



MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT Monday, September 9, 2019 1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
1. UNFINISHED BUSINESS: Bereavement Workbook Update CONCURRED to review the amended hazardous waste sections of the Bereavement Workbook, at the October Committee meeting.	Recording Secretary				
2. UNFINISHED BUSINESS: Status of Welcome Packet MOVED to form a sub-committee (three members from the Mutual Administration Committee and three members of the Presidents' Council) to revise the newly named Community Guide.	Recording Secretary				
3. UNFINISHED BUSINESS: Members' ID renewal, notification and process CONCURRED to replenish supplies for the ID card renewal 2020, notify the residents by an LW News article, send additional notification, by flyer, in the year-end mail out and to the and change the expiration lettering to the color red. MOVED to approve the initial purchase of 500 blue lanyards and badge holders.	Stock Transfer Manager				
4. NEW BUSINESS: Capital Funding Request – Sandblasting Machine for Service Maintenance	Recording Secretary		X	X	

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<p>MOVED to recommend the Finance Committee review and determine if Capital funds are available for the purchase of a sandblasting machine for the Service Maintenance Department, for a cost not to exceed \$7,500 and recommend the GRF BOD approve the purchase.</p>					
<p>5. NEW BUSINESS: Capital Funding Request – Paint Mixer for Service Maintenance MOVED to recommend the Finance Committee review and determine if Capital funds are available for the purchase of a paint mixer for the Service Maintenance Department, for a cost not to exceed \$8,500 and recommend the GRF BOD approve the purchase.</p>	Recording Secretary		X	X	
<p>6. NEW BUSINESS: Capital Funding Request – Mini Trencher for Service Maintenance MOVED to recommend the Finance Committee review and determine if Capital funds are available for the purchase of a mini trencher for the Service Maintenance Department, for a cost not to exceed \$11,557 and recommend the GRF BOD approve the purchase.</p>			X	X	
<p>7. GOVERNING DOCUMENTS: Amend 50-5536-1, Gate Passes MOVED to refer the document to the Security, Bus and Traffic Committee.</p>	Recording Secretary	SBT			
<p>8. GOVERNING DOCUMENTS: Amend 50-1201-1, GRF Identification Cards MOVED to amend 50-1201-1, GRF Identification Cards, by</p>	Recording Secretary				

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<p>adding verbiage in the Purpose section, accepting the keywords and section headings, as well as creating a new governing document, 50-1201-2, GRF Identification Cards, Fees, for recommendation of adoption by the GRF Board of Directors.</p>					
<p>9. GOVERNING DOCUMENTS: Amend 50-5165-3, Mutual Administration Committee Charter MOVED to implement the revisions of the GRF Board of Directors (in parenthesis add the cost center name after the cost center number, in the first instance it occurs in the document), as requested by the action of the GRF Board of Directors, at its meeting on August 27, 2019.</p>	<p>Recording Secretary</p>				
<p>10. Agenda items for SPAH: Leisure World name change, Update financial qualifications, Move bus station away from Main Gate, Water reduction measures, including native plants in landscaping/replace laws, Moisture sensors-controlled lawn sprinklers, Require any remodel or sale of unit to install sensor-type faucets, low-flow toilets and LED lamps, On-site hazardous water disposal collection service, Fewer Mutual Boards/more successful mergers, Mini-farms to be managed by Recreation Dept. (wait list, verifying proper usage) Solar panels and energy storage systems for all buildings, and</p>	<p>Recording Secretary</p>				

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Replace individual electric water heaters in all buildings with common gas-fired water boilers.					
<p style="text-align: center;"><i>FUTURE AGENDA ITEMS:</i> <i>The Committee moved/concurred to include:</i></p> <ol style="list-style-type: none">1. Bereavement Workbook Update2. Review “Welcome Packet...” Document Update3. Amend 50-5165.1-33, Mutual Administration Committee Charter3. Adopt 50-1201-2, GRF Identification Cards, Fees4. Explore additional revenue opportunities within the Copy & Supply Center (ex. Shredding service, office supplies, etc.)					