

WALNUT CREEK MUTUAL NO. SIXTY-ONE

QUARTERLY MEETING MINUTES OF THE BOARD
TUESDAY, MARCH 21, 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 2:02 p.m.

Roll Call

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

Directors Excused: Sophia Sue, Treasurer

Also Present: Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager; Will Kim, 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:

Annual Meeting of the Board December 13, 2017
Organizational Meeting of the Board..... December 13, 2017

The minutes to the aforementioned meetings were approved as submitted.

Moved, seconded, carried 4-0

Welcome New Members

President Bertrand did not have and new members to welcome.

Presidents' Forum: Dick Bertrand

President Bertrand announced topics discussed during the January 23rd Presidents' Forum:

- There was no December 2016 meeting
- Discussion on rain gutter maintenance – homeowner is responsible, not the Mutual
- Discussion on earthquake coverage – homeowner is responsible, not the Mutual
- Discussion on monitoring MOD projects – homeowner is responsible, not the Mutual, except for Landscape project
- GRF Portion on insurance programs and costs
- Membership access presentation, discussion – as outlined in the Rossmoor News
- Financial Results – small surplus
- NIXLE – working out last of the bugs

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- The Legal Seminar will be held on April 11th

President Bertrand announced topics discussed during the February 2nd Presidents' Forum:

- Usually, mold issues caused by the rain is the responsibility of the homeowner
- GRF Board candidate questions
- Questions regarding how to handle smoking, Mutual 61 does not currently have this problem
- Director Bertrand represents the Mutual Presidents interest on the Tech Committee and attended a brain storming meeting held on March 8th.
- GRF Portion – contract for garbage are cleaning – homeowner is responsible, not the Mutual.
- FHA condominium loans are now being approved again, but this does not affect Mutual 61
- Maureen talked about the Rossmoor Website – more tasks requires more staffing.

Treasurer's Report: Sophia Sue

The Treasurer's Report was presented as follows:

- a) Total Preliminary Assets as of December 31, 2016
- b) Operating \$ 65,012.
- c) Reserves \$ 134,186.

Based on the unaudited results, the Mutual added approximately \$50,713 to the combined Operating and Reserve accounts, both of which reported positive variances to the budget with about half due to water savings.

Building Committee: Jack Kunzman

Two properties are in need of maintenance and casual discussions have failed to result in action. The Board will prepare formal letters to the homeowners.

Landscape Committee: Rebecca Kunzman

The Landscape Committee has been working on three projects in addition to the usual maintenance and improvements. The Mutual still has not completed the rosemary removal and have several smaller areas to bid and complete. The membership is invited to attend the annual Tree Walk that will be held on Thursday, April 6th at 9 a.m. beginning at Entry 13.

The Mutual has identified the following areas as needing remediation due to rosemary removal:

- a) Hillside between Entry 4 and Entry 8
- b) Left hillside before Entry 4
- c) Right side area Entry 9
- d) Left of Parking on Entry 11 (Carle Hirahara has donated statues to be used as a focal point!)
- e) & 6. Left of Entry 14 and the whole Canyon from Entry 14 to Entry 9

The list is prioritized according to the vote of the residents who participated in all or parts of the walk. Actual work will be done in stages with several area requiring test planting to see if the chosen plants survive the deer before planting a large area.

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BrightView will make a proposal for a test planting on the hillside on either side of Entry 4 and MOD will make a proposal for Entry 9.

We have begun a tree survey to identify trees that will need removal and replacement. Many of the flowering pears are diseased and have reached their life expectancy. This project is not yet defined and will be ongoing for years. We plan to gradually remove diseased trees and replace them. This will be an expensive project spread out over years. Lastly, because Sudden Oak Death has been reported in nearby communities, we will not be doing any pruning or work on oaks before the hottest, driest part of the summer.

Many owners have self-funded landscape improvement projects and our Mutual continues to look better each year. The grass removal projects are maturing and this will our first year to enjoy the new landscape of the upper parking area.

Please remember to submit Landscape and Architecture Change Forms when you are planning any changes. This is the Mutual's permanent record of what has been done to the homes and landscape.

Water Usage: Dick Bertrand

Through December, we are down 62% in usage and 47% in cost, from 2013.

Social Committee: Carle Hirahara & Bev Cullen

The Summer Picnic will be held on Sunday, June 11th at 2:00 p.m. in the Vista Room, Hillside Complex.

Emergency Preparedness: Chris Bertrand & Diana DeCorso

Please fill out your emergency preparation resident questionnaire and return a copy to any of the following members: Diane DeCorso, Chris Bertrand, Sharon Collins, Rebecca Kunzman, and Joan Weenig. As of today, the Mutual has received 88% of the questionnaires. To prepare for a disaster, an emergency contact database has been organized and the Committee will be planning at least one disaster drill this summer. The Committee is looking at replacing the shed that contains our disaster supplies that is in poor condition.

