

**Mutual 61 Quarterly Board Meeting
Tuesday, March 22, 2022, at 2:00 PM
Via ZOOM virtual meeting**

Minutes

1. Call to Order and Introductions:

Clair Weenig President
Janet Hillier Secretary
Marc Giammona Treasurer
Sally Bush Director
Mike Burke Director

Paul Donner Director of MOD
Rick West Building Maintenance Manager
Lucy Limon Board Coordinator

2. Appointment of Sally Bush, Janet Hillier, and Marc Giammona to the Board of Directors for a 2-year term. The Board Office did not receive any other nominations to the Board; therefore, the seats were uncontested.

3. The following minutes were approved.

- a. Executive Meeting of October 15, 2021
- b. Quarterly Meeting of October 19, 2021
- c. Executive Meeting of November 15, 2021
- d. Executive Meeting of January 27, 2022
- e. Executive Meeting of February 17, 2022

The Board made a motion to approve the aforementioned meeting minutes.
Moved, Seconded, Carried 5-0

3. New Members were welcomed

Clair Weenig welcomed all new members in Entry #4 – 6003, Entry #12 - 6504, Entry #6 – 6206, Entry #4 – 6102, Entry #13 - 6708.
Two more homes are in escrow – Entry #8 - 6305, and Entry #13 – 6706.

3. Reports of Officers and Committees

- a. President's Forums ----- Clair Weenig reported that the Mutual Board Presidents meeting discussed the following:
Clair Weenig reported on multiple issues discussed at the Mutual Board President's meeting:
 - i. Management Agreement: This matter is still under review by GRF attorney and the Mutuels. Several drafts have been presented but no final decision has been made. Hopefully a final decision will be reached by the next meeting in June.
 - ii. Civil Code 5502: At this time the Board is not ready to vote on this matter. The Board will be in contact with Richard Fong to draft the language to comply with this new measure. This resolution does not require member vote.
 - iii. Rental Restrictions: HOA's cannot restrict rentals less than 25% that the number of units. Homes have to be rented for at least 30 days. The lease has to be for at least one year.

- iv. Debt Collection: The Board cannot act as a debt collector. They must hire a licensed debt collection company.
- v. Evacuation Drill: An evacuation drill will be held on May 15th. Mutual 68 will be the main host, first responders, and Tom Cashion are arranging this event.
- vi. Insurance: Due to the fire history in Rossmoor and in California some Mutuals have experienced a 38% increase in their insurance premiums. The average increase is 25%. M61 residents insure their own homes so this does not apply.

b. Treasurer's Report ----- Marc Giammoma

- i. During the last Board meeting in December, we reviewed financial data through October 2021. We are now in receipt of November final and December 2021 preliminary (unaudited) data.

Before getting into the numbers, I want to start off with a brief update on the progress of my work with the MOD finance team. Working with Tess, we have been able to review our M61 accrual history and invoicing patterns to more accurately record the 2021 accruals resulting in the preliminary December statement data more closely reflecting the December audited final results. Our work also included having MOD credit the Mutual the inaccurate \$4964 Republic charges that were billed to M61 in the first half of 2021. The work to resolve our EBMUD charges has been progressing much slower as EBMUD systems do not allow multiple user access. We have identified one of our 3 account linkages but are still trying to identify the remaining two accounts. My goal still is to have EBMUD conduct an irrigation meter audit and to confirm their statement accuracy and then provide the Mutual with electronic access to the account allowing for improved monitoring.

Additionally, during January and February, the Board reviewed and then approved a new contract with HOA Repay to manage delinquent coupon payments. New requirements imposed by the Davis – Sterling act places very specific restrictions on how a Mutual can interact with a member to bring their payment status current. M61 is now compliant with the requirement and hopefully will not have to engage HOA Repay.

Looking at M61 financials through the preliminary December data our 2021 budget performance looks good.

Operations accounts:

\$441,104	Income
\$427,120	Expense
\$440,661	Budget
\$13,541	under budget

Reserves accounts:

\$85,528	Income
\$58,299	Expense

\$27,229 Under income with only some minor fire abatement work still to be applied.

