

BOARD OF DIRECTORS REGULAR MEETING**Monday, December 18, 2023 at 9:30 a.m.****Hillside – Vista Room
3400 Golden Rain Road, Walnut Creek, CA 94595**

MINUTES**1. Call to Order**

Giessner called the Board of Directors Regular Meeting to order at 9:30 a.m.

2. Roll Call was taken by Thomas**Directors Present**

Richard Giessner – President
Ram Ramakrishna – Vice President
David Hickey – Treasurer
Robin Reddell – Secretary
Sheila MacDonell – Director-at-Large

Mutual Operations Staff

Jeroen Wright – Director of Mutual Operations
Rick West – Senior Building Maintenance Manager
Victoria Thomas – Board Services Coordinator

3. Approval of Minutes

- a. Board of Directors Regular Meeting Minutes – September 18, 2023
- b. Board of Directors Executive Session Meeting Minutes – September 18, 2023
- c. Board of Directors Special Meeting Minutes – September 19, 2023
- d. Board of Directors Special Meeting Minutes – October 30, 2023
- e. Board of Directors Executive Session Meeting Minutes – October 30, 2023

A motion was made by Hickey, seconded by Reddell, to approve the minutes as posted. Motion passed unanimously. (5-0)

4. Presidents Report

Transitions. We lost Pat Adams, Betty Hoffman, and Gladys Ware have moved to care facilities.

We have several new members. Ed & Merry Sierecki and Kit Bittner.

We have 5 leased units.

It has been a challenging year trying to keep the budget balanced and at the same time keeping our Mutual safe and meeting the needs of our residents.

Increasing expenses have been the ongoing concern at our Mutual Board meetings this year. Minimum funds are needed to keep our Mutual in good repair, working, safe and presentable.

Various committees of the Mutual Board make sure that the funds we have are used efficiently and effectively. Care is taken to ensure that costs are controlled while still maintaining the quality of our neighborhood.

However, it is important to note that the Board controls only a small portion of the expenditures. Golden Rain & MOD dictate what our operations budget needs to be. Helsing, an outside certified company, directs the amount we must have in our reserve budget. Our Board can delay or temporarily reduce the work our reserve budget pays for but cannot eliminate it. Roofs eventually need to be replaced, buildings repainted, and driveways repaved. All this is considered in the reserve budget.

Additionally, we know from past experience that various plumbing issues will occur needing repairs and sewage lines will need cleaning. There will be building damage from falling branches and rodents making new holes. Most of these repairs are paid out of the reserves and consequently the reserve assessment has increased annually.

There are two issues of importance that will affect our finances in 2024. The first is related to the insurance portion of the coupon. As you know insurance is an issue all over California and of course in Rossmoor. We know, at this time, that the insurance portion of the coupon is going to go up as a result of this.

Additionally, due to State-mandated requirements, the landings on the east side of the Mutual will have to be inspected and likely need repairs. This may cause the Board to require a special assessment. This amount will not be known until the contractor estimates are complete. As much notice as possible will be given to the residents.

Finally, in closing, at this time of year we remember our members who have left us and greet our new members who have joined us. I encourage all of us to assist our neighbors that are in need and become involved in running our little Mutual.

5. **Financial Report/Treasurer's Report** – *David Hickey*

a. Motion for Compliance of Civil Code §5500 for Financial Reports

A motion was made by Hickey, seconded by Giessner, to approve compliance Civil Code §5500 for Financial Reports. Motion passed unanimously. (5-0)

The current financial statements are dated October 31, 2023. A bad debt has been recorded for about \$11,000.

The 2024 budgets have been prepared and approved. These budgets are used to compute the coupon rate for 2024.

The combined operating and reserve budgets are unfavorable by less than one percent. We should be in good financial shape through the end of the year if there are no surprises.

6. Building Maintenance Report – Rick West

Action Items: Proposals for review or approval

- a. SB326 Phase II Estimate. Contractor: GBG. For Multiple locations on 15 buildings including railing repair, column repair, landings and new excel coating.

Estimate \$80,328.00.

Presented to the Board for Consideration.

Topic was moved to Executive Session.

- b. Dryer vent and condensate line cleaning. Contractor: Bay Air Flow.

Estimate \$15,900.00

Presented to the Board for Consideration.

Topic was moved to Executive Session.

Informational Items: Work scheduled, In Progress, or Complete

- a. 2022 -2027 DuroLast Roofing Project. This project is to replace all of the flat portions of the building roofs. Phase I included buildings 3152 and 3160. Two additional buildings have been resealed so that they will remain watertight until they have had their DuroLast replaced. For buildings 2608 and 2648 the project is scheduled to be completed in six phases and will be completed in 2027.

Phase II completed summer 2023. Included buildings: 2608 / 2624 / 2648 / 2700 / 2704 / 2708.
2023 Budget \$182,720.00.

Year to Date Cost: \$104,954.00

- b. Phase I & II -SB326 Raised Component Inspections. Contractor: FWC Structural Engineering.
Phase I & Phase II Completed. Reports have been received.

