

## MINUTES

WALNUT CREEK MUTUAL SIXTY-FIVE (DEVONSHIRE)  
TWENTY-FOURTH ANNUAL MEETING OF THE MEMBERSHIP  
TUESDAY, APRIL 17, 2018 AT 9:30 A.M.  
DONNER ROOM, EVENT CENTER, WALNUT CREEK

President Charles Coburn called to order the Twenty-Fourth Annual Meeting of the Membership of WALNUT CREEK MUTUAL SIXTY-FIVE at 9:30 a.m. on Tuesday, April 17, 2018 in the Donner Room, Event Center, 1021 Stanley Dollar Drive, Walnut Creek, California.

PRESENT: Charles Coburn, President  
Richard Walsh, First Vice President  
Tom Harrick, Second Vice President  
Tom Lenz, Treasurer  
Lois Kadosh, Secretary

EXCUSED: None

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

### VERIFICATION OF QUORUM – Lois Kadosh

Secretary Lois Kadosh verified that a quorum was reached with 20 households represented in person. (Fifteen households were needed for a quorum.)

### CERTIFICATION OF NOTICE OF MEETING – Anne Paone

Assistant Secretary Anne Paone read the Certification of Notice of Members' Meeting certifying that a copy of the Notice of Members' Meeting was mailed in accordance with Article 5, Section 5.4 of the Bylaws of the Mutual corporation to all members of record as of April 2, 2018, and that notices appeared in the *Rossmoor News* on March 21, 28 and April 4, 2018 in accordance with Article 5, Section 5.4, of the Bylaws of the corporation.

### RESULTS OF ELECTION

Ms. Paone read the election results certifying that Tom Harrick and Lois Kadosh were elected by acclamation of the membership for a two-year term on the Board.

### APPROVAL OF MINUTES

President Coburn asked if there were any additions or corrections to the minutes of the Annual Membership Meeting and Organizational Meeting of April 18, 2017. Hearing none, he declared them approved as written and reviewed.

### PRESIDENT'S REPORT – Charles Coburn

President Coburn thanked Paul Donner and his team for their excellent work. He also thanked Rick West and Rebecca Pollon. He explained to the membership that the Board Assistant Secretary, Anne Paone, is very supportive of the Board and makes their jobs much easier for them.

Mr. Coburn reported that there were many projects addressed during the last year. They are as follows:

- Gutters Replaced and larger downspouts installed as needed
- Twenty-two skylights were replaced
- Tree issues were resolved
- PG&E Energy Program was introduced
- Cleaned dryer vents
- Reviewed the reserves and the report from Helsing
- Repaired mailboxes
- Held two social events
- Repaired roof leaks
- Underground drains were cleared
- Replaced rotting bender board
- Replaced plants
- Adopted election rules
- Replaced parking signs
- Hired a new gutter cleaning company

Additionally, the Board considered merging with Mutual 56. After some consideration, it was decided that at this time, there would be no real benefit to Mutual 65.

The Board attended a Legal Seminar and heard about new laws. The Board is considering updating the Mutual's CC&Rs.

Mr. Coburn will appoint a committee to meet with the attorney to go over the need to revise the CC&Rs. The Mutual also needs a solar policy. The Board can budget for these items for next year.

Mr. Donner agreed with Mr. Coburn in that the Mutual needs to bring the documents current with new laws.

Mr. Coburn reported that they are looking for a volunteer to create a Mutual 65 website, if there is interest in having one.

The Board goes through the budget procedure twice. They review the reserves and then they review expenses. The Board sits down with Paul Donner to formulate a new budget for the coming year.

#### FIRST VICE PRESIDENT'S REPORT – Dick Walsh

No report at this time.

#### SECOND VICE PRESIDENT'S REPORT – Tom Harrick

No report at this time.

#### SECRETARY'S REPORT – Lois Kadosh

### TREASURER'S REPORT – Tom Lenz

Mr. Lenz reported that at the end of the year for 2017, the operating fund was \$18,682 over budgeted amount due to building maintenance and landscape expense. In the reserve category, our reserve was \$40,246 favorable to budgeted amount which rolls over to the beginning fund balance in 2018.

The total ending funds balance was \$369,670.

On March 31, 2018, for the 3-month period, the operating fund is \$12,064 favorable to budget. The replacement fund, YTD, has the revenue slightly over expenses by \$4,456. The total funds balance is \$386,189.

### STAFF REPORTS

Mr. Donner reported that Mutual 65 is a smooth running Mutual with no problems to date.

Mr. West reported that \$60,000 was set aside for the skylights and the total cost was \$59,848.

