

## MINUTES

WALNUT CREEK MUTUAL SIXTY-FIVE (DEVONSHIRE)  
TWENTY-THIRD ANNUAL MEETING OF THE MEMBERSHIP  
TUESDAY, APRIL 18, 2017 AT 9:30 A.M.  
DONNER ROOM, EVENT CENTER, WALNUT CREEK

President Charles Coburn called to order the Twenty-Third Annual Meeting of the Membership of WALNUT CREEK MUTUAL SIXTY-FIVE at 9:30 a.m. on Tuesday, April 18, 2017 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  
Durwin Shepson, 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 – Durwin Shepson

Secretary Durwin Shepson 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 6, 2017, and that notices appeared in the *Rossmoor News* on March 22, 29 and April 5, 2017 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 Charles "Chuck" Coburn, Tom Lenz, and Richard "Dick" Walsh 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 19, 2016. Hearing none, he declared them approved as written and reviewed.

### PRESIDENT'S REPORT – Charles Coburn

President Coburn reported that the policy on Electric Vehicle Charging Stations passed and the Board is cleaning up the policy on voting.

Mr. Coburn, Mr. Shepson and Mr. Lenz attended the legal seminar hosted by Hughes, Gill, Cochrane, Tinetti. The attorneys advised board members of changes to Davis-Stirling.

GRF provides a system called Nixle which will alert residents to emergencies. Residents may sign up on the Rossmoor website.

If a resident has any parking issues due to the Del Valle project, call Securitas. There will be temporary buildings there while the work is being done.

If a resident is doing some remodeling, a permit must be obtained through the Alterations Department. If there is a fire and you have a documented alteration, it will be included in the updated repairs.

#### 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 – Durwin Shepson

No report at this time.

#### TREASURER'S REPORT – Tom Lenz

Mr. Lenz reported that for the month of March 31, 2017, the operating fund resulted in an excess of revenue over expenses of \$1,093. Several expense categories came in under budget, which accounted for this small excess, but mainly it was attributed to our water usage being under the budgeted amount.

The replacement reserve fund had an excess of revenue over expenses of \$2,652.

The YTD results were as follows: The operating fund had an excess of revenues over expenses of \$11,789. The replacement reserve had a favorable excess over expenses of \$8,828.

The total fund balance of \$374,919 reflects an improvement compared to the \$341,776 for the same date last year. At December 31, 2016, the total fund balance was \$371,904, so the fund continues to improve.

#### MANAGER'S REPORT – Paul Donner and Rick West

Mr. Donner reported that residents may sign up for the new emergency alert system, Nixle, at the Rossmoor website. Residents will be notified of fire, floods, road closure, etc. Alerts can be sent via email, text, or a telephone call to your home or cell. The system is not perfect yet. Dennis Bell is in charge of sending out the notifications.

The Fitness Center remodel has begun. Jeff Matheson is in charge.

Mr. West reported that it has been a tough winter with all of the rain. Third Walnut Creek Mutual hired Professional Gutter Services (PGS). They are well known in the Bay Area. Contracts will be coming in soon. They cost a bit more, but are worth it.

#### LANDSCAPE REPORT: Rebecca Pollon

**LAWN MAINTENANCE:** Turf mowing will resume on a weekly or bi-weekly (every other week) as the weather dries. Aerating, spring fertilization and treatment for grubs will take place in the coming weeks. Irrigation is now ON. The system is checked regularly but if leaks or 'geysers' are spotted please report them to the work order desk as soon as possible. The system is connected to a satellite, but is not perfect.

**ENTRY MAINTENANCE:** Entry maintenance crews are moving to their spring/summer schedule pruning shrubs for size control.

**TREE MAINTENANCE:** There are no pending tree removal permits at this time.

**LANDSCAPE REHAB:** The bench at the end of Comstock will be installed in the coming weeks. The new color spots are also scheduled to be installed by the end of this month.

In the coming year the landscape committee and I will be making a plan for replacing lawns throughout the mutual as needed. We are beginning with the lawn in front of 1720 as an example. The work is scheduled for late this month.

The MOD work crew days will occur in early July and will begin by removing the struggling Vinca under the Redwood trees near 1721 Comstock and installing shredded bark.

