

WALNUT CREEK MUTUAL NO. FORTY

MEETING MINUTES OF THE BOARD
THURSDAY, NOVEMBER 17th, 2022, AT 1:00PM
ZOOM AND IN-PERSON MEETING
CLUBROOM – CREEKSIDE
1010 STANLEY DOLLAR DR – WALNUT CREEK, CA 94595

Call to Order

President Yearout called the meeting to order at 1:01 p.m.

Directors Present

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

Staff Present

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

Approval of Minutes

1. Regular Meeting held on October 20th, 2022
2. Executive Meeting Minutes October 20th, 2022
3. Special Meeting Minutes November 3rd, 2022

Moved, Seconded, Carried 5-0

Members Forum

Members were afforded the opportunity to express their concerns and make comments.
No comments were made.

President's Report

President Yearout announced that Paul Donner will be retiring on August 1st, 2023, after 31 years.

Treasurer's Report.

Joe Tracy gave the following report:

Operating Accounts:

	<u>40</u>	<u>41</u>
Total Revenue	\$50,472	\$34,704
Total expense	\$48,564	\$33,095
Revenue Favorable over expense	\$1,908	\$1,609

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Total Cash on Hand \$325,611 \$231,557

Total Reserve YTD \$1,091,522 \$570,0347

Reserve per Manor \$9,575 \$7,921

Trash: Project 40 \$1,708 budget \$1,725 favorable \$17

Water Project 40 \$13,886 budget \$10,587 unfavorable (\$3,299)

Trash: Project 41 \$1,301 budget \$2,097 favorable

Water Project 41 \$10,730 budget \$8,330 unfavorable (\$8,330)

1. Review of the Most Current Financial Statements:

Joe Tracy reported on the most current financial statements including total revenues, cash on hand, and current reserves as of September 30th, 2022.

A motion was made to certify compliance of Civil Code 5500 as of September 30th, 2022, by at least two Board Members.

Moved, Seconded, Carried 5-0

Committee Reports

1. **Finance/Audit Committee Report** – Joe Tracy reported on the following:

A motion was made to appoint Gayl Westendorf to the Finance Committee:

Moved, Seconded, Carried 5-0

The Finance Committee looked at the money that is in the Reserve account, a lot of the information under that report is still under TWCM. Joe was able to close all Project 40 and 41 bank accounts and rename them to Mutual 40.

The next committee meeting will be on November 28th at 10am, in the Board Room at Gateway.

Joe advised he is hopeful that the 2021 audit will be complete by the end of the year. He recommended that next year's audit be broken down for the two projects.

A motion was made that the 2022 audit be performed separately for P40/41.

Moved, Seconded, Carried 5-0

2. **Landscape Committee Report** – Susie White gave the following report:

The landscape committee met on November 7th to discuss plant replacements. Susie is in contact with Eddy and John to discuss replacement options. There will be rehab in some buildings, so planting at this time would be a waste of money – input from Clayton Clark on this matter is also being addressed.

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White is in contact with M39 landscape regarding the area that connects with the junipers. Once M39 removes the junipers, Susie plans to be in contact with them and advise them of what M40 would like that area to be replaced with.

The next landscape committee meeting will be on December 5th at 3:30pm.

- 3. Governing Documents Committee Report** – Gery Yearout: No report was given.
- 4. Building Maintenance Committee Report** – Joe Tracy reported that he was able to work out a deal with the company that cleaned the dryer vents. The same company has agreed to clean solar panels for \$140 each. Residents can contact them at their own expense. If you would like more information on this contact Joe Tracy.

Rehab is scheduled for buildings 2601, 2603, and 2605 Saklan Indian.

The paint committee has met with Jim Hayes, and they will begin creating a paint palette for both projects.

- 5. Alterations Committee Report** – Greg Gould: No report was given.
- 6. Emergency Preparedness Committee** – Kathy Parish gave the following report:

The EPO Committee met on October 27th at 4:00 in the Bunker Room. Committee members Nancy and Jack McFarland, Nancy Herney, Sharon Stearns, Christine Hagelin, Jean Mouliasson, and Pat Shanahan attended. In addition, Mutual 40 residents Carol and Frank Colligan and Marj Massey were there.