Ms. Pollon reported that they are wrapping up the tree maintenance. They began last year and finished at the beginning of this year. MOD crew days are coming up. The Mutual gets materials at no cost. They are planning on doing a lot of fill-in plantings. They also plan to replace the remaining lawns. This will be addressed at the next meeting.

### BUILDING MAINTENANCE COMMITTEE – Lois Kadosh, Chair

Ms. Kadosh reported that per Mr. West's report the installation of 6 new larger diameter downspouts between the triplex garages will cost \$1,300.

Completed in 2017 – Annual Gutter Cleaning – Contractor: Professional Gutter Services. Cost \$2,560.00

Completed in 2017 – All clogged underground drainage lines were snaked or replaced by Five Star. Cost \$3,273.00

Completed in 2018 – Skylights – 21 new skylights installed by contractor: Mares and Dow. Total Cost \$59,848.32

Completed in 2018 – Replacement of rusted gutters on 1716, 1720 and 1722 Comstock. Contractor: Western Sierra. Cost \$1,200.00

### EMERGENCY PREPAREDNESS COMMITTEE – Paul and Patricia Holland Co-Chairs

Ms. Holland reported that when she first volunteered, she tried to visit everyone. They held drills. There has been a big turnover on Comstock. They are planning drills for Wales. Residents that are interested can join CERT or EPO. HAM, FRS, and CB radios are used.

### LANDSCAPE COMMITTEE – Pamela Walsh, Ruth Reeves Co-Chairs

Ms. Walsh had no report because Ms. Pollon covered everything.

### DROUGHT REPLACEMENT COMMITTEE – Tom Harrick

Mr. Harrick reported the Board had formed a committee to try to conserve water during the drought. Some grass was replaced with bark, stones, and some plantings. It is no longer

necessary to have a committee. We have done all that we can. Landscape monitors water usage now.

### WATER USAGE

Mr. Walsh reported that in 2013, the Mutual used over 9 million gallons of water. Usage has slowly dropped to 5.5 million gallons today at a cost of \$57,000 for the year. Landscaping is working on cutting back on water usage.

### EMERGENCY INFORMATION

Mr. Walsh reported that he keeps a list of residents with their phone numbers and addresses. He also maintains a database on relatives for emergency contact purposes.

Mr. Coburn encouraged everyone to leave a key with a neighbor.

Ms. Kadosh suggested that if a resident has a mobility issue, they should let Mr. Walsh know.

### SOCIAL COMMITTEE – Nancy Kennedy, Chair

Ms. Kennedy reported there will be a BBQ on July 15<sup>th</sup> and a dinner on December 1<sup>st</sup>. There is already a commitment form the caterers. Information will go out closer to the dates.

### RESIDENTS' FORUM

A resident asked when the dryer vents will be cleaned. Mr. Coburn reported that it is done every 2 years.

A resident would like residents to be able to voice their opinion when trees are being removed. Ms. Walsh reported that the Birch tree was dying and had to be removed.

A resident reported that there are lots of rubber bands on the street. Her dog eats them. They are probably from the Contra Costa Times. Other residents said they have the same issue. It was suggested that she call the newspaper to report it.

A resident asked if there is a policy for keeping the garage door open. Mr. Coburn stated there is no policy for that, but he encouraged residents to keep them closed because it looks nicer and is a common courtesy.

A resident reported gutters overflowed. Mr. Coburn asked that they call Ms. Kadosh and she will contact Mr. West. Mr. West reported that the resident can call the work order desk directly and they will get the information to the correct department.

Mr. West reported that the Mutual can schedule 2 gutter cleanings ahead of time. The prices go up in November.

A resident reported that there was no pruning of Crepe Myrtles this year.

Ms. Pollon reported that studies show it doesn't promote blooming if trimmed every year, but she can have it done if the Board wants. The resident doesn't want them to grow too big.

Ms. Walsh reported that 75 red Maples haven't been pruned in some years. They decided to do alternate years and the red Maples were done this year. The budget is currently over by \$500. The resident thought the budget should be increased to trim every year.

Mr. Walsh stated that the Board should look to the experts for guidance and in this case, it would be Ms. Pollon. The Board agreed.

The next quarterly meeting of the Board will be held on Tuesday, July 17, 2018 at 9:30 a.m. in the Donner Room at the Event Center.

ADJOURNMENT

Having no further business, the meeting adjourned at 10:45 a.m. to an organizational meeting to elect officers.

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 Anne Paone, Assistant Secretary  
Walnut Creek Mutual No. Sixty-Five