A resident should call the work order desk if they see any irrigation breaks or pruning issues. Contact the landscape committee to request plants.

#### BUILDING MAINTENANCE COMMITTEE – Durwin Shepson, Chair

Mr. Shepson reported that new residents want to make upgrades. A Comstock application was approved for replacing all windows with dual pane Milguard. A rear awning was approved as it was consistent with prior approvals.

The dryer vent estimate for \$2,772 needs to be signed.

In October 2016, the slurry seal was completed on all Mutual streets, but it is already breaking down in some areas due to recent rains. Hopefully it will last to 2020 when a total repaving will be done at an estimated cost of \$164,500.

In 2017 all roofs were inspected and a report was issued. A roof tune-up was approved for all required repairs.

In mid-2016, 1707 Comstock and 1802 Wales had 5 skylights repaired/replaced. The approximate cost for each was \$2,500. About 22 still need to be replaced.

In Feb 2017, 1818 Wales had skylight leaks and replacement with interior damage. The cost was approximately \$5-6,000.

Downspouts are undersized. 1802 and 1804 Wales had major gutter overflows and a lack-of-drainage away from the building. There was substantial interior damage due to water coming in. This required a complete replacement of the front drain line system. It was very costly at approximately \$12,000. The problem is still not fully solved. There is a need for some kind of gutter drainage guard to solve the problem.

In March 2017, there was a rusted gutter and drain block on 1716-1718 Comstock. There were major repairs on an underground drain line due to tree roots. The cost is still pending or unknown. In February 2017, 1727 Comstock had an exterior drain line by guest parking replaced. This was a difficult repair because of a major tree root problem. The cost is still pending or unknown.

In February 2017, mailbox posts and supports were replaced at 1705-1709 Comstock. A split post was rebuilt at 1712 Comstock.

All mailboxes were replaced with new lettering.

In 2017, the seating landscape area at Comstock was completed, but the bench is still on order.

Placing Devonshire signage was researched and considered. The conclusion was that Devonshire is really a subset of Lakeshire. There are no Devonshire streets in Mutual 65. There were not enough residents interested in moving forward with a sign.

The resident at 1813 Wales had a new garage door installed. It was painted to match.

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

Ms. Holland reported that she has been busy this year participating in the spring CERT classes and preparing for the CERT Graduation Drill held on March 4 at the Event Center and Dollar Clubhouse. The drill was successful with 35 new graduates. Securitas took the class, too. Ms. Holland would like to have a mini drill for the Mutual as soon as this July. The drill will be held on Wales Drive, but all Mutual 65 residents and their care giver are invited. An email and flyer will be sent out when the date and time are determined.

Ms. Holland reported that her immediate concern is to have all residents know how to shut off their water and gas in the event of an earthquake with water and gas lines ruptured. She is available for individual concerns regarding emergency preparedness.

Everyone is invited to the coming week's CERT monthly meeting which will focus on taking care of pets in an emergency and learning to bandage and splint extremities in an emergency. The meeting is from 10 a.m. to noon on Tuesday, April 18 in the Fairway Room at Creekside.

#### LANDSCAPE COMMITTEE – Terry Brykczynski, Pamela Walsh, Co-Chairs

Ms. Walsh reported that in 2016, 1800/1802 Castleberry Lane had the lawn removed and refurbished with stone, rocks and new plantings by the mailbox. In 2016, 1802/1804/1805/1807/1809 Wales Drive had lawns removed and refurbished with stone, rocks and new plantings.

In 2017, there were 2 water leaks on Castleberry and 1 on Wales in the past week. The one on Castleberry was major. Thanks to residents for reporting them. If you see a soggy area, which is not normal, please report it to Ms. Walsh or Mr. Brykczynski.

1801 Wales: Planning to remove the lawn between the three Maples running along Tice Creek. Lawns cannot be replaced between the trees as the tree roots make that impossible. We are working on a nice design that will be pleasing to the eye when driving down Tice Creek, as well as a plan that the residents will be pleased about. This will be done on our Mutual work days in July or November.

