



## MUTUAL ADMINISTRATION COMMITTEE

### SUMMARY REPORT Monday, April 10, 2023 1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
<b>1. <u>APPROVAL OF MINUTES</u></b> The minutes of the March 13, 2023, meeting was approved, as presented.	Recording Secretary				
<b>2. STAFF REPORTS: <u>MUTUAL ADMINISTRATION DIRECTOR</u></b> The Recording Secretary presented the Budget Variance Report, Budget Comparison Report, Letters Report, and Collections Report on behalf of the Mutual Administration Director for Mutual Administration.	Mutual Administration Director				
<b>3. STAFF REPORTS: <u>STOCK TRANSFER MANAGER</u></b> The Stock Transfer Manager presented the Budget Variance Report, Budget Comparison Report, Escrow Report, Trust Review Report, Registration Report, and Transfer report for Stock Transfer.	Mutual Administration Director  Stock Transfer Manager				
<b>4. STAFF REPORTS: <u>MEMBER RESOURCES &amp; ASSISTANT LIAISON</u></b> The Member Resources Liaison presented the Member Resources Liaison report and the June 2023 Expo.	Member Resources Liaison				
<b>5. STAFF REPORTS: <u>SERVICE MAINTENANCE DIRECTOR</u></b> The Service Maintenance Director presented the Budget Variance Report and Budget Comparison Report for Service Maintenance.	Service Maintenance Director				
<b>6. STAFF REPORTS: <u>SERVICE MAINTENANCE MANAGER</u></b> The Service Maintenance Manager presented the Open Service Repair Orders (SROs), the Year to Date (YTD) Service Repair Orders, and SRO Completion Index.	Service Maintenance Manager				

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<b>7. STAFF REPORTS: <u>PHYSICAL PROPERTY MANAGER</u></b> The Physical Property Manager presented the Physical Property Escrow Activity report, the Permit Report, and the Fire Inspections Report.	Physical Property Manager				
<b>8. UNFINISHED BUSINESS: <u>UPDATE ON SRO BACKLOG</u></b> The Director of Finance submitted an update on the SRO backlog.	Director of Finance				
<b>9. UNFINISHED BUSINESS: <u>DISCUSS AND VOTE TO SEND HOMEWISEDOCS FEES TO FINANCE COMMITTEE</u></b> <b>TO</b> recommend that the Finance Committee approve the proposed fee schedule for HomeWiseDocs, leaving all the fees the same as previously proposed except that the Notice of Intent to Withdraw fee will be zero.	Sr. Director of Internal Operations		<b>X</b>		
<b>10. UNFINISHED BUSINESS: <u>UPDATE ON HOMEWISEDOCS</u></b> The Sr. Director of Internal Operations provided an update on HomeWiseDocs.	Sr. Director of Internal Operations				
<b>11. NEW BUSINESS: <u>DISCUSS OFFICES BEING CLOSED DURING LUNCHTIME</u></b> The Committee Chair advised that this is not a MAC Committee issue but a GRF Administration Committee issue and will be forwarded to them.	Recording Secretary	<b>X</b>			
<b>FUTURE AGENDA ITEMS:</b> The Committee concurred to add future agenda items:  1. Update on HomeWiseDocs 2. Update on SRO Backlog					