



Walnut Creek Mutual Forty (Mutual 40)

**MUTUAL 40 – 3RD ANNUAL MEETING MINUTES
THURSDAY, FEBRUARY 23RD, 2023, AT 1:00 P.M.
IN-PERSON AND ZOOM MEETING
FAIRWAY ROOM – CREEKSIDE
1010 STANLEY DOLLAR DR. WALNUT CREEK, CA 94595**

Call to Order

President Yearout called the Annual Meeting of the Members to order at 1:00 p.m.

Directors Present

Gery Yearout, President
Greg Gould, Vice President Joe Tracy, Treasurer
Susie White, Secretary Kathy Parish, Director

Also Present

Mutual Operations staff was represented by Paul Donner, Mutual Operations Director, Clayton Clark, Building Maintenance Manager, John Tawaststjerna, Landscape Manager and Lucy Limon, Board Services Coordinator.

Certification of Meeting

Assistant Secretary Lucy Limon certified that A Call for Candidates was published in the October 19th, 2022, October 26th, 2022, and November 2nd, 2022, editions of the Rossmoor News. The Mutuals’ Board Office received three nominations from the membership, Nancy Herney, Gayl Westendorf, and Susie White.

In accordance with Davis Stirling, the Mutual 40 Board was eligible to appoint the candidates by acclamation for this year’s election given that at the close of the period for making nominations, there were the same number or fewer qualified candidates as there were Board positions to be filled. A motion was made at the January 19th, 2023, Board meeting, to appoint all three candidates to the Board via acclamation at the February 23rd, 2023, Annual Meeting.

In addition, in accordance with Corporations Code §7511(b), a notice of the Annual Meeting was also mailed to the membership on February 8th, 2023.

Approval of Meeting Minutes

President Yearout asked if there were any additions or corrections to the following sets minutes:

- a. Annual Meeting Minutes February 24th, 2022

A motion was made to approve the above sets of minutes.

Moved, Seconded, Carried 5-0

Announce Election Results

- a. Nancy Herney
- b. Gayl Westendorf
- c. Susie White

There were three (3) open seats for this years' election and three (3) candidates. Therefore, the Board will be appointing Nancy Herney, Gayl Westendorf and Susie White for a two (2) year term at the Organizational Board Meeting via acclamation.

President's Report

President Yearout reported this is her last meeting on the Board after serving for almost 10-years. The biggest thing that has happened in M40 is that they have fully disengaged from TWCM. One of the main goals for next year is to combine the P40 and P41 financials, so that there will only be one coupon, and one set of financials. All rehabs have been scheduled for 2023. The Board has been steadily building the reserves and maintaining a low coupon in comparison to other Mutuels in Rossmoor.

Vice President's Report

Vice President Gould thanked the Board and all committee members for all the work and time they invest to M40. The alterations committee is in the process of preparing a policy for hard surfaced flooring in upstairs units. This will take time and a lot of effort.

Treasurer's Report

Treasurer Tracy reported on the latest reserves for P40 and 41:

P40: over \$1million

P40 is 1/3 of the way to being fully funded.

P41: \$606,862

P41 is 1/3 of the way to being fully funded.

The 2023 insurance premium has not been paid to date but will be paid in the next few days.

The 2021 audit results were received recently.

Secretary's Report

Susie White reported that Lucy Limon has a complete file of all Mutual 40 documents including all minutes of both the Mutual General and Executive Sessions. She thanked her for her efforts to keep us on an even keel.

Should any of you wish to communicate with the Board of Directors or a Mutual 40 committee, you should email Lucy at LLimon@rossmoor.com with a subject line indicating Mutual 40 and the topic of your concern. Lucy will forward the email directly to the appropriate board member or committee chair for appropriate action and response.

Report of Committees

i. Finance/Audit Committee

See Treasures report.

ii. Landscape Committee

Susie White gave the following report:

The past year has been fruitful and busy. We spent our workdays mulching Entry 9 in Project 40 and Entry 11 in Project 41. We also removed many junipers which presented a fire hazard to various buildings in both projects and replaced them with plants which were amenable to the residents. In addition to mulching, we returned one private garden to Rossmoor standards with the permission of the resident and replaced several plants in both projects. We also completed mini-rehab projects in both projects to update plantings and ensure good water usage. In addition, we completed two water conservation projects in Entry 12 on Terra California and began a third large project between Entries 6 and 8 on Saklan Indian in Project 41. The latter project will probably take two to three years to complete and will involve participation with EBMUD. A transformer had to be replaced in Saklan Indian Entry 8 and we were responsible for replacing the plants in that area.

It is our goal to mulch 1/3 of each project yearly. This year we have scheduled mulching Saklan Indian Entries 2, 6, and 10. We also hope to remove more junipers and ivy close to some homes (in two cases where the ivy has housed rats which have become a problem to residents). We hope to rehab landscapes around the units which were painted last year.

