

# WALNUT CREEK MUTUAL NO. FORTY

MEETING MINUTES OF THE BOARD  
THURSDAY, MAY 19th, 2022, AT 2:00PM  
CLUB ROOM – CREEKSIDE  
1010 STANLEY DOLLAR DR – WALNUT CREEK, CA 94595

## **Call to Order**

President Yearout called the meeting to order at 2:00 p.m.

## **Directors Present**

Gery Yearout – President  
Greg Gould – Vice President (2:14pm)  
Joe Tracy – Treasurer  
Susie White – Secretary  
Kathy Parish – Director

## **Staff Present**

Clayton Clark, Building Maintenance Manager  
John Tawastsjerna, Landscape Manager  
Lucy Limon, Board Services Coordinator

## **Approval of Minutes**

1. Regular Meeting held on April 14<sup>th</sup>, 2022
2. Executive Meeting held on April 14<sup>th</sup>, 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**

No report was presented.

## **Treasurer's Report.**

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 February 28<sup>th</sup>, 2022, and March 31<sup>st</sup>, 2022.

A motion was made to certify compliance of Civil Code 5500 as of January 31<sup>st</sup>, 2022, by at least two Board Members.

**Moved, Seconded, Carried 5-0**

## **Committee Reports**

1. **Finance/Audit Committee Report** – Joe Tracy: Joe Tracy reported on the latest finance committee meeting of April 25<sup>th</sup>. Tracy explained that the committee is working on several things, mainly on how to merge financials from Project 40 & 41. Joe explained that this route will require a membership vote. For now, this matter is tabled

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until more information is obtained. Treasurer Tracy also reported on the workshop held by Adam Stirling with all the Treasurers in Rossmoor and outlined the new CA civil codes.

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

The Landscape Committee met on Monday, May 2, at 10am in Multipurpose Room 3 at the Gateway Center. Present were Annie Chang, Lori Miller-Klein, Shari Carrol, Fred Kern and me.

We first discussed the removal of the junipers and mulching Terra California Entries 9, 10, and 11. We then reviewed the TWCM landscape policies and applications. We plan to present the for approval at the appropriate time.

During the past month, I discovered that we had more time in our workdays than previously anticipated, so I authorized the Rossmoor landscape crew to remove more junipers. Since their removal, I have developed a list of potential hedges for those who will need hedge replacements. I plan to submit this to John Tawastajerna, Steve Ormond, and Kevin Jackson review the list for their input before sending it to the affected residents.

We have had a request to return a private garden to Rossmoor standards and the Terra bid has been submitted to the owner's representative.

The next meeting of the landscape committee will be June 6 at 10am in Multipurpose Room 3 at the Gateway Center.

John Tawatsjerna provided the following report:

### **Mutual 40 Landscape Report**

#### **MOD Days:**

- A total of 75 yards of mulch was spread
  - Estimated Total Mulch Cost = \$3,750
- Juniper removals completed:
  - 2607 SI, 2605 SI, 644 TC, 2637 SI, & 2645 SI
- Summer MOD Days
  - 8/11-8/12 (2 total workdays)
  - Irrigation work
    - System Checks
    - System Repairs
    - System Upgrades

#### **Landscape Maintenance:**

- Fire abatement work
  - 100 ft of defensible space from buildings

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- Pruning of low hanging limbs on trees so there is 6 ft of vertical clearance from the ground to the lowest limbs
- Edging of ivy for areas where it is growing over the edges of curbs or overgrown
- Removal of dead or dying plants

## **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, and requiring restaurants and cafes to only provide water upon request, among other provisions.

## **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 on Monday 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:** Greg reported that alterations applications are being delivered to the committee for approvals.

**6. Emergency Preparedness Committee – Kathy Parish** presented the following report: The EPO committee met on April 26<sup>th</sup>. The meeting was attended by Jane Moran, Pat Shanahan, Nancy Herney, Veronica Berlin, and Craig and Christine Hagelin. Two-thirds of the entries have submitted all their Emergency Contact information and the remaining entries will have their forms completed by the May meeting. Also, a list of all Mutual 40 residents who have “skills” that would be useful in an emergency is being finalized. This will be distributed to all Entry Coordinators and Gery Yearout.

We have started working on “Welcome Packets” for new neighbors. They will include EPO information, as well as trash/recycling information. Entry coordinators also discussed planning a social even or events for their neighbors.

The next Committee meeting is May 26<sup>th</sup> at 4:00 pm in the Bunker Room at Creekside.

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

I am happy to report that there is a great deal happening. Mutual 40 now has its own e-mail. It is [Mutual40trashcommittee@gmail.com](mailto:Mutual40trashcommittee@gmail.com). This will be an efficient and effective way for residents to communicate with the Trash Committee. So far, this committee is Stan Wells and myself. However, we are creating a flyer to distribute and raise enthusiasm and help in trying to control our costs, monitor the invoices from Republic Services, and educate our neighbors. Let me know if you are interested in helping put together, distribute the flyer, or being on the committee.

Additionally, each trash shed in each entry in Mutual 40 now has consistent signage for landfill, composting, and recycling.

With thanks to Shari McDaniels in accounting and Stan Wells, who has given a great deal of his time, we are starting to dig more deeply into the billing from Republic Services. Stan has created a spreadsheet. Each bin or dumpster in every shed in every entry is accounted for. The billing invoices from Republic for February and March have been entered so far. Joe Tracy and the finance committee have offered to help analyze this date. Already there is an entry that has needed extra pickups both months. Now we find out why. Monitoring the monthly charges is just the first step in understanding our costs and trying to control the trash cost of our coupons.

### **Old Business**

1. **Update on SB326 – Deck Inspections:** Clayton Clark advised that Isaac will begin working next month, MOD is still waiting on bids from the two contractors.

### **New Business**

1. Shared Deductible Inspections:  
The Board made a motion to ratify the approval of the Shared Deductible Agreement.  
**Moved, Seconded, Carried 5-0**
2. Mutual 40 Social Event:  
Kathy Parrish to arrange an ice-cream social event in the park. Date and time to be determined.

### **Announcements**

The next scheduled meeting will be Thursday, June 9<sup>th</sup>, 2022, at 2:00 p.m., in the Club Room at Creekside.

### **Adjournment to Executive Session**

There being no further business, the Regular Meeting of the Board was adjourned at 3:49 pm and the Board moved into executive session.

### **Executive Session Summary**

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The Board met in an executive session from 3:52 pm to 4:45pm to discuss personnel matters and legal 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