



MUTUAL ADMINISTRATION COMMITTEE MINUTES

Administration Conference Room B

Tuesday, March 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

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|-----------|--|----------------|
| 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 | |
| | Mr. P. Hood, GRF Representative, Mutual Five | |
| | Nine 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 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 February 14, 2017, 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.

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 Policy Reorganization Sub-committee Chair reported that the policy categories have been reorganized and thanked the Mutual Presidents and their representatives for their input and hard work.

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

Mrs. Tran was not available to present an update; Committee Chair Rapp advised that the script is being prepared; May 31 is the target date for completion. Work has begun on the realtor video, encompassing the high points from the realtor booklet; differences between a stock cooperative and a condominium will be focused on. A video for the website is also proposed.

NEW BUSINESS

Active Living Disclosure

The Committee and audience members discussed the Active Living Disclosures to Prospective Purchaser and to Providing Physician.

POLICIES

Policy 1610-33, Membership Eligibility Criteria

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

TO refer Policy 1610-33, Membership Eligibility Criteria to the Policy Re-write Sub-committee.

STAFF REPORTS

The Mutual Administration Director presented her reports.

Ms. Hopewell MOVED, seconded by Mr. Moore and carried unanimously by the Committee-

TO request the Policy Re-write Sub-Committee draft a policy pertaining to additional requests to Mutual Administration Department for Mutual letters and corresponding postage.

The Stock Transfer Supervisor presented her reports.

The Executive Director spoke on Trust Reviews, renovation of first floor of Administration, including the Stock Transfer Office, and reminded the audience that budget recommendations will be required soon.

MEMBER COMMENTS

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

PRESIDENTS COMMENTS

President Damoci spoke on the Mutual Ten GRF Director representative vacancy, a new decal policy, issuance of new ID cards during the second week in May with the existing cards deactivated in July, and that the parking policy will be addressed.

COMMITTEE MEMBER COMMENTS

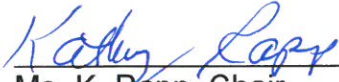
Eight Committee members spoke on the proceedings of the Committee meeting.

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, April 11, 2017.

ADJOURNMENT

The Chair adjourned the meeting at 2:45 p.m.

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

Ms. K. Rapp, Chair
Mutual Administration
dfb/03.14.17

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

ACTIONS:

- Chair Rapp declared the minutes of the regular meeting of February 14, 2017, approved, as presented;

MOTIONS:

- **TO** request the Policy Re-write Sub-Committee draft a policy pertaining to requests to Mutual Administration Department for Mutual letters and corresponding postage;
- **TO** refer Policy 1610-33, Membership Eligibility Criteria to the Policy Re-write Sub-committee.