,945</b>	<b>11,694,224</b>	<b>1,865,115</b>	<b>154,433</b>	<b>13,862,682</b>	<b>-</b>
Total Liquid Funds		2,524,455	1,355,115			
Maturing Investments Feb 24		485,000	170,000			
Pending Authorized Purchases		-	-			
Commitments as of 12/31/23		(1,056,792)	(923,054)			
Cushion <sup>1</sup>		(750,000)	(1,000,000)			
<b>Available for Investing</b>		<b>1,202,663</b>	<b>-</b>			

<sup>1</sup>On 7/19/2021, the Finance Committee established a lower liquid threshold of \$1M to be maintained in the capital fund.

**Committee Action Recommended:**

I move to recommend the GRF Board authorize the purchase of brokered CDs through US Bank Corp for \$1,202,663 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.







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## BOARD ACTION REQUEST

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**DATE:** FEBRUARY 27, 2024  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** ADMINISTRATION COMMITTEE  
**BOARD ACTION:** RESCIND 40-5580-2, GATE ACCESS – FEES

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**Committee Approval:**

At its February 15, 2024, meeting, the Administration Committee recommended the Board of Directors rescind 40-5580-2, Entry Passes - Fees.

**Background:**

The Board of Directors at its August 22, 2023, meeting voted to accept 10-2000-2, Consolidated Fee Schedule, which enumerated all fee amounts originally listed in 40-5580-2, Entry Passes – Fees. The August Board agenda did not include the motion to rescind the defunct 40-5580-2.

**Fiscal Impact:**

No financial impact.

**Recommendation:**

I move that the Board of Directors rescind 40-5580-2, Entry Passes - Fees.





## SECURITY

### Entry Passes – Fees

#### 1. NO FEES

- 1.1. Initial issuance of annual entry passes for MEMBERS/OWNERS in residence in the unit and Mutual Seventeen MEMBER/OWNERS eligible for entry passes under the provisions of 80-5580-3.
- 1.2. Passes issued to contract workers, vendors, and caregivers.
- 1.3. Renter/Lessees will not be issued annual entry passes.
- 1.4. Yearly passes for Real Estate.

#### 2. LOSS OF PASS

- 2.1. Caregiver  
A lost CAREGIVER pass may be replaced for a **\$20.00** fee, per occurrence.
- 2.2. Real Estate or Escrow Firm Representatives  
A lost pass may be replaced for **\$50.00**. If the pass is lost a second subsequent time, a **\$75.00** fee is charged.

#### 3. REVIEW

All fees are reviewed on an annual basis.

#### Document History

Adopted: 25 Jan 22

**Keywords:** Fees                  Pass                  Caregiver                  Real Estate                  Loss





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## BOARD ACTION REQUEST

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**DATE:** FEBRUARY 27, 2024  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** ADMINISTRATION COMMITTEE  
**BOARD ACTION:** AMEND 14-5540-1, CONTINGENCY OPERATING FUND

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### **Committee Approval:**

At its February 15, 2024, meeting, the Administration Committee recommended the Board of Directors amend 14-5540-1, Contingency Operating Fund.

### **Background:**

The community's annual insurance premium, which is rarely finalized until days before it is due, has long been among the largest lump sum payments the Foundation makes..

In October 2018, the GRF Board of Directors replaced a previous rule titled "The Liability Insurance Fund" with The Contingency Operating Fund, then numbered 40-5540-1. The Contingency Fund's current \$1 million threshold was established in September 2019, when the annual insurance premium totaled \$1.95 million. Counting the 67% single-year increase between 2023 and 2024, the Foundation's insurance premium has risen 180% during the period.

This proposed amendment takes steps to accommodate the realities of the California insurance market within the Foundation's ability to significantly increase its financial cushion. In consultation with the Foundation's professional managers, the Administration Committee proposes that the Foundation increases its flexibility to meet anticipated insurance costs by raising the Contingency Fund's base amount to \$2.5 million over a four-year period.

