

WALNUT CREEK MUTUAL NO. SIXTY-ONE

QUARTERLY MEETING MINUTES OF THE BOARD
TUESDAY, JUNE 27, 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
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:

Quarterly Meeting of the Board.....March 21, 2017
Special Meeting of the Board.....May 5, 2017
Executive Meeting of the BoardJune 6, 2017

The minutes to the aforementioned meetings were approved as corrected.

Moved, seconded, carried 5-0

Welcome New Members

President Bertrand did not have any new members to welcome and there are currently no homes on the market.

Presidents' Forum: Dick Bertrand

President Bertrand announced topics discussed during the March 27th Presidents' Forum:

- Re: Contractors who are not approved, working on manors being sold and not following general guidelines and rules. Tim O'Keefe talked to one real estate firm's manager. The Mutuals' board president sent a letter to the three larger real estate firms. The Board Presidents received a confirming letter back from one.
- Re: Presidents thoughts about propose member transfer fee changes to address the enforcement of who can live in Rossmoor, rent in Rossmoor, and Membership Transfer Fees and Monthly Coupons, and guest usage policies. The presidents believe the concept seems fair, but would like to see the entire proposal to view all parts in context.
- 600 people have signed up for the NIXLE Emergency Notification System. We have

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capacity for 5,000. Everyone in Mutual 61 should sign up!

President Bertrand announced topics discussed during the April 24th Presidents' Forum:

- Solar over parking project at Waterford should start in June 2017.
- There is pressure from the City of Walnut Creek on Rossmoor to enhance its garbage management. Sustainable Rossmoor is assisting and participating. This may eventually affect Mutual Sixty-One, as the city is requiring three forms of garbage: landfill, recycle, and compost. Some Mutuals have already embraced this and are saving money since they are charged only for volume of landfill garbage, which is reduced.
- Mutual Boards are encouraged to be active in the reserves study activities as they occur every three (3) years (and we are).
- Dick asked the other mutual presidents about pros and cons of re-doing Mutuals' governing documents with the assistance of legal counsel or independently. The consensus is to use a law firm that specializes in homeowner associations and common interest development law.
- Re: FHA issuing loans in Rossmoor is making progress and several firms are offering them.
- There will be a MOD refund from 2016 surplus operating funds that will show up in our operating results.

President Bertrand announced topics discussed during the June 26th Presidents' Forum:

- Details provided on tracking work orders. Currently, not closed until all billing is complete, even if the work was completed several months earlier.
- Introduced Molly Ayers, the new Securitas site manager. Rossmoor has least staff turnover of all the Securitas sites. They like working here.
- Will Kim is leaving and Kelly Madison be assuming duties as the Board Services Coordinator.
- The Mutual Operations Division has implemented a new phone system that is working well. There is now a 31-second wait time vs. the previous 2.2 minute wait time from over a year ago. Handling 3,600 calls in May 2017 (vs 2,600 a year ago), due mostly to folks abandoning calls.
- There are 1,000 people signed up for the NIXLE Emergency Notification System. We have capacity for 5,000. Everyone in Mutual 61 should sign up!

Treasurer's Report: Sophia Sue

The Treasurer's Report was presented as follows:

- a) As of May 31, 2016
- b) Operating \$ 96,832.
- c) Reserves \$ 157,676.

The Mutual receive a dividend of approximately \$1,400 from the Mutual Operations Division (MOD). In the operating fund, revenues exceeded expense by approximately \$24,000, due primarily to water expense. In the reserve fund, expenses exceeded actuals by approximately \$17,000. The variance was caused by a road paving project that cost nearly \$28,000, but the variance should even out over the year.

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Building Committee: Jack Kunzman

- 6305: Deck repairs approved
- 6415: Requested exterior repairs completed
- 6504: Woodpecker damage repairs approved
- 6516: Exterior painting approved
- 6301: Correction letter sent
- 6315: Correction letter sent

Landscape Committee: Rebecca Kunzman

On June 1st, Rebecca Pollon explained the following goals, practices, and strategies of Rossmoor Landscaping:

Maintenance Requests (MOD)

These work orders should be submitted directly to the Work Order Desk by the resident:

- Irrigation Issues (breaks, leaks, geysers, dry spots)
- Shrub pruning requests
- General Cleanup (leaves, tree debris, sidewalks)
- Plant health issues
- Weeds
- Gophers and other varmints

Plant Replacement Requests (Landscape Reps.)

- Plant replacements take place in the winter when the weather is cool and plant loss is minimized.
- The Landscape Committee keeps a list of request until they are completed
- We require residents to use a Landscape Change Application form to request replacements, additions, or changes. The form is available from a committee member or on the Mutual 61 website.
- When replacing plants, we require the new plants to be irrigated with a bubbler at the homeowner's expense. Currently this is approximately \$25 per plant.
- We only approve plants deemed to be water wise to conserve water.

Rehabilitation Requests (Landscape Reps.):

- Larger projects (more than five plants) have to be budgeted in our annual budget.

Water Usage: Dick Bertrand

President Bertrand presented the following: 1,569 units of water used through June 2017, 2,036 units of water used in 2016, 5,458 units of water in 2012, and 5,919 units of water in 2013.

Social Committee: Carle Hirahara & Bev Cullen

The membership was informed of the "October Dinner" that will be held on October 15th.

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Emergency Preparedness: Chris Bertrand & Diana DeCorso

The Committee is discussing the implementation of an emergency preparation review and plans to upgrade the “e-prep shed.” All members of Mutual 61 are asked to sign up with NIXLE Emergency Notification System 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. Please visit the Rossmoor website to sign-up at www.rossmoor.com

Pool Committee: Wanda Moore & Sharon Collins

An executive session meeting was held on Tuesday, June 6, 2017 at 9:00 a.m., to discuss the pool use contract with Walnut Creek Mutual No. Fifty-Nine. The negotiations with Mutual Fifty-Nine will continue until an acceptable fee is agreed upon by both parties.

Governing Documents Update: Clair Weenig

The Mutual’s current governing documents (Bylaws, CC&Rs, & Policies) are outdated and will need to be modernized. Upon further review of the restatement procedure, it was determined that legal assistance is necessary.

A motion was made to authorize the engagement of *Hughes Gill Cochrane Tinetti* to provide assist with the governing documents restatement procedure.

Moved, Seconded, Carried 5-0

Volunteers for Building Committee

A motion was made to appoint Robert and Ann Ingham to the Mutual Sixty-One Building Committee to a term of one-year.

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: cost of bubblers, drilling stumps, and unapproved usage use of residents water by vendors.

Next Board Meeting

The next Board Meeting will be held on Tuesday, October 3, 2017 at 2:00 p.m. in the Fairway Room A&B, Creekside Complex.

Adjournment

President Bertrand adjourned meeting at 3:15 p.m.

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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.



10/3/17

Assistant Secretary

Date