

WALNUT CREEK MUTUAL NO. SIXTY-ONE

QUARTERLY MEETING MINUTES OF THE BOARD
TUESDAY, MARCH 20, 2018 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: Kelly Mattison, Board Services Coordinator.

Approval of Meeting Minutes

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

Annual Member Meeting..... December 12, 2017
Organizational Meeting of the Board..... December 12, 2017

The minutes to the aforementioned meetings were approved as submitted.

Moved, seconded, carried 5-0

Welcome New Members

President Bertrand welcomed new member Marlene Powell of 6508.

Presidents' Forum: Dick Bertrand

President Bertrand announced the following topics discussed during the January 22nd Presidents' Forum: Mutuals using emails; Mutual Board meetings and discussion during the meeting from residents; Rodent infestations; use of DocuSign; Mod financials for 2017; the recent accident in near St. Anne's; and EV charging stations.

President Bertrand announced the following topics discussed during the February 25th Presidents' Forum: Doing reviews annually and audits every 3 years; PG&E rates for Mutuals as "small businesses"; residents are invited to comment to Walnut Creek about a mega building on a ridge outside of Rossmoor; Hoarders; reminder to watch your water bills; Homeowner insurance policies should have coverage for two years of non-use; GRF pollution presentation by CC Central Sanitary District; and MOD billable rate.

Treasurer's Report: Sophia Sue

The Treasurer's Report was presented as follows:

As of December 31, 2017

a) Operating Cash \$79,007
b) Reserves Cash \$149,175

WALNUT CREEK MUTUAL NO. SIXTY-ONE

And as of February 28, 2018

- c) Operating Cash \$95,376
- d) Reserves Cash \$149,358

The Board has only received preliminary reports for the period of December 2017 to February 2018. There is a positive trend and the Mutual is currently under budget.

Building Committee: Jack Kunzman

It was reported 6315 received a registered letter sent February 27th, requiring a response by April 2nd; 6301 has confirmed via email that repairs are to be completed May or June of 2018; 6704 was sent their first friendly email reminder on March 10th; and 6001, 6701, 6404, and 6172 all have approved repair work going on, or has been completed.

Landscape Committee: Rebecca Kunzman and Rebecca Pollon

President Bertrand reminded members that if they or their hired firms trim trees without permission from Walnut Creek (and they are giving VERY LITTLE permission), they are personally subject to penalties from Walnut Creek, including fines and imprisonment. Dick also reminded members that if they or their hired firms do landscaping on Mutual property, without Landscape Committee approval, if it turns out badly, they will need to pay for any required remedy.

Chairperson Kunzman gave the following landscape committee report:

The second phase of the sick pear tree removal has begun with the trees removed and trunk removal underway. New trees have been chosen and if you have any questions, please contact me.

The other projects underway are:

- Refurbishing the Entry color spots
- Refurbishing the gorilla hair and mulch on part of the mutual with the remainder to be done next year. (This labor will be done by MOD in June and the mutual will pay for materials.)
- Additional landscape on the hillside between Entry 4 and 8
- Completion of the rosemary mitigation on Entries 14 and 9
- Annual tree pruning as well as a new project to shape and enhance the health of our oak trees. BrightView arborist Christopher Spinner will oversee this project which will be ongoing in future years as our budget allows.

The City of Walnut Creek has stringent codes regarding trees, especially Highly Protected Trees. All of our oaks, madrone, buckeye and gray pines fall into this category. They can only be pruned by a certified arborist with a city permit. The codes are very strict but basically say that pruning can only be done to enhance the structural strength, health, general appearance or for safety reasons. ***There are both civil and criminal penalties for non-compliance.*** Civil penalties are \$1000/event/tree. In addition you will be required to mitigate the harm caused the tree and the city and could require you to pay to repair/replace trees on your property and/or city property. Criminal penalties will be determined by the city and judge. We have had several

WALNUT CREEK MUTUAL NO. SIXTY-ONE

incidents of code violations in Mutual 61. We have also had several residents who have had our arborist permit and prune oak trees legally at their expense. If you have issues with any tree, please contact the Landscape Committee and we will help you legally resolve your issue.

We re continuing our upgrade of areas of the Mutual that need attention and welcome your input.

