



## **MUTUAL ADMINISTRATION COMMITTEE MINUTES**

Administration Conference Room

Tuesday, March 8, 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, March 8, 2016, in the Administration Conference Room. Ms. Rapp led the Committee in the Pledge of Allegiance.

### **ROLL CALL**

Present:	Ms. K. Rapp, Chair	Mrs. L. Perrotti
	Mr. B. Lukoff	Mr. R. Stone
	Mr. P. Moore	Mrs. M. Wood
		Ms. R. Winkler, Ex-Officio (left meeting at 3:05 p.m.)
Absent:	Mr. P. Hood	
Staff and	Mr. R. Ankeny, Executive Director	
Guests:	Ms. C. Weller, Mutual Administration Director	
	Mr. J. Guerrero, Security Chief	
	Mr. R. Gonzalez, Facilities Manager	
	Ms. C. Knapp, Stock Transfer Supervisor	
	Mrs. D. Bennett, Recording Secretary	
	Mrs. J. Reed, GRF Representative, Mutual Four	
	Mrs. C. Damoci, GRF Representative, Mutual Twelve	
	Thirteen 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 four 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 April.

### **CHAIR'S ANNOUNCEMENTS**

The Chair welcomed the Committee Members, guests and staff, including the GRF President, the Executive Director, the Mutual Administration Director, the Security Chief, the Facilities Manager, the Stock Transfer Supervisor and the Recording Secretary. She requested that members exhibit an appropriate amount of decorum.

### **MINUTES**

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

### **SHAREHOLDER COMMENTS**

No Shareholder/members offered comments.

### **SUB-COMMITTEE REPORT**

The Chair of the Document Review Sub-committee reported that the Sub-committee met on February 29 at 1:00 p.m. to review the Welcome Book. The Sub-committee will continue to review the Welcome Book and begin review of the Bereavement document.

### **COMMUNITY FACILITIES MANAGER**

The Community Facilities Manager presented the open SRO Report.

### **UNFINISHED BUSINESS**

#### **Pet Policy – Policies 7501, Pet Ownership, 7501-SA, Service Animal and 7501-ESA, Service Animal**

The Mutual Administration Director reported that the draft Policies 7501, Pet Ownership, 7501-SA, Service Animal and 7501-ESA, Service Animal are being reviewed by corporate counsel.

#### **Disclosures on Pre-Listing – Update**

The disclosures on the pre-listing inspection report is being revised by the Physical Property Committee; this document will be included in the packet of transaction documents the Stock Transfer Supervisor is assembling to forward to corporate counsel for review.

#### **Physicians Certification – Disclaimer Notice for the Physician**

The Mutual Administration Director advised that the document is pending corporate counsel's written opinion.

Fee Schedule for Stock Transfer/Attorney Services – Update; possible Addition of Deposit to Ensure Return of Member ID Card

The Mutual Administration Director presented a draft policy, GRF Membership Photo I.D. Card. Corporate Counsel will be asked to review the policy.

Expired Leisure World ID Card – White Paper

Following a meeting with the IT Department, the Security Chief advised that ID cards could be produced in-house.

Employee Vehicle Parking Permits

The Security Chief investigated local vendors to provide blank employee vehicle parking permits. A local vendor, Sign A Rama, can provide a pass that is twice the current size. The cost is pending (the quote for the imaging on the back of the pass has not yet been received). The Security Chief remarked that this may be an option for caregiver passes also.

Caregiver Declaration Acknowledging 90 day Vacate to be Signed when Pass is Issued

The Mutual Administration Director advised that the document is pending corporate counsel's written opinion.

**NEW BUSINESS**

Method of Registration of Caregiver Agencies; Qualifications for Registration

Qualifications to register caregiver agencies are under further review by the Mutual Administration Committee.

**POLICIES**

Amend Policy 5536.1-33, Guest Passes

Mr. Moore MOVED, seconded by Mrs. Perrotti-

TO issue a total of four guest passes to shareholder/members.

The motion was carried with two no votes (Rapp, Wood).

The Committee reached consensus to delay implementation of amendment of the policy until corporate counsel can be consulted.

**STAFF REPORTS**

The Mutual Administration Director presented her report, as attached.

The Executive Director noted that reasonably controlled access to the community is the optimal

objective.

### **PRESIDENT'S COMMENTS**

The President spoke on topics discussed at today's Committee meeting.

### **MEMBER COMMENTS**

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

### **COMMITTEE MEMBER COMMENTS**

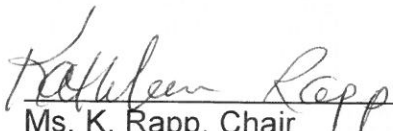
Five Committee members spoke on the proceedings of the Committee meeting.

### **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 held on Tuesday, April 12, 2016 at 1:00 p.m., in the Administration Conference Room.

### **ADJOURNMENT**

The Chair adjourned the meeting at 3:38 p.m.

  
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Ms. K. Rapp, Chair  
Mutual Administration Sub-Committee  
dfb/03.08.16

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE MUTUAL ADMINISTRATION  
COMMITTEE MEETING ON March 8, 2016**

**MOTIONS:**

- **TO** amend Policy 5536-33, Guest Passes, to reflect the issuance of a total of four (4) guest passes to shareholder/members. The Committee reached consensus to delay implementation of the amendment of the policy until corporate counsel can be consulted.