

MINUTES

WALNUT CREEK MUTUAL SIXTY-FIVE (DEVONSHIRE)
REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY, JANUARY 21, 2020 AT 9:30 A.M.
DONNER ROOM, EVENT CENTER, WALNUT CREEK

Acting President Tom Lenz called to order a regular meeting of the Board of Directors of WALNUT CREEK MUTUAL SIXTY-FIVE at 9:30 a.m. on Tuesday, January 21, 2020, in the Donner Room at the Event Center, 1021 Stanley Dollar Drive, Walnut Creek, California.

PRESENT: Vacant, President
Richard (Dick) Walsh, First Vice President
Ed O'Dea, Second Vice President
Tom Lenz, Treasurer
Lois Kadosh, Secretary

EXCUSED: None

Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager and Anne Paone, Administrative Secretary.

There were also 6 residents present.

APPROVAL OF MINUTES

Ms. Kadosh moved to approve the minutes of the October 22, 2019 Regular Board Meeting and the December 30, 2019 Special Board Meeting as written and reviewed. Mr. Walsh seconded and the motion carried without dissent.

PRESIDENT'S REPORT

Mr. Lenz reported that Tom Harrick has resigned and moved out of Rossmoor. Mr. Harrick explained there are new election rules. He reminded everyone that an owner may self-nominate and must not have a criminal history.

FIRST VICE PRESIDENT'S REPORT

None

SECOND VICE PRESIDENT'S REPORT

No report.

SECRETARY'S REPORT

Ms. Kadosh reported that she will contact Melissa Ward regarding the status of the CC&Rs.

TREASURER'S REPORT

Mr. Lenz reported that the November operating fund YTD was \$4,254 deficit to revenue. This was due to insurance, utilities, and building maintenance. The reserve fund was \$8,887 deficit to budget due to an unexpected sprinkler repair. The total funds are \$513,972. This is an increase from last year.

Mr. Walsh moved to certify compliance with Section 5500 of Davis-Stirling, except for December financials which have not been received yet. Mr. Lenz seconded and the motion carried without dissent.

MANAGER'S REPORT – Paul Donner and Rick West

Mr. Donner reported that Mary Ann Gannon-McCooley will be retiring on January 31st, but will work 20 hours per week in a support role at various positions. Lisa Lankford is her replacement. She has 25 years' experience working with BrightView. Sharon Fees has replaced Tess Molina. Mireya Cruz is now in the Resale/Alterations Department. He reminded the Board that January 29th is the Legal Seminar.

BUILDING MAINTENANCE COMMITTEE REPORT – Lois Kadosh/Rick West

Ms. Kadosh deferred to Rick West to give his report.

Mr. West reported the following:

INFORMATION ITEMS: Work in Progress or Completed.

1. Proposed projects scheduled for 2020 includes installation of new gutters and downspouts. Budgeted at \$79,000.00.
MOD Putting together scope of work to go out to bid. For board vote at next board meeting.
2. 1713 Comstock – MOD was asked to paint the curb red in front of mailbox post (Work has been Completed).
3. MOD asked to paint the box on the border of Devonshire and Lakeshire. (Work has been Completed).
4. Gutter & Downspout Cleaning – Contractor: Professional Gutter Service
Next scheduled cleaning is early February. Annual Cost for two cleanings - \$5,120.00.
5. 1709 Comstock – Resale Termite treatment - Contractor: Specialty Inspections
Cost \$1,870.00 (Work has been scheduled).
6. 1727 Comstock – Washing Machine Leak – Total cost to date for remediation work - \$5655.00. Resident hired an outside contractor to complete the put back

of mutual property.
(Work has been completed).

EMERGENCY PREPAREDNESS

No report. The Hollands were not in attendance.

SOCIAL COMMITTEE REPORT – Cathy O’Dea

No report.

LANDSCAPE COMMITTEE REPORT – Pamela Walsh/Rebecca Pollon

Ms. Pollon presented the Board with the following worksheet:

MUTUAL ANNUAL WORKSHEET
M65-DEVONSHIRE

ANNUAL GOALS 2020

- 1) *Create plan for renovating/rethinking root-impacted lawns*
- 2) *Renovate lawns that are viable*
- 3) *Replace much of the 26-year old bushes with water saving and attractive plants
(Pamela)*
- 4) *Follow up/obtain fire abatement grant (\$5,000)*

<u>PROJECTS (RESERVES)</u>	<u>\$26,000</u>
<u>AVAILABLE BUDGET</u>	<u>\$26,000</u>
1) Renovate viable lawns	
2) Reduce/rethink root-impacted lawns	

M.O.D DAYS OR SMALL PROJECTS

1) Mulch?	\$TBD
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FOR MANAGEMENT

<u>TREE BUDGET (RESERVES)</u>	<u>\$9,000</u>
<u>AVAILABLE BUDGET</u>	<u>\$9,000</u>
1) Annual maintenance	\$TBD-Done in late 2019
2) Removals	\$TBD

<u>FIRE ABATEMENT</u>	<u>N/A</u>
Weed eating	Included in contract
Tree limbing	\$0-Completed 2019

<u>IRRIGATION PLAN</u>	<u>\$1,900</u>
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<u>AVAILABLE BUDGET</u>		<u>\$1,650</u>
Total clocks	3	
Clocks older than 5 years	1	
Subscription fee (~\$250 each clock older than 5 years)		\$250

Number of clocks to replace (older than 10 years) 0. Up to date until 2024
Use funds to upgrade irrigation in new rehabs

UNFINISHED BUSINESS

Signage: Mr. Brykczynski reported that the signs are done. They just need to have them installed.

NEW BUSINESS

Mr. Lenz explained that with the Board will need to borrow money from the reserves to make the insurance premium payment for 2020.

Ms. Kadosh moved to borrow \$40,000 from the reserve account to be reimbursed on or before the end of 2020. Mr. Walsh seconded and the motion carried without dissent.

Additionally, the Board needs to repay \$15,000 that was borrowed for 2019.

Ms. Kadosh moved to extend the period to pay back the payment. Mr. Walsh seconded and the motion carried without dissent.

Mr. Donner explained that the insurance increase came in close to 45% based on the loss history. MOD will refund \$1,400 to the Mutual. The insurance commissions are capped so \$1,500 will be returned for 2019 and \$3,100 will be returned for 2020.

The insurance deductible is now \$250,000. The goal is to remain at \$10,000 for the Mutual that has the event and the rest to be shared by all of the Mutuals, except for Mut 61 and Mut 58 (Waterford).

RESIDENTS' FORUM

A resident forum was held, but there were no questions or comments.

ADJOURNMENT

The next meeting will be the Annual Meeting on Tuesday, April 21, 2020 at 9:30 a.m. in the Donner Room at the Event Center.

Having no further business, the meeting adjourned at 10:05 a.m.

Anne Paone, Assistant Secretary
Walnut Creek Mutual Sixty-Five