

WALNUT CREEK MUTUAL NO. TWENTY-NINE

QUARTERLY MEETING MINUTES OF THE BOARD
MONDAY, SEPTEMBER 18, 2017 AT 9:30 A.M.
MULTIPURPOSE ROOM NO. 3 (MPR3, GATEWAY)
1001 GOLDEN RAIN RD., WALNUT CREEK, CA 94595

Call to Order

President Crane called the meeting to order at 9:33 a.m.

Roll Call

Directors Present: Barbara Crane, President
Mike McLaughlin, Vice President
Toba Simon, Treasurer
Bill Chauncey, Director (Arrived at 10:16 a.m.)

Directors Absent: Tanc Agius, Secretary

Also Present: Paul Donner, Director of Operations; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; Kelly Mattison, Board Services Coordinator.

Approval of Meeting Minutes

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

- a) Regular Meeting of the Board held on June 19, 2017
- b) Executive Session Meeting of the Board held on June 19, 2017
- c) Special Meeting of the Board held on June 19, 2017

The minutes to the aforementioned meetings were approved as submitted.

Moved, Seconded, Carried 3-0

Introductions

President Crane introduced the new residents of the Mutual: Rene Pappalardo and John and Denis Davis.

President's Report:

President Crane provided the President's Report as follows:

- a) Resales: None. Several units are currently on the market.
- b) Use of Garbage Bins: A report was given on the proper use of the garbage bins within the mutual that included what not to put in the bins, what can be put in the bins, and reminded owners to flatten their boxes before placing them in the recycle bins.

Landscape Report: Sandra Chauncey and Rebecca Pollon

Sandra Chauncey introduced the mutual's new landscape team: Wini Biehl, Sandy Dalforno, and Susan Dennis. All three are knowledgeable and experienced gardeners. They are off to a solid start reviewing the contract with Terra Landscaping, walking with Rebecca Pollon and familiarizing themselves with the always changing landscape issues in our entry.

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Lawn Maintenance: Turf is being mowed weekly, irrigation is ON, please email the work order desk if 'hot spots' in the lawn are noticed or irrigation breaks are suspected.

Entry Maintenance: Entry maintenance crews are on their summer schedules pruning shrubs for size control but will soon be transitioning to leaf cleanup as fall approaches.

Landscape Rehab: The September MOD days were used to remove the Junipers behind 2664 and replace them with alternative plantings.

Once the project billing has processed we will address as many re-sodding projects in the rear of buildings as budget allows. With 2018 funds we will move down the list and we should complete the re-sodding in the rear of specified buildings in 2019. The new lawns will be smaller than the original lawns with added landscaping along the perimeter and we will proceed in the following order:

2724, 2740, 2748, 3112, 3136, 3152, 3160

Financial Report: Toba Simon and Paul Donner

Paul Donner provided the Financial Report as follows:

- a) Total Assets as of August 31, 2017
- b) Petty Cash \$ 98
- c) Operating \$ 79,490
- d) Reserves \$ 484,358
- e) The Mutual is under budget by \$12,586

A motion was made to replenish the petty cash fund by \$200 from the operating fund.

Moved, Seconded, Carried 4-0

Building Maintenance Report: Rick West

Work in Progress:

1. Phase I Bldg. Painting - 14 Bldgs., 7 Carport & 7 trash enclosures.
Contractor - Pacific Trim (Work in progress).

Completed Items:

1. Entry sign installation. Contractor MOD (Completed).
2. 2748 PT #2 Rear patio Concrete slab. Contractor Five Star (Completed).
3. 2724 PT Bldg. - Shared landing units 5 & 7. Contractor AMAC (Completed).
4. 2632 PT Bldg. Replace canopy beam. Contractor AMAC (Completed).
5. Third party billable issues. 3136 PT. #3 Angle stop/ supply line leak and 3104 PT #1 Dishwasher leak. (Completed).

Painting Committee Report: Ruth McLaughlin and Therese Atkinson

Therese Atkinson reported the following: Painting projects are disruptive and frustrating. The project has been difficult and complicated and will be completed in two phases. There are concerns with the punch list. A flyer stating to keep track of any issues should be going out. Tanc will cover the committee during Ruth and Therese's vacations and owner will need to make sure their cars are moved for the carport painting. Painters have been instructed by the

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Board to paint the doors dark green or not at all. Please call 510-451-1101 for scheduling front door painting.

Report on Annual Dinner and Survey

Bill Chauncey gave the following report: August 6th was the annual dinner with 54 people in attendance. A survey was taken following the dinner and a good response was received. The survey indicated that most people prefer to keep the annual dinner at Creekside. Jean Lee might be willing to organize the event next year. You can contact Bill for the survey results.

Emergency Preparedness: Mike & Ruth McLaughlin and Ron Ondrejka

Mike McLaughlin reported the following: There is an emergency preparedness organization that meets in Rossmoor monthly which Mike attends as the entry coordinator for the mutual. Given the size of the mutual the committee has formed a team of 5. The emergency plan was approved by the Board. Now the committee is working on a plan to distribute that to residents and possibly post it on the Rossmoor website. The form that is being passed out to identify manor monitors will be updated. There were drills conducted in all 5 zones this year and that went well. Rossmoor EPO has mentioned they are looking for volunteers to staff an emergency shelter.

Unfinished Business

The Board discussed the new entry and directional signs in place. They also discussed the completion of a repair to a porch at 2724.

New Business

A member has requested that the info sheet that used to company the agenda be returned. Barbara will be looking into this further and make it a future agenda item if necessary.

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.

Next Board Meeting

The next Meeting will be held on Monday, December 18, 2017 at 9:30 a.m. in the Gateway Multi-Purpose Room #3.

Adjournment to Executive Session

President Crane adjourned the meeting at 11:11 a.m. and the Board moved into executive session.

Executive Session Summary

The Board discussed legal matters in executive session.

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.

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A handwritten signature in blue ink that reads "Kelly Patterson". The signature is written in a cursive style with a long, sweeping tail on the final letter.

Secretary