The proposed changes also reflect that the previous document's stipulation to "maintain" a \$1 million balance in the Fund is poorly expressed, since the Fund typically sinks below that amount in the wake of each year's insurance premium payment. The changes instead mirror the Fund's original and frequent use to absorb the Foundation's annual insurance prepayment, which is currently due on November 30 of each year. The amended language requires the threshold funding to be in place 30 days prior to the annual insurance prepayment date.

### **Fiscal Impact:**

Increasing the required amount in the Contingency Fund will not increase expenditures, but does demand an enhanced marshalling of resources from a variety of revenue sources upon which the Foundation relies.

### **Recommendation:**

I move that the Board of Directors amend 14-5540-1, Contingency Operating Fund.





Contingency Operating Fund

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1. **PURPOSE**

Although it is portion of the general operating fund, the Contingency Operating Fund (the Fund) is reported as a separate fund. Its sole purpose is to cover cash flow situations when the general operating fund’s cash level becomes temporarily insufficient to pay operating expenses.

2. **AUTHORIZED USES OF THE FUND**

- 2.1. Due to a timing issue, a significantly large budgeted expenditure is required to be paid before enough funds have been collected through monthly assessments; or
- 2.2. Due to a timing issue, a significantly large prepaid expense, such as the annual insurance renewal, exceeds available operating funds; or
- 2.3. Due to an unanticipated event when large unbudgeted expenses cause the operating fund to be depleted, the Fund can be used to pay operating expenses, such as an insurance claim deductible, lawsuits, fines enacted by the state or federal government, and liabilities incurred as an employer.

3. **THE FUND WILL BE REGULATED AS FOLLOWS:**

- 3.1. Except in cases of emergency appropriations, the Fund shall maintain a fully liquid balance of \$250,000 at all times.
- 3.2. The Fund shall hold a minimum balance of \$1,000,000 thirty (30) days before the annual insurance premium prepayment for 2025 is due. The Fund shall receive additional annual funding so the contingency fund holds a minimum balance of \$2,500,000 thirty days before the 2029 insurance premium prepayment is due, and an equivalent minimum balance thirty days before the annual insurance payment is due during each subsequent fiscal year.
- 3.3. The Fund’s balance established by sections 3.1 and 3.2 will be reviewed annually by the Administration Committee to determine if it is reasonable within general industry risk and liability trends for the following fiscal year, and recommend any modifications to the Board.
- 3.4. Necessary draws from the Fund under this document’s Sections 2.1 and 2.2 may be determined solely by the Executive Director or the Executive Director’s designee.
- 3.5. Draws from the Fund under Section 2.3 shall require the approval of the Board of Directors.
- 3.6. The Fund shall be replenished using:
  - 3.6.1. General operating funds when the Executive Director determines the withdrawal of such funds would not create a low cash flow situation.



**Contingency Operating Fund**

44 **3.6.2.** Under 14-5528-1, Refund of Excess Income, upon approval of the Board  
45 of Directors.

46 **3.6.3.** Capital Funds upon approval of the Board of Directors.

47 Other source(s) of funding as recommended by GRF Staff and approved by the Board of Directors.

48 **3.7.** GRF staff will report the Fund’s status as part of the monthly financial report  
49 delivered to the Administration Committee.

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**Document History**

Adopted:	23 Oct 18	Amended:	23 Jul 19	Amended:	24 Sep 19
GDC	26 Feb 20				

**Keywords:** Finance      Contingency    Operating      Fund

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Contingency Operating Fund

1. PURPOSE

~~The Contingency Operating Fund (the Fund), a~~ Although it is portion an extension of the general operating fund, the Contingency Operating Fund (the Fund) is reported maintained as a separate fund. Its sole purpose is to cover cash flow situations when ~~the cash levels from~~ the general operating fund's cash level becomes temporarily insufficient to pay ~~cover~~ operating expenses.

