



## MUTUAL ADMINISTRATION COMMITTEE

### SUMMARY REPORT Monday, May 9, 2022 1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
<b>1. APPROVAL OF MINUTES</b> The minutes of the April 11, 2022, meeting was approved, as presented.	Recording Secretary				
<b>2. STAFF REPORTS: MUTUAL ADMINISTRATION DIRECTOR</b> The Mutual Administration Director presented the Budget Variance Report, Budget Comparison Report, and numbers report for Mutual Administration and Stock Transfer.  The Member Resources and Assistance Liaison presented the Member Resources and Assistance Liaison report.	Mutual Administration Director  Member Resources & Assistance Liaison				
<b>3. STAFF REPORTS: FACILITIES MANAGER</b> The Facilities Manager presented the Budget Variance Report and Budget Comparison Report for Service Maintenance.	Facilities Manager				
<b>4. STAFF REPORTS: SERVICE MAINTENANCE SUPERVISOR</b> The Service Maintenance Supervisor presented the Open Service Repair Orders (SRO's), and the Year to Date (YTD) Service Repair Orders.	Service Maintenance Supervisor				
<b>5. STAFF REPORTS: PHYSICAL PROPERTY MANAGER</b> The Physical Property Manager presented the Physical Property Activity report, the Permit Report, and the Fire Inspections Report.	Physical Property Manager				
<b>6. UNFINISHED BUSINESS: REVIEW 50-6101-5 PLANNING AHEAD FOR MY FAMILY</b> <b>TO</b> recommend that the GRF Board accept 50-6101-5 Planning Ahead for My Family, as amended, pending a 28-day notification.	Executive Coordinator			<b>X</b>	

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<p><b>7. NEW BUSINESS: DISCUSS DUMPSTER DIVING AND IDENTIFYING THRIFT STORES TO DONATE ITEMS</b></p> <p>The Committee reached a consensus to “Discuss Identifying Thrift Stores to Donate Items” at the next Committee meeting and to refer topic to the Communications Committee.</p>		Comm unicati ons Cmte.			
<p><b>FUTURE AGENDA ITEMS:</b></p> <p>The Committee concurred to add future agenda items:</p> <p>1. Discuss Identifying Thrift Stores to Donate Items</p>					Recording Secretary