



# ROSSMOOR

WALNUT CREEK

Walnut Creek Mutual Fifty-Three (Mutual 53)

**BOARD MEETING MINUTES**  
**FRIDAY, OCTOBER 28<sup>th</sup>, 2022, AT 1:30 P.M.**  
**CLUBROOM – CREEKSIDE**  
**1010 STANLEY DOLLAR DR – WALNUT CREEK, CA 94595**

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## **Call to Order**

President Mintz called the Regular Meeting of the Board to order at 1:32 p.m.

## **Directors Present**

Barbara Mintz, President  
Brad Schimek, Vice President    Matt Kaplan, Treasurer  
Barbara Landberg, Secretary    Michele Huff, Director

## **Also Present**

Mutual Operations staff was represented by Paul Donner, Mutual Operations Division, Clayton Clark, Building Maintenance Manager, John Tawaststjerna, Landscape Manager and Lucy Limon, Board Services Coordinator.

## **Members Forum**

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

## **Approval of Meeting Minutes**

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

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| a. Ballot Count Minutes           | September 14 <sup>th</sup> , 2022 |
| b. Annual Meeting Minutes         | September 14 <sup>th</sup> , 2022 |
| c. Organizational Meeting Minutes | September 14 <sup>th</sup> , 2022 |

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

**Moved, Seconded, Carried 5-0**

## **President's Report**

President Mintz welcomed all members and staff to the first Regular Board meeting of Mutual 53. She thanked all Board members and residents for all the countless hours they devoted to the Mutual 53 disengagement. President Mintz also reported on the projects that are first in line as a new Mutual, such as

completing their first budget, finalizing the governing documents, beginning the policies and procedure project, along with others. The Mutual 53 Board is confident that all projects will be completed promptly.

### **Treasurers Report**

Matt Kaplan gave the following report:

Operating cash at 9/30 was \$126K (approximately 3-4 months of operating expense). Reserve cash at 9/30 was \$793K (about \$11K per manor). About \$400K of the Reserves was in a sweep account earning about 2% interest. Year-to-date operating expense was \$257K, a negative variance of \$2.3K. This variance was mainly due to Mutual legal start-up costs. Year-to-date reserve expenditures were approximately 200K, almost all for roofing.

- i. Motion to certify compliance with Civil Code 5500 by review of the August and September 2022, Financial Reports.

**Moved, Seconded, Carried 5-0**

### **Committee Reports**

#### **Governing Documents -**

No report was presented.

#### **Landscape -**

Anne Winters reported on the following:

The Landscape committee now has 5 members. The committee has met to plan the 2 MOD workdays. During the past months plants and shrubs have been removed throughout the Mutual. Every fall the committee will work with Steve Ormond and Waraner for all tree work. Two lawns will be removed and replaced with water resistant shrubs.

#### **Building Maintenance -**

Brad Schimek and Jim Jennings reported on the accident at 4348 TG. EMT's and Securitas came out to the accident site, fortunately no one was hurt. MOD has assigned an employee to oversee all the repairs to the damage and be the contact person for the insurance company.

#### **Architectural Review**

No report was presented.

### **Old Business**

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- a. Approve addendum to current MOD contract extending the current agreement until such time GRF completes and approves a new contract.

A motion was made to approve the agreement addendum as present by MOD.

**Moved, Seconded, Carried 5-0**

- b. Update status of CC&R's recordation: Mutual 53 Bylaws have been certified and CC&R's have been recorded and are now posted online; you can find them here: <https://rossmoor.com/residents/mutuals/>
- c. Update Status of Maintenance Matrix: The Board to review the matrix draft presented by the Building and Maintenance committee for approval at the November meeting.

### **New Business**

- a. Approve new committee chairs and members:

A motion was made to appoint Jim Jennings as the chair of the Building Maintenance committee.

**Moved, Seconded, Carried 5-0**

A motion was made to appoint Phyllis Redfield as member of the Finance committee.

**Moved, Seconded, Carried 5-0**

- b. Approve landscape contract with Terra Landscape effective 01/01/2023.  
**Moved, Seconded, Carried 5-0**

- c. Presentation and Approval of the 2023 Budget:

A motion was made to approve the 2023 Budget as presented with a \$60 (5.8%) increase to the monthly coupon. Beginning on January 1, 2023, the monthly coupon will change from \$1,030 to \$1,090.

**Moved, Seconded, Carried 5-0**

- d. Update Status of Opening Bank Accounts for M53: President Mintz reported that all Board members have signed the M53 bank cards.

- e. Approve D&O insurance for M53 effective dates September 2022 – September 2023:

**Moved, Seconded, Carried 5-0**

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- f. Discuss two bids for audit or review for 2022. Vote whether to have an audit or Review. Vote to accept bid from Porter or Van Slotten.  
*A motion was made and seconded to have a Review completed for 2022.  
The choice of which CPA firm to hire was tabled for the November meeting.*
- g. Update status of Policies and Procedures including Solar installation:  
The governing documents committee will begin drafting the M53 Policies & Procedures. Brad Schimek has been in contact with Adrian Byram of TWCM for his advice and direction in drafting a solar policy.
- h. Annual Tree Maintenance:  
A motion was made to approve the Waraner Tree Maintenance contract not to exceed \$5,000.  
**Moved, Seconded, Carried 5-0**

### **MOD Manager's Report**

Paul Donner reported that Tim O'Keefe has agreed to stay until the end of the year. The CEO search committee has not reviewed any resumes, hopefully this will be done by November. GRF plans to have the position fully replaced by February 2023.

### **Announcements**

Next scheduled meeting will be held on Friday, November 18<sup>th</sup>, 2022, at 1:30pm in the Clubroom at Creekside.

### **Adjournment**

The Board Meeting adjourned at 2:52 PM.

### **Secretary's Certificate**

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

Lucy Limon

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Assistant Secretary  
Mutual 53

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