

# WALNUT CREEK MUTUAL NO. SIXTY-ONE

QUARTERLY MEETING MINUTES OF THE BOARD  
TUESDAY, MARCH 19, 2019 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 pm.

## **Roll Call**

**Directors Present:** Dick Bertrand, President  
Clair Weenig, Vice President/Treasurer  
Rebecca Kunzman, Secretary  
Michael Pattee, Director  
Ron Van Wert, Director

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

## **Approval of Meeting Minutes**

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

Executive Session..... October 9, 2018  
Organizational Meeting..... December 11, 2018

The minutes to the executive session meeting held on October 9, 2018 and the organizational meeting held on December 11, 2018 were approved as submitted.

**Moved, Seconded, Carried 5-0**

## **Welcome New Members**

6704 (Shirley Tang) sold but escrow not closed yet.

## **Presidents' Forum: Ron Van wert for Dick Bertrand**

Ron Van Wert attended the President's Forums on January 28<sup>th</sup> and February 25<sup>th</sup> on behalf of the Mutual for Dick Bertrand.

Ron announced that the following topics were discussed during the January 28<sup>th</sup> Presidents' Forum: Fire dangers, setbacks, building clearance of 100ft-200ft; GRF permits effective February 1, 2019 fees are increasing; and LED lighting.

Ron announced that the following topics were discussed during the February 25<sup>th</sup> Presidents' Forum: Organic recycling (composting); Co-Occupant verification by GRF (Member Records); and EV Charging parking spaces.

## **Treasurer's Report: Claire Weenig**

Treasurer Weenig reviewed with the Board and residents present, the financials for the year 2018 and also the months of January and February of 2019. The Mutual is in sound financial condition.

As of February 28, 2019:

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- a) Operating Cash      \$64,517
- b) Reserves Cash      \$189,576

A motion was made to certify that the Mutual is in compliance with §5500 regarding review of the January and February 2019 monthly financial review.

**Moved, Seconded, Carried 5-0**

### **Building Committee: Rebecca Kunzman on behalf of Jack Kunzman**

It was reported that the Sue's are re-siding their home due to wood peckers. The owl house is now occupied to assist in the deterrence of wood peckers and the damage they cause. 1 painting approval was granted since the last meeting.

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

#### **Chairperson Rebecca Kunzman gave the following landscape committee report:**

I am so happy to be back in Rossmoor in my almost new home! Thanks to everyone who helped keep things running smoothly as usual.

We are in the process of considering a new contract with BrightView to maintain our landscape in Mutual 61. The big change is that we have new guideline from Rossmoor MOD, Rebecca Pollon, to help us define the scope of work that is required throughout the Valley.

One change is that we will be doing more fire mitigation to conform to California FireWise recommendations. That means work on the uphill slopes this year.

We will continue to monitor the health of our oaks and the diseased trees are scheduled to be treated in April though if the rains continue, that may change the timing. All oak pruning and shaping work will be done in the hottest part of the summer.

We will continue our effort to beautify Horsemans Canyon with rocks and will try to re-mulch the next 1/3 of the Mutual.

The wet winter brought down some trees and cause some sliding. I ask all of you to pay attention to trees that look like they could be a danger and let us know immediately. Rebecca and Steven have evaluated several trees to see if they needed to be removed as a precaution. If you see any earth movement, please notify someone immediately. Though we think the main rains are over, the earth continues to move for a period long after the rains stop.

We continue the pear tree removal project and replace trees where needed.

If you have any landscape projects you would like to propose, please contact our committee and we will consider them with all the proposals.

Our annual Tree Walk is this Friday at 9 am at the mini park. Please join us.

**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.

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## **WORK ORDER DESK**

By phone: 988-7650

By email: [WORKORDER@ROSSMOOR.COM](mailto:WORKORDER@ROSSMOOR.COM)

## **Water Usage: Dick Bertrand**

President Bertrand gave the following water usage report:

- For all of 2018, usage down 57% from 2013, costs down 33%.

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

It was announced that annual block party will take place on April 28<sup>th</sup> at the Hillside Vista Room beginning at 4 pm. This is a pot luck party.

## **Emergency Preparedness: Michael Pattee, Chris Bertrand, Rebecca Kunzman, Sharon Collins, Joan Weenig**

Michael Pattee gave the following report:

The subject of a mock fire evacuation drill like Moraga recently conducted was discussed with Dennis Bell, the Public Safety Manager. He said that he was in discussions with the CEO about Evacuation Zones and developing an Evacuation Plan for Rossmoor. He stated that in order to have a Mock Drill a number of components would have to be in place including:

1. Identification of Zone
  - a. Coordinate with the City of Walnut Creek
  - b. Coordinate with the Contra Costa Fire District
  - c. Get input from residents, stakeholders EPO and CERT.
2. Develop a plan
3. Educate the residents
4. Train the residents
5. Have a practical drill

Dennis stated that as information about an evacuation plan develops, the community will be apprised.

## **Pool Committee: Sharon Collins and Ron Van Wert**

Ron announced that he received a note from the M59 pool committee chairperson that the pool will open on May 15<sup>th</sup> and furniture changes are to come.

## **Unfinished Business**

### **a. Governing Documents Update:**

Brief History:

12/7/2015 Unsolicited offer to amend or replace governing documents from law firm, but no pressing need.

Board asks Ron and Dirk for a recommendation.

3/22/2016 Ron and Dirk recommend replacement, but no pressing need.

7/13/2017 Contract to replace governing documents received from law firm.

8/24/2017 Dick and Clair respond to questionnaire from law firm.

1/5/2018 Draft 1 of CC&Rs and Bylaws received.

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Dick and Clair spend many hours reviewing.

7/10/2018 Draft 2 of CC&Rs and Bylaws received.

Dick and Clair spend many more hours reviewing.

8/29/2018 Draft 3 of CC&Rs and Bylaws received.

10/9/2018 Board reviews Draft 3 and approves for distribution to membership after a couple of changes.

11/8/2018 Draft 4 of CC&Rs and Bylaws received.

Couple of more edits required.

3/12/2019 Draft 5 - Voting Draft, received.

Now arranging sharing draft with membership, setting up town hall meeting, then arranging voting procedures.

We require 50% + 1, or 63/2 + 1, or 31.5 + 1, or 32.5, or 33 “yes” votes to approve new CC&Rs and Bylaws.

CC&Rs and Bylaws have parts that are very straightforward and clear, parts required by law, and parts that are difficult to understand that are direct verbatim copies of the law that nobody understands. Members are encouraged to read the document and bring any and all questions they have to the townhall meeting where we will have our lawyer there to answer your questions.

After this entire process is complete and we have new CC&Rs and Bylaws, the board will go to work on the “Rules” governing document, which does not require membership approval to amend.

### **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 in Resident's Forum included: water usage; fire abatement; and governing documents.

### **Announcements**

- a. The next M61 quarterly meeting will be held on June 18, 2019 at 2:00pm in the Fairway Room of Creekside.
- b. Mark your calendars - Mutual 61 Annual Block Party 4/28, Hillside Vista Room, 4:00pm

### **Adjournment**

President Bertrand adjourned meeting at 2:45pm.

### **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.



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**Assistant Secretary, Mutual No. Sixty-One**