

MINUTES

WALNUT CREEK MUTUAL NO. TWENTY-NINE
FORTY-FOURTH ANNUAL MEMBERS AND QUARTERLY MEETING
MONDAY, MARCH 21, 2016 AT 9:30 A.M.
FAIRWAYS A & B, CREEKSIDE COMPLEX

President Beth Gannon convened the Annual Members Meeting and Quarterly Meeting of WALNUT CREEK MUTUAL NO. TWENTY-NINE on Monday, March 16, 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 Maintenance Manager; and Sharon Fees, Board Services Coordinator.

Thirty-eight additional Mutual members were present.

APPROVAL OF MINUTES

Approval of Minutes

At President Gannon's recommendation,

Bill Chauncey moved and Barbara Crane seconded to approve the Minutes to the following meetings as written:

Quarterly Meeting – December 21, 2015
Executive Session – December 21, 2015
Special Meeting – February 1, 2016
Special Executive Session – February 1, 2016
Special Meeting – February 22, 2016

The motion passed unanimously.

AUDIENCE INTRODUCTIONS

Audience Introductions

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

PRESIDENT'S REPORT -- Beth Gannon

President's Report

Operating and Reserve Expenses: The Board is always mindful of expenses and works hard to plan accurately for scheduled maintenance and to collect monthly dues appropriate to the needs of the Mutual.

Re-sales: There were nine re-sales, four rentals, three units that were inherited by relatives, two that are currently vacant, and there are currently no units on the market.

Close of Escrow Alteration Meetings: The Board adopted close of escrow Alteration Meetings that buyers are required to attend. At this meeting, a buyer will learn about previous alterations that have been done to the unit that he is about to purchase and a representative from the Alterations Department will answer any questions the buyer may have regarding these alterations. A member of the Board may also be present to further explain some of the basic rules that govern Mutual 29. Beth Gannon has attended four such meetings since the end of 2015.

GRF Refund: GRF has an excess of monies for the past year. By GRF Board approval, these funds are reimbursed back to the Mutual on a "per manor" basis. The allotment to be reimbursed back to Mutual 29 is \$3,286, or \$31 per manor.

List of Work Orders for the past year: Carport roofing, roof leak and interior ceiling repair, gutter cleaning, sidewalk concrete repair, and new siding and interior repairs comprised the majority of work orders in the Mutual in 2015.

Compliance with Policies and CCRs: Beth Gannon thanked everyone for their compliance to policies. She noted that those violating policy will be sent a letter as a courtesy to explain what the violation is and how to remedy it.

Legal Seminar: A seminar for all Mutual Board Directors will be held on April 12.

Neighbors who have moved away: Gannon welcomed new residents Carla Holtz and Pat & Rich Adams. Mr. Stan Atkinson recently passed away.

ANNOUNCEMENT OF ELECTION RESULTS – Sharon Fees

Announcement of
Election Results

Sharon Fees read the Certification of Notice and announced the election results. Incumbent Toba Simon and Tanc Agius were seated as members of the board by acclamation. They will each serve a three-year term. Retiring Director, Jim Bombardier, was thanked for his years of service to the Board and to the Mutual.

Financial Report

FINANCIAL REPORT – Paul Donner

Paul Donner reported that as of February 29 the Mutual has \$29,171 in the operating fund and \$310,478 in the reserve fund for a total of \$339,649. The Mutual is running \$6,690 under budget. Mutual 29 is on target in keeping with the 2016 budget.

Treasurer Jim Bombardier reported that the Petty Cash Account has a balance of \$1,303.09

Emergency
Preparedness
Report

EMERGENCY PREPAREDNESS – This leadership position is currently vacant.

Beth Gannon asked for a volunteer to run the Emergency Preparedness Committee.

Gannon encouraged all Mutual residents to be prepared with at least three-days' worth of food, water, and medication in case an emergency occur.

Building
Maintenance
Report

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

Rick West reported on the following:

2740 PT: Floor level survey was conducted by GEC Consulting and this survey will be repeated in six months. This survey measures building movement activity.

Broken Light Pedestal: This is located in front of 2748 PT #4. The part is on order.

Follow up:

2656 PT #1 / 2740 PT #3: Woodpecker damage occurred on the window frames. All Clear filled the holes and installed new Mylar strips.

2708 PT: New concrete walkway poured due to tripping hazards. The job was completed at a cost of \$1,824 by Five Star.

Minor Ceiling Repairs: 2664 PT #1, 3136 PT #7, and #748 #1 all received repairs that were made necessary because of rain leaks.

