

WALNUT CREEK MUTUAL NO. TWENTY-NINE

ANNUAL MEETING MINUTES OF THE BOARD MONDAY, APRIL 19, 2021 AT 9:30 A.M. ZOOM MEETING

Call to Order

The member meeting was called to order at 9:30 a.m.

Roll Call

Directors Present:

Mike Mclaughlin President
Beth Gannon – Vice President (Incumbent)
Sheila MacDonell – Treasurer
Tanc Agius – Secretary
Richard Giesner - Director

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

Open and Tabulate Ballots for Director Election

A secret ballot in the matter of a Director Election was mailed on March 11, 2021 for a vote of the membership. Ballots were opened and tabulated during the Annual Meeting on Monday, April 19, 2021 at 9:30 a.m. via Zoom meeting.

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

TOTAL BALLOTS RECEIVED: 67

TOTAL INVALID BALLOTS: 1

TOTAL VALID BALLOTS: 66

EACH CANDIDATE RECEIVED THE FOLLOWING NUMBER OF VOTES:

BETH GANNON: 54

MILAN MORAVEC: 12

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 WINNER OF THE ELECTION.

Beth Gannon received the greatest number of votes and therefore, was elected to another three-year term ending in 2024 for the open seat on the Mutual No. Twenty-Nine Board of Directors.

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Approval of Last Year's Annual Minutes

- a. June 15, 2020: Annual Minutes: A motion was made to approve the annual meeting minutes of June 15, 2020.

Moved, Seconded, Carried 5-0

Transitions

- a. New Residents: Sheri Broussard, Robin Reed
- b. 5 Rental Units, 1 Unit for Sale

Reports of Officers and Committees

- a. **President's Report – Mike McLaughlin:** Thank you all for your efforts in following health guidelines and complying with the Board's mask mandate. We have had few reports of violations. The mandate will continue until June 30 or until the county health office lifts the requirement.

The Board has remained active. The committee reports show that we have made some progress. One bright spot is the budget outlook so far this year. As you know, we have had major increases in insurance costs for the past several years. Since we pay the insurance bill in January, we have had to borrow from our reserve budget, which has left us with little leeway in case of major unplanned reserve costs, such as water main breaks. We have been unable to repay those reserve funds because of the insurance cost overruns.

Fortunately, this year the actual insurance bill has come in under budget. MOD staff have told us that barring unforeseen costs, we will be able to fully repay the amount we borrowed from reserves in this year. To date, we are running at a level that would make that possible.

The biggest risk the Mutual faces is in the cost of water usage. There was a 6.5% water rate increase last July, and the rate will go up another 6.5% this July, just as our usage increases. The reservoirs are quite low already and there will be no more precipitation over the spring and summer. It is possible there will be emergency water rate increases or restrictions or both. The time for us to review our water use is now. If you are watering plants that use a lot of water, consider replacing them with low water use plants. Please conserve water in whatever ways you can.

As I said, the Board and committees have been active. I appreciate the many hours committee members spend checking the trash enclosures, taking excess cardboard up to MOD, changing outdoor lightbulbs, writing the newsletter, planning and monitoring landscaping, decorating the entry, and fielding resident questions. Each of the reports that follow reflect hours of volunteer efforts on the part of these committees at no cost to residents.

Ramakrishna Ram has volunteered to develop a proposal for a digital communications channel between the Board and the members. This could take the form of a web group, portal or site with links to information and resources, newsletter,

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meeting schedules, and so forth. We are interested in finding out if you think this would be useful and your thoughts about this proposal.

Speaking about digital links, I am aware that it is cumbersome to link to this meeting, since you have to type the meeting code by hand. Please be aware that you can go to www.rossmoor.com to find the digital link. On the top line of www.rossmoor.com there is a link called "for residents". Clicking on this link, there is a drop-down alphabetical list. Click on "Mutuals". A list of Mutuals appears. Click on "Mutual 29". Click on "agendas". This will bring up the agenda, including the underlined link to the meeting.

Lastly, you received a Mutual roster form with the agenda for today's meeting. This form will be used to list contact information for the Mutual's Roster. This is what we usually call the phone book. Please check one box to show that you either consent to be listed, or that you do not consent. Return the form even if you do not want to be listed. Any information you fill in on the form will be included in the roster, which will be available to all members. Please mail the form to the address listed on the form or drop it in the box on my doorstep at 2616 @#1, marked Roster.

