



MUTUAL ADMINISTRATION COMMITTEE MINUTES
Administration Conference Room A / Zoom
Monday, November 14, 2022, 1:00 p.m.

The regular meeting of the Mutual Administration Committee was called to order by Chair Geffner at 1:01 p.m. on Monday, November 14, 2022, in Administration Conference Room A and via Zoom, followed by the Pledge of Allegiance.

ROLL CALL

Present: Mr. S. Geffner, Chair
Ms. S. Jacquelin

Ms. C. Thompson
Ms. C. Levine

Also Present: Ms. M. Gerber, GRF President
Ms. J. Sedgwick, Executive Director
Ms. J. Hopkins, Mutual Administration Director
Mr. R. Gonzalez, Facilities Manager
Mr. K. Black, Physical Property Manager
Ms. A. Hensley, Service Maintenance Supervisor (via zoom)
Ms. R. Arshat, Member Resource Liaison
Ms. R. Barua, Recording Secretary
Mr. L. Melody, GRF Representative, Mutual Fourteen
Seven shareholders In-Person
Four shareholders via Zoom

Absent: Mr. E. Jablonski
Ms. R. Estrada, Stock Transfer Manager

CHAIR'S ANNOUNCEMENTS

Chair Geffner welcomed the Committee Members, guests, and staff, GRF President Marsha Gerber, Executive Director Jessica Sedgwick, Mutual Administration Director Jodi Hopkins, Facilities Manager Ruben Gonzalez, Physical Property Manager Kevin Black, Service Maintenance Supervisor Aaron Hensley, Member Resource Liaison Robann Arshat, and Recording Secretary Ripa Barua.

RULES OF ORDER

Chair Geffner requested that members exhibit an appropriate amount of decorum and turn off cell phones.

CHAIR'S REPORT

The Chair advised that all shareholders are welcome to make comments, introduced the Mutual Administration Committee, and what is expected of staff and committee members.

SHAREHOLDER/MEMBER COMMENTS

One shareholder made comments.

APPROVAL OF MINUTES

The minutes of the October 10, 2022, meeting was approved, as presented.

CORRESPONDENCE (n/a)

STAFF REPORTS

Mutual Administration Director

The Mutual Administration Director presented the Budget Variance Report, Budget Comparison Report, and numbers report for Mutual Administration.

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.

Member Resources & Assistant Liaison

The Member Resources Liaison presented the Member Resources Liaison report.

It was a consensus of the committee to have the GRF President, Executive Director, and Member Resources Liaison produce information (possibly a flyer) regarding 988 Awareness to get distributed with the newspaper.

Following questions, Member Resources Liaison left at 1:50 p.m.

Facilities Manager

The Facilities Manager presented the Budget Variance Report, Budget Comparison Report for Service Maintenance.

Service Maintenance Supervisor

The Service Maintenance Supervisor presented the Open Service Repair Orders (SROs), the Year to Date (YTD) Service Repair Orders, and SRO Completion Index.

Physical Property Manager

The Physical Property Manager presented the Physical Property Escrow Activity report, the Permit Report, and the Fire Inspections Report.

UNFINISHED BUSINESS

Update on Security in Service Maintenance

The Facilities Manager provided an update on Security in Service Maintenance. It was the consensus of the committee to bring item back to the next committee meeting.

Update on Director Training from Mutual Boards regarding Boardline Proposal

The Mutual Administration Director provided an update on the Director Training from the Mutual Boards regarding the Boardline Training proposal. It was the consensus of the committee to not bring item back to this term's future committee meetings. It was also the preference of the committee that, whenever training is provided, there should be an evaluation form distributed and collected at the end of the training to evaluate the training provided and ask for comments and suggestions.

NEW BUSINESS

Discuss Stock Transfer Monthly Reports Re: List of people no longer in the Community

The Mutual Administration Director provided an update on the Stock Transfer Monthly Reports Re: List of people no longer in the Community. It was the consensus of the committee to again provide this information to appropriate parties and to bring item back to the next committee meeting for an update.

GOVERNING DOCUMENTS (n/a)

FUTURE AGENDA ITEMS

It was the consensus of the committee to include the below listed items on the next Committee meeting agenda:

1. Review 50-5165-3 Mutual Administration & Service Maintenance Charter
2. Update on 988 Awareness Flyer – Member Resources Liaison
3. Update on Stock Transfer Monthly Reports Re: List of people no longer in the Community
4. Update on Security in Service Maintenance

PRESIDENT'S COMMENTS

The President commented on various items pertaining to the agenda throughout the meeting.

NEXT MEETING

- A. Monday, December 12, 2022, at 1:00 p.m. Administration Conference Room A / Zoom

ADJOURNMENT

Chair Geffner adjourned the meeting at 2:23 p.m.

Sandy Geffner, Chair
MUTUAL ADMINISTRATION COMMITTEE
rb 11/14/22

(These are tentative minutes subject to approval by the Mutual Administration Committee at the next regular meeting.)

DRAFT