

WALNUT CREEK MUTUAL NO. SIXTY-ONE

QUARTERLY MEETING MINUTES OF THE BOARD
TUESDAY, JUNE 19, 2018 AT 2:00 P.M.
FAIRWAYS A&B, CREEKSIDE
1010 STANLEY DOLLAR DRIVE, WALNUT CREEK, CA 94595

Call to Order

President Bertrand called the meeting to order at 2:01pm.

Roll Call

Directors Present: Dick Bertrand, President
Clair Weenig, Vice President
Rebecca Kunzman, Director
Diane DeCorso, Secretary
Sophia Sue, Treasurer

Also Present: Kelly Mattison, Board Services Coordinator.

Approval of Meeting Minutes

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

Quarterly Meeting March 20, 2018

The minutes to the quarterly meeting held on March 20, 2018 were approved as submitted.

Moved, seconded, carried 5-0

Welcome New Members

There currently are not any new members to welcome.

Presidents' Forum: Dick Bertrand

President Bertrand announced that the following topics were discussed during the March 26th Presidents' Forum: President Bertrand did not attend.

President Bertrand announced that the following topics were discussed during the April 23rd and May 21st Presidents' Forums: solar, governing documents updates, the median outside of Rossmoor, passes to the new fitness center, security cameras, barbeques, late payment practices, earthquake insurance, and the new law on political canvassing.

Treasurer's Report: Sophia Sue

The Treasurer's Report was presented as follows:

As of May 31, 2018:

- a) Operating Cash \$100,815
- b) Reserves Cash \$160,627

Treasurer Sue reported the following: M61's Operating account fund balance as of 5/31/2018 was over \$90,000, while the Reserve account fund balance was over \$166,000
Mutual 61's financial condition continues its positive trend.

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Building Committee: Jack Kunzman, Bob & Ann Ingham

It was reported that all owners are complying with their maintenance requirements.

Landscape Committee: Rebecca Kunzman and Rebecca Pollon

Chairperson Rebecca Kunzman gave the following landscape committee report:

Landscape work continues during the summer months with a slightly different emphasis. Entries are maintained on a monthly schedule for pruning, weeding and trimming. Lawns are mowed weekly and treated for grubs. Every resident should be aware if plants are doing well and if not, send in a work order.

Tree maintenance continues on an as needed basis. This hot season is the time of the year that we can safely work on our oak trees. Our plans are to continue pruning and shaping, working with a new arborist from BrightView.

We have used our MOD work days this year to add mulch and hard scape with the moss rock. MOD supplies the labor for this project and we pay for materials. We think this is an efficient use of our MOD work days and plan to keep mulching and rocking in the following years. It appears it will take 3-4 years to refurbish the whole mutual and then we will start over again. We began the work on the area with the oldest mulch, the lower section where lawn removal began.

The second phase of the sick pear tree removal has been completed and new trees and soakers will be installed this fall. The new trees planted last year seem to be off to a great start but please help me keep an eye on them. If you see any problems, please submit a work order immediately.

The other projects underway are:

- Additional landscape on the hillside between Entry 4 and 8
- Refurbishing the landscape of homes being repaired
- Refurbish and replace Entry plants

We are continuing our upgrade of areas of the Mutual that need attention and welcome your input. To be considered for the list of future projects, please contact the committee.

I am grateful for the help and support of my committee, Frances and Joan, the board and all the participating owners. With the help of Rebecca Pollon and Curtis Kaul, we are making the transition to low water and low maintenance with less pain and better results than we thought possible.

Thank you all for your patience and help as we transition from yearly plans to long term planning to help both our final results and our budget process.

Landscape Manager Rebecca Pollon provided the following report to the Board:

Warm days are upon us and with them residents can look forward to blooming Oleanders, St John's Wort and Crepe Myrtle trees.

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Residents can help keep the landscape healthy by reporting dry spots on lawns or evidence of irrigation issues to the work order desk.

Lawn Maintenance: Lawns have been aerated and fertilized. Mowing is occurring weekly and lawns are being edged on alternating weeks.

Water Use: Irrigation will continue to become more frequent as the temperatures rise. Residents can assist in conserving water and keeping the landscape healthy by reporting water leaks and irrigation breaks. If a break is suspected please report the location to the work order desk.

Entry Maintenance: Entry maintenance crews are performing summer pruning tasks including tip pruning shrubs and hard pruning Catmints and Daisies.

MOD Work Days: MOD work days have been completed for the spring. Several entries were dressed with mulch and a small retaining wall was built between entries 5 and 7 to retain debris. In fall MOD crews will return for 2 days to perform small requests.

Resident Requests: If you have landscape maintenance requests (pruning or irrigation), please direct them to the MOD work order desk. If you have landscape improvement requests please contact your mutual landscape representative.

WORK ORDER DESK

By phone: 988-7650

By email: WORKORDER@ROSSMOOR.COM

Water Usage: Dick Bertrand

President Bertrand gave the following water usage report:

- Apr 2018, while small, is a little bit over 2016, 2017, but way under our benchmark year of 2013.

Social Committee: Carle Hirahara & Bev Cullen

It was announced that the Fall Dinner will be held on Sunday October 14th in the Fireside Room at 5pm and there will be a new caterer this year: Wilma Lott Catering.

Emergency Preparedness: Chris Bertrand & Diane DeCorso

The Committee reported the following:

UPDATE ON SHED

New supplies purchased and in shed. Cost was \$1791.61. Budget was \$2000.

PLANS FOR REST OF THIS YEAR

1. Will schedule EP meeting for late summer with focus on fire prevention
2. Fill water barrel and containers in shed; organize supplies

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RECOGNITION

One of our residents who recently passed away was recognized. John Whalen had been a strong supporter of emergency preparedness in our Mutual. He converted his golf cart in to an emergency vehicle with supplies and equipment. John passed away last week.

Pool Committee: Sharon Collins and Ron Van Wert

A report was not presented. The pool is open and running.

Governing Documents Update: Dick Bertrand and Clair Weenig

President Bertrand and Vice President Weenig reported on the progress of updating the governing documents. It is an ongoing project. The first draft received from the attorneys was independently reviewed by Dick and Clair. The Bylaws and CC&Rs were carefully reviewed paragraph by paragraph. Notes were made for any changes that are needed and compiled into one set of notes from both directors. The list of notes will be given to the attorney so that a second draft can be published of each document. After the second draft has been reviewed it will be given to the Board for review. Then a final draft can be created, and an informational meeting will be scheduled with the members and the attorney before it is put out to vote by the membership. Once the Bylaws and CC&Rs are completed, the Board will work on policies.

New Business

- a. **Governing Documents Update:** Dick met with the attorney on April 12th to go over the comments prepared by Clair and himself. The updated documents are expected around the end of June. A discussion was had on holding a Town Hall meeting for the members or not. A motion was made to hold a Town Hall meeting for the members regarding the updated governing documents. Time and place to be determined.

Moved, Seconded, Carried 5-0

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.

Announcements

- a. The next quarterly meeting will be held Tuesday, June 19, 2018 at 2pm in the Fairway rooms at Creekside.
- b. M61 Annual Dinner will be held October 14, 2018 at 5pm in the Gateway Fireside room.

Adjournment

President Bertrand adjourned meeting at 2:33pm.

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-Eight