



MUTUAL ADMINISTRATION COMMITTEE MINUTES

Administration Conference Room A

Tuesday, April 10, 2018, 1:00 PM

CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting of the Mutual Administration Committee was called to order by Chair Hopewell at 1:00 p.m., on Tuesday, April 10, 2018, in the Administration Building Conference Room A. Mrs. Reed led the Committee in the Pledge of Allegiance.

ROLL CALL

Present:	Ms. S. Hopewell, Chair	Ms. P. Snowden
	Ms. R. Winkler, Vice Chair	Mr. R. Stone
	Ms. J. Reed	Mr. P. Moore
	Mr. Crossley	Ms. K. Rapp
	Ms. L. Stone, Ex-Officio	
Staff and	Mr. R. Ankeny, Executive Director	
Guests:	Ms. J. Hopkins, Mutual Administration Director	
	Ms. N. Ray, Stock Transfer Manager	
	Mr. A. Hensley, Service Maintenance Assistant Supervisor	
	Mrs. D. Bennett, Executive Coordinator	
	Mr. E. Gomez, Safety / Emergency Coordinator	
	Mr. D. Fabian, ITS Systems Analyst	
	Ms. J. Pellegrini, Recording Secretary	
	Mrs. K. Aquino, Recording Secretary	
	Mr. B. Lukoff, GRF Representative, Mutual Fourteen	
	Nineteen shareholder/members	

CHAIR'S ANNOUNCEMENTS

Chair Hopewell welcomed the Committee Members, guests and staff, including GRF Representative Barry Lukoff, Mutual Administration Director Jodi Hopkins, Stock Transfer Manager Nancy Ray, Service Maintenance Assistant Supervisor Aaron Hensley, Safety / Emergency Coordinator Eloy Gomez, ITS Systems Analyst Daniel Fabian, Executive Coordinator Deanna Bennett and Recording Secretary's Jessica Pellegrini and Kheara Aquino.

There being no objections, Chair Hopewell declared the reading of the Quorum Notification be dispensed with by unanimous consent.

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 4th Tuesday of the

CHAIR'S ANNOUNCEMENTS (continued)

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 three 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 at the next Committee meeting.

RULES OF ORDER

Chair Hopewell requested that members exhibit an appropriate amount of decorum and turn off cell phones.

CHAIR'S REPORT

Chair Hopewell had no report to present.

MINUTES

The Chair declared the regular meeting minutes of March 13, 2018, approved, as corrected.

The Chair declared the special meeting minutes of March 28, 2018, approved, as printed.

The Chair declared the special meeting minutes of April 5, 2018, approved, as corrected.

SHAREHOLDER COMMENTS

One shareholder/members spoke on today's Committee agenda items.

CORRESPONDENCE

The Committee reviewed no correspondence.

STAFF REPORTS

The Community Facilities Manager presented the open SRO Report.

Following questions, the Community Facilities Manager left the meeting at 1:21 p.m.

UNFINISHED BUSINESS

Insurance Disclosure

Following a brief discussion, the Committee concurred to discuss this item at the next Committee Meeting pending further revisions.

Transfer Cover Sheet (Request for Transfer of Stock Ownership)

Ms. Rapp MOVED, seconded by Ms. Snowden and carried unanimously by the Committee members -

TO approve the use of the updated *Transfer Cover Sheet*
(Request for Transfer of Stock Ownership).

UNFINISHED BUSINESS (continued)

Transfer By Inheritance (Formerly Yellow Demands)

Ms. Winkler MOVED, seconded by Mr. Stone and carried unanimously by the Committee members -

TO approve the use of the updated *Transfer By Inheritance* form, as amended.

Financial Verification: Transfer

Ms. Rapp MOVED, seconded by Mr. Stone and carried unanimously by the Committee members-

TO approve the use of the updated *Financial Verification* form.

Addition of Notary Service

The Stock Transfer Manager presented an update on the Addition of Notary Service.

Disclosures – Transfer

Following a brief discussion, the Committee concurred to discuss this item at the next Committee Meeting, pending further revisions.

