

WALNUT CREEK MUTUAL NO. TWENTY-NINE

REGULAR MEETING MINUTES OF THE BOARD
MONDAY, DECEMBER 19, 2016 AT 9:30 A.M.
MULTIPURPOSE ROOM NO. 3 (MPR3, GATEWAY)
1001 GOLDEN RAIN RD., WALNUT CREEK, CA 94595

Call to Order

President Gannon called the meeting to order at 9:31 a.m.

Roll Call

Directors Present: Beth Gannon, President
Barbara Crane, Vice President
Tanc Agius, Secretary
Toba Simon, Treasurer
Bill Chauncey, Director

Also Present: Paul Donner, Director of Operations; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; Will Kim, Board Services Coordinators.

Approval of Meeting Minutes

President Gannon asked if there were any additions or corrections to the following minutes:

- a) Regular Meeting of the board held on September 19, 2016
- b) Executive Session Meeting of the board held on November 15, 2016
- c) Special Budget Meeting of the board held on November 15, 2016

The minutes to the aforementioned meetings were approved as submitted.

Moved, Seconded, Carried 5-0

Introductions

President Gannon requested each audience member introduce themselves to the membership and provide the number of years they have been a resident of Rossmoor.

President's Report: Beth Gannon

President Gannon provided the President's Report as follows:

- a) There is one (1) new resale, five (5) current rentals, and five (5) units in the hands of their relatives.
- b) Term status of board members stay on the board: Tanc Agius (2019), Bill Chauncey (2018), Toba Simon (2019). Term status of board members rotating off the board: Beth Gannon (2017), Barbara Crane (2017).
- c) Effective January 1, 2017, Melissa Ward of Hughes Gill Cochrane will be assuming the primary responsibility of servicing the needs of the Mutual
- d) Mutual Rosters for 2017 are complete and have been distributed to the membership
- e) 2017 budget discourse packages has been mailed to each owner
- f) One alteration meeting has occurred with a new resident

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Neighbors Report: Beth Gannon

President Gannon presented the Neighbors Report on Mutual members who have passed away or moved out of Rossmoor.

Landscape Report: Rebecca Pollon

Lawn Maintenance: During the cool and wet season lawns are being mowed one (1) to two (2) per month depending on growth. Irrigation controllers are off.

Entry Maintenance: Crews are using their time for leaf cleanup and when complete will begin hard pruning of shrubs for size control.

Tree Maintenance: Waraner Brothers Tree Service handles all work orders for tree pruning.

Landscape Rehab: MOD crew days have finished and planned projects for this season are complete.

Financial Report: Toba Simon & Rick West

Rick West provided the Financial Report as follows:

- a) Total Assets as of November 30, 2016
- b) Petty Cash \$ 768.
- c) Operating \$ 16,026.
- d) Reserves \$ 419,771.
- e) The Mutual is over budget by \$6,437 primarily due to legal fees and a fallen tree

Building Maintenance Report: Rick West

Work in Progress:

- a) 3112 Ptarmigan: Estimates to replace an 8"x8"x12' support post from Moura Construction at \$2,675, Joe Matta Construction at \$2,350, and AMAC at \$2,450 were presented to the board. A motion was made to approve the proposal provided by Joe Matta Construction to replace an 8"x8"x12' support post at 3112 Ptarmigan for \$2,350.

Moved, Seconded, Carried 5-0

- b) 2656 Ptarmigan No. 3 & 4: Estimated to replace upper deck support post, railing & downspout from Moura Construction at \$8,450, AMAC at \$3,700, and Joe Matta Construction at \$7,850 were presented to the board. A motion was made to approve the proposal provided by AMAC to replace upper deck support post, railing & downspout at 2656 Ptarmigan Unit No. 3 & 4 for \$3,700.

Moved, Seconded, Carried 5-0

- c) Carport No. 47: Estimate to replace 20' cracked roof joist across from building no. 2724 from AMAC for \$1,100 and Joe Matta Construction at for \$2,150 was presented to the board. A motion was made to approve the proposal provided by AMAC to replace 20' cracked roof joist in carport no. 47 for \$1,100.

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Moved, Seconded, Carried 5-0

Follow Up:

- a) AT&T ground utility cover installation has been completed
- b) 2624 PT No. 3: Deck railing repair lag bolts installation has been completed
- c) Carport No. 53: Five Star replaced 55 sq. ft. at walkway next to the carport for \$1,375.
- d) All Clear Gutters will complete their hot spot gutter cleaning services for \$2000 within the next day.

Social Report: Bill Chauncey

The Annual Dinner will be scheduled for the first Sunday in August 2017 at Creekside.

Emergency Preparedness: Mike & Ruth McLaughlin and Ron Ondrejka

An emergency team representative has been established for each of the five (5) zones throughout the Mutual. The following emergency team representatives were announced: Ian Bradshaw, Barbara Vargas, Hilde Oldes, Sandra Vargas, and Ruth McLaughlin. Beth Gannon is the liaison to the Board and Ron Ondrejka is the Communications Coordinator. Sheila Wipple has been added as the new pet coordinator.

The Community Emergency Response Team (CERT) will hold a basic training course in Rossmoor that starts on January 11th through February 22nd. Please contact Walnut Creek CERT to register at 943-5899 ext. 2911 or CERT@walnut-creek.org

Survey of Comcast Offer (Phone & DVR)

Beginning in 2017 all residents will have both TV and Internet from Comcast. GRF has also negotiated an opportunity for Mutual boards to decide whether to add one or both of the following two (2) options for all residents in their Mutual. The following options will remain open until December 31, 2017:

- a) Comcast Digital Voice home phone service with unlimited local and nationwide calling for \$20.00 per manor per month
- b) A Digital Video Recorder (DVR) for \$9.00 per manor per month

In order to make an informed decision, we are asking residents to fill out a short survey. Please drop your completed survey into red basket on the porch of 2704 Unit No. 1 (Director Gannon) or at the Mutuals' Board Office.

Policies Update: Estate or Garage Sales

The Policy title "Estate or Garage Sales," was previously distributed and approved by the Board. However, notice of approval was not submitted to the membership in accordance with Civ. Code §4360(c). A motion was made to approve *Policy: Estate or Garage Sales* as presented and to proceed with membership notice of adoption in accordance with Civ. Code §4360(c).

Moved, Seconded, Carried 5-0

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Residents' Forum

Residents were afforded the opportunity to express their concerns, make comments, and have questions answered by the Board and M.O.D. staff representatives. The following topics were discussed: wood peckers and turf damage.

Items for Next Board Agenda

Paint Committee
Volunteers for Nominating Committee

Next Board Meeting

The Annual Meeting of the Membership will be held on Monday, March 20, 2017 in Multipurpose Room No. 3 (MPR3) at 9:30 a.m.

Adjournment

President Gannon adjourned the meeting at 11:06 a.m.

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the approved minutes of the Board of Director's meeting.



Secretary

An Executive Session was held following the open session at 11:06 a.m. Topics included the following:

- Legal: Account No. 16134

With no further business to discuss, the board adjourned the Executive Session.