

WALNUT CREEK MUTUAL THIRTY-NINE

MEETING MINUTES OF THE BOARD TUESDAY, AUGUST 18, 2020 at 1:00PM ZOOM MEETING

Call to Order

Claire Wolfe called the meeting to order at 1:01 p.m.

Roll Call

Directors Present: Claire Wolfe, President
Al Guskin, Vice President
Bill Claussen, Treasurer
Mike Dwyer, Secretary
Jennifer Mu, Director at Large

Also Present: Paul Donner, Mutual Operations Director; Clayton Clark, Building Maintenance Manager; and Kelly Maki, Board Services Coordinator.

Approval of Minutes

1. Regular Meeting held on February 25, 2020
2. Executive Session Meeting held on February 25, 2020
3. Emergency Meeting held on April 15, 2020
4. Organizational Meeting held on May 27, 2020
5. Executive Session Meeting held on June 30, 2020

A motion was made to approve the aforementioned meeting minutes.

Moved, Seconded, Carried 5-0

Residents' Forum

A Resident's Forum was held for comments and questions from the membership.

Committee Reports

1. Landscape Committee: Chris Yahng

Chris Yahng gave the following report on behalf of Jean Faszholz:

M39 in house landscape crew completed the rehabs that were discussed and requested by the M39 landscape committee. As usual, we are very pleased with their work and attention to detail. We thank them and Steve Ormond, the MOD Landscape Supervisor. These tasks were completed during the days that are designated for our Mutual. The labor has already been paid with our coupon. The only charge is for materials. The committee compiles a list of landscape rehabs that require considerable labor. Then we walk those areas with Steve Ormond, and he shares his suggestions. The main areas for this year's "free days" were both sides of Terra California from the corner of Saklan Indian to E 7A. The entry area by the E 11 sign was landscaped and the lighting for the sign was updated. Other smaller areas in E12 were made more turkey resistant by adding rock edging.

Individual shrubs are not ordinarily replaced during the hot days of summer and fall

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because a whole string of sprinklers would have to programmed to come on more often to get that one shrub established to keep it from dying. Residents are asked to contact committee members to report shrubs that are dead or dying. We will investigate and probably add them to a list for replacement in the winter. This work is done by Terra Landscape and is budgeted.

Waraner had completed the annual tree trimming but came back to remove some trees on the slope at the end of E 9. The largest and most expensive job that was included in this year's tree budget was the removal of a very large Monterey Pine on the slope at the end of E 5 and in back of the buildings on E 7A. As Rossmoor trees age M39 can expect these large tree removal expenses every year.

We have had numerous comments about weeds, especially in lawns. In many lawns the weeds have taken over. There is no organic spray presently on the market that successfully eliminates weeds in lawns.

M39 landscape committee continues to investigate individual requests in what we hope is a satisfactory manner. All recommendations that we make are always approved by Claire before a work order is written. We all keep our eye on the landscape budget.

2. Governing Documents Committee: John Rice

John Rice thanked the members for approving the CC&Rs. COVID caused a delay in confirming if the CC&Rs have been recorded or not. The new CC&Rs are not enforceable until they are recorded. The next task for the committee will be to revise the rules and regulations to conform with state statute, Bylaws and CC&Rs. John shared a draft letter with the Board that he proposes to mail to all members that describes a process for these revision by email and website which was reviewed by Richard Fong.

A motion was made to approve the letter and process for the rules and regulations revisions.

Moved, Seconded, Carried 5-0

3. Budget and Finance Committee: Bill Claussen

Bill reported on insurance premiums for 2019 and 2020, an insurance refund, and that \$180k is due from the operating fund to pay back the reserve fund. The committee will be making a recommendation to the board for the repayment. Bill also discussed accounts receivables.

- a. A motion was made to certify that the Mutual is in compliance with Civil Code 5500 for review of the financial reports for May 2020, June 2020, and July 2020.

Moved, Seconded, Carried 5-0

4. Communications Committee: Mike Dwyer

Mike Dwyer reported that the email list has been updated. A motion was made to appoint Kevin O'Byrne to the committee.

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Moved, Seconded, Carried 5-0

5. Recycling Committee: Judith Schumacher-Jennings:

Judith reported that fees are incurred by the Mutual when improper disposal takes place. The second "right sizing" is getting done. The committee is reviewing the bills. It was requested to Republic Services that the billing be removed from Third Mutual billing. A rate hike went into effect in April. Entry 4 has incorrect charges and the bills are being audited. Entry 3 incurred fees for bags.

6. Building Maintenance/Alterations Committee: Jennifer Mu

Jennifer gave the following report:

Building Maintenance/Alteration Committee Report

1. Repaving Entryways

The driveway of Terra California Entry 8 is due for repaving this year. MOD received three bids; all are above the budgeted \$50,000. The lowest bid is from Black Diamond (\$51,002). The problem we are facing now is that some Mutuals/Projects have pulled out, and if more are backing out we will not be able to keep this price. If that happens, MOD will recommend that we postpone the job till next year and hopefully GRF will join the bidding.

2. Trash Enclosures Cleaning

(a) Sweeping:

We have had a 3-year contract with Commercial Support Services (CSS), dated back to the days when we were still part of the Third Mutual. They used to come and sweep our trash enclosures twice a month, but only do it once a month during COVID-19 lockdown. The contract expires this year. MOD is negotiating a new contract with CSS and wants to know if we want to continue the service. The current year cost is about \$24 per enclosure, which adds up to \$360 for M39.