Qualified Permanent Resident Agreement

Following a brief discussion, the Committee concurred to discuss this item at the next Committee Meeting, pending further revisions.

Restriction of Rights and Waiver of Occupancy

Mr. Crossley MOVED, seconded by Ms. Rapp and carried unanimously by the Committee members -

TO approve the use of the revised *Restriction of Rights and Wavier of Occupancy* documents, as amended.

(Chair Hopewell called for a break from 2:31 p.m. to 2:44 p.m.)

Promissory Agreements Installment 2018 (updated 2017 form)

Ms. Snowden MOVED, seconded by Ms. Rapp and carried unanimously by the Committee members -

TO approve the use of the revised *Promissory Agreement Installment 2018* documents, as amended.

UNFINISHED BUSINESS (continued)

Glossary of Terms

Ms. Rapp MOVED, seconded by Mr. Moore and carried unanimously by the Committee members-

TO recommend the GRF Board to adopt draft Policy XXXX-30,
Glossary of Terms.

Shareholder Master File Update

The Mutual Administration Director provided an updated on the Shareholder Master File. The matter has been resolved.

NEW BUSINESS

Realtor Handbook and Security Flyer

Ms. Rapp MOVED, seconded by Mr. Moore and carried unanimously by the Committee members-

TO request the News Office to assemble the *Realtor Handbook* and *Security Flyer* in final booklet form and recommend approval from the GRF Board and inclusion on the website.

Gun Return Policy

The Safety / Emergency Coordinator provided an update on the proposed Gun Return Program regarding safe and proper disposals of fire arms.

Following questions, Mr. Gomez left the meeting at 2:31 p.m.

POLICIES

1400-33 – Co-Occupants and Qualified Permanent Residents

Ms. Snowden MOVED, seconded by Ms. Rapp and carried unanimously by the Committee members -

TO approve to send Policy 1400-33 to the Board for approval.

Mr. Crossley MOVED, seconded by Mrs. Reed and carried unanimously by the Committee members -

TO reconsider the motion.

Following a brief discussion, the Committee concurred to discuss this item at the next Committee Meeting pending further revisions.

POLICIES (continued)

7730 – Member's Personal Records

Ms. Rapp MOVED, seconded by Ms. Snowden and carried unanimously by the Committee members -

TO recommend the GRF Board rescind Policy 7730 – Member's Personal Records, as it does not belong in the Mutual 7000 series and is covered by California Statute.

Re-classification of Policies – 1801-33

Following a brief discussion, the Committee concurred to discuss this item further at the next Committee Meeting comparing current Policy 1801-33 with the Presidents' version.

SUB-COMMITTEE REPORTS

Re-numbering Sub-Committee

Ms. Snowden presented an update for the Re-numbering Sub-Committee.

New Buyer Video Sub-Committee

Ms. Rapp presented an update on the Realtor Handbook and Security Flyer.

STAFF REPORTS

The Mutual Administration Director submitted her reports and presented the Budget Variance Report inclusive through February 2018.

The Stock Transfer Manager submitted her reports and the Budget Variance Report.

The Executive Director spoke on various topics throughout the meeting.

The ITS Systems Analyst presented his report on the new IT Ticketing System. Following a brief discussion, the Committee concurred to discuss this item further at the next Committee Meeting.

Following questions, he left meeting at 1:10 p.m.

MEMBER COMMENTS

Six shareholder/members spoke on various items related to the purview of the Committee.

COMMITTEE MEMBER COMMENTS

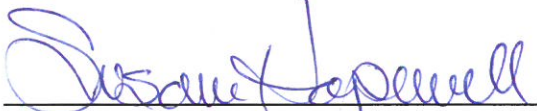
Seven Committee members spoke on the proceedings of the Committee meeting.

CHAIR'S COMMENTS

The Chair thanked committee members, staff and guests for attending

ADJOURNMENT

The Chair adjourned the meeting at 4:00 p.m.

A handwritten signature in blue ink, appearing to read "S. Hopewell", is written over a horizontal line.

Ms. S. Hopewell, Chair
Golden Rain Foundation
jmp 04.10.18