

WALNUT CREEK MUTUAL NO. SIXTY-ONE

ANNUAL MEETING MINUTES OF THE BOARD
TUESDAY, DECEMBER 11, 2018 AT 10:00 A.M.
DONNER ROOM, EVENT CENTER
1021 STANLEY DOLLAR DRIVE, WALNUT CREEK, CA 94595

Call to Order

President Bertrand called the meeting to order at 10:01 a.m.

Roll Call

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

Also Present: Rick West, Building Maintenance Manager; Paul Donner, Director of Mutual Operations; Kelly Mattison, Board Services Coordinator

Verification of Quorum

In accordance with Civil Code §5100(a), balloting is only required if an election requires a vote. If the election is uncontested, there is no need for a vote. Therefore, the Mutual did not proceed with a ballot/vote.

Certification of Notice of Meeting

An Annual Meeting notice was published in the November 21, 2018, November 28, 2018, and December 5, 2018 editions of the Rossmoor News and the Call for Candidates in the October 3, 2018, October 10, 2018, and October 17, 2018 editions. The Mutuals' Board Office did not receive any candidate statements or new board nominations from the membership. In accordance with Corporations Code §7511(b), a notice of the Annual Meeting was also delivered to the membership by mail on November 20, 2018.

Approval of Meeting Minutes

President Bertrand asked for a motion from the membership for approval of the previous year's annual membership meeting minutes:

Annual Membership Meeting December 12, 2017

The minutes to previous annual membership meeting was approved by the members.

Moved, Seconded, Carried

Welcome New Members

Dick Bertrand welcomed two new members: Peter and Sally Bush of 6202 Horsemans Canyon Drive.

Presidents' Forum: Dick Bertrand

President Bertrand announced topics discussed during the October 22nd and December 3rd Presidents' Forums as follows:

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October 22, 2018: Consensus that Helsing report requires careful review as we know our assets, their condition, their costs, etc., frequently better than them. We are ultimately responsible – not Helsing.

Emergency Preparedness by Mutual is education as a service, not a service to depend on during an emergency.

Organics waste coming to Rossmoor April/May 2019. A “Green” cart. Not clear regarding M61.

GRF has whistleblower hotline and email. It’s being expended for resident’s use. Reports about Mutual board member will come to the Mutual Board for resolution.

Large concern about property insurance costs (not our coupon, but likely our individual bills).

December 3, 2018: Lots of discussions regarding fire abatement – Mutual land, GRF land, public land. The Fire Marshal has visited Rossmoor (and our Mutual) and recommendations have been (or are being) implemented. There’s some discussion by fire authorities regarding upgrading their recommendations based on recent experience.

Virtually “final” property insurance costs (not M61) now known. Lots of trouble getting insurance – some wanted out, some wanted lower exposure. 2019 budget called for an average 28% increase over 2018; actual will be 55%.

Nixel is up to 6,100 residents enrolled.

Treasurer’s Report: Sophia Sue, Treasurer

The Treasurer’s Report was presented as follows:

Fund Balances as of October 31, 2018

- a) Operating \$62,317
- b) Reserves \$209,860

At the end of October 2018, the Mutual is in sound financial position to start the new year. Expenditures were less than budgeted amounts, and revenues exceeded expenses by \$54,000. The Mutual has a total fund balance of about \$272,000.

Building Committee: Jack Kunzman, Bob and Ann Ingham

Jack Kunzman reported that it was a good year for building maintenance. All residents are in compliance maintaining their exteriors as required.

Landscape Committee: Rebecca Kunzman

Rebecca presented the following report:

This committee continues to be fully committed to enhancing the beauty and usability of our common areas, continuing to reduce the water load and work diligently with our professional partners, BrightView and MOD, to responsibly respond to individual homeowner’s requests for landscape changes and enhancement.

We began our year with a work list that included:

- Continuation of our multi-year project to remove our diseased flowering pears
- Replacing pears with new trees that are less disease prone and longer lived
- Refurbish the entry color spots
- Respond to residents’ requests for replacement of plants and additional plants

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As the year progressed, we encountered several new, serious and unaddressed problems. These include:

- An increased awareness of everyone's responsibility to mitigate fire hazards in the Mutual. We are addressing this problem by removing flammable undergrowth and limbing all the trees surrounding our Mutual. The first stage of this project was on the canyon side of Horsemans Canyon Drive.
- We have been having experts look at our oak trees on a yearly basis and this year an oak disease was identified that is treatable. We have contracted to have this treatment done to identified infected trees once a year. The treatment should begin in June 2019.
- In July of this year, Entry 8 was attacked and 6 of the 9 front lawns were moderately to severely damaged as well as property in the back. While we were never able to definitively prove pigs were here, we absolutely proved that we are over-run by raccoons. They are seen on several videos. We are cautiously beginning to repair the areas that are the Mutual's responsibility.
- We were recently approached by Mutual 59 to consider landscaping a backyard area of our adjoining mutuals. We responded that we do not do landscaping on Mutual land behind homes but that we are willing to coordinate and share replacement landscaping next to the swimming pool. We will also remove the sick pears that appear to be on the property line on both sides of the street.
- Wildlife continues to flourish in our valley with sittings of bobcats and coyotes almost as common as the turkeys and hawks.

Several FYIs:

- I. Please do not undertake any pruning or shaping of oak trees or any trees without the permission of the Mutual. We will advise you of the WC city codes and restrictions and require you use a licensed arborist with permit and knowledge of legal techniques. We are committed to the enforcement of the local tree codes as well as Mutual fines for mitigating any illegal trimming.
- II. We want you to submit requests for changes and improvement you need or see and you are always invited to our semi-monthly meeting. Your requests are evaluated and prioritized, and we respond as the budget allows.
- III. Please know that we have a calendar of work that take place on a month to month basis throughout the year and sometimes you make a request that is already on our work schedule so please be patient. We will no longer be planting new plant mid-summer but rather in the spring and fall.
- IV. We are so grateful to everyone who has discovered a water leak and reported it or seen a sick plant or tree and let us know. Your vigilance saves us time and money.
- V. As for the varmints and pests, we will all keep up the good fight and hope someone finds an answer to our friends the woodpecker, gophers, voles etc.

