



## Walnut Creek Mutual Forty

MEETING MINUTES OF THE BOARD  
FRIDAY, JULY 21<sup>st</sup>, 2023, AT 10:00AM  
DONNER ROOM AT THE EVENT CENTER  
1010 STANLEY DOLLAR DR – WALNUT CREEK, CA 94595

### **Call to Order**

President White called the meeting to order at 10:06 a.m.

### **Directors Present**

Susie White – President  
Greg Gould – Vice President  
Gayl Westendorf – Treasurer  
Nancy Herney – Secretary  
Kathy Parish – Director

### **Staff Present**

Paul Donner, Mutual Operations Director  
Jeroen Wright, Mutual Operations Director  
Clayton Clark, Building Maintenance Manager  
Tom Hand, Chief Financial Officer  
Melissa Ward, Esq. Attorney for Mutual 40

### **Approval of Minutes**

1. Board of Directors Meeting Minutes of June 22<sup>nd</sup>, 2023
2. Executive Session Meeting Minutes of June 22<sup>nd</sup>, 2023

Kathy Parish made a motion and Gayl Westendorf seconded to approve the minutes to the aforementioned Board meetings with a correction to reflect the attendance of Paul Donner and Jeroen Wright at the June 22, 2023 Board Meeting.

**Moved, seconded, Approved 5-0**

### **President's Report**

Susie White provided a brief overview of the Board's progress on our 2023 working commitments:

- Improving resident communication about activities impacting the Mutual.
- Dedication of Yearout Park.
- Continuing to focus on water conservation.
- Proceeding with the Merger efforts/vote.
- Developing Operating Rules
- Seal coat schedule is now on the website along with committee and landscape information.

### **Treasurer's Report.**

Gayl Westendorf, Treasurer, introduced Melissa Ward, Mutual Attorney, to the meeting attendees.



## Walnut Creek Mutual Forty

He reported that May and June financial reports have now been received and reviewed by all directors, and therefore moved that the board certify compliance with Civil Code section 5500. **The motion was seconded and approved 5-0.**

The accounting department is catching up on the timely delivery of financials. This is one of Tom Hand's major efforts as the new CFO. Residents should be getting the 2022 audited financial report in the next week or so.

Overall, both Projects are performing well against budget. We are over budget in landscaping as a result of storm damage/tree removal and in legal expenses as we catch up on operating rules development and collections. Now that the warm weather is upon us, the water usage is up, and John T is working diligently to get more efficiency and continuing to stay on top of leak repairs. Residents should report any leak situations to the work desk immediately.

Nothing new to report on the Finance and Account Committee until the upcoming Town Hall.

### **Committee Reports**

#### **Landscape Committee -**

Kathy Parish gave the following report:

Because of the July 4th holiday, the committee did not meet. However, Shari Carroll will soon be distributing a letter to all residents with information about the results of the Resident Surveys that were distributed by your Entry Landscape Reps. Plant replacement requests are due by August 7th. As you probably know, by all the activity in your Entries, Mutual 40 has had some unexpected expenses with the removal of 6 large trees and 3 smaller trees this year. In addition, the needed work for yearly maintenance was extensive. To remain within our budget for 2023, there will, most likely, be less spent on plant replacement in both Project 40 and 41. Priority will be given to the buildings that have been rehabbed and the areas where Junipers have been removed. If you want to know more about this, contact your Reps, Shari Carroll or me.

There has been, and continues to be, enforcement of the CC&R's Rules and Policies regarding Common Space Encroachment. Please remember that any plant, shrub, tree, or other addition or removal from a Private Garden or common area must have Board approval. This approval is necessary even if it is an owner financed improvement.

#### **Governing Documents Committee:**

Nancy Herney reported that there are 4 operating rules ready for legal review and 5 still in various stages of draft and review by the GDC and Subject Matter Experts.

#### **Building Maintenance Committee:**

Joe Tracy reported that there was no Building Maintenance Meeting in July. The next meeting will be August 7; topics will include improved light in several areas. Susie White will Chair the August



## Walnut Creek Mutual Forty

meeting in Joe's absence.

### **Alteration/Architectural Review Committee:**

Greg Gould reported that Mutual 40 approved 2 alterations requests:

- 1 Solar Installation
- 1 Windows Replacement

### **Emergency Preparedness Committee:**

Kathy Parish presented the following report:

Kathy Parish reported that since the June 22 EPO meeting, the Entry coordinators will be working on updating all residents emergency contact information. New Resident Information sheets will be completed by September.

Mutual 40 EPO is preparing for Phase 2 of Home Fire Safety with 2 hands on demonstrations of the correct use of Fire Extinguishers. They will be held on August 5 (TC E#9) and 26 (TC E# 11). Save the date flyers have been distributed to all P40 residents for the August 5 event. Residents can attend either one. The Company doing the demos will also recycle any broken or expired fire extinguishers.

### **Recycling and Green Committee:**

Stan Wells reported that Nice Cans will be cleaning all the trash cans in M40 this coming Monday, July 24. His trash observers will be preparing the cans signage in their assigned trash enclosures before the cleaning.

### **Managers' Report**

No report was presented.

### **Old Business**

None to report.

### **New Business**

None to report.

### **Member's Forum:**

No member comments.

### **Executive Session Summary**

The Board met in executive session from 2:35 pm to 3:05 pm to discuss member matters, delinquent accounts, legal matters and disputes.

### **Announcements**

Next Scheduled meeting will be on August 24<sup>th</sup>, 2023, at 1:00 pm, in the Fairway Room.



## Walnut Creek Mutual Forty

### **Adjournment**

With no further business, the meeting was adjourned at 10:22 a.m.

Lucy Limon

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**Assistant Secretary**

Walnut Creek Mutual No. Forty