

BOARD OF DIRECTORS REGULAR MEETING

Friday, July 28, 2023 at 10:00 a.m.

**Event Center – Donner Room
1021 Stanley Dollar Drive, Walnut Creek, CA 94595**

MINUTES

Call to Order

President England called the meeting to order at 10:03 a.m.

Roll Call of Directors

Mary A. England – President – District 5
Pat Donahue – 1st Vice President – District 4
Barry Hirsch – 2nd Vice President – District 3
Jean Autrey – Treasurer – District 1
Vacant – Secretary – District 2

MOD Staff

Jeroen Wright – Director of Mutual Operations
John Tawaststjerna – Landscape Manager
Victoria Thomas – Board Services Coordinator

Residents' Forum

Members were afforded the opportunity to express their concerns, make comments, or have questions for the Board. Comments included: Noise from caretaker's child, it was asked when to expect rehab be done on a building as there are holes in the exterior walls allowing rain to come into the building, contractors are not providing efficient notice to residents regarding long projects, contractors are not getting approval from the Alterations Department before projects begin, car not authorized to park where it is parked, neglected area in back of entry near laundry room, homeless people are vandalizing the laundry room and public bathroom, Board communication needs improvement, Alteration Department needs improvement, new Board Members need training, to better inform residents about Committees, it was asked that Committees put on website what projects they are working on, mission statement, and list the members on Committees.

New Business

Appoint Jen Moreau as Secretary on the Board of Directors.

Motion made by Autrey, seconded by Hirsch, to appoint Jen Moreau as Secretary on the Board of Directors. Approved by unanimous vote. (4-0)

Consent Calendar

The Consent Calendar consisted of:

- a. Board of Directors Regular Meeting Minutes – June 9, 2023
- b. Board of Directors Executive Session Meeting Minutes – June 9, 2023
- c. Board of Directors Regular Meeting Minutes – June 23, 2023
- d. Board of Directors Executive Session Meeting Minutes – June 23, 2023
- e. Board of Directors Executive Session Meeting Minutes – July 7, 2023
- f. Board of Directors Executive Session Meeting Minutes – July 14, 2023

Motion made by Donahue, seconded by Autrey, to approve the Board of Directors Meeting Minutes as posted. Approved by unanimous vote. (5-0)

Landscape Report

General Work

Tawaststjerna reported: Brightview is mowing lawns weekly. They have completed a second irrigation inspection for all First Mutual and they are currently dead heading perennials as needed.

Tree Maintenance

They have been a lot of mid-summer drop occurring. To prevent more droppings, Warner is currently pruning the pine trees over the roadway going up Golden Rain Road.

The Monterey pine trees in Rockledge Entry 1 are scheduled to be pruned within the next two weeks. A notice will go out to residents when the work will begin as roads may need to be closed. Tree permits have been submitted for: 3033 Golden Rain Road Entry 24, 2041 Golden Rain Road Entry 20, 1533 Oakmont Drive Entry 12, and near Rockledge Entry 10.

Rehab Updates

PG&E approved and sent Rossmoor a check for \$9,690.93 for Brightview to plant around the transformers around Rockledge and Oakmont. There was a small lot removal that was done in Oakmont Entry 5. Rossmoor and PG&E paid for the plants.

Current planting in progress at Golden Rain entry 24, also moved a tree stump there.

Fairlawn Entry 5 – Juniper and a private garden are currently in progress to be removed.

Oakmont Entry 5 and Pine Knoll Entry 5 – majority of the work is completed. Next will be replacing some larger sized oleander plants with smaller sized ones.

Donahue asked when the Mutual will be reimbursed for

Landscape Committee Report

The Committee met on July 5, 2023

Resident Forum:

Need for landscaping in two different areas of the entry. One area near a Hiking Trail has disturbed topsoil from tree work done this past winter. The other area is a large slope.

State of the tree removal and permit agreed to late last winter. The issue is the ongoing rat infestation. She has ongoing communication with the MOD Pest Control.

Committee District Reps each updated the Committee on the lists of rehab work to be considered. Questions and discussion as needed with District Rep. since the July 5, 2023 meeting.

Since the July 5, 2023 meeting, the Committee will undertake compiling a list of groundcover plants to be used in the landscape plantings that replace lawn/turf removals. Rather than stopping lawn removals altogether, adding groundcover plants will create an adequate or complete landscape plan.

Fall of 2022 a lawn removal project was completed, reported dead and dying new plants needing replacement and the need for additional plants due to incomplete planting. The District Rep will walk with a resident and create an inventory for replacement, by warranty.

The next meeting is scheduled for Wednesday August 2, 2023 at 10:30 a.m.

Treasurer's Report

As of 5/