



MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT Monday, September 13, 2021 1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	F C	BOD	Comments
1. APPROVAL OF MINUTES: JULY 12, 2021 The minutes of the July 12, 2021, meeting was approved, as presented.	Recording Secretary				
2. APPROVAL OF MINUTES: AUGUST 9, 2021 The minutes of the August 9, 2021, meeting was approved, as presented.	Recording Secretary				
3. STAFF REPORTS: MUTUAL ADMINISTRATION DIRECTOR The Mutual Administration Director submitted her reports and presented the Budget Variance report inclusive through July 2021. The Mutual Administration Director also presented the reports and the Budget Variance report inclusive through July 2021 for Stock Transfer. The Member Resources and Assistance Liaison presented her report and provided an update on current projects and resources. It was the consensus of the committee to dispense of the Stock Transfer Revenue report and continue forth with the Item Sales document presented by the Mutual Administration Director. It was the consensus of the committee to delay the Life Options Expo to the Summer of 2022.	Mutual Admin. Director Recording Secretary				
4. STAFF REPORTS: FACILITIES MANAGER The Facilities Manager presented the Budget Variance Report inclusive through August 2021. The Facilities Manager also presented the Service Maintenance Supervisor's reports on Open SRO and YTD Service Repair Orders.	Facilities Manager				
5. STAFF REPORTS: PHYSICAL PROPERTY MANAGER The Physical Property Manager presented the Physical Property Activity report.	Physical Property Manager				

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<p>6. STAFF REPORTS: EXECUTIVE DIRECTOR The Executive Director spoke on several topics throughout the meeting.</p>	Executive Director				
<p>7. UNFINISHED BUSINESS: 2022 PROPOSED OPERATING BUDGET FOR COST CENTER 533 The Committee moved to recommend the Finance Committee consider the 2022 Proposed Operating Budget for Cost Center 533 (Stock Transfer), dependent on the conversation Jodi Hopkins has with Carolyn Miller on line item 5345000. The motion passed unanimously The Committee moved to amend the 2022 Proposed Operating Budget for Cost Center 533 (Stock Transfer), line item 5345000 for Certificate Processing Fees – Escrow (formerly called Escrow Transfer Fees) from 292 Escrows to 414 Escrows. The motion passed unanimously. Following a discussion, Mr. Geffner withdrew his motion and Mrs. Damoci withdrew her second.</p>	Director of Finance Mutual Admin. Director Recording Secretary		X		
<p>8. UNFINISHED BUSINESS: 2022 PROPOSED OPERATING BUDGET FOR COST CENTER 545 The Committee moved to recommend the Finance Committee consider the 2022 Proposed Operating Budget for Cost Center 545 (Mutual Administration), as stated.</p>	Director of Finance Mutual Admin. Director Recording Secretary		X		
<p>9. UNFINISHED BUSINESS: 2022 PROPOSED OPERATING BUDGET FOR COST CENTER 574 The Committee moved to recommend the Finance Committee consider the 2022 Proposed Operating Budget for Cost Center 574 (Service Maintenance), as stated.</p>	Director of Finance Facilities Manager Recording Secretary		X		
<p>10. NEW BUSINESS: 2021-2022 MUTUAL ADMINISTRATION COMMITTEE GOALS The Committee concurred to move the 2021-2022 Mutual Administration Committee Goals to the October meeting.</p>	Recording Secretary Mutual Admin. Director				
<p>11. NEW BUSINESS: SCHEDULE FORMS REVIEW WORK STUDY The Committee concurred to form a subcommittee to review forms. The subcommittee will be comprised by Phil Mandeville, Chair and GRF Mutual Eleven Representative; Marsha Gerber,</p>	Recording Secretary Mutual Admin. Director	MAC Subcommittee			

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<p>GRF Vice President and GRF Mutual Four Representative; Sandy Geffner, GRF Mutual Three Representative; Jackie Dunagan, Mutual Fifteen President; Ruthann Arlart, Mutual Ten President; and Sue Rotter, Mutual Seven President.</p>					
<p>12. GOVERNING DOCUMENTS: REVIEW 50-1671-4 “PAWS” FOR THOUGHT PET REGISTRATION FORM, 50-1671-4A EMOTIONAL SUPPORT ANIMAL SHAREHOLDER’S DECLARATION FORM ATTACHMENT A, 50-1671-4B EMOTIONAL SUPPORT ANIMAL PHYSICIAN’S DECLARATION FORM ATTACHMENT B, 50-1671-4C SERVICE ANIMAL CLAIM FORM ATTACHMENT A, AND 50-1671-4D SERVICE ANIMAL PHYSICIAN’S DECLARATION ATTACHMENT B.</p> <p>The subcommittee concurred to review the above five documents and in addition 50-1644-4 Caregiver Pass Application and 50-1644-4C Application and Approval Co-Occupant.</p>	<p>Recording Secretary Mutual Admin. Director</p>	<p>MAC Subcommittee</p>			
<p>13. GOVERNING DOCUMENTS: REVIEW 50-1672-4 PROPERTY AND LIABILITY INSURANCE INFORMATION BOOK</p> <p>The Committee moved to recommend the GRF Board of Directors approve 50-1672-4 Property and Liability Insurance Information Book, as amended, and include the original version for reference.</p>	<p>Recording Secretary Mutual Admin. Director</p>			X	
<p>14. GOVERNING DOCUMENTS: REVIEW 50-1642-4 AUTHORIZED RESIDENT INFORMATION FORM</p> <p>The Committee moved to recommend the GRF Board of Directors approve 50-1642-4 Authorized Resident Information Form, as amended.</p> <p>Following a discussion, the motion was amended. The Committee moved to approve 50-1642-4 Authorized Resident Information Form, as amended.</p>	<p>Recording Secretary Mutual Admin. Director</p>				
<p>15. GOVERNING DOCUMENTS: REVIEW 50-1642-4A EMERGENCY CONTACT FORM</p> <p>The Committee moved to approve 50-1642-4A Emergency Contact Form, as presented.</p>	<p>Recording Secretary Mutual Admin. Director</p>				
<p>16. GOVERNING DOCUMENTS: REVIEW 50-1644-4 CAREGIVER PASS APPLICATION</p> <p>The committee concurred to review 50-1644-4 Caregiver Pass Application at a subcommittee meeting.</p>	<p>Recording Secretary Mutual Admin. Director</p>	<p>MAC Subcommittee</p>		X	

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FUTURE AGENDA ITEMS:

The Committee concurred to add future agenda items:

1. 2021-2022 Mutual Admin Committee Goals
2. 50-1644-4 Caregiver Pass Application
3. 50-1644-4C Application and Approval Co-Occupant
4. 50-1671-4 "Paws" for Thought Pet Registration Form, 50-1671-4A Emotional Support Animal Shareholder's Declaration Form Attachment A, 50-1671-4B Emotional Support Animal Physician's Declaration Form Attachment B, 50-1671-4C Service Animal Claim Form Attachment A, and 50-1671-4D Service Animal Physician's Declaration Attachment B.

Recording
Secretary