

Mutual Six Board of Directors Reference Guide

**General Information
Board Member Responsibilities
Elected Board Position Responsibilities
General Mutual Related Responsibilities
Board Committee Responsibilities**

PURPOSE: To assist new Directors in understanding their responsibilities and in the smooth transition to a new Board.

UPDATES: This is a living document and is intended to be updated as needed. Please submit updates, suggestions, and corrections to Susan Hopewell in writing or via e-mail: sdhopewell@verizon.net

**Submitted January 22, 2016
to
Mutual Six Board of Directors
GRF Mutual Administration, Director
GRF Mutual Administration, Assistant Manager**

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General Information

Being a Director on the Board requires that you volunteer personal time to ensure the Mutual runs smoothly in all areas. The skills required to be an effective Director include the ability to problem solve, strong written and verbal communicate skills, effective team building skills, willingness to work for a common goal, and ability to multi-task. It is extremely helpful for a Director to have a background in management, business, contracts, finance, administrative support and/or have previous Home Owners Association (HOA) management experience. Newly elected Directors should be assigned Board positions and Committees that are commensurate with their particular background and skills whenever possible.

At the conclusion of the Annual Shareholder's Meeting (every June), the newly elected Board will meet, in a closed session meeting. Representatives from Golden Rain Foundation, generally the GRF Mutual Administrator and the GRF Mutual Secretary, will attend the meeting and will take minutes and provide guidance.

Elected Board Positions

During the closed session meeting, the newly elected Board will vote to fill the following positions. The specific job duties for each elected position are described later in this document.

- President
- Vice President
- Chief Financial Officer
- Secretary

Committees

During the closed session meeting, the newly elected Directors will be assigned to the following Committees. They may be assigned by the President or by vote. The specific job duties are described later in this document.

- Physical Properties
- Landscaping
- Social Services
- Building Captains
- Public Relations

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Additional Board Committees

These Committees may be assigned to a Director or qualified resident. If assigned to a qualified resident the assignment must be approved by the Board. The Committee Chair will report to Board. The specific job duties are described later in this document.

- Website
- Emergency Preparedness
- Special Projects

Board Member Resigns

If a Board Member resigns or is unable to complete their term of the Board may leave the position open until the next election or appoint a replacement to complete the term of office.

Board Meeting Attendees

- M6 Directors
- M6 GRF Board Representative
- GRF Administration Management Representative(s)
- GRF Administration Secretary
- GRF Physical Properties Inspector
- Special Guests (invited by the Board, generally to make a presentation on a specific agenda item)
- M6 Residents

Board Meeting Agenda

The agenda items are developed by the Board and are submitted to GRF Administration Secretary who will finalize the Agenda and make copies for the Board to distribute. Laundry Rooms and to each Director. The agenda should be posted/distributed to Laundry Rooms and Directors at least 3 days prior to the scheduled Board meeting.

Board Meeting Minutes

The Board Minutes are taken by the GRF Administration secretary. They are reviewed for accuracy and signed by the Mutual secretary and/or President prior to copying for distribution to the residents.

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Special Board Meetings

On rare occasions it may be necessary for the Board to hold a special Board Meeting. This generally involves an urgent issue that can't wait until the regularly scheduled Board meeting. The Board President and Secretary will draft a flyer announcing the Special Meeting, topics to be discussed, time and location. The Board will ensure the flyer is posted in the Laundry Rooms, on the website and distributed via e-mail at least 3 days prior to the meeting.

Minutes will be taken by a Director, generally the Secretary. The minutes will be reviewed and approved by the President. Once approved, the minutes are sent to the GRF Administration Secretary and will be included in the next regular Board Meeting Minutes.

Parcel

A parcel is a group of buildings within the Mutual. The Mutual can be divided into parcels for assignment to Directors. Directors may be assigned to handle certain duties within their parcel.