Estimated cost \$32,106.00.

Year to Date Cost \$9,495.00. M29 is now in compliance with SB326.

Phase I repair work was completed by GBG. Phase II repairs will be scheduled after Board approval.

GBG was awarded Phase I for \$105,972.81.

Year to Date Cost: \$32,086.00

7. Landscape Report – Wini Biehl and John Tawastajerna

Our 8 fall MOD work days were very productive.

We replaced past prime plants throughout the entry, removed juniper in Norton Park and rosemary on canyon at 3100. Both were haven for rodents and potential fire hazard, also removed dying cherry tree near street at 2724.

We renovated the area behind 2704 planted new peach tree replacing old at Norton Park new lomandra and garlic also in Norton Park. Irrigation was improved to the several new poorly performing trees. Site was prepared and a Rossmoor bench was installed across from 3108.

Thanks to the residents of 3136/3120 who agreed to have all the lawn removed for their renovation project we received a \$5,475.00 rebate on our water bill this month and of course all of the lawn removed will continue to be a reduction cost.

During the spring MOD work days, debris should be cleared from condensate lines, mulch 1/3 of the entry area C, remove dead tree at rear of 2600 was scheduled for fall but was not done, continue to monitor trees for trimming and/removal, for cause of course and replant bench area rear 2640 after carport repair.

We are meeting with Terra monthly to address concerns so please pass your complaints, concerns, and improvement suggestions to the Landscape Committee Chair Wini Biehl or any of the Committee Members: Ellen Ames, Susan Dennis, Joe Peters, Lindsay Ralphs, Toba Simon, and Mary Wells.

8. **Trash Committee Report** – *Robin Reddel*

Plastic bags go in landfill.

We have got to put plastic bags in the Landfill brown or large grey bins. There have been too many incidents in the enclosures of filled bags going in the recycling bins. Please tell your housekeepers or caregivers that plastic bags go into the Landfill bins! We would really like for this to be our goal for the year.

Some reminders for the holidays:

- These are from Trash Talk. You can find the full report on their website: <https://sustainablerossmoor.org/trashtalk>
- Avoid Using these Items:
 - Balloons, shiny ribbon, styrofoam, glitter, metallic papers and shiny, colored or metallic posterboard— all go in landfill.
 - Christmas Trees
 - If you use a real tree remove all decorations before disposing of the tree. Put your tree outside your trash enclosure for Republic Services to pick up after Christmas.
 - Avoid gift wrapping types
 - Metallic, embellished and shiny gift wrap and bags as well as ribbons, rubber bands and tape— all go in Landfill.

No more plastic bags in recycle or compost. Plastic bags go in landfill only.

9. **Communications Committee Report** – *Judy Szilagyi*

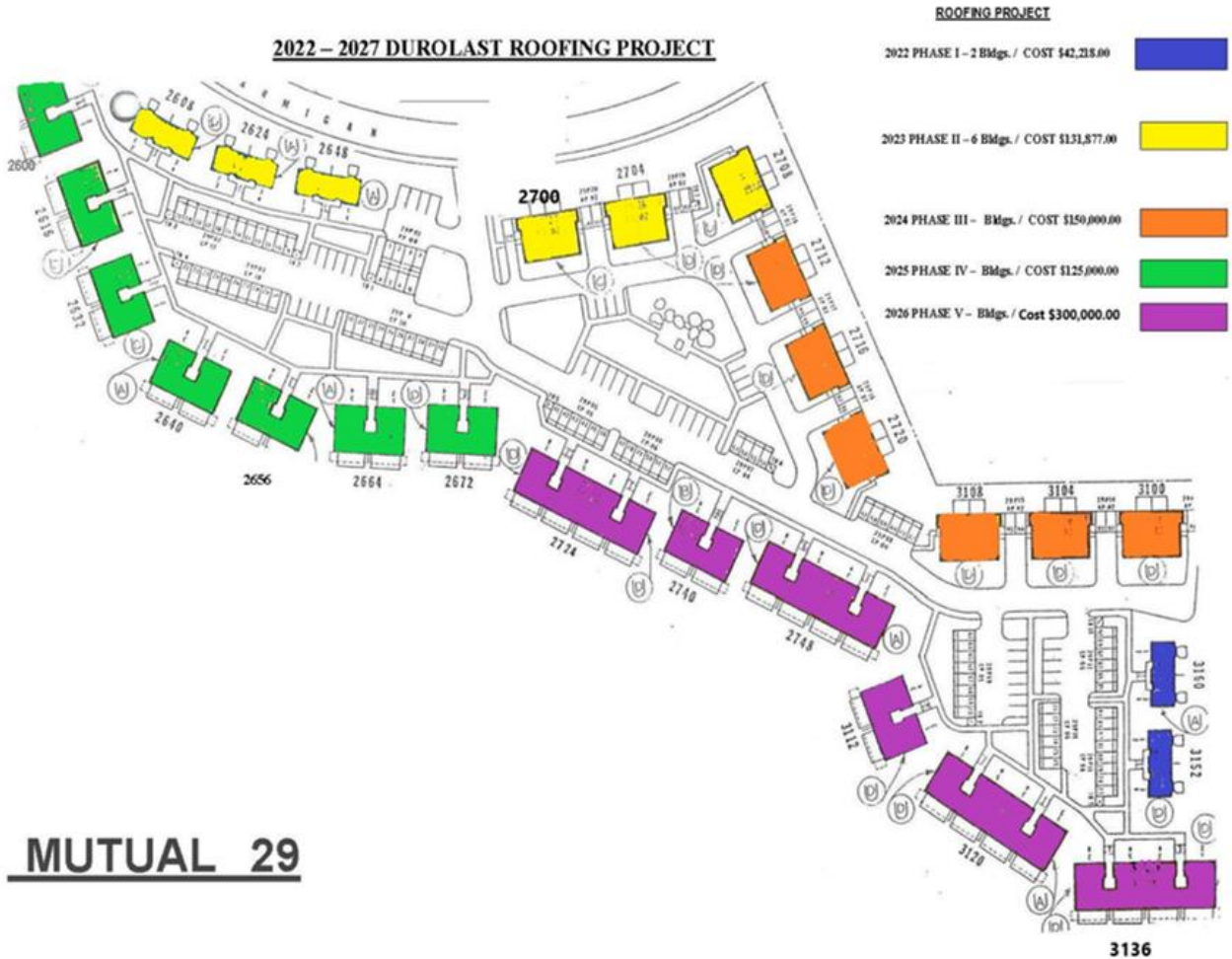
Judy is no longer going to continue as editor of the Mutual's newspaper and asked for someone to volunteer to take over the responsibility. The work involved is editing grammar, sentence structure, and spelling. Bernadette Wimberly was volunteered.