- ii. Monthly reports reviewed by Clair and Marc. Motion for \$5500

A motion was made to certify compliance with Civil Code 5500, review of financial statements by two board members for December 31, 2021.

Moved, Seconded, Carried 5-0

- c. Building Committee -----Bob and Ann Ingham and Dirk Mellema
 - i. Appointment of new member, Jon Leuteneker, Entry #12b #6605.
Moved, Seconded, Carried 5-0
 - ii. Resignation of Dirk Mellema from committee with thanks and appreciation.
- d. Landscape Committee ----- Joan Weenig and Brian Hillier
 - i. Joan encouraged members to join the landscape committee. BrightView is still completing maintenance and care as needed. An oak tree will be treated in April. Before Rebecca left, she developed an annual plan that is scheduled to begin this spring. This approach would allow for better use of MOD days. New landscape manager, John Tawaststjerna, will continue to look over this plan.
- e. Water Usage Subcommittee ----- Marc Giammona
 - i. Marc reported that not much has changed since they last spoke with EBMUD. They are slowly making headway. Marc is hopeful a better report will come in June.
- f. Social Committee – by Janet Hillier for Gail Solt
 - i. Appointment of new members, Gail Solt and Chris LaSala (both unable to be present)
Moved, Seconded, Carried 5-0
 - ii. Spring Fling – we had 44 attendees at the March 13 event. It was catered by Creekside, and we were lucky to have no corkage fee for our wines. Chris and I were pleased with our neighbor’s response, and we are looking forward to planning more events. We are planning a picnic event in the summer, date to be provided later. December 2nd, we have reserved a room at the Event Center and more information to follow. We are planning to follow the Boards recommendations for a new resident’s package, and we will be starting that process soon. Chris and I have been providing small acknowledgements of holidays with small attachments to entries. The residents of Mutual 61 seem to be appreciative of this effort. We plan to continue with holidays in the future.
- g. Emergency Preparedness ---- Joan and Clair Weenig
 - a. Appoint new members, Bob LaSala and Rich Haddock

A motion was made to appoint Bob and Rich as new members of the committee.

Moved, Seconded, Carried 5-0

The EP committee has identified a series of “next steps” that they are recommending to the Board. Below are their recommendations:

1. Update the resident inventory of special skills, special equipment, and special needs.
2. Identify “Entry Coordinators” and other volunteers to disseminate information and assist during actual emergencies and drills.
3. Prepare an extensive package of information for residents addressing a wide range of emergency preparedness issues and situations. Incorporate emergency notification methods for evacuation and data gathering during an emergency.
4. Maintain the “emergency shed” with the right supplies and time sensitive items subject to “useful life standards”.
5. Coordination with the various aspects and layers of emergency preparedness in Rossmoor needs to be reestablished and or expanded.
6. Secure additional mobile radio sets for improved entry coordination and rapid response from emergency service providers.
7. Develop and fund a budget for Mutual 61 EPO activities, programs, and supplies.

In regard to recommendation #7, the Board asked the committee to submit a budget and present to the Board for approval at the next meeting.

h. Pool Information

The pool committee has been discontinued. Mutual 59 has offered M61 residents individual contacts for pool access. A notice has been emailed all M61 members. Some members have taken advantage of Mutual 59’s offer. Those interested can contact John Tienken of Mutual 59, for the cost and process to access the contract, his email address is jmarktienken@gmail.com, John Tienken (JT) – 5920 Horsemans Canyon Dr. #1A, Walnut Creek, CA 94595.

5. New Business

a. New M61 attorney – Richard Fong

Richard Fong, from Fong & Fong has been contracted as new legal counsel. Richard replaces Melissa Ward. Richard is currently working as counsel with other Mutuals, his accounts have been really content with his work.

b. Landscape Matters:

John Tawaststjerna, Brightview’s onsite manager has joined GFR/MOD as the new Landscape Manager. John replaces Rebecca Pollon who has left for the San Francisco School District landscape manager position. Brightview is currently looking for a replacement for John. Currently Eric Anderson (site manager) and Jesus Morales (project manager) oversee M61 landscape.