Assignment of Duties to Board Members:

Other than responsibilities associated with an elected position or a Committee assignment, there is no set rule on assignment of other duties to Directors. You may choose to have one Director oversee all laundry room issues and related resident calls, and one handle all landscaping issues/calls and 2 or 3 be responsible for taking all resident calls related to service maintenance issues. Another option is have each Director handle all calls from residents in their assigned parcel. You may choose to have one Director in charge of delivering minutes to the laundry rooms and Building Captains or have each Director deliver to their assigned Laundry rooms and the Building Captains in their parcel. The decision of how to delegate these types of responsibilities is based on what works best for your Mutual, your current Board of Directors keeping in mind that efficiency is also an important aspect of the decision.

GRF Copy Service Center

The Copy Service Center is located in the Administration Building. Mutual Directors may have Mutual business related copies made and billed directly to the mutual.

Mutual 6 E-mail Distribution List

The M6 e-mail distribution list is a compilation of residents who have requested receipt of Board Agendas, Minutes, Flyers, etc. via e-mail. The list is generally maintained by the Board Secretary or to whomever is assigned the responsibility of ensuring these items are e-mailed out to residents. The e-mail should be sent to all as a " bcc" in order to keep resident e-mail addresses private.

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Board Member Responsibilities

All Board Members, no matter what position they hold on the Board or what Committee(s) they chair, are responsible for the following:

1. Rules and Regulations
 - a. Be familiar with Davis Sterling, California Corporation Code, HIPPA laws and Robert's Rules of Order.
 - b. When in doubt – ask questions! The GRF Administration Management Team is a great source of knowledge and guidance.
2. Mutual and GRF Policies
 - a. You must be familiar with the GRF and the Mutual Rules and Policies – those you are not familiar with you should research.
 - b. GRF and Mutual Rules and Policies are available on the Leisure World website – www.lwsb.com.
 - c. If a Policy is scheduled to be discussed during a Board Meeting you should review it prior to the meeting so that you are able to participate in the discussion.
3. New Policies and Amendments to Mutual and GRF Policies
 - a. A new or proposed amendment to a current Policy must be posted in the Laundry Rooms for 30 days before it can be ratified by the Board.
 - b. If a new or amended policy is approved for posting during a meeting, it is important, **if possible**, to post that amended policy in the Laundry Rooms, M6 Website and e-mail to Resident Distribution list the day of the meeting so that the 30 day posting requirement is met by the next scheduled Board Meeting.
 - c. The GRF Administration Secretary prepares the policy for posting and makes copies for the Board to post in Laundry Rooms.
4. Communications with other Board Members and GRF staff
 - a. Be respectful.
 - b. Create a positive environment for discussing issues and resolving disagreements.
 - c. Be ready to compromise.
5. Communications with Residents
 - a. Every Director must be diplomatic when addressing resident complaints and disputes. Residents will not always be happy with Board decisions but Board members must respect their right to disagree.
 - b. From time to time you will need to address issues of non-compliance with Mutual Policies to Residents. These should always be done in a polite manner with options for how to be in compliance. If resident needs assistance to comply the Mutual may assist, if practical.
 - c. Residents who refuse to comply or continually cause problems should be dealt with during Executive Session meetings (part of the Monthly Board Meeting). Executive Sessions discussions are confidential – do not share any information from these discussions.

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- i. As a result of discussion at Executive Session, GRF Administration Management team may be asked by the Board to send written notification to the resident.
 - ii. Depending on the circumstances, it may also be necessary to use the legal services of the Mutual attorney.
 - iii. Costs incurred by the Mutual to bring a resident to compliance may be charged back to the resident.
6. Fiduciary Responsibility
 - a. All Directors are responsible for maintaining the Mutual's Reserves and Finances.
 - b. All decisions related to expenses, reserves, investments must be in keeping with sound fiduciary responsibility.
7. Maintain Records
 - a. Maintain appropriate records for your elected Board position and/or Committee assignments for passing to next Board. This is vital to assist in a smooth transition between Boards.

