



Walnut Creek Mutual Fifty (Mutual 50)

BOARD MEETING MINUTES
TUESDAY, JULY 19th, 2022, AT 10:00 A.M.
FAIRWAY ROOM – CREEKSIDE
1010 STANLEY DOLLAR DR – WALNUT CREEK, CA 94595

Call to Order

President Landeros called the Regular Meeting of the Board to order at 10:01 a.m.

Directors Present

Donna Landeros, President
Rich Johnstone, Treasurer Joan Schwanz, Secretary

Also Present

Mutual Operations staff was represented by Paul Donner, Mutual Operations Director; Clayton Clark, building Maintenance Manager; and Lucy Limon, Board Services Coordinator.

Members Forum

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

Approval of Meeting Minutes

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

- a. Regular Meeting Minutes June 21st, 2022
- b. Annual Meeting Minutes May 17th, 2022
- c. Organizational Meeting Minutes..... May 17th, 2022

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

Moved, Seconded, Carried 3-0

President’s Report

President Landeros reported that CEO Tim O’Keefe will be retiring in November. A committee will begin interviewing candidates immediately.

Secretarial Report

Joan Schwanz gave the following report:

Secretary's Report- unfortunately the individual who was interested in running for the Board of Directors decided he needed more time to settle into Rossmoor before he takes a role like that on. We hope he will be able to volunteer more next year. For now, we remain as Donna Landeros President, Joan Schwanz Secretary, and Rich Johnstone Treasurer. Rod Lee and Abby Ogawa continue to help the Homeowners with their committee work on Landscaping and Documents. We also have a new volunteer on the Documents Committee, Janet Kinney.

The Documents Committee is working on a new policy changing the start and end date of Board Officer positions to prevent lame duck sessions of several weeks at the end of May.

Treasurers Report

Rich Johnstone gave the following report:

Operating Fund

- 1) Used for routine payments, such as building and landscape maintenance, insurance, utilities, and professional services.
- 2) As of May 31, Operating expenses were 41% of the 2022 budget.
- 3) As of May 31, the Operating Fund was \$171,471, an increase of \$2,506 from December 31.
- 4) Significant May expenses:
 - a) Rain leaks: \$1,658 in May. \$18,057 for January-May 2022. \$10,990 for all of 2021.

Reserve Fund

- 1) Used mainly to pay for capital improvements in the current year and to fund capital improvements in future years
- 2) As of May 31, Reserve expenses were 10% of the 2022 budget.
- 3) As of May 31, the Reserve Fund was \$962,484, an increase of \$144,643 over December 31.
- 4) Significant May expenses:
 - a) Landscape rehabilitation: \$1,972 to remove juniper between the pump house and entry 22, install 30 yards of C6 mulch by the 5593 building, and install bubblers to new trees.

Bank Accounts

- 1) Mutual 50 has two checking accounts at City National Bank (CNB): One for Operating funds and the other for Reserve funds. In addition, there are two checking accounts for Project 50: One for Operating funds and the other for Reserve funds. CNB has informed the Accounting & Finance department that M50 and P50 each have \$250,000 in FDIC insurance, for a total of \$500,000.
 - 2) As of May 31, the combined balance of the M50 checking accounts was \$44,878. The combined balance of the P50 checking accounts was \$122,175.
 - 3) The remaining M50/P50 balances were \$957,440 in Reserve funds deposited in CNB Deposit Sweep accounts, which were 100% covered by FDIC insurance.
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- i. Motion to certify compliance with Civil Code 5500 by review of the May 31st, 2022, Financial Report.

Moved, Seconded, Carried 3-0

Committee Reports

Buildings and Facilities

Rich Johnstone gave the following report:

Update on Planned Roof Tune-Up for 5333 Building

- a) This tune-up will be started (and possibly finished) before the next committee meeting on August 5. The tune-up cost will not exceed \$4,000.
- b) The purpose of tune-ups is to learn from the experience of light maintenance to understand what work is needed to extend roof lives. Repeated light maintenance might be more cost effective than one heavy maintenance. Several rainy seasons would be needed to determine effectiveness of light maintenance (i.e., number of leaks).
- c) MOD roofers will repair damage that needs immediate attention and will inform Clayton Clark of major repairs that can wait. They will also investigate gutter defects.
- d) Clayton's report will identify roof locations where problems occurred and the condo model below the problem area. The report will include before and after pictures.
- e) Clayton is preparing an estimate for the addition of gutter guards in M55. Gutters would be cleaned before the installation of guards.

