



MUTUAL ADMINISTRATION MINUTES
October 11, 2016

The meeting of the Mutual Administration Committee was called to order at 1:00 p.m. by Chair Rapp and was held on Tuesday, October 11, 2016, in the Administration Conference Room, followed by the Pledge of Allegiance.

ROLL CALL

Present:	Ms. K. Rapp	Mr. P. Moore
	Ms. S. Hopewell, Vice Chair	Mrs. J. Reed
	Mrs. M. Greer	Ms. P. Snowden
	Mr. B. Lukoff	Mrs. C. Damoci, Ex-Officio

Also Present: Mr. R. Ankeny, Executive Director
Ms. J. Hopkins, Mutual Administration Director
Mr. J. Guerrero, Security Chief
Mr. R. Gonzalez, Facilities Manager
Mr. R. Stone, GRF Representative, Mutual One
Ms. L. Stone, GRF Representative, Mutual Three
Mr. P. Hood, GRF Representative, Mutual Five
Mrs. L. Whitlock, Administrative Secretary
Four Shareholders/Foundation Members

There being no objections, Chair Hood declared the reading of the Quorum Notification be dispensed with by unanimous consent.

The Chair stated that in accordance with California Civil Code Section 4090, please be advised that a quorum of the GRF Board of Directors is present at today's posted meeting. The business of the Finance 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 Board of Directors at its regular Board meeting on the 4th 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 in November, 2016.

CHAIR'S ANNOUNCEMENTS

Chair Rapp welcomed the Committee Members, guests and staff, including GRF President Carole Damoci; Executive Director, Randy Ankeny; Facilities Manager, Ruben Gonzalez; and Recording Secretary, Laura Whitlock. She also requested that members exhibit an appropriate amount of decorum and turn off cell phones.

APPROVAL OF MINUTES

The minutes of the Mutual Administration Committee meeting of September 13, 2016, were approved with corrections.

SHAREHOLDER COMMENTS

Two shareholders/members spoke on today's Committee agenda items.

CORRESPONDENCE

One piece of correspondence was received, read and discussed by the Committee from Ms. Donna Hughes regarding guest passes.

STAFF REPORTS

The Mutual Administration Director presented reports for the month of October.

The Community Facilities Manager presented the open SRO Report.

The Executive Director presented the budget variance reports.

OLD BUSINESS

Pet Policy Update

It is the consensus of the Committee for the Policy Re-write Committee continue working on the Pet policy. An update to be provided to this Committee at the next meeting.

Renewable Leisure World ID Card

It is the consensus of the Committee to forward the Renewable Leisure World ID Card item to the Community Access Ad Hoc Committee for further review and development.

Document Updates

The Stock Transfer Disclosure Updates are not yet ready for the Committee's review. Will bring back at next month's meeting.

Review of Policies

Chair Rapp reported Policies 1400-33, Co-Occupants and Qualified Permanent Residents; 1801-33, Qualified Permanent Resident & Co-Occupant Agreements; 1802-33, Qualified Permanent Resident Agreement and 1804-33, Request for Additional Occupancy Entry are still under review with our attorney. Will provide update at our next Committee meeting.

NEW BUSINESS

Advisability of GRF President Approval Mutual Escrow Documents

GRF President confirmed her signature on Mutual Escrow documents is not for the approval of individual moving in, but confirming eligibility for membership.

POLICIES

Amend Policy 5536.1-31, Gate Passes

Mr. Lukoff Motioned, seconded by Mrs. Reed –

TO recommend to the GRF BOD the tentative amendment of Policy 5536.1-33, Gate Passes, to reflect that the following: 1) the inheritor's service pass should be no charge; 2) an increase in fees, amending replacement of Lost Caregiver Passes fee to \$20; 3) Realtor pass should include photo with a fee of \$10; 4) additional line item for realtor replacement pass fee \$25; duplicating and/or photo-copying of passes is prohibited; 5) additional line item for second replacement pass fee of \$50 for realtors; establishment of new fees, pending a minimum 30-day notification to the membership, and a final decision on December 27, 2016.

Motioned unanimously carried by Committee members present.

PRESIDENT'S COMMENTS

GRF President had no comments.

SHAREHOLDER COMMENTS

Two shareholders/members spoke on various items pertaining to the Committee's area of purview.

COMMITTEE MEMBERS COMMENTS

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

Chair's Comments

Chair Rapp thanked committee members, staff and guests for attending and participating in the meeting. The next scheduled meeting of the Mutual Administration Committee will be Tuesday, November 8, 2016.

ADJOURNMENT

Chair Rapp adjourned the meeting at 2:16 p.m.

A handwritten signature in cursive script, appearing to read "Kathleen Rapp", is written over a horizontal line.

Kathleen Rapp, Chair

MUTUAL ADMINISTRATION COMMITTEE

law 10.18-16

RECAP OF MOTIONS AND ACTIONS TAKEN AT THE FINANCE COMMITTEE MEETING

MOTIONS

- There being no objections, Chair Rapp declared the reading of the Quorum Notification be dispensed with by unanimous consent.
- The minutes of the Mutual Administration Committee meeting of September 13, 2016, were approved with corrections.
- **TO** recommend to the GRF BOD the tentative amendment of Policy 5536.1-33, Gate Passes, to reflect that the following: 1) the inheritor's service pass should be no charge; 2) an increase in fees, amending replacement of Lost Caregiver Passes fee to \$20; 3) Realtor pass should include photo with a fee of \$10; 4) additional line item for realtor replacement pass fee \$25; duplicating and/or photocopying of passes is prohibited; 5) additional line item for second replacement pass fee of \$50 for realtors; establishment of new fees, pending a minimum 30-day notification to the membership, and a final decision on December 27, 2016.

ACTIONS

- It is the consensus of the Committee for the Policy Re-write Committee continue working on the Pet policy. An update to be provided to this Committee at the next meeting.
- It is the consensus of the Committee to forward the Renewable Leisure World ID Card item to the Community Access Ad Hoc Committee for further review and development.
- The Stock Transfer Disclosure Updates are not yet ready for the Committee's review. Will bring back at next month's meeting.
- Chair Rapp reported Policies 1400-33, Co-Occupants and Qualified Permanent Residents; 1801-33, Qualified Permanent Resident & Co-Occupant Agreements; 1802-33, Qualified Permanent Resident Agreement and 1804-33, Request for Additional Occupancy Entry are still under review with our attorney. Will provide update at our next Committee meeting.
- GRF President confirmed her signature on Mutual Escrow documents is not for the approval of individual moving in, but confirming eligibility for membership.
- Meeting adjourned at 2:16 p.m.