We have a landscape committee representative in every entry who is happy to talk with you about your requests, dreams, and problems. All residents should know that plant replacement requests must be received by August 1 in order to be considered

annually. It is never too early to request replacement plants; they just get added to the list we send to MOD.

Our landscape budget is set for the year. It is never enough to satisfy everyone, especially those of us on the committee. Please remember that nothing is free. All plants and labor are billable to our mutual. If a resident wishes to enhance his/her landscape at the owner's expense, a request must be made to the landscape committee, bid submitted, and the work must be completed by a licensed landscape professional. We use Terra Landscape for our landscape work. Furthermore, residents are not to tell the landscape workers what to do, they must go through the committee request process. We have a limited number of private gardens and if they are not kept up, the Mutual can take the private garden back at the owner's expense. It has been our pleasure to serve you this past year, and we look forward to continuing in 2023. If you are interested in being a part of our committee, please contact me.

iii. Governing Documents

No report.

iv. Building Maintenance

Joe Tracy reported that the rehab in P40 was completed. The rehab in P41 is almost complete.

Due to SB326, deck inspections, \$118k was spent in P40 and \$13k was spent in P41.

v. Alterations Committee

Greg Gould reported that there were 21 permits in 2022: The alterations included windows, complete remodels, bathrooms, kitchens, solar and EV charging.

vi. Emergency Preparedness

Kathy Parish presented the following report:

The newly formed Mutual 40 EPO Committee developed a "Mission Statement" and achieved its goals this year.

The Mission Statement is to provide resources that have accurate and timely information so residents can make informed decisions about any emergency situation. For example, every resident has been encouraged to sign up for Nixle Alerts, other alerts, and be aware of the Rossmoor EPO website and meetings. We also worked on building neighbor and Entry connections. This was done through GO BAG demonstration events and other Entry gatherings.

These residents volunteered to be Entry Coordinators last year and will be continuing this year.

Saklan Indian: Entry 2- Craig and Christine Hagelin
Entry 6- Jack and Nancy McFarland
Entry 8- Kay Doyle
Entry 10- Judy Freed

Terra California: Entry 9- Pat Shanahan
Entry 10/12 - Nancy Herney
Entry 11- Jane Moran
Entry 14- Jean Moulaison

Though their efforts, every resident has provided their contact information, their emergency contact information, relevant medical or mobility issues, and potential skills that may be helpful in an emergency situation.

By updating this information as new residents move in, the Entry Coordinators also serve as "Welcome Ambassadors". They provide packets of useful Mutual 40 information including a Mutual 40 map, our Emergency Zone number and map, trash information, more detailed emergency and GO BAG resources, and Nixle registration information.

The coordinators also helped with communication and promotion of the OPT-IN and OPT-OUT forms for the establishment of a Mutual 40 E-mail list.

The Entry Coordinators have my heartfelt thanks and appreciation for all they have accomplished this year.

The Committee will continue with the above mentioned projects and focus on sheltering in place and Earthquake preparedness in 2023.

vii. Recycling and Green Committee

Stan Wells presented the following report:

As reported last month a challenge faced by our observers involved communicating with non-English speaking caregivers and home cleaners.

We now have instruction hand-outs available in Spanish and Mandarin that our observers can personally review with these individuals.

In addition, I have met with a number of observers to post translated placards in the shed they monitor. All sheds should have these placards posted shortly.

I have received feedback indicating that this program is producing some results, but with the changing of people doing these jobs, it is going to require continued effort on the part of our observers.

We continue to wait for a change in the weather so that we can resume our entry recycle meetings.

viii. AD HOC Water Committee

Gayl Westendorf reported that this ad hoc committee (consisting of Kathy Parish, Susie White and Gayl Westendorf) was formed last year to review our water use, and discuss ways to reduce our water use, both to be good citizens and to reduce one of our largest controllable expenses. The committee reviewed and monitored our EBMUD bills and reported the results to the Board and the Landscape Committee. We found that our members do a reasonably good job on conserving water used indoors, but that, not surprisingly, the bulk of our water use is for landscaping - about 60-70 percent. Landscape water use is greatly affected by the weather - this winter we're using far less water than last year (when we had a very dry spring). The Landscape Committee, together with MOD's landscape manager continues to work on ways to reduce outside water use, including converting grass to plantings that use far less water (and chemicals). This ad hoc committee will be disbanded, but its work will continue to be carried on by the Board and the Landscape Committee.

Announcements

Organizational Meeting of the Board to follow immediately after adjournment. The next Regular Board meeting will be held on March 16th, 2023, at 1pm in the Clubroom at Creekside.

Members Forum

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

Comments included landscape, rehabs, hard-surfaced flooring, electrical panels and money investments.

Appointment of Lucy Limon as Chairperson Pro Tem for the Organizational Meeting

Moved, Seconded, Carried 5-0

Adjournment

The Annual Meeting adjourned at 2:47 PM.

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the minutes.

Lucy Limon

Assistant Secretary
Mutual 40