

MINUTES

WALNUT CREEK MUTUAL SIXTY-FIVE (DEVONSHIRE)
TWENTIETH ANNUAL MEETING OF THE MEMBERSHIP
TUESDAY, APRIL 22, 2014 AT 9:30 A.M.
DONNER ROOM, EVENT CENTER, WALNUT CREEK

President Charles Coburn called to order the Twentieth Annual Meeting of the Membership of WALNUT CREEK MUTUAL SIXTY-FIVE at 9:30 a.m. on Tuesday, April 22, 2014 in the Donner Room, Event Center, 1021 Stanley Dollar Drive, Walnut Creek, California.

PRESENT: Charles Coburn, President
Richard Walsh, First Vice President
Mary Bell, Second Vice President
Durwin Shepson, Secretary

EXCUSED: Ruth Reeves Treasurer

Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations; Rich Perona, Landscape Manager; Rick West, Building Maintenance Manager; and Ann Paone, Administrative Secretary.

VERIFICATION OF QUORUM – Durwin Shepson

Assistant Secretary Anne Paone verified that a quorum was reached with 22 households represented in person. (Fifteen households were needed for a quorum.)

CERTIFICATION OF NOTICE OF MEETING – Anne Paone

Assistant Secretary Anne Paone read the Certification of Notice of Members' Meeting certifying that a copy of the Notice of Members' Meeting was mailed in accordance with Article 5, Section 5.4 of the Bylaws of the Mutual corporation to all members of record as of March 20, 2014, and that notices appeared in the *Rossmoor News* on February 19 and February 26 in accordance with Article 5, Section 5.4, of the Bylaws of the corporation.

APPROVAL OF MINUTES

President Coburn asked if there were any additions or corrections to the minutes of the Annual Membership Meeting of April 23, 2013. Hearing none, he declared them approved as written and reviewed.

President Coburn asked if there were any additions or corrections to the minutes of the regular Board Meeting of January 28, 2014. Hearing none, he declared them approved as written and reviewed.

PRESIDENT'S REPORT – Charles Coburn

President Coburn thanked the Board members for all their hard work and dedication over the past year. He stated that the Mutual appears to be financially sound. Major expenses included the repairing of roof valleys and the repainting of the exteriors of the manors. They were completed within or under budget.

Mr. Coburn touched on the following items:

- Copper Water Supply Lines – The Board recommended that the owner of each manor replace the flexible copper water supply lines connecting their plumbing fixtures to the supply lines in the interior wall.
- Safety/Security – The police department has recommended that each owner leave a key to their manor with a neighbor so that emergency personnel may gain easier access.
- Earthquake Preparedness – Patty Holland had two successful workshops called “Map Your Neighborhood” and has one more planned.
- Earthquake Insurance – The Board studied and rejected numerous insurance quotations for several reasons. The manors are constructed on firm soil, are single-story wood frame built to code and the quotes were too expensive with a high deductible.
- Changes in Occupancy – Residents are required to notify Member Services of any changes concerning renters, occupancy or guests who reside more than 21 days.
- Guest Parking – Caretakers are required to park in the garage or on their client's driveway. Guests are required to adhere to the 72 hour parking limit.
- Smoking Ordinance – Effective February 2014, the City of Walnut Creek's new smoking ordinance took effect. It prohibits smoking in and within 25 feet of the entrances of all manors as well as public buildings.
- Coupon – Members can sign up for ACH, which will automatically deduct the coupon amount from your checking account.
- Trust Agreement – It is still currently being revised. This will be a long process.
- Police Department – The Walnut Creek Police have advised that there will be a greater police presence in Rossmoor. They have been parking in the community.

FIRST VICE PRESIDENT'S REPORT – Dick Walsh

No report.

SECOND VICE PRESIDENT'S REPORT – Mary Bell

Ms. Bell announced that she will be retiring at the end of this meeting. She enjoyed being on the Board. This is a fabulous Mutual and she urged members to either get on the Board or committees. The Mutual has the best management team.

SECRETARY'S REPORT – Durwin Shepson

No report.

TREASURER'S REPORT – Ruth Reeves

Mr. Donner reported that the operating fund is at \$14,662. The replacement reserves fund is at \$135,860. The Mutual is \$4,377 under budget. Building/Maintenance is \$7,000 over budget, but it will even out over the course of the year. There are no projects scheduled for this year.