Rebecca Pollon had suggested that M61 could best be served for landscape purposes by dividing it into three sections, A, B & C (areas & entry’s) a diagram will be provided to M61 residents:

A: 4, 5, 6, 7, 8
B: 9, 10, 11, HCYN 5
C: 12, 13, 14, HCYN 3

Residents are encouraged to send in landscape requests or problems to workorder@rossmoor.com.

c. M61 Resales

Residents selling their homes should advise the buyer(s) of their property that M61 will provide various services, unless the seller has obtained a written commitment to provide those services from the M61 Board of Directors. New residents should consult governing documents that are available in the Rossmoor website or contact a Board member with any inquiry. Current residents that are selling their homes, who would like to have landscape work done should notify the landscape committee 2-3 months in advanced of putting homes on the market, this will allow the committee and Brightview to review requests and make timely decisions and create work schedules.

d. Mailbox Issues

Residents have reported that mailboxes that mailboxes have been opened at night and found opened the next morning. Residents have installed locked mailboxes. Replacements and maintenance are responsibility of the resident and not the Mutual.

7. Resident's Forum --- open for general comments – please keep 3-5 minutes per speaker –mailboxes, EPO/CERT, committee members, budget for EPO.

8. Announcements

- a. The next Quarterly meeting will be held on June 21st, 2022, 2:00 p.m., location TBD. Residents will be notified if it will be done over zoom or in person.
- b. The Mutual 61 Organizational meeting will follow this meeting, at which 2022-2023 officers will be appointed.
- c. Announcements regarding Mutual 61 Board of Directors:
President Clair Weenig announced his resignation effective April 30, 2022, unless the remaining Board members can appoint a new member before that.

9. Adjournment to Organizational Meeting

President Weening adjourned the meeting at 3:37 pm and moved into the Organizational meeting.

Mutual 61 Organizational Board Meeting
Directly following the Quarterly Meeting
Tuesday, March 22, 2022, at 2:00 PM

Via ZOOM virtual meeting

1. Call to Order

The organizational meeting of the Board was called to order by Lucy Limon at 3:38 p.m.

2. Roll Call

Clair Weenig President
Janet Hillier Secretary
Marc Giammona Treasurer
Sally Bush Director
Mike Burke Director

3. Election Officers

President: A motion was made to appoint Clair Weenig as President for 2022-2023.

Moved, Seconded, Carried 5-0

Treasurer: A motion was to appoint Marc Giammona as Treasurer for 2022-2023.

Moved, Seconded, Carried 5-0

Secretary: A motion was made to appoint Janet Hillier as Secretary for 2022-2023.

Moved, Seconded, Carried 5-0

Director: A motion was made to appoint Sally Bush as Director for 2022-2023.

Moved, Seconded, Carried 5-0

Director: A motion was made to appoint Mike Burke as Director for 2022-2023.

Moved, Seconded, Carried 5-0

4. Appointment of Assistant Treasurer

A motion was made to appoint Joel Lesser as assistant treasurer for M61.

Moved, Seconded, Carried 5-0

5. Appointment of Assistant Secretary

A motion was made to appoint Lucy Limon as assistant secretary for M61.

Moved, Seconded, Carried 5-0

6. Appointment of Committee

Building Committee: Robert and Ann Ingham, Jon Leuteneker

Landscape Committee: Joan Weenig, Brian Hillier

Social Committee: Gail Solt, Chris LaSala

Emergency Preparedness: Bob LaSala, Rich Haddock

A motion was made to appoint all the aforementioned members to the committees.

Moved, Seconded, Carried 5-0

7. Adjournment

With no further business, President Weenig adjourned the meeting at 3:52 p.m.

Respectfully Submitted,

Lucy Limon
Assistant Secretary