



## MUTUAL ADMINISTRATION COMMITTEE

**SUMMARY REPORT**  
**Monday, April 8, 2019**  
**1:00 p.m.**

Action/Request	Person Responsible	Finance	BOD
<b>1. UNFINISHED BUSINESS: Realtor Handout – Final Review</b> The Committee MOVED to recommend the GRF BOD accept the amendments to the Buyer/Seller handout, post the handout on the website and request the Stock Transfer Office to begin distributing the handout to realtors.	Stock Transfer Manager		X
<b>2. NEW BUSINESS: OCFA Patient Information Form/File of Life</b> The Committee concurred to support distribution of the Orange County Fire Authority Patient Information Form and cover letter, at a cost not to exceed \$500, to be coordinated by the Safety/Emergency Coordinator and to publish an article in the LW Weekly, prior to distribution of the form.	Executive Director  Safety/Emergency Coordinator		
<b>3. NEW BUSINESS: Authorize Life Options Expo</b> The Committee MOVED to authorize the Mutual Administration and Member Resource & Assistance Liaison to plan and facilitate the Life Options Expo, on June 1, 2019.	Member Resources Liaison		
<b>4. NEW BUSINESS: Authorize Mind Booster Workshop</b> The Committee MOVED to recommend the GRF BOD authorize the Member Resource & Assistance Liaison to plan and coordinate the Mind Booster workshop, inside the Leisure World Seal Beach community, with permission to use Clubhouse space, to accommodate 50+ residents.	Recording Secretary		X
<b>5. NEW BUSINESS: Operating Funding Request – Replacement Mail Equipment, Copy &amp; Supply Center</b> The Committee concurred to address the item at the May Committee meeting.	Stock Transfer Manager		
<b>6. PRESIDENT’S COMMENT</b> The Committee concurred to request the Executive Committee discuss the establishment of a policy sub-committee to oversee policies transitioning from one GRF Committee to another.	Recording Secretary		