

# WALNUT CREEK MUTUAL NO. TWENTY-NINE

ANNUAL MEETING MINUTES OF THE BOARD  
MONDAY, MARCH 18, 2019 AT 9:30 A.M.  
MULTIPURPOSE ROOM NO. 3 (MPR3, GATEWAY)  
1001 GOLDEN RAIN RD., WALNUT CREEK, CA 94595

## **Call to Order**

The member meeting was called to order at 9:31 a.m.

## **Roll Call**

**Directors Present:** Beth Gannon - President  
Mike Mclaughlin – Vice President  
Tanc Agius – Secretary (incumbent)  
Toba Simon – Treasurer (outgoing)  
Barbara Crane – Director

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

## **Certification of Notice of Meeting**

I, Kelly Mattison, 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 February 27th, March 6th, and March 13th. A copy of the annual notice was sent to all members of record on March 05, 2019, in accordance with Section 5.4 of the Bylaws of said corporation.

## **Election of Directors (3-Year Term)**

a. Director Election Results:

A secret ballot in the matter of a Director Election was mailed on February 12, 2019 for a vote of the membership. Ballots were opened during an Open Ballot Count Meeting on Thursday, March 14, 2019 at 11:00 a.m. in the Fairway Room at Creekside (1010 Stanley Dollar Drive, Walnut Creek, CA 94595)

The following is a report prepared by the Inspector of Elections:

TOTAL BALLOTS RECEIVED: 77

TOTAL INVALID BALLOTS: 0

TOTAL VALID BALLOTS: 77

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EACH DIRECTOR RECEIVED THE FOLLOWING NUMBER OF VOTES:

TANC AGIUS: 55

SHEILA MACDONELL: 50

MILAN MORAVEC: 15

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THE QUORUM REQUIREMENT ON THE DIRECTOR ELECTION IS 25% OF THE MEMBERSHIP OR 27 BALLOTS. A SIMPLE MAJORITY OF THE TOTAL RETURNED VALID BALLOTS DETERMINE THE TWO WINNERS OF THE ELECTION.

Tanc Agius and Sheila MacDonnell received the greatest number of votes and therefore, were elected to a three-year term ending in 2022 for the two open seats on the Mutual No. Twenty-Nine Board of Directors.

- b. Thanks to Toba Simon for 6 years of Service on the Board: Toba was presented with a beautiful gift from the board at the end of the President's Report.

### **Approval of Last Year's Annual Minutes**

- a. March 19, 2018: Annual Minutes: A motion was made to approve the annual meeting minutes of March 19, 2018.

**Moved, Seconded, Carried 5-0**

### **Welcome New Members**

A welcome was extended to following new members of Mutual No. Twenty-Nine:

- a. Ellen Ames: 2708 PT #2
- b. Laurel Junk: 2632 PT #1
- c. Judy Szilagyi & Richard Giessner: 2748 PT #6
- d. Terry Delonas & Charles Cannon: 2724 PT #4
- e. Phyllis Christopher: 2656 PT #4
- f. Milan & Margaret Moravec: 3112 PT #1
- g. Sylvia Michiels: 3136 PT #3
- h. Dianne Brackin: 2704 PT #2

### **Reports of Officers and Committees**

- a. **President's Report:** President Gannon reported on 2018 being the year of the Soffit and the knock out punch on Insurance Costs. A definition of soffits was given. Beth then covered the following topics: decision based on safety to remove all soffits; continued painting on the west end since the dry rot repairs and cleanup were completed; putting in new soffits and new roof where the soffit had fallen; putting in temporary soffits until the monies for new roofs comes in; the tight budget and raised coupon; insurance premium increase; communication by letter and meetings being an essential tool for mutual members to make the decision on the special assessment; balance of maintenance of buildings and landscaping reflected in budget preparations; transitions of Dorothy Hoffman and Eleanor Larsen to assisted living; transition of Therese Atkinson to Seattle area; passing of Joseph Knowland; alteration meetings; rental units; co-occupants registering with Member Records; a good bye to Toba Simon who was always concerned about our reserves, did alteration meetings, and as treasurer checked all financial reports; and where M29 stands in the coupon amount compared to other Mutual's in Rossmoor.
- b. **Landscape Report:** Wini Biehl reported that the committee had a small budget to work with over the past year. The committee completed the following projects: Gingko tree in Norton Park; mulch in Kentfield areas; fertilization of all Magnolias; replacement of a few declined shrubs; and rejuvenation of some sod. The big renovations are

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placed on hold due to budget constraints. Please inform the landscape committee or the work order desk immediately if you see a broken sprinkler, over watering, or underwatering.

- c. **Financial Report:** Toba Simon reported that the petty cash fund balance is \$495.47, and the social fund balance is \$2,474.37.

