

WALNUT CREEK MUTUAL NO. FORTY

MEETING MINUTES OF THE BOARD THURSDAY, SEPTEMBER 23, 2021. AT 2:00PM ZOOM MEETING

Call to Order

Vice President Tracy called the meeting to order at 2:04 p.m.

Directors Present

Gery Yearout – President
Joe Tracy – Vice President
Scott Gragg – Treasurer
Susie White – Secretary
Gregory Gould - Director

Staff Present

Paul Donner, Mutual Operations Director, Clayton Clark, Building Maintenance Manager, Joel Lesser, Chief Financial Officer, Rebecca Pollon, Landscape Manager and Lucy Limon, MOD Hub Coordinator.

Approval of Minutes

1. Regular Meeting held August 26, 2021

Moved, Seconded, Carried 5-0

President's Report

President Yearout reported budget season busy time of year for all Mutuals and MOD.

Gery emphasized that the budget goal for the Mutual is to have the coupon for project 40 & 41 be the same amount.

Treasurer's Report

Treasurer Scott Gragg reported that the accounting department is still working to catch up. He briefly reported that the operating and reserve accounts for both projects look to healthy and in-shape.

A motion was made to certify compliance of Civil Code 5500 by review of the July 31, 2021, financial statements by at least two board members.

Moved, Seconded, Carried 5-0

Committee Reports

1. **Finance/Audit Committee Report – Scott Gragg:** No report.
2. **Landscape Committee Report – Susie White:** Susie reported that the tree trimming will begin in project 40, entry 2. She also reported that she is currently creating an excel

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spreadsheet for open work orders. The committee is to meet to address all items that still need to be done. Rebecca Pollon was also at the meeting to answer Board and resident questions.

3. **Governing Documents Committee Report – Gery Yearout:** No report was given.
4. **Building Maintenance Committee Report – Joe Tracy:** Joe reported on the following topics:
 - **Deck/Balcony Inspections:** The Mutual has approved to continue with deck and balcony inspections. Clayton Clark advised that inspections will begin late October/Early November; notices will be mailed to residents.

Clayton Clark presented the following report:

For the month of September 2021

- ❖ Iron railing: Reviewing loose or missing metal railing.
 - ❖ Moving truck damage to railing/post/stringer at 5581 TGR
 - ❖ Reviewing LED light costs. Will determine material costs and get a quote of address lights.
 - ❖ Will get bid for roof inspections of 5501 and 5333 TGR to determine life, and repairs needed to extend life.
 - ❖ Working on hardwired smoke detector and outside alarm repairs as time permits.
 - ❖ Will be working on contracts with Spectrum Painting, Cintas, and other contractors with new counsel's generic contracts.
 - ❖ Phase 2 paving completed.
 - ❖ Working on MOD work order procedure processing with approvals.
5. **Alterations Committee Report – Greg Gould:** The Board conducted a brief discussion regarding alteration permits. Alterations are done at resident expense.
 6. **Emergency Preparedness Committee – Greg Gould:** No report was given.

New Business

1. **Emergency Contact Form:** President Yearout encourages all residents to submit emergency form to Llimon@rossmoor.com or deliver to Gery's mailbox. See attached form.

Member's Forum

Members were afforded the opportunity to express their concerns and make comments. Topics discussed were fences & landscape.

Announcements

The next scheduled meeting will be Wednesday, October 28th, 2021, at 2 p.m., Mulligan Room at Creekside.

Adjournment to Executive Session

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There being no further business, the meeting was adjourned at 2:46 p.m. and the Board moved into executive session

Executive Session Summary

The Board met in executive session to discuss member discipline 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

Assistant Secretary

Walnut Creek Mutual No. Forty