

MINUTES

WALNUT CREEK MUTUAL NO. TWENTY-NINE
QUARTERLY BOARD MEETING
MONDAY, DECEMBER 21, 2015 AT 9:30 A.M.
MULTI-PURPOSE ROOM #3, GATEWAY COMPLEX

President Beth Gannon convened the Annual Members Meeting of WALNUT CREEK MUTUAL NO. TWENTY-NINE on Monday, December 21, 2015 at 9:30 a.m. in Multi-Purpose Room #3, Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL:

Attendance

PRESENT:	Beth Gannon	President
	Barbara Crane	Vice President
	Toba Simon	Secretary
	Jim Bombardier	Treasurer
	Bill Chauncey	Director

Representing Mutual Operations were Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager; Rich Perona, Landscape Manager; and Sharon Fees, Board Services Coordinator.

Twenty-two additional Mutual members were present.

APPROVAL OF MINUTES

Approval of Minutes

At President Gannon's recommendation,

Bill Chauncey moved to approve the Minutes of the Special Meeting of the Board held on August 31, 2015 as written and reviewed. Toba Simon seconded, and the motion carried without dissent.

Toba Simon moved to approve the Minutes of the Quarterly Meeting of the Board held on September 21, 2015 as written and reviewed. Barbara Crane seconded, and the motion carried without dissent.

Bill Chauncey moved to approve the Minutes of the Special Meeting of the Board held on September 30, 2015 as written and reviewed. Jim Bombardier seconded, and the motion carried without dissent.

AUDIENCE INTRODUCTIONS

Audience Introductions

Beth Gannon asked audience members to introduce themselves to the assembled group.

PRESIDENT'S REPORT -- Beth Gannon

President's Report

2016 Coupon: Beth Gannon explained the progression of the coupon increases that have taken place over the last three years.

Status of Manors: There are currently five rentals, three vacant units, one unit for sale and two units that have recently transitioned from the former owner to family members.

Review of Reserve Fund Increases: Beth Gannon noted that each year the Reserve Fund contribution increases. This is important in order to keep up with necessary capital improvements.

Mutual 29 needs community volunteers: Gannon thanked those who continue to volunteer their services to the Mutual and encouraged others, who are able, to volunteer in various capacities for the Mutual.

Neighbor Report: Peggy Hunter moved away to be closer to her children. Pat Thunen recently passed away.

New Residents: Mr. and Mrs. Rose recently moved into the community.

Emergency Information Forms and Mutual 29 Directory: Beth Gannon thanked all of the residents who filled out the emergency forms and the authorization form for the Directory.

Dumpsters: Beth Gannon thanked the Dumpster Monitor volunteers. It was reported that someone is placing food out on the dumpster lid in one of the garbage bays. Gannon reminded the assembled group that while this may seem a kind gesture to wild animals, it is actually a misguided and unsafe practice.

FINANCIAL REPORT – Jim Bombardier and Paul Donner

Financial Report

Paul Donner reported that the Mutual has \$23,045 in the Operating Fund and \$274,278 in the Reserve Fund for a total of \$297,323. The Mutual is currently under budget by \$12,145.

Jim Bombardier reported that the Social Account has approximately \$1,317.08.

Paul Donner reviewed the 2016 Budget with the members and explained in detail how crucial it is to keep the Reserve Fund well-supplied in order to pay for necessary capital improvements that are scheduled on a cyclical basis.

EMERGENCY PREPAREDNESS – Mike and Ruth McLaughlin, Chairpersons

Emergency
Preparedness
Report

Mike and Ruth McLaughlin presented the Emergency Preparedness report.

They thanked everyone for submitting their completed emergency information forms to the Mutual.

Ruth McLaughlin recently completed CERT training.

There are many emergency and safety meetings that take place in Rossmoor regularly. Look for them in the Rossmoor News.

In the event that an emergency happens in Mutual 29, Ron Ondrejka is the point person for communications with the outside.

