

MINUTES

WALNUT CREEK MUTUAL NO. TWENTY TWO
FORTY-SIXTH ANNUAL MEMBERS MEETING
MONDAY, JUNE 13, 2016 AT 10:00 A.M.
CLUB 22, 4033 TERRA GRANADA DRIVE

The Forty-Sixth Annual Members Meeting of Walnut Creek Mutual No. Twenty-Two was called to order on June 13 at 10 AM by President Ping Tse, in Club 22 at 4033 Terra Granada Drive, Walnut Creek, CA.

ROLL CALL

Board Present: Ping Tse, President
Maureen Lawson, Secretary-Treasurer
Patricia Murphy, Vice President

Guests Present: Paul Donner, Director of Mutual and Trust Operations
Rick West, Building Manager
Rich Perona, Landscape Manager
Sharon Fees, Administrative Secretary

VERIFICATION OF QUORUM

Sharon Fees confirmed that quorum for the Annual Members Meeting was met. The required quorum is 15 households and 24 households were represented.

PRESIDENT'S REMARKS

Ping Tse welcomed and thanked everyone for their attendance. He thanked staff and volunteers for the efforts made over the last year.

Tse explained the process for adopting policies for homeowner associations in light of the soon-to-be adopted Electric Vehicle Charging Station policy.

Tse noted that the Mutual is always trying to implement cost-saving measures. The Mutual currently enjoys one of the lowest coupon payments in the valley.

Newer residents who attended the Annual Meeting introduced themselves.

CERTIFICATION OF NOTICE

Maureen Lawson certified that a notice announcing the Annual Membership Meeting was mailed to all Members of record as of May 9, 2016, and notices were published in the *Rossmoor News* on May 25 and June 1 in accordance with Article 4, Section 4.3, of the Bylaws of said Corporation.

APPROVAL OF MINUTES

Maureen Lawson moved and Nazli Monahan seconded to approve the minutes to the Forty-Fifth Annual Members' Meeting held on June 8, 2015. The motion passed unanimously. Maureen Lawson moved and Nazli Monahan seconded to approve the minutes to the Quarterly Board Meeting held on June 8, 2015. The motion passed unanimously.

Maureen Lawson moved and Nazli Monahan seconded to approve the minutes to the quarterly meeting of March 14, 2016. The motion passed unanimously.

FINANCIAL REPORT

Paul Donner reported that the Operating Fund balance as of May 31, 2016 is \$17,503 and that the Reserve Fund balance as of the same date is \$233,679. Year to date the Mutual is running slightly under budget. Mutual 22 received approximately \$1,300 from MOD in the form of the annual dividend approved by the GRF Board.

BUILDING MAINTENANCE REPORT

Works in Progress

The elevator repair is in progress. A problem with the conduit that runs underground for the elevator was discovered to be full of water caused by tree root damage. To remediate this issue, the decision was made to run the conduit above ground in order to avoid potential future problems. This resulted in a change order of approximately \$11,500.

It is estimated that the elevator will be repaired, inspected, and fully operational no later than early July.

Concrete Inspection: Inspection of the concrete is ongoing. Some grinding is definitely needed and an estimate will be obtained.

Follow-up:

4013 TG #1B wall drain-pipe repair: This work was taken care of and was at the expense of the Mutual.

New carport jelly jar LED lighting and new LED lighting for corridor ceiling lights breezeway at 4033 TG: This work is on hold until the elevator repairs are complete.

4033 TG: New LED walkway stair lighting was installed.

LANDSCAPE REPORT

Rebecca Pollon noted that she and Maureen Lawson will walk the Mutual to take landscaping needs notes. Of special interest, they will review the need to trim the Junipers located at the rear of 4009 TG.

The Daphne plant located at the rear of 4033 TG was trimmed and staked.

The new Laurel plants located on the east side of 4033 TG will have their irrigation needs addressed.

Wise watering practices will continue to be implemented.

Pollon fielded Director and Member questions.

OLD BUSINESS

Electric Vehicle Charging Station Policy: Maureen Lawson moved and Nazli Monahan seconded to approve the Electric Vehicle Charging Station policy as presented at the Annual Meeting. The motion passed unanimously.

NEW BUSINESS

Seating of Board Director: Maureen Lawson was seated to the Board for another three-year term to the Board. She was thanked for her continuing service to the Mutual and its residents.

Retention Agreement with Legal Counsel: Maureen Lawson moved and Nazli Monahan seconded to approve the retention agreement presented by legal counsel that outlines services provided and hourly fees. The motion passed unanimously.

Elevator Change Order: Maureen Lawson moved and Nazli Monahan seconded to approve the change order for the additional elevator work needed at the cost of \$11,500. The motion passed unanimously.

RESIDENTS' FORUM

Residents were afforded further opportunity to make comments and ask questions.

NEXT MEETING

The next meeting will be the Quarterly Meeting scheduled for September 12, 2016 at 10:00 A.M. in Club 22.

ADJOURNMENT

The meeting was adjourned at 11:15 a.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Sharon Fees". The signature is written in a cursive, flowing style.

Sharon Fees
Assistant Secretary