



## **MUTUAL ADMINISTRATION COMMITTEE MINUTES**

Conference Room B  
Monday, January 14, 2019, 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, January 14, 2019, in Conference Room B. Ms. Snowden led the Committee in the Pledge of Allegiance.

### **ROLL CALL**

Present:	Ms. S. Hopewell, Chair	Mr. R. Stone
	Ms. M. Gerber	Ms. L. Stone, Ex-Officio (arrived
	Mr. P. Moore	1:04 p.m.)
	Ms. P. Snowden	

Staff and	
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 (arrived 1:12 p.m.)
	Ms. S. Fekjar, GRF Representative, Mutual Eight
	Ms. L. Findlay, GRF Representative, Mutual Twelve
	shareholder/members

### **CHAIR'S ANNOUNCEMENTS**

Chair Hopewell welcomed the Committee Members, guests and staff, 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 4<sup>th</sup> 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 February 2019.

### **RULES OF ORDER**

Chair Hopewell requested that members exhibit an appropriate amount of decorum and set cell phones to mute.

### **CHAIR'S COMMENTS**

Chair Hopewell welcomed the attendees, particularly in light of the inclement weather.

### **MINUTES**

The Chair declared the regular meeting minutes of December 17, 2018 approved, as presented.

### **STAFF REPORTS**

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

The Stock Transfer Office Manager submitted her reports and presented the Budget Variance Reports inclusive through November 2018.

The Executive Director was not available to attend the Committee meeting.

### **SHAREHOLDER COMMENTS**

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

### **CORRESPONDENCE**

No new items of correspondence were received by the Committee; nor was there correspondence from the prior meeting.

### **UNFINISHED BUSINESS**

#### **Amend Realtor Handout**

The Executive Director was not available to attend the meeting to provide an update; the agenda item will reappear on the February agenda.

#### **Policy Software Status Report**

The Mutual Administration Director provided an update on Power DMS, the policy software products.

2019 Action Item – File cabinets for Stock Transfer Office

The Executive Director was not available to provide an update; the agenda item will reappear on the February agenda.

Bereavement Booklet – Update

The Committee reviewed the Bereavement packet, requested numerous amendments and will review the final, amended version at the February Committee meeting before recommending GRF Board approval.

The Committee concurred to request the Communications Committee consider a request that the Obituary Publication Notice forms be distributed by the Stock Transfer Office, rather than the LW Weekly office, to assist in the timely notification process of member deaths to the Mutuals.

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

Copy and Supply Center Services: Notary, Fax Services

The proposal for fax services will be reviewed at the February Committee meeting.

Copy and Supply Center Services: Passport Photo Services

The proposal for passport photo services will be reviewed at the February Committee meeting.

**POLICIES**

Review Policy 1610-33, Membership Eligibility Criteria

The Executive Director was not available to attend the meeting and provide an update.

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

The Mutual Administration Director will provide an update at the February Committee meeting.

Review Policy 1400-33, Co-Occupant and Qualified Permanent Residents, to the Recreation Committee Update

The Committee Chair advised that the Policy will be reviewed by the Recreation Committee for possible incorporation into an existing Recreation policy.

Amend Policy 1201-33, GRF Identification Cards

Mr. Moore MOVED, seconded by Mr. Stone-

**TO** recommend the GRF Board of Directors accept the proposed Committee

amendments to Policy 1201-33, GRF Identification Cards, (including the restoration of item 3.2.1 to the Policy), pending a 30-day notification period to the membership.

The motion was carried with one no vote (Hopewell).

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

**TO** change “loss/losses” in item 3.2 and 3.2.1 to “replacement/replacements”;

#### Review Policy 7583.01, Limitation of Vehicles per Unit

The policy will be reviewed by Corporate Counsel.

#### **SUB-COMMITTEE REPORTS**

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

**TO** suspend the Policy Renumbering Sub-Committee until further notice and to add DMS Policy Update as a recurring agenda item until further notice.

#### **PRESIDENT'S COMMENTS**

The President spoke on the proceedings of the Committee meeting.

#### **MEMBER COMMENTS**

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

#### **COMMITTEE MEMBER COMMENTS**

Five 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 3:20 p.m.

A handwritten signature in cursive script, appearing to read "S. Hopewell", written over a horizontal line.

Ms. S. Hopewell, Chair  
Golden Rain Foundation  
dfa 01.14.19