



MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT Monday, May 8, 2023 1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
1. <u>APPROVAL OF MINUTES</u> The minutes of the April 10, 2023, 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, Letters Report, and Collections Report for Mutual Administration.	Mutual Administration Director				
3. STAFF REPORTS: <u>STOCK TRANSFER MANAGER</u> 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				
4. STAFF REPORTS: <u>MEMBER RESOURCES & ASSISTANT LIAISON</u> The Member Resources Liaison presented the Member Resources Liaison report and the June 2023 Expo.	Member Resources Liaison				
5. STAFF REPORTS: <u>SERVICE MAINTENANCE DIRECTOR</u> The Service Maintenance Director presented the Budget Variance Report and Budget Comparison Report for Service Maintenance.	Service Maintenance Director				
6. STAFF REPORTS: <u>SERVICE MAINTENANCE MANAGER</u> The Service Maintenance Director presented the Open Service Repair Orders (SROs), the Year to Date (YTD) Service Repair Orders, and SRO Completion Index on behalf of the Service Maintenance Manager.	Service Maintenance Manager				

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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.	Physical Property Manager				
8. UNFINISHED BUSINESS: <u>UPDATE ON SRO BACKLOG</u> The Sr. Director of Member Services submitted an update on the SRO backlog. The Committee discussed the update on SRO backlog submitted by the Sr. Director of Member Services.	Director of Finance				
9. UNFINISHED BUSINESS: <u>UPDATE ON HOMEWISEDOCS</u> The Sr. Director of Internal Operations submitted an update on HomeWiseDocs. The Committee discussed the update on HomeWiseDocs submitted by the Sr. Director of Internal Operations.	Sr. Director of Internal Operations				
FUTURE AGENDA ITEMS: The Committee concurred to add future agenda items: <ol style="list-style-type: none"> 1. Update on HomeWiseDocs – Member Services Committee 2. Update on SRO Backlog – Member Services Committee 					