

WALNUT CREEK MUTUAL NO. TWENTY-NINE

QUARTERLY MEETING MINUTES OF THE BOARD MONDAY, DECEMBER 21, 2020 AT 9:30 A.M. ZOOM MEETING

Call to Order

President McLaughlin called the meeting to order at 9:31 am.

Roll Call

Directors Present: Mike McLaughlin, President
Beth Gannon, Vice President
Sheila MacDonell, Treasurer
Tanc Agius, Secretary
Richard Giessner, Director

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

Approval of Meeting Minutes

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

- a. Quarterly Meeting Minutes held on September 21, 2020
- b. Special Meeting Minutes held on October 22, 2020
- c. Executive Meeting Minutes held on November 19, 2020

The minutes of the aforementioned meetings were approved with a motion

Moved, Seconded, Carried 5-0

President's Report: Mike McLaughlin

President McLaughlin gave the following report:

TRANSITIONS

No new owners
2 up for sale
4 rentals

We are hopefully nearing the end of the pandemic. It has been difficult for all of us.

Appreciation to Beth, Tanc, Richard, Sheila, Wini and Susan, and to the decorating committee, Denise Davis, Judy Szyligi, and Samantha Lemons.

And to others not on committees who go out of their way to help others, by getting them groceries, taking them to appointments, or discretely checking on their welfare. I hear more all the time about things neighbors are doing for one another. This truly is a neighborhood. Also, thanks to Paul, Rick and Rebecca. Tess Haskett has been very helpful on the budget.

Committees

WALNUT CREEK MUTUAL NO. TWENTY-NINE

Trash Committee - Change is difficult and takes time. Thanks to Tanc and everyone who has helped. This is the one bright spot in our budget.

Decorating - I have had many positive emails and comments about the entry seasonal decorations and the holiday tree. Some have said since we are stuck here by COVID, we deserve to have something pleasant to see on our walks.

Communications Committee -Thank Sheila! Newsletter is off the ground. But Sheila needs help. Anyone with editing experience is wanted to take over the task of editor. Sheila and Joe Peters will do the production work.

Building Maintenance - Richard and John are responding to issues as they arise and staying on top of projects as they are progressing. Tanc will address the help they did with the trash enclosures. Please inform them of any building issues you have.

Landscaping - We had a busy past couple of months with Landscaping. Rebecca will give us an update on where we are and where we are going. We thank the landscaping committee and Rebecca for holding off on their projects earlier this year when we had the budget impact of the big insurance increase.

2021 Coupon - A \$69 increase in the coupon due to 3 items.

\$40 is insurance - we are cautiously optimistic, unlike last year *

\$18 is reserve funding — Richard will address this

\$10 is Utilities - due to the water rate increase and greater use in the dry months this autumn.

Budget comparison

There are 24 mutuals with higher coupons than Mutual 29.

There are 9 mutuals with a coupon over \$1,000

The average condominium mutual coupon is \$998

The average coupon increase is 8%

Some mutuals limited their increase by lowering their reserve contribution

The Board discussed Legislation impacting the mutual – AB 3182 – Rental Restrictions

Financial Report: Sheila MacDonell

Sheila MacDonell gave the following report:

(Expenditures through November)

Operating:

The operating budget is \$31,600 over budget.

WALNUT CREEK MUTUAL NO. TWENTY-NINE

We are under budget in landscape maintenance, however that should catch up when the tree maintenance bills are paid.

We are over budget in four areas:

Professional services, which is legal costs, by \$19,000
Insurance by almost \$12,600
Utilities, which is primarily water, by \$7,800
Buildings and Infrastructure by \$4,700

The legal bills are related to a case for which we have submitted an insurance claim.

The water overage is related to the 6.5% increase in the water rate in July, and to the dry weather this autumn.

The Building and Infrastructure overage is actually because of a late billing of the \$6,000 gutter cleaning in October 2019, which should have been assigned to last year's budget.

Because of our allocation of working capital, we still have an excess of revenue over expenses of \$17,100.

Reserves:

The reserve fund is currently about \$13,000 under budget. This is due to our decision to hold off on landscape rehabilitation for this year. The ending reserve balance of around \$100,000 will be sufficient to cover the ongoing costs of roof replacement the next two years.

- a. **Compliance with Civil Code 5500:** A motion was made that the Mutual is compliance with Civil Code 5500 by review of the September, October, and November 2020 Financial reports by two members of the Board.
Moved, Seconded, Carried 5-0

Building Maintenance Report: Rick West and Richard Giessner

Rick West gave the following report:

PENDING ITEMS: Proposals for Review or Approval

1. 2632 building front canopy 8x8 support post replacement due to dry rot. Contractor: AMAC - cost \$2,250.00. Work has been completed. (Approved via DocuSign on 11/9/20 to be ratified for the minutes at the next board meeting).
A motion was made to ratify the approval of this emergency repair between meetings.
Moved, Seconded, Carried 5-0
2. 2021 Tile to Comp. Roofing Project will include 5 Buildings - 3100 /3104 / 3108 / 3152 / 3160. Contractor: Mendoza Roofing - Cost \$100,000.00. (Proposal presented to the board for approval).

WALNUT CREEK MUTUAL NO. TWENTY-NINE

A motion was made to approve this contract in the amount of \$100,000.00.

Moved, Seconded, Carried 5-0

INFORMATION ITEMS: Work scheduled, In Progress or Complete

1. November Gutter and Downspout cleaning was completed by Outdoor Keepers (Formally - Professional Gutter Services). Cleaning includes buildings and carports. Cost \$5,240.00. (Next scheduled cleaning is February 2021).