A motion was made to continue the program.

Moved, Seconded, Carried 5-0

(b) Power Washing:

During the earlier COVID lockdown, MOD had its furloughed staff power wash our trash enclosures and bins/carts at no cost to the Mutuals. Many Mutuals are interested in having them done more often. It has been suggested that we have this done once a year in the winter. However, this can get expensive because we will be billed by the hour, and MOD's going rate is \$75 per hour.

If the Board thinks it's worth doing but is concerned about the cost, Clayton has also offered to get a bid for us from an outside vendor.

This item was tabled for more information

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3. LED for all Common Area Lights

- The light fixtures to be replaced: Post lights in front of each Unit, stair lights, carport/garage lights, trash enclosure lights, pagoda lights along the pathway steps, spotlights, and Entry sign lights.
- If we replace everything **like to like**, the total cost is \$50,000-\$55,000.
- For the post lights, like-to-like means replacing the light fixture only and keeping the original wood post in place. The downside is that these wood posts will need to be replaced sooner or later. MOD had already replaced a few of them, at approx. \$400 each.
- Clayton has looked into other hard plastic LED post lights, such as the green pagoda light and the black post light (see photos). The black light costs more because it needs a concrete base. Here are the options:
 1. Keep current wood post, change light fixture only -- \$250 each; but will need to replace wood posts later.
 2. Pagoda lights -- \$175 each; not as bright as others.
 3. Black post light -- \$420 each; more expensive but a better light, tall, and bright. (This option will cost about \$13,000 more than the like-to-like replacements.)
- Last year the Board approved \$7,500 for a pilot program to replace all common area lights in a small Entry with LED lights. The pilot program did not take off. If the Board wishes to proceed with the light replacement in the entire Mutual, more funds will need to be added to the 2021 budget.
- The Board may want to consider doing this in stages to minimize the fiscal impact on Owners. For example, replacing the carport/garage lights this year, and stair lights next year and so forth (not necessarily in this order).

A motion was made convert the lights to LED over 3-4 years, starting with entry 3 because the buildings are currently being rehabbed and convert wood posts to black posts.

Moved, Seconded, Carried 5-0

Presidents Report

President Wolfe gave the following report:

The Coronavirus continues to challenge our way of living and I think we all feel blessed to be living in Rossmoor at this time. Our amazing staff of MOD and the GRF have stepped up to keep us safe and healthy. We have not received a breakdown by the health dept to know if we have any cases in Rossmoor, so I have nothing to report on that front. We did find out that Manor Care Tice Valley had a very serious outbreak with 13 deaths. While this is very distressing, it indicates that we must not let down our guard and we must wear masks when outside and nearer than 6 feet to someone. Also, limiting our interactions with our children and grandchildren, while very hard on us, is extremely important, as well as limiting contacts with

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friends in indoor settings. I'm sure we will all be experts at Zoom in a few more months. I thank everyone for being so careful and caring.

As a Mutual, we are carrying on with our duties. This is budget season. We are starting to look at our anticipated expenses to evaluate what dollars we must continue to have in order to have a financially sound mutual that provides an excellent level of service for our buildings, roads and landscaping. Many of our trees and facilities are 60 years old and, just as we need more attention as we age, so do these things, which means financial outlays. Did you know that to remove a large tree can be \$8,000+?

Thanks, are in order to all of our residents who participate on committees to keep our Mutual running so well, in addition to all the support staff. We are very fortunate that even during these challenging times, things are on track. We are still looking for someone to take over our Recycle committee. If anyone is interested, please contact me. The bulk of the work for that committee was last year as they reassessed out trash bins, so that going forward, the job is a bit less onerous. Again, many thanks to Judith Schumacher Jennings and her committee for the work they did which has saved us many dollars and makes us more mindful of our environment. I still get confused on sorting my garbage and recyclables, so using the charts in the front of the Rossmoor phone book as well as the signs in the trash bins is most helpful. As you heard from John, we are now reviewing and revising our rules and regulations. If you wish to be involved, please contact John Rice. The adoption of the new CC&Rs is a major accomplishment and hopefully our legal bills will become less as we revise these critical documents. And all residents are encouraged to get involved! Call me if you wish to understand the opportunities and where your talents can fit in.

And a special Thanks to Kelly who continues to support our Mutual while working remotely.

Monthly, I attend a meeting of presidents of all the Mutuals in Rossmoor. I must say that we have a very congenial and mostly problem free group versus some of the things I hear! Our reputation since disengagement is very positive in the valley and with realtors and we continue to see manors selling for top dollar and in short timeframes. This is something to be proud of!

Respectively submitted,
Claire Wolfe

New Business:

- 1. Organic Gardening:** The Board and members discussed the pros and cons of continuing organic gardening. A motion was made to discontinue the organic gardening option with Terra Landscaping on the trial basis.

Moved, Seconded, Carried 5-0

Announcements

The next scheduled Board Meeting will be held on Tuesday, November 17, 2020 @ 1:00PM via Zoom.

Adjournment

President Wolfe adjourned the meeting at 2:58 p.m. and the Board moved into Executive

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Session.

Executive Session Summary

The Board met in executive session to discuss member discipline.

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
Mutual 39**