



MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT Monday, February 8, 2021 1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
1. STAFF REPORTS: Stock Transfer Manager The Committee concurred to review the relevancy of certain reports and to include the cutoff date and up to date numbers.	Stock Transfer Manager				
2. STAFF REPORTS: Stock Transfer Manager The Committee concurred to include review of the Stock Transfer Report, Letters, in the March meeting.	Recording Secretary				
3. STAFF REPORTS: Stock Transfer Manager The Committee concurred to refer to the Finance Committee to audit the escrow sales commissions that brokers receive from sales.	Executive Director	Finance Committee	X		
4. UNFINISHED BUSINESS: Update on Notice of Disclaimer regarding Dual Ownership The Committee concurred to include this item in the March meeting.	Recording Secretary				
5. UNFINISHED BUSINESS: Update on the Stock Transfer Fee, Non-Compliant Stock Transfer Packages The Committee concurred to re-send the Stock Transfer Fee, Non-Compliant Stock Transfer Packages, to Presidents' Council. The Executive Director will present to all Mutuals, at Presidents' Council, a revised Stock Transfer procedure wherein escrow companies	Recording Secretary Executive Director	Presidents' Council			

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are responsible for all financial packages.					
6. NEW BUSINESS: GRF ID Renewal Reminder The Committee concurred to include this item in the March meeting.	Recording Secretary				
7. NEW BUSINESS: AB 3182 The Committee concurred to include this item in the March meeting.	Recording Secretary				
<i>FUTURE AGENDA ITEMS:</i> <i>The Committee moved/concurred to include:</i> <ol style="list-style-type: none"> 1. 50-1023-1 GRF Pet Ownership Rules 2. Fire & Safety Inspections for Renters 3. Mutual Board Training Topics 4. Review of all 50- Mutual Administration, Stock Transfer, and Service Maintenance Policies 5. Stock Transfer Report, Letters 6. Update on Notice of Disclaimer regarding Dual Ownership 7. GRF ID Renewal Reminder 8. AB 3182 					