



MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT
Monday, April 12, 2021
1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
<p>1. UNFINISHED BUSINESS: Update on Escrow Companies in Non-Compliance CONCURRED to accept information provided by the Executive Director and consider the topic resolved.</p>					
<p>2. NEW BUSINESS: Review of Optum Health Brochure MOVED to include the Optum Health brochure in the Welcome Packet for new buyers.</p>	Stock Transfer Office				
<p>3. NEW BUSINESS: Review of Stock Transfer Pet Brochure CONCURRED to review the Pet Brochure at the May meeting; the Executive Director will request the IT department to forward the online document to the Committee for editing.</p>	Executive Director IT Department				
<p>4. NEW BUSINESS: Remodel of the Stock Transfer Office / Admin Building MOVED to approve the removal of the wall and door in the Stock Transfer Manager's office, work to be performed by Service Maintenance, at a cost not to exceed \$500, from the Building Repairs and Maintenance Budget, work to be performed by Service Maintenance.</p>	Executive Director Service Maintenance				

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<p>5. GOVERNING DOCUMENTS: Amend 50-1023-1 GRF Pet Ownership Rules MOVED to recommend the GRF BOD amend 50-1023-1 GRF Pet Ownership Rules, as presented.</p>	Recording Secretary			✓	
<p>6. GOVERNING DOCUMENTS: Amend 50-5165-3 Mutual Administration & Service Maintenance Committee Charter MOVED to recommend the GRF BOD amend 50-5165-3 Mutual Admin & Service Maintenance Committee Charter, as presented.</p>	Recording Secretary			✓	

FUTURE AGENDA ITEMS:

The Committee moved/concurred to include:

1. Update on rentals
2. Review of the Mutual Administration Department Reports
3. Review of Stock Transfer Pet Brochure
4. Update on Remodel of the Stock Transfer Office
5. Status of Training & Staff Changes in Stock Transfer
6. Mutual Board Training Topics – Questionnaire Results