~~2.~~ AUTHORIZED USES OF THE FUND

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2.1. Due to a timing issue, a significantly large budgeted expenditure is required to be paid before enough funds have been collected through monthly assessments; or

2.2. Due to a timing issue, a significantly large prepaid expense, such as the annual insurance renewal, ~~is required to be paid when cash demands exceeds~~ s available cash operating funds; or supply.

2.3. ~~In the unlikelihood~~ Due to an of unanticipated event when significantly large unbudgeted expenses ~~causing~~ cause the operating fund to be depleted, the Fund can be used to pay operating expenses, such as an insurance claim deductible, lawsuits, fines enacted by the state or federal government, and liabilities incurred as an employer; ~~the Fund can be used to continue paying normal operating expenses.~~

~~3.~~ THE FUND WILL BE REGULATED AS FOLLOWS:

3.

3.1. Except in cases of emergency appropriations, the Fund shall maintain a fully liquid balance of \$250,000 at all times.

3.2. The Fund shall hold a minimum balance of \$1,000,000 thirty (30) days before the annual insurance premium prepayment for 2025 is due. The Fund shall receive additional annual funding so the contingency fund holds a minimum balance of \$2,500,000 thirty days before the 2029 insurance premium prepayment is due, and an equivalent minimum balance thirty days before the annual insurance payment is due during each subsequent fiscal year.-

~~3.1.~~

3.3. The amount in the Fund's will balance established by sections 3.1 and 3.2 will be reviewed annually during budget study by the GRF Administration Finance Committee with a recommendation to the Board to determine if balance under section 3.1 it is reasonable with in general industry risk and liability trends in the areas of risk and liability for the following fiscal year, and recommend any modifications to the Board.-

~~3.2.~~

3.4. Necessary draws from the Fund under this document's Sections 2.1 and 2.2 will may be determined solely by the Director of Finance Executive Director or the

Contingency Operating Fund



45 ~~Executive Director's designee solely to meet with provisions under 2.1 and 2.2 of~~  
46 ~~this governing document.~~

47 ~~3.3.~~

48 ~~3.4.3.5.~~ Necessary ~~d~~Draws from the Fund under ~~S~~section 2.3, shall require the  
49 approval of the Board of Directors.

50 ~~3.5. The Fund shall be replenished using:~~

51 3.6. The Fund shall be replenished using:

52 3.6.1. General operating funds when the Executive Director determines the  
53 withdrawal of such~~the general operating funds~~ ~~has enough funds to do~~  
54 ~~so without~~would not ~~creat~~ing a low cash flow situation ~~as determined by~~  
55 ~~the Director of Finance.~~

56 3.6.2. Under ~~4014-5528-1, Refund of Excess Income,~~ upon approval of the  
57 Board of Directors.

58 3.6.3. Capital Funds upon approval of the Board of Directors.

59 ~~3.6.4.~~ Other source(s) of funding as recommended by GRF Staff and approved by the  
60 Board of Directors.  
61 \_\_\_\_\_

62  
63 3.7. GRF staff~~The Director of Finance~~ will report the Fund's ~~status of this fund monthly~~  
64 as part of the monthly financial report delivered to the ~~members of the~~  
65 Administration~~Finance~~ Committee.  
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Document History

