

WALNUT CREEK MUTUAL NO. TWENTY-NINE

QUARTERLY MEETING MINUTES OF THE BOARD MONDAY, SEPTEMBER 20, 2021, AT 9:30 A.M. ZOOM MEETING

Call to Order

President McLaughlin called the meeting to order at 9:32 am.

Roll Call

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

Directors Absent: Tanc Agius, Secretary

Also Present: Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; Joel Lesser, CFO and Sharon Fees, Administrative Services Manager

Approval of Meeting Minutes

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

- a. Quarterly Meeting Minutes held on June 21, 2021

The minutes of the aforementioned meeting were approved with a motion

Moved, Seconded, Carried 4-0

President's Report: Mike McLaughlin

President McLaughlin gave the following report:

TRANSITIONS

New members: George and Cindy Yuan; Fifi Rojo
Doreen Ainscough has moved away.

I want to thank the residents for your conservation during this year of drought and difficulty. Though so far we have been spared the worst possibilities of nearby wildfire and dangerous air quality, we still have over a month of risk. The emergence of Covid variants has brought a return of the need for caution just as we were looking forward to a return to normalcy.

Mutual residents have adapted. We have seen positive impacts of this in the budget, particularly in water use, recycling, and composting. As I have said before, many residents go out of their way to help their neighbors. The newsletter has been well-received and keeps us informed. As you will see in the following reports, our committees have stayed busy keeping the Mutual going.

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Financial Report: Sheila MacDonell

Sheila MacDonell gave the following report:

Mutual 29 Financial Report September 20, 2021 (Expenditures through July)

Operating:

The Mutual continues to operate within the budget this year. We currently have a surplus of \$28,404 in the operating budget. The largest savings to date have been in building maintenance and in utilities. Fortunately, we have not had any major water or sewer breaks, and we have had savings in water usage and trash pickup. A third surplus is in insurance, due to a rebate of excess premiums.

As mentioned in the last quarterly meeting, we are on track to repay the amount borrowed from reserve funds used to prepay the insurance in January.

It is unclear whether our savings in water usage will continue. A 6.5% rate increase took effect in July, but so far our usage has been low enough to offset the increased rates. The Board appreciates the efforts of residents to conserve water during the drought. We also appreciate your continued efforts to use the recycling and composting bins, which saves money as well.

Reserves:

The Reserve budget is projected to end the year on balance. We currently show a surplus of \$94,275. However, billing for some of the major projects completed this year, including the tile roofing and the asphalt repair, has not been processed yet. The projected end of the year balance of the reserve fund is \$122,306. This is an improvement over last year but is still uncomfortably lower than the Board prefers.

- a. **Compliance with Civil Code 5500:** A motion was made that the Mutual is compliance with Civil Code 5500 by review of the June, July and August 2021 Financial reports by two members of the Board.

Moved, Seconded, Carried 4-0

Building Maintenance Report: Rick West and Richard Giessner

Rick West gave the following report:

INFORMATION ITEMS: Work scheduled, In Progress or Complete

Concrete repair and replacement work: Five Star did replacement at repair at 3152, 3136, 3120,

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3104, 2700, 2640. The project totaled \$12,900 and is complete.

Phase IV Tile-to-Composition Roofing Project included 3100, 3104, 3152, and 3160. The project totaled \$123,000 and is complete.

Asphalt Repair Project. Phase I was completed in July and cost \$32,236.

Richard Giessner gave the following report:

Sidewalk, Street Repair, and Tile-to-composition roofing, phase 4 have been completed. No more big projects for 2021. The top flashing will be replaced when the flat part of the roofs are done over four years' time starting in 2025.

Several sections of landscape board that had become tripping hazards have been removed. A water line was repaired between buildings 3160 and 3152.

We have no big projects scheduled for 2022. The six Santa Clara units bordering the park will have their tile roofs replaced with composition roofing. The first half of the elevated landing inspection will be done.

