



MUTUAL ADMINISTRATION COMMITTEE MINUTES
Administration Conference Room A / Zoom
Monday, December 12, 2022, 1:00 p.m.

The regular meeting of the Mutual Administration Committee was called to order by Chair Geffner at 1:00 p.m. on Monday, December 12, 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. M. Mario, IT Director (via zoom)
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. Estrada, Stock Transfer Manager
Ms. R. Barua, Recording Secretary
Mr. L. Melody, GRF Representative, Mutual Fourteen
Mr. N. Massetti, GRF Representative, Mutual Seventeen
Four shareholders In-Person
Five shareholders via Zoom

Absent: Mr. E. Jablonski

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, IT Director Marcelo Mario, Facilities Manager Ruben Gonzalez, Physical Property Manager Kevin Black, Service Maintenance Supervisor Aaron Hensley, Stock Transfer Manager Rosie Estrada, 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 November 14, 2022, meeting was approved, as amended.

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.

Facilities Manager

The Facilities Manager presented the Budget Variance Report and 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

Discuss Proposal from SSD Alarm regarding Security System in Service Maintenance

Ms. Jacquelin MOVED, seconded by Ms. Thompson and carried unanimously

TO recommend that the GRF Board approve the SSD Alarm proposal from Capital Funding of \$15,181.48 including a contingency of \$2,500.00 for the installation of the alarm system and a monthly cost of \$206.95 from GL Code 6478000-574 which has an annual budget of \$950.00 as of January 1st, 2023 and authorize the President to sign any contracts.

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

The Mutual Administration Director provided an update that the issue has been resolved and each Department will be responsible for their individual reports.

NEW BUSINESS

Update on 988 Awareness Flyer

The Member Resources Liaison discussed the 988 Event scheduled for January 2023. The Committee concurred to bring item back to January 2023 agenda for an update.

Discuss and vote to approve Life Options Expo date, time, and location

Ms. Levine MOVED, seconded by Ms. Jacquelin and carried unanimously

TO authorize Member Resources Liaison to host the Annual Life Options Expo in Clubhouse 4, Veterans Plaza, and Clubhouse 3 – Room 9 in partnership with Sunrise of Seal Beach Assisted Living on June 30, 2023 from 10 a.m. to 2 p.m. For a cost not to exceed \$500.00, funds to be taken from GL Code 6481500-545 Community Events.

Introduction to HomeWiseDocs

The Executive Director introduced HomeWiseDocs and how Escrow companies can obtain documents through HomeWiseDocs

The Committee concurred to conduct a Work-Study in mid-January of 2023 to review HomeWiseDocs.

GOVERNING DOCUMENTS

Review changes on 50-5165-3 Mutual Administration & Service Maintenance Charter

The Committee concurred that 50-5165-3 Mutual Administration & Service Maintenance Charter has been amended appropriately.

FUTURE AGENDA ITEMS

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

1. Update on Article re: "Process for Heirs" from Stock Transfer
2. Update on 988 Event from Member Resources Liaison
3. Update on HomeWiseDocs – January & February 2023
4. Update on Article re: "Alzheimer O.C." from Member Resources Liaison – February 2023

PRESIDENT'S COMMENTS

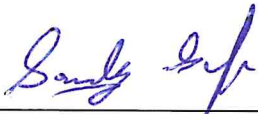
The President commented on various items pertaining to the agenda throughout the meeting.

NEXT MEETING

A. Monday, January 9, 2023, at 1:00 p.m. Administration Conference Room A / Zoom

ADJOURNMENT

Chair Geffner adjourned the meeting at 2:14 p.m.



Sandy Geffner, Chair
MUTUAL ADMINISTRATION COMMITTEE
rb 12/12/22