

## MINUTES

WALNUT CREEK MUTUAL NO. TWENTY TWO  
QUARTERLY MEETING OF MEMBERS  
MONDAY, DECEMBER 6, 2010  
RECREATION ROOM, 4033 TERRA GRANADA DRIVE

The Quarterly Meeting of the Membership of Walnut Creek Mutual No. Twenty-Two was convened on Monday, December 6, 2010 by President Glenn Watkins in the Recreation Room at 4033 Terra Granada Drive, Walnut Creek, CA.

### **ROLL CALL**

Board Present: Glenn Watkins, President  
Bob Musgrave, Vice President  
Meridith Zomalt, Secretary-Treasurer

Guests Present: Paul Donner, Director of Mutual Operations  
Bill Friesen, Building Maintenance Manager  
Rich Perona, Landscape Manager

### **APPROVAL OF MINUTES**

A motion was made, seconded, and carried to approve the minutes of the Quarterly Meeting held on September 13, 2010.

### **PRESIDENT'S REPORT**

President Watkins reported that the monthly coupon is scheduled to increase by \$19 in 2011 to \$590 per month. The main reason for the increase was due to the fact that several units were not paying the monthly coupons as a result of foreclosure, so the unpaid coupons had to be written off as bad debt in the amount of approximately \$10,000. That amount needs to be replenished in the working capital. The board agreed to replenish the working capital over a two year period which will increase the monthly coupon by \$10.50 for that portion of the coupon. The remaining increase of \$8.50 per month is due to increases in other costs, like Comcast and so on. The board has made every effort to keep the increase minimal and this mutual is still one of the lowest coupons in Rossmoor.

Mr. Watkins further reported that the asphalt repairs that were completed in October and are scheduled for sealing the entire area sometime next year.

### **FINANCIAL REPORT**

Paul Donner reported that the operating fund balance of \$22,694 is low, and this is the working capital balance that should be built up. The reserve balance is healthy at \$179,250. The Actual vs. Budget through October, 2010 is within \$75 of budget. Actual expenses are over budget by approximately \$1,200 but that was offset by an MOD dividend of \$1,300 so Mutual 22 is on pace to come in right on budget. Mr. Donner also reported that the main impact to the budget was the bad debt expense which was written off earlier in the year as discussed by President Watkins. Mr. Donner stated that liens are placed on properties that have not paid the coupon, but the likelihood

of recovering that debt is unlikely. No expenses are incurred to file the liens as a collection agency does that on the Mutual's behalf. If any funds are recovered, the collection agency charges a fee, but only if funds are recovered. President Watkins reminded residents that all coupons are being paid at present, so no additional bad debt is being accumulated at this time.

### **BUILDING REPORT**

Bill Friesen reported that the annual gutter cleaning will be underway soon and historically this work is done at the beginning of the year. Inspections of flat-top roofs on the carports and breezeway will be conducted soon as well. Mr. Friesen reported that the reserve study calls for roofing work to be done in 2011. The budget allocates \$52,000 for next year and Mr. Friesen will make a recommendation at the next board meeting as to any work that should be scheduled as a result of the inspections.

President Watkins alerted Mr. Friesen to a gutter problem with the Weaver residence at building 4025. Mr. Weaver described the problems they are experiencing and Mr. Friesen will look into the matter further. Mr. Friesen reminded residents that MOD will spot clean gutters as needed and residents should contact MOD if they are experiencing gutter problems.

Resident Jan With (4033-1B) asked Mr. Friesen about inspections of fire extinguishers in the mutual. Mr. Friesen advised that inspections are conducted annually and units are replaced every five years.

Resident Nazli Monahan (4033-7C) advised Mr. Friesen that the elevator doors close too quickly. Mr. Friesen will advise elevator maintenance to adjust settings at the monthly inspection.

### **LANDSCAPE REPORT**

Rich Perona reported that all lawns were fertilized in November. All irrigation controls are turned off and will remain off as long as the rainy weather continues. Tree maintenance was recently completed on Terra Granada and Avenida Sevilla and maintenance crews are working on leaf cleanup.

### **RESIDENTS FORUM**

Cheryl Musgrave (4033-5A) reported on the Map Your Neighborhood (MYN) program being implemented for the Mutual. Mrs. Musgrave refreshed residents on the importance of disaster preparedness. The MYN committee has selected a site for the Care Center which will be located at the Shaw residence (4033-7A) and a Gathering Site located in the carports between buildings 4005 – 4009 to be utilized during an emergency. Mrs. Musgrave described the function of Care Centers as for residents that are not injured but need to be monitored or assisted, and the Gathering Sites are for all residents to check in so that everyone can be accounted for. In the event of a disaster, teams will be required to provide welfare checks, check natural gas & water shutoff valves, and to check on those who are disabled and/or require assistance. Residents are encouraged to sign up for one of the disaster preparedness teams.

### **ACTIVITIES COMMITTEE**

Vice President Bob Musgrave reported that Donna Shaw purchased the Christmas tree for the Mutual and will be contacting residents to help with the decorating. The next event will be the

Mutual 22 Holiday dinner to be held on December 15<sup>th</sup> with cocktails beginning at 5:30 PM. The December birthdays will be celebrated at the Holiday Dinner.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

The next meeting will be Monday, March 7, 2011 at 10:00 a.m.

**ADJOURNMENT**

The meeting adjourned the meeting at 10:40 AM

Respectfully submitted,

Meridith Zomalt  
Secretary-Treasurer