

WALNUT CREEK MUTUAL NO. FORTY

MEETING MINUTES OF THE BOARD WEDNESDAY, MARCH 24, 2021 AT 1:00PM ZOOM MEETING

Call to Order

President Yearout called the meeting to order at 1:01 p.m.

Directors Present

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

Staff Present

Paul Donner, Mutual Operations Director, Clayton Clark, Building Maintenance Manager; and Kelly Maki, Board Services Coordinator

Approval of Minutes

1. Ballot Count Meeting on February 11, 2021
2. Annual Meeting on February 12, 2021
3. Organizational Meeting on February 12, 2021

A motion was made to approve the above sets of minutes.

Moved, Seconded, Carried 5-0

President's Report

President Yearout reported that Project 40 and Project 41 are now officially Mutual 40, and the D&O policy application is being submitted. The Management Agreement with GRF has not been executed, as many Mutuels are in the process of negotiating on the verbiage. Rick Chakoff who has been CFO of GRF for 22 years is retiring and Joel Lesser has been hired to fill the position. GRF is planning on expanding the pickle ball courts at Creekside from 3 to 7. A sound study at the courts is currently being conducted. Directors were reminded that the Blue Book and MOD Directors Guide are great tools for them to use. Committees' involvement is key to the Board. The Board looks to their committees for recommendations. The roles of committees were outlined.

Treasurer's Report

There was no treasurer report to give currently. Scott is working with MOD staff on reading the financials to provide future reports.

Committee Reports

1. **Finance/Audit Committee Report – Scott Graff:** There was no report this month. A motion was made to appoint Gayle Westendorf and Joe Tracy to the Finance/Audit Committee.
Moved, Seconded, Carried 5-0
2. **Landscape Committee Report – Susie White:** Susie reported that MOD Days are

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coming up where the labor is already covered in the management contract and materials are at a cost. Plants will be replaced, and mulch will be installed in several areas. A motion was made to appoint Annie Chung, Fred Kern, and Lori Miller-Klein to the landscape Committee.

Moved, Seconded, Carried 5-0

- 3. Governing Documents Committee Report – Gery Yearout:** There was no report this month. A motion was made to appoint Gayle Westendorf, Cynthia Schneider, and Pat Kelly to the Governing Documents Committee.

Moved, Seconded, Carried 5-0

- 4. Building Maintenance Committee Report – Joe Tracy:** Joe presented the maintenance matrix to the Board that will serve as a reference to owners on where to find maintenance responsibilities in the new M40 CC&Rs. A motion was made to adopt the matrix as a reference document for the owners.

Moved, Seconded, Carried 5-0

A motion was made to appoint Jerry Daykin, Bill Snyder, Steve Zahn, and Fred Kern to the Building Maintenance Committee.

Moved, Seconded, Carried 5-0

- 5. Alterations Committee Report – Greg Gould:** There was no report this month. A motion was made to appoint Joe Tracy to the Alterations Committee.

Moved, Seconded, Carried 5-0

- 6. Emergency Preparedness Committee – Greg Gould:** There was no report this month. A motion was made to appoint Terry Hirschbein, Carol Mann, and Bill Snyder to the Emergency Preparedness Committee.

Moved, Seconded, Carried 5-0

New Business

- 1. Appoint Joel Lesser as Assistant Treasurer of Mutual 40:** It was announced the CFO Rick Chakoff is retiring and Joel Lesser has been hired to fill the CFO position. A motion was made to appoint Joel Lesser as the Assistant Treasurer of Mutual 40.

Moved, Seconded, Carried 5-0

- 2. Discuss Next meeting and Agenda Items:** The Board discussed scheduling a meeting and April and it was decided to hold the next M40 Board Meeting on Wednesday, April 28, 2021 at 1:00 p.m. Agenda items will be determined throughout the next month.

Member's Forum

Members were afforded the opportunity to express their concerns and make comments.

Announcements

The next M40 Board of Directors Meeting will take place on Wednesday, April 28, 2021 at 1:00 p.m. via Zoom.

Adjournment

There being no further business, the meeting was adjourned at 2:06 p.m.

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.

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Kelly Maki

Assistant Secretary

Walnut Creek Mutual No. Forty