

MUTUAL OPERATIONS**PHYSICAL PROPERTY****Contract Signing Procedure – Mutual Nine**

1. Proposals or Agreements for services to the Mutual may be presented at any posted meeting of the Board of Directors by any Director, with a recommendation to accept. If accepted by a quorum, the Proposal or Agreement then goes to the Physical Property Department to vet and write up an official Contract on behalf of the Mutual. A completed Contract requires a signature by the (company and/or person) representative offering the service and two Mutual Directors, to wit: the Director originally submitting the Proposal or Agreement for Board approval and the Mutual President and/or Mutual CFO.
2. If, however, the (company and/or person) is already under vetted Contract to the Mutual, and the Board, at any posted meeting, votes to approve the additional services to be performed on a regular basis, with or without additional costs, not already contained in the original Contract, a Change Order must also be executed by the GRF Physical Property Department, and signed by the (company and/or person) representative and two Officers of the Mutual (generally the President and one other Officer).
3. In some instances, a (company and/or person) known to already be offering the same service and at the same cost to other Mutuels may provide their own Contract. However, while that Contract may protect the (company and/or person) representative's concerns, it may not protect the Mutual as well. Therefore, as a general rule, any offer to the Mutual to provide outside services should adhere to such a "Contract Signing Procedure" for vetting by the GRF Physical Property Department before any action is performed on behalf of the Mutual by outside parties.

MUTUAL ADOPTION**AMENDMENTS****NINE: 11-09-15**

(Nov 15)