It has been a very eventful year but that seems like every year since I have moved to Rossmoor. Thankfully, I have my committee, Frances Albert, Joan Weenig and Chris Bertrand to help and support our work.

Fortunately, we have truly great and helpful partners in BrightView and the MOD staff. They are the experts that make everything we do possible.

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Water Usage: Dick Bertrand

Dick Bertrand gave the following report:

Through October, 58% reduction from usage during the same period in 2013. At today's water costs, if we used the same amount of water as we did in 2013, we'd have spent \$52K MORE than the \$40K we've spent YTD - coupon would be about \$70/m higher for all of us. Our goal was Beautiful, Ecologically Sound, Fiscally Appropriate. We've had very active Landscape Committees and partnership with Rich and now Rebecca from GRF, and Curtis from Brightview, these past 5 years and we are all enjoying the beauty and financial results of their very substantial volunteer and professional efforts. Thank you, all!! Our efforts continue as we address our continuing challenges (trees, animals, fire), always with the same guiding principles: Beautiful, Ecologically Sound, Fiscally Appropriate.

Social Committee: Carle Hirahara & Bev Cullen

The committee is working on next year's events:

Annual Picnic – April 28th in the Vista Room at Hillside

Fall Dinner – September 29th in the Fireside Room at Gateway

Emergency Preparedness: Diana DeCorso

Diane DeCorso gave the following report:

1. **EMERGENCY COORDINATOR MEETINGS:** Emergency Coordinators met several times during 2018 to coordinate new and replacement supplies for shed and plan EP activities for residents for 2018.
2. **EP EMERGENCY SUPPLIES SHED:** included but not limited to the following activities:
 1. Inventory of contents
 2. Created supply list replacements/additions @ cost of \$1700+
 3. Budget for 2018 is \$2000
 4. Purchased supplies and integrated with current supplies; filled emergency water containers with water and Clorox (55 gal. container (1) and 5 gal. containers (5)).
3. **EP ANNUAL EMERGENCY PREP FOR RESIDENTS** Due to high interest of residents for wildfire information, a packet of material about such was prepared and distributed in Fall/Winter 2018. Attached to this report is a copy of letter distributed with the materials in October.
4. **EP ADDITIONAL WORK COMPETED:** All EP data sheets updated and distributed to EP committee members and copy placed in EP Shed.

I sincerely appreciate all the efforts of the EP coordinators and all their help in completing this work this year.

Pool Committee: Sharon Collins and Ronald Van Wert

Sharon Collins reported that it has been quiet as the pool is closed for the season. The committee will look into possibly replacing some of the chairs, reviewing the pool rules, and reviewing the contract with Mutual No. Fifty-Nine.

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Unfinished Business

a. **Governing Documents Update from Dick Bertrand and Clair Weenig:** Dick Bertrand reported the fourth draft has been reviewed by the Board and the recommendations from Melissa were accepted. The fifth draft should be the final draft followed by a Town Hall meeting for the members and then the member vote. The Mutual will need majority approval (50% plus 1 or 33 members) for the Bylaws and CC&Rs to pass. This will hopefully be completed in 2019. There has been lots of work by the Board to produce clearer and cleaner governing documents without significant changes. Clair Weenig reported that he hopes the general membership is aware of the several stages the governing documents have taken. In 1965 a boiler plate by the developer was used to create these documents for several of the Mutuals in Rossmoor that did not pertain to Planned Unit Developments but rather Condominium Projects and Co-Ops. These changes will bring the Mutual's governing documents into compliance with current California Law. The Bylaws and CC&Rs also affect the Board members and not just the residents, as the Board Members are residents too. The Board wore their "resident hats" and not just their "board hats" when working on these updates. To date the Mutual has spent about \$8K for this project.

New Business

- a. **Acclimation of Clair Weenig and Ron Van Wert:** Since there were two board openings and only two candidates the Mutual did not have to send out ballots and Clair Weenig and Ron Van Wert were acclimated to the Board of Directors for two-year terms expiring in 2020.
- b. **Announcement of Appointment of Michael Pattee to take place in Organizational Meeting:** The Board announced that Michael Pattee will be appointed to the Board in the organizational meeting that will directly follow the annual meeting since Diane DeCorso is resigning from the Board, effective today December 11, 2018. Michael will serve out the remainder of Diane's term which expires in 2019.

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 included a stolen statue.

Announcements

An Organizational Meeting will immediately follow the adjournment of the Annual Meeting. The next Regular Board Meeting will be held on Tuesday, March 19, 2019 at 2:00 pm in Fairways A&B at Creekside.

Thank You!

The Board thanked Sophia Sue and Diane DeCorso for their service to the community by serving on the Board of Mutual No. Sixty-One and presented them each with a gift.

Rossmoor is a great place to live thanks to the many volunteers to make it so: Our Board, or Committee Members, our Residents. It's all a great place to live thanks to the wonderful partnership and friendship with GRF, MOD, and Brightview. And I'd personally be in much more trouble without Kelly Mattison our Board Services Coordinator. A big thank you to all for

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another great year in Rossmoor.

Adjournment

President Bertrand adjourned the meeting at 10:54 a.m. and Asked Ron Van Wert and Michael Pattee to take their seats on the Board for the Organizational Meeting.

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

DRAFT