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Elected Board Positions Responsibilities

President

1. Newly Elected Board:
 - a. President, Vice President, CFO and Secretary are elected by the Directors of the newly elected Board. The newly elected President has the authority to appoint Committees and Chairpersons.
2. Conduct Mutual Meetings – requires knowledge of the Robert's Rules of Order and Mutual's governing documents.
 - a. Work with Secretary to finalize Meeting Agendas.
 - b. Arrange for guest speakers, as needed.
 - c. Schedule Executive Session Meetings as needed.
3. Assigns parcel (a group of buildings) and Laundry Rooms to each Director.
4. Conduct New Buyer Interviews
 - a. Two Directors should participate in Interview. Generally this would be the President and with the Director of the Building the new buyer is moving into.
 - b. The GRF Physical Properties Inspector will also attend the Interview and review Standard v. Non-Standard items in the unit.
 - c. Conduct meeting using the New Resident Interview Packet and Checklist as a guideline.
5. Attend Presidents Council Meeting
 - a. This meeting is for all Mutual Presidents and is to exchange ideas, mentor newly elected Presidents, discuss common issues and provide leadership for effective management of each Mutual.
6. Consult with GRF Mutual Administration Manager as needed.
7. Consult with Mutual 6 Lawyer as needed.
8. Check M6 Mailbox in Stock Transfer office at least 2 or 3 times a week.
 - a. There may be envelopes of minutes, etc. that need to be given to the Secretary to start circulating to all Directors.
 - b. There may be papers / documents requiring the President's signature.
9. Resident Complaints
 - a. Work with all Directors to resolve complaints according to GRF and Mutual Policies and Procedures.
10. Annual Shareholders Meeting
 - a. Conduct Annual Shareholders Meeting
 - b. Ensure refreshments are provided (may be assigned to the Secretary or Chair of Public Relations)
11. Delegate
 - a. For many reasons you need to delegate some responsibilities to ensure you can get all Mutual business done and to mentor other Directors.
 - b. Know the strengths of your Board members and delegate accordingly.

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12. Reserves

- a. Expenditure decisions should be made in the best interest of keeping Mutual reserves healthy.
- b. Reserve Study – ensure a reserve study is done every 3 years.
- c. Work with Directors to ensure large projects will be properly funded when work is anticipated to be done (i.e. painting, roofing, and plumbing).

13. Operating Budget

- a. Work with GRF Accounting and Mutual Directors to develop Mutual's Operating Budget each year.
- b. The Operating Budget is prepared in September for the next fiscal year.

14. Fire and Safety Inspections

- a. Organize and schedule yearly Fire and Safety Inspections.
- b. Meet with Directors to determine list of items to be covered during Inspection.
- c. Develop Inspection Checklist

15. Town Hall Meetings

- a. Schedule Town Hall Meeting for all residents, as needed, to report on important Mutual related issues and projects.

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Vice President

1. Assume the duties of the President
 - a. In case of illness, death or vacation, the Vice-President has to be able to act as President and assume the duties.
2. Delegated Duties
 - a. The President may assign some of the President's duties to the Vice President to handle on a regular basis.
3. Committee Chair Assignment(s)
 - a. The President will assign one or more Committee Chair assignments to the Vice President.

