



MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT Monday, April 11, 2022 1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
<p>1. APPROVAL OF MINUTES The minutes of the February 14, 2022, meeting was approved, as presented.</p>	Recording Secretary				
<p>2. STAFF REPORTS: MUTUAL ADMINISTRATION DIRECTOR The Mutual Administration Director presented the Budget Variance Report, Budget Comparison Report, and numbers report for Mutual Administration and Stock Transfer. The Mutual Administration Director also presented the Member Resources and Assistance Liaison report.</p>	Mutual Administration Director Member Resources & Assistance Liaison				
<p>3. STAFF REPORTS: FACILITIES MANAGER The Facilities Manager presented the Budget Variance Report and Budget Comparison Report for Service Maintenance.</p>	Facilities Manager				
<p>4. STAFF REPORTS: SERVICE MAINTENANCE SUPERVISOR The Service Maintenance Supervisor presented the Open Service Repair Orders (SRO's), and the Year to Date (YTD) Service Repair Orders.</p>	Service Maintenance Supervisor				
<p>5. STAFF REPORTS: PHYSICAL PROPERTY MANAGER The Physical Property Manager presented the Physical Property Activity report, the Permit Report, and the Fire Inspections Report.</p>	Physical Property Manager				
<p>6. NEW BUSINESS: APPROVE 2022 ANNUAL LIFE OPTIONS EXPO TO recommend that the Mutual Administration Committee approve the 2022 Annual Life Options Expo Flyer, as amended</p>	Member Resources & Assistance Liaison				

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<p>7. NEW BUSINESS: REVIEW 50-1672-4 PROPERTY & LIABILITY INSURANCE INFORMATION</p> <p>TO recommend that the Board approve the amendments to 50-1672-4 Property and Liability Insurance as suggested by GRF legal counsel and to remove line 17 and add “except earthquake damages” to line 11.</p>	Executive Coordinator			X	
<p>8. NEW BUSINESS: REVIEW 50-6101-5 PLANNING AHEAD FOR MY FAMILY</p> <p>The Committee reviewed 50-6101-5 Planning Ahead for My Family and it was a consensus of the Committee to schedule a work study to review the document further.</p>	Recording Secretary				
<p>9. NEW BUSINESS: UPDATE ON STOCK TRANSFER MAIL-SLOT</p> <p>The Mutual Administration Director provided an update on the Stock Transfer Mail-Slot.</p>	Mutual Administration Director				
<p>10. NEW BUSINESS: REVIEW CORONER INFORMATION GUIDE & FLYER</p> <p>TO recommend that the Mutual Administration Committee approve the Coroner Information Flyer to be used by Mutual Administration and Security Department.</p>	Mutual Administration Director Security Services Director				
<p>11. NEW BUSINESS: DISCUSS 50-5165-3 MUTUAL ADMINISTRATION & SERVICE MAINTENANCE COMMITTEE CHARTER</p> <p>It was the consensus of the committee was to discuss 50-5165-3 Mutual Administration & Service Maintenance Charter at next Mutual Administration Committee meeting</p>	Recording Secretary				
<p>FUTURE AGENDA ITEMS:</p> <p>The Committee concurred to add future agenda items:</p> <ol style="list-style-type: none"> 1. Discuss 50-5165-3 Mutual Administration & Service Maintenance Committee Charter 2. Discuss dumpster diving and identifying thrift stores to donate items 					Recording Secretary