

WALNUT CREEK MUTUAL NO. SIXTY-ONE

QUARTERLY MEETING MINUTES OF THE BOARD
TUESDAY, OCTOBER 4, 2016 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 2:00 p.m.

Roll Call

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

Directors Absent: Diane DeCorso, Secretary

Also Present: Paul Donner, Mutual Operations Director; Rebecca Pollon, Landscaping Manager; Will Kim, Board Services Coordinator

Members Forum

President Bertrand welcomed everyone and thanked them for their attendance.

Approval of Meeting Minutes

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

- a) Regular Meeting of the Board held on June 28, 2016
- b) Budget Meeting of the Board held on August 29, 2016
- c) Executive Meeting of the Board held on September 7, 2016 regarding the pool contract with Mutual No. Fifty-Nine

The minutes to the aforementioned meetings were approved as submitted.

Moved, seconded, carried 4-0

Welcome New Members

Dick Bertrand announced and welcomed Mary Reynolds a new members of the Mutual.

Presidents' Forum: Dick Bertrand

President Bertrand announced topics discussed during the July 29th, August 2nd, and September 28th Presidents' Forum as follows:

- The discussion on co-occupancy and methods of enforcement within the limits of the law is ongoing.
- The other Mutuels in Rossmoor are looking into Earthquake Insurance, but this does not apply to Mutual 61.
- 911 or Securitas are both available options for emergencies
- Board President Bertrand brought up Nixel and recommended a local version tuned for Rossmoor only. Nixel has no direct cost to residents, but would be in the Coupon (very minor). The Nixel agreement is signed and should be operational by the end of October

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2016.

- Homes in Mutual 61 are not covered by insurance for a mudslide. Homeowners should look into their own insurance policies for coverage
- Discussion of Marin Clean Energy as a default in Walnut Creek
- Rossmoor does not have a continuing crime issue or pattern, except for crime to vehicles in the parking lots
- PG&E transformers outside of Rossmoor are catching on fire and power failures have been ongoing, some of their equipment is 50+ years old.
- Landscape companies contracted for the Mutuals were discussed, but most Board Presidents knew little about the topic.
- Working on “access control” for all Rossmoor amenities
- Comcast contract is signed and telemedicine for Rossmoor will likely be piloted by Comcast in near future. Comcast options of Phone and DVR services per manor will be decided by the Mutual. Information on Comcast is available in the Rossmoor News and presentations by Comcast are scheduled and available to educate residents. Comcast X1 will allow you to access your Netflix streaming capabilities, but a Netflix account is required. Comcast will be adding a Verizon Cell at a discounted rate and internet speeds of up to 1 gigabyte.
- U.S.P.S. will assist with mail stolen from your mailbox. A plausible solution is to get a P.O. Box or locking your mailboxes
- Care providers and vulnerable residents are an ongoing concern. Attorneys have indicated that if a care provider is causing a “nuisance” the Board is able to take action.
- The Helsing Report (Reserve Study) was defined as a tool for providing assistance with evaluating the Mutual’s assets, their replacement values, and their current useful life.
- Damage caused by woodpeckers and solutions to the continuing issue were discussed such as Oigoo, shiny dangling objects, ultrasonic and sonic deterrents. As a reminder, damages caused to a home in Mutual 61 by woodpeckers are the homeowner’s responsibility to repair.
- Methods of enforcing parking issues were discussed such as parking policies, ticketing, towing, etc.
- 560 golf carts have been registered by residents of Rossmoor
- Residents’ Forum in Rossmoor News: attacking Board members comes with the job/territory

Treasurer’s Report: Sophia Sue

The Treasurer’s Report was presented as follows:

- a) Total Assets as of August 31, 2016
- b) Operating \$ 109,333.
- c) Reserves \$ 114,722.

Building Committee: Jack Kunzman

The Building Committee reported the following completed building alterations:

- 6104: Replacement of front entry window
- 6514: Replacement of front entry path
- 6514: House painting
- 6500: Replacement of front entry path

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- 6001: Retractable awning
- 6510: Repairs and house painting

Landscape Committee: Rebecca Kunzman

Goals: The landscaping goals of our mutual are evolving as our climate and needs are changing. We are moving to a landscape that places high priority on choosing plants, shrubs and trees that at maturity fit the site and the purpose of the planting. The goal is to reduce the need for pruning and shaping to fit the plants to the site rather than plantings that will fit the site. This will allow us to have a more natural appearing landscape as well as funds to further enhance our landscaping.

Rosemary: The end is in sight for the rosemary removal project. This week BrightView will begin removing the rosemary on Entry 13 and 12 and will continue downhill. Flat areas will be mulched. This difficult and expensive project is the motive for our changing goals. We hope we will not need to correct planting choices in the future.

Trees: We have many diseased trees in our mutual. Most apparent are the flowering pears. We have engaged BrightView to take a complete inventory of the trees in the Mutual and evaluate their health and condition. This is the first step in a long range plan to remove and replace trees that are diseased or distressed. Like the rosemary project, this is a project that cannot be funded or executed in one year but will be extended over a number of years. The results of the survey should be available early next year and we will then continue to work with BrightView to gradually plan to remove and replace trees.

Homeowner Projects: We have approved many small and large homeowner funded projects and are enthused at the interest you all have shown in maintain an enhancing your properties.

Mutual Projects: The next mutual projects will be to mitigate the results of the rosemary removal. Our priority is to enhance the parking area at the top of the hill and also the hill between Entry 4 and Entry 8. Many smaller projects will also be considered as our budget allows.

