



MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT
Friday, November 15, 2019
10:00 a.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
<p>1. UNFINISHED BUSINESS: Bereavement Workbook, Hazardous Waste Section CONCURRED to include the latest updates to the Hazardous Waste section in the Bereavement Workbook, previously approved by the Committee.</p>					
<p>2. UNFINISHED BUSINESS: Review Welcome Packet Document The Committee will review the Welcome Packet at the December Committee meeting and Mr. Ankeny will seek legal opinion regarding whether new buyers must receive a printed copy of GRF and Mutual documents.</p> <p>The Communications and Technology Director will be invited to provide an update regarding the Community Guide at the next Committee meeting.</p>	<p>Executive Director</p> <p>Communications and Technology Director</p>				
<p>3. UNFINISHED BUSINESS: Legal Review of Power of Attorney Document The Committee will invite the Stock Transfer Manager to provide input on the document at the next Committee meeting.</p>	<p>Stock Transfer Manager</p>				

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<p><i>FUTURE AGENDA ITEMS:</i></p> <p><i>The Committee moved/concurred to include:</i></p> <ol style="list-style-type: none">Welcome Packet - Bereavement Workbook Name ChangeWelcome Packet – Legal Requirement to Include Printed GRF and Mutual DocumentsCommunity Guide, UpdateGRF Election Timetable, UpdateNotice and Disclosure, Power of Attorney DocumentUse of Red Envelopes in Stock Transfer Office					