



MUTUAL ADMINISTRATION COMMITTEE MINUTES

Administration Conference Room B

Tuesday, February 14, 2017

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, February 14, 2017, in Conference Room B. Mrs. Reed 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:	Ms. J. Hopkins, Mutual Administration Director
	Mr. R. Gonzalez, Facilities Manager
	Ms. C. Knapp, Stock Transfer Supervisor
	Mrs. D. Bennett, Recording Secretary
	Mr. R. Stone, GRF Representative, Mutual One
	Ms. L. Stone, GRF Representative, Mutual Three
	Mrs. H. Tran, GRF Representative, Mutual Fifteen
	Thirteen shareholder/members
	Hon. Sandra Massa Lavitt, Mayor (arrived 1:25 p.m.)

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 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 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, Mutual Administration Director Jodi Hopkins, Facilities Manager Ruben Gonzalez, Stock Transfer Supervisor Courtney Knapp and Recording Secretary Deanna Bennett. She requested that members exhibit an appropriate amount of decorum and turn off cell phones.

MINUTES

The Chair declared the regular meeting minutes of January 10, 2017, approved, as written.

SHAREHOLDER COMMENTS

No 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.

UNFINISHED BUSINESS

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 Update

The Committee looks forward to receiving an update on the glossary, corresponding to the policies listed above, from corporate counsel.

Policy Reorganization Sub-committee Update

The recently established Policy Reorganization Sub-committee members Paula Snowden (Chair), Betty Coven, Margaret Gillon, and Susan Hopewell will meet immediately after this meeting to continue working on reorganizing the Mutual 7000 Series.

Production of New Buyer Video Sub-committee and Sub-committee members.

Mrs. Tran, Chair, advised that the Sub-committee determined that due to time constraints, focus will be on "Is Leisure World Right for You?" for new buyers. She also reported that five shareholder/members attended the last meeting. Member Betty Coven will make a presentation at the February 22 Sub-committee meeting.

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

TO add Myrna Baker as a member of the Production of New Buyer Video Sub-committee.

NEW BUSINESS

Amend Bereavement Booklet

Mrs. Reed MOVED, seconded by Mr. Moore and carried unanimously by the Committee members-

TO recommend the GRF BOD amend the Bereavement Booklet: page nine, first topic and page ten, #1 to read "Contact On-site Sales Office at 562-598-1388.

Mrs. Reed MOVED, seconded by Mr. Lukoff and carried unanimously by the Committee members-

TO recommend the GRF BOD approve inclusion of the amended Bereavement Book in the Welcome packet.

POLICIES

Policy 2115-33, Distributions Business Services

The Committee reviewed Policy 2115-33, Distributions Business Services, and concurred that no action was to be taken.

Regulation 2710-33, Eligibility Criteria-Emergency Needs

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

TO recommend to the GRF BOD rescission of Regulation 2710-33, Eligibility Criteria-Emergency Needs.

Policy 1023-33 Pet Ownership Rules – GRF

Ms. Snowden MOVED, seconded by Ms. Hopewell-

TO recommend to the GRF BOD amendment of Policy 1023-33 Pet Ownership Rules – GRF.

The motion carried with one no vote (Lukoff).

Regulation 1023.01-33 Pet Ownership Rules – GRF

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

TO recommend to the GRF BOD rescission of Regulation 1023-33,
Pet Ownership Rules – GRF.

STAFF REPORTS

The Mutual Administration Director presented her reports.

The Stock Transfer Supervisor presented the budget variance reports.

The Executive Director had nothing further to report.

PRESIDENTS COMMENTS

President Damoci spoke on controlling expenditures and provided an update from the Physical Property Committee meeting (St. Andrews to remain four lanes of traffic).

MEMBER COMMENTS

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

COMMITTEE MEMBER COMMENTS

Eight 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 Tuesday, March 14, 2017.

ADJOURNMENT

The Chair adjourned the meeting at 2:29 p.m.



Ms. K. Rapp, Chair
Mutual Administration
dfb/02.14.17

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE MUTUAL ADMINISTRATION
COMMITTEE MEETING ON FEBRUARY 14, 2017**

ACTIONS:

- Chair Rapp declared the minutes of the regular meeting of January 10, 2017, approved, as presented;

MOTIONS:

- **TO** add Myrna Baker as a member of the Production of New Buyer Video Subcommittee;
- **TO** recommend the GRF BOD amend the Bereavement Booklet: page nine, first topic and page ten, #1 to read "Contact On-site Sales Office at 562-598-1388";
- **TO** recommend the GRF BOD approve inclusion of the amended Bereavement Book in the Welcome packet;
- **TO** recommend the GRF BOD amend Policy 1023-33 Pet Ownership Rules – GRF;
- **TO** recommend the GRF BOD rescind Regulation 2710-33, Eligibility Criteria-Emergency Needs;
- **TO** recommend the GRF BOD rescind Regulation 1023-33, Pet Ownership Rules – GRF.