



MUTUAL ADMINISTRATION COMMITTEE MINUTES

Administration Conference Room A

Tuesday, May 15, 2018, 9:30 AM

CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting of the Mutual Administration Committee was called to order by Chair Hopewell at 9:30 a.m., on Tuesday, May 15, 2018, in the Administration Building Conference Room A. Mrs. Rapp 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
	Mr. P. Moore	Ms. L. Stone, Ex-Officio
	Ms. K. Rapp	

Absent:	Ms. J. Reed
	Mr. R. Crossley

Staff and Guests:	Ms. J. Hopkins, Mutual Administration Director
	Ms. N. Ray, Stock Transfer Manager
	Mr. A. Hensley, Service Maintenance Assistant Supervisor
	Mr. E. Gomez, Safety / Emergency Coordinator
	Mr. D. Fabian, IT Systems Analyst
	Mr. B. Lukoff, GRF Representative, Mutual Fourteen
	Ms. M. Kmiecik, Recording Secretary
	Eight shareholders/members

CHAIR'S ANNOUNCEMENTS

Chair Hopewell welcomed the Committee Members, guests and staff, Mutual Administration Director Jodi Hopkins, Stock Transfer Manager Nancy Ray, Service Maintenance Assistant Supervisor Aaron Hensley, Safety / Emergency Coordinator Eloy Gomez, IT Systems Analyst Daniel Fabian, and Recording Secretary Marcy Kmiecik.

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 April 10, 2018, approved, as presented.

SHAREHOLDER COMMENTS

No shareholders/members commented.

CORRESPONDENCE

Disclosures – Transfer – L. Findlay

The Committee reviewed the correspondence and discussed Disclosures – Transfer in the Unfinished Business section of the agenda.

REPORTS

The Safety/Emergency Coordinator provided an update on the Firearm Surrender Letter. Following a brief discussion, the Committee concurred to have the Safety/Emergency Coordinator make further revisions, and bring back to the next Committee meeting for further review.

Following questions, Mr. Gomez left the meeting at 9:48 a.m.

The IT systems Analyst provided an update on IT department Ticketing system.

Following questions, Mr. Fabian left the meeting at 9:54 a.m.

UNFINISHED BUSINESS

Insurance Disclosure

Stock Transfer Manager Ray presented an update on the Insurance Disclosure. Following a brief discussion, the Committee concurred to have the Stock Transfer Manager make further revisions, and bring back to the next Committee meeting for further review.

Disclosures – Transfer

Following a brief discussion, the Committee concurred to discuss this item further at the next Committee meeting, pending further review by the Golden Rain Foundation Trust Attorney.

Amended Qualified Permanent Resident Agreement Form, 1802-33

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

TO approve the use of the Qualified Permanent Resident Agreement Form, 1802-33, as amended.

Amend Qualified Permanent Resident Request Form, 1804-33

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

TO approve the use of the Qualified Permanent Resident Request Form, 1804-33, as amended.

Amend Co-occupant Agreement Policy, 1801-33

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

TO recommend the GRF Board approve Policy 1801-33, Co-Occupant Agreement, as amended.

Gun Return Policy - Update

The Safety/Emergency Coordinator discussed this topic in the Reports section of the agenda.

Realtor Handbook and Security Flyer

The Chair advised that this item will be discussed at the the May GRF Board meeting.

Glossary of Terms

No action was taken at the time of the meeting.

Request to Waive Lost GRF ID Card Fee Form

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

TO recommend the Finance Committee review and amend policy 1201-33, Photo Identification Cards as Finance Committee has sole discretion to waive Lost GRF ID Card fees. The Committee requested Stock Transfer draft two separate forms: a Request to Waive Lost GRF ID Card Form and a Request to Waive for Failure to Surrender GRF ID Card Form.

(Chair Hopewell called for a break from 11:20 a.m. to 11:35 a.m.)

NEW BUSINESS

Amend Policy 2115-33, Distribution Business Services

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

TO recommend the GRF Board amend Policy 2115-33, Distribution Business Services, as presented.

Member Emergency Contract Form

Following a brief discussion, the Committee concurred to discuss this item at the next Committee meeting.

GRF and Mutual Directors' Training – Friday June 29

The Chair advised the Committee that the GRF and Mutual Directors Training is scheduled for Friday, June 29, 2018.

Member Death: Surrendering ID Cards, Passes, Decals, Caregiver Passes, etc.

After a brief discussion, it was the consensus of the Committee to review this item at the next Committee meeting.

POLICIES

1400-33 – Co-Occupants and Qualified Permanent Residents

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

TO recommend the GRF Board amend Policy 1400-33, Co-Occupants and Qualified Permanent Residents, as presented.

Re-classification of Policies – 1801-33 - Update

The Committee discussed this topic in the Unfinished Business section of the agenda.

SUB-COMMITTEE REPORTS

Re-numbering Sub-Committee

The Chair provided an update on the Re-numbering Sub-Committee and announced that they are beginning the testing phase.

New Buyer Video Sub-Committee

The Chair advised that the New Buyer Video Sub-Committee has been dissolved.

STAFF REPORTS

The Mutual Administration Director submitted her reports and Budget Variance Report.

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

MEMBER COMMENTS

No shareholders/members commented.

COMMITTEE MEMBER COMMENTS

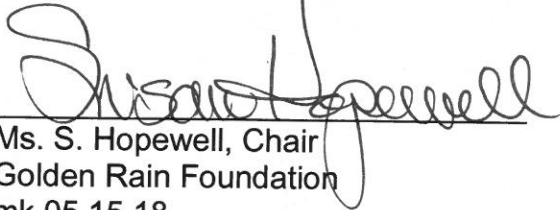
Seven Committee members spoke on the proceedings of the Committee meeting.

CHAIR'S COMMENTS

The Chair thanked committee members, staff and guests for attending

ADJOURNMENT

The Chair adjourned the meeting at 12:00 p.m.



Ms. S. Hopewell, Chair
Golden Rain Foundation
mk 05.15.18