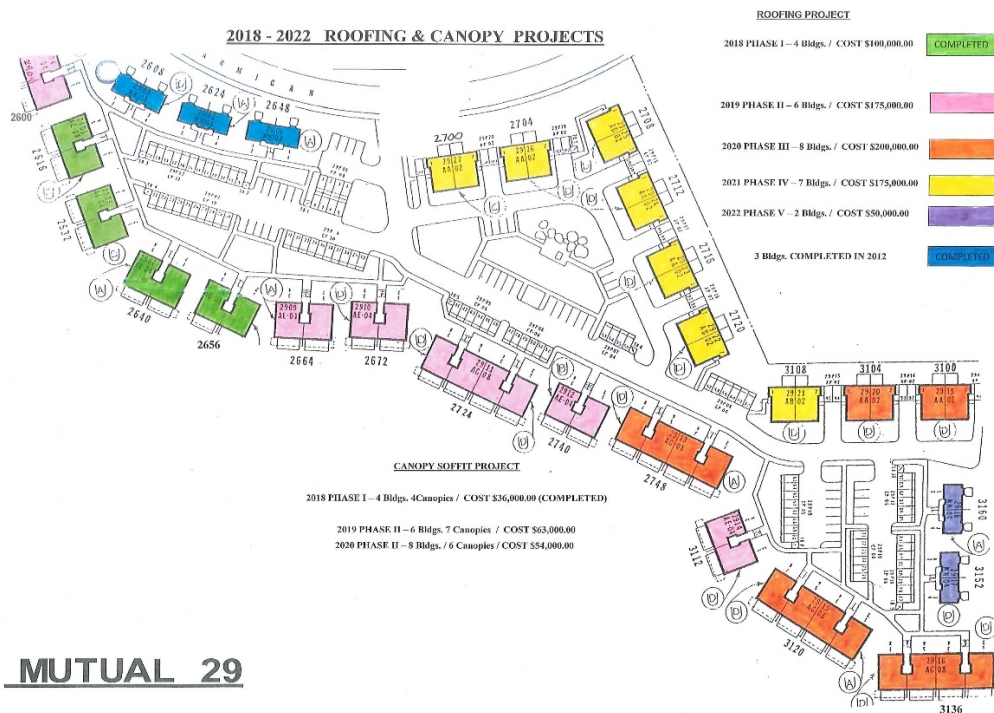
Paul Donner reported that the Mutual will be rebuilding their finances. Last year's fund balance was \$343,000 compared to this year's fund balance of \$160,000.

Current Balances  
Operating: -\$8,030  
Cash: \$13,000  
Reserves: \$160,433

Actual vs. Budget the Mutual is over by \$910, mostly from building maintenance plumbing and carpentry work. The mutual is over budget in insurance by \$3,922 and better than budget in Utilities year to date.

- d. **Building Maintenance Report:**  
Rick West gave the flowing report on Building Maintenance:

Rick handed out colored maps to the members in attendance that showed the phases that the roofs and soffits would be completed in. Rick went over the 2018-2022 five-year plan.



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### Information Items: Work Scheduled, In Progress, or Completed

1. 2019 Phase II Canopy Soffit Replacement - Contractor: Five Star Construction - @ \$9,000 each X 7 soffits = \$63,000.00. A total of 6 Buildings. - 2724 has 2 soffits. - Bldgs. To be completed in 2019 are: 2600 / 2664 / 2672/ 2724 / 2740 / 3112. (Tentative scheduled start date April 2019 - will postpone billing until June).
2. 2019 Phase II - Tile to Comp Roofing Project - Contractor: Mendoza Roofing - 6 Buildings are scheduled to be completed in 2019. - 5 Buildings @ \$25,000.00 each = \$125,000.00. 1 Building at \$50,000.00. - for a Total of \$175,000.00 also building 2656 was completed in 2018 but billed in 2019 for \$25,000.00. 2019 Roofing Budget is \$200,000.00. Buildings scheduled to be completed in 2019 are: 2600 / 2664 / 2672/ 2724 / 2740 / 3112. - (Tentative scheduled start date April 2019 - will postpone billing until June).
3. February Gutter Cleaning - Contractor: PGS - Cost \$3,330.00. This included cleaning of all the building gutters and downspouts. (Work Completed).

The Building Maintenance Committee is looking for a volunteer to be the new chairperson.

- e. **Emergency Preparedness Report:** Mike McLaughlin asked how many M29 residents have gone to the Emergency Preparedness Organization website. The address is [www.rossmoorepo.org](http://www.rossmoorepo.org). It is a really good resource. It starts with emergency supplies, what to get and where to get it. It covers emergency planning for you and your pets. It provides information on earthquakes and fires.

Sheila MacDonell is taking the place of Hilde Olds on the Emergency Team. She will cover buildings 2724, 2748, and 3112.

Right now, the emergency team is updating our resident information in preparation for drills. You may be asked to provide updated Emergency contact information.

Ron Ondrejka and I continue to check in on the CB radios each Saturday morning, and Ruth checks in on the FRS radio, to make sure we will be able to communicate with first responders in an emergency.

Ron Ondrejka reported that he is looking to retire from his position on the committee and needs a volunteer to step up and take over. Ron will train the volunteer willing to take over. Ron only missed 5 radio check-ins in 15 years. Ron gave a quick overview of what to expect from the EP team in an emergency.

### **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 and evacuation planning for emergencies.

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### **Announcements**

- a. Monday, June 17<sup>th</sup>: Board meeting at 9:30am (Multi-Purpose Room #3)
- b. Sunday, August 4<sup>th</sup>: Annual Dinner at 5:00pm (Creekside Clubroom)
- c. 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.



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**Assistant Secretary**