



## **MUTUAL ADMINISTRATION COMMITTEE MINUTES**

Administration Conference Room B

Tuesday, September 13, 2016

1:00 PM

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

The meeting of the Mutual Administration Committee was called to order by Chair Rapp at 1:00 p.m., on Tuesday, September 13, 2016, in Conference Room B. Ms. Rapp led the Committee in the Pledge of Allegiance.

### **ROLL CALL**

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

Staff and	Mr. R. Ankeny, Executive Director
Guests:	Mr. R. Gonzalez, Facilities Manager
	Mrs. D. Bennett, Recording Secretary
	Mrs. L. Perrotti, GRF Representative, Mutual One
	Mr. R. Stone, GRF Representative, Mutual One
	Ms. P. Snowden, GRF Representative, Mutual Two
	Ms. L. Stone, GRF Representative, Mutual Three
	Eleven 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 if 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 Carole Damoci, Executive Director Randy Ankeny, Facilities Manager Ruben Gonzalez, and Recording Secretary Deanna Bennett. She also announced that GRF BOD member Paula Snowden has accepted an invitation to sit on the Mutual Administration Committee. Committee members were requested to exhibit an appropriate amount of decorum and turn off cell phones.

## **MINUTES**

The Chair declared the regular meeting minutes of August 9, 2016, approved, as written.

## **SHAREHOLDER COMMENTS**

One shareholder/member spoke on today's Committee agenda items.

## **CORRESPONDENCE**

No correspondence was received by the Committee.

## **STAFF REPORTS**

The Community Facilities Manager presented the open SRO Report.

The Executive Director presented the budget variance reports.

## **UNFINISHED BUSINESS**

Pet Policy – Update: Addition of Service Animals and ESAs.

The Mutual Administration Committee recommended that the Golden Rain Foundation (GRF) Board of Directors (BOD) approve amendment of Policy 7501-Pet Ownership, as suggested by corporate counsel.

Mr Lukoff MOVED, seconded by Mr. Moore -

**TO** amend Policy 7501-Pet Ownership

The motion failed with six no votes (Greer, Hopewell, Moore, Rapp, Reed, and Snowden.)

The Committee concurred to accept President Damoci's offer to revise the policy, extracting the portions pertaining to the Mutual Corporations.

Renewable Leisure World ID Card

The Committee concurred to review this topic at the next Committee meeting.

### Board of Directors Reference Guide

The Mutual Administration Committee recommended that the Golden Rain Foundation (GRF) Board of Directors (BOD) approve the Board of Directors Reference Guide for distribution to the Mutual Boards of Directors.

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

**TO** recommend the GRF BOD approve the Board of Directors Reference Guide for distribution to the Mutual Boards of Directors.

### Stock Transfer Disclosures Update

Corporate Counsel is reviewing the disclosures.

### Bereavement Work Book

The Mutual Administration Committee recommended that the Golden Rain Foundation (GRF) Board of Directors (BOD) approve the Board of Directors Reference Guide for distribution to shareholder/members.

Ms. Rapp MOVED, seconded by Mr. Moore –

**TO** recommend the GRF BOD approve the Bereavement Work Book for distribution to shareholder/members with an amendment removing “scooter” and changing “cart” to “car” on page 8, under topic sixteen: “Car, golf cart, scooter, RV and all vehicle disposal”.

Seven Committee members, the Executive Director and three shareholder/members spoke on the motion. The Chair of the Bereavement Work Book Subcommittee acknowledged her fellow subcommittee members Paula Snowden and Kathy Rapp for their hard work on the project.

The motion was carried unanimously by the Committee members.

Update of Attorney Review of 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 Occupant Entry

Corporate counsel is reviewing the documents.

### **NEW BUSINESS**

Advisability of GRF President Approving Mutual Escrow Documents

Corporate Counsel will be consulted on this matter.

## **POLICIES**

### **Amend Policy 1201-33, Photo ID Cards**

At its meeting on August 16, 2016, the Finance Committee reviewed potential revenue increases in fee rates for services provided by the Stock Transfer Office. The Finance Committee concurred to forward Policy 1201-33, Photo ID Cards, back to the Mutual Administration Committee for approval.

The proposed fees reflect a potential revenue increase from this policy change of more than \$1,200, annually.

If the Mutual Administration Committee wishes to proceed with the proposed fee changes, it is suggested the Committee recommend the tentative amendment of Policy 1201-33, Photo ID Cards to the Golden Rain Foundation Board of Directors at its meeting in September, with final adoption scheduled for November.

If amended, the policies and fee changes will go into effect January 1, 2017.

Ms. Rapp MOVED, seconded by Mrs. Reed–

**TO** recommend the GRF BOD approve the tentative amendment of Policy 1201-33, Photo ID Cards, to reflect an increase from \$10 to \$20 for the replacement of a lost ID card (first loss) and an increase from \$15 to \$30 for the replacement of a lost ID card subsequent losses within 24 months of first loss).

Five Committee members, the Executive Director and two shareholder/members spoke on the motion.

The motion was carried unanimously by the Committee members.

