

WALNUT CREEK MUTUAL NO. SIXTY-ONE

QUARTERLY MEETING MINUTES OF THE BOARD TUESDAY, JUNE 16, 2020 AT 2:00 P.M. ZOOM MEETING

Call to Order

President Bertrand called the meeting to order at 2:00 p.m.

Roll Call

Directors Present: Dick Bertrand, President
Clair Weenig, Vice President
Marc Giammona, Treasurer/Secretary
Michael Pattee, Director
Ron Van Wert, Director

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

Approval of Meeting Minutes

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

Quarterly Board Meeting..... April 21, 2020

The minutes to the quarterly board meeting held on April 21, 2020 were approved as submitted.
Moved, Seconded, Carried 5-0

Welcome New Members

No new members since the last board meeting.

Presidents' Forum: Dick Bertrand

President Bertrand announced that the following topics were discussed during the May 18th Presidents' Forum: How to update CC&Rs; Flyers about demanding a 40% decrease in coupons being put in mailboxes, posting on cars, etc.; Does anyone have COVID-19 in Rossmoor? How to get tested; Cleaning organic recycle bins; Tree trimming programs; and high cost of insurance – how to deal with it.

GRF Joins

Update on Docusign – It's up and being used. Not being used for Notarization; Alterations and Resales – running virtually (no foot traffic). Site inspections are live. Contractor hours reduced to 9:00am – 4:00pm. Resales are about the same. Alterations are down; Rebecca Pollon – Presented 5-year plan for Rossmoor. It varies by Mutual and will not apply to M61. We are years ahead in our investments and plans - thanks to hard work with Rich Perona and Rebecca Pollon from GRF, Kurtis Kaul and his team from Brightview, and our Landscape leads – Eileen Hultin, Rebecca Kunzman, Chris Bertrand for the past 6 years 2014. Being home more, walking our Mutual more, appreciating the beauty, the result of all this hard work; Discussion about “flyers” to reduce costs. He is breaking rules (in some cases).

Treasurer's Report: Marc Giammona

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During the last Board meeting we reviewed data through March 2020. Since that time we are now in receipt of the April and May financial information.

For the month of April operating revenue was \$37,321.00 with expenses of \$32,262.00 resulting in revenue exceeding expenses by \$5059.00 and coming in \$5060.00 under the April operational budget.

For the month of April 2020, the Mutual Reserves revenue was \$4605.00 against expense in this account of \$167.00. Through April the Mutual's YTD operating expense of \$127,454.00 is under budget by \$21,831.00.

For the month of May M61 had operating income of 37,321.00 with operating expenses of \$41,590. This is over budget by \$4,269.00 for the month. This budget overage is contributable to the landscape expense associated with the work to stabilize and preserve the trees in our development. YTD through May M61 operating expenses are \$186,606.00. This amount is under budget by \$17,562.00. The reserve fund May YTD expense is \$17,763.00 with a remaining reserve budget of \$19,837.00 through the end of CY 2020

The May 2020 ending balance in our Operating Account was \$63,358.

The May 2020 ending balance in the Reserves Account was \$197,238.

M61 finances continue to be in a very good position to support the needs of the members.

A motion was made to certify that the Mutual is in compliance with §5500 regarding review of the April 2020 and May 2020 monthly financial reports.

Moved, Seconded, Carried 5-0

Building Committee: Bob and Ann Ingham, Dirk Mellema

Dirk reported that there has been very little activity with the building maintenance committee. 1 application was approved for 6415 for deck work and a dog run subject to getting city approval.

Landscape Committee: Chris Bertrand Joan Weenig

Chris Bertrand gave the following landscape report:

1. Commendation to Brightview and Rossmoor teams for their efforts to maintain, catch up *and and and* amid Feral pigs then Covid challenges!!!
2. Update re Brightview and Rossmoor Landscape Staffing & procedures and status at this chapter of Covid (Rebecca Pollon)
3. M61 Landscape Tree building clearance to be performed June 23-26. Arborist Jen Nicoli will monitor Brightview tree crews. Jen requests that We remain aware of their work areas, and do not drive or walk in their pruning zones, even if it appears no one actively working!
4. Tree Projects:
 - a. Aware of 2 downed trees from winter storms above entry 5-6 and below 9; they are being evaluated. Two others, uphill and downhill from 6415 will be addressed

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next week. Another, uphill from entry 11 is currently being bid. In these circumstances fire ladder fuel removal, safety and stability eval are main concerns. The actual trees do not get removed. Leave as habitat for native fauna.