All members of Mutual 61 are asked to sign up with Nixle if you have a cell phone with text message services, to obtain emergency push alerts for severe weather, general emergencies, criminal actives, missing persons, traffic, and local events.

Pool Committee: Wanda Moore & Sharon Collins

The Pool Committee's next meeting will be held on Thursday, March 30th at 10:00 a.m. The meeting will be at Martha Sonnenberg's (Director of Mutual Fifty-Nine) home at 5951 Autumnwood Drive, Apt 5C. A brief update per Mutual Fifty-Nine's Board:

- 1) The pool heater is fixed, contracts were approved to resurface the spa, fix and repair the iron fence, paint the cabana, and put up new signage. New umbrellas have been ordered. This should all be completed by the May 2017 opening date.
- 2) Mutual Fifty-Nine's Board approval of the following wording changes in the Pool Use Renewal Agreement (**changes in bold**):
 - a) *Mutual 59 shall maintain, repair, operate and otherwise manage the Recreation*

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*Facilities. Mutual 59 shall not adopt any rule or regulation which discriminates between the members of Mutual 59 and Mutual 61. Mutual 61 shall abide by Mutual 59's Policy and Procedures regarding the use of the Recreation Facilities. Mutual 59 shall establish a Pool Committee. The Pool Committee shall **have the ability** to make recommendations concerning the following items, which the Mutual 59 Board of Directors shall duly consider:*

- b) MAINTENANCE: Appropriate maintenance, repair, and replacement and how and when such maintenance, repair and replacement **is to take place.***
 - c) **Maintenance and Management of Recreation Facilities: In the event that there is a disagreement or additional and/or alternative recommendations with the recommendations of the Pool Committee on the part of Mutual Sixty-One Board of Directors, that disagreement and/or alternative recommendation will be brought to the attention of Mutual Fifty-Nine Board of Directors for consideration.***
- 3) Discussion of Pool Usage Fees/Readjusted base per CPI (Consumer Price Index).
 - 4) Mutual Fifty-Nine indicated that the portion of the Reserve Study related to pool and its components will be provided. We will also discuss the following:
 - a) A separate Operating Account and/or line-item on balance sheet identifying pool fund contributions and a line-item on P/L showing expenditures to prevent co-mingling of funds
 - b) A separate Reserves Account – same restrictions as 1st bullet
 - c) Mutual Sixty-One and Mutual Fifty-Nine jointly build the Reserves and Operating Budget, along with MOD each year. Determine MOD's contribution.
 - d) Mutual Sixty-One and Mutual Fifty-Nine jointly agree on Reserve pool component projects to be undertaken from Reserve budget
 - e) Mutual Sixty-One and Mutual Fifty-Nine jointly review pool operations and reserves
 - f) Voting rights are split 108 to 63, Mutual Fifty-Nine to Mutual Sixty-One.
 - g) Liability/Accident/etc. insurance, its cost, its deductible, its application, is clearly spelled out.
 - h) Mutual Sixty-One can exit the contract; having paid all contracted usage fees, with 90 days' notice and no longer is able to use the pool nor be required to pay the fees.

Governing Documents Update: Clair Weenig

The Mutual's current governing documents (Bylaws, CC&Rs, & Policies) are outdated and will need to be modernized. After Director Weenig & Bertrand's initial review of the Bylaws, a draft version has been created. Prior to submitting a draft version of the documents to the membership for feedback or a vote, the documents will be reviewed by the entire board and then submitted for informal review by legal counsel.

Approve 2017 Paving Project Proposal

The Board reviewed and discussed proposals for the 2017 paving project. Silicon Valley Paving (SVP) provided a proposal for a superior product that uses an extra sealcoat with extra sand, latex, and ink, which contributes to the life of the product.

A motion was made to approve Silicon Valley Paving (SVP) for the sealcoat with extra sand, latex, and ink for \$23,153.60, on a summer day that does not interfere with the garbage trucks that arrive on Thursdays.

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Moved, Seconded, Carried 4-0

Appointment of Committee Member

A motion was made to appoint Ronald & Karen Van Wert to the Mutual Sixty-One Pool Committee for a term of one-year.

Moved, Seconded, Carried 4-0

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: paving on curbs, landslide, and tile roofs.

Next Board Meeting

The June Board Meeting will be held on Tuesday, June 27, 2017 at 2:00 p.m. in the Fairway Room A&B, Creekside Complex.

Adjournment

President Bertrand adjourned meeting at 2:52 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