Adopted: 23 Oct 18 Amended: 23 Jul 19 Amended: 24 Sep 19  
GDC 26 Feb 20

Keywords: Finance Contingency Operating Fund

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## COMMITTEE PROJECT REPORT - CAPITAL FUNDING

PROJECT NAME	Comm. Approval	On ADMIN Agenda	Action Request Complete	ADMIN Vets Action Request	On BoD Agenda	Supporting Materials in Packet	BoD Approval
Radar Speed Signs	X	X	X	X	X	X	X
Engineering Inquiry for EV Stations	X	X	X	X	X	X	X
Real Estate Sales Sign	X	X	X	X	X	X	X
Speed Cushions Change Order	X	X	X	X	X	X	X
Bocce Ball Court Remodel	X	X	X	X			
Clubhouse Two, Card and Game Room Renovation	X	X	X	X	X	X	
Electric Vehicle Charging Stations Plan Check Package Service Maintenance Yard	X	X	X	X	X	X	X
Library Replacement of Flooring and Painting Interior and Exterior	X	X	X	X	X	X	X
Operational Analysis Traffic Light St. Andrews and Golden Rain Rd.	X	X	X	X	X	X	X
1.8 Phase 1	X	X	X	X	X	X	X
Shuffleboard Court Roof Vents	X	X	X	X	X	X	X



## COMMITTEE PROJECT REPORT - RESERVE FUNDING

PROJECT NAME	Comm. Approval	On ADMIN Agenda	Action Request Complete	ADMIN Vets Action Request	On BoD Agenda	Supporting Materials in Packet	BoD Approval
Clubhouse 4 Piano	X	X	X	X	X	X	X
HVAC Unit in News Office	X	X	X	X	X	X	X
Elevator Cab Remodel	X	X	X	X	X	X	X
Rubberized Walking Path to the Bridge at the Golf Course	X	X	X	X	X	X	X
HVAC Reroute Administration Office	X	X	X	X	X	X	X
Channel Fence Replacement Phase One	X	X	X	X	X	X	X
Clubhouse One Renovations	X	X	X	X	X	X	X
Kilns at Lapidary	X	X	X	X	X	X	X
Replace Unit Twelve in Clubhouse Two	X	X	X	X	X	X	X
Amphitheater Sewer Lift Station Repair	X	X	X	X	X	X	X
Paving Project Reserve Funding Mayfiled	X	X	X	X	X	X	X
Replacement of Ice Machine in Clubhouse 2 Kitchen	X	X	X	X	X	X	X
Bocce Ball Court Modification	X	X	X	X	X	X	X
Amphitheater Stage Lighting	/	/	/	/	/	/	/

## COMMITTEE PROJECT REPORT - RESERVE FUNDING

HVAC Unit #5 in Clubhouse One	X	X	X	X	X	X	X	X
Addition of Cameras to Entrance Gates	X	X	X	X				
Site Survey to Design and Replace Wireless Campus Links	X	X	X	X				



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## BOARD ACTION REQUEST

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**DATE:** FEBRUARY 27, 2024  
**TO:** BOARD OF DIRECTORS  
**FROM:** OPERATIONS COMMITTEE  
**BOARD ACTION:** RESERVE FUNDING REQUEST: ADDITION OF CAMERAS TO ENTRANCE GATES

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### **Committee Approval:**

On February 8, 2024, the Operations Committee approved to recommend to the Board the purchase of nine cameras for the entry gates from the Reserve Funding and authorize the President to sign the contract.

### **Background:**

Multiple residents have broken the barrier arms after not adhering to instructions to stop. There are also several instances where residents or guests of residents have verbally abused the attendants with extremely foul and inappropriate language and behavior.

GRF would like to add nine cameras to the existing camera system at the gates to monitor the gate arms and serve as evidence when gate runners break away the arms, as well as attendant/visitor interactions. Three cameras each at the North Gate, Main Gate, and St. Andrews Gate.

### **Fiscal Impact:**

Funding from Reserves. \$4,500 for nine cameras.

### **Recommendation:**

To approve the purchase of nine cameras for the entry gates from the Reserve Funding and authorize the President to sign the contract.







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## BOARD ACTION REQUEST

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**DATE:** FEBRUARY 27, 2024  
**TO:** BOARD OF DIRECTORS  
**FROM:** OPERATIONS COMMITTEE  
**BOARD ACTION:** RESERVE FUNDING REQUEST: SITE SURVEY TO DESIGN AND REPLACE WIRELESS CAMPUS LINKS

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### **Committee Approval:**

On February 8, 2024, the Operations Committee approved to recommend to the Board approve the quote for Alpha Omega to perform a site survey and provide a design for the replacement of the wireless campus links from the Reserve Funding and authorize the President to sign the contract.

