



## **MUTUAL ADMINISTRATION COMMITTEE MINUTES**

Administration Conference Room

Tuesday August 11, 2015

1:00 PM

### **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The meeting of the Mutual Administration Committee and the Golden Rain Foundation Board of Directors was called to order by Chair Rapp at 1:00 p.m., on Tuesday, August 11, 2015, in the Administration Conference Room. Ms. Rapp led the Committee in the Pledge of Allegiance.

### **ROLL CALL**

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

Staff and Guests:	Mr. R. Ankeny, Executive Director
	Mrs. C. Weller, Mutual Administration Director
	Ms. J. Hopkins, Mutual Administration Assistant Manager
	Ms. P. Snowden, GRF Representative, Mutual Two
	Ms. L. Stone, GRF Representative, Mutual One
	Mrs. J. Reed, GRF Representative, Mutual Four
	Mrs. C. Damoci, GRF Representative, Mutual Twelve
	Mr. P. Friedman, GRF Representative, Mutual Fifteen
	Mrs. D. Bennett, Recording Secretary
Thirteen Shareholder/Members	

### **CHAIR'S ANNOUNCEMENTS**

The Chair welcomed the Committee Members, guests and staff and requested that members and members exhibit an appropriate amount of decorum.

**MINUTES**

The regular meeting minutes of July 14, 2015 were approved, as presented, by consensus of the Committee.

**SHAREHOLDER/MEMBER COMMENTS**

No Shareholder/members offered comments.

**CORRESPONDENCE**

The Committee did not receive any correspondence.

**OLD BUSINESS**

**Budget for Cost Center 33, Stock Transfer (Preliminary) and Budget for Cost Center Mutual Administration (Preliminary)**

The Mutual Administration Director presented the preliminary budget for Cost Center 33, Stock Transfer and for Mutual Administration (Cost Center number to be assigned).

**Legal Review of Stock Transfer Documents – Pet Policy, Liability Insurance, Physician's Certification**

Mr. Lukoff MOVED, Mrs. Wood seconded and carried unanimously –

TO direct the Mutual Administration Director to contact legal counsel,  
at a cost not to exceed \$5,000.00, to draft suitable policy on Pet,  
Service and Support animals, for presentation to the Mutual  
Administration Committee.

**Disclosures on Pre-Listing**

The Mutual Administration Director presented a draft revising the Pre-Listing form formatted to afford greater legibility and storage/filing. The draft document will be presented to the Physical Properties Committee for review.

**Policy 1110-33, New Resident Information**

At the previous Mutual Administration Committee meeting, a motion was carried to send Policy 1110-33, New Resident Information, to the Policy & Procedures Sub-committee for review. The Sub-committee has not yet met to review the policy.

## **NEW BUSINESS**

### Sub-Committee for Document Review – Welcome Book, Bereavement Packet, Pink Book Reorganization

The Chair advised that Golden Rain Foundation (GRF) Corporate Secretary Reed will chair the Document Review Sub-committee. The purpose of the Document Review Sub-committee is to review documents relevant to the Shareholder/members, including, but not limited to the Welcome Book and the Bereavement Packet. The Pink Book will be reviewed by legal counsel. Mrs. Reed called for volunteer sub-committee members; Mr. Crandall, Mutual Fifteen President, Mr. Melody, Mutual Fourteen President, Ms. Rapp, GRF Representative from Mutual Seven, Ms. Snowden, GRF Representative from Mutual Two, and Ms. Stone, GRF Representative from Mutual Three volunteered to serve on the Sub-committee.

### Social Services Liaison – Scope of Services Provided

The Committee reviewed concerns in reference to the Social Services Liaison position title, prompted by the elimination of the Social Services Department within the Leisure World Medical Center. The Social Services Liaison position does not provide, by definition or by the professional intent of Social Services, services which would cover a discipline to improve the quality of life and the subjective well-being of individuals nor crisis intervention. As circumstances dictate, the Social Service Liaison reaches out to the Seal Beach Police, the Orange County Fire Authority and/or state and federal organizations, as well as providing notice to family members.

The consensus of the Committee was to recommend to the Executive Committee consideration of re-titling the Social Services Liaison position.

### HUD Fair Housing and ADA Workshop for Mutual Boards

The Committee reviewed community needs for additional training on Fair Housing (DEFH) for the benefit of all GRF and Mutual Board members. Training would be provided in the format of a seminar, located in Clubhouse Four, with the required professional speaker, resources, food and beverages. The estimated cost is not to exceed \$3,500.00. The seminar would take place during the last week of October, 2015.

Mr. Lukoff MOVED, seconded by Mr. Blake and carried unanimously –

**TO** recommend the Finance Committee approve non-budgeted funds, in the amount of \$3,500.00, Cost Center 30, Administration, to provide a training seminar on Fair Housing to GRF and Mutual Board members.

### Proposal to the Presidents' Council for Coalition Funding Legal Counsel at HUD Fair Housing

The Chair initiated a discussion to propose to the Presidents' Council the creation of a funding

coalition, one dollar per door, to mobilize resources to secure legal counsel at HUD Fair Housing.

List of Services Provided to Mutuals, per Month, for. \$56, per Apartment

The Chair acknowledged that a growing number of services are being provided to the Mutuals and felt it would be beneficial to quantify the increase. The Mutual Administration Director will provide the data to the Committee.

**STAFF REPORTS**

Mrs. Carol Weller, Mutual Administration Director, presented her report, as attached.

Mr. Randy Ankeny, Executive Director, presented his report. He announced a September 16, 2015 Town Hall meeting, in Clubhouse Two, at 2:00 p.m. and 6:00 p.m., pertaining to fire and fire safety. He also forecast the need for additional staff to address the escalating obligations to shareholder/members.

**PRESIDENTS COMMENTS**

The President of the Golden Rain Foundation, Ms. Ronde Winkler, spoke on the agreed upon need for a written guide to provide the policies and procedures set forth and required of Shareholder/members during their lifetime or to the appropriate persons when the Shareholder/member is unable to make legal decisions for themselves or upon the Shareholder/member's demise. A draft of the Power of Attorney, Trustees & Inheritor's Assistance Guide will be reviewed by the Document Review Sub-committee. The President also spoke on the complicated and subjective issues facing the community and its operation.

**MEMBER COMMENTS**

Six shareholder/members and the Executive Director spoke on various topics related to the operations of the community.

**COMMITTEE MEMBER COMMENTS**

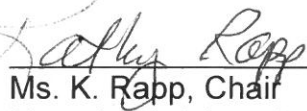
Five Committee members spoke on the proceedings of the Committee meeting.

**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, September 8, 2015, at 1:00 p.m., in the Administration Conference Room.

**ADJOURNMENT**

The meeting was adjourned at 2:38 p.m.

A handwritten signature in cursive script, appearing to read "K. Rapp", is written over a horizontal line.

Ms. K. Rapp, Chair  
Mutual Administration Sub-Committee  
dfb/08.11.15