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Chief Financial Officer

1. Mutual Financial Status
 - a. Be prepared to answer questions related to the Mutual's finances – expenditures, reserves and investments.
 - b. The GRF Controller's staff is available to assist you in understanding reports and answering questions you may have.
2. Review and approve/reject payments to vendors
 - a. Check invoices for accuracy – hold payments for those that have issues pending resolution.
 - b. Sign checks as prepared by GRF Controller. Some checks may be time sensitive – do not delay in making yourself available to sign them.
3. Review invoices submitted by Directors
 - a. Verify accuracy and that the expense is authorized.
4. Delinquent Resident Account Report
 - a. Review report of payments overdue from residents for items such as Monthly Charge and/or invoices for work done by Service Maintenance Staff).
 - b. Have Controller send overdue notices for charges over 30 days old.
 - c. Discuss seriously delinquent and/or large amounts in Executive Session to determine the Board's decision on taking future action.
5. Monthly Financial Reports
 - a. Follow up with GRF Controller for categories and amounts you do not understand.
 - b. Work with President and GRF Controller to resolve financial discrepancies.
 - c. Distribute copy of report to each Director prior to the Board meeting.
6. Investment Reports
 - a. Monitor how reserve monies are being invested.
 - b. Understand all transfers between accounts.
 - c. Understand Mutual's investment policy.
7. Financial Report for Board Meetings
 - a. Prepare brief report for the monthly Board Meeting to be included in the Minutes of the meeting.
 - i. The report should provide a state of the Mutual's financial condition and explain any pertinent transfers, expenditures, etc.
8. Monitor SRO Report (Service Request Orders)
 - a. Review report for any unusual charges – follow up and resolve questionable charges with Directors and/or GRF Service Maintenance Manager.
9. Attend CFO Council Meetings
 - a. This meeting is for all Mutual CFOs and is to exchange ideas, mentor newly elected CFOs, and discuss common Mutual financial issues.
10. Operating Budget
 - a. Work with President and Mutual Directors to develop Mutual's Operating Budget each year.
 - b. The Operating Budget is prepared in September for the next fiscal year.

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11. Maintain Mutual's Petty Cash Account
 - a. Keep receipts for reimbursements.
 - b. Reimburse only approved expenditures.
 - c. Request replenishment funds.

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Secretary

1. Board Meeting Agenda:
 - a. Create draft agenda items for New Business and Unfinished Business and e-mail to Board members.
 - b. Work with President to finalize agenda and submit to GRF Administration secretary at least 10 days prior to the scheduled Board meeting..
 - c. Distribute final agenda to Laundry Rooms and Directors (remember must be posted at least 4 days before meeting). Ensure it is posted on the website and e-mailed to M6 e-mail distribution list.
2. Board Meeting Minutes:
 - a. Take notes during the regular Board Meeting – use to review the GRF Secretary's minutes for accuracy.
 - b. Review final minutes for accuracy, sign.
 - c. Distribute final minutes to Laundry rooms, Building Captains and Directors. E-mail and post on website.
3. Special Board Meetings:
 - a. Create the Notice to Residents flyer and post in the Laundry Rooms 3 days prior to the meeting. Notice must include date, time, location and agenda. E-mail and post on website.
 - b. Take minutes during Special Board Meetings, transcribe and submit to the President for review and approval.
 - c. Send approved minutes to GRF Secretary to attach to the next regular Board Meeting Minutes.
4. Create Special Notices and Flyers
 - a. Create flyers for special meetings or events or for important information to be shared with residents.
 - b. Distribute flyers to residents and post in Laundry Rooms. E-mail and post on website.
5. Rosters
 - a. Update Board of Director Roster as needed (i.e.; at the beginning of new Board's term, change in Director assignments, new Director appointed to Board).
 - b. Provide updates to GRF secretary to update Master Copy
 - c. Post current roster in all Laundry Rooms and distribute to each director. Email and post on website.
6. Copying
 - a. If copies are needed of flyers, notices or other reasons, have copies made at the Administration Copy Service Center office. The Mutual will be billed directly.
7. Vendors
 - a. Make sure Vendors have current copy of the Directors Roster - Vendors may include: Mutual Lawyer, Landscape Company, towing company, LW Inside Sales, Outside real estate agents.

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8. New Resident Interview Packets
 - a. Work with President to maintain pertinent, current documents to be included in the New Resident Interview Packets.
 - b. Keep 10 packets on hand for President and Directors.
9. Director Envelopes
 - a. Start circulating to all Directors.
 - b. When envelope returned, whatever documents the Presidents wants returned to him should be returned and the remaining documents can be shredded.
 - c. Return the outer envelope to Administration for re-use.
10. Policy Changes
 - a. Post New or Amended Policies in Laundry Rooms. E-mail and post on website
 - a. Must be posted for 30 days before being ratified by Board.
 - b. Check Laundry rooms, website and with other Directors for comments received from residents prior to next Board Meeting.

