



## WALNUT CREEK MUTUAL FIFTY-FIVE BOARD OF DIRECTORS REGULAR MEETING

Monday, April 3, 2023, at 1:30 p.m.  
Gateway Board Room

### MINUTES

#### Board Members Present

Bobbie Richards, President  
Rob Ingalls, Treasurer  
Jan Klein, Secretary – *Left the meeting at 2:10 p.m.*  
Kris Carey, Director-at-Large

#### Board Members Absent

Dave Blanchard, Vice President

#### MOD Staff Present

Clayton Clark, Building Maintenance Manager  
John Tawaststjerna, Landscape Manager  
Lucy Limon, Assistant Secretary  
Victoria Thomas, Board Services Coordinator

#### Call to Order

President Richards called to the meeting to order at 1:32 p.m.

#### Roll Call

Roll call was conducted by Lucy Limon, Assistant Secretary.

#### Residents' Open Forum

No residents spoke.

#### Approval of Minutes

A motion was made to approve the December 8, 2022 Board of Directors Regular Meeting Minutes.

**Moved, Seconded, Carried 4-0**

Richards asked for any corrections and/or additions to the following sets of minutes.

- a) January 9, 2023 Special Meeting Minutes
- b) January 30, 2023 Annual Meeting Minutes
- c) January 30, 2023 Organizational Meeting Minutes
- d) March 23, 2023 Executive Session Meeting Minutes

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

**Moved, Seconded, Carried 4-0**

#### President's Report

- Richards introduced Victoria Thomas, MOD's new Board Services Coordinator, and announced she will be the new Assistant Secretary for Mutual 55.
- Richards announced that the Bylaws were sent to the Directors a month ago and no feedback has been received.
- The restated Articles of Incorporation will be mailed to residents for a secret ballot vote.

**A motion was made to accept the restated Articles of Incorporation.**

**Moved, Seconded, Carried 4-0.**

- Victoria Thomas, Assistant Secretary, will mail the election rules to residents giving them a 28-day review period. A vote is not required.
- Richards announced that Davis Stirling requires under Civil Code 4041 that Staff mail residents asking the preferred way to receive communications; mail, email, or both on a yearly basis.
- Deck inspections were conducted in November/December 2022. Clayton Clark will prepare work orders for the identified items/areas requiring repairs.
- There are two new Residents in Mutual 55: 4761 #2B & 4785 #3B.
- Golf carts must be registered if driven in Rossmoor. There is a one time fee of \$10 to register the golf cart. Klein will email the Residents this information.
- Wildfire preparation booklet was circulated in the Rossmoor newspaper during March. Residents can find the Be Prepared for Fire Season flyer in the News building.
- Mutual 55 has two new Community Emergency Response Team members, Dave Blanchard and Bob Semar.
- Resident, Nancy Gibbs, mentioned that she may volunteer to be on the Emergency Preparedness Committee.
- The Jenark replacement database project is open till April 14th for Mutual Presidents to submit ideas and give feedback.
- The Governing Documents Committee is on hold until the Mutual documents are all updated.

### **Treasurer's and Finance Committee Report**

As of January 31, 2023, the Mutual 55 Operating Fund balance was \$156,412 compared to \$95,955 on March 31, 2022, the end of last fiscal year.

As of January 31, 2023, Mutual 55's Reserve Account balance was \$852,924 compared to \$714,913 on March 31, 2022, the end of last fiscal year.

Ten months into our fiscal year, we should expect our expenses to be 83.3% of our annual budget. Our operating budget is at 78.6% of the annual budget and our reserve budget is at 60.9% of the annual budget although most of the recent storm related costs have yet to hit the books.

As for the financial statements and supporting documents through January 2023 every member of the Board and Finance Committee has received and reviewed these documents.

Motion to ratify that the board has met the review requirements of Section 5500 of the Civil Code as of January 31, 2023.

**Moved, Seconded, Carried 4-0**

### **Committee Reports**

#### **A. Community Committee**

Klein is working on the newsletter.

The annual picnic will be on June 14<sup>th</sup> at the Buckeye tennis courts.

#### **B. Building and Facilities Update**

Gutter guards have been installed in some areas as a beta test for determining whether to install throughout the Mutual.

#### **C. Governing Documents Committee**

Nothing to report.

#### **D. Landscape Committee**

Pre-paid days for landscape work are May 12<sup>th</sup> – 16<sup>th</sup>, August 3<sup>rd</sup> – 4<sup>th</sup>, and September 14<sup>th</sup> – 15<sup>th</sup>.

##### Mulching Work

Landscaping work is getting under way for the 2023/2024 year. Below are the main focus areas for the year ahead:

- Remove any at-risk trees and trim trees for clearance, health, and fire abatement.
- Replacing dead shrubs and infilling as appropriate.
- Remove bender boards along utility closet pathways that present the most serious tripping hazards.
- Completing the plantings for the E18 Community area.
- Refresh of the E21 Community area.
- DFSC reimbursement (\$4,960) is imminent.

Cost for Projects:

Trees	\$12,080
Mulch	\$22,355
Irrigation	<u>\$ 2,700</u>
<b>Total</b>	<b>\$37,135</b>

A motion was made to approve MOD's proposal of \$7,000 for mulching work.

**Moved, Seconded, Carried 3-0**

##### Tree Removals

A motion was made to approve Waraner Tree Experts proposal of \$4,000 for tree removals.

**Moved, Seconded, Carried 3-0**

##### Trim Trimming

A motion was made to approve Waraner Tree Experts proposal of \$8,500 for tree trimming for fire, safety, clearance, and health.

**Moved, Seconded, Carried 3-0**

##### Annual Shrub Replantings

A motion was made to approve replacing Juniper trees and dead plants with a cost of not to exceed \$10,500.

**Moved, Seconded, Carried 3-0**

##### E18 Community Area Plantings

A motion was made to approve MOD's proposal of not to exceed \$3,700.

**Moved, Seconded, Carried 3-0**

##### E21 Community Area Plantings

A motion was made to approve MOD's proposal of not to exceed \$1,300.

**Moved, Seconded, Carried 3-0**

## **Old Business**

### **A. Outdoor Pagoda Lighting**

An article will be placed in the M55's newsletter asking residents to share opinions on the lighting in the area Entry 19L – three styles of shades and different bulb wattages - and if it is bright enough in the evening.

### **B. Building Color Committee**

The Committee met and discussed color options for the exterior of the buildings. The contracted vendor, Sherwin Williams, will be asked to create a color board and provide it to with the Committee.

## **New Business**

### **A. Appointment of John McDonnell as the Inspector of Elections**

A motion was made to appoint John McDonnell as the Inspector of Elections.

**Moved, Seconded, Carried 3-0**

### **B. Appointment of Victoria Thomas as Assistant Secretary.**

A motion was made to appoint Victoria Thomas as the Assistant Secretary.

**Moved, Seconded, Carried 3-0**

## **Adjournment**

Having no further business, the meeting adjourned at 2:42 p.m.

*Victoria Thomas*

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Victoria Thomas  
Assistant Secretary