Mutual 29 residents were encouraged to be personally prepared to shelter in place for up to 72 hours if an emergency event occurs.

Ruth McLaughlin announced that the Emergency Preparedness Committee will help whoever needs it to get cases of water into their manors and stored for emergencies.

BUILDING MAINTENANCE REPORT – Roger Wilcox, Chairman and Rick West,
Building Maintenance Manager

Building
Maintenance
Report

Roger Wilcox reported that Maintenance Reserves for 2016 is budgeted for approximately \$90,000 and that some capital improvements will be implemented this year. These projects include carport roof replacement and scheduled carpentry. Unexpected plumbing costs have been over budget. Payment for these repairs comes out of the Operating Account.

Rick West reported on the following:

Walkway and carport lighting adjustment: A Work Order was expedited for the adjustment or replacement of the lighting photo cells in the walkway and carport lights.

Water Heater Leaks: 2608 PT #2 and 2716 PT #1 both experienced water heater leaks. These were repaired and are owner-billable.

Roof Leaks: 2748 PT #1 and 3136 PT #7 both experienced roof leaks. Both of these leaks have been repaired and the interior repairs are scheduled to be done.

Follow-up:

Mutual Gutter Cleaning: This work was completed by All Clear Gutters on November 18. Another cleaning is scheduled to take place in February.

2015 Carport Roofing Project: This work is complete.

Cracked concrete sidewalks: These repairs have been completed. It costs the Mutual a substantial amount of money to make these repairs, but the Mutual is compelled to do so in a timely manner because of the tripping hazard. West commended Mutual 29 for taking a responsible stance in this matter.

LANDSCAPE REPORT –Sandra Chauncey, Landscape Committee Chairperson

Landscape
Report

Lawns will be mowed as necessary during the winter. Crews are working on leaf cleanup. Irrigation controllers have been turned off.

The rehab crew has finished all of the scheduled work for this year. There were several smaller projects, some of which were located at Norton Park, 3112, 3120, and 3136.

Perona and Sandra Chauncey will do a walk of the Mutual in January to plan the next round of projects. Any and all Mutual residents are invited to join in on this walk-through.

Irrigating will continue to be limited to twice a week for 2016 as EBMUD has informed Perona that the reservoirs are still very low.

Sandra Chauncey commented that residents like Mutual 29 because of the abundance of trees. She reminded residents that trees take a lot of maintenance and thus cost money. Most resident feedback that Chauncey has received has been positive about the proliferation of trees and about the landscaping in general.

Water usage: In 2013 from September – November, the Mutual used 43,477 gal per day v. 28,274 that was consumed for the same time period in 2015. The Mutual is doing an excellent job in water conservation and everyone was encouraged to continue to be

prudent with their water consumption. Despite the current rainfall, the state is still in a severe draught.

Perona and Paul Donner fielded resident questions and concerns.

SOCIAL -- Bill Chauncey

Social Committee

No report was given.

UNFINISHED BUSINESS

Unfinished
Business

Electric Vehicle Charging Policy: The Mutual has sent the draft policy to legal counsel for review.

NEW BUSINESS

New Business

Nominating Committee: A volunteer is needed for the Nominating Committee. Two positions will be open in March. The position of Jim Bombardier expires and he is not eligible to run for the next term. The position held by Toba Simons expires. She is eligible to run for another term.

RESIDENTS' FORUM

Residents' Forum

Residents were afforded the opportunity to voice their concerns and ask questions of staff and board.

ANNOUNCEMENTS

Announcements

The next meeting will be the Annual Members Meeting and it is scheduled for Monday, March 21, 2016, at 9:30 a.m., Multi-Purpose Room #3 (Gateway).

ADJOURNMENT

Adjournment

Having no further business, the Quarterly Meeting of the Board of Mutual 29 adjourned at 10:40 a.m.



Sharon Fees, Assistant Secretary
Walnut Creek Mutual No. Twenty-Nine