



MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT Monday, November 14, 2022 1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
1. APPROVAL OF MINUTES The minutes of the October 10, 2022, meeting was approved, as presented.	Recording Secretary				
2. STAFF REPORTS: <u>MUTUAL ADMINISTRATION DIRECTOR</u> The Mutual Administration Director presented the Budget Variance Report, Budget Comparison Report, and numbers report for Mutual Administration.	Mutual Administration Director				
3. STAFF REPORTS: <u>STOCK TRANSFER MANAGER</u> 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: <u>MEMBER RESOURCES & ASSISTANT LIAISON</u> 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.	Member Resources & Assistance Liaison Executive Director GRF President				
5. STAFF REPORTS: <u>FACILITIES MANAGER</u> The Facilities Manager presented the Budget Variance Report and Budget Comparison Report for Service Maintenance.	Facilities Manager				
6. STAFF REPORTS: <u>SERVICE MAINTENANCE SUPERVISOR</u> The Service Maintenance Supervisor presented the Open Service Repair Orders (SROs), the Year to Date (YTD) Service Repair Orders, and SRO Completion Index.	Service Maintenance Supervisor				

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<p>7. STAFF REPORTS: <u>PHYSICAL PROPERTY MANAGER</u> The Physical Property Manager presented the Physical Property Escrow Activity report, the Permit Report, and the Fire Inspections Report.</p>	Physical Property Manager				
<p>8. UNFINISHED BUSINESS: <u>UPDATE ON SECURITY IN SERVICE MAINTENANCE</u> 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.</p>	Facilities Manager				
<p>9. UNFINISHED BUSINESS: <u>UPDATE ON DIRECTOR TRAINING FROM MUTUAL BOARDS REGARDING BOARDLINE PROPOSAL</u> 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.</p>	Mutual Administration Director Executive Director				
<p>10. NEW BUSINESS: <u>DISCUSS STOCK TRANSFER MONTHLY REPORTS RE: LIST OF PEOPLE NO LONGER IN THE COMMUNITY</u> 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.</p>	Mutual Administration Director Executive Director				
<p>FUTURE AGENDA ITEMS: The Committee concurred to add future agenda items:</p> <ol style="list-style-type: none"> 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. 					