



MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT Monday, January 10, 2022 1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	F C	BOD	Comments
1. APPROVAL OF MINUTES The minutes of the November 8, meeting was approved, as presented.	Recording Secretary				
2. STAFF REPORTS: MUTUAL ADMINISTRATION DIRECTOR The Mutual Administration Director was not present to discuss the reports in the agenda. The Member Resources and Assistance Liaison presented her report and provided an update on current projects and resources.	Member Resources & Assistance Liaison				
3. STAFF REPORTS: FACILITIES MANAGER The Facilities Manager presented the Budget Variance Report inclusive through November 2021, the Open Service Repair Orders (SRO's), and the Year to Date (YTD) Service Repair Orders.	Facilities Manager				
4. STAFF REPORTS: PHYSICAL PROPERTY MANAGER The Physical Property Manager presented the Physical Property Activity report, the Permit Report, and the Fire Inspections Report.	Physical Property Manager				
5. UNFINISHED BUSINESS: 2022 SENIOR RESOURCE GUIDE It was the consensus of the committee to create a subcommittee to review the 2022 Senior Resource Guide. This item will come back next month.	Recording Secretary				
6. NEW BUSINESS: FENN TERMITE AND PEST CONTROL The Fenn Termite and Pest Control representative, Mr. Bernardo Garcia, provided updates for the community.	Facilities Director				
7. NEW BUSINESS: 2022 LIFE OPTIONS EXPO The committee moved and recommended to the Mutual Administration Committee allow Member Resource & Assistance Liaison to plan and facilitate the Life Options Expo on July 29, 2022, the budget not to exceed \$400.00 which	Member Resources & Assistance Liaison			X	

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includes refreshments, water, coffee supplies, napkins, and decorations and forward to the Board for approval.					
<p style="text-align: center;">FUTURE AGENDA ITEMS: The Committee concurred to add future agenda items:</p> <ol style="list-style-type: none"> 1. 2022 Senior Resource Guide 2. GRF Elections 					Recording Secretary