

MINUTES

WALNUT CREEK MUTUAL SIXTY-FIVE (DEVONSHIRE)
REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY, OCTOBER 23, 2018 AT 9:30 A.M.
DONNER ROOM, EVENT CENTER, WALNUT CREEK

President Tom Harrick called to order a regular meeting of the Board of Directors of WALNUT CREEK MUTUAL SIXTY-FIVE at 9:30 a.m. on Tuesday, October 23, 2018, in the Donner Room at the Event Center, 1021 Stanley Dollar Drive, Walnut Creek, California.

PRESENT: Tom Harrick, President
Richard (Dick) Walsh, First Vice President
Charles (Chuck) Coburn, Second Vice President
Tom Lenz, Treasurer

EXCUSED: Lois Kadosh, Secretary

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 20 residents present.

APPROVAL OF MINUTES

Mr. Coburn moved to approve the minutes of the Board meeting of July 17, 2018 as written and reviewed and the August 6, 2018 Special Meeting. Mr. Walsh seconded and the motion carried without dissent.

PRESIDENT'S REPORT

Mr. Harrick reported that the Board followed through on their commitment to establish a solar policy. Our attorney drafted a proposal which the Board sent to each resident on September 19th. We plan to vote on adoption later in this meeting following a resident forum. We have contracted with our attorney this week to draft revised CC&Rs and Bylaws. Our existing documents are outdated, difficult to read, and present problems with the new state laws such as Davis-Stirling civil codes.

In conjunction with Paul Donner's staff, we developed the budget for 2019 which will be presented late in this meeting.

Each month the Mutual Presidents (or their representative) attend the Presidents' Forum. Tom Lenz represented Mutual 65 last month. I attended the October meeting. Key topics included: Solar site surveys and the administration of solar policies, the Helsing Report, the 10-year financial planning spreadsheet, and fire risks.

Residents may watch for information on Rossmoor TV, channel 28. PG&E will make a presentation a week from today on Oct. 30th at 3:00 p.m. at the Event Center.

FIRST VICE PRESIDENT'S REPORT

No report.

SECOND VICE PRESIDENT'S REPORT

No report.

SECRETARY'S REPORT

No report.

TREASURER'S REPORT

Mr. Lenz reported at 9 months, ending 9/30/18, the Operating Fund was \$1,166 deficit to revenues and about the same amount of deficit to budget. This is mainly due to increased water usage and insurance expense. Overall, we are generally on budget in all operating categories. On the Reserve category, YTD, our reserve is favorable to expenses by \$50,746. The total of the two fund balances is \$419,250.

PRESENTATION OF BUDGET – Paul Donner

Mr. Donner presented the 2019 budget. He reported that there are 3 parts to the budget. The operating fund is for day-to-day items. The reserve fund is for major items such as painting and roofing. The GRF portion is for maintaining the Trust properties and providing cable to residents.

The Mutual has two bank accounts, one is for operating and the other is for reserves. The management fee will increase due to COLA (Cost of Living Adjustment). The increase will be \$1.88. Landscape maintenance will be decreased by \$15.28 with trees being moved to reserves. Custodial Services will be \$6.25. This is for dryer vent cleaning. Insurance will increase by \$13.58. Insurance is placed in December, so this is an estimate. Total utilities will increase by \$5.37. Professional Services will increase by \$3.79 due in part to the audit and legal expenses for updating Mutual documents. There is a line item called Working Capital. It will be \$34.39. It is recommended that the Mutual carry 2 month's expenses or the cost of insurance in Working Capital.

The total increase per manor per month is \$50.00 for a total monthly assessment per manor of \$936.00.

Mr. Harrick reported that Jo Ann provided a summary of Mutual coupons. Mutual 65 is one of the highest. We have a lot of landscaping and a lot of roof exposure. We are #7 on the list.

MANAGER'S REPORT – Paul Donner and Rick West

Mr. West reported the following:

INFORMATION ITEMS: Work In Progress or Completed.

