

WALNUT CREEK MUTUAL THIRTY-NINE

REGULAR MEETING MINUTES OF THE BOARD
TUESDAY, NOVEMBER 15th, 2022, at 1:00PM
BOARD ROOM – GATEWAY
1001 GOLDEN RAIN RD – WALNUT CREEK, CA 94595

Call to Order

Claire Wolfe called the meeting to order at 1:02 p.m.

Roll Call

Directors Present: Claire Wolfe, President
Victoria Haket, Vice President
Bill Claussen, Treasurer
Karen McEligot, Director at Large

Directors Absent: Mike Dwyer, Secretary

Also Present:

Paul Donner, Mutual Operations Director
Clayton Clark, Building Maintenance Manager
Lucy Limon, Board Services Coordinator.

Approval of Minutes

1. Regular Meeting held on August 3rd, 2022.
2. Annual Meeting held on June 1st, 2022
3. Organizational Meeting held on June 1st, 2022

A motion was made to approve the aforementioned meeting minutes.

Moved, Seconded, Carried 4-0

Residents' Forum

A Resident's Forum was held for comments and questions from the membership. Comments included fire risks by hybrid/electric vehicles.

Committee Reports

1. Landscape Committee: Pam Dieckman

Pam Dickman reported that pink flags have been placed to advised the landscape crews that they need to be removed, please do not remove them. The grassy area in the walkway at entry entry 8 will be removed and replaced with drought resistant plants. New benches have also been installed throughout the Mutual. The landscape committee is planning more improvements as the budget allows. A dry creek was installed in entry 8. The remaining junipers were removed during the MOD days. If any residents have any input, please contact the committee.

2. Governing Documents Committee: John Rice

John Rice presented the following report:



Governing Documents

Members:

Carol Ansley, Mike Dwyer, Denise Mauldin, Karen McEligot, John Rice (c)

All is stable.

- No formal requests from the Board
- No formal requests from Members, occasional clarifications, requests from other mutuals
- No Meetings since last Board meeting

3. Budget and Finance Committee: Bill Claussen

Bill Claussen reported that \$500k of the reserves have been transferred into 2-year CD's. All reserve and operating monies are good and safe in insured accounts. The money that was reimbursed from MOD and GRF were transferred into the reserves and operating accounts. Hopefully, by the time the insurance payment is due there is enough money in operating so there is no need to borrow from the reserves.

Operating: \$403k Reserves: \$993k

- a. A motion was made to certify that the Mutual is in compliance with Civil Code §5500 for review of the financial reports for July 31st, 2022, August 31st, 2022 and September 30th, 2022.

Moved, Seconded, Carried 4-0

4. Communications Committee: Mike Dwyer

No report was given.

5. Recycling Committee: Victoria Haket

Victoria Haket gave the following report:

Dear Neighbor,

Welcome to the neighborhood! My name is Victoria Haket, your Mutual 39 recycling committee chair. We want you to have a positive experience when you recycle and compost, so we're providing a few items to help you get started. We hope you find the attached materials, recycling tote, compost pail, and Rossmoor phone book useful.

There are several good reasons why we take recycling and composting seriously here in Rossmoor. First is to reduce our carbon footprint, creating a better living environment. Second, Mutual 39 wants to minimize increases to residents' monthly dues by avoiding penalty charges from our trash company. In addition, composting became mandatory as of 1/1/2022 (California State Law 1383).

Rossmoor's recycling protocol is different from the rest of Contra Costa County. Republic Services, the company that picks up our trash, can assess extra charges when our refuse is sorted improperly or when we use our trash area inappropriately, such as overflowing bins and

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leaving materials outside of the bins. We've attached a few flyers for your reference and highly encourage you to refer to pages 19-27 of the Rossmoor phonebook.

After you get settled, please let me know if you have any questions. We also have volunteers living in our Mutual that are more than happy to help you. If you could please provide your email address or alternative contact information so I can make sure that you receive our quarterly *trash talk newsletter*.

