



MUTUAL ADMINISTRATION COMMITTEE MINUTES

Administration Conference Room
Monday, February 10, 2020, 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 1:00 p.m., on Monday, February 10, 2020, in the Administration Conference Room. Mr. Massetti led the Committee in the Pledge of Allegiance.

ROLL CALL

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

Absent: Ms. L. Stone, Ex-Officio
 Ms. J. St. Aubin

Staff and
Guests: Ms. S. Hopewell, Vice President
 Mr. R. Ankeny, Executive Director
 Ms. J. Hopkins, Mutual Administration Director
 Ms. G. Houck, Mutual Administration Manager
 Mr. R. Gonzalez, Facilities Manager
 Mr. A. Hensley, Service Maintenance Supervisor
 Mrs. D. Bennett, Recording Secretary
 Ms. R. Barua, Recording Secretary
 Twelve shareholder/members

CHAIR'S ANNOUNCEMENTS

Chair Gerber welcomed the Committee Members, guests and staff, Vice President Susan Hopewell, Executive Director Randy Ankeny, Mutual Administration Director Jodi Hopkins, Mutual Administration Manager Ginni Houck, Facilities Manager Ruben Gonzalez, Aaron Hensley, Service Maintenance Supervisor, 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 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 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

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

MINUTES

The Chair declared the regular meeting minutes of January 13, 2019, approved, as written.

CORRESPONDENCE

Member Column

The Member Column was reviewed by the Committee and Executive Director will respond to the correspondence.

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's presented the Open SRO report and the Service Maintenance Laundry Repair report.

The Executive Director spoke on various topics throughout the meeting and requested that Physical Property Manager start attending MAC. The Committee concurred that the Physical Property Manager present general information pertaining to Building Inspectors starting March 2020.

SUB-COMMITTEE REPORTS (n/a)

UNFINISHED BUSINESS

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

Executive Director reported that the opinion of Corporate Counsel is that it is the obligation of the seller to disclose to the buyer; GRF has no requirement to provide printed GRF documents in the Welcome Packet. No further action will be taken at MAC.

Pet Ownership Rules

Mr. Massetti MOVED, seconded by Ms. Findlay and carried unanimously by the Committee members present –

TO amend the 50-1023-1, GRF Pet Ownership Rules, accepting the keywords assigned by the Governing Document Committee (Pet, ESA, and Service Animals).

NEW BUSINESS

Mutual Permission for Temporary Carport and Mutual Street Parking Permit and Co-Occupant Agreement

The Committee concurred to direct staff to incorporate the Committee's amendments to the Mutual Permission Temporary Carport and Mutual Street Parking Permit and refer to the Presidents' Council for review.

The Committee concurred to direct staff to forward the revised pages five and six of the Application & Approval, Co-occupant to the President of Mutual Seventeen and for the Mutual Administration Committee to review the amended document and the original document at the March Committee meeting.

GOVERNING DOCUMENTS (n/a)

FUTURE AGENDA ITEMS

- 1. Co-Occupant Agreement**
- 2. Life Options Expo**

NEXT MEETING

Monday, March 9, 2020, 1:00 p.m.
Administration Conference Room A

ADJOURNMENT

The Chair adjourned the meeting at 2:33 p.m.

Ms. M. Gerber, Chair
Golden Rain Foundation
rb 02.10.2020

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