



MUTUAL ADMINISTRATION COMMITTEE MINUTES

Administration Conference Room

Tuesday, April 12, 2016

1:00 PM

CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting of the Mutual Administration Committee was called to order by Vice Chair Lukoff at 1:00 p.m., on Tuesday, April 12, 2016, in the Administration Conference Room. Mr. Mandeville, Mutual Eleven, led the Committee in the Pledge of Allegiance.

ROLL CALL

Present:	Mr. B. Lukoff, Vice Chair	Mrs. L. Perrotti
	Mr. P. Hood	Mr. R. Stone
	Mr. P. Moore	Mrs. M. Wood
		Ms. R. Winkler, Ex-Officio

Absent: Ms. K. Rapp, Chair

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
	Ms. P. Snowden, GRF Representative, Mutual Two
	Mrs. J. Reed, GRF Representative, Mutual Four
	Mrs. M. Greer, GRF Representative, Mutual Eleven
	Mr. P. Friedman, GRF Representative, Mutual Fifteen
	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 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 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 May.

CHAIR'S ANNOUNCEMENTS

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

MINUTES

The Vice Chair declared the regular meeting minutes of March 8, 2016, approved, as written.

SHAREHOLDER COMMENTS

One Shareholder/members offered comments.

CORRESPONDENCE

The Committee reviewed correspondence regarding Policy 5061-33, Fees.

SUB-COMMITTEE REPORT

The Chair of the Document Review Sub-committee reported that the Sub-committee continues to review the Bereavement packet; the Sub-committee met twice last month. Input was received from the Mutual Administration Director.

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 is expected from corporate counsel next week and will be presented to Committee members, for review, before the next meeting.

Disclosures on Pre-Listing – Update

The disclosures on the pre-listing inspection report is being reviewed by corporate counsel.

Physicians Certification – Disclaimer Notice for the Physician

Mr. Lukoff MOVED, seconded by Mr. Hood and carried unanimously by the Committee members present-

TO approve the amended Physicians Certification – Disclaimer Notice for the Physician.

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

The Fee Schedule for Stock Transfer/Attorney Services continued to be discussed.

Expired Leisure World ID Card – White Paper

The Committee, the Executive Director and the Security Chief discussed anti-counterfeiting measures.

Employee Vehicle Parking Permit

The Executive Director advised that the Human Resources Director will be working with corporate counsel to bring a proposal to the May 2016 Executive Committee meeting.

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.

Registration of Caregiver Agencies: Qualifications

The Committee discussed the pros and cons of the registration of caregiver agencies.

NEW BUSINESS

Realtor Passes and Realtor Classes

The Mutual Administration Director advised that passes for realtors will not be pursued, at this time. Following the election season, plans will be made for another realtors' seminar.

Assisted Living Tours – Discussion Only

The Committee, the Executive Director and the Mutual Administration Director discussed the possibility of the Council on Aging providing tours for shareholder/members to various assisted living facilities.

POLICIES

Amend Policy 5536.1-33, Guest Passes – Review of Impact on Security and Front Gate Traffic

The Committee and the Executive Director discussed the amendment of Policy 5536.1-33, Guest Passes; the amended policy will be placed on the May Mutual Administration Committee meeting agenda.

Amend Policy 5165-MAC

The Committee discussed amendments proposed by the Committee Charter Sub-Committee of Policy 5165 Mutual Administration Committee.

Mr. Hood MOVED, seconded by Mr. Stone and carried unanimously by the Committee members present –

TO ratify Policy 5165-MAC and request approval by the Golden Rain Foundation Board of Directors, as corrected.

Mr. Moore MOVED to rescind the motion. The motion failed due to lack of a second.

STAFF REPORTS

The Mutual Administration Director presented her report, as attached.

The Executive Director spoke on the upcoming Adult Protective Services training session on April 26. A GRF Board and Mutual Board training event will take place in July.

PRESIDENT'S COMMENTS

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

MEMBER COMMENTS

Seven 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 Vice 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, May 10, 2016 at 1:00 p.m., in the Administration Conference Room.

ADJOURNMENT

The Vice Chair adjourned the meeting at 2:43 p.m.



Mr. B. Lukoff, Vice Chair
Mutual Administration Sub-Committee
dfb/04.12.16

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE MUTUAL ADMINISTRATION
COMMITTEE MEETING ON April 12, 2016**

MOTIONS:

- **TO** approve the Physicians Certification – Disclaimer Notice for the Physician.
- **TO** ratify Policy 5165-MAC and request approval by the Golden Rain Foundation Board of Directors, as corrected.