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General Responsibilities for all Directors

There is no mandated division of duties among Directors. Each Mutual can decide what works best for their Mutual, their current Board of Directors. Some Mutuels have one Director oversee all Laundry Room issues, including taking calls, one Director take all calls regarding Landscaping issues, and two or three Directors take all service maintenance calls from Residents. Other Mutuels have all Directors take all calls, regarding all issues, from the residents in their assigned Parcel (group of buildings).

Parcels (group of buildings within your Mutual as determined by the President)

- Take phone calls from residents within your Parcel
- Report issues within your Parcel to appropriate Committee Chair (Landscaping, Social Service, and Physical Properties).
- Participate in New Resident Interviews for Unit Sales in your Parcel.
- Carports: Monitor carports – storage of items must be in compliance with the Mutual Policy. If resident doesn't respond to reminder to get in compliance, discuss issue during Executive Session meetings.
- Patios: Monitor patios for compliance with Mutual Policy. If resident doesn't respond to reminder to get in compliance, discuss issue during Executive Session meetings.

Laundry Room (LR) Assignment

- The LRs assigned to the Director are generally those within your Parcel.
- Take calls from Residents regarding washers and dryers that don't work or other LR related issues.
- Report non-functioning equipment to Service Maintenance Staff (they will need laundry room number, equipment number and general description of the problem, if known).
- Ensure an Out of Order sign is posted on non-working washers and dryers.
- Periodically check each LR for cleanliness or unreported problems.

Resident Phone Calls

- Handle calls from Residents within your Parcel – these calls may involve maintenance issues, pest control issues, landscaping or physical property concerns, complaints, and questions.
 - Direct landscaping and physical property issues to the appropriate Director.
- Return all calls – use patience and diplomacy when dealing with Residents.
- Maintain log of calls received each month with date, resident name, building and unit, and brief description of issue. This log can assist the CFO in reviewing the Monthly SRO report/billing.

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Pest Control

- FENN is currently handling pest control for all of Leisure World.
- ANTS: FENN is in Leisure World every Wednesday – if resident is on the list by Tuesday morning they will likely be on the list for that Wednesday. Call Service Maintenance to add unit to the list for FENN's next scheduled visit.
 - For treatment inside the unit, the resident must be home.
 - For treatment outside the unit, the resident is not required to be home.
- TERMITES AND RODENTS: notify Physical Properties Director and GRF Physical Properties Inspector.
- BED BUGS: notify President, Physical Properties Director, GRF Physical Properties Inspector and GRF Mutual Administrator IMMEDIATELY. Extermination is schedule by GRF/Mutual and is charged back to the resident.

Service Maintenance Calls

- Directors need to understand what maintenance expenses are covered by the Mutual and those that are the responsibility of the Resident. Generally speaking, if the repair is to an original or standard item it is a Mutual expense. If the repair is for non-standard items the resident is responsible. If non-standard, make sure the resident is aware the expense is their responsibility.
- Directors call Service Maintenance to report repairs needed and provide Mutual, Building and Unit number, Resident name and phone number, a brief description of the issue and whether Service Maintenance has key access.

New Resident Interviews

- Each potential new buyer must meet certain financial, mental and physical requirements to be approved to live in Leisure World. Part of the approval process includes an interview with two Mutual Directors – usually the President or Vice President and the Director assigned to the Parcel that the new resident is going to purchase. The GRF Physical Properties Inspector also attends the interview.
 - Some Building Captains may want to attend as well but they do not participate in the interview. Some pay prefer to schedule a visit with the resident soon after they move in.
- The GRF Physical Properties representative will go over all maintenance issues for the buyer's Unit and discuss what is Standard (Mutual's responsibility) vs. Non-Standard (buyer's responsibility).
- The Directors will cover pertinent information and requirements related to the Mutual. There is a check list of important items that should be covered in each interview. There is also a document for the buyer to sign attesting that these items were discussed.
- There is a great deal of information provided to the buyer during this interview. It would be impossible to retain it all. The assigned Director may want to follow up after

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the buyer moves in and remind them of the checklist and to review it again with them – questions may have subsequently arisen.