6. Building Maintenance/Alterations Committee: Karen McEligot:

Alterations

Karen McEligot, John Rice (c)

Projects:

- LED lighting progress is slow due to supply issues should resume soon.
- Replaced and improved some Building number signs with new design.

Reminder:

- For “standard” alterations – review and approval delegated to MOD.
- Only “nonstandard” alterations come to the committee.
- Note:

64.3.0 ALTERATION PERMITS (ELECTRICAL)

- 1) A City of Walnut Creek Permit is required in addition to a Mutual 39 **Alteration Permit whenever wiring or circuit breakers within the Unit's walls, ceilings, or floors are relocated, added to, or modified in any way.** Replacing hardwired appliances (oven, water heater, etc.) also requires a permit.
- 2) Any Alteration to a Unit's electrical wiring or sub-panel **must be carried out by a qualified, licensed, and insured contractor** approved to work in Rossmoor and meet all local, state, and related standards.
- 3) Any such wiring or circuit breaker alterations must be inspected and approved by the City of Walnut Creek before being put into operation.

A motion was made to appoint Karen McEligot as chair and John Rice as co-chair of the building maintenance/alterations committee.

Moved, Seconded, Carried 4-0

Presidents Report

President Wolfe gave the following report:

THANK YOU.... TO ALL THE COMMITTEE HEADS WHO REPORTED OUT A LOT OF IMPORTANT INFORMATION. THE STRENGTH OF OUR MUTUAL RELIES ON THE GENEROSITY OF RESIDENTS TO VOLUNTEER THEIR TIME. WE HAVE MANY NEW NEIGHBORS AND IN ADDITION TO GREETING THEM AND MAKING THEM FEEL AT HOME, PLEASE ENCOURAGE THEM TO FIND A COMMITTEE THAT THEY WOULD LIKE

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TO WORK ON AND JOIN IN. WE COULD USE PEOPLE ON THE ALTERATIONS COMMITTEE. JOHN RICE IS THE ACTING COMMITTEE CHAIR AND WILL TRAIN ANYONE WHO VOLUNTEERS. THIS WOULD BE A GREAT SPOT FOR SOMEONE WITH A BUILDING BACKGROUND OR ENGINEER. HOWEVER, THIS IS NOT REQUIRED AND YOU CAN LEARN ON THE JOB WITH JOHN'S HELP AND MOD.

AS YOU HAVE HEARD, TIM O'KEEFE IS RESIGNING AS CEO OF THE GRF AND A SEARCH IS ON FOR HIS REPLACEMENT. AN EXECUTIVE RECRUITING COMPANY HAS BEEN HIRED AND HOPEFULLY, THERE WILL A NEW GENERAL MANAGER (NEW TITLE FOR TIM'S POSITION) BY THE END OF DECEMBER.

WE ARE HAVING THIS MEETING IN PERSON AND I'D LIKE TO HEAR FROM RESIDENTS IF THEY PREFER IN PERSON OR ZOOM. THERE ALSO IS A POSSIBILITY TO DO A COMBO...IN PERSON AND ZOOM. PLEASE LET ME KNOW YOUR THOUGHTS ON THIS.

MOST OF THE MUTUALS HAVE GONE THROUGH THEIR BUDGETING PROCESS AND HAVE SET THE COUPON FOR 2023. WE MOVED OUR FISCAL TO START APRIL 1, SO WE WILL COMMENCE OUR BUDGET PROCESS IN JANUARY. AGAIN, THE BIGGEST INCREASE IS DUE TO INSURANCE RATES SKYROCKETING. WE WILL KEEP YOU INFORMED AND YOU WILL BE WELCOME TO COME TO THE BUDGET MEETINGS TO HEAR AND TO GIVE YOUR INPUT.
HAPPY AND SAFE HOLIDAYS TO ALL!

New Business:

No new business.

Announcements

The next Board Meeting is scheduled for Tuesday, February 21st, 2023, at 1pm, in the Board Room at Gateway and via zoom.

Adjournment to Executive Session

President Wolfe adjourned the meeting at 2:12 p.m.

Executive Session Summary

An executive meeting was held from 2:20 pm to 2:38 pm regarding member 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
Mutual 39**