

# WALNUT CREEK MUTUAL NO. FORTY

MEETING MINUTES OF THE BOARD  
THURSDAY, JULY 28<sup>th</sup>, 2022, AT 1:00PM  
FAIRWAY ROOM – 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  
Joe Tracy – Treasurer  
Kathy Parish – Director

## **Directors Absent**

Greg Gould – Vice President  
Susie White – Secretary

## **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 June 23<sup>rd</sup>, 2022
2. Executive Meeting held on June 23<sup>rd</sup>, 2022

**Moved, Seconded, Carried 3-0**

## **Members Forum**

Members were afforded the opportunity to express their concerns and make comments.  
Comments included zoom meetings.

## **President's Report**

A motion was made to hold the August Board meeting via zoom due to the spike in covid cases.

**Moved, Seconded, Carried 3-0**

## **Treasurer's Report.**

Joe Tracy gave the following report:

### **Operating Accounts:**

	<b><u>40</u></b>	<b><u>41</u></b>
Total Revenue:	\$50,567	\$34,597
Total Expense:	\$38,531	\$29,687
Total Cash:	\$232,103	\$187,897
Total Reserve YTD:	\$1,073,738	\$579,551

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Reserve per Manor:	\$9,419	\$8,049
Reserve over Expenses:	\$12,036	\$4,910
Water Bill:	\$14,296	\$12,475
Water use per Manor:	125	173
Number of Checks:	16	15
Amount of Checks:	\$59,175	\$24,851

Year to Date:

### Operation Revenue

	<u>Actual</u>	<u>Budget</u>	<u>Favorable</u>
Project 40:	\$304,292	\$302,736	\$1,556
Project 41:	\$207,239	\$206,946	\$293

### Operating Expenses

	<u>Actual</u>	<u>Budget</u>	<u>Favorable</u>
Project 40:	\$258,917	\$277,326	\$18,409
Project 41:	\$182,746	\$199,950	\$17,204

Account Overview for Project 40 is \$700,629

Account Overview for Project 41 is \$200,085

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 June 30<sup>th</sup>, 2022.

A motion was made to certify compliance of Civil Code 5500 as of June 30<sup>th</sup>, 2022, by at least two Board Members.

**Moved, Seconded, Carried 3-0**

### Committee Reports

1. **Finance/Audit Committee Report** – Paul Donner reported that budget season for 2023 will begin soon and the biggest increase will be in insurance, it is projected that the increase will be around 47%. Paul also reported that that insurance brokers will no longer be writing policies for a deductible of \$250k, deductibles will be at least \$1 million. The new CEO search has begun, the committee will be Dwight Walker, Eric Wong Diane Hamaji, Bob Kelso and Paul Donner.

2. **Landscape Committee Report** – John Tawaststjerna gave the following report:

## Mutual 40 Landscape Report

### MOD Days

- Summer MOD Days
  - 8/11-8/12 (2 total workdays)
  - Irrigation work
    - System Checks
    - System Repairs
    - System Upgrades

### Landscape Maintenance

- Fire abatement work has been completed
- Edging of ivy for areas where it is growing over the edges of curbs or overgrown
- Deadheading of perennials
- Turf is being mowed weekly

### Future Landscape Plans

- Juniper removals to be completed by Terra
- Proposals to replant the areas where Juniper have been removed are to come from Terra

### Drought Restrictions

- **Mandatory 10 percent water use reduction** District-wide as compared to 2020 with a plan to review progress towards achieving this goal in November.
- **Updated outdoor water restrictions**, including limiting outdoor watering to three times per week, prohibiting washing down sidewalks and driveways.
- 8% drought surcharge to be applied to all water use starting July 1<sup>st</sup>.

### Budget

- 40 & 41 Combined
  - Rehab YTD = \$3,750.00
  - Tree YTD = \$2,750.00

**3. Governing Documents Committee Report** – Gery Yearout: No report was given.

**4. Building Maintenance Committee Report** – Joe Tracy and Clayton Clark reported that they have contacted Bay Air Flow for dryer vent cleaning. About 50 units in P40 and 41 are in the process of having their vents cleaned. Residents need to contact Dennis to be put on the schedule. Clayton advised that that painting prices have gone up 10%. All the rehabs scheduled in 2022 have been completed.

**5. Alterations Committee Report** – Greg Gould: No report was given.

**6. Emergency Preparedness Committee** – Kathy Parish:

A motion was made to appoint the following members to the EPO committee: Judy Freed, Nancy and Jack McFarland, Jane Moran, Nancy Herney, Pat Shanahan,

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Christine and Craig Hagelin, and Jean Moulison.

**Moved, Seconded, Carried 3-0**

- 7. Recycling and Green Committee Report** – Kathy Parish presented the following report:

I am pleased to report that the Trash Committee had their first meeting this meeting. It was attended by Barbara Snyder, Carol Mann, Joy Danzing, and myself. Jack McFarland, Gayl Westendorf, and Stan Wells were absent.

The first task is to edit the Second Mutual Trash and Recycling manual for adaption to Mutual 40. Everyone was given a copy of the manual to read and edit. We will meet again on August 4<sup>th</sup>.

We also discussed the purposed of our trash “observers”.

A discussion about welcoming new neighbors was held.

I also told the committee that I would ask the Board of Directors to approve Stan Wells as the new Trash Committee Chairman.

A motion was made to appoint Stan Wells as chair of the Recycling committee.

**Moved, Seconded, Carried 3-0**

## Old Business

## New Business

- 1. Geotechnical Consultation:**

This matter was tabled.

- 2. Nice Cans Cleaning Service:**

This matter was tabled.

- 3. AD-HOC Water Committee:**

A motion was made to establish a water AD-HOC committee and committee members; Kathy Parish, Gail Westendorf, and Susie White.

**Moved, Carried, Seconded 3-0**

## Announcements

The next scheduled meeting will be Thursday, August 25<sup>th</sup>, 2022, at 1:00 p.m., in the Fairway Room at Creekside.

## Adjournment

There being no further business, the Regular Meeting of the Board was adjourned at 2:19 pm.

## Secretary's Certificate

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

Lucy Limon

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**Assistant Secretary**

Walnut Creek Mutual No. Forty