



## **MUTUAL ADMINISTRATION COMMITTEE MINUTES**

Administration Conference Room

Tuesday, February 9, 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, February 9, 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 p.m.)

Absent: Mr. P. Hood

Staff and	Mr. R. Ankeny, Executive Director (left meeting at 3 p.m.)
Guests:	Ms. C. Weller, Mutual Administration Director
	Ms. J. Hopkins, Mutual Administration Assistant Manager
	Mr. M. Weaver, Facilities 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
	Ms. L. Stone, GRF Representative, Mutual Three
	Mrs. J. Reed, GRF Representative, Mutual Four
	Mrs. M. Greer, GRF Representative, Mutual Eleven
	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 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 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 March.

### **CHAIR'S ANNOUNCEMENTS**

The Chair welcomed the Committee Members, guests and staff, including the GRF Vice President, the Executive Director, the Facilities Director, the Mutual Administration Director, the Assistant Mutual Administration Director, the Security Chief, the Facilities Manager, 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 January 12, 2016, approved, as written.

### **SHAREHOLDER COMMENTS**

Five Shareholder/members spoke on the website and requested that Mutual Presidents receive full Mutual Administration Committee agenda packets.

### **SUB-COMMITTEE REPORT**

The Chair of the Document Review Sub-committee reported that the Sub-committee met on January 25, 2016, that the review of the first half of the Welcome Book is completed and that the entire document should be ready for Committee review in a few months. The next Document Review Sub-Committee meeting will take place on February 29, 2016, in the Administration Conference Room, at 1:00 p.m.

### **UNFINISHED BUSINESS**

#### **Pet Policy – Letter for ESA Verification from Physician**

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

**TO** forward the draft Policies 7501, Pet Ownership, 7501-SA, Service Animal and 7501-ESA, Service Animal to corporate counsel for review.

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

The Facilities Director reviewed the Disclosures on Pre-Listing.

Mrs. Wood MOVED, Mr. Stone seconded -

**TO** request corporate counsel review the Disclosures on Pre-Listing and provide a legal review for Stock Transfer Office compliance, at a cost of no more than \$5,000.00.

One Committee member, the Executive Director and one shareholder/member spoke on the motion.

The motion was carried unanimously by the Committee members present.

Physicians Certification – Disclaimer Notice for the Physician

The Mutual Administration Director advised the Committee that the Physicians Certification is currently under review by corporate counsel.

Fee Schedule for Stock Transfer/Attorney Services

The Mutual Administration Director advised the Committee that the Fee Schedule for Stock Transfer/Attorney Services will be reviewed by corporate counsel.

Expired Leisure World ID Card – White Paper

Mrs. Perrotti MOVED, seconded by Mr. Moore -

**TO** recommend to the Finance Committee amendment of Policy 5061-33, Fees, to include a non-return fee.

One Committee member spoke on the motion.

Mrs. Perrotti MOVED, seconded by Mr. Stone -

**TO** amend the main motion: To recommend to the Finance Committee amendment of Policy 5061-33, Fees, to include a fee of \$500.00 for the non-return of Golden Rain Foundation property.

Four Committee members, three shareholder/members, the Executive Director and the Mutual Administration Director spoke on the motion.

The amended motion was carried unanimously by the Committee members present.

Employee Vehicle Parking Permits

The Security Chief reported on efforts to find improved solutions for employee parking permits. A vendor has been located that can provide the supplies needed to print the permits in-house.

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

**TO** recommend the Executive Committee amend policies associated with employee access cards/parking permits.

#### Assembly Bill 139 – Revocable Transfer on Death

The Stock Transfer Supervisor advised that the legal opinion she received is that Mutual Seventeen is the only Mutual that would accept AB139. The Stock Transfer Office will not carry any forms associated with the Revocable Transfer on Death; shareholder/members will be referred to their own attorney.

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

The Mutual Administration Director advised that the document is ready for review by corporate counsel.

### **NEW BUSINESS**

#### Caregiver Registration Issues

Upon discussion, the topic was referred to the March Mutual Administration Committee meeting.

#### Possible Legal Review for Stock Transfer Compliance

This agenda item was included in the motion pertaining to the request for corporate counsel to review the Disclosures on Pre-Listing.

#### Pet Removal Protocol upon Shareholder/Member Death or Long Term Absence

Upon discussion, the Committee reached consensus that new protocol is not necessary at this time.

### **POLICIES**

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

The Executive Director, at the request of the Mutual Administration Committee, prepared an amendment to Policy 5536.1-33, Guest Passes.

Mr. Moore MOVED, seconded by Mrs. Perrotti and carried unanimously by the Committee Members present-

**TO** direct the Executive Director amend Policy 5536.1-33, Guest Passes, to reflect the issuance of four (4) guest passes to shareholder/members.

The Chair called for a 5 minute break at 3:03 p.m.

### **STAFF REPORTS**

The Mutual Administration Director presented her report, as attached.

The Service Maintenance Manager reported the department is continuing to receive favorable customer satisfaction surveys. He will report on open SROs at next month's meeting.

### **MEMBER COMMENTS**

Six 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, March 8, 2016 at 1:00 p.m., in the Administration Conference Room.

### **ADJOURNMENT**

The Chair adjourned the meeting at 3:30 p.m.

  
Ms. K. Rapp, Chair  
Mutual Administration Sub-Committee  
dfb/02.18.16

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

**ACTIONS:**

- Mutual Presidents will receive full Mutual Administration Committee agenda packets beginning in March 2016.

**MOTIONS:**

- **TO** forward the draft Policies 7501, Pet Ownership, 7501-SA, Service Animal and 7501-ESA, Service Animal to corporate counsel for review.
- **TO** request corporate counsel review the Disclosures on Pre-Listing and provide a legal review for Stock Transfer Office compliance, at a cost of no more than \$5,000.00.
- **TO** recommend to the Finance Committee amendment of Policy 5061-33, Fees to include a \$500 fee for the non-return of Golden Rain Foundation Property.
- **TO** recommend to the Executive Committee amendment of policies associated with employee access cards/parking permits.
- **TO** direct the Executive Director to amend Policy 5536-33, Guest Passes, to reflect the issuance of four (4) guest passes to shareholders/members.