

# WALNUT CREEK MUTUAL NO. TWENTY-NINE

QUARTERLY MEETING MINUTES OF THE BOARD  
MONDAY, DECEMBER 16, 2019 AT 9:30 A.M.  
VISTA ROOM – HILLSIDE CLUBHOUSE  
3400 GOLDEN RAIN RD, WALNUT CREEK, CA 94595

## **Call to Order**

President Gannon called the meeting to order at 9:33 am.

## **Roll Call**

**Directors Present:** Beth Gannon, President  
Mike McLaughlin, Vice President  
Sheila MacDonell, Treasurer  
Barbara Crane, Director

**Directors Absent:** Tanc Agius, Secretary

**Also Present:** Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager and Lucy Limon, Administrative Assistant.

## **Approval of Meeting Minutes**

President Gannon asked if there were any additions or corrections to the following minutes:

- a. Quarterly Meeting Minutes held on September 16, 2019
- b. Executive Meeting Minutes held on September 16, 2019
- c. Executive Meeting Minutes held on November 8, 2019
- d. Executive Meeting Minutes held on November 23, 2019

The minutes of the aforementioned meetings were approved with a motion

**Moved, Seconded, Carried 4-0**

## **Resident's Forum**

Residents were afforded the opportunity to express their concerns, make comments, and have questions answered by the Board and M.O.D. staff representatives. Topic discussed was recycling.

## **President's Report: Beth Gannon**

- a. **New Voting Law for the Board to follow:** Mike McLaughlin reported on the new Voting and Election law and the changes it would bring to the current ones.
- b. **Booklet on Budget: Review Highlights:**
- c. **Review Roster of Residents:**
- d. **Transitions**
  - 1) 1 Resale
  - 2) 4 Rentals
  - 3) Resident Neglect: The Board quickly addressed the flooding that has occurred in units that are only lived in part time. The expense to the Mutual has been really high. More of this topic to be covered at the next Board meeting.

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- 4) Responsibility
- 5) Light Changes: Starting 2020 Tanc Aguish has agreed to be the contact person for this matter.
- 6) Preview of 2020 Budget: Booklets to be delivered via mail.
- 7) Distribution of Flyers: The Mutual Board has to give the approval to distribute any kind of flyers.

### **Financial Report: Rick West and Mike McLaughlin**

The November 31, 2019 Financial Report was presented as follows by Rick West:

- a) Operating: \$14, 770
- b) Reserves: \$248, 865

Mike McLaughlin gave the following report:

### **Mutual 29 Financial Report December 2019**

We are ending the year with a tight budget.

There are some tight spot. First, we have been able to repay half of the amount we borrowed from the Reserve Funds. We are also under budget in the two largest categories of our budget, namely Landscape Maintenance and Utilities. Overall, we had a savings of almost \$17,000 in these two categories. This has offset the loss of \$16,000 due to the increase in insurance.

Reserve Funds have come in as budgeted and we anticipate ending the year with a fund balance of over \$100,000. This should be sufficient to fund the ongoing roof replacement costs.

The most significant issue we are facing is in the category of Building Maintenance and Public Works, and specifically in plumbing repairs. This is the least predictable category in our budget and this year we have seen significant costs. In addition, to the sewer line and water main leaks discussed in the last meeting, we have had a major loss due to a drain line break inside the walls of an unoccupied unit. The costs to the Mutual have been almost \$25,000 so far and we have received estimates of up to \$20,000 more to complete these repairs.

(Budget of \$31,600, estimate will cost \$70,000 or 220%)

Fortunately, because of the Special Assessment, we have been able to absorb these losses and currently have an operating fund balance of \$80,000)

So as I said, the budget is tight, but we will have a positive fund balance in both the operating and reserve budgets, and we anticipate we will be able to meet our obligations, including paying the insurance bill in January.

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- a. **Compliance with Civil Code 5500:** A motion was made that the Mutual is compliance with Civil Code 5500 by review of the July and November 2019 Financial reports by two members of the Board.

**Moved Seconded Carried 4-0**

### **Building Maintenance Report: Rick West**

#### **INFORMATION ITEMS: Work scheduled, In Progress or Complete**

1. 2020 Phase III Canopy Soffit Replacement Project - Contractor: Five Star Construction - @ \$9,000 each X 6 soffits = \$54,000.00. The 2020 soffit replacement Budget is \$54,000.00. Work will be completed on 3 Buildings. - The Buildings scheduled are: 2748 / 3120 & 3136. (Project is scheduled to begin in spring 2020).
2. 2020 Phase III - Tile to Comp Roofing Project - Contractor: Mendoza Roofing - 3 Buildings scheduled for 2020. - Total cost \$150,000.00. The 2020 Roofing Budget is \$150,000.00. Buildings scheduled for 2020 are: 2748 / 3120 & 3136. (Project is scheduled to begin in spring 2020).
3. November Building and Carport Gutter and downspout cleaning completed. Contractor: PGS Professional Gutter Services. Cost \$5,240.00. Next cleaning scheduled for February 2020.
4. 3136 PT #1 - cracked drain line in the wall. Extensive water damage to unit. Contractors: MOD / Five Star / ServPro / Protera / ERI - Total know cost to date \$24,690.00. (Work in Progress).

### **Landscape Report: Wini Biehl, Susan Dennis**

The committee reported that there is left over money that will be available to do projects that have been put aside.

### **Social Committee Report: Jean Lee**

No report was given.

### **Emergency Preparedness: Mike McLaughlin**

Mike McLaughlin gave the following report:

- The Emergency Team initiated the Manor Monitor system during the fires on October 27<sup>th</sup>
- There was a lot of confusion and uncertainty about our status on that day.
- There were three fires nearby in rapid succession
  - The fire in Clayton
  - The fire in the Delta north of Pittsburg
  - The fire in Lafayette
- The Emergency Team decided to use the manor monitors to communicate to

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residents

- The message was that there was no evacuation order for our Mutual, but that with the dry windy conditions, there was a possibility that an evacuation could occur, so that residents should make sure that we are ready in case
- Just to be clear, the monitors will not (should not) tell you to evacuate unless there is an order from law enforcement to do so
- The feedback we received was that residents appreciated the Monitors efforts, and felt reassured
- So, I want to thank the emergency Team and the Monitors
  - Sandra Chauncey, John and Denise Davis, Ruth McLaughlin, Roberta Lemons, Sheila MacDonnell
  - Joe Peters, Susan Codeglia, Joseph Cunningham, Leslie Platto, Jean Lee, Tan Aguis, Richard Geissner, Toba Simon, Rich Adams, Nel Aguas, Bill Chauncey, Jim Bombardier, Barbara Crane, Sheila Whipple, Peggy Wilcox and Winnie Biehl
  - We are fortunate to have so many people willing to volunteer to keep this emergency response system working, without any cost to the Mutual
  - Only about a third of the Mutuals in Rossmoor have emergency coordinators

### **Next Board Meeting**

The next quarterly meeting is scheduled on Monday, March 16, 2020 at 9:30 a.m. in Fairway Room of Creekside Clubhouse.

### **Adjournment**

President Gannon adjourned the meeting at 10:34 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.

Respectfully Submitted,

Lucy Limon  
Administrative Assistant