

WALNUT CREEK MUTUAL NO. TWENTY-NINE

ANNUAL MEETING MINUTES OF THE BOARD
MONDAY, MARCH 19, 2018 AT 9:30 A.M.
MULTIPURPOSE ROOM NO. 3 (MPR3, GATEWAY)
1001 GOLDEN RAIN RD., WALNUT CREEK, CA 94595

Call to Order

The member meeting was called to order at 9:34 a.m.

Roll Call

Directors Present: Barbara Crane - President
Bill Chauncey – Vice President (Outgoing)
Tanc Agius - Secretary
Toba Simon - Treasurer
Mike McLaughlin – Director
Beth Gannon (Incoming) *Present by Phone

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

Certification of Notice of Meeting

In accordance with Article 5.4 of the Mutual's Bylaws and Civil Code §5100(a), balloting is only required if an election requires a vote. If the election is uncontested, there is no need for a vote. Therefore, the Mutual did not proceed with a ballot/vote.

A Call for Candidates was published in the January 3rd, 10th, and 17th editions of the Rossmoor News. In accordance with Article 5.4 and Corporations Code §7511(b), a notice of the Annual Meeting was also mailed to all members of record on February 26, 2018.

Election of Directors by Acclamation (3-Year Term)

- a. There was one (1) open board position and one (1) candidate. Therefore, in accordance with Civil Code §5100(a) and Article 5.4 of the Mutual's Bylaws, Beth Gannon was appointed to the board of directors by acclamation for a term of three (3) years.

Moved, Seconded, Carried by Acclamation

- b. Thanks to Bill Chauncey for 11 years of service on the Board including a term as President: The Board of Directors presented Bill Chauncey with a gift as thanks for his many years of service to Mutual.

Approval of Last Year's Annual Minutes

- a. March 20, 2017: Annual Minutes: A motion was made to approve the annual meeting minutes of March 20, 2017.

Moved, Seconded, Carried 5-0

- b. March 20, 2017: Organizational Minutes: A motion was made to approve the organizational meeting minutes of March 20, 2017.

Moved, Seconded, Carried 5-0

Welcome New Members

A welcome was extended to following new members of Mutual No. Twenty-Nine:

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- a. Mary Videtich: 3136 #5
- b. Frances Conneally and Gay Parish: 3120 #3
- c. Mr. In-Ho Chang and Ms. Eun-Aei Chang: 2126 #3
- d. Mr. Chan Hung Chen and Mrs. Fung Sang IP: 3136 #1
- e. David and Mary Hickey: 2656 #3

Reports of Officers and Committees

- a. **President's Report:** President Crane reported that operating expenses are in good shape. As we move forward with the unexpected expense of the soffit repair currently underway, our Reserves will take a serious hit. A proposal is currently being studied by the Board to return the Reserves to a comfortable level by 2023. The details of this proposal will be put forward at a subsequent meeting. We have three Resales, one unit that was inherited by relatives, four rentals, three units that are currently vacant. No units are on the market. The Mutual had two Close of Escrow meetings.
- b. **Landscape Report:** Rebecca Pollon presented the following landscape report:
 - Lawn Maintenance:** Mowing will increase to 2-3 times monthly and turf will be aerated and fertilized in the next 6 weeks.
 - Water Use:** Irrigation will become more frequent to account for warmer weather and increased plant needs. Due to late season rains we expect to irrigate very little for the remainder of March. In April, be on the lookout for signs of water leaks and irrigation breaks. If a break is suspected please report the location to the work order desk.
 - Entry Maintenance:** Entry maintenance crews are performing winter pruning tasks including hard pruning of shrubs for size control and good health. Shrub fertilization will take place over the next 6 weeks.
 - Tree Maintenance:** The Landscape Manager, Landscape Representatives and Arborist will be walking the mutual to identify preventative tree maintenance tasks for 2018.
 - Tree Removals:** The landscape manager will be applying to remove a Mimosa (Silkfloss) tree in front of 2748 due to a rotting trunk.
 - MOD Crew Days:** M29 MOD crew days are occurring now through the 23rd of March. We will return for 2 days in the summer and 8 more in September (* exact dates are tentative).
 - Contracted Work:** The Landscape Manager will be obtaining a bid to renovate the turf areas behind 2740 and 2748 in 2018. In 2019 we will continue turf renovations counter clockwise around the mutual.
 - Resident Requests:** If you have landscape maintenance requests (pruning or irrigation), please direct them to the MOD work order desk.

WORK ORDER DESK

By phone: 988-7650

By email: WORKORDER@ROSSMOOR.COM

If you have other landscape improvement requests, please direct them to your Mutual Landscape Representatives Susan Dennis and Winifred Beihl.

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- c. **Financial Report:** Paul Donner reported that the Operating Fund balance is \$2,170 and that the Reserve Fund balance is \$340,541. For actual versus budget, the Mutual is currently better than budget.
- d. **Building Maintenance Report:** Roger Wilcox reported that building maintenance is up 9% from 2017 and under budget so far for 2018. Dry rot repair is almost complete for Phase II painting project. Painting for Phase II will begin in the summer of 2018, weather permitting.

Rick West also gave the following report on Building Maintenance:

Action Items: Proposal Review and Approval

1. 2640 PT - Entryway Canopy soffit replacement proposals. Contractors; AMAC Estimate \$11,175.00 / Five Star Construction Estimate \$9,500.00.
2. 2640 PT - Entryway Canopy Tile to Comp Roof replacement proposal. Contractor; Mendoza Roofing Estimate \$7,200.00.

Information Items: Work Scheduled, In Progress, or Complete

1. Replacement of 7 utility closet doors, includes rodent screening and paint. (Work Completed).
 2. Clearing of all identified ground drains. Contractor: Five Star (Work Completed).
 3. 2018 Phase II Painting - Contractor; Pacific Trim scheduled for summer 2018.
 4. 2018 Phase II Dry Rot Rehab - Contractor MOD (Work in Progress).
- e. **Emergency Preparedness Report:** Mike McLaughlin reported the Emergency Team completed all of its 2017 goals, the team will be meeting this spring to plan goals for 2018, there is a need for resident to volunteer as a Team Leader for the Santa Clara units, there is a volunteer who has organized our resident emergency information and who will enter all the information from the completed yellow sheets, the gathered information will help the Emergency Team and Manor Monitors respond in an emergency, as reminder – Manor Monitors are NOT first responders – their role is to check on residents and to identify our emergent needs which will be relayed to first responders via FRS and CB radio, it is important that residents make their own emergency plans in the event of a disaster/loss of electricity/loss of water/road blockages/etc. for up to a week. Rossmoor CERT may be able to field as few as two rescue teams in the early stages of a disaster. YOYO (You're on Your Own)

Ron Ondrejka reported that CERT is having a meeting tomorrow March 20th at 10am in the Fairway Room at Creekside to focus on communication.

Resident's Forum

Residents were afforded the opportunity to express their general concerns, make comments, and ask questions.

Announcements

- a. Monday, June 18th: Board meeting at 9:30am (Multi-Purpose Room #3)
- b. Sunday, August 5th: Annual Dinner at 5:00pm (Creekside Clubroom)

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- c. Immediately following the Annual meeting and Organizational meeting there will be a regular meeting.

Adjournment

The meeting adjourned at 10:09am.

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