- b. Landscape Report – Rebecca Pollon, Wini Biehl & Susan Dennis:**
Rebecca Pollon gave the following report:

2021 MUTUAL 29 ANNUAL WORKSHEET

2021 PRIORITIES AND PROGRESS REPORT

1. Removal of remainder of junipers mutual-wide (parking area, rear of 2740, 48, 3136)
Complete
2. Clean up and replacements of removed junipers mutual-wide (use Terra days to finish if necessary) Complete
3. Phased removal of Monterey Pines along street Tree removal committee
4. 2724 renovation Fall MOD days

REHAB BUDGET (RESERVES) \$35,200
AVAILABLE BUDGET \$30,880

MOD DAYS
29

The MOD crew has completed the replanting of the areas where juniper was removed in the back of buildings 2740 and 2600-2664 using the Spring MOD days. Final costs were \$2,785.

Replacement of junipers in front of parking area across from 2656 is currently being scheduled.

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Summer MOD days will be used for mulching and some small irrigation work

Fall MOD days will be used for the renovation of the front of 2724

TREE BUDGET (OPERATING) \$12,000

AVAILABLE BUDGET \$10,050

The Liquidambar in front of 2624 has been removed at a cost of \$1,950

IRRIGATION BUDGET (RESERVES) \$2,850

AVAILABLE BUDGET \$502

Total clocks 6

Number of clocks to replace (older than 10 years) 0

Clocks older than 5 years, less than 10 years 3

Subscription fee (~\$250 each older than 5 years) \$750

Irrigation conversion for juniper replanting \$1,598

Wini Biehl gave the following report:

The installation of one-gallon Lomandra, Greveilla coastal gem, and petite rosemary and boxwood with irrigation was completed from 2600 thru 2740. The removal of the Junipers done for fire safety did provide improved views for many of the manors. The new plantings will be an edge planting but remain low not to interfere with the new views.

A liquid amber at 2624 was removed because it was causing damage to the carport as well as the sidewalk. A Nyssa sylvatica and an oleander will be planted. This tree also has good fall color, not as majestic as an amber but much better behaved.

We have plans to natural mulch areas to improve soil and save water.

We have plans to replant 2664,2672 with midsize shrubs, trees and boulders carrying out Asian theme already there.

We have plans to improve landscaping at 2724 to provide more privacy and shade.

As of this time I do not know what order these will be done. Counting on Rebecca to provide best timeline.

c. **Financial Report – Sheila MacDonell:**

(Expenditures through February)

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Operating Budget:

The operating budget is \$10,183.00 under budget.

We are over budget in only one category, which is building maintenance, but that is because we had the gutters cleaned in February.

Almost all the surplus is in utilities. Most of the underage is in water, but that will certainly disappear during the summer with increased usage and the rate increase Mike mentioned earlier. We have also had over a thousand dollars in savings in trash pickup, however, which reflects our diligence in reducing landfill costs.

As Mike said earlier, we have a savings in insurance costs for the first time in many years. We are saving about \$150.00 per month, which compares to last year when we were over budget by about \$1,800.00 each month. Because of our allocation of working capital, if we do not have unforeseen costs, we will be able to repay the reserve fund the amount borrowed last year.

Reserves Budget:

We have spent almost nothing on reserves so far this year. The reserve budget includes the planned cost of this year's roofing. The budget also includes funding to replace several areas of sidewalk that are unsafe due to buckling from tree roots. There is also funding for planned asphalt repair, as well as any unplanned sewer and water line breaks.

Reserve funding was also budgeted for landscape rehabilitation. This covers the cost of replanting areas where Juniper was removed. So far, we are staying on budget in landscaping.

d. Building Maintenance Report – Richard Geissner & Rick West

Richard gave the following report:

One of the 6 sidewalk sections scheduled (in front of building 2624) for repair has been completed.

side April 2nd.

Contract for Sewer line inspection and clean out was signed. Santa Clara buildings 2700, 2704, 2708, 2716, 3108, 3104 & 3100 will have their lines cleaned and inspected. 2712 has a new line and 2720 line was just cleaned and inspected.

Most of the Emergency work orders that we generate involve some kind of water leak. After MOD responds and secures the leak, a representative is supposed to contact the homeowner to inform them of who is responsible for the cost of repairs. If you

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have not been contacted by the next business day, please call MOD (925) 988-7650 and ask for a determination of who is responsible for repairs.