Update on Replacement of Exterior Light Fixtures

- a) For the demonstration project, all seven LED light fixtures have been installed at the 5521 building.
 - b) The carport "jelly jar" fixture is providing good light. However, the light from the other six fixtures is too bright because they have 5000K bulbs instead of 3000K bulbs, which would provide sufficient and softer light.
 - c) The two pagoda light fixtures are directing light outward rather than downward. Sombrero top fixtures are needed to direct the light downward.
 - d) Clayton will order the six 3000K fixtures through the MOD Purchasing department. Sang Electric will install the new fixtures when they are delivered.
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- e) After the project is completed, the committee will make a recommendation to the Board regarding the installation of LED light fixtures in M50.

Discussion on Designating Some Alteration Requests as “Standard”

- a) “Standard” = MOD has default approval from the mutual. “Non-standard” = MOD requires explicit approval from the mutual.
- b) Currently, all M50 requests are non-standard.
- c) For some mutuals, all alteration requests are standard. For other mutuals, there is a mix of standard and non-standard alteration requests.

A motion was made to appoint Barry Grossman to the Building and Facilities Committee.

Moved, Seconded, Carried 3-0

Landscape -

Joan Schwanz gave the following report:

The work MOD did for us during the prepaid days has turned out to be successful. In particular, we notice the Crape Myrtles with bubblers at the end of E25 are now flourishing, rather than dying. The area on E23 with dead Rosemary removed and eleanus trimmed looks cleaner and more attractive.

We are planning a meeting with John Tawaststjerna of MOD in the near future to plan the rest of the years MOD work- likely more bubblers for small trees and large bushes and trimming of the Black Pine hedges on E23 and 25. The committee will be meeting with Homeowners affected by the E23 Black Pines to discuss placement of oleanders for privacy.

We are planning a meeting with Terra in conjunction with MOD to plan a 5–10-year replanting plan as our new roofs and rehabs are finished. We are saving as much money as possible each year from our rehab budget to be able to accomplish these new plantings, once the drought improves.

We are also planning a meeting with Waraners for next year’s tree work, so he can see the condition of the trees when they have leaves - several more are dead and need removal. Waraners removed the 3 large pine stumps on E23, but we have not replanted anything because of drought.

Governing Documents -

No report was presented.

Old Business

- a. Hybrid Meetings: GRF has ordered 3 hybrid computers/ cameras to allow meetings in person and by ZOOM at the same time. It is my understanding only 1 is available because of supply chains problems. With increasing concern about COVID, it is essential we have ZOOM access. Your Board members travel, too, and missing even one meeting creates problems with continuity of various projects and committees.
- b. M50 Newsletter: We have a volunteer, Janet Kinney, for the M50 Newsletter. I envision this as a 1–2-page, simple newsletter perhaps quarterly delivered to front doors by volunteers, as this seems to be the preferred method of communication at this point. Apparently M55 also has a volunteer who is willing to help us get started, and we are going to introduce her to Janet to help us. I would like to thank Janet for taking this on for us, and if anyone would like to help her, please let one of us Board Members or Janet know.

New Business

- a. Social event: I am wondering if Homeowners would like to attend a social event such as wine and cheese this summer for a couple of hours. It could be on one of the streets, or another GRF property (depending on cost). Janet has offered to spearhead a social committee to take this on. Again I, if there are other volunteers, please let one of your Board Members or Janet know.

A motion was made to approve a Social AD-HOC committee, committee members will include Hari Singh, Elaine Colombatto, Carol Johnstone, and Janet Kinney.

Moved, Seconded, Carried 3-0

MOD Manager's Report

Paul Donner reported that the June financials will be distributed at the end of the day today. 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 will begin today, the committee will be Dwight Walker, Eric Wong Diane Hamaji, Bob Kelso and Paul Donner. GRF and MOD will be refunding surplus money to all Mutuals, Mutual 50 will be refunded around \$38k.

Announcements

Next scheduled meeting will be held on Tuesday, August 16th, 2022, at 10am in the Fairway Room at Creekside.

Executive Meeting Disclosure

The Board met in an executive session on Monday, April 18th to discuss legal matters, member matters, and garages.

Adjournment

The Board Meeting adjourned at 11:06 AM.

Secretary's Certificate

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

Lucy Limon

Assistant Secretary
Mutual 50