



## **MUTUAL ADMINISTRATION COMMITTEE MINUTES**

Administration Conference Room B

Tuesday, August 15, 2017

9:00 AM

### **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The meeting of the Mutual Administration Committee was called to order by Chair Hopewell at 9:00 a.m., on Tuesday, August 15, 2017, in Conference Room B. Mrs. Reed led the Committee in the Pledge of Allegiance.

### **ROLL CALL**

Present:	Ms. S. Hopewell, Chair	Mr. P. Moore
	Ms. L. Stone, Ex-Officio	Mrs. J. Reed
	Ms. R. Winkler	Ms. P. Snowden
	Mr. R. Stone	Ms. K. Rapp

Staff and	Mr. R. Ankeny, Executive Director (arrived at 9:27 a.m.)
Guests:	Ms. C. Miller, Director of Finance
	Ms. J. Hopkins, Mutual Administration Director
	Ms. B. Fernandez, Mutual Administration Manager
	Ms. N. Ray, Stock Transfer Supervisor
	Ms. B. Meacham, Stock Transfer Assistant
	Mrs. K. Aquino, Recording Secretary
	Three shareholder/members

In accordance with California Civil Code Section 4090, please be advised that a quorum of the Golden Rain Foundation (GRF) Board of Directors (BOD) is present at today's posted meeting. The business of the Mutual Administration Committee will be conducted in accordance with the agenda. As a quorum of the board is present, this meeting will be conducted as a committee meeting *and* a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF BOD at its regular Board meeting on the 4<sup>th</sup> Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member comment period, not to exceed three minutes, as set forth in Policy 5610, Participation by Foundation Members. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes at the next Committee meeting.

## **CHAIR'S ANNOUNCEMENTS**

The Chair welcomed the Committee Members, guests and staff, including GRF President Linda Stone, Executive Director Randy Ankeny, Mutual Administration Director Jodi Hopkins, Mutual Administration Manager Blessilda Fernandez, Stock Transfer Supervisor Nancy Ray, Stock Transfer Assistant Belinda Meacham, and Recording Secretary Kheara Aquino. She requested that members exhibit an appropriate amount of decorum and turn off cell phones.

## **MINUTES**

The Chair declared the regular meeting minutes of July 11, 2017, approved, as written.

## **SHAREHOLDER COMMENTS**

No shareholder/member spoke on today's Committee agenda items.

## **CORRESPONDENCE**

The Committee reviewed correspondence regarding email consent forms at close of escrow.

## **STAFF REPORTS**

In the Community Facilities Manager's absence the open SRO Report was submitted.

## **UNFINISHED BUSINESS**

### ID card Project Update

Mutual Administration Director Hopkins and Stock Transfer Assistant Meacham provided an update on the completion of the ID Card Project.

### Review/Approval – Glossary of Terms

The Glossary of Terms was deferred to the next Committee Meeting due to pending suggestions not yet included that were previously submitted by Committee members and Mutual Presidents.

### Draft 2018 Budget Cost, Centers 33 and MAC

The Committee discussed the draft 2018 Budget for Cost Centers 33 and MAC.

Ms. Reed MOVED, seconded by Ms. Rapp and carried unanimously by the Committee members,

**TO** recommend to the Finance Committee the acceptance of the  
proposed 2018 operating budget for Cost Centers 33 – Stock  
Transfer and MAC – Mutual Administration.

The motion was carried unanimously by Committee members present.

Renumbering Sub-Committee

The Committee concurred to bring this item back for further review in September.

**NEW BUSINESS**

Proposed FAQ

The Committee discussed Proposed FAQs at previous work study and felt these would be covered in the final product submitted by the LW Video for New Buyers and Realtors Sub-Committee. At the Committee Meeting, Mr. Ankeny stated he would like to include the FAQs in the new Realtors Guide to convey a better understanding of the LW Community.

Equipment Replacement – Tri-Fold Machine

Ms. Snowden MOVED, seconded by Ms. Rapp and carried unanimously by the Committee members,

**TO** recommend to the Finance Committee the replacement of the Tri-Fold Machine, in accordance with Policy 5520-31-Reserves, as a non-scheduled reserve expenditure, in an amount not to exceed \$2,700.

The motion was carried unanimously by Committee members present.

**POLICIES**

Review of Policy 5061-31 – Fees

The Committee discussed Policy 5061-31, Fees.

Ms. Snowden MOVED, seconded by Ms. Winkler and carried unanimously by the Committee members,

**TO** recommend to the Finance Committee and the Board approve the amendment of Policy 5061-31, Fees, to waive the \$250 certificate processing fee when a deceased shareholder is removed from title within ninety (90) days of death.

**POLICIES (continued)**

The motion was carried with five "yes" votes (Hopewell, Winkler, Snowden, R. Stone) and two "no votes (Reed, Rapp).

**Review of Policy 5165 – MAC, Mutual Administration Committee**

Chair to updated Policy 5165 – MAC, Mutual Administration Committee, and bring this item back to Committee for further review in September.

**STAFF REPORTS**

The Mutual Administration Manager presented the Budget Variance Report inclusive through July 2017.

The Stock Transfer Assistant presented her reports.

The Mutual Administration Director presented her reports.

The Executive Director spoke on various topics throughout the meeting.

**MEMBER COMMENTS**

Several shareholder/members spoke on various items related to the purview of the Committee.

**PRESIDENTS COMMENTS**

President Stone stated that it was a great meeting and a lot of things are accomplished during the MAC Committee meeting.

**COMMITTEE MEMBER COMMENTS**

Six Committee members spoke on the proceedings of the Committee meeting.

**CHAIR'S COMMENTS**

The Chair thanked committee members, staff and guests for attending

**ADJOURNMENT**

The Chair adjourned the meeting at 10:34 a.m.

A handwritten signature in blue ink, appearing to read "S. Hopewell", is written over a horizontal line.

Ms. S. Hopewell, Chair  
Golden Rain Foundation  
kla 08.17.17



**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE MUTUAL ADMINISTRATION  
COMMITTEE MEETING ON AUGUST 15, 2017**

**ACTIONS:**

- Chair Hopewell declared the minutes of the regular meeting of July 11, 2017, approved, as presented;

**MOTIONS:**

- **TO** recommend to the Finance Committee the acceptance of the proposed 2018 operating budget for Cost Centers 33 – Stock Transfer and MAC – Mutual Administration.
- **TO** recommend to the Finance Committee the replacement of the Tri-Fold Machine, in accordance with Policy 5520-31-Reserves, as a non-scheduled reserve expenditure, in an amount not to exceed \$2,700.
- **TO** recommend to the Finance Committee and the Board approve the amendment of Policy 5061-31, Fees, to waive the \$250 certificate processing fee when a deceased shareholder is removed from title within ninety (90) days of death.