

WALNUT CREEK MUTUAL THIRTY-NINE

MEETING MINUTES OF THE BOARD
TUESDAY, MAY 21, 2019 at 1:00PM
BOARD ROOM - GATEWAY
1001 GOLDEN RAIN ROAD, WALNUT CREEK, CA 94595

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
Ted Gunn, Director at Large

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

Residents' Forum

A Resident's Forum was held for comments and questions from the membership. No comments included landscaping and reducing the risk of wildfire.

Approval of Minutes

1. Regular Meeting held on March 26, 2019.

A motion was made to approve the minutes of the regular meeting held on March 26, 2019 as presented.

Moved, Seconded, Carried 5-0

Committee Reports

1. Landscape Committee: Jean Faszholz

Jean Faszholz gave the following report:

The Landscape Committee held their organizational meeting on April 30, 2019. Ted Gunn and Helen Vassar were present. Olga Gordon was not able to meet so Jean updated her by phone. The various duties and responsibilities of the landscape committee were discussed. Jean expressed gratitude to the three who volunteered to serve on a committee.

It was decided that Ted Gunn will develop a spread sheet indicating owner's requests for landscaping rehab or replacement of shrubs or other requests. Among other things, the spreadsheet will include name, address, date of request, description of request and whether the request was granted, denied, or considered for the next "free" days. Requests coming directly to the President or other Board members will be forwarded to Ted and the committee. At least one member of the committee will check out the request and let the owner know the decision. If the job is to be done immediately the President would be notified and asked to approve, and if required, submit a request for a bid to

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Terra Landscape. A few weeks after the job should have been completed Olga Gordon or Helen Vassar will inspect visually or contact the owner. Hopefully this method will enable the committee to keep better track of landscape requests and keep owners better informed as to progress of their requests.

The committee members are to make note through the year of labor-intensive areas that could be added to the "free days" list. This labor is done by Rossmoor's "in house" crew. Before those designated days, Steve Ormond, Rossmoor's Landscape Manager and at least one member of the committee will inspect the areas on the list. Those jobs that do not get done during the free days will be considered first on a list to be done by Terra Landscape.

Mutual 39 trees are also inspected on an annual walk with Steve Ormond and a member of our contracted tree service company.

A motion was made to appoint Olga Gordon, Ted Gunn, and Helen Vassar to the landscape committee.

Moved, Seconded, Carried 5-0

2. Governing Documents Committee: John Rice

John Rice reported that the committee received a preliminary draft of the amended CC&Rs from Richard Fong on 5/13/2019. Clarifications with Richard are ongoing. The legal expenses for amending the CC&Rs will be higher than expected.

3. Budget and Finance Committee: Jennifer Mu and Paul Donner

Paul Donner Reported the fund balances as of April 30th, 2019:

Operating: \$33,680

Reserves: \$660,773

- a. A motion was made to certify that the Mutual is in compliance with Civil Code 5500 for review of the financial reports of March 2019 and April 2019.

Moved, Seconded, Carried 5-0

- b. A motion was made to approve the proposed Finance Committee Charter.

Moved, Seconded, Carried 5-0

- c. Discuss Audit Review: The committee will discuss the need for a full review and suggest the Board get bids if necessary.
- d. Discuss Fidelity Bond: It was confirmed that this requirement is satisfied through the Mutual's insurance policy.

4. Communications Committee: Mike Dwyer

Mike Dwyer gave the following report:

We requested the manor owner report from Chris Preminger of GRF. We found that they have less emails than the list we already have. However, that will still leave us very short of our total contact information that we are trying to achieve.

Our recommendation is to mail an information sheet to all manors, and update from there.

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This will improve our contact information but will not give us all of the information.

After this process we then suggest that we manually deliver the sheet to the manors where we still are missing the proper contact information.

This process will take about two or three months.

5. **Recycling Committee: Judith Schumacher-Jennings:**

Judith Schumacher-Jennings gave the following report:

If the membership and Board approve this Rightsizing proposal, it' ll be the highest cost recovery of any Rossmoor Mutual' s rightsizing, averaging \$136 per condo annually. That' s not because your residents do a particularly good job of recycling; there' s LOTS of room for improvement. It' s also not because the plan is restrictive; in fact, the size changes proposed are cautious.

It' s because with the plethora of trash enclosures in M39 (more than in any other mutual that I know on a per resident basis), and the ubiquitous oversized, expensive landfill bins . . . downsizing is a no-brainer.

As I keep emphasizing, making enclosures more user-friendly is enough reason alone to proceed. Also, as a result, residents sometimes are “awakened” and start sorting better in their newly furnished enclosure. If M39 gets serious about composting, repeat trash audits in the fall, might indicate further reductions of some landfill containers will be desirable. Ka-ching, ka-ching.

- a. A motion was made to approve the right sizing proposal that was created by Carol Weed.

Moved, Seconded, Carried 5-0

6. **Building Maintenance/Alterations Committee: Jennifer Mu**

Jennifer referred to the following staff report by Clayton Clark:

1. **Entry 13 Saklan Electrical:** Waiting on good weather for resolving carport power from 2018.
2. **Entry 11 Rehab:** Finishing up deck coating of 2663 and 2671. Carpentry and Painting completed.
3. **Paving of Entry 5:** Budget is \$40K. Contract being typed.
Bids:
 - i. SVP - \$37,517.50
 - ii. Calvac - \$40,573.76
 - iii. Black Diamond - no bid received
4. **Temporary Electrical wire between 2616 and 2620:** Staff is working with Terra Landscape for the digging and Sang Electric will do the wiring.
5. **2502 Saklan:** MOD is working on bid with carpenter and painting contractor.

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- a. A motion was made to approve the proposed Building Maintenance/Alterations Committee Charter.

Moved, Seconded, Carried 5-0

Unfinished Business

1. **Organic Vs. Non-Organic Landscape Contract:** A motion was made to direct Terra Landscape to implement the organic option of the contract for a test period for the remainder of 2019. During Budget time a review will be done to determine if the Mutual shall keep the organic portion of the contract or not.

Moved, Seconded, Carried 5-0

Announcements

The next Meeting will be held on Tuesday, August 20, 2019 at 1:00pm in the Board Room at Gateway.

Adjournment

President Wolfe adjourned the meeting at 2:21pm.

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**