



## **MUTUAL ADMINISTRATION COMMITTEE MINUTES**

Administration Conference Room  
Friday, December 9, 2019, 1:00 p.m.

### **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The meeting of the Mutual Administration Committee was called to order by Chair Gerber at 1:02 p.m., on Friday, December 9, 2019, in the Administration Conference Room. Ms. Findlay led the Committee in the Pledge of Allegiance.

### **ROLL CALL**

Present: Ms. M. Gerber, Chair  
Ms. L. Findlay  
Ms. S. Hopewell  
Mr. N. Massetti  
Ms. J. St. Aubin  
Ms. P. Snowden  
Mr. W. Thompson

Absent: Ms. L. Stone, Ex-Officio

Staff and  
Guests: Mr. R. Ankeny, Executive Director  
Ms. J. Hopkins, Mutual Administration Director  
Ms. N. Chigireva, Communication and Technology Director  
Ms. G. Houck, Mutual Administration Manager  
Mr. R. Gonzalez, Facilities Manager  
Ms. B. Meacham, Stock Transfer Manager  
Mr. A. Hensley, Service Maintenance Supervisor  
Mr. B. Lukoff, GRF Representative, Mutual Fourteen  
Mrs. D. Bennett, Recording Secretary  
Ms. R. Barua, Recording Secretary  
14 shareholder/members

### **CHAIR'S ANNOUNCEMENTS**

Chair Gerber welcomed the Committee Members, guests and staff, Executive Director Randy Ankeny, Mutual Administration Director Jodi Hopkins, Communication and Technology Director Nataly Chigireva, Mutual Administration Manager Ginni Houck, Facilities Manager Ruben Gonzalez, Aaron Hensley, Service Maintenance Supervisor, Stock Transfer Manager Belinda Meacham, Recording Secretaries Deanna Bennett and Ripa Barua.

There being no objections, Chair Gerber 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 January 2020.

## **RULES OF ORDER**

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

## **CHAIR'S REPORT**

The Chair advised that all shareholders are welcome to make comments.

## **SHAREHOLDER COMMENTS**

Three shareholder/member spoke on today's Committee agenda items.

## **MINUTES**

The Chair declared the regular meeting minutes of November 15, 2019, approved, as presented.

## **STAFF REPORTS**

The Mutual Administration Director's reports and Budget Variance Report were included in the agenda packet.

The Stock Transfer Manager's reports and the Budget Variance Report were included in the agenda packet.

The Facilities Manager's reports and the Budget Variance Report were included in the agenda packet.

The Service Maintenance Supervisor presented the Open SRO report and the Service Maintenance Laundry Repair report.

The Executive Director advised that until the end of the year, over time for Service Maintenance will be charged at the standard rate to the Mutuals.

## **SUB-COMMITTEE REPORTS (n/a)**

## **UNFINISHED BUSINESS**

### Review of Welcome Packet, Update

The Committee discussed the Welcome Packet and will review it at the January committee meeting.

### Legal Review to Include Printed GRF and Mutual Documents in Welcome Packet, Update

The Executive Director advised that the document has not yet been returned by Corporate Counsel; no action was taken.

### Legal Review of Power of Attorney Document, Update

Ms. Hopewell MOVED, seconded by Mr. Massetti and carried unanimously -

**TO** accept the changes recommended by corporate counsel, to the Power of Attorney Disclosure Form, and to forward to the Governing Documents Committee for assignment of a form number.

### GRF Election Timetable, Update

The Committee discussed the GRF Election Timetable; no action was taken.

### Update on Community Guide

The Communication and Technology Director advised that the production deadline is approaching and that she has reviewed the Community Guide from similar communities. The Committee requested the Communication and Technology Director to bring a mock-up of the Community Guide to the Communication Committee.

## **NEW BUSINESS**

### Use of Red Envelopes in Stock Transfer Office

The Committee concurred to authorize the Stock Transfer Office to accept the “red” envelope provided by the Onsite Home Sales.

Ms. Gerber called for a break at 2:25 p.m.

The meeting was called back to order at 2:40 p.m.

### Welcome Packet – Bereavement Workbook Name Change

The Committee concurred to change the name of the Bereavement Workbook to “Planning Ahead for My Family”.

Capital Funding Request – Custom Programming for Mutual SRO Reports

Ms. Snowden MOVED, seconded by Ms. Hopewell are carried unanimously -

**TO** recommend the GRF Board authorize Capital Funds, not to exceed \$5,000, for the custom programming necessary to generate the Mutual monthly SRO reports (SROs by bill code), pending Finance Committee review.

Review of Mutual Administration Services to the Mutuals, as identified by the Mutual Services Review Ad hoc Committee (MSRAH)

The Committee reviewed the Mutual Administration portion of services to the Mutuals, prior to the GRF Board Meeting.

**GOVERNING DOCUMENTS (n/a)**

**FUTURE AGENDA ITEMS**

1. New Member Information Packet/Community Guide
2. Update on legal review concerning GRF and Mutual Bylaws in new member Info packet
3. Distribution of the “Planning Ahead for My Family” workbook to committee members

**PRESIDENT’S COMMENTS**

The President wished everyone Happy Holidays!

**NEXT MEETING**

Monday, January 13, 2020, 1:00 p.m.  
Administration Conference Room

**ADJOURNMENT**

The Chair adjourned the meeting at 3:08 p.m.



---

Ms. M. Gerber, Chair  
Golden Rain Foundation  
rb 12.09.19