

## MINUTES

WALNUT CREEK MUTUAL NO. TWENTY TWO  
QUARTERLY MEETING OF MEMBERS  
MONDAY, DECEMBER 5, 2011  
CLUB 22, 4033 TERRA GRANADA DRIVE

The Quarterly Meeting of the Membership of Walnut Creek Mutual No. Twenty-Two was convened on Monday, December 5, 2011 at 1:30 PM by President Ping Tse in Club 22 at 4033 Terra Granada Drive, Walnut Creek, CA.

### **ROLL CALL**

Board Present:           Ping Tse, President  
                                  Pat Murphy, Vice-President  
                                  Meridith Zomalt, Secretary-Treasurer

Guests Present:         Paul Donner, Director of Mutual Operations  
                                  Bill Friesen, Building 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 12, 2011.

### **PRESIDENT'S REPORT**

President Tse reported that all residents have received the 2011 Annual Disclosure which summarizes the Mutual 22 Budget for 2012. The report indicates that the coupon amount will increase by \$5 per manor per month and details budgeted revenues and expenses. Residents are encouraged to contact any of the Mutual Directors with any questions.

John Mitchell (4013-1B) asked about the Mutual's reserve balances and whether the balances are in line with requirements. Paul Donner reported that last year at this time, Mutual 22 had a reserve balance of \$235,785 and this year has \$274,458 so the mutual is moving in the right direction. Mr. Mitchell stated that the recent slurry coat on the driveways was inadequate and asked Bill Friesen about resurfacing the driveways. Mr. Friesen stated that major reserve asphalt work isn't scheduled for approximately five years, but he agreed to review the reserve study and report back to the directors.

President Tse reported on the rental policy within Mutual 22 and noted that the policies differ within each mutual. Mr. Tse stated that the policies for Mutual 22 allows up to three rentals at any one time and there are currently two rentals within the Mutual. As Mutual 22 has 43 units, the policy equates to approximately 10% rental allowance. The policy allows for a lease term of up to one-year, and can be extended at twelve month intervals with Board approval.

Mr. Tse thanked Mr. Donner and his staff for their work on the budget, and stated the Board's appreciation for his input and direction. Marsha Koehler (4033-6A) asked about roof repairs and cost to the mutual. Mr. Friesen stated some roof work is slated for 2012 and funds from the reserve account have been allocated for this repair work.

### **FINANCIAL REPORT**

Paul Donner reported that the operating fund balance at the end of October was \$31,720 and \$242,738 in the replacement reserve account for a total fund balance of \$274,458. Year-to-date revenues exceed expenses by \$12,830 and are approximately \$8,940 better than budget. Mr. Mitchell commended Mr. Donner for the work his department does.

### **BUILDING REPORT**

Mr. Friesen reported that the annual smoke detector/alarm check and gutter cleaning has been completed. In discussions with the Fire Department and at their suggestion, the fire hoses have been removed and replaced with fire extinguishers, which will save on future costs. Mr. Friesen asked attendees if the elevator continues to return to the first floor, instead of staying on the last floor used. It was reported that the elevator does return to the first floor between uses. Mr. Friesen will submit another request to repair that issue.

Nazli Monahan (4033-7C) asked how light bulb outages on the building walkways should be reported. Mr. Friesen stated that residents can call MOD and report outages themselves and the bulb would be replaced within two days.

Ms. Monahan reported problems in the trash room for building 4033, stating that both the garbage and recycling bins are typically overflowing. Mr. Tse stated that the Board will look for solutions to the problem.

Mr. Friesen reported that MOD has replaced some gutters within the mutual and more work is scheduled. This work will cost approximately \$6,000 from the reserves.

### **LANDSCAPE REPORT**

Mr. Perona reported that turf fertilization was completed prior to Thanksgiving. Irrigation controllers are turn on or off as needed. Entry maintenance is leaf cleanup at this time. Tree service will be pruning the pines and crabapples along the street.

Mr. Perona reported that the pump in the pond was recently replaced and a screen was placed on the intake hose to minimize debris from entering the pump system.

Mr. Mitchell reported that several azaleas need to be replaced within the courtyard. Ms. Monahan asked about including some plantings and flowers at the entrance to Mutual 22. Mr. Perona reported that this item had been discussed previously and that could be addressed in the coming year.

### **RESIDENTS FORUM**

Irene Thorsell (4033-7B) asked that the Board formally thank those residents who decorate the sign at the entrance. Pat Murphy stated that residents Cynthia Mercado and Jan With are responsible for those decorations. The Board and residents agreed that the decorations are much appreciated.

Mr. Tse was asked by John Shaw to recognize the seven residents within Mutual 22 that are certified entry coordinators within Rossmoor. Those residents are: Barbara Beanum, Don Blake, Billie Lenox, Cynthia Mercado, Pat Murphy, Bob Musgrave, and John Shaw. Residents are reminded that certain items such as, food, flashlights, water, etc., should be stored and easily accessible for use during an emergency. Residents are encouraged to work with any of the coordinators to assist with their own emergency planning.

Ms. Monahan reported that guests find it difficult to distinguish which building is 4033 and asked if additional address numbers could be added to the carport structure of the 4033 building. Mr. Friesen will look into this request.

Ms. Monahan also asked about repairing the decking on the upper hallways. Mr. Friesen will look into that matter.

### **ACTIVITIES COMMITTEE**

Vice-President Pat Murphy reported that the Activities Committee has been busy with Bingo, Bunco and Movie Night. Attendance and feedback at these events has been very positive. The Mutual 22 Golf Tournament, organized by Dickey & Grace Nitta, was held in October and it was a great success. Twenty golfers participated in the event and 36 attended the barbeque afterwards.

Residents are reminded that the Mutual Twenty-Two Holiday Brunch is scheduled for Sunday, December 18<sup>th</sup> from 11:00 AM – 3:00 PM at the Dollar Clubhouse. A Super Bowl party is scheduled for February 5, 2012 in Club 22 and will be organized by Dickey & Grace Nitta. Mrs. Zomalt stated that no birthday celebration will be held in December, but December birthdays will be combined with January Birthdays and celebrated in January. Monthly Birthday celebrations are usually held on the 2<sup>nd</sup> Thursday of each month at 7 PM.

Mr. Tse reminded residents that the Mutual will not supply alcoholic beverages for Mutual social functions and that residents should bring their own beverages.

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

None

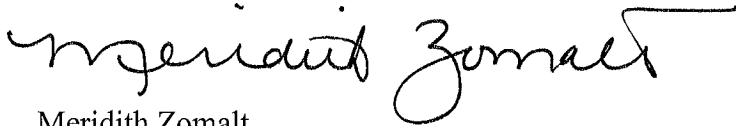
**NEXT MEETING**

The next regular quarterly meeting will be on Monday, March 12, 2012 at 10:00 a.m.

**ADJOURNMENT**

The meeting was adjourned at 2:25 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Meridith Zomalt". The signature is written in black ink and is positioned to the right of the typed name.

Meridith Zomalt  
Secretary-Treasurer