Landscape Report: Rebecca Pollon/Wini Biehl

Wini Biehl gave the following report:

In July, we had four MOD days. They were used for a mutual-wide irrigation check and mulching the Santa Clara areas as well as Norton Park. Natural mulching improves the soil and helps conserve water. We contracted with Terra Landscaping to mulch the west Mutual area and complete the Japanese Garden extension where junipers were removed.

Our September MOD days, of which there are ten, will be used to replant the front area of 2724 and plant a *Nyssa sylvatica* and oleander in the strip area across from 2624 where a liquid amber was removed.

I am disappointed with some of the replanting done behind the Kentfields. The area where boxwood was used is looking very good. The area where we wanted to use lower growing shrubs is very spotty. It should be looking better by now. We will consult with Rebecca and try to make improvements.

Trash Committee Report: Tanc Agius

Tanc Agius gave the following report:

Please refer to the recent newsletter for the trash report.

Please tie food scraps inside a compostable bag before putting them in the green bin. As more residents are composting, the bins can get maggots and flies with loose food in them. The bins are being cleaned each month but can easily get maggots if food waste is put in

loosely.

Communications Committee Report: Sheila MacDonell

Sheila MacDonell gave the following report:

I hope you all enjoyed our last Newsletter. Tanc and his crew did an excellent job. And many of you have made positive comments. We love positive comments. It has been decided that our next Newsletter will honor Veterans and to that we need your help. A flyer will go out soon with the information on who to contact and how, I think it will be interesting to see how many Veterans we have and what Branch of the service they were a part.

We also have planned another Norton Park Concert. It will feature Jonathan Lakin, who has appeared on Broadway, and will thrill us with his beautiful voice. A flyer will go out shortly with all the information. The date has been set for October 6, at 5 pm. Please come. We want to see you. If you have any suggestions for future concerts or articles that you would like to see in the newsletter please contact me at sheilamacdonell@comcast.net .

Emergency Preparedness: Mike McLaughlin and Richard Giessner/

Mike McLaughlin gave the following report:

I have entered the updated emergency contact data into the database. I will be getting updated reporting sheets to the manor monitors this fall. Ramakrishna Ram has volunteered to work on a system to move these forms into a secure electronic format so that manor monitors can record and transmit their observations with their mobile smartphones or other mobile devices that have access to the internet. This project will take some time to complete but will give manor monitors the option of using real-time communication. We will maintain a paper-form option in case the network goes down and there is no access to the internet.

Just a reminder that the role of the Emergency Program is to check on residents in an emergency and to report their status to first responders through the CERT system (Community Emergency Response Team). Manor Monitors are volunteers who will make contact and report on the needs of residents. The Monitors are not trained to provide search and rescue, nor to assist residents in leaving their manor.

In a major disaster, it is very likely that emergency services will not be available for three days, and perhaps as long as a week. Residents may be without electricity and water. Residents should be prepared. Our recent survey found that three-fourths of our members have seven days of emergency supplies. We encourage everyone to do so.

September is Emergency Preparedness month. This is a good time to review your emergency plans. RossmoorEPO.com is a good resource to use to do that. I encourage you all to revisit the website.

There is new information about wildfire readiness. Click on the Resident Resources tab (with a red star). The new information is in the first entry titled "Know Your Evacuation Zone." Click on the work 'map.' There are very detailed steps you can take to be prepared. There is also

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a map of the evacuation zones in Rossmoor. In a wildfire Rossmoor will be evacuated in zones, so that everyone is not leaving at once and creating a traffic jam. The zones most at risk will be evacuated first. We are in zone five, so we would evacuate when zone five is notified. Law enforcement will likely assist. Please check out this information to be prepared.

New Business

- a. A motion was made and seconded to approve the creation and purchase of an entry Evacuation Zone sign. The motion passed unanimously.

New Business

- a. A motion was made and seconded to eliminate section V.7 Mutual Decorations from the Mutual Policies. The motion passed unanimously.

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.

Next Board Meeting

The next Board meeting is the is scheduled for Monday, December 20, 2021, at 9:30 am via zoom.

Adjournment to Executive Session

President McLaughlin adjourned the quarterly meeting at 10:18 a.m. and the Board moved into Executive Session to discuss member issues / 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.

Lucy Limon

Assistant Secretary