



MUTUAL ADMINISTRATION COMMITTEE MINUTES

Administration Conference Room

Tuesday September 8, 2015

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, September 8, 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	
Absent:	Mrs. M. Wood	
Staff and	Mr. R. Ankeny, Executive Director	
Guests:	Mrs. C. Weller, Mutual Administration Director	
	Ms. J. Hopkins, Mutual Administration Assistant Manager	
	Ms. C. Miller, Controller	
	Mr. P. Pratt, GRF Representative, Mutual Two	
	Ms. P. Snowden, GRF Representative, Mutual Two	
	Ms. L. Stone, GRF Representative, Mutual Three	
	Mrs. J. Reed, GRF Representative, Mutual Four	
	Ms. M. Greer, GRF Representative, Mutual Eleven	
	Mrs. C. Damoci, GRF Representative, Mutual Twelve	
	Mr. P. Friedman, GRF Representative, Mutual Fifteen	
	Mrs. D. Bennett, Recording Secretary	
	Twelve Shareholder/Members	

CHAIR'S ANNOUNCEMENTS

The Chair welcomed the Committee Members, guests and staff, including the GRF President, the Executive Director, The Mutual Administration Director, the Assistant Mutual Administration Director and the Recording Secretary and she requested that members exhibit an appropriate amount of decorum.

MINUTES

The regular meeting minutes of August 11, 2015 were approved, as presented, by consensus of the Committee.

SHAREHOLDER/MEMBER COMMENTS

Two shareholder/members commented on items on the agenda.

CORRESPONDENCE

The Committee received one piece correspondence regarding the length of a dog leashes; it was resolved that a reply will be sent to the author acknowledging receipt of the correspondence.

OLD BUSINESS

2016 Budget for Cost Center 33, Stock Transfer (Preliminary) and 2016 Budget for Cost Center Mutual Administration (Preliminary)

The Mutual Administration Director presented the 2016 preliminary budget for Mutual Administration (Cost Center number to be assigned).

Two Committee members, the Mutual Administration Director and the Executive Director spoke on the Mutual Administration 2016 preliminary budget.

Mr. Lukoff MOVED, seconded by Mr. Moore and carried unanimously by the Committee members present—

TO accept the 2016 Budget for Mutual Administration (Cost Center number to be assigned).

The Stock Transfer Supervisor presented the 2016 preliminary budget, Cost Center 33, Stock Transfer.

Eight Committee members, the Mutual Administration Director, the Controller, the Executive Director and the Stock Transfer Supervisor spoke on the Stock Transfer 2016 preliminary budget.

Mr. Hood MOVED, seconded by Mr. Moore and carried unanimously by the Committee members present—

TO accept the 2016 Budget for Stock Transfer, Cost Center 33.

Preliminary Filing Solutions – Stock Transfer

The Committee Chair, the Mutual Administration Director, the Executive Director and one Committee member spoke on the topic. The Executive Director's recommendation for the Facilities and Amenities Review (FAR) Ad Hoc Committee to review this topic was accepted by the Chair of the FAR Ad Hoc Committee.

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

The Mutual Administration Director advised that the Pet Policy and the Physician's Certification have been sent to corporate counsel for review and will be discussed at the next Committee meeting.

Disclosures on Pre-Listing

The Mutual Administration Director reported that she anticipates a revised draft of the Pre-Listing form formatted to afford greater legibility and storage/filing. The draft document will then 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.

Social Services Liaison – Scope of Services Provided

The Mutual Administration Director reported that the Social Services Liaison is reviewing and amending the position description.

HUD Fair Housing and ADA Workshop for Mutual Boards

The Executive Director stated that the proposed additional training on Fair Housing (DEF) for the benefit of all GRF and Mutual Board members will not be able to take place at the end of October 2015 due to conflict of meeting space and attorney availability. A replacement date is being sought for the second half of November 2015.

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

The Mutual Administration Director met with a few of the Mutuels who indicated a favorable response to the creation of a funding coalition, one dollar per door, to mobilize resources to secure legal counsel at HUD Fair Housing.

NEW BUSINESS

Review of Draft Powers of Attorney Trustees and Inheritors' Assistance Guide

The Chair requested that anyone who wishes to make suggestions to the draft should forward them to the Mutual Administration Director, who will forward them to the Document Sub-committee.

Consensus for Mutuels to Access a Portal

This topic will be resubmitted to the Committee later in the year.

STAFF REPORTS

The Mutual Administration Director presented her report, as attached.

The Executive Director had no new information to add, at this time.

SUB-COMMITTEE REPORT

The Chair of the Document Review Sub-committee reported that review of the Welcome to Sunny Days in Seal Beach and the Bereavement packet is progressing.

PRESIDENT'S COMMENTS

The President introduced the topic of an instructor for the Pilates machine; the topic will be addressed at the next Recreation Committee meeting.

MEMBER COMMENTS

Ten 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, October 13, 2015, at 1:00 p.m., in the Administration Conference Room.

ADJOURNMENT

The Chair adjourned the meeting at 2:30 p.m.

A handwritten signature in cursive script, reading "Kathleen Rapp", is written over a horizontal line.

Ms. K. Rapp, Chair
Mutual Administration Sub-Committee
dfb/09.08.15

MOTIONS:

- **TO** accept the 2016 Budget for Mutual Administration (Cost Center number to be assigned).
- **TO** accept the 2016 Budget for Stock Transfer, Cost Center 33.

ACTIONS:

- **TO** refer the Filing Solutions for the Stock Transfer Office to the Facilities and Amenities Review (FAR) Ad Hoc Committee for review.