



MUTUAL ADMINISTRATION COMMITTEE

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

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
1. NEW BUSINESS: Notice of Intention to Withdraw Form The Committee concurred to increase the space for seller's name and signature.	Stock Transfer Manager Mutual Administration Director				
2. NEW BUSINESS: Fire & Safety Inspections for Renters The Committee concurred to wait for the direction of the Mutuals to move forward.	Mutual Administration Director				
3. NEW BUSINESS: Mutual Board Training Topics The Committee concurred to receive feedback from Mutual Administration staff to get an idea of a number of training topics.	Executive Director				
4. NEW BUSINESS: Review of the Mutual Administration Department Reports The Committee concurred to defer this to the next month.	Mutual Administration Director				
5. GOVERNING DOCUMENTS: Review policy 50-1023-1 GRF Pet Ownership Rules The Committee concurred to discuss at a work study meeting.	Recording Secretary				
6. GOVERNING DOCUMENTS: Review policy 50-1610-3 GRF Membership Eligibility Criteria The Committee concurred to discuss at a work study meeting.	Recording Secretary				

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7. GOVERNING DOCUMENTS: Review policy 50-5165-3 Mutual Admin & Service Maintenance Committee Charter The Committee concurred to discuss at a work study meeting.	Recording Secretary				
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FUTURE AGENDA ITEMS:

The Committee moved/concurred to include:

- 1. Update on AB 3182**
- 2. Update on Fire Inspections**
- 3. Remodel of the Stock Transfer Office**
- 4. Mutual Board Training Topics – Questionnaire Results**
- 5. Review of the Mutual Administration Department Reports**
- 6. Update on Escrow Companies in Non-Compliance**