

WALNUT CREEK MUTUAL NO. FORTY

MEETING MINUTES OF THE BOARD THURSDAY, SEPTEMBER 22nd, 2022, AT 1:00PM ZOOM MEETING

Call to Order

President Yearout called the meeting to order at 1:04 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
John Tawaststjerna, Landscape Manager
Lucy Limon, Board Services Coordinator

Approval of Minutes

1. Regular Meeting held on July 28th, 2022

Moved, Seconded, Carried 3-0

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.

Joe Tracy gave the following report:

Operating Accounts:

	<u>40</u>	<u>41</u>
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
Reserve per Manor:	\$9,419	\$8,049
Reserve over Expenses:	\$12,036	\$4,910

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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 30th, 2022.

A motion was made to certify compliance of Civil Code 5500 as of June 30th, 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

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- 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 1st.

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 – No report was given.

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

6. Emergency Preparedness Committee – Kathy Parish gave the following report:

The EPO Committee Meeting was held at 4:00 in the Bunker Room at Creekside. It was attended by Jane Moran, Jean Moulison, Pat Shanahan, Craig Hagelin, Christine Hagelin, and Nancy Herney.

There was a brief discussion of Mutual issues of interest to residents. For example, the Insurance Premium increase, and the formation of an Ad Hoc EBMUD Committee to understand and better manage our water costs.

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It was announced that Veronica Berlin has moved. We will miss her. Sharon Stearns has volunteered to be the new EPO Coordinator for Saklan Indian Entry 8.

GO BAGS were the focus of the meeting. Nancy Herney brought her GO BAG and gave a talk and demonstration of necessary and recommended items to be included and where they could be purchased.

It was agreed that the emphasis for September and October would be organizing Entry "parties" to meet and greet and learn about GO BAGS. Nancy said she would be happy to bring her GO BAG to these meetings. All agreed that it was so much easier and less overwhelming to see the items needed for preparation. Nancy will check her calendar and let us know her available dates and times. It was also suggested that the coordinators reach out to the new Trash Committee "observers" in their Entries to help set up the parties. The Trash folks would like to meet the neighbors and have materials to distribute.

There will not be a September meeting. All efforts are being focused on the GO BAG parties.

7. **Recycling and Green Committee Report** – Stan Wells presented the following report:

The following are The Minutes of the meeting of trash observers that was held on August 29th at Terra California Entry 11.

18 observers, 7 guests and committee members were in attendance.

It was explained that the goal of this first observers meeting was to establish a well-organized, efficient, and economically effective trash program for Mutual 40.

The newly published **"Mutual 40 Trash Observers Manual"** was presented and reviewed. The manual is designed to give an understanding of how recycling works and how to handle issues that may develop in promoting the recycling effort.

The following specific sections of the manual were reviewed:

- Compost Questions such as how to get neighbors composting correctly.
- Orienting new neighbors to Rossmoor's recycle program

A spread sheet covering all 19 trash sheds in the Mutual was distributed showing all containers by type and size with the purpose of determining the adequacy of the current inventory. Observers were asked to make an appraisal of the number of families and people being service by each shed and to monitor the utilization of current containers and propose possible changes.

In addition, observers were provided with a packet of information sheets explaining Rossmoor's recycle program and a sample greeting letter for new neighbors that are or have moved in.

A similar packet was also supplied with rules and sample letter regarding move-out

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disposal of trash and household material.

An idea was presented by an observer for the collection of hazardous waste on a periodic basis by entry for transportation to the yard in Martinez. This type of program will be initiated by the committee.

A Trash and recycle program for The Mutual 40 website was also discussed should a website be initiated.

After additional general discussion the one and one-half hour meeting was adjourned.

- 8. AD HOC Water Committee Report:** Gayl Westendorf provided the reports attached at the end.

Old Business

New Business

1. 2023 Insurance Year:

A motion was made to change M40's 2023 insurance year to September 1st – October 31st.

Moved, Seconded, Carried 3-0

Announcements

The next scheduled meeting will be Thursday, August 25th, 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

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