Rick West gave the following report on Building Maintenance:

INFORMATION ITEMS: Work scheduled, In Progress or Complete

1. Phase IV Composition Roofing Project will include 5 Buildings - #3100 / #3104 / #3108 / #3152 / #3160. Contractor: Mendoza Roofing. Estimated Cost \$100,000.00. (Project scheduled to begin May 2021)
2. 3108 Pt #2 - Rear Soffit replacement due to Dry Rot / Contractor: MOD Cost \$883.00. (Project completed in February)
3. Concrete repair and replacement work at sidewalk be Building # 2656 including root removal. Contractor: Five Star - 2021 Concrete Budget \$17,500.00. Year to date expenses \$1,370.00. (Project completed in March)
4. Entry 17 Walkway Pagoda Light repair and replacement - Contractor: Sang Electric Total cost \$238.00. (Project completed in April)
5. 2624 / 3108 PT Down spout cleaning and replacement due to clogging and noise. Contractor: MOD. Cost \$606.00. (Project completed in February)
6. 2664 PT #3 Interior attic roof drainpipe leak. Contractor: MOD. Drainpipe repair and patch / texture and repaint Living room ceiling. Cost \$1,426.00. (Project completed in April).

e. Trash Committee Report – Tanc Aguis:

Thank you to everybody in Mutual 29 for doing a great job recently with your Recycling!!

The Trash Drivers from Republic add their thanks.

TRASH TIPS

For help see Pages 19-26 in your Rossmoor Phone Book

Smaller than a credit card --> Landfill

Caps and lids --> Landfill

Sharp or pointed items --> Landfill

Mixed materials (e.g., plastic coated paper) --> Landfill

Soft plastic (can be folded) --> Landfill

Hard plastic (empty, clean, dry, loose) --> Recycle

Can't tell what it's made of --> Landfill

If in doubt and not in the phone book --> Landfill.

Cardboard boxes larger than 18" x18" are best taken to the MOD Recycling Yard. Or even smaller boxes if they are too difficult to flatten.

Thanks to Rich Geissner and John Davis for arranging for the disposal of a Love Seat that someone from another Mutual Dumped on us.

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The one outstanding item that we are still working on getting “SPLIT LID” Black Landfill bins for Trash enclosures A, B and D

f. Emergency Preparedness Report – Mike Mclaughlin:

The manor monitors will be activated in a disaster or emergency situation. Remember that the monitor’s role is to check on resident’s status, and to report the Mutual’s status over the CB channel. Contact me if you do not know who your manor monitor is.

The Saturday morning CB radio check continues to be suspended until the clubhouses are opened. The Ptarmigan Drive volunteer check in is still active.

There is a very good slideshow on the Rossmoor EPO website by the Walnut Creek Police about when to call 911 and when to call the police emergency number. Go to rossmoorepo.com and click the EPO calendar link. Under Monday, April 12th there is an underlined link called ‘slide show’.

The Emergency Team needs your help. You received a form with your agenda called Entry 17 Resident Questionnaire. This is for use only by the Emergency Team in case of a major disaster. This will provide the Manor Monitors and other responders with information about how to contact family members or others and special needs you may have. This information is only used in a disaster and is not shared with other members. Please fill out the form and drop it in the box marked **EPO** on my doorstep at 2600 #1.

f. Communications Committee Report – Sheila MacDonell:

Several events are being researched by the communications committee, most hinge on the lifting of the covid restrictions.

The Social Committee is working on a musical performance in Norton Park in May or June to celebrate the lifting of the covid restrictions. The concert will be free to residents, but we plan to accept donations to the Rossmoor Scholarship Foundation in the name of Roger Wilcox.

The social subcommittee is also working on setting up a date for our annual dinner in August.

We can all look forward to a Newsletter soon after this Board Meeting. I don’ t know about all of you, but I love the stories. Don’ t be shy if any of you have a story about yourself that you think would be of interest, write it up and send it to the editors, Tanc Agius or Judy Szilagyi.

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And then any activity that you think would be of interest to Mutual 29 let me know

Resident's Forum

Residents were afforded the opportunity to express their general concerns, make comments, and ask questions. Topics discussed in open forum included garbage, opening of park area, items placed in common area, and communication.

Announcements

- a. Quarterly Meeting, Monday, June 21st at 9:30am via Zoom
- b. Immediately following the Annual meeting there will be an Organizational Meeting.

Adjournment

The meeting adjourned at 10:45 am.

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the minutes of the Annual Meeting.



Assistant Secretary