Director Envelopes

- These envelopes contain a variety of documents that should be reviewed by all Directors. Documents include Minutes from other Mutual Board Meetings, Minutes from GRF Board and Committee Meetings, Security Reports, Physical Properties Reports or copies of building permits, etc.
- Pay particular attention to what is being discussed at other Mutual Board Meetings. There is generally good information or problem resolution to be considered for your own Mutual.
- Review the documents in a timely manner and pass on to another Director.
- Last reviewer, should return envelope to the Secretary.

Fire and Safety Inspections

- Each year a Fire and Safety Inspection is done to every unit, in every building.
- The Board may create a list of items that the Mutual is particularly interested in checking during the inspection, such as; should water heater be replaced, HO6 Insurance Policy current, etc.
- Inspections are conducted by GRF Physical Properties Inspector and one Director. GRF Inspector checks specific items (smoke alarm, Washer & Dryer vent cleaning, stove vent, dangerous conditions, hoarding, etc. The Mutual Director will check the special items the Mutual has identified, if any.
- Complete Fire and Safety Inspection report for assigned buildings and turn in completed report to the Mutual President.
- Follow up inspections, as needed, will be scheduled within in 30-45 days. Directors may be asked to participate in the follow up inspection.

Board of Directors' Monthly Meeting

- Attend all Board Meetings (vacation and illness exceptions). Notify President if you are unable to attend meeting.
- Read all Board Meeting Minutes and be prepared to report any discrepancies at the next meeting.
- Be prepared to discuss agenda items.
- Prepare brief informational monthly report with updates related to the activities or projects related to your position on the Board or your Committee assignment. Your report will be included in the minutes of the meeting.
- If you have an item that the Board needs to approve you need to have all the pertinent information for them to consider – it is ideal to deliver this a week before the meeting so that it can be reviewed and researched prior to the meeting. If asking for monetary approval, be sure you include the cost, vendor name, estimated start and finish date and specific explanation of what is being done.

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Emergency Preparedness

- Be familiar with Emergency Preparedness Plan for the Mutual.
- Participate in the Mutual's yearly Shakeout Drill (October each year).

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Board Committee Responsibilities

The Chair of these Committees is always assigned to a Director. Other Directors may also be on the Committee. Qualified residents may serve on the Committee if approved by the Board. Some of these committees may require several participants, some may require just one or two.

Physical Properties Committee

1. Oversee the maintenance of the Mutual's physical property. This includes resident buildings, laundry rooms, roofs, sidewalks, plumbing, retaining walls and streets.
2. Obtain bids from contractors for Mutual projects. At least two bids are required for each job.
3. Oversee improvement projects and contractors. Review and sign remodeling plans submitted to Physical Property Department. Ensure permits are properly posted – if not posted, contractor must stop work on project until in compliance.
4. Develop and maintain excellent working relationships with GRF Physical Properties Staff and Service Maintenance staff.
5. Be proactive in identifying potential issues and provide plan for resolution.
6. Participate in the development of the Operating Budget for the next fiscal year.
7. Identify large projects that need to be done in the future and begin preparations in terms of timing, reserve funding, specifications, etc.
8. Create work order for each new project approved by the Board – this is used to ensure scope of work is outlined, including completion date.
9. Review and approve/reject all invoices related to Physical Properties projects. No invoice is to be approved or paid until the entire work order is completed.
10. Attend Physical Property Council Meetings. This meeting is for all Mutual Physical Property Directors and is to exchange experience related to maintenance issues and resolutions, learn of new products and seek advice.
11. Conduct periodic inspections of vacant units to prevent damage from leaks and unsanitary conditions.