5. RM workdays for end of June. Every year our mutual is allocated workdays by Rossmoor (not Brightview) landscape staff. We met and agreed how best to use their allocated hours to enhance our mutual, dedicating their time for projects not included in our Brightview contract. Rebecca Pollon further details?
6. Brightview's contracted 2020 Fire safe cleanup was performed, cutting back native grasses around homes. This is our 3rd year of this program to reduce our wildfire risk, as we are adjacent to open space. Any questions or missed areas, please contact Chris Bertrand. Post project walk thru planned next week.
7. Address visibility, driveway and curb clearance is an ongoing issue especially with heavy spring growth this year. Just completed.
8. Special Projects
 - a. Brightview completed the first of two bark refresh projects: main HC facing areas of entry 6,7 and downhill side of 9.
 - b. New bid request for additional bark refresh from gate to entry 5, back facing slopes on entry 6,7 which are visible from residences, and entry 9, 10 common areas. This is a continuation of a project begun over the past few years. We will continue bit by bit.
9. Spray out of Bradford pear root sprouts. SOOOOO many trees were diseased up top but those roots continue to be vigorous! Ongoing.
10. Entry 4 refurbishment projects after losing some trees and shrubs there over the last couple of years
 - a. Entry 4 "natives" test plants died around perimeter of parking retaining wall. Diets planned.
 - b. Replace failed oleander across from 6007 HC
 - c. Nandina/ entry plantings Many overgrown. Ideas? Suggestions? We are testing heavy prune of nandina in entry 10 during covid lockdown, to see if that works satisfactorily, or whether to just replant with smaller scale "something" requiring less heavy maintenance.

11. General Comment: Email irrigation or landscape problems to workorder@rossmoor.com
And copy me please. Chris@bertrandonline.com

It helps me to track as I walk the mutual!

Water Usage: Dick Bertrand

President Bertrand reported that the billing used to be February and April and now is March and May. Later in the year means more water usage is expected. Exact comparisons with prior year periods are not possible, but the numbers are in line with what could be expected for this time of year.

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Social Committee: Marc and Mary Giammona

Marc reported that the spring and summer gatherings are cancelled due to COVID-19. The annual dinner is still being determined.

Emergency Preparedness: Michael Pattee, Chris Bertrand, Rebecca Kunzman, Sharon Collins, Joan Weenig

Michael gave the following report:

The Emergency Preparedness Shed with first aid items has been updated. Of the 96 items included in the shed a few have reached their expiration dates including 70% alcohol hand sanitizer, antiseptic wipes and N95 masks. However, N95 masks are now prioritized to Hospitals and unattainable at this time. 3M states that the masks are good for a year or two past their expiration dates if stored properly. The date of expiration was Sept 2019.

Of the other Emergency Set Up supplies some are missing including crutches, crowbar and flashlight. I have sent Dick and the other EPO members a Excel spreadsheet of the updates with counts of the supplies and expiration dates for any additions they would have but I believe the replacement costs at this time to be approximately \$500.

Pool Committee: Sharon Collins and Ron Van Wert

Ron reported that the pool opening continues to be delayed by the County Orders for COVID-19 and the requirement for an attendant to be onsite wiping down all tables and chairs after each use; enforcing social distancing; and regular bathroom cleanings. The attendant would be a large expense that is being considered by M59.

Unfinished Business

- a. The Board will be discussing renewal of pool use contract with Mutual 59 at an open Board meeting, when we have a new contract to consider.
- b. The Mutual will need to do an update to the Bylaws again due to this SB323 law that went into effect 1/1/2020. The Mutual will need to engage Melissa for help doing this. We have an estimate from Melissa and can ask her for a proposal. – The board tabled any decision on obtaining a proposal at this time since it is expected the new law will go through some revisions.
- c. The Mutual will need to engage an Inspector of Elections (can't be a Mutual 61 member, can't be MOD, can't be Melissa's firm) for our Board seat elections coming up in December. The lead time for required activities leading up to this election is much longer than in the past and the board can't hire MOD to serve this role. Unless we have a volunteer from the Mutual, a board member will need to take on this project well before we need to do the election.
A motion was made to appoint Bill Dorband with M68 as the inspector of elections.
Moved, Seconded, Carried 5-0
- d. The Board may need to consider amendments to the Trust Agreement, pending action by the GRF board. Paul Donner reported that has been no new information on this topic.

New Business

- a. In keeping with the board decision last year to more aggressively maintain our roads

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rather than reserve for their replacement, the board asked for some spot road maintenance in areas that appear to be in need. The board will consider the contract in executive session when it is available.

- b. The Mutual completed their part of the CC&R's to terminate the old and useless GFR/Developer Establishing Agreement. The board has an estimate from Melissa Ward to prepare a document to be recorded and a letter asking for GRF approval to terminate. Recording costs are not included. A motion was made to engage Melissa Ward to record terminating the Establishing Agreements.

Moved, Seconded, Carried 4-1, Director Weenig voted No

- c. When and how do we want to start replacing our Policies and Rules governing document? Clair will engage Melissa on how to proceed.

Residents' Forum

Residents were afforded the opportunity to express their concerns, make comments, and have questions answered by the Board and M.O.D. staff representatives. Topics discussed in Resident's Forum included: masks and plums.

Announcements

- a. The next M61 Quarterly Board Meeting will be on October 27th at 2:00 PM in Fairways A&B at Creekside. Depending on the recommendations from CDC, it may also be a teleconference.

Adjournment

President Bertrand adjourned the meeting at 3:03 p.m.

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the minutes of the Board of Director's meeting.



Assistant Secretary, Mutual No. Sixty-One