



MUTUAL ADMINISTRATION COMMITTEE MINUTES

Administration Conference Room
Monday, October 8, 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, October 8, 2018, in the Administration Conference Room. Ms. Snowden 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	
	Mrs. L. Perrotti, GRF Representative, Mutual One	
	Ms. K. Rapp, GRF Representative, Mutual Seven	
	Ms. L. Findlay, GRF Representative, Mutual Twelve	
	Mr. B. Lukoff, GRF Representative, Mutual Fourteen	
	Eleven 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.

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 December, 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 advised that the Mutual Administration Committee will not meet in November.

MINUTES

The Chair declared the regular meeting minutes of September 10, 2018 approved, as amended.

STAFF REPORTS

The Mutual Administration Director submitted her reports and presented the Budget Variance Report inclusive through August 2018. She advised that the Mutual Administration Department will receive equipment and furniture delivery on Thursday, October 11, 2018, which may hinder interaction with Mutual Board members and other visitors. Appropriate signage will be exhibited on Tuesday, October 9, 2018.

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

The Executive Director provided an update on the Superwire agreement, advising that the agreement would be available to the Mutuels shortly.

SHAREHOLDER COMMENTS

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

CORRESPONDENCE

One item of correspondence was received by the Committee; the Executive Director will respond to the author.

UNFINISHED BUSINESS

Amend Realtor Handout

The Executive Director will present the final version of the document to the Presidents' Council. Topics for an upcoming Realtors' Town Hall meeting were discussed.

Policy Software Status Report

The Mutual Administration Director advised that two policy software vendors have provided demonstrations of their policy software products.

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

TO support the selection of a Policy Software product, upon review by the Executive Director, Mutual Administration Director, Chairs of the Mutual Administration and the IT Committees, provided the cost does not exceed \$4,500.

NEW BUSINESS

Welcome Packet – Advertising

The Committee requested the Stock Transfer Manager to schedule a meeting with members of the Committee to make review and update the Welcome Packet.

Capital Funding Request

Ms. Hopewell MOVED, seconded by Mr. Moore -

TO recommend the GRF Board of Directors award a contract to Talimar, for fourteen black lateral four-drawer file cabinets, at a cost of \$8,975.58, adding a contingency of \$1,000, for a total cost not to exceed \$9,975.58, pending Finance Committee review of available funding.

Ms. Hopewell withdrew the motion; Mr. Moore withdrew second. The Purchasing Manager will review other options for file cabinets.

The Chair called for a ten minute break at 2:33 p.m.

Mr. Moore left the meeting at 2:45 p.m.

POLICIES

Amend 1201-33, Photo Identification Cards

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

TO recommend the GRF Board of Directors amend Policy 1201-33, Photo Identification Cards, with a 30-day notification to the membership, changing the title of the policy to "GRF Identification Cards", increasing the fee for second and subsequent losses of ID cards to \$50, removing the reference to Policy 1801-33, amending the term "renter" to "renter/tenant", and stating that the non-surrender fee "may" be waived, rather than "will" be waived in the case of a deceased member.

Review Policy 5165-33, Mutual Administration Committee

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

TO recommend the GRF Board of Directors amend Policy 5165-33, Mutual Administration Committee to include all documents to be reviewed on an annual basis.

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

The Committee referred 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. At its meeting on October 1, 2018, the Recreation Committee took no action on the policy.

Review Policy 1610-33, Membership Eligibility Criteria

The Committee concurred to review the policy at the December committee meeting, pending review by Corporate Counsel.

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

The Mutual Administration Director provided an update on the status of the Mutual policy corresponding to GRF Policy 1801-33, Qualified Permanent Resident and Co-occupant Agreements. Another update will be provided at the December committee meeting.

SUB-COMMITTEE REPORTS

The Committee discussed the role of the Policy Renumbering Sub-committee.

PRESIDENT'S COMMENTS

The President spoke on the proceedings of the Committee meeting.

MEMBER COMMENTS

Six 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 and reminded everyone that the November meeting is cancelled and that the next meeting date will be December 17,

2018.

ADJOURNMENT

The Chair adjourned the meeting at 3:43 p.m.



Ms. S. Hopewell, Chair
Golden Rain Foundation
dfa 10.08.18