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## Mutual Administration Committee

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### Agenda

Administration Conference Room

August 11, 2015

1:00 p.m.

1. Call to Order/Pledge of Allegiance
2. Roll Call/Notice of Quorum
3. Chair's Announcements
  - a. Introduction of Guests and Staff
  - b. Rules of Order
  - c. Chair's Report
4. Approval of Minutes
  - a. Minutes of July, 14, 2015
5. Shareholder/Member Comments – Agenda Items Only  
*(Limited to 4 minutes per person)*
6. Correspondence
7. Old Business
  - a. Budget for Cost Center 33-Preliminary, add to budget filing solutions and Budget for Cost Center MAC-Preliminary
  - b. Legal review of Stock Transfer Documents – Pet Policy, liability insurance, physician's certification
  - c. Disclosures on Pre-Listing
  - d. New Resident Information Policy 1110-33 to Policy and Procedures sub-committee
8. New Business
  - a. Sub-Committee for Document review – Welcome Book, Bereavement Packet, Pink Book reorganization
  - b. Social Services – Scope of the services we can provide
  - c. HUD Fair Housing and ADA workshop for Mutual Boards
  - d. Proposal to Presidents' Council for a coalition funding legal council on HUD Fair Housing and ADA
  - e. List of services provided to Mutuals per month for the \$.53 per apartment
9. Policies
  - a. Adopt/Revise

b. Rescind

10. Staff Reports

a. Departmental Head

b. Executive Director

11. President's Comments

12. Shareholder Member Comments

13. Committee Member Comments

*(Limited to 4 minutes per person)*

14. Next Meeting/Adjournment