



MUTUAL ADMINISTRATION COMMITTEE MINUTES
Administration Conference Room A / Zoom
Monday, March 13, 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, March 13, 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 (via zoom)
Ms. C. Levine

Also Present: Ms. M. Gerber, GRF President
Ms. J. Sedgwick, Executive Director (via zoom)
Ms. J. Hopkins, Mutual Administration Director
Ms. M. Hall, Director of Finance (via zoom)
Mr. R. Gonzalez, Service Maintenance Director
Mr. K. Black, Physical Property Manager
Ms. A. Hensley, Service Maintenance Manager (via zoom)
Ms. A. Young, Learning & Development Manager (via zoom)
Ms. R. Estrada, Stock Transfer Manager
Ms. R. Arshat, Member Resource Liaison
Ms. R. Barua, Recording Secretary
Mr. L. Melody, GRF Representative, Mutual Fourteen
Mr. N. Massetti, GRF Representative, Mutual Seventeen
Six shareholders In-Person
Two shareholders via Zoom

Absent: None

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, Director of Finance Mallorie Hall, Service Maintenance Director Ruben Gonzalez, Physical Property Manager Kevin Black, Service Maintenance Manager Aaron Hensley, Learning & Development Manager Acacia Young, 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

No shareholders made comments.

APPROVAL OF MINUTES

The minutes of the February 13, 2023, meeting was approved, as printed.

CORRESPONDENCE (n/a)**STAFF REPORTS****Mutual Administration Director**

The Mutual Administration Director presented the Budget Variance Report, Budget Comparison Report, Letters Report, and Collections Report for Mutual Administration.

Stock Transfer Manager

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.

Member Resources & Assistant Liaison

The Member Resources Liaison presented the Member Resources Liaison report.

Service Maintenance Director

The Service Maintenance Director presented the Budget Variance Report and Budget Comparison Report for Service Maintenance and provided an update on staffing for the roofing projects in the Mutuels.

Service Maintenance Manager

The Service Maintenance Manager 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 SRO Backlog

The Director of Finance entered the meeting at 1:50 p.m. via Zoom.

The Service Maintenance Director and Director of Finance provided an update on the SRO backlog.

Following questions, the Director of Finance left the meeting at 2:19 p.m.

Chair Geffner called for a break at 2:17 p.m.

Mr. Jablonski left the meeting at break.

Chair Geffner called the meeting back to order at 2:35 p.m.

The Executive Director entered the meeting at 2:35 p.m. via Zoom.

Discuss and vote to send HomeWiseDocs fees to Finance Committee

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

TO recommend that the Finance Committee approve the proposed fee schedule for HomeWiseDocs.

Update of HomeWiseDocs

The Learning & Development Manager provided an update on HomeWiseDocs.

Update on Article re: "Alzheimer O.C."

The Member Resources Liaison provided an update on the Article re: "Alzheimer O.C.".

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 SRO Backlog
3. Offices Being Closed for Lunchtime

PRESIDENT'S COMMENTS

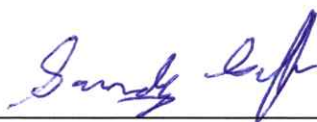
The President commented on various items pertaining to the agenda throughout the meeting.

NEXT MEETING

A. Monday, April 10, 2023, at 1:00 p.m. Administration Conference Room A / Zoom

ADJOURNMENT

Chair Geffner adjourned the meeting at 3:29 p.m.

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

Sandy Geffner, Chair
MUTUAL ADMINISTRATION COMMITTEE
rb 01/09/23