1818 Wales has a new Boxwood hedge along the driveway.

The color spot is to be planted this week. We are using Lakeshire's BrightView Landscape Company as they were \$100 cheaper than Terra Landscaping.

For the remainder of 2017, some old shrubs will be replaced and we will be generally watching for things that need to be attended to during the year. We will be focusing on beautifying our area.

Mr. Brykczynski thanked everyone for their initial guidance and pointers.

There are 8 days where labor and materials are charged at cost with no mark-up to the Mutual. July 3-7, moss rocks will be placed around the perimeter of 1707 and 1705 Comstock. Yellow daisy bushes and bubblers at Comstock parking lot, along with the addition of a moss rock border on one side, will be done.

1720 Comstock was chosen as an experiment for lawns because repairs to a drain left a large bare patch. The re-sodding experiment will test shaving maple roots, a new variety of drought-resistant grass and new test sprinkler heads. The current grass will be taken away and re-sodded with the new type of grass.

We will continue to monitor the costs of BrightView versus Terra Landscape.

The pruning of Crepe Myrtles will be done late this year, probably because of rain. We will monitor next year and be more vigilant.

Various other areas have had shrubs planted and some bushes replaced.

### DROUGHT REPLACEMENT COMMITTEE – Tom Harrick

Mr. Harrick reported the drought has ended. The committee has not met recently, but looking back over the past 3 years, there have been several achievements. We have reduced water consumption for irrigation, largely by removing grass areas and replacing them with stone, bark, and shrubs. We have improved the appearance of the Mutual by addressing problem properties where grass was dying or dead and a blemish on the community.

A continuing need will exist in the future to conserve water and what has been learned will continue to be applicable.

Mr. Harrick recommended that the work of the committee be transferred to the landscape coordinators. Mr. Coburn agreed and formally ended the Drought Committee.

### COMCAST REPORT

Mr. Harrick reported that at the last Board meeting, the Board voted to not accept the Comcast offer for phone service because of the burden it would place on residents that did not want or would not use this service. The Comcast offer requires that all residents of the Mutual participate.

Comcast has changed their position and will offer “Voice Over the Internet” telephone service to individual residents. The cost will remain \$20 per month. Dick Walsh has taken advantage of their services. For those of you that voted for this service, contact Comcast directly if you would like to receive this service.

### WATER USAGE

Mr. Walsh reported that invoices have doubled, so he is starting to track amounts of water being used. His analysis showed in 2013 usage was 9,160,008 gallons per year at a cost of \$60,970. Years 2014 and 2015 showed usage and cost had gone down and then in 2016 usage went up slightly from the previous year. 2015 usage was 5,653,391 gallons at a cost of \$54,443. 2016 usage was 5,785,780 gallons at a cost of \$57,676.

Wales only has one meter with irrigation and domestic water combined. Comstock has nine buildings with 9 meters with irrigation and domestic water combined.

Mr. Walsh keeps emergency information for each resident. He has everyone listed in his database with contact numbers.

Mr. Coburn suggested that residents leave a key with a neighbor.

### SOCIAL COMMITTEE – Pamela Walsh, Chair

Ms. Walsh reported in 2016, there were two successful get togethers with a BBQ in July and a Holiday dinner in December. She thanked everyone that helped.

This year, the BBQ will be held on Sunday, July 15<sup>th</sup>. The Holiday dinner will be held on Saturday, December 3<sup>rd</sup>. Both of these events will be at the Dollar Clubhouse. Invitations will be delivered about a month before the event.

The committee is always open to new ideas for social gatherings and welcomes any suggestions.

There are copies of a current address list and social calendar on the back table.

### RESIDENTS' FORUM

The residents thanked the Board for a job well-done. They appreciate everything the Board does to maintain the Mutual in great condition.

### ANNOUNCEMENT

The next quarterly meeting of the Board will be held on Tuesday, July 18, 2017 at 9:30 a.m. in the Donner Room at the Event Center.

### ADJOURNMENT

Having no further business, the meeting adjourned at 10:40 a.m. to an organizational meeting to elect officers.

/s/ \_\_\_\_\_  
Anne Paone, Assistant Secretary  
Walnut Creek Mutual No. Sixty-Five