



MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT Monday, September 14, 2020 1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
<p>1. UNFINISHED BUSINESS: PDF Fillable Form</p> <p>TO authorize Stock Transfer Office to add the newly created fillable forms (Pet Registration Form, Co-Occupant Application Form, Service Pass Application for heirs/legal authority for a unit, and Carport Rental Agreement) to the Leisure World website.</p>	Mutual Administration Director				
<p>2. NEW BUSINESS: Fee for Return of Non-Complaint Stock Transfer Packages</p> <p>TO direct Executive Director to seek a legal opinion the feasibility of GRF charging a fee to the escrow company for packages that are not compliant with policy.</p>	Executive Director				
<p>3. NEW BUSINESS: GRF Security Guidebook</p> <p>The Committee concurred to refer applicable sections of the GRF Security Guidebook to the Presidents' Council, for review.</p>	Mutual Administration Director				
<p>4. NEW BUSINESS: Review Intent to Withdraw Form</p> <p>The Mutual Administration Director to update and make changes to the Intent to Withdraw form.</p>	Mutual Administration Director				
<p>5. NEW BUSINESS: Review Notice of Disclosures in Escrow Form</p>	Mutual Administration Director				

MUTUAL ADMINISTRATION COMMITTEE

<p>TO accept the changes, as proposed, and to update the revision date of the document to September 14, 2020.</p>					
<p>6. NEW BUSINESS: Review Notice of Disclaimer Regarding Dual Ownership</p> <p>The Committee concurred to refer the Notice of Disclaimer regarding Dual Ownership to Presidents' Council for review of the third paragraph.</p>	<p>Recording Secretary</p>	<p>Presidents' Council</p>			
<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. Fee for Return of Non-Compliant Stock Transfer Packages – Mr. Ankeny 2. GRF Security Guidebook 3. Guest Passes – Mr. Rocha 					