Since starting our Committee in March, we reviewed our accomplishments to date:

- All Mutual 40 Entries have coordinators.
- Emergency contact and other information regarding health concerns and emergency skills of our neighbors, was obtained for all residents.
- This provided us with the ability to start a Mutual 40 resident e-mail contact list. This information was "fine-tuned" with the Sterling Davis requirement to OPT- IN or OPT -OUT. This list was first utilized for the November Special Meeting.
- Welcome Packets were developed and distributed to new neighbors. Each Entry Coordinator has been provided with the materials to have this be an ongoing project.
- Promoting neighbors' feeling of Entry connections was a priority. With the help of the Entry Coordinators and Nancy Herney's demonstrations, GO BAG parties were organized for seven of the nine Entries.
- Having each resident have up to date information for Emergency evacuations, safety, and resources, such as Nixle Alerts, is a primary goal of the EPO Committee.

Looking ahead to 2023, the Committee will focus on Earthquake Safety, sheltering in place and supplies and resources that each resident should have on hand. We will also develop more info on GO BAGS and other resources for Pets in an

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Emergency situation. We will also continue to support more neighbor interaction with gatherings, parties, and meetings.

In addition, we will be discussing incorporating our committee description and responsibilities for updated Mutual 40 Operating Rules and Policies.

In conclusion, All Entry Coordinators were asked to send out information on the "MY SHAKES" App to their Entries.

They were also asked to send contact information for Lisa Katski and her website lisa@readycareco.com to their neighbors.

Many, many thanks and my deep appreciation to our Entry Coordinators, Jane Moran, Judy Freed, Nancy and Jack McFarland, Nancy Herney, Sharon Stearns, Christine and Craig Hagelin, Pat Shanahan, and Jean Mouliasson for their amazing efforts and contributions this year.

7. Recycling and Green Committee Report – Stan Wells presented the following report:

I am pleased to report that the cleaning of the compost cans on October 24th was a complete success. In all but one case residents followed **the** request to delay putting material in the cans prior to cleaning.

I must report, however, that **the cost** of this cleaning was \$570, not the \$375 that the chairman inadvertently reported in the October meeting.

We have **held** "correct recycle presentation" at two entry meetings since our last report. In one of these meetings the chairman displayed several trash items while attendees marked cards with their guess of proper disposition of each item. This was followed by an explanation of just how each item should be recycled or put in landfill. One attendee received a prize for having only one wrong on her card. While each received a gift for participating, the winner was rewarded with a high-end bottle of wine.

This program was judged by all to be very informative, and I plan to conduct similar meetings at other entries as soon as the weather allows for outside gatherings.

We have intensified our efforts to inform new residents of proper recycle habits and will continue to do so as our observers track vacancies and resales.

8. AD HOC Water Committee Report: No report was given.

Old Business

1. Water Reclamation Project: Letter has been sent to the GRF Board.

New Business

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1. Consider Treasurer's Proposal to have Operating Accounts Repay Prior Reserve Account Advances:

A motion was made to process the immediate repayment of the prior reserve account advances to the operating accounts.

Moved, Seconded, Carried 5-0

2. Consider Treasurer's Proposal to Invest a Portion of the Reserve Accounts for both Projects 40 and 41 in U.S. Treasury Bills and/or FDIC Insured Certificates of Deposit:

A motion was made as follows:

Mutual 40 Treasurer was authorized to direct the Assistant Treasurer to make the following investments of reserve funds for Projects 40 and 41 in U.S. Treasury bills or notes or FDIC-insured certificates of deposit (Treasuries or CD's) as soon as practicable.

For Project 40, up to \$600,000 in Treasuries or CDs with maturities not exceeding 24 months; and up to \$200,000 in Treasuries or CDs with maturities not exceeding 3 months.

For Project 41, up to \$200,000 in Treasuries or CDs with maturities not exceeding 24 months; and up to \$160,000 in Treasuries or CDs with maturities not exceeding 3 months.

Interest earned on such investments (net of any income taxes) shall be allocated to and added to the reserve accounts.

Assistant Secretary shall sign these resolutions and immediately provide a copy to the Treasurer and Assistant Treasurer.

Moved, Seconded, Carried 5-0

3. Legal Opinion on Combining Project Financials: Melissa Ward, Legal Counsel, has submitted her opinion on combining Project 40 & 41 Financials. Her legal opinion is that both project financials can be merged. The Finance committee will start that process in 2023.
4. Operating Rules/Documents: The Governing Documents committee will meet before the end of the year to discuss what their priorities are in drafting M40 policies and procedures.

Announcements

The next scheduled meeting will be Thursday, December 22nd, 2022, at 1:00 p.m., in the Clubroom at Creekside and via zoom.

Adjournment

There being no further business, the Regular Meeting of the Board was adjourned at 3:10 pm.

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Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the approved minutes of the Board of Directors Meeting.

Lucy Limon

Assistant Secretary

Walnut Creek Mutual No. Forty