Roger Wilcox reported that the annual budgeted amount for Building Maintenance Reserves is \$29,875. The Mutual has spent about \$8,500 thus far. This was mostly spent on gutter cleaning.

Landscape
Report

LANDSCAPE REPORT – Sandra Chauncey, Landscape Committee Chairperson

Sandra Chauncey spoke glowingly of Rich Perona upon his retirement. She commented that he is always professional, patient, and extremely knowledgeable and always gives 100 percent to Rossmoor. Perona thanked the assembled audience and noted that working at Rossmoor has been the best 15 years of his 40+ year career. Perona received a round of applause.

Landscape Manager Rich Perona reported on the following:

All turf areas were fertilized in early March and the irrigation controllers continue to stay off thanks to the regular rain that the area has received. Irrigation system checks are in progress.

Crews are on schedule with minor pruning as necessary, leaf clean-up, and spraying for weeds.

All tree maintenance is handled by Waraner Brothers Tree Service. Sandra Chauncey, Ed Waraner, Rich Perona, and several other interested residents walked the Mutual to plan out tree pruning for this year. Pruning will start later in March or in early April.

Jim Bombardier moved and Toba Simon seconded to approve the bid from Waraner Tree Service in the amount of \$5,895 to perform spring tree pruning. The motion passed unanimously.

Sandra Chauncey, Rich Perona and several interested residents walked the Mutual to plan out landscape rehab work. All projects were complete. Sod will be delivered for installation in front of 2748 PT. Further rehab work is scheduled for late August.

Perona responded to member comments and questions.

Beth Gannon thanked Rich Perona and wished him an extraordinary retirement.

WATER USE

Water Use

In the last billing cycle, Mutual 29 used 319,396 gallons over a 33-day period. This equals 91.31 gallons per manor, per day. This is 83 gallons less than the California average. The Mutual was encouraged to treat water conservation as the “new normal.” In so doing, the Mutual will conserve this precious resource and save money.

Social Committee

SOCIAL -- Bill Chauncey

Bill Chauncey reported that the Mutual 29 Annual Dinner will be Sunday, August 7. The first Wednesday of each month, weather permitting, a social hour takes place in Norton Park from 5 – 7 p.m. Bring a little food and beverage to share.

Emergency Preparedness

EMERGENCY PREPAREDNESS – Mike and Ruth McLaughlin

Mike McLaughlin reminded the assembled group the sobering facet that the Rossmoor Valley lays on the path of three separate faults.

He noted that there are several emergency preparedness organizations that exist in the valley:

Rossmoor Emergency Preparedness Organization (EPO)
CERT (Community Emergency Response Team)

McLaughlin encouraged residents to get involved in either or both of these organizations.

In June, EPO and CERT will hold a joint meeting for residents.

Every Saturday morning McLaughlin and resident Ron Ondrejke call in for the Hamm Radio check.

He stated that in the event of a real emergency, one must be prepared to shelter in place for a minimum of three days without the expectation of assistance arriving. This means keeping supplies of food, potable water, medications, and necessary medical supplies (i.e., oxygen tanks).

Ruth McLaughlin will help residents get heavy flats or jugs of water into their manor.

Mike McLaughlin concluded by asking Mutual 29 residents to volunteer in the Mutual's emergency preparedness efforts.

Beth Gannon read a brief report from Ron Ondrejke who is currently away from Rossmoor.

Unfinished Business

UNFINISHED BUSINESS

Electrical Vehicle Charging Station Policy: Barbara Crane reported that the draft of this policy will be mailed to all Mutual 29 members for the required 30-day comment period.

New Business

NEW BUSINESS

Beth Gannon thanked Jim Bombardier and his wife, Joannie, for all of the volunteering that they do for the Mutual. On behalf of the Mutual, Gannon presented him a gift for his participation. Bombardier stated that he has enjoyed his time on the Board and has learned much about how the Mutual functions by being on the Board. He encouraged every member to serve on the Board for at least one term to learn, more in depth, of how a

homeowner association works. Bombardier received a warm round of applause.

Residents' Forum

Gannon welcomed new Board Director to his post, Tanc Agius.

RESIDENTS' FORUM

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

Announcements

ANNOUNCEMENTS

The next regular meeting of the Board is the Mutual annual meeting and it is scheduled for Monday, June 20, 2016, at 9:30 a.m., Multi-Purpose Room #3 (Gateway).

Adjournment

ADJOURNMENT

Having no further business, the Annual Members and Quarterly Meeting of Mutual 29 adjourned at 10:45 a.m.



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