

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

ANNUAL MEETING MINUTES OF THE BOARD WEDNESDAY, APRIL 15, 2020 AT 1:00 P.M. ZOOM MEETING

Call to Order

President Ford called the meeting to order at 1:00 p.m.

Roll Call

Directors Present: Sonya Ford, President (incumbent for term 2023)
Richard Pancoast, Vice President (2022)
Ron Schwartz, Treasurer (2021)
Ellen Russell, secretary (2022)
Bruce MacLeod, Director (Incumbent for term 2021)

Also Present: Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; and Kelly Maki, Board Services Coordinator

Certification of Notice of Meeting

Assistant Secretary Kelly Maki announced: In accordance with Section 5.4 of the Mutual's Bylaws, balloting is only required if an election requires a vote. If the election is uncontested, there is no need for a vote. Therefore, the Mutual did not proceed with a ballot/vote.

A Call for Candidates was published in the Feb. 12th, 19th, 26th, and March 4th editions of the Rossmoor News. The Mutuals' Board Office received two board nominations from the membership. In accordance with Corporations Code § 7511(b), a notice of the Annual Meeting was also mailed to the membership on April 2, 2020.

Election of Directors by Acclamation (3-Year Term)

There were two open board positions and two candidates. Therefore, in accordance with Article 5.2.3 of the Mutual's Bylaws, Sonya Ford and Bruce MacLeod are appointed to the board of directors by acclamation. Sonya is appointed to a 3-year term. Bruce was elected to serve out the remainder of his term since he was appointed to the Board mid-year, his term expires 2021.

Approval of Meeting Minutes

President Ford asked if there were any additions or corrections to the following minutes:

Annual Meeting of the BoardApril 17, 2019

The minutes to the aforementioned meetings were approved as submitted.

Moved, Seconded, Carried

Reports of Officers and Committees

The following Committee reports were presented:

- a. **President's Report:** We are pleased to have you join us today. At this difficult time, it is good to connect. Welcome to all our new residents. We have a great Mutual and hope you enjoy living here.

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I want to emphasize from the start that the Board takes its fiduciary responsibilities very seriously. When we compile the annual budget, we consider past year expenses, projected major future expenses, the age of our buildings (which are close to 40 years old) and we attend an annual legal seminar to learn how new laws will impact our expenses. A major budgeting focus is the CRUCIAL need to build our reserves so are able to fund necessary upcoming major projects.

In the past year, some of the larger expenditures included a new irrigation pump, breezeway beam repair and other dry rot repairs, chimney chase covers, underground electrical repair, gutter cleaning, juniper removal and the big ticket item - elevator updates for 3318 and 3324 (one in 2019 and the other in 2020).

Our Board meetings are held the 3rd Wednesday of every month. Residents are welcome at all meetings. In addition, the Mutual Bylaws, CC&Rs, Policies and Minutes of Board meetings are available to view on rossmoor.com in the resident information section. A good source for timely Rossmoor information is Nixle. There is a link to sign up on Rossmoor.com.

We hope you all stay well. Please continue to follow the guidelines we have been given to stop the spread of the virus.

- b. **Financial Report:** Ron Schwartz reported that the operating fund is unfavorable by about \$34k mostly due to insurance, building maintenance and utilities. The actual amount spent for operating in 2019 was \$540k and the 2020 budgeted amount is \$543k. The reserve account was on budget in 2019. The petty cash fund is at \$1650. Thank you to all the committee members and residents that assisted with financial projects this past year.
- c. **Landscape Report:** Sonya Ford reported that the juniper removal is finished, and the upcoming rehab work is on hold. We are unsure of when the rehab work will start due to the shelter in place orders. Other landscape work this year will include tree evaluation and irrigation work as needed.

Rebecca Pollon reported that the MOD day schedule will be disrupted, but we don't know yet to what extent. The summer and fall scheduled days will still take place barring any changing circumstances, but the days may shift once we rearrange the schedule.

- d. **Building Maintenance Report:** It was announced that Sheafe Ewing passed away on April 6, 2020. The Board stated Sheafe was a wonderful asset to the Board with all his assistance on building maintenance items.

Richard Pancoast reported that all building maintenance items are currently on hold unless it is an emergency. The Mutual is adhering to the County Orders for Covid-19. The elevator work is complete. Pest control work still needs to be addressed at 3318

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because of woodpeckers.

- e. **Solar Report:** Norm King reported Jeff Parr's company is in good financial shape during this uncertain time. Phase III is on hold because it requires permits and the Walnut Creek Building Department Offices are closed.
- f. **Hospitality Report:** Trudi Garland reported that the May Day Happy Hour had to be cancelled. The summer party is expected to take place on Saturday July 25th but may need to be rescheduled depending on the Covid-19 situation. Once the Summer Party is confirmed residents will be informed with flyers under their door mats.
- g. **Emergency Preparedness Report:** John Mosher was not present; no report was given.
- h. **Vehicle Charge Station Report:** David Vereeke reported that the completed vehicle charge station is next to building 3340. Anyone in the mutual can use the charge station on an hourly basis or join the club for a guaranteed time slot.
- i. **Recycling and Waste Report:** Tim Andrews reported that he checks the trash enclosures for compliance on a regular basis. The residents pay for the landfill bins through the coupon, recycling bins do not cost us anything. At 3306 the recycling bins are often full and there is only 1 landfill bin in that enclosure. I am hoping to remove more landfill bins and add more recycling bins to help the Mutual save money. It is suggested to use the 4-gallon plastic bags labeled BPI because they compost in 30 days.

Paul Donner reported that MOD is working within the guidelines given by the county for the current shelter in place order due to Covid-19.

Members' Forum

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

Next Board Meeting

The next board meeting will be held on Wednesday, May 20, 2020 at 2:00 p.m. in the MOD Large Conference Room or held via Zoom depending on the Shelter in Place orders by the County.

Adjournment

President Ford adjourned meeting at 1:33 p.m. The Board then moved into an Organizational Meeting.

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the minutes of the 2018 Annual meeting.

Kelly Maki

Assistant Secretary

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