

# WALNUT CREEK MUTUAL NO. FORTY

MEETING MINUTES OF THE BOARD  
THURSDAY, JUNE 23<sup>rd</sup>, 2022, AT 1:00PM  
FAIRWAY – CREEKSIDE  
1010 STANLEY DOLLAR DR – WALNUT CREEK, CA 94595

## **Call to Order**

President Yearout called the meeting to order at 1:06 p.m.

## **Directors Present**

Gery Yearout – President  
Greg Gould – Vice President (Absent)  
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

## **Approval of Minutes**

1. Regular Meeting held on May 19<sup>th</sup>, 2022
2. Executive Meeting held on May 19<sup>th</sup>, 2022

**Moved, Seconded, Carried 4-0**

## **Members Forum**

Members were afforded the opportunity to express their concerns and make comments. Comments included hybrid meetings, barking dogs, and dump.

## **President's Report**

No report was presented.

## **Treasurer's Report.**

Joe Tracy gave the following report:

### **Operating Accounts:**

	<b><u>40</u></b>	<b><u>41</u></b>
Total Revenue:	\$50,810	\$34,491
Total Expense:	\$44,247	\$31,882
Total Cash:	\$177,373	\$165,541
Total Reserve:	\$1,100,934	\$547,364
Revenue over Exp:	\$6,563	\$2,609

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## Year to Date:

### Operating Revenue

	<u>Actual</u>	<u>Budget</u>	<u>Favor</u>
P40:	\$202,853	\$201,824	\$1,029
P41:	\$138,060	\$137,964	\$96

### Operating Expense

	<u>Actual</u>	<u>Budget</u>	<u>Favor</u>
P40:	\$175,220	\$184,884	\$9,664
P41:	\$119,587	\$133,300	\$13,713

### Aged Receivables Report

	<u>P40</u>	<u>P41</u>
Checks:	21	13

#### 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 April 30<sup>th</sup>, 2022.

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

**Moved, Seconded, Carried 4-0**

### Committee Reports

**1. Finance/Audit Committee Report – Joe Tracy:** Joe Tracy reported that the next finance committee meeting is scheduled for June 27 at 10am in the Board Room at Gateway. Treasurer Tracy reported that the financial health of the Mutual is looking great to date.

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

The Landscape Committee did not meet in June and will not meet in July. However, there are several upcoming concerns:

The administrators of an estate now state that they will continue to care for the private garden. I will monitor this to see what the next steps are. However, It does not seem that they are really caring for the property. This building is currently being rehabbed, and some pruning has already been done to enable the rehab project.

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An owner has requested a soils report and reconstruction of a retaining wall that the owner has built. We are reviewing the next steps.

We are having growing requests for replacing lawns which of course we are not doing. Some owners are under the impression that the areas outside their units are their property, not common area.

## Landscape Rehab project

I am asking Terra for bids for the following properties in Entry 12 on Terra California:

- 689 #1 Plants along front walkway and replacement of junipers on street side
- 665 #1-5 Plants along side of #1 and between #3 and #5 in front of entry.
- 673 #2 New owner, rehab work ordered by MOD
- 657 #1 convert large lawn space including some ivy to a garden of natural plants

I need advice from Project 41 regarding any potential rehab projects, but one very interesting one has emerged: a natural garden containing rocks and plants natural to the area between Entries 6 and 8 on a sloping hillside. Both this project and the 657 Terra California project would be to eliminate wasting water.

Finally, we are compiling a list of pant replacements that are necessary. Residents can request these personally or can contact the committee for assistance. It is helpful if they consult the Rossmoor landscape part of the website at <https://rossmoor.com/residents/resident-services/landscaping/>.

Our next meeting will be August 3 in MP3.

John Tawaststjerna provided 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

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- 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 reported that the committee will have a meeting in August to discuss pending issues. The main topic at the time is aluminum and copper wiring.  
  
Clayton Clark advised that P40 rehab will be complete in the upcoming week.
- 5. Alterations Committee Report** – Greg Gould: No report was given.
- 6. Emergency Preparedness Committee** – Kathy Parish presented the following report: A committee meeting was held on May 26<sup>th</sup>. It was attended by Judy Freed, Pat Shanahan, Jack McFarland, Nancy Herney, and Christine and Craig Hagelin.

We discussed Welcome Packets for our new neighbors and what they should include. Folders and copies of a finished packet have been provided to each coordinator. Some Entries are making them for all their neighbors, old and new, and requested additional folders, and copies.

It was also recommended that the EPO Evacuation Notices be provided to all residents and copies have been made for their distribution.

Thank you, Lucy.

An entry list of people with helpful emergency skills, (i.e.MD, Nurse, CPR Training, CERT, Ham, CB, FRS Radio experience) has been distributed to each entry coordinator and Gery.

There is no June meeting scheduled. The next meeting will be July 28<sup>th</sup> at 4pm in the

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Bunker Room at Creekside. The topic will be "GO BAGS".

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

Since the April meeting, Stan Wells has designed Trash Committee Information Flyers, with the goal of introducing the committee email address, providing information about our "mission", and asking for volunteers to be Trash observers. They were put in every mailbox. The results have been mixed. Several people have used the new email address for asking questions and communicating issues with certain trash sheds. However, only three people have offered to help.

To be effective, there needs to be participation and interest in communicating with our neighbors. There needs to be a TEAM. Stan has volunteered to provide more information and sign-up sheets at the Ice Cream Social.

With their permission, we are using Second Mutual Trash Manual as a guide. It is an incredible resource! We want help with editing and adapting this for use in Mutual 40.

Tasks for the "Entry Observers" would be:

1. To keep an eye on trash shed
2. Hand out updated recycling information to the neighbors who use that shed
3. Call for help with problems. It is not necessary for the "Observer" to confront neighbors
4. Provide available handouts and trash/recycling information to new neighbors

In terms of costs, we now have data from January to March for each shed in the Mutual. We know where there have been fines and how much each shed is charged each week. Again, Stan Wells has compiled these spreadsheets and has shared them with Joe. I believe these spreadsheets will be discussed further at the Finance Committee Meeting on Monday.

The Mutual 40 Trash Committee is a work in progress I want to thank Stan Wells for his tireless efforts in its formation.

## **Old Business**

1. **Update on SB326 – Deck Inspections:** Clayton Clark reported that the repairs won't be finished until July.

## **New Business**

### **1. TING Electric System:**

The building maintenance committee will be discussing this system more in depth their next meeting. This system is being in Second Mutual. The Mutual will begin dryer vent cleaning, Bay Air Flow has been contacted. Nancy Bunch and the committee have begun chose a paint palette for M40.

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## 2. Mutual 40 Social Event:

Kathy Parrish reminded residents that the ice cream social is scheduled for Sunday, June 26.

### **Announcements**

The next scheduled meeting will be Thursday, July 28<sup>th</sup>, 2022, at 2:00 p.m., in the Fairway Room at Creekside.

### **Adjournment to Executive Session**

There being no further business, the Regular Meeting of the Board was adjourned at 2:50 pm and the Board moved into executive session.

### **Executive Session Summary**

The Board met in an executive session from 2:55 pm to 3:30pm to discuss member matters.

### **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

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**Assistant Secretary**

Walnut Creek Mutual No. Forty