Landscaping Committee

1. Monitor contract compliance of current landscaping vendor.
2. Work with landscape contractor to resolve landscape issues.
3. Prepare contract specifications if contract is going out for bid during your tenure.
4. Participate in the development of the Operating Budget for the next fiscal year.
5. Maintain tree inventory spreadsheet (original provided by Class One Arborculture).
6. Obtain bids from contractors for special landscaping projects. Present bids to Board for review and approval.
7. Create work order for each new project approved by the Board – this is used to ensure scope of work is outlined, including completion date.

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8. Review and approve/reject all invoices related to landscaping. No invoice is to be approved or paid until the entire work order is completed.

Social Services Committee

1. Inform Mutual residents that GRF Social Services has many resources that can help them with many difficult issues. It is an important resource that should be made available to any resident in need.
2. Notify Mutual President and GRF Social Services Administrator of any resident that may need assistance. Once referred, Social Services will keep their report and any on-going assistance to resident, confidential. No reporting or update will be provided by the Social Services Administrator to the Committee or to the Board.
3. Review Security Reports in the Director Envelopes for possible referral to GRF Social Service Administrator.

Building Captains Committee

1. Maintain Building Captain's Manual. Distribute to all new Captains and Co-Captains. Update procedures as needed.
2. Keep open line of communication with all Building Captains and Co-Captains.
3. Find replacement Captains when one resigns.
4. Conduct 2 or 3 Building Captain/Co-Captain Meetings each year.
Types of meetings to be considered:
 - a. Timed to occur prior to an event, major project or implementation of a major new policy – Building Captains should be given a preview of these events as they can be a useful source of communication to all residents.
 - b. Thank you lunch for all Captains and Co-Captains for their contributions to the Mutual (generally done in April or May, prior to the election of the next Board.
5. Maintain Building Captains List and post all updated lists in each laundry room.
 - a. Send updates to GRF Administration Secretary – she will update and make copies for you.

Public Relations Committee

1. Coordinate Mutual-wide events such as luncheons, BBQs and dinner dances.
2. Submit articles and pictures regarding Mutual events to the newspaper and to the Website Committee Chair.
3. Provide refreshments for Mutual Meetings such as Town Hall Meetings, Annual Shareholders Meetings. Reimbursement will be provided from petty cash.

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Additional Board Committees and Responsibilities

These Committees may be assigned to a Director or qualified resident. If assigned to a qualified resident the assignment must be approved by all Board Members. The Committee Chair will report to Board.

Website Committee

1. Maintain Mutual Website in accordance with the guidelines provide by the Board.
2. Encourage residents to check website on a regular basis for information, tips, event updates, etc.
3. Ensure Mutual Board Meeting Agendas and Minutes are attached to website.
4. Update website with general information for reference by all residents, as approved and provided by Board members.
5. Post photos of Mutual Events
6. Post all meeting dates, times and locations
7. Ensure Board Meeting Agenda, Minutes and New or Amended Policies are posted on website. This may be done by a Committee member or GRF IT Department personnel.
8. Provide simple, written instructions for resident to access website.
9. Create and maintain procedure for maintaining website.
10. Provide written report at Monthly Board Meeting regarding status of website.

Emergency Preparedness Committee

1. Develop Emergency Plan for Mutual – update manual as needed. Provide copy of Manual to each Board member.
2. Maintain emergency shed supplies. Replace and upgrade as needed, with approval of Board.
3. Recruit and train Volunteer Emergency Responders (VERs).
4. Train residents on how to be prepared for an emergency.
5. Promote the use of File of Life by each resident.
6. Coordinate yearly Shakeout Drill.
7. Attend Emergency Preparedness Council Meetings.

Special Projects Committee

1. From time to time special projects in the Mutual may require a Committee to research and/or assist Board members. These projects may include painting, roofing, plumbing, solar energy, etc.
2. Specific guidelines and goals will be provided to the Committee, depending on the specific project, by the Board.