Water Usage: Dick Bertrand

Through August 31, 2016, water usage is down 63% when compared to the same period during 2013.

Social Committee: Carle Hirahara & Bev Cullen

The Board thanked the Social Committee for the party on Sunday, October 2nd. During the December 13th Board Meeting, there will be some "Holiday Cheer" provided.

Emergency Preparedness: Chris Bertrand & Diana DeCorso

The Emergency Preparedness coordinators were announced. All resident are invited to participate in the annual Emergency Preparedness Drill that will take place on Saturday, October 15th from 10 a.m. through 11:30 a.m. at Entry 8 (The Meadow). For emergencies, please obtain and use your "help/ok signs."

All members of Mutual 61 are asked to sign up with Nixel if you have a cell phone with text

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message services, to obtain emergency push alerts for severe weather, general emergencies, criminal actives, missing persons, traffic, and local events.

Please fill out your emergency preparation resident questionnaire and return a copy to Chris Bertrand. An updated phone list will be provided to the membership.

Pool Committee: Wanda Moore & Sharon Collins

There have been no Pool Committee meetings.

Governing Documents Update: Clair Weenig

The current governing documents (Bylaws, CC&Rs, & Policies) are outdated and will need to be redone. After going through the Bylaws, there are a significant amount of paragraphs that need to be deleted and changed. After President Bertrand's initial review, a draft of the proposed Bylaws will be reviewed by all five (5) members of the Board. Per the Davis-Stirling Act, a secret ballot vote by the membership will be required to adopt the proposed Bylaws and CC&Rs.

Need Volunteers for Building Committee

The Board expressed the need for Building Committee volunteers.

Mutual 59 Pool Contract Consideration

The following topics were discussed during the Pool Contract Meeting with Walnut Creek Mutual No. Fifty-Nine (59):

- A separate Operating Account: A different bank account number, where Mutual 59 and 61 deposit funds.
- A separate Reserves Account: Yet another bank account number, where Mutual 59 and 61 deposit funds.
- Mutual 61 and 59 jointly build the Reserves and Operating Budget, along with MOD each year.
- Mutual 61 and 59 jointly agree on capital projects to be undertaken from Reserves budget.
- Mutual 61 and 59 jointly review operations and reserves work product and mitigate as necessary.
- Voting rights are split 108 to 63, Mutual 59 to Mutual 61. In short, Mutual 61 gets to participate and vote on budgets, projects, policies, etc., but our votes are weighted to represented population, which is also the weight of operating and reserves budget contributions.
- Liability/Accident/etc.: Insurance, its cost, its deductible, its application, are clearly spelled out.
- Mutual 59 is the sole owner of the pool.
- Mutual 61 can exit the contract; having paid all contracted usage fees, with 90 day notice and no longer is able to use the pool nor be required to pay the fees.

Entry 12 Parking Area Landscape Rehab

There have been a number of meetings and landscape improvement designs proposed for the parking area at Entry 12. A motion was made to approve up to \$16,000 in Reserve funds for the Entry 12 Landscape Rehabilitation Project.

Moved, Seconded, Carried 3-1, Director Sue voted no

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Effects of GRF Comcast Contract

The Mutual has been assured that the Comcast bills will adjust themselves. Please take your billing and service questions to the Comcast representatives for assistance.

Phone Service to Comcast Contract

The Board will need to establish a decision on the phone service package at \$20 a month per manor. A motion was made to establish a Board decision on the Comcast Phone Service Contract, after a survey of the membership has been implemented by the Board.

Moved, Seconded, Carried 4-0

2017 Fiscal Year-End Budget

The Board discussed the proposed 2017 fiscal year-end budget prepared with the assistance of M.O.D. Details regarding the proposed 2017 fiscal year-end budget were presented as follows:

- Landscape maintenance drops by \$12 a month, due to completion of turf rehab
- Pool maintenance increases by \$3, as we anticipate contract updates
- Water drops by \$21 a month, due to good water conservation measures
- Professional services increases by \$9 a month, as we anticipate governing documents expenses
- Increase on reserves contribution by \$21 a month
- Net: No change in coupon, continuing at \$617 per month

2017 fiscal year-end reserve expenditures were presented as follows:

- No Rosemary removal projects in 2017
- \$4,000 for the emergency shed
- \$26,000 for road work (seal coat)
- \$16,000 for Entry 12 parking area
- \$4,000 for lower the HC main road hillside improvements

Due to an Operating Budget surplus, the Board discussed a funds transfer of \$40,000 from the Mutual's Operating Account to the Reserve Account. A motion was made to approve a transfer of \$40,000 from the Operating Account to the Reserve Account.

Moved, Seconded, Carried 4-0

A motion was made to approve the proposed 2017 fiscal year-end budget with a coupon amount at \$617 a month per manor.

Moved, Seconded, Carried 4-0

Board Positions Up for Election

There are three (3) open board positions regarding the upcoming Annual Election. Dick Bertrand, Sophia Sue, and Clair Weenig are up for re-election.

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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. The following topics were discussed: walking dogs on turf, parking where you are not to park, turkey overpopulation and droppings.

Next Board Meeting

The December Board and Annual Meeting will be held on Tuesday, December 13, 2016 from 10 a.m. through 12 noon in the Donner Room/Event Center.

Adjournment

President Bertrand adjourned meeting at 3:44 PM.

Secretary's Certificate

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



Assistant Secretary