



MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT Monday, October 11, 2021 1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	F C	BOD	Comments
1. APPROVAL OF MINUTES The minutes of the September 13, 2021, meeting was approved, as presented.	Recording Secretary				
2. STAFF REPORTS: MUTUAL ADMINISTRATION DIRECTOR The Mutual Administration Director submitted her reports and presented the Budget Variance report inclusive through September 2021. The Mutual Administration Director also presented the reports and the Budget Variance report inclusive through September 2021 for Stock Transfer. The Member Resources and Assistance Liaison presented her report and provided an update on current projects and resources.	Mutual Admin. Director Member Resources & Assistance Liaison				
3. STAFF REPORTS: FACILITIES MANAGER The Facilities Manager presented the Budget Variance Report inclusive through September 2021. The Service Maintenance Supervisor presented the reports on Open Service Repair Orders (SRO's) and Year to Date (YTD) Service Repair Orders.	Facilities Manager Service Maintenance Supervisor				
4. STAFF REPORTS: FACILITIES DIRECTOR The Facilities Director presented the Physical Property Activity report, the Permit Report, and the Fire Inspections Report.	Facilities Director				
5. STAFF REPORTS: EXECUTIVE DIRECTOR The Executive Director spoke on several topics throughout the meeting.	Executive Director				
6. SUBCOMMITTEE REPORT The Co-Chair of the subcommittee, Ms. Marsha Gerber, discussed the progress of reviewing forms.		Subcommittee			
7. UNFINISHED BUSINESS: 2021-2022 MUTUAL ADMINISTRATION COMMITTEE GOALS The Committee discussed the 2021-2022 Mutual Administration Committee Goals. The Committee concurred to	Recording Secretary				

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complete the review of forms and the open SROs by the end of the year.	Mutual Admin. Director				
8. NEW BUSINESS: SRO TIME ESTIMATES The Committee discussed the SRO Time Estimates. This item is coming back next month.	Facilities Manager Service Maintenance Supervisor				
9. NEW BUSINESS: FENN TERMITE AND PEST CONTROL The Committee welcomed the speakers from Fenn Termite and Pest Control, Ms. Iniguez and Mr. Garcia, and discussed the ongoing issues within the community.	Facilities Manager Facilities Director				
10. GOVERNING DOCUMENTS: REVIEW 50-1671-4 “PAWS” FOR THOUGHT PET REGISTRATION FORM, 50-1671-4A EMOTIONAL SUPPORT ANIMAL AUTHORIZED RESIDENT 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. The committee moved to approve 50-1671-4 “Paws” for Thought Pet Registration Form, 50-1671-4A Emotional Support Animal (California Civil Code 54.1) Authorized Resident Declaration Form Attachment A, 50-1671-4B Emotional Support Animal (California Civil Code 54.1) Physician’s Declaration Form Attachment B, 50-1671-4C Service Animal Claim Form (California Civil Code 54.1) Attachment A, and 50-1671-4D Service Animal Physician’s Declaration (California Civil Code 54.1) Attachment B, as amended.	Recording Secretary Mutual Admin. Director				
FUTURE AGENDA ITEMS: The Committee concurred to add future agenda items:					Recording Secretary
<ol style="list-style-type: none"> 1. Premium Charge for Non-Standard Items for Escrow SRO’s 2. SRO Time Estimates 3. Escrow Time Limits 4. 50-1644-4 Caregiver Pass Application 5. 50-1645-4 Application and Approval Co-Occupant 6. 50-1672-4 Property and Liability Insurance Information 					