

**WALNUT CREEK MUTUAL NO. TWENTY-NINE
QUARTERLY BOARD MEETING
MONDAY, SEPTEMBER 19, 2016 AT 9:30 A.M.
FAIRWAY ROOM, CREEKSIDE**

AGENDA

1. ROLL CALL:
 - a. Gannon, Crane, Agius, Simon, Chauncey
2. MINUTES FOR APPROVAL:
 - a. Quarterly Meeting on June 20, 2016
 - b. Executive Session on Aug. 26, 2016
3. AUDIENCE INTRODUCTIONS:
4. PRESIDENT'S REPORT: BETH GANNON
 - a. Introduction of Will Kim, Board Service Coordinator
5. STATUS OF MANORS:
 - a. Resales; 4 current rentals; 5 units in the hands of the relatives
 - b. Mutual has held 3 Alteration meetings with new residents
 - c. All coupon payments are current
 - d. BUDGET PLANNING IS IN PROGRESS; BOARD HAS REVIEWED THE HELSIG REPORT WHICH STATES THE PLAN FOR MAINTENANCE OF THE MUTUAL BUILDINGS AND PROPERTY; Initial proposed plan is to begin dry rot inspections and painting of 14 buildings in 2016; increases to the coupon already known are Comcast -17.00 dollars; trash and recycling rates 5% increase; PG&E 5% increase; EBMUD increase 7% increase – dropped the 25% drought surcharge; MOD management fee and Landscape fee may increase 3% and insurance at this point is flat The Mutual reserves have been audited and it has been stated that it is currently underfunded. The Board has been focused on the Reserve account for the last few years in order to increase it to an acceptable level
 - e. The Bumpers have been painted on all sides.
 - f. New chairs have been purchased for Norton Park. Thank you to Joni and Jim Bombardiers for taking their time to find the best buy.
6. NEIGHBORS:
 - a. Lynn Guy moved away closer to her family; Rosalie Poirot passed away; Lloyd Deck passed away
 - b. New Neighbors: Ms. Peggy Wilcox, Wayne & Sheila MacDonell, Mrs. Chang Xiu Wang
7. FINANCIAL REPORT: Toba Simon and Paul Donner
8. BUILDING MAINTENANCE AND PUBLIC WORKS: Roger Wilcox and Rick West
9. LANDSCAPE REPORT: Sandra Chauncey and Rebecca Pollen
 - a. Thanks to all the Volunteers who walked around the Mutual with Sandra and Rebecca. The report on needed areas of improvement was created from that review.
 - b. The billing period of the water bill was 7-19-2016 to 8-16-2016: Gallons used 1,028,500 ; gallons per day 36,732 amount owed \$7,545.27
 - c. Please remember to conserve your water usage

10. SOCIAL REPORT: Bill Chauncey

- a. Thank you to Bill Chauncey, Toba Simon, Roberta Lemons, Nancy White, Sandy Olsen, Jim and Joni Bombardier who made the event so enjoyable.

11. EMERGENCY PREPAREDNESS : Mike and Ruth McLaughlin Ron Ondrejka

12. NEW BUSINESS :

- a. Please lock your cars. Four car doors were opened by an unknown person in the evening and a resident in Mutual 14's car was opened the same evening.
- b. New roster of residents in Mutual 29 will be developed. When the forms are mailed to you please respond.
- c. New Comcast Deal
- d. Multiple Vehicles in Parking Spaces

13. RESIDENT'S FORUM

14. ANNOUNCEMENT:

- a. Next Quarterly Meeting, Dec. 19, 2016

15. ADJOURNMENT TO EXECUTIVE SESSION



AGENDA
WALNUT CREEK MUTUAL NO. TWENTY-NINE
QUARTERLY BOARD MEETING
MONDAY, JUNE 20, 2016 AT 9:30 A.M.
MPR #3 -- GATEWAY COMPLEX

President Beth Gannon convened the Quarterly Board Meeting of WALNUT CREEK MUTUAL NO. TWENTY-NINE on Monday, June 20, 2016 at 9:30 a.m. in Multi-Purpose Room #3, Gateway Complete, 1001 Golden Rain Rd., Walnut Creek, California.

