



MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT Monday, September 12, 2022 1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
1. APPROVAL OF MINUTES The minutes of the August 8, 2022, meeting was approved, as written.	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 presented the Budget Variance report, Budget Comparison Report, and numbers report for Stock Transfer on behalf of the Stock Transfer Manager.	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.	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				
7. 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				

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<p>8. UNFINISHED BUSINESS: UPDATE ON KENNEDY VALVES</p> <p>The Facilities Manager provided an update on the Kennedy Valves and agreed that Service Maintenance will maintain records of when valves were last tested.</p>	Facilities Manager				
<p>9. UNFINISHED BUSINESS: DISCUSS DIRECTOR TRAINING</p> <p>The Mutual Administration Director discussed the Mutual and GRF Director Training. Mutual and GRF Director Training to be conducted on October 11, 2022, from 10 a.m. – 3 p.m. for all GRF and Mutual Directors.</p>	Mutual Administration Director				
<p>10. <u>NEW BUSINESS: DISCUSS AND VOTE TO RECOMMEND UPDATED FEES ON 50-1646-2 STOCK TRANSFER OFFICE SCHEDULE OF FEES AND 40-5061-2 FEES TO FINANCE COMMITTEE</u></p> <p>TO recommend updated fees on 50-1646-2 Stock Transfer Office Schedule of Fees and 40-5061-2 Fees to the Finance Committee due to an increase in salary of 19% and inflation rates.</p>	Mutual Administration Director Recording Secretary		X		
<p>11. <u>GOVERNING DOCUMENTS: DISCUSS AND VOTE TO RECOMMEND AMENDED 50-3182-1 MEMBER/OWNER (M/O) RENTER/ LESSEE (R/L) RULES TO THE GRF ADMINISTRATION COMMITTEE</u></p> <p>TO recommend amended 50-3182-1 Member/Owner Renter/Lessee – Rules to the GRF Administration Committee for a final review.</p>	Recording Secretary GRF Administration Committee	X			
<p>12. <u>GOVERNING DOCUMENTS: DISCUSS AND VOTE TO RECOMMEND AMENDED 50-5165-3 MUTUAL ADMINISTRATION & SERVICE MAINTENANCE COMMITTEE CHARTER TO THE GRF BOARD</u></p> <p>TO recommend that the GRF Board accepts the amended 50-5165-3 Mutual Administration and Service Maintenance Committee Charter.</p>	Recording Secretary			X	
<p>13. <u>GOVERNING DOCUMENTS: 50-6101-5 PLANNING AHEAD FOR MY FAMILY</u></p> <p>The Committee Chair stated to the committee members that last month all members were to provide any changes to <u>50-</u></p>	Committee Members				

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6101-5 <u>Planning Ahead for My Family</u> to the Committee Chair for discussion. No major changes were requested so no amendments will be made on the document for this term.	Recording Secretary				
<p>14. GOVERNING DOCUMENTS: <u>NEW BUYER GUIDE</u></p> <p>The Committee Chair stated to the committee members that last month all members were to provide any changes to <u>New Buyer Guide</u> to the Committee Chair for discussion. No changes were requested so no amendments will be made on the document for this term.</p>	<p>Committee Members</p> <p>Recording Secretary</p>				
<p>15. GOVERNING DOCUMENTS: <u>50-1670-4 LEISURE WORLD SEAL BEACH BUYING AND SELLING HANDOUT (REALTOR HANDOUT)</u></p> <p>The Committee Chair stated to the committee members that last month all members were to provide any changes to <u>50-1670-4 Leisure World Seal Beach Buying and Selling Handout</u> to the Committee Chair for discussion. No changes were requested so no amendments will be made on the document for this term.</p>	<p>Committee Members</p> <p>Recording Secretary</p>				
<p>16. GOVERNING DOCUMENTS: <u>WELCOME PACKET</u></p> <p>The Mutual Administration Director and Stock Transfer Manager discussed the Welcome Packet.</p> <p>The Committee concurred to conduct a work-study to review the Welcome Packet.</p>	<p>Committee Members</p> <p>Mutual Administration Director</p> <p>Stock Transfer Manager</p>				
<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 Advertising 2. Review cost on pens, bags, and keychains for Welcome Packet 3. Update on Security in Service Maintenance 4. Update on Director Training Proposal 					