

WALNUT CREEK MUTUAL NO. TWENTY-NINE

ANNUAL MEETING MINUTES OF THE BOARD MONDAY, MARCH 21, 2022, 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
Sheila MacDonell – Treasurer (Incumbent)
Tanc Agius – Secretary (Incumbent)
Richard Giesner - Director

Also Present: Paul Donner, Director of Operations; Rick West, Building Maintenance Manager; Joel Lesser, Chief Financial Officer; and Lucy Limon, Board Services Coordinator.

Tabulation Results for Director Election

A secret ballot in the matter of a Director Election was mailed on February 1, 2022, for a vote of the membership. Ballots were opened and tabulated during the Ballot Count Meeting on Friday, March 11, 2022, at 10:00 a.m. via Zoom meeting.

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

TOTAL BALLOTS RECEIVED: 59

TOTAL INVALID BALLOTS: 1

TOTAL VALID BALLOTS: 58

EACH CANDIDATE RECEIVED THE FOLLOWING NUMBER OF VOTES:

SHEILA MACDONELL: 48

TANCRED AGUIS: 42

MARY LOU THOMPSON: 24

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.

Sheila MacDonell and Tanc Aguis received the greatest number of votes and therefore, were elected to another three-year term ending in 2025 for the open seats on the Mutual No. Twenty-Nine Board of Directors.

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Approval of Last Year's Annual Minutes

- a. April 19, 2022: Annual Meeting
- b. April 19, 2021: Organizational Meeting

Moved, Seconded, Carried 5-0

Transitions

- a. Betty Volway has moved away. Dee Knowland passed away. Dona Juergens passed away. Pat Taylor also passed away.
- b. Deborah and Dana Turner moved in in January. Barry Hunau moved in last Friday. Robin Reddell now owns the unit she was leasing and is now a member. Welcome to Deborah, Dana, Barry, and Robin.
- c. There are three current active rentals.

Reports of Officers and Committees

a. President's Report – Mike McLaughlin:

Despite the ongoing pandemic, Mutual 29 made progress in the past year. The financial state of the Mutual is sound. The Board focus of the past several years has been to assure that reserve funds are adequate to maintain our buildings and infrastructure. We believe we have reached that point. Thanks to the efforts of volunteers and residents, we have had savings in our operating budget.

I am ending this year thankful for the active Board and many volunteers who keep the Mutual on track. Over the past five years, the state of California and regional entities have passed legislation and rules that make the work of running homeowners' associations more complex and time-consuming. There are many examples, but the election rules is perhaps the best illustration. The rules make elections take longer to conduct and more costly.

This year an amendment takes that even further. If only one candidate is running for a seat, the Association does have to send out ballots, but may seat the director by acclamation. However, the amendment requires three additional mailings to members to achieve this. In other words, it will save the Mutual money to simply mail out the ballots, rather than send out these additional mailings.

At any rate, the number of hours Board members spend has increased, and we are relying on volunteers to do much of the trash monitoring, and landscape and building coordination. I appreciate efforts of the Board members and volunteers. I also ask you each to consider whether you would offer some of your time to help out.

b. Landscape Report – Wini Biehl & Susan Dennis:

Wini gave the following report:

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The juniper removal has been completed. One of the lawn renovations has been completed, the other renovation is pending and will be addressed when the committee reviews the budget. MOD workdays will begin later during the week. Hopefully, more people will be interested in joining the committee.

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

The operating budget and the reserve budget ended December under budget, thank to several factors. The operating budget showed significant savings in utilities and building maintenance. About \$14,000 was saved in water usage and trash pickup. The primary savings in building maintenance was in plumbing, where we had very few expenses compared to previous years. We also saved over \$4,000 by changing our own outdoor light bulbs.

The Reserve budget showed a significant savings of over \$117,000. However, much of this reported savings is due to late billing from contractors. Sheila McDonell and I met with the MOD accounting department to determine the extent of late billing. We believe there is between \$40,000 and \$60,00 outstanding. We are confident that the actual Reserve budget savings for 2021 were at least \$40,000. The largest saving was \$22,488, due to using the a less costly method of resurfacing the roadway. We also saved over \$15,000 in funding for water main and sewer line breaks.

d. **Building Maintenance Report – Richard Geissner & Rick West**

Rick West gave the flowing report on Building Maintenance:

Work scheduled, In Progress or Completed in 2021 and 2022

Tile to Composition Roofing Project

1. In 2021 The mutual completed Phase IV Tile to Composition Roofing Project which include Buildings – #3100 / #3104 / #3108 / #3152 / #3160.

These are Del Monte / Cypress and Santa Clara Buildings.

Contractors: Mendoza Roofing - Five Star is the General Contractor for this project.

Phase IV - Total Cost \$123,000.00.

The final phase for your roofing project is scheduled for 2022. Phase V will complete the last 6, Santa Clara Buildings.

Phase V - Estimated Cost \$150,000.00.

Phase V is schedule to begin in spring 2022.

2. Phase I - 2022 DuroLast Roofing Project. This project is to replace all of the flat portions of the building roofs. Phase One will include Buildings #3152 and #3160. Two additional buildings

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will need to be resealed so that they will remain watertight until they have had their DuroLast replaced. These are Building #2608 and #2648. Phase I will go out to bid in 2022. The Project is scheduled to be completed in 6 phases and will be completed in 2027. The 2022 budget for Phase I is \$50,000.00.

We are estimating to complete Phase I will cost around \$40,000.00.

The Board will be sent Bid proposals for review as they arrive.

3. **Gutter and downspout Cleaning. Contractor: Outdoor Keepers. Signed a New 3-year contract that goes from 2022 through 2024. This includes Two cleanings per years once in November and once in February. Cost per cleaning \$6,500.00 or \$13,000.00 annually.**

February cleaning has been completed.

e. Trash Committee Report – Tanc Aguis:

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

Green recycling bins to be sanitized monthly. Blue bins will be cleaned twice a year.

f. Emergency Preparedness Report – Mike Mclaughlin:

The Emergency Team has not met since the start of the Covid pandemic. We have had no drills during this period. I am currently contacting manor monitors and Emergency Team members to determine if they are still available, and to plan to restart drills. I need to recruit one zone Team Leader.

I will be resigning as chair of the Emergency Preparedness program next March. I am asking the Board to help recruit a replacement.

f. Communications Committee Report – Sheila MacDonell:

My goal is to keep you all informed of the workings of this Mutual. Tanc has done a marvelous job of keeping us informed through the newsletter but could use your help with new articles. I would love to see a column on the birds we see around our Mutual. My brother-in-law is an avid bird watcher and there must be several in our Mutual that are too. It was decision of the Board to no longer have the annual dinner, but we need to replace the dinner with something that is more inclusive and less costly to our members. I would love to hear from you about activities you think would be inclusive and of course fun. Now we are working on two events one for the month of May and one for the month of late September. We want one to be a town Hall where people are able to give their ideas for their Mutual. In order to communicate more easily, less costly, and quicker with our members we are working on an email system. Messages would go out to each Member whose permission we have to receive messages in this

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manner. Please feel free to call me anytime with ideas for events, my # is in the phone directory.

Resident's Forum

Residents were afforded the opportunity to express their general concerns, make comments, and ask questions. Topics discussed in open forum included new plants, fluorescent lights and many thanks to the Board.

Announcements

- a. Quarterly Meeting, Monday, June 20th at 9:30am, location TBD.
- b. Immediately following the Annual meeting there will be an Organizational Meeting.

Adjournment

The meeting adjourned at 10:18 am.

Secretary's Certificate

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

Lucy Limon

Assistant Secretary