Richard Giesner gave the following report:

5 Hanging lamps receptacles were changed from fluorescent to LED. This was done for safety. The fluorescent lights were difficult to replace.

The Water main feeding 3152 was repaired.

3 Garbage enclosures needed new dumpster cushions. John D figured out a way we could do this in-house saving the Mutual several hundred \$.

Some Dry rot has been discovered on the Santa Clara's roof edge line. This will increase the cost for their roof replacements scheduled for '21, '22.

Sidewalk repair is scheduled for '21 at a cost of \$13,000. This was not budgeted and is being done because it will be a liability issue if not addressed. This is one of the examples for the \$18.00 reserve fund increase. We can occasionally move repairs to later dates and there are times when it's not prudent to do so.

Our elevated landing inspections are scheduled to start '22. We have budgeted for this but will not know the total cost until the inspections are done. This is a big reason for the \$18.00 reserve fund increase, the unknown cost of a state mandated inspection.

Building 2720 had their sewer line snaked because of tree roots. This will continue to be a problem and will occasionally result in replacing the sewer lines.

Landscape Report: Rebecca Pollon/Wini Biehl

Rebecca Pollon reported that the rehab projects are currently \$7K under budget but over budget in tree maintenance. MOD days will be used to replace plants for the juniper that was removed as fire prevention. Rebecca gave a brief explanation on "Smart Controllers" for irrigation.

Wini Biehl reported on the wonderful fall colors of the M29 landscaping.

Trash Committee Report: Tanc Agius

Tanc Agius gave the following report:

HOT NEWS: No PLASTIC may ever be left in the Blue Bins; effectively immediately. No Lids or Tops may be placed in the Blue Bins. No Milk or Soup Cartons may be placed in the Blue Bins.

WALNUT CREEK MUTUAL NO. TWENTY-NINE

Some of the Trash enclosures have been re-sized with success. Republic Services has been slow to respond to the balance.

Rich and his team have reinforced those trash enclosures that now have smaller Land Fill black containers.

Your trash committee has been hard at work regularly inspecting our trash enclosures.

They have found that Manor Owners are still overstuffing the Blue Bins with Cardboard. Please take large Cardboard items up to MOD for recycling.

Green recycling has greatly improved. The small recycling bags that I issued, at our training, fall apart and leak very easily. Please shop at your local Safeway for “Kitchen Food Scrap Bags” COMPOSTABLE. They are much larger and stronger.

Your Mutual 29 Trash Committee is:

Tancred Agius, Denise Davis, John Davis, Sheila MacDonnell, Nancy Mack, Leslie Platto, Joe Peters and Judy Szilagyi

Communications Committee Report: Sheila MacDonell

Sheila MacDonell gave the following report:

I am going to take this opportunity to thank everyone who helped put the Newsletter together. Honestly, I had so much fun with this group of people. A great deal of thanks needs to be given to Joe Peters he is the one who formatted the newsletter and is responsible for it's great look. There were no slackers in this group. Some of them have big jobs within the Mutual and still agreed to help. So here to all of you, Wini Biehl, Sandra Chauncey, Mary Sue Hutchins, Peggy Wilcox, Dianne Brackin and our own energizer bunny Tanc Anguis.

Now the moment you have all wanted for, we are looking for someone to take charge. My plate is a little full and we need someone to come in and make this newsletter interesting. The Letter only comes out 4 times a year after the Mutual Resident meeting. We need the Paper, and we want it to be interesting and worth reading. Let us know if you are interested. If you travel don't worry go on your trip have a good time and we will all fill in for you.

Emergency Preparedness: Mike McLaughlin and Richard Giessner/

Mike McLaughlin gave the following report:

- 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.
- Richard and I are checking in on Saturdays on the Ptarmigan Drive volunteer CB net. FRS operators are calling in on a voluntary basis as well.
- On November 2, the EPO and CERT co-hosted a Wildfire Seminar along with the Fire

WALNUT CREEK MUTUAL NO. TWENTY-NINE

and Police Departments, an expert on wildfire behavior and representatives from GRF. The presentation is available at <https://youtu.be/k60E2s6Rb90>

The experts said a total evacuation of Rossmoor is unlikely. Evacuations should be limited to specific areas within Rossmoor. The Police Department will manage any evacuation.

- California has created a network of high-tech cameras watching the backcountry to spot the first outbreak of flames and help firefighters battle them until they are contained. There are now 610 ALERTWildfire cameras in backcountry areas of the state. Thank you to Susan Codeglia for passing on this information.

New Business

- 2021 Meeting Calendar:** The Board reviewed the proposed 2021 Meeting Calendar.
- Emergency COVID-19 Safety Rule:** The board reviewed a proposed emergency policy regarding COVID-19 and the use of face masks. A motion was made to adopt the emergency rule which will take affect once it is mailed to all owner and remain in effect until June 30, 2021.
Moved, Seconded, Carried 5-0

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 included: liquid amber tree removals, recycling; mailing costs, and a thank you to the trash committee.

Next Board Meeting

The next scheduled meeting is the Annual Meeting on April 19, 2021 at 9:30am to be directly followed by an Organizational Meeting. A ballot count for the 2021 Directors election will take place at the beginning of the Annual Meeting.

Adjournment to Executive Session

President McLaughlin adjourned the quarterly meeting at 11:00 a.m. and the Board moved into Executive Session to discuss delinquencies and legal matters.

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.



Assistant Secretary