



MUTUAL ADMINISTRATION COMMITTEE MINUTES

Administration Conference Room
Monday, September 10, 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, September 10, 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. J. Hopkins, Mutual Administration Director	
	Ms. N. Ray, Stock Transfer Manager	
	Mrs. D. Bennett, Recording Secretary	
	Ms. K. Rapp, GRF Representative, Mutual Seven	
	Ms. L. Findlay, GRF Representative, Mutual Twelve	
	Mr. B. Lukoff, GRF Representative, Mutual Fourteen	
	Nine shareholder/members	

CHAIR'S ANNOUNCEMENTS

Chair Hopewell welcomed the Committee Members, guests and staff, Executive Director Randy Ankeny, 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.

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 August 13, 2018 approved, as presented.

STAFF REPORTS

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

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

The Executive Director provided an update on the upcoming Mutual Administration Department renovation.

SHAREHOLDER COMMENTS

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

CORRESPONDENCE

No correspondence was received by the Committee.

UNFINISHED BUSINESS

GRF & Mutual Board Training, September 27, 2018 Session

The Chair reminded the audience of the above referenced training.

Amend Realtor Handout

The Committee recommended several amendments to the Realtor Handout. Executive Director will present the document to the Presidents' Council.

NEW BUSINESS (N/A)

POLICIES

Amend 1201-33, Photo Identification Cards

Mr. Stone MOVED, seconded by Mr. Moore –

TO increase the fee for second and subsequent losses of ID cards to \$50, to be reviewed with other recommended amendments, at the October Mutual Administration meeting.

The motion was carried with two no votes (Gerber, Hopewell).

Review Policy 1023-33, Pet Ownership Rules – Gold Rain Foundation

The Committee concurred to review Policy 1023-33, Pet Ownership Rules at the October Mutual Administration Committee meeting.

Chair called for fifteen minute break at 2:32 p.m.

Review Policy 1110-33, New Resident Information

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

TO recommend the GRF Board of Directors rescind Policy 1110-33, New Resident Information, as presented. The Mutual Administration Committee will amend Policy 5165-33, Mutual Administration Committee Charter to include documents to be reviewed annually, at the October Mutual Administration meeting.

Review Policy 1400-33, Co-Occupants and Qualified Permanent Residents

The Committee concurred to refer Policy 1400-33, Co-Occupants and Qualified Permanent Residents to the Recreation Committee for consideration of incorporation into Policy 1401-50, Use of Community Facilities or into Policy 1411-50, Recreational Facilities.

Review Policy 1610-33, Membership Eligibility Criteria

The Committee concurred to refer Policy 1610-33, Membership Eligibility Criteria to corporate counsel for review.

Review Policy 1801-33, Qualified Permanent Resident and Co-Occupant Agreements

The Committee concurred to review Policy 1801-33, Qualified Permanent Resident and Co-occupant Agreements, at the October Mutual Administration meeting, requesting an update from the Mutual Administration Director regarding the status of all Mutuals adding to their policies.

Review Policy 2115-44, Distribution Business Services

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

TO recommend the GRF Board of Directors amend Policy 2115-44, Distribution Business Services, as presented.

Review Policy 2115A-44, Distribution Business Services

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

TO recommend the GRF Board of Directors amend Policy 2115A-44, Distribution Business Services, as presented.

Review Policy 5536.01-33, Gate Passes

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

TO refer Policy 5536.01-33, Gate Passes, to the Executive Committee, for review.

SUB-COMMITTEE REPORTS (N/A)

PRESIDENT'S COMMENTS

The President spoke on the proceedings of the Committee meeting.

MEMBER COMMENTS

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

COMMITTEE MEMBER COMMENTS

Three 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 3:36 p.m.



Ms. S. Hopewell, Chair
Golden Rain Foundation
dfa 09.10.18