

# WALNUT CREEK MUTUAL NO. SIXTY-ONE

QUARTERLY MEETING MINUTES OF THE BOARD  
TUESDAY, OCTOBER 3, 2017 AT 2:00 P.M.  
FAIRWAYS A&B, CREEKSIDE  
1010 STANLEY DOLLAR DRIVE, WALNUT CREEK, CA 94595

## **Call to Order**

President Bertrand called the meeting to order at 2:00 p.m.

## **Roll Call**

**Directors Present:** Dick Bertrand, President  
Clair Weenig, Vice President  
Rebecca Kunzman, Director  
Diane DeCorso, Secretary  
Sophia Sue, Treasurer

**Also Present:** Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager; Kelly Mattison, Board Services Coordinator.

## **Members Forum**

President Bertrand welcomed everyone and thanked them for their attendance.

## **Approval of Meeting Minutes**

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

Quarterly Meeting of the Board.....June 27, 2017  
Special Meeting of the Board.....September 28, 2017

The minutes to the aforementioned meetings were approved as corrected.

**Moved, seconded, carried 5-0**

## **Welcome New Members**

President Bertrand welcomed Gloria Wu, co-occupant of 6408. There are no new members and currently no homes on the market.

## **Presidents' Forum: Dick Bertrand**

President Bertrand announced the following topics discussed during the July 24<sup>th</sup> Presidents' Forum: discussions on Designated Occupants vs Co-Occupants, rights, obligations, tracking, etc.; renters, rights, obligations, tracking, etc.; EV Charging policies; Fines for policy violations, amounts, how to collect; Mutuals not buying COMAST phone deal; Strong support from Presidents for more Landscape manpower in MOD; EV counts (not current since they didn't start counting until 2015); Sustainable Rossmoor pushing for pro EV policies in Mutuals; Issue with unlicensed contractors (now to avoid, how to report, etc.).

President Bertrand announced the following topics discussed during the August 28<sup>th</sup> Presidents' Forum: Room renting vs manor renting policies; Designated Occupants vs Co-Occupants; rights, obligations, tracking, etc.; waste management, recycle, compost, hazardous waste, etc. as Rossmoor represents 15% of Walnut Creek population and

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recycling, composting, is coming; Some discussion on condition of golf course; Annual Insurance presentation - property part (the big one) doesn't affect M61; 2018 budget, org chart review, etc.

President Bertrand announced topics discussed during the September 25<sup>th</sup> Presidents' Forum: How to deal with and help hoarders - basically extremely little can be done; Policies on close circuit TV cameras; Policies on motion sensing lighting; BBQ dangers; what does the law say (fed, state, county, city, Mutual); Bullying and how to address; Several Mutuals have assessments/ several have 20% coupon increases/ several are smaller, but still significant; GRF discussed the fire - see the newspaper; non-resident using amenities and inventory of renters - Access Control draft reviewed; BBQ again - what does the law say (fed, state, county, city, Mutual).

### **Treasurer's Report: Sophia Sue**

The Treasurer's Report was presented as follows:

As of August 31, 2017

- a) Operating     \$92,038
- b) Reserves     \$129,576

For the eight months ended August 31, our Operating fund revenues exceeded expenses by \$10,000, and we were under budget primarily due to water expense, which contributed to the overall positive variance of nearly \$8,500 year to date.

In the Reserve fund, expenses exceeded revenues by \$2,700. Actual expenses also exceeded year to date budget by nearly \$13,000. Part of this deficit will be corrected at year end; for example, the road paving project was a one-time payment, while its budgeted amount was spread over 12 months.

Overall, our mutual revenues still exceeded expenses by over \$7,000 so far this year.

### **Building Committee: Jack Kunzman**

The committee has identified five homes that need necessary maintenance and repair. Currently the repairs are being done on 2 of them and the other 3 are still pending.

### **Landscape Committee: Rebecca Kunzman and Rebecca Pollon**

Chairperson Kunzman announced the following projects completed in 2017: rosemary removal and mulch installation where it was removed; oak inspections and how to keep them healthy; trimming and pruning of 40 oak trees; restoration project on the slope between Entry 4 and Entry 8, Entry p and Entry 11; experimental project to add more Californian Buckwheat to common areas; more native plants to be added by MOD this fall.

The painful process of removing the diseased pear trees has begun. This project will continue for the next 3 years with new trees added as the sick trees are removed. A list of the trees that the arborist has suggested to replace the pear trees can be obtained from Chairperson Kunzman. The committee will continue to have many homeowner funded projects that add beauty and value to all the properties in the Mutual. The committee thanks everyone for caring and enhancing the neighborhood.

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Landscape Manager Rebecca Pollon Reported the following:

**Lawn Maintenance:** Turf is still being mowed weekly and irrigation is currently ON. If evidence of breaks, sprinkler malfunctions or “hot spots” in lawns are noticed, please report them to the work order desk.

**Entry Maintenance:** Entry maintenance crews are turning to fall schedules, keeping walkways clear of leaves the best they can.

**Landscape Rehab:** 5 MOD crew days are scheduled for mid-November. The tentative start date is November 15<sup>th</sup>, though that may change slightly.

### **Water Usage: Dick Bertrand**

President Bertrand presented the following: 3,680 units through August billing, 34% of 2013 usage (49% of the cost)

3,923 in 2016;  
3,767 in 2015;  
6,282 in 2014,  
10,686 in 2013,  
10,777 in 2012.

