

WALNUT CREEK MUTUAL NO. TWENTY-NINE

QUARTERLY MEETING MINUTES OF THE BOARD
MONDAY, SEPTEMBER 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 9:39 am.

Roll Call

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

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 June 17, 2019
- b. Executive Meeting Minutes held on June 17, 2019
- c. Special Meeting Minutes held on held June 21, 2019

The minutes of the aforementioned meetings were approved with a motion
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 was a sprinkler problem.

President's Report: Beth Gannon

- a. Introduction of Members
- b. Transitions
 - 1) 5 rental units
 - 2) 3 units with Family Members
 - 3) Garbage Disposal Use: President Gannon kindly encouraged the members to be mindful of what they put in the garbage disposal as this has been an expensive experience to the Mutual.
 - 4) Mutual Property
 - 5) When to call MOD: President Gannon reminded the membership to contract MOD whenever there is a concern.
 - 6) Preview of 2020 Budget: Mutual Operation Division Director, Paul Donner, gave a brief summary of the 2020 budget.

WALNUT CREEK MUTUAL NO. TWENTY-NINE

- 7) Compost Update: President Gannon reported that there is currently 7 members in the Recycling and Composting Committee. The Mutual has seen significant savings when recycling and composting is done correctly. The committee is currently working on scheduling a demo on the matter.

Financial Report: Rick West and Mike McLaughlin

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

- a) Operating: \$97, 049
- b) Reserves: \$268, 054

Mike McLaughlin gave the following report:

Mutual 29 Financial Report September 16, 2019 (Expenditures through August)

Operating:

On the operating side, we are currently 19 thousand dollars over budget or 4%.

We are under budget in two areas:

- 1. Utilities by about \$10,000.00
- 2. Landscape Maintenance by just over \$9,000.00

We are over budget in two areas:

- 1. Insurance by about \$13,000.00
- 2. Building and Infrastructure by \$22,500.00

Utilities may catch up, depending on water use the rest of the year. However, half of our savings, over \$5,000.00, are in trash pickup.

The main issue in our Building and Infrastructure budget is that we had a large expense in plumbing, due to a sewer line break and a water main leak, that required digging.

Reserves:

The reserve fund is currently about 40% under budget. However, the roof and soffit repairs have not been billed. We anticipate we will come in right on budget, meaning we will spend \$40,000.00 more that we collect this year.

We started the year with about \$230,000.00 in reserves. The ending balance should be about \$190,000.00, which will be sufficient to cover the ongoing costs of roof replacement.

WALNUT CREEK MUTUAL NO. TWENTY-NINE

- 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 August 2019 Financial reports by two members of the Board.

Moved Seconded Carried 5-0

Building Maintenance Report: Rick West

INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. 2019 Phase II Canopy Soffit Replacement - Contractor: Five Star Construction - @ \$9,000 each X 7 soffits = \$63,000.00. A total of 6 Buildings. - Buildings completed in 2019 are: 2600 / 2664 / 2672/ 2724 / 2740 / 3112. - (Phase II Work Completed).
2. 2019 Phase II - Tile to Comp Roofing Project - Contractor: Mendoza Roofing - 6 Buildings completed in 2019. - Total \$175,000.00 also building 2656 was completed in 2018 but billed in 2019 for \$25,000. 2019 Roofing Budget is \$200,000.00. Buildings completed in 2019 are: 2600 / 2664 / 2672/ 2724 / 2740 / 3112. - (Phase II Work Complete).
3. Fire Hydrant Leak - Irrigation leak was found and repaired. Hydrant leak was never found. EBMUD notified of efforts to locate and repair leak. (Work Completed).
4. Bertolami Engineering conducted a Structural building inspection of the Interior and exterior of building 2748 PT. (Report Presented to the board).
5. 3136 PT #1 - cracked drain line in the wall. Extensive water damage to unit. Contractors: Five Star / ServPro / Protera / ERI / AMAC - Total know cost to date \$ 5,653.00. (Work in Progress).
6. Front and Rear Deck inspections - Contractor: Jim Hogue. (Work Completed). (Inspection Report Presented to the Board for review).

Landscape Report: Rebecca Pollon

LATE SUMMER LANDSCAPE REPORT

LAWN MAINTENANCE: Mowing occurs weekly and lawns are edged on alternating weeks. As growth slows, mowing will slow to every other week.

WATER USE: July and August are typically your highest water consumption months. As day lengths shorten into the fall water use should go down, even if temperatures remain warm.

ENTRY MAINTENANCE: Entry maintenance crews are performing late-summer pruning

WALNUT CREEK MUTUAL NO. TWENTY-NINE

tasks including tip pruning shrubs and hard pruning Catmints and Daisies. As the leaves begin to fall they will focus all their attention to keeping pathways clear of leaves.

RESIDENT REQUESTS

If you have landscape maintenance requests (pruning or irrigation), please direct them to the MOD work order desk. If you have landscape improvement requests please contact your mutual landscape representative.

WORK ORDER DESK

By phone: 988-7650

By email: WORKORDER@ROSSMOOR.COM

LANDSCAPE REHAB REPORT

Remaining budget is ~ \$600

MOD CREW DAYS:

MOD crew days have been postponed until December so that we can perform plant replacements for relatively low cost.

TREE REPORT

Remaining Budget is ~ \$11,500

One Willow tree in Norton Park will need to be removed due to core rot. A removal permit from the city was received and the removal is scheduled for the week of 9/9/2019

Social Committee Report: Jean Lee

Jean Lee announced that the Annual Dinner was a success. Residents had a blast. Discussions for the next dinner are being held, more info to come.

Emergency Preparedness: Mike McLaughlin

Mike McLaughlin gave the following report: The committee has completed drills in 5 zones. There is still a need for volunteers. The committee is currently planning an event for the volunteers to thank them for all of their hard work.

Next Board Meeting

The next quarterly meeting is scheduled on Monday, December 16, 2019 at 9:30 a.m. in Vista Room of Hillside.

Adjournment

President Gannon adjourned the meeting at 11:04 am and the Board moved into Executive Session.

WALNUT CREEK MUTUAL NO. TWENTY-NINE

Executive Session Summary

The Board met in Executive Session to discuss delinquencies and owner violations.

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