



MUTUAL ADMINISTRATION COMMITTEE MINUTES

Conference Room B

Monday, February 11, 2019, 1:00 P.M.

CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting of the Mutual Administration Committee was called to order by Acting Chair Snowden, at 1:00 p.m., on Monday, February 11, 2019, in the Conference Room B. Mr. Rich Carson led the Committee in the Pledge of Allegiance.

ROLL CALL

Present:	Ms. S. Hopewell, Chair (arrived 1:31 p.m.)	Ms. P. Snowden (Acting Chair)
	Ms. M. Gerber	Ms. L. Stone, Ex-Officio
	Mr. P. Moore	Mr. R. Stone

Staff and:	Ms. J. Hopkins, Mutual Administration Director
Guests	Ms. N. Ray, Stock Transfer Manager
	Mrs. D. Bennett, Recording Secretary
	Mrs. L. Perrotti, GRF Representative, Mutual One
	Mr. B. Lukoff, GRF Representative, Mutual Fourteen
	Thirteen shareholder/members

CHAIR'S ANNOUNCEMENTS

Acting Chair Snowden 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, Acting Chair Snowden 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 March 2019.

RULES OF ORDER

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

CHAIR'S COMMENTS

Acting Chair Snowden offered no initial comments.

MINUTES

The Acting Chair declared the regular meeting minutes of January 14, 2019, approved, as presented.

STAFF REPORTS

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

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

The Executive Director commented on agenda items throughout the meeting.

SHAREHOLDER COMMENTS

Three 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 recording secretary will schedule a work study meeting for the Committee to review the entire Realtor handout and an update will be provided at the March Committee meeting.

Policy Software Status Report

The Executive Director provided an update on the proposed numbering system for Power DMS, the policy software product. Staff was directed to draft a proposed numbering system for the Mutual Corporation policies for presentation at the President's Council meeting.

2019 Action Item – File cabinets for Stock Transfer Office

The Executive Director requested the item be removed from the agenda permanently.

Bereavement Booklet – Update

Additional amendments were made by the Committee; the Booklet will now have corporate images adjusted and then return to the Mutual Administration Committee for final review.

The Chair called for a 15 minute break at 2:33 p.m.

President Stone left the meeting at 2:40 p.m.

Copy and Supply Center Services: Fax Services

The Executive Director advised that the research undertaken to explore moving the community fax service to the Stock Transfer office indicates it would be more effective to leave it at its present location (the Library). The agenda item is removed from the agenda.

Copy and Supply Center Services: Passport Photo Services

Mr. Moore MOVED, seconded by Ms. Gerber-

TO institute a passport photo service within the Copy and Supply Center.

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

Ms. Snowden MOVED, seconded by Mr. Moore-

TO approve a fee of \$10 for passport photo services, to be reviewed annually.

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

NEW BUSINESS

Notice to Mutual Board re: Shareholder Passing

The Executive Director advised that the News Department, upon receiving an obituary posting for LW Weekly, shall notify the Stock Transfer Department by email and copy the Mutual Administration Director. The Stock Transfer Department then will verify the information against known passings, and, if found that Stock Transfer has not been previously notified of a Shareholder's passing, that all due and required actions, including, but not limited to, notification to the Mutual Board of the passing, will occur.

Copy and Supply Center Enhancement

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

TO approve the Copy and Supply Center expansion and forward the project to the Physical Properties Committee for final costing; upon securing final costs, forward a Capital funding request to the Finance Committee, and upon securing Capital funding, forward the action to the GRF Board for final approval.

Review Mutual Qualification Document and Denial Notification Documentation

The Committee reviewed the documents; no action was taken.

POLICIES

Review Policy 1610-33, Membership Eligibility Criteria

The Committee will review the Policy at the March Committee meeting.

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

The Mutual Administration Director provided an update on the topic; when Mutuals incorporate into their policies, the Mutual Administration Committee will recommend the GRF Board of Directors rescind the policy.

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

The Recreation Department is working on a comprehensive policy pertaining to Recreation; Policy 1400-33 was referred to the department for possible inclusion. If the policy is incorporated, the Mutual Administration Committee will make a recommendation to the GRF Board of Directors to rescind the policy.

Review Policy 5536.1-33, Gate Passes

The Security Department is working on a comprehensive policy pertaining to security issues; Policy 5536.1-33 was referred to the department for possible inclusion. If the policy is incorporated, the Mutual Administration Committee will make a recommendation to the GRF Board of Directors to rescind the policy.

SUB-COMMITTEE REPORTS

The Policy Renumbering Sub-committee is abeyance until March.

PRESIDENT'S COMMENTS

The President was not available at the end of the meeting.

MEMBER COMMENTS

One shareholder/member 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 3:31 p.m.

A handwritten signature in black ink, appearing to read "Susan Hopewell", is written over a horizontal line. The signature is fluid and cursive.

Ms. S. Hopewell, Chair
Golden Rain Foundation
dfa 02.11.19