



MUTUAL ADMINISTRATION COMMITTEE MINUTES
Administration Conference Room A / Zoom
Monday, January 9, 2023, 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, January 9, 2023, in Administration Conference Room A and via Zoom, followed by the Pledge of Allegiance.

ROLL CALL

Present: Mr. S. Geffner, Chair
Ms. S. Jacquelin
Mr. E. Jablonski
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 (via zoom)
Ms. R. Barua, Recording Secretary
Mr. L. Melody, GRF Representative, Mutual Fourteen
Mr. N. Massetti, GRF Representative, Mutual Seventeen (via zoom)
Three shareholders In-Person
Six shareholders via Zoom

Absent: 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

No shareholders made comments.

APPROVAL OF MINUTES

The minutes of the December 9, 2023, 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 and provided an update of AlzOC and Optum.

The Executive Director entered the meeting at 1:27 p.m.

Facilities Manager

The Facilities Manager provided an update on roof leaks in the Mutuals and the blockages in the sewer pumps. The Facilities Manager also presented the Budget Variance Report and Budget Comparison Report for Service Maintenance.

The Mutual Administration Director to submit an article regarding “No Wipes in the Pipes”.

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.

Following questions, the Physical Property Manager left at 2:05 p.m.

UNFINISHED BUSINESS

Update on Article re: Process for Heirs

The Mutual Administration Director provided an update on the article re: process for heirs, an article will be in the next newspaper issue.

Update on 988 Event

Member Resource Liaison provided an update on the 988 Event.

Update of HomeWiseDocs

The Executive Director provided an update on HomeWiseDocs. The Committee to conduct a Work-Study in mid-January to review HomeWiseDocs

NEW BUSINESS (n/a)

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. Update on HomeWiseDocs
2. Update on Article re: "Alzheimer O.C." from Member Resources Liaison
3. Update on process and procedure regarding Escrow – Mutual Administration Director
4. Update on Brochures re: Caregivers – Mutual Administration Director and Member Resources Liaison

PRESIDENT'S COMMENTS

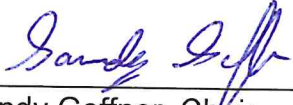
The President commented on various items pertaining to the agenda throughout the meeting.

NEXT MEETING

A. Monday, February 13, 2023, at 1:00 p.m. Administration Conference Room A / Zoom

ADJOURNMENT

Chair Geffner adjourned the meeting at 2:09 p.m.

A handwritten signature in blue ink, appearing to read "Sandy Geffner", written over a horizontal line.

Sandy Geffner, Chair

MUTUAL ADMINISTRATION COMMITTEE

rb 01/09/23