

# WALNUT CREEK MUTUAL NO. SIXTY-ONE

ANNUAL MEETING MINUTES OF THE BOARD  
TUESDAY, DECEMBER 12, 2017 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  
Rebecca Kunzman, Director  
Diane DeCorso, Secretary

**Directors Absent:** Clair Weenig, Vice President  
Sophia Sue, Treasurer (excused)

**Also Present:** Rick West, Building Maintenance Manager; Rebecca Pollon, Landscaping Manager; 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 Nov. 29<sup>th</sup> & Dec. 6<sup>th</sup> editions of the Rossmoor News and the Call for Candidates in the Oct. 4<sup>th</sup>, 11<sup>th</sup>, and 18<sup>th</sup> 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.

## **Approval of Meeting Minutes**

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

Regular Meeting of the Board.....October 3, 2017  
Executive Session Meeting of the Board .....October 26, 2017

The minutes to the aforementioned meeting were approved as submitted.

**Moved, seconded, Carried 3-0**

## **Welcome New Members**

Dick Bertrand reported that there are currently no new members to announce and no homes on the market.

## **Presidents' Forum: Dick Bertrand**

President Bertrand announced topics discussed during the October 23<sup>rd</sup> and December 4<sup>th</sup> Presidents' Forums as follows:

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**October 23, 2017:** BBQ's and the law, solar policies and the law, EV Charging policies, and co-occupants. GRF gave a presentation on Energy Savings Program from PG&E.

Dennis Bell gave a presentation on Fire Preparedness with the following tips:

- Be prepared – personal food, water, medicine, equipment needs, you and your pets, for 5-7 days alone with no water, gas, electricity, no hardline phone, no cell phone, no internet, no cable, etc. Only potential help is from local neighbors, as outlined in our “map your neighborhood” emergency preparedness program.
- No foreseeable situation where Rossmoor evacuation would be ordered – rather shelter in place, or potentially relocate to a different part of the valley, if required.
- No infrastructure in place for mass evacuation – local roads outside of Rossmoor can't even handle rush hour!
- Yes 9 entrances/exits in Rossmoor, but all by one meant for emergency first responders to enter the valley, not for us to drive out – most are not suitable for us to drive on.
- Sign up for Nixel!!!!

**December 4, 2017:** an approval to do a “thank you ad” in the Rossmoor News (will appear Dec. 20<sup>th</sup>) from Mutual presidents to GRF and MOD staff for their friendship and service, rental policies and how to avoid AirBNB situations, solar policies and the law (M48 is strongly embracing solar), PG&E presented a program for supporting EV charging stations (pretty generous and restrictive), and GRF/MOD will no longer be sharing Mutual Director contact information in paper, email, or web, until we give them specific authorization.

The Rossmoor Insurance Broker presented the following:

Budget for 2018 vs not “finalized rates” for 2018. Due to North America disasters – Hurricane Harvey, Irma, Maria; earthquake in Mexico; North Bay Fires; recent insured losses in Rossmoor – car runs into a manor; fire destroys 4 manors; 2 manors condemned in Mutual 68; actual insurance costs will be about \$53 per year per manor higher than approved 2018 budget – Mutual 61 may be slightly better than budget. BUT this is a heads up that your personal property portion of your insurance premiums will likely be going up significantly.

### **Treasurer's Report: given by Dick Bertrand**

The Treasurer's Report was presented as follows:

- a) Cash in Bank as of October 31, 2017
- b) Operating \$ 90,728
- c) Reserves \$ 139,661

The operating fund has a positive variance of \$7,864 and the reserve fund has a negative variance of \$5,631.

### **Building Committee: Jack Kunzman**

Jack reported that there were no new architectural requests in the 4<sup>th</sup> quarter and that the committee is still dealing with 3 homes on deferred maintenance.

### **Landscape Committee: Rebecca Kunzman**

Rebecca presented the following report:

Thank you so much for being so gracious and helpful as we complete our rosemary removal, mulch, remove dying pear trees and plant new replacement trees. We have had so much

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going on and the results of our efforts to save water and beautify our mutual are very rewarding.

Thank you also for taking responsibility for our landscape and sending in work orders when you see problems. Please continue to be the guardians and caretakers of our landscape. It does take a village.

The re-landscaped parking area at Entry 12 is spectacular! I hope you have all had a chance to enjoy the peace and beauty of the mini-park.

The next year will see the removal of more dying pears and the more new trees. Some of the replacements are already in place or on order. More trees will be added next year.

We are continuing our upgrade of areas of the Mutual that have been overlooked and neglected. If you see areas that need attention, please let me know so that they can be added to our list of projects to consider in coming years.

In addition to the continuation of the tree replacement project, we have plans to update the entry sign plans and continue to work with all of you to beautify our Mutual.

I have so appreciated the input and support of my committee, Frances and Joan, the board and all the interested owners. Without out your support and the expertise of Rebecca Pollen of MOD and Curtis Kaul of BrightView, we could not have achieved so many improvements in such a short time.

