



MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT Monday, February 14, 2022 1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	F C	BOD	Comments
1. APPROVAL OF MINUTES The minutes of the January 10, 2022, 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 December 2021. The Mutual Administration Director also presented the reports and the Budget Variance report inclusive through December 2021 for Stock Transfer. The Member Resources and Assistance Liaison presented her report and provided an update on current projects and resources.	Mutual Administration Director Member Resources & Assistance Liaison				
3. STAFF REPORTS: FACILITIES MANAGER The Facilities Manager presented the Budget Variance Report inclusive through December 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: 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. SUBCOMMITTEE REPORT: 2022 SENIOR RESOURCE FOCUS The Member Resources & Assistance Liaison discussed the progress of the 2022 Senior Resource Focus.	Member Resources & Assistance Liaison				
6. UNFINISHED BUSINESS: 2022 SENIOR RESOURCE FOCUS To recommend to the Board of Directors to approve the Member Resources 2022 Senior Resource Focus be printed in the Health Section of the LW Weekly as a once-a-month series informational guide.	Member Resources & Assistance Liaison			X	

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7. NEW BUSINESS: GRF ELECTIONS GRF Vice President Marsha Gerber advised that this item should be discussed at the GRF Administration Committee.	GRF Vice President	GRF Admin Cmte			
8. NEW BUSINESS: NEW BUYER INFORMATION To recommend to the Board of Directors to approve the New Buyer Information packet as amended.	GRF Vice President			X	
FUTURE AGENDA ITEMS: The Committee concurred to add future agenda items:					Recording Secretary