



MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT Monday, August 8, 2022 1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
1. APPROVAL OF MINUTES The minutes of the July 11, 2022, meeting was approved, as presented.	Recording Secretary				
2. STAFF REPORTS: MUTUAL ADMINISTRATION DIRECTOR The Mutual Administration Director presented the Budget Variance Report, Budget Comparison Report, and numbers report for Mutual Administration.	Mutual Administration Director				
3. STAFF REPORTS: STOCK TRANSFER MANAGER The Mutual Administration Director and Stock Transfer Manager presented the Budget Variance report, Budget Comparison Report, and numbers report for Stock Transfer.	Mutual Administration Director Stock Transfer Manager				
4. STAFF REPORTS: MEMBER RESOURCES & ASSISTANT LIAISON The Member Resources and Assistance Liaison presented the Member Resources and Assistance Liaison report and provided an update on the Life Options Expo.	Member Resources & Assistance Liaison				
5. STAFF REPORTS: FACILITIES MANAGER The Facilities Manager presented the Budget Variance Report, Budget Comparison Report for Service Maintenance.	Facilities Manager				
6. 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.	Service Maintenance Supervisor				

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<p>7. STAFF REPORTS: PHYSICAL PROPERTY MANAGER</p> <p>The Physical Property Manager presented the Physical Property Activity report, the Permit Report, and the Fire Inspections Report.</p>	Physical Property Manager				
<p>8. UNFINISHED BUSINESS: DISCUSS IDENTIFYING THRIFT STORES FOR DONATING DUMPSTER ITEMS</p> <p>The Committee Chair advised that the Physical Property Committee was identifying thrift stores for donation on dumpster items.</p>	Committee Members				
<p>9. UNFINISHED BUSINESS: UPDATE ON KENNEDY VALVES</p> <p>The Facilities Manager provided an update on the Kennedy Valves. The Committee concurred to bring the item to the next agenda.</p>	Facilities Manager				
<p>10. UNFINISHED BUSINESS: DISCUSS DIRECTOR TRAINING</p> <p>The Mutual Administration Director discussed the Director Training. The Committee concurred to bring the item to the next agenda.</p>	Mutual Administration Director				
<p>11. NEW BUSINESS: DISCUSS REPORTS</p> <p>The Committee commented on staff reports throughout the meeting.</p>	Committee Members				
<p>12. NEW BUSINESS: REVIEW PROPOSED 2023 OPERATING BUDGET FOR COST CENTER 545</p> <p>TO approve and recommend to the Finance Committee the 2023 proposed Operating Budget for Cost Center 545 (Mutual Administration), as presented.</p>	Mutual Administration Director		X		
<p>13. NEW BUSINESS: REVIEW PROPOSED 2023 OPERATING BUDGET FOR COST CENTER 533</p> <p>TO approve and recommend to the Finance Committee the 2023 proposed Operating Budget for Cost Center 533 (Stock Transfer), as presented.</p>	Stock Transfer Manager		X		
<p>14. NEW BUSINESS: REVIEW PROPOSED 2023 BUDGET FOR COST CENTER 574</p> <p>TO approve and recommend to the Finance Committee the 2023 proposed Operating Budget for Cost Center 574 (Service Maintenance), as presented.</p>	Facilities Manager & Service Maintenance Supervisor		X		

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<p>15. NEW BUSINESS: REVIEW AND APPROVAL OF SERVICE PASSESS FOR 2023 FOR STOCK TRANSFER</p> <p>TO approve the use of the updated Guest and Service Passes for 2023. Funds to come from Stock Transfer Cost Center GL Code 6410033-533.</p>	Stock Transfer Manager				
<p>16. GOVERNING DOCUMENTS: REVIEW 50-5165-3 MUTUAL ADMINISTRATION & SERVICE MAINTENANCE COMMITTEE CHARTER</p> <p>The Committee concurred to hold a work-study to bring the item back to the next agenda.</p>	Recording Secretary				
<p>17. GOVERNING DOCUMENTS: REVIEW STOCK TRANSFER FEES (50-1646-2 STOCK TRANSFER OFFICE SCHEDULE OF FEES)</p> <p>The Mutual Administration Director discussed <u>50-1646-2 Stock Transfer Office Schedule of Fees</u>. The Committee concurred to bring item back to the next agenda.</p>	Mutual Administration Director Recording Secretary				
<p>18. GOVERNING DOCUMENTS: REVIEW STOCK TRANSFER FEES (40-5061-2 FEES)</p> <p>The Committee discussed 40-5061-2 Fees as a reference for 50-1646-2 Stock Transfer Office Schedule of Fees.</p>	Recording Secretary				
<p>19. GOVERNING DOCUMENTS: REVIEW 50-6101-5 PLANNING AHEAD FOR MY FAMILY</p> <p>The Committee Chair advised the committee members to provide any changes to <u>50-6101-5 Planning Ahead for My Family</u> to the Committee Chair for discussion on the next agenda.</p>	Committee Members Recording Secretary				
<p>20. GOVERNING DOCUMENTS: REVIEW NEW BUYER GUIDE</p> <p>The Committee Chair advised the committee members to provide any changes to the <u>New Buyer Guide</u> to the Committee Chair for discussion on the next agenda.</p>	Committee Members Recording Secretary				
<p>FUTURE AGENDA ITEMS:</p> <p>The Committee concurred to add future agenda items:</p> <ol style="list-style-type: none"> 1. Review Welcome Packet 2. Review Realtor Handout Booklet 3. Review 50-6101-5 Planning Ahead for My Family 					

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<ul style="list-style-type: none"> 4. Review New Buyer Guide 5. Review 50-5165-3 Mutual Administration and Service Maintenance Committee Charter 6. Update on Kennedy Valves 7. Update on Director Training 8. Update on Cost Analysis for Stock Transfer Fees <ul style="list-style-type: none"> a. Review 50-1646-2 Stock Transfer Schedule of Fees 					