



MUTUAL ADMINISTRATION COMMITTEE MINUTES

Administration Conference Room
Monday, August 13, 2018, 1:00 P.M.

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 Monday, August 13, 2018, in the Administration Conference Room. Ms. Hopewell led the Committee in the Pledge of Allegiance.

ROLL CALL

Present:	Ms. S. Hopewell, Chair	Ms. P. Snowden
	Ms. M. Gerber	Mr. R. Stone
	Mr. P. Moore	Ms. L. Stone, Ex-Officio
Staff and	Mr. R. Ankeny, Executive Director	
Guests:	Ms. C. Miller, Director of Finance	
	Ms. J. Hopkins, Mutual Administration Director	
	Ms. N. Ray, Stock Transfer Manager	
	Mrs. D. Bennett, Recording Secretary	
	Ms. L. Perrotti, GRF Representative, Mutual One	
	Ms. K. Rapp, GRF Representative, Mutual Seven	
	Ms. S. Fekjar, GRF Representative, Mutual Eight (left at 2:30 p.m.)	
	Ms. L. Findlay, GRF Representative, Mutual Twelve	
	Nine shareholder/members	

CHAIR'S ANNOUNCEMENTS

Chair Hopewell welcomed the Committee Members, guests and staff, Executive Director Randy Ankeny, Director of Finance Carolyn Miller, Mutual Administration Director Jodi Hopkins, Stock Transfer Manager Nancy Ray, and Recording Secretary Deanna Bennett.

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

The Chair stated that in accordance with California Civil Code Section 4090, please be advised that a quorum of the GRF Board of Directors is present at today's posted meeting. 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 Board of Directors at its regular Board meeting on the 4th Tuesday of the 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/shareholder comment period, not to exceed three minutes, as set forth in Policy 5610, Participation by Foundation Members/Shareholders. The minutes of today's Committee Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes in September 2018.

RULES OF ORDER

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

CHAIR'S COMMENTS

Chair Hopewell offered no report.

MINUTES

The Chair declared the regular meeting minutes of July 9, 2018 approved, as presented.

STAFF REPORTS

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

The Stock Transfer Manager submitted her reports and the Budget Variance Report as well as a handout pertaining to compliance with Mutual policy.

SHAREHOLDER COMMENTS

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

CORRESPONDENCE

No correspondence was received by the Committee.

UNFINISHED BUSINESS

Disclosure – Transfer

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

TO approve the use of the updated Mutual Administration Committee revised, marked-up documents, as amended.

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

This agenda item will be discussed at the September committee meeting.

Approve Request to Waive GRF ID Card Non-surrender Fee

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

TO approve the amended Request to Waive GRF ID Card Non-surrender Fee Form.

GRF & Mutual Board Training September 27, 2018

The Committee reminded its members and meeting attendees of the next GRF & Mutual Board training session on September 27, 2018.

Approve 2019 Guest Pass Wording

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

TO approve the use of the updated and amended Guest Pass document, as amended.

Approve 2019 Service Pass Wording

Mr. Moore MOVED, seconded by Ms. Gerber -

TO approve the use of the updated and amended Service Pass document, as amended.

The motion was carried with one no vote (R. Stone).

2019 Budget Assumptions: Stock Transfer, Cost Center 33

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

TO recommend the Finance Committee consider the proposed 2019 Operating Budget for Cost Center 33 (Stock Transfer), as stated.

2019 Budget Assumptions: Copy & Supply Center, Cost Center 44

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

TO recommend the Finance Committee consider the proposed 2019 Operating Budget for Cost Center 44 (Copy and Supply Center), as stated.

2019 Budget Assumptions: Mutual Administration Department, Cost Center MAC

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

TO recommend the Finance Committee consider the proposed 2019 Operating Budget for and MAC (Mutual Administration Department), as stated.

Mutual Administration Policy Management Software Needs

The Mutual Administration Director presented the Policy Management software needs of the Mutual Administration Department.

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

TO direct staff to forward the Policy Management Software needs of the Mutual Administration Department, including the capture of the historical data of all policies, to the IT Committee.

NEW BUSINESS

Amend Realtor Handout

This agenda item will be discussed at the September committee meeting.

Review and approve acceptance of credit cards, for payment, by Stock Transfer Office

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

TO authorize the Stock Transfer Office to accept credit cards for payments, other than assessments.

The Chair called for a fifteen minute break at 2:30 p.m.

Review proposed lease for new small copier for Copy & Supply office

This agenda item will be discussed at the next Information Technology Committee meeting.

Review proposed lease for new small copier for Stock Transfer office

This agenda item will be discussed at the next Information Technology Committee meeting.

POLICIES

Amend 1001-30, Glossary of Terms

The Committee concurred that Policy 1001-30, Glossary of Terms, is under the purview of the Executive Committee and will be forwarded for review.

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

TO add "Dwelling Unit or Unit" in Policy 1001-30, Glossary of Terms and forward the policy to the Executive Committee.

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

TO reject the proposed amendment of the definition of Policy in Policy 1001-30, Glossary of Terms, and forward to the Executive Committee.

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

TO include the recommended addition of the definition of Procedure in Policy 1001-30, Glossary of Terms, to be forwarded to the Executive Committee.

Ms. Snowden MOVED, seconded by Ms. Gerber-

TO reject the proposed amendment of the definition of Rule from Policy 1001-30, Glossary of Terms prior to forwarding the policy to the Executive Committee.

The motion was carried with two no votes (Moore, R. Stone).

Review Policy 5536.01-33, Guest Passes and Policy 1201-33, Photo ID Cards

The Committee concurred to schedule a Special MAC meeting to review the policies, with input solicited from the Security Services Director.

Review Policy 5165-MAC, Mutual Administration Committee

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

TO recommend the GRF Board of Directors amend Policy 5165-MAC, Mutual Administration Committee.

SUB-COMMITTEE REPORTS

Policy Re-numbering Sub-Committee

Ms. Snowden provided an update on policy renumbering announcing that the sub-committee next meet in three months.

PRESIDENT'S COMMENTS

The President commended the Committee on its meeting.

MEMBER COMMENTS

Four shareholder/member spoke on various items related to the purview of the Committee.

COMMITTEE MEMBER COMMENTS

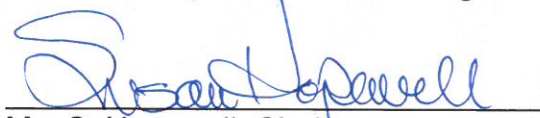
Six Committee members spoke on the proceedings of the Committee meeting.

CHAIR'S COMMENTS

The Chair thanked committee members, staff and guests for attending.

ADJOURNMENT

The Chair adjourned the meeting at 4:02 p.m.



Ms. S. Hopewell, Chair
Golden Rain Foundation
dfa 08.13.18