### **Amend Policy 5536.1-33, Guest Passes**

At its meeting on August 16, 2016, the Finance Committee voted to recommend the GRF Board of Directors amend Policy 5536.1-33, Guest Passes, changing the cost from \$5 to \$10 per pass. Also at that meeting, the Committee reviewed other additional revenue sources, including proposed fee changes concerning Policy 5536.1-33, Gate Passes.

For ease of amendment, it is recommended that the draft of Policy 5536.1-33, Gate Passes, include all suggested changes, including the addition of new fees.

The proposed fees reflect a potential revenue increase from this policy change of more than \$21,000 annually.

If the Mutual Administration Committee wishes to proceed with the proposed fee changes, it is suggested the Committee recommend the tentative amendment of Policy 5536.1-33, Gate Passes to the Golden Rain Foundation Board of Directors at its meeting in September, with final adoption



scheduled for November.

If amended, the policies and fee changes will go into effect January 1, 2017.

Ms. Rapp MOVED, seconded by Mr. Moore -

**TO** recommend the GRF BOD approve the tentative amendment of Policy 5536.1-33, Gate Passes, to reflect an increase in fees and the establishment of new fees, pending a minimum 30-day notification to the membership, and a final decision on November 22, 2016.

Mr. Lukoff MOVED, seconded by Ms. Snowden and carried unanimously by the Committee members -

**TO** recommend the GRF BOD approve the tentative amendment of Policy 5536.1-33, Gate Passes, to reflect an increase in fees, amending replacement of Lost Caregiver Passes fee to \$20 and the establishment of new fees, pending a minimum 30-day notification to the membership, and a final decision on November 22, 2016.

#### Amend Policy 5061-31, Fees

At its meeting on August 16, 2016, the Finance Committee reviewed potential revenue increases in fee rates for services provided by the Stock Transfer Office. The Finance Committee concurred to forward Policy 5061-31, Fees, back to the Mutual Administration Committee for approval.

The proposed fees reflect a potential revenue increase from this policy change of more than \$55,000 annually.

If the Mutual Administration Committee wishes to proceed with the proposed fee changes, it is suggested the Committee recommend the tentative amendment of Policy 5061-31, Fees to the Golden Rain Foundation Board of Directors at its meeting in September, with final adoption scheduled for November.

If amended, the policies and fee changes will go into effect January 1, 2017.

MS. Rapp MOVED, seconded Ms. Hopewell—

**TO** recommend the GRF Board approve the tentative amendment of Policy 5061-31, Fees, to reflect an increase in fees and the establishment of new fees, pending a minimum 30-day notification to the membership, and a final decision on November 22, 2016.

Two Committee members and the Executive Director spoke on the motion.

The motion was carried unanimously by the Committee members.

#### **STAFF REPORTS**

The Executive Director presented the Mutual Administration Director's report, as attached.

The Executive Director offered no further comments than those made during the Committee meeting.

### **PRESIDENTS COMMENTS**

The President reminded the Committee and shareholder/members of the District Two City of Seal Beach City Council candidates' forum on September 22 and two Town Hall meetings on September 29 regarding proposed GRF policy revisions on parking citations: fines and due process.

### **MEMBER COMMENTS**

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

### **COMMITTEE MEMBER COMMENTS**

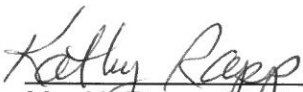
Six Committee members spoke on the proceedings of the Committee meeting.

### **CHAIR'S COMMENTS**

The Chair thanked committee members, staff and guests for attending and participating in the meeting. The next scheduled meeting of the Mutual Administration Committee will be Tuesday, October 11, 2016.

### **ADJOURNMENT**

The Chair adjourned the meeting at 2.47p.m.

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

Ms. K. Rapp, Chair  
Mutual Administration  
dfb/09.13.16

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE MUTUAL ADMINISTRATION  
COMMITTEE MEETING ON SEPTEMBER 13, 2016**

**ACTIONS:**

- Chair Rapp declared the minutes of the regular meeting of August 9, 2016, approved, as presented;
- The Committee concurred to accept President Damoci's offer to revise Policy 7501-Pet Ownership.

**MOTIONS:**

- **TO** recommend the GRF BOD approve the Board of Directors Reference Guide for distribution to the Mutual Boards of Directors.
- **TO** approve the Bereavement Work Book for distribution to shareholder/members with the amendment removing "scooter" and changing "cart" to "car" on page 8, under sixteenth topic "Car, golf cart, scooter, RV and all vehicle disposal".
- **TO** recommend to the Finance Committee amendment of Policy 1201-33, Photo ID Cards, to reflect an increase from \$10 to \$20 for the replacement of a lost ID card (first loss) and an increase from \$15 to \$30 for the replacement of a lost ID card subsequent losses within 24 months of first loss).
- **TO** recommend to the GRF BOD the tentative amendment of Policy 5536.1-33, Gate Passes, to reflect an increase in fees, amending replacement of Lost Caregiver Passes fee to \$20 and the establishment of new fees, pending a minimum 30-day notification to the membership, and a final decision on November 22, 2016.
- **TO** recommend the Board approve the tentative amendment of Policy 5061-31, Fees, to reflect an increase in fees and the establishment of new fees, pending a minimum 30-day notification to the membership, and a final decision on November 22, 2016.