MANAGER'S REPORT – Paul Donner and Rick West

Mr. Donner reported that EBMUD will continue with its voluntary 10% cut back on water. They may not raise their rates, but it is just speculation right now. EBMUD is in good shape as they have their own reservoirs to access for more water.

Mr. West reported that there will be 44 mailboxes replaced and 7 posts will be re-stained. He has an estimate for the Board in the amount of \$3,684. MIRT Painting is working with Kelly Moore on the new formula.

Mr. Shepson motioned to authorize \$2,500 for the replacement of the mailboxes and address numbers for all manors and \$1,184 for the painting of the posts on Wales and Castleberry from the painting budget that had previously been put on hold. Mr. Walsh seconded and the motion carried without dissent.

BUILDING MAINTENANCE COMMITTEE – Durwin Shepson, Chair

Mr. Shepson reported that some front doors had a problem with the paint not bonding very well to the doors. It was leaking through and looked terrible. Kelly Moore will try a different color pigment type that has more VOCs to try to solve the problem. The doors will be redone in June when the weather is better.

He reminded the membership that there is still some water pipe breakage due to tree roots crushing the PVC piping. He asked residents to watch the water and report any issues to MOD. They will come out and investigate.

EMERGENCY PREPAREDNESS COMMITTEE – Paul and Patricia Holland Co-Chairs

Mr. Holland reminded everyone to conserve water. He asked residents to keep water to a minimum when watering plants. He asked that they report any irrigation leaks or over watering to MOD. He advised trying not to flush the toilets too often and run the dishwasher only when full. Use less water for your bath or showers and fix any leaky toilets or faucets. If you replace any appliances, ask for water efficient appliances.

Ms. Holland reported that the last newsletter has a flyer about disasters. Map Your Neighborhood has been very successful and they are planning another one. She reminded everyone that whistles are important because even if you can't yell, you can usually blow into a whistle. Ms. Holland reminded the membership to use timers to help when cooking. You can carry it with you and will hear it go off. On May 31st CERT will have a drill.

LANDSCAPE COMMITTEE – Ernie Glaser, Chair and Rich Perona

Mr. Perona reported that the lawns were fertilized the week of April 14th with sulfur coated urea, a slow release fertilizer. Lawn areas are scheduled to be treated for broadleaf weeds.

Irrigation controllers are operational. Systems will be checked on a monthly basis. Aeration will be done in May as it is done annually.

Entry Maintenance: Entry maintenance crews are on monthly schedules: weed control, pruning of shrubs and groundcovers.

Annual color beds are being replanted with summer annuals, fibrous begonias.

Tree Maintenance: Scheduled pruning was recently completed. We will be in the Mutual again later in the year to check for roof and building clearance.

Landscape Rehab: The MOD landscape crew is scheduled for 9 days in early August. Contracted work can occur any time.

SOCIAL COMMITTEE – Pamela Walsh, Chair

The next social event will be a barbecue lunch at the Dollar Clubhouse on Sunday, July 13th.

Ms. Walsh presented Ms. Bell with a thank-you gift on behalf of the Mutual for her service on the Board of Directors. The Board and membership wished her well.

RESULTS OF ELECTION

Assistant Secretary Anne Paone certified that Durwin Shepson and George T. Harrick were elected by acclamation of the membership for another term on the Board of Directors. Mr. Harrick noted that he prefers to be called Tom.

UNFINISHED BUSINESS

None

NEW BUSINESS

Mr. Coburn reported that there is a new program offered by the Contra Costa Fire Department. They are suggesting that residents that have lockboxes or combination locks on their garage doors send the codes to the fire department. They will maintain the information in a secure database that will be in their dispatch computer. If there is an emergency, they won't have to break a window or knock down a door. The list will only be for the fire department's use. The program is voluntary and is not connected to Golden Rain.

RESIDENTS' FORUM

A resident asked how the computer controls landscaping.

Mr. Perona explained that the satellite gets information from a weather station at Rossmoor, which in turn sends a signal to the controllers based on the information it receives. It gets temperature, wind speed and humidity and calculates how much water has evaporated out of the landscaping. It automatically programs the clocks to resupply that amount of water. The system can be fine-tuned manually.

ANNOUNCEMENT

The next quarterly meeting of the Board will be held on Tuesday, July 22, 2014 at 9:30 a.m. in the Donner Room at the Event Center.

ADJOURNMENT

Having no further business, the meeting adjourned at 10:40 a.m. to an organizational meeting to elect officers.

/s/ _____
Durwin Shepson, Secretary
Walnut Creek Mutual No. Sixty-Five