I am grateful for the help and support of my committee, Frances and Joan, the board and all the interested owners. With the help of Rebecca Pollon, Curtis Kaul and Chris Spinner, we have made our Mutual the envy of Rossmoor.

Landscape Manager Rebecca Pollon provided the following report to the Board:

Lawn Maintenance: Mowing will increase to 2-3 times monthly and turf will be aerated and fertilized in the next 6 weeks.

Water Use: Irrigation will become more frequent to account for warmer weather and increased plant needs. Due to late season rains we expect to irrigate very little for the remainder of March. In April, be on the lookout for signs of water leaks and irrigation breaks. If a break is suspected please report the location to the work order desk.

Entry Maintenance: Entry maintenance crews are performing winter pruning tasks including hard pruning of shrubs for size control and good health. Shrub fertilization will take place over the next 6 weeks.

Resident Requests: If you have landscape maintenance requests (pruning or irrigation), please direct them to the MOD work order desk.

WORK ORDER DESK

By phone: 988-7650

By email: WORKORDER@ROSSMOOR.COM

Water Usage: Dick Bertrand

President Bertrand gave the following water usage report:

- 2017 ended using only 41% of what we used in 2013, at 58% of the cost.
- Feb 2018, while small, is quite a bit up over 2015, 2016, 2017 – we had a very dry early winter compared to previous years. Pray more rain and snow.

Social Committee: Carle Hirahara & Bev Cullen

It was announced that the Social Spring Picnic will be on Sunday, April 29th at 4:00pm in the Vista Room at Hillside.

Emergency Preparedness: Chris Bertrand & Diana DeCorso

The Committee reported the following:

1. Emergency Coordinators Meetings were held on 2/26/18 & 3/19/18
2. Emergency Supplies Shed
 - a. Inventory of Contents
 - b. Budget for 2018 is \$2000
 - c. Next steps are to purchase supplies and integrate and then check and record expiration dates for ease of future replacement

WALNUT CREEK MUTUAL NO. SIXTY-ONE

3. Annual Emergency Preparedness Meeting Planning
 - a. Summer or Fall
 - b. Focus on Fire Prevention: Possible guest from Fire Department, Discussion on Fire Extinguishers, and Grab and Go bags.

Pool Committee: Wanda Moore & Sharon Collins

It was reported that M589 has an active pool committee again and they have agreed to open the pool for the season on May 15th and close on October 15th. The aerobics instructor has been informed of the opening and closing dates.

Governing Documents Update: Dick Bertrand and Clair Weenig

President Bertrand and Vice President Weenig reported on the progress of updating the governing documents. It is an ongoing project. The first draft received from the attorneys was independently reviewed by Dick and Clair. The Bylaws and CC&Rs were carefully reviewed paragraph by paragraph. Notes were made for any changes that are needed and compiled into one set of notes from both directors. The list of notes will be given to the attorney so that a second draft can be published of each document. After the second draft has been reviewed it will be given to the Board for review. Then a final draft can be created, and an informational meeting will be scheduled with the members and the attorney before it is put out to vote by the membership. Once the Bylaws and CC&Rs are completed, the Board will work on policies.

New Business

- a. Mutual 61 previously signed a 3-year agreement with Hinricher, Douglas, & Porter. The old company is no longer doing audits for HOAs. However, our auditor has formed a new company, Porter & Lasiewicz. For the record, we are using Porter & Lasiewicz as our auditor. When that contract is complete, we'd like to have an annual review with a full audit every 3 years, thus saving costs without materially increasing risk. We have very simple financials.

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.

Announcements

- Contra Costa County Vector Control District will provide information on rodent control to homeowners immediately following the board meeting. This talk is not part of mutual services, but residents may find the information helpful to control rodents inside their homes. Rodent control is the responsibility of individual homeowners.
- Pool opens May 15 and closes October 15 this year.
- Mutual Picnic, Sunday April 29, Hillside VISTA Room, time 4:00pm
- The next quarterly meeting will be held Tuesday, June 19, 2018 at 2pm in the Fairway rooms at Creekside.

Adjournment

President Bertrand adjourned meeting at 2:45pm.

Secretary's Certificate

WALNUT CREEK MUTUAL NO. SIXTY-ONE

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

A handwritten signature in blue ink that reads "Kelly Patterson". The signature is written in a cursive style with a long horizontal stroke at the end.

Assistant Secretary, Mutual No. Sixty-Eight