ROLL CALL:

Present:	Beth Gannon	President
	Barbara Crane	Vice President
	Bill Chauncey	Director

Excused:	Toba Simon	Treasurer
	Tanc Agius	Secretary

SPECIAL GUEST PRESENT:	Tim O'Keefe	GRF CEO
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Additional Staff present were Paul Donner, Director of Mutual and Trust Operations; Rick West, Building Maintenance Manager; and Sharon Fees, Board Services Coordinator.

Twenty-one additional Mutual members were present.

APPROVAL OF MINUTES

At President Gannon's recommendation,

Bill Chauncey moved and Barbara Crane seconded to approve the Minutes to the following meeting as presented:

Annual and Quarterly Meeting -- March 21, 2016
Organizational Meeting -- March 21, 2016

The motion passed unanimously.

AUDIENCE INTRODUCTIONS

At President Gannon's request, each audience member introduced himself to the assembly.

PRESIDENT'S REPORT

Two resales, five rentals, and three units inherited by relatives currently exist in Mutual 29. There are no units on the market and the Mutual has held two Close of Escrow meetings since the last meeting.

There are no past due coupons.

Golf Cart Registration is now required by GRF and will begin on July 1, 2016.

The 2015 Financial Audit information that was sent out to each manor is important for all homeowners to review and understand. In a meeting with the auditor it was recommended that the Reserves for Mutual 29 be increased to meet the demands of the Mutual. The Board of Directors is very aware of this need and this will be a main priority during the 2017 budget preparation that takes place this fall.

PG&E and MCE (Marin Clean Energy) will be in a joint partnership in providing the energy needs of all City of Walnut Creek residents. Information will be provided in the Rossmoor News and MCE will be providing informational mailers. A town hall meeting regarding MCE will take place in the Fireside Room/GATEWAY on Tuesday, August 9, beginning at 2 p.m.

The Mutual regrets to report that Mr. Arthur Ainscough passed away in March of this year. The Mutual welcomes new residents Mr. & Mrs. Norman Nichols and Ms. Geraldine Wong.

FINANCIAL REPORT

Paul Donner reported that the Mutual is currently slightly over budget. The Mutual received an MOD dividend of \$3,324 for excess earned in 2015.

As of May 31, 2016, the Operating Fund balance was \$18,506 and the Reserve Fund balance was \$345,121.

BUILDING MAINTENANCE AND PUBLIC WORKS

Roger Wilcox reported that this year's Operational budget for building maintenance is \$29,875. Year to date the Mutual has spent approximately \$16,000 of this budget. The Reserves dedicated to building maintenance for 2016 is \$14,200 and only about \$2,500 has been spent.

Concrete: Approximately \$4,000 has been spent on concrete, which is double the budget amount for this line item. If work is identified, it must be done as tripping hazards must be eliminated.

Water Heaters: The assembled group was reminded that the life expectancy of water heaters is about ten years. Homeowners should either purchase a sensor and have it installed on the water heater to help eliminate extensive damage. Better, homeowners should replace their older water heaters to help eliminate risk.

Bumper Painting: This project is now complete for bumpers in the common area. However, it was reported that only the tops of the bumpers were painted. West will look into this matter and assure that the whole bumper gets painted. Rick West will obtain a bid for getting the bumpers within carports painted.

Smoke Alarm Battery Replacement Program: All Clear is doing this project. It is a work in progress.

Dryer Vent Cleaning: This currently is an owner item to be taken care of. However, the Mutual will get an estimate for what it would cost to get all of the vents cleaned.

Angle-stop leak: An angle-stop leak was discovered in an un-occupied unit. It caused a lot of damage to the property and cost to the homeowner.

LANDSCAPE REPORT

Beth Gannon reported that from April 19 - May 18 the Mutual used 811,580 gallons of water. This results to having used 29,986 gallons per day over this 29-day period. This is 18,269 gallons less than was consumed during the same period in 2013. Beth Gannon encouraged all residents to continue to be water wise!

Paul Donner reported on the following:

All irrigation clocks are back on. EBMUD irrigation restrictions have been lifted but water conservation measures will continue within reason.

Crews are on schedule pruning shrubs and spot spraying weeds. Please call or email the Work Order Desk with any maintenance requests.

Warner Brothers Tree Service handles all work orders for tree pruning.

The next landscape rehab days with the MOD crew are in September.