### **Background:**

GRF currently pays a monthly fee of \$1,875/mo to FTS to provide and maintain wireless campus links between buildings. The equipment in use is over eight years old and is not securely mounted to the buildings, both of which cause frequent outages and latency of communications between the buildings.

This site survey will provide GRF with a detailed design and information to formalize a quote for the replacement of the wireless campus links. The new antennas will operate at a different frequency range, less susceptible to interference, and operate at much higher speeds to support the technology GR

### **Fiscal Impact:**

Funding from Reserves. \$2,950 (See Attached Quote). 50% Refund if Alpha Omega is used for installation.

### **Recommendation:**

To approve the quote for Alpha Omega to perform a site survey and provide a design for the replacement of the wireless campus links from the Reserve Funding and authorize the President to sign the contract.



## COMMITTEE PROJECT REPORT - OPERATIONS FUNDING

PROJECT NAME	Comm. Approval	On ADMIN Agenda	Action Request Complete	ADMIN Vets Action Request	On BoD Agenda	Supporting Materials in Packet	BoD Approval
Sewer Preventative Maintenance Three-Year Contract	X	X	X	X	X	X	X
Three-Year Contract Fire Protection	X	X	X	X	X	X	X



## COMMITTEE PROJECT REPORT - POLICIES

PROJECT NAME	On Comm. Agenda	Gov Doc. Draft	Comm. Approval	On ADMIN Agenda	Action Request Complete	ADMIN Vets Action Request	On BoD Agenda	Supporting Materials in Packet	Board Action	Final BoD Approval	Rule in Gov. Docs	Rule in Website	Internal Procedures Developed	Implemented
10-2000-2 (section 2.4) - Consolidated Fees	X	X	X	X	X	X	X	X	28-Day Notice	X	X	X	X	X
10-2000-2 (section 1.1 and 1.2) - Consolidated Fees	X	X	X	X	X	X	X	X	28-Day Notice	X	X	X	X	X
40-3323-3 - Disposition of Surplus Equipment	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	X
40-2230-3 - Authorized Signatories	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	X
70-1406-2 Limitations on Use of Trust Property		X												
70-1411-1 Facility Reservations		X												
30-1021-1 - Posting Signs on Trust Property	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	X

## COMMITTEE PROJECT REPORT - POLICIES

PROJECT NAME	On Comm. Agenda	Gov Doc. Draft	Comm. Approval	On ADMIN Agenda	Action Request Complete	ADMIN Vets Action Request	On BoD Agenda	Supporting Materials in Packet	Board Action	Final BoD Approval	Rule in Gov. Docs	Rule in Website	Internal Procedures Developed	Implemented
40-5506-3 – Request for Proposal Requirements	X	X	X	X	X	X	X	X	Return to Committee	ON HOLD				
40-3326-1 – Purchasing	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	X
Rescind 40-3325-1 – Purchasing of Non-Standard Items	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	/	/	/	/
30-1001-5 – Glossary of Terms	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	X
30-5604-3 – Publication of Board Minutes	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	X
Rescind 40-5523-2 – Returned Check Fees														
Rescind 40-3324-2 – Purchasing Fees	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	/	/	/	/

## COMMITTEE PROJECT REPORT - POLICIES

PROJECT NAME	On Comm. Agenda	Gov Doc. Draft	Comm. Approval	On ADMIN Agenda	Action Request Complete	ADMIN Vets Action Request	On BoD Agenda	Supporting Materials in Packet	Board Action	Final BoD Approval	Rule in Gov. Docs	Rule in Website	Internal Procedures Developed	Implemented
20-5585-1 - Advertising Policy	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	X
Amend 40-5520-1 - Reserves	X	X	X	X	X	X	X	X	Return to Committee					
Rescind 40-5522-3 - Safe Deposit Boxes	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	/	/	/	/
Amend 40-5061-2 - Fees	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	X
Amend 40-3182-2 - Member/Owners and Renter/Lessee Fines - Fees and Deposits	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	X
Amend 10-2000-2 - Consolidated Fee Schedule	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	X
Revise 60-5504-1 - Insurance Requirements	X	X	X	X	X	X	X	X	Board Preliminary Approval					

