

WALNUT CREEK MUTUAL NO. FORTY

MEETING MINUTES OF THE BOARD
THURSDAY, JANUARY 19th, 2023, AT 1:00PM
CLUBROOM AT 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
John Tawaststjerna, Landscape Manager
Lucy Limon, Board Services Coordinator

A motion was made to amend the January 19th, 2023, agenda under New Business item number 1.

Moved, Seconded, Carried 5-0

Approval of Minutes

1. Regular Meeting held on December 22nd, 2022.
2. Executive Meeting Minutes December 22nd, 2022
3. Organizational Meeting Minutes February 24th, 2022

Moved, Seconded, Carried 5-0

Members Forum

Members were afforded the opportunity to express their concerns and make comments. Comments included president's forum meeting minutes.

President's Report

President Yearout advised that she has been investigating the aftermath of the storms. There has been no major damage in Mutual 40.

The MOD management agreement has been put on hold since September of 2022, and will be resumed in the near future now that GRF has a new General Manager.

Paul Donner will be retiring in August and hopefully the replacement process will begin soon.

Treasurer's Report.

Joe Tracy gave the following report:

WALNUT CREEK MUTUAL NO. FORTY

Financials for November 2022

<u>Project</u>	<u>40</u>	<u>41</u>
Total Revenue (Assets)	\$50,418	\$34,640
Total Expenses (Liabilities)	<u>\$47,181</u>	<u>\$28,758</u>
Revenue Over Expenses (Working capital)	\$3,237	\$5,882
Cash on Hand	\$175,261	\$146,678
Number of Manors	114	72
Ending Fund Balances (Working Capital)	\$159,359	\$153,390
Balance Per Manor	\$1,398	\$2,130
Total Reserve	\$1,073,042	\$595,682
Reserve per Manor	\$9,413	\$8,273
Total Reserve & Balance Per Manor	\$10,811	\$10,403
2023 Fully Funded	~\$3,800,000	~\$2,200,000.
Fully Funded per Manor	~\$333,333	~\$305,000
% Per Manor Fully Funded	28%	27%

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 November 30th, 2022.

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

Moved, Seconded, Carried 5-0

Committee Reports

1. Finance/Audit Committee Report – The finance committee did not meet in January. The next meeting will be February 13th, at 10am in the Multi-Purpose Room #1.

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

There was no meeting of our committee in January. Kevin Jackson and I toured the mutual in late December to review the junipers which had been removed in 2022. Kevin proposed new planting to replace the junipers and Gery approved the work order to be billed in 2022. The new planting will occur in early 2023.

A tree fell on the back patio of 657 Terra California #1, Entry 12. The resident thanked the MOD crew for removing the tree quickly. Repairs to the patio will be made later

WALNUT CREEK MUTUAL NO. FORTY

according to Clayton Clark. The resident has asked that the gravel pathway extend all the way through the new planting that was done in 2022 to avoid a muddy problem that has ensued from the tree removal. Kevin Jackson has sent a proposal which I have submitted to Gery for approval.

I have not yet heard about our workdays for 2023. Have sent an email to John T.

Laurie Miller-Klein has resigned from the committee because of conflicts with our new meeting schedule. I have asked Susie Manners to represent Saklan Indian Entry 2.

Our next committee meeting will be on Wednesday, February 1. All meetings will be at 3:30 pm in the Bunker Room at Creekside. Below is the 2023 Landscape Committee schedule:

February 1, March 1, April 5, May 3, June 7, July 5 (cancelled because of July 4 holiday), August 2, September 6, October 4, November 1, and December 6.

3. **Governing Documents Committee Report** – Gery Yearout: No report was given.
4. **Building Maintenance Committee Report** – Joe Tracy reported that the building maintenance committee met to arrange all the projects for 2023. The committee is waiting for the review the proposed policy and matrix drafts. One of the main concerns is drafting a new electrical wiring policy. The next meeting will be on March 6th at 10am in the Bunker Room.
5. **Alterations Committee Report** – Greg Gould reported that the committee is almost finished drafting the hard surface flooring policy in upstairs units. Hopefully the draft will be ready to present at the February meeting.
6. **Emergency Preparedness Committee** – The next EPO committee meeting will be on January 26th at 4pm in the Bunker Room.
7. **Recycling and Green Committee Report** – Stan Wells presented the following report:

Invoices from Republic Services for November and December indicate that our expenses remain under control.

Our observers are doing a great job in monitoring residents recycling.

One challenging task they encounter, however, involves caretakers, cleaning people and helpers that do not read English.

With the generous support of Ms. Lucy Limon, we now have a set of instructions specifically for this Spanish speaking audience. We will shortly have the same set of instructions available in Mandarin.

These tools will be of great help for our observers in combating these issues.

WALNUT CREEK MUTUAL NO. FORTY

As better weather conditions occur, we will be able to once again start our entry meetings designed to improve recycling habits.

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

Old Business

No old business.

New Business

1. After the agenda for this board meeting was distributed, the board discovered that Susie White's name was inadvertently omitted from the agenda item concerning election by acclamation of three new directors. The board has determined that there is a need to take immediate action on the election of new directors by acclamation, including Susie White. Therefore, the board hereby approves the election by acclamation of Nancy Herney, Gayl Westendorf and Susie White at the annual member meeting on February 23, 2023.

Moved, Seconded, Carried 5-0

2. Motion to adopt a resolution for 2023 certifying compliance with Civil Code 5502 to allow MOD Accounting to sign checks for M40.

Moved, Seconded, Carried 5-0

Announcements

The next scheduled meeting will be Thursday, February 23rd, 2023, at 1:00 p.m., in the Fairway Room at Creekside and via zoom. This will be the Annual Meeting of the Members and the Organizational Meeting of the Board.

Executive Session Summary

The Board met in executive session from 2:05 pm to 2:42 pm to discuss member matters.

Adjournment

There being no further business, the Regular Meeting of the Board was adjourned at 1:58 pm.

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