10. **Social Committee Report** – *Sheila McDonald*

McDonald thanked the Social Committee for the great job done on the annual dinner. Special thanks go to Jean Lee who has headed this event for several years. The food was good and thanks go to Judy Szilagyi for bringing her beautiful quilt, which added to the decorations. Thanks also to Mary Lou Thompson and Wini Biehl. Next year's events are currently being planned. None of the events are successful without the members. Residents are asked to contact McDonald if they have an idea for an event.

11. **Unfinished Business** – *Richard Giessner*

- a. Both carports have been repaired. Final bills will be going out to the members and the insurance companies soon.
- b. West side landing work is done. A punch list is being created for the contractors to address before their final payment. Notify Giessner if additional painting needs to be done.
- c. DuroLast Reroofing Schedule
The reroofing is scheduled to be completed in 5 phased over 5 years ending in 2026.



12. New Business – Richard Giessner

- a. The annual report was to be mailed by 11/30. It’s a hard pill to swallow but this is the best we could do. Insurance premium increased 68.9%. 100% of property coverage would cost Rossmoor \$2.5B. This is unattainable. It was elected to reduce property coverage to 50% at \$1B. Giessner added that the chances of a third of the valley being destroyed is unlikely. Additional costs to members will be for an electrical update. The buildings are fifty years old. An inspection is planned in the near future to determine what updates are needed.
- b. CC&Rs will be updated in 2024.
- c. The Board has received several estimates for landing work. The has contracted with GBG for some of the landings.
- d. East Side Landing Contract approval
This will result in a Special Assessment. The amount will be determined and announced at the March meeting.
- e. Helsing Report
This is a ten year plan of how to spend reserves. Current plan includes \$40,000 per year for plumbing.

13. Residents’ Forum

Members were afforded the opportunity to express their concerns, make comments, or have questions for the Board. Comments included: request to decrease the use of Round Up and any other toxic materials, lack of solar applications to reduce electricity usage, request that the Landscape Committee not put stuff on the condensation lines or on porches, questioned why

administration costs increased in the budget, request that garbage report be added in the newspaper, Mutual's newsletter, and/or mailed to residents, questioned cost for CC&Rs, Red Cross installs smoke alarms a resident volunteered to be the liaison between them and the Board for residents that would like an alarm installed, resident volunteered to break down boxes in the garbage area, the Board was thanked for all their work, porch project took too long, it was questioned if there is a minimum required to be in reserves, it was asked for the Board to reduce costs elsewhere to offset the increase due to insurance.

14. **Announcements** – The next scheduled meeting will be the Annual Members and Board of Directors Organizational Meetings on March 18, 2024 at 9:30 a.m. at the Creekside Clubhouse in the Club Room.

15. **Adjournment to Executive Session**

There being no further business, the Board of Directors Regular Meeting was adjourned at 10:24 a.m. and the Board moved into Executive Session.

16. **Executive Session Summary**

The Board met in Executive Session from 10:34 – 11:10 a.m. to discuss contracts.

Secretary's Certificate

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

Victoria Thomas