## COMMITTEE PROJECT REPORT - POLICIES

PROJECT NAME	On Comm. Agenda	Gov Doc. Draft	Comm. Approval	On ADMIN Agenda	Action Request Complete	ADMIN Vets Action Request	On BoD Agenda	Supporting Materials in Packet	Board Action	Final BoD Approval	Rule in Gov. Docs	Rule in Website	Internal Procedures Developed	Implemented
Amend 30-5026-1 - GRF Election of Officers	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	X
Amend 30-5020-1 - Organization of the Board	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	X
Rescind 30-5024-1 - Committee Structure	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	X
Rescind 30-5101-3 - Limitation of Term-GRF Officers	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	/	/	/	/
Review 40-2244-3 - Reconciliation of Annual Financial Statement	X	X	X	X	X	X	/	/		/				
Review 40-5523-1 - Accounts Receivable Collections	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	X



## COMMITTEE PROJECT REPORT - POLICIES

PROJECT NAME	On Comm. Agenda	Gov Doc. Draft	Comm. Approval	On ADMIN Agenda	Action Request Complete	ADMIN Vets Action Request	On BoD Agenda	Supporting Materials in Packet	Board Action	Final BoD Approval	Rule in Gov. Docs	Rule in Website	Internal Procedures Developed	Implemented
Rescind 40-5523-2 - Accounts Receivable – Fees	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	X
Amend 30-5022-3 - Community Rules Violation Panel Charter	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	X
Review 30-5093-3 Member Rules of Conduct	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	X
Amend 13-1635-4 Call for GRF Director Candidates	X	X	X	X	X	X	X	X	Board Preliminary Approval	X				
Amend 50-1636-4 How to be a Candidate for the GRF BoD	X	X	X	X	X	X	X	X	Board Preliminary Approval	X				
Adopt 10-5028-3 GRF Candidate Guide	X	X	X	X	X	X	X	X	Board Preliminary Approval	X				

## COMMITTEE PROJECT REPORT - POLICIES

PROJECT NAME	On Comm. Agenda	Gov Doc. Draft	Comm. Approval	On ADMIN Agenda	Action Request Complete	ADMIN Vets Action Request	On BoD Agenda	Supporting Materials in Packet	Board Action	Final BoD Approval	Rule in Gov. Docs	Rule in Website	Internal Procedures Developed	Implemented
Amend 30-5093-1 AR Rules of Conduct	X	X	X	X	X	X	X	X	Return to Committee					
Amend 30-5093-2 AR Rules of Conduct, Non-Compliance with Rules of Conduct - Fines & Penalties	X	X	X	X	X	X	X	X	28-Day Notice					
Amend 30-5093-3 Code of Conduct Enforcement Procedure	X	X	X	X	X	X	X	X	Return to Committee					
Adopt 10-1937-3 Community Rules Violation Panel and Appeal Procedure	X	X	X	X	X	X	X	X	28-Day Notice					
Rescind 40-5580-2 Entry Passes, Fees	X	X												

## COMMITTEE PROJECT REPORT - POLICIES

PROJECT NAME	On Comm. Agenda	Gov Doc. Draft	Comm. Approval	On ADMIN Agenda	Action Request Complete	ADMIN Vets Action Request	On BoD Agenda	Supporting Materials in Packet	Board Action	Final BoD Approval	Rule in Gov. Docs	Rule in Website	Internal Procedures Developed	Implemented
Amend 14-5540-1 Contingency Operating Fund	X	X												