### **Social Committee: Carle Hirahara & Bev Cullen**

The membership was reminded of the “October Dinner” that will be held on October 15<sup>th</sup>. There is still room to sign up.

### **Emergency Preparedness: Chris Bertrand & Diana DeCorso**

The Committee reported the following:

Activities for 2017:

1. August 4, 2017 entry coordinators (ecs) meeting
2. Distribution of disaster preparedness materials through ecs in August & September.
3. Collection of information sheets from residents by ecs throughout 2017. Now at 87%.
4. Transition to rapid needs assessment forms from cert. Target Completion is October.
5. Removal of old emergency supplies shed in entry 8; installation of Concrete pad; installation of new shed. Completed September, 2017.

Plans for 2018 (partial list)

1. Entry coordinators meeting to review and supplement supplies for Emergency shed. Evaluation of supplies started in September, 2017
2. Target information distribution and communication for fire prevention. Evaluation of information booklets started in September, 2017.

M61 is fortunate to have five entry coordinators. They are: Chris Bertrand, Rebecca Kunzman, Sharon Collins, Joan Weenig and myself (Diane Decorso). They work well together and are dedicated to the safety of our residents. Their hard work is much appreciated by the mutual.

Special thanks go to Chris Bertrand who led the effort in replacing and installing the emergency shed and to Rebecca Kunzman who stored the emergency supplies during the

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transition.

### **Pool Committee: Wanda Moore & Sharon Collins**

The committee reported that the user agreement between M61 and M59 is in the Board's hands now and that arrears will be paid after the agreement is finalized.

### **Governing Documents Update: Clair Weenig**

The recent decision to proceed with a Legal Firm to update and rewrite our Governing documents has resulted in the hiring of Hughes, Gill and Cochrane of Walnut Creek. They are the legal firm used by most Rossmoor Mutuels to update their governing documents, and understand Rossmoor, the GRF and Mutuels relationships. Approximately \$7,000 will be the cost of the work on the By Laws and the CC&Rs. A retainer fee deposit has been paid. President Bertrand and Vice President Weenig have met with the attorney who will do the work, and have filled out the lengthy questionnaire the firm presented, answering numerous questions about our Mutual. The first drafting of the By Laws and CC&Rs is currently under way. Once the first drafts are completed they will be reviewed by the Pres. and Vice Pres. for any changes needed. Once the final draft is prepared, the entire Board of Directors will review, and if found satisfactory by them, the documents will be presented to the members of the Mutual for their review. A meeting will be held with the Board and Members and the attorney to discuss and explain any questions. A vote of the membership will be required for approval. This will not likely occur before the mid-summer of 2018. Once the By Laws and the CC&Rs are approved, legal updating to the Policy and Procedures document will begin. Addition cost will be required for the Policy and Procedures work, and although no cost has been quoted, it is expected to be less than the prior amount.

### **Pool Use Contract with Mutual 59**

The Board briefly provided an update on the process taken to finalize the contract with Mutual 59. There have been some Board changes due to personal illness that has delayed the process. The membership can still use the pool while the contract gets finalized.

### **2018 Budget**

President Bertrand provided the following report on budgets for the Mutual:

a. 2011, \$500.

2012 up 4.00% to \$520

2013 up 6.73% to \$555 (added COMCAST)

2014 up 5.77% to \$587

2015 up 2.05% to \$599

2016 up 3.00% to \$617

2017 FLAT at \$617

2018 up 1.30% to \$625

The Coupon was \$617 in 2016 and we were able to hold it flat at \$617 for 2017 as well.

For 2018:

MOD when up \$3.51 or 7.8%

GRF went up \$14.46 or 7.1%

COMCAST went up \$1.88 or 3%

M61 total increase is \$8.00, or 1.3% to \$625.

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Major projects for 2018 include:

- a. \$15,000 for tree removal/replacement, part of a 4 year program regarding our Pear Trees which are reaching end of life
  - b. \$20,000 for refurbishment of landscaping, down now that rosemary is gone.
  - c. \$7,000 for Mutual 61 Governing Document replacement, CC&R, By-Laws already under contract and partially paid for in 2017, and Policies to be contracted for in 2018.
  - d. Water, estimating 2017 at \$37,000 expense, estimating 2018 at \$45,000 expense.
  - e. \$4,000 for sign painting.
  - f. \$2,000 Emergency Shed contents refresh
- b. Potential of using a less expensive audit process after December 2018, a topic to address Spring and Summer 2018.
  - c. Last time to consider the COMCAST phone deal is at our December meeting. We've not included it in our budget.

A motion was made to approve the 2018 budget with an \$8 or 1.3% per manor per month increase. The monthly coupon amount will change from \$617 per month to \$625 per month beginning on January 1, 2018.

**Moved, Seconded, Carried 5-0**

### **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: fires and emergency preparedness.

### **Next Board Meeting**

The next Board Meeting will be held on Tuesday, December 12, 2017 at 10:00 a.m. in the Donner Room at the Event Center. This meeting is the Mutual Annual Meeting/Social.

### **Adjournment**

President Bertrand adjourned meeting at 3:00 p.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.



**Assistant Secretary, Mutual No. Sixty-Eight**