1. Parking signs (guest parking only) for the 4 parking spaces near 1721 Comstock. Cost \$600.00 (Completed).

2. Dryer Vent cleaning – Contractor: Welcome Services. Cost \$2,640.00 (Completed). *Per Mr. West – Not done yet.*
3. Main domestic water line break on Comstock - Contractors: MOD, Five Star, Roto Rooter (Total cost unknown. Waiting for invoices).
4. New fence installed at 1727 Comstock – Contractor: Five Star Construction – Cost ~~\$1,970.00~~ (Work Completed). \$860 – fence, due to cutting through as a shortcut.
5. Gutter Cleaning – Contractor PGS - Scheduled for November.

EMERGENCY PREPAREDNESS

Ms. Holland reported there have been meetings with Comstock and Wales. They talked about an emergency “To Go” bag. They also spoke about foods to carry that do not require any cooking or refrigeration.

BUILDING MAINTENANCE COMMITTEE REPORT – Lois Kadosh

No report.

SOCIAL COMMITTEE REPORT – Nancy Kennedy

Ms. Kennedy reported everyone will receive a flyer about the Christmas party. It will be held at the Dollar Clubhouse.

LANDSCAPE COMMITTEE REPORT – Pamela Walsh/Rebecca Pollon

Ms. Pollon reported the following:

FALL 2018 MAINTENANCE REPORT

As the weather cools and the day lengths shorten irrigation will become less frequent even if the warm weather continues.

Residents can look forward to the fall colors of Red Maples, Liquidambar and Nyssas.

LAWN MAINTENANCE Lawns will be over seeded between October 1st and November 15th.

WATER USE August is the highest water consumption month of the year due to high temperatures and long day lengths. After September irrigation use will continue but drop steeply even if warm weather continues.

ENTRY MAINTENANCE Entry maintenance crews will finish summer pruning tasks and start transitioning to fall cleanup.

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

WORK ORDER DESK

By phone: **988-7650**

By email: **WORKORDER@ROSSMOOR.COM**

MOD WORK DAYS: MOD crews will be back to complete some plant replacements in early November for 2 days.

LAWN REHAB DISCUSSION: Turf in Mutual 65 is in bad shape due to age, tree roots, and wear and tear. Bids for the renovation of all lawns on Wales and Comstock (Castleberry is not included) have been prepared and are simplified in an attached spreadsheet.

Funds have been allocated in the 2019 to begin this project. We expect completion over 3 years.

If you have landscape requests other than maintenance please direct them to your Landscape Representatives Ruth Reeves (Comstock) or Pamela Walsh (Wales)

Mr. Harrick reiterated that replacing lawns will be done over three years.

Mr. Walsh stated Eucalyptus trees were cut down because they burn so easily. They were in danger of falling down, so they were removed. There is a large Eucalyptus tree by the creek that is dangerous. Mr. Donner reported that Contra Costa Flood Control maintains that area. Ms. Pollon will check into this.

EMAILS – Dick Walsh

Mr. Walsh maintains the email list for Mutual 65. If you get a new email address, please advise him.

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Adoption of Solar Policy: Mr. Coburn reminded everyone that the owner takes responsibility for the roof if they install solar panels on it.
Mr. Harrick announced that Sustainable Rossmoor will hold a meeting on November 13 at 7 p.m. in the Fairway Room at Creekside. Solar will be the main topic.

Mr. Coburn moved to adopt the solar policy as presented and mailed to the membership. Mr. Lenz seconded and the motion carried without dissent.

2. Adoption of 2019 Budget:

Mr. Coburn moved to adopt the 2019 budget as presented with a \$50 increase per manor per month for a total monthly assessment per manor of \$936.00. Mr. Walsh seconded and the motion carried without dissent.

RESIDENTS' FORUM

A resident stated the current trees have overhanging branches on buildings. They need more pruning. Ms. Pollon reported that once a year they do a tree walk. They can begin again in January of 2019.

Mr. West reported that dryer vent cleaning will be scheduled in November.

Mr. Coburn reported that Mr. Harrick has done a wonderful job as President.

ADJOURNMENT

The next meeting will be the Regular Board Meeting on Tuesday, January 15, 2019 at 9:30 a.m. in the Donner Room at the Event Center.

Having no further business, the meeting adjourned at 10:30 a.m.



Anne Paone, Assistant Secretary
Walnut Creek Mutual Sixty-Five