Sandra Chauncey reported on the following:

Chauncey and Landscape Manager Rebecca Pollon will be meeting and doing a walk-through of the Mutual to identify areas that need attention. Chauncey also will get Pollon up-to-speed on the nuances of the landscaping within Mutual 29.

Most of the tree work for this year has been performed.

Residents were reminded that native oaks are protected by The City of Walnut Creek and many trees that are in view of the Mutual, are actually on Golden Rain property and therefore beyond the jurisdiction of Mutual 29. Residents should not call outside tree companies or Warner directly for any tree maintenance concerns; rather they should contact either Sandra Chauncey or the Work Order Desk.

SOCIAL REPORT

Bill Chauncey reported that the Annual Mutual Dinner will be Sunday, August 7, at 5 p.m. in the Fairways Room A&B/CREEKSIDE.

The first Wednesday of the Month is the get together at Norton Park. This begins at 5 p.m. Residents are encouraged to bring either food or beverage that they can share with others.

EMERGENCY PREPAREDNESS

Mike McLaughlin reported that the Mutual has been divided into five zones and each zone is represented by a volunteer of the Committee. They include Ian Bradshaw, Sandra Chauncey, Barb Vargas, Ruth McLaughlin, and Hilde Oldes. Ron Ondrejke is the Emergency Preparedness Communications Coordinator and Beth Gannon is the liaison to the Board.

Several Drills have taken place and usually take place in the early evening in order to get as many residents to participate as possible. More comprehensive drills will take place in the future.

UNFINISHED BUSINESS

Adoption of Electric Vehicle Charging Station Policy: No comments were received regarding this proposed policy. Barbara Crane moved and Beth Gannon seconded to adopt the Electric Vehicle Charging Station Policy as presented. The motion passed unanimously.

Parking Policy: Review of other Mutuals' parking policies is currently underway. Any and all resident ideas and comments are welcome.

NEW BUSINESS

Recycling and Dumpster Usage: Residents are asked to bag all garbage before placing it into the dumpster. Residents are also asked not to place food on top of the dumpster lids. This has been an ongoing practice of some unknown residents in what is thought to be a good-will effort to feed the wild animals that call Rossmoor home. Unfortunately, this practice is misguided and should not be undertaken. Leaving food out attracts rats and other potentially destructive animals such as raccoons.

RESIDENTS' FORUM

Residents were afforded the opportunity to express their concerns, make comments, and have questions answered by the Board and staff.

ANNOUNCEMENTS

The Board presented Sharon Fees with an appreciation. Fees is moving to another position within Rossmoor and is retiring from the Board Services position. Fees thanked the Board and expressed her pleasure having had the opportunity to work with Mutual 29.

The next Quarterly Meeting will take place on Monday, September 19, 2016 at 9:30 a.m. In Multi-Purpose Room #3 located in the Gateway Complex.

ADJOURNMENT

With no further business to discuss, the June 20 Quarterly Meeting of the Mutual 29 Board recessed at 11 a.m. Into Executive Session.



Sharon Fees
Assistant Secretary
Mutual Twenty-Nine



ROSSMOOR
WALNUT CREEK

Fifth Walnut Creek Mutual

MEMORANDUM

Date: September 19, 2016
To: Mutual 29 Board Members
Subject: **Comcast Phone Service**

Dear Board Members,

For clarification purposes, the option regarding the phone service bundle is available through 12/31/2017. However, the program starts on 1/1/2017. Tim O'Keefe (CEO) also informed me of the following:

Yes, Comcast phone service is being offered to the mutuals at ½ the retail rate. The retail rate is \$39.95/mo. The offered rate is \$20. In order to select the service, a Mutual would need to notify me and Comcast. After activation, the Mutual will be billed monthly for \$20 times the number of units in the Mutual. Anyone with current Comcast phone service will have their individual charges automatically eliminated for phone service since the Mutual will now be paying the bill. Anyone with ATT or another provider will need to cancel their service and 'port' their phone number to Comcast. They can also continue with their current provider but they will be paying for 2 home phone services.

If a Mutual doesn't select the service, residents can still have Comcast phone service but at the retail rate.

Additionally, Mutuals have the option to select DVR service for all their members at the discounted rate of \$9.

Both discounted options (DVR, phone) are available to Mutuals through 12/31/17.