### **Water Usage: Dick Bertrand**

Dick gave the following report:

5,346 units through October billing, 39% of 2013 usage (56% of the cost) for the same period

### **Social Committee: Carle Hirahara & Bev Cullen**

The Social Committee reported that 40 people attended the Fall dinner and all had a great time. The committee is working on next year's events:

Picnic – April 29<sup>th</sup> in the Vista Room

Fall Dinner – October 14<sup>th</sup> in the Fireside Room (working on a different caterer)

### **Emergency Preparedness: Diana DeCorso**

Enclosed herein as “Attachment 1” , the December 2017 Emergency Preparedness report was presented. Enclosed herein as “Attachment 2”, the evacuation tips prepared by the committee and presented at the meeting.

### **Pool Committee: Sharon Collins, Ronald and Karen Van Wert**

Ron invited President Bertrand to give the following report: After receiving feedback from the Pool Committee on a draft contract from Mutual 59, Mutual 61 Board met in Executive session to consider a draft contract proposed by Mutual 29 on October 26th. We reviewed their terms, made some adjustment with different terms we considered fairer to both Mutuals. The Mutual 59 Board met November 6th and approved the proposed contract with minor “wordsmithing” by their lawyers. President Bertrand signed the contract November 7th. It

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covers the term July 21, 2016 through July 21, 2019.

## Unfinished Business

- a. **Governing Documents Update:** President Bertrand reported on reasons for updating the governing documents. They are from 1999 and many things in them no longer apply, there are more residents now, and the laws have changed. Banks support more current CC&Rs when looking to approve loans. The first draft is expected to be received in December. The first draft will be looked at and edited as needed, presented to the Board, then presented to the members.

## New Business

- a. **Board Election:** There were three (3) open board positions and three (3) candidates. Therefore, in accordance with Civil Code §5100(a) and Article 5.2.3 of the Mutual's Bylaws, the following candidates were appointed to the Board of Directors by acclamation for a term of two (2) years:

Dick Bertrand  
Diane DeCorso  
Rebecca Kunzman

- b. **Comcast Phone Option:** The Board is not going to accept the offer.

## 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.

## Next Board Meeting

The next Regular Board Meeting will be held on Tuesday, March 20, 2018 at 2 p.m. in Fairways A&B rooms at Creekside.

## Adjournment

President Bertrand adjourned the meeting at 10:45 a.m.

## 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.



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**Assistant Secretary**

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Attachment 1

M61 HERITAGE OAKS BOARD MEETING  
DECEMBER, 2018

**EMERGENCY PREPAREDNESS REPORT**

**ACTIVITIES FOR 2017:**

1. AUGUST 4, 2017 ENTRY COORDINATORS (ECs) MEETING
2. DISTRIBUTION OF DISASTER PREPAREDNESS MATERIALS THROUGH ECs IN AUGUST & SEPTEMBER.
3. COLLECTION OF INFORMATION SHEETS FROM RESIDENTS BY ECs THROUGHOUT 2017. NOW AT 90%.
4. TRANSITION TO RAPID NEEDS ASSESSMENT FORMS FROM CERT. TARGET COMPLETION IS OCTOBER.
5. REMOVAL OF OLD EMERGENCY SUPPLIES SHED IN ENTRY 8; INSTALLATION OF CONCRETE PAD; INSTALLATION OF NEW SHED. COMPLETED SEPTEMBER, 2017.
6. SHED CHRISTENING & DEMO OF LOCK COMPLETED BY CHRIS OCTOBER, 2017.
7. EVACUAION TIPS FOR RESIDENTS FROM LAMORINDA CERT DISTRIBUTED BY REBECCA AT DECEMBER MEETING.
8. NIXEL AND N95 MASK INFORMATION SHARED BY CHRIS. ACE HARDWARE IN WALNUT CREEK HAS THE MASKS AT A REASONABLE PRICE.

**PLANS FOR 2018 (PARTIAL LIST)**

1. ENTRY COORDINATORS MEETING TO REVIEW AND SUPPLEMENT SUPPLIES FOR EMERGENCY SHED. EVALUATION OF SUPPLIES STARTED IN SEPTEMBER, 2017
2. TARGET INFORMATION DISTRIBUTION AND COMMUNICATION FOR FIRE PREVENTION. EVALUATION OF INFORMATION BOOKLETS STARTED IN SEPTEMBER, 2017.

M61 IS FORTUNATE TO HAVE FIVE ENTRY COORDINATORS. THEY ARE: CHRIS BERTRAND, REBECCA KUNZMAN, SHARON COLLINS, JOAN WEENIG AND MYSELF. THEY WORK WELL TOGETHER AND ARE DEDICATED TO THE SAFETY OF OUR RESIDENTS. THEIR HARD WORK IS MUCH APPRECIATED BY THE MUTUAL.

SPECIAL THANKS GO TO CHRIS BERTRAND WHO LED THE EFFORT IN REPLACING AND INSTALLING THE EMERGENCY SHED AND TO REBECCA KUNZMAN WHO STORED THE EMERGENCY SUPPLIES DURING THE TRANSITION.

SUBMITTED BY  
DIANE DECORSO  
SECRETARY, M61 BOARD

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## Attachment 2

# Evacuation Tips

If you live in an area where an evacuation is possible or probable, whether it be from wildfire, earthquake, hurricane or other threat, here are some tips to make your evacuation go more smoothly:

### **DO NOW: Go-Bag**

1. Have a Go-Bag for each member of the household stored near your vehicle with at least:
  - a. Sturdy, closed toe shoes
  - b. Socks and underwear (2 pair each)
  - c. Long pants
  - d. Long sleeve shirt
  - e. Jacket
  - f. Hat
  - g. Flashlight
  - h. Cell charger and cables
  - i. Toiletry kit including medications for a week
  - j. Spare eyeglasses and sunglasses
2. Keep your electronics (cell phone, tablet, laptop with chargers) plugged in but all together and ready to grab and go.

### **DO NOW: Documents**

1. Store in the cloud and/or have a memory stick or CD with .jpg or .pdf of the following:
  - a. House documents including title, mortgage papers, insurance policies
  - b. Personal ID including driver's license, passport, social security
  - c. Health documents including insurance policy, medical record, name and phone number of primary care physician, name and phone number of pharmacy, list of current medications with dosages, list of allergies and existing conditions
  - d. Keepsake photos
  - e. Photo or video record of each room in the house showing all valuable items
  - f. List of all valuable items including purchase date, cost, model and serial numbers

### **DO NOW: Preparedness Actions**

1. Register your cell or VoIP phone(s) with your county's Community Warning System.
2. Register your cell with your local Nixle. To opt-in for Nixle, text your zip code to 888777.
3. Have a battery operated radio, flashlight, pocket knife, shoes, socks, underwear, long pants, long sleeve shirt in a bag tied to the head of your bed.

### **DO NOW: Access and Functional Needs (AFN) individuals**

1. Take special precautions so that AFN persons will know about evacuation orders at any time of day or night, even if power fails.
2. Pre-determine who will help any AFN person evacuate and have a backup.
3. Prepare to take durable medical goods, oxygen and any other special needs.
4. If you are the AFN individual, be proactive and find responsible people to evacuate you.
5. Program your cell with your sheriff's dispatch number and fire dispatch number so you can call them if you get trapped. Don't rely on 911, they will be overwhelmed.

### **DO NOW: Communications**

1. Pre-designate an Out-of-State Contact (OoSC) and program the contact's cell number into each family member's cell phone.

### **DO NOW: Neighborhood**

1. Know your neighbors and their schedules, including vacation plans.
2. Know who will need help to evacuate.
3. Coordinate responsibilities for children, AFN persons and animals.



## Lamorinda CERT

## Evacuation Tips, continued

### DO NOW: Animals

1. Have pet food in a Pet Go-Bag with leashes, poop-bags, water dish, medications, etc.
2. Keep your dogs confined indoors if there is smoke.
3. Have kennels for your dogs in case they have to go to a shelter.
4. Keep a collar on cats and keep them confined to a single room so you can get them easily. Keep a kennel for cats in the same room.
5. Make sure all of your animals are microchipped.
6. Have photos of your animals with you to prove ownership.
7. For larger animals, have a pre-designated place for them out of the area and a way of transporting them. Contact your local horse men's association, etc.
8. If you must leave and you don't have all of your animals controlled, leave doors, windows and gates open. Animals will frequently escape and survive.
9. Don't be a fatality while trying to save your animals.

### DO AT RED FLAG WARNING: Vehicle

1. Consider taking only a single vehicle to help reduce traffic jams!
2. Make sure that you have at least  $\frac{1}{2}$  full tank of fuel.
3. Park your vehicle
  - a. In a driveway facing the street, not in a garage. If you have a driveway gate, leave it open.
  - b. On the street in the direction of departure.
4. Keep vehicle keys in your pocket.
5. Keep plenty of drinking water in your vehicle.
6. Load time-sensitive medications into vehicle. Unopened insulin can be stored at room temperature for up to 28 days.
7. Keep emergency kit and / or CERT backpack in your vehicle.
8. Pre-load your vehicle with Go-Bags, keepsake items and small toys for your children.
9. Plan to evacuate before mandatory order is issued.

### DO WHEN FIRE IS NEAR: Actions

1. If there is any possibility that the fire might reach you, consider sleeping in shifts so that one responsible person is awake at all times to monitor fire status.
2. If smoke is heavy, use the air conditioner, even if it is fan only, to recirculate the indoor air. Do not open windows.
3. Move any flammable items away from your house including furniture, propane tanks, etc.
4. Place ladder to the roof near driveway.

### DO AT TIME OF EVACUATION: Communicate

1. Use TEXT messages of less than 160 characters with no photos and no voice phone calls.
2. Send a text message to your OoSC when evacuating.
3. Send another text message to your OoSC when arriving at collection point.
4. Report any missing family members to county sheriff's office.
5. Report any found persons who were previously reported missing.
6. Keep OoSC up to date on status of all family members.

### DO AT TIME OF EVACUATION: Actions

1. Leave outside lights on for first responders.
2. Leave any driveway gates open.
3. Drive safely and cautiously to the collection point.
4. Check in at collection point and get sheltering information.



Lamorinda CERT