

WALNUT CREEK MUTUAL NO. TWENTY-NINE

ANNUAL MEETING MINUTES OF THE BOARD MONDAY, JUNE 15, 2020 AT 9:30 A.M. ZOOM MEETING

Call to Order

The member meeting was called to order at 9:33 a.m.

Roll Call

Directors Present: Beth Gannon - President
Mike McLaughlin – Vice President (Incumbent)
Tanc Agius – Secretary
Sheila MacDonell – Treasurer
Barbara Crane – Director (Outgoing)
Richard Giesnner (Incoming)

Also Present: Paul Donner, Director of Operations; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; and Kelly Mattison, Board Services Coordinator.

Certification of Notice of Meeting

I, Kelly Maki, Assistant Secretary of Walnut Creek Mutual No. Twenty-Nine, hereby certify that notice of the Annual Membership meeting was published in the Rossmoor News on June 10th. A copy of the annual meeting agenda was mailed to all members of record on June 1, 2020, in accordance with Section 5.4 of the Bylaws of said corporation.

Election of Directors (3-Year Term)

- a. Director Election Acclamations: 2 Directors for 3-year Terms, Mike McLaughlin and Richard Giesnner ran unopposed and were acclimated to the Board for a 3-year term.
- b. Thanks to Barbara Crane for 6 years of service on the Board including a term as President. The Board of Directors presented Barbara with a small gift as thanks for her many years of service.

Approval of Last Year's Annual Minutes

- a. March 18, 2019: Annual Minutes: A motion was made to approve the annual meeting minutes of March 18, 2019.

Moved, Seconded, Carried 5-0

Transitions

- a. Thomas Ervin has passed away
- b. 4 Rental units
- c. 2 Units for Sale

Reports of Officers and Committees

- a. **President's Report:** President Gannon reported on the current and future needs of the mutual; policy changes that are needed; continuing education by Directors to Members in regards to Mutual procedures; relations with MOD staff; the insurance

WALNUT CREEK MUTUAL NO. TWENTY-NINE

expense; responsiveness to resident concerns; finances; and building maintenance.

- b. Landscape Report:** Rebecca Pollon reported that MOD crews started work today removing juniper and failed plants. The MOD crew will be back in the fall to replant. Some juniper will not be removed until later this year. Lawn renovations are on hold due to budget restraints. The concrete pathway in Norton Park is now complete.

- c. Financial Report:** Mike McLaughlin gave the following report:

Sheila MacDonnell and I reviewed the financial reports through May. The operating budget continues to be over budget in the same three categories from the first quarter, insurance, plumbing, and legal services.

We did receive a rebate from the insurance carrier that reduces our loss there. We have also had no further major plumbing leaks, so that category is starting to come back into line.

In addition to legal costs to comply with the new voting and election law, we have had unanticipated legal costs related to a dispute regarding an unpaid repair bill. However, our insurance carrier will be covering our future legal costs for this issue.

Overall, we are just under \$22,000 over budget through May. Since we budgeted \$45,000 in working capital, we still may end the year with a net cash increase.

The reserve budget is on track. We have sufficient funding for the soon to be completed soffit and roof replacements. The Board is reviewing the impact to the reserve budget of the recently passed balcony inspection law. We will be determining how to accrue the required funding to complete the inspections prior to the deadline of December 2024.

- d. Building Maintenance Report:**

Rick West gave the following report on Building Maintenance:

PENDING ITEMS: Proposals for review and Approval

1. Senate Bill SB326 - Structural Engineers Inspection of Elevated Mutual components - Proposals received by Two Engineering Companies - FWC and FIG. These estimates will be used for budgeting purposes to fund this project due to be completed before January 1st, 2025.
(Bids were sent to the board for review).

INFORMATION ITEMS: Work scheduled, In Progress or Complete

1. 2020 Phase III Canopy Soffit Replacement Project - Contractor: Five Star Construction -6 soffits = \$54,000.00. The 2020 soffit replacement Budget is \$54,000.00. The Buildings completed were #2748 / # 3120 / #3136.
(Project Completed on June 12th).
2. 2020 Phase III - Tile to Comp Roofing Project - Contractor: Mendoza Roofing -

WALNUT CREEK MUTUAL NO. TWENTY-NINE

Five Star General Contractor - Total cost \$150,000.00. The 2020 Roofing Budget is \$150,000.00. Buildings scheduled completed were # 2748 /# 3120 / # 3136. (Project Completed on June 12th).

3. MOD Mechanical and Electrical Dept. is scheduled to complete the electrical outlet replacement in your carports. Cost \$2,400.00 (Project is scheduled to begin in June).

Tanc Agius gave a lighting report: In 2019 the Mutual spent about \$8,000 for light inspections and light replacements. The Mutual cancelled those arrangements and John Davis and Richard Giessner now regularly inspect the pagoda and carport lights for outages. The Mutual has spent less than \$300 to date on the light inspections and replacements.

It was also reported that some residents are not breaking down large cardboard or failing to drop it off at the MOD recycle center and leaving it in the trash enclosures. There are monetary penalties imposed on the Mutual's trash bill when this occurs.

e. Emergency Preparedness Report: Mike McLaughlin gave the following report:

- The Emergency Team held a Zoom meeting last week. Richard Geissner has replaced Ruth McLaughlin as the Assistant Emergency Preparedness Officer.
- We decided to distribute emergency questionnaires to residents who have moved in recently so that we have their emergency contact information.
- We decided that we will conduct drills in the fall. The team will meet again in late summer to plan the drills. In the meantime, if there is a disaster, the manor monitors will all wear a mask when they come to your door.
- We also discussed the storage cabinets. We consolidated the material in the cabinets into the one undamaged one. We will have the broken cabinet removed. The cabinet contains some first aid supplies, a small amount of water, and camping and survival equipment like lanterns and blankets. These items are not meant to replace supplies that residents should have available for themselves.
- So, remember, the Emergency Team's job is to provide information and help you prepare for a disaster NOT to be first responders or provide emergency supplies.
- The Team also will check on residents through the manor monitors and report through the Community Emergency Response Team whether residents need the assistance of emergency service providers.

WALNUT CREEK MUTUAL NO. TWENTY-NINE

- f. **Social Committee Report:** Sheila MacDonell reported that the Annual Dinner will not take place this year due to COVID-19. There will be one next year. There are still gatherings taking place in the park on the first Wednesday of the month with proper social distancing and masks.

Resident's Forum

Residents were afforded the opportunity to express their general concerns, make comments, and ask questions. Topics discussed in open forum included landscaping, pots and plants on decks and front porches, and when the library will be opening. It was stated the library opening is up to GRF based on current county health orders.

Announcements

- a. Monday, September 21st: Board meeting at 9:30am (Multi-Purpose Room #3 or ZOOM)
- b. Immediately following the Annual meeting and Organizational meeting there will be a regular meeting.

Adjournment

The meeting adjourned at 10:31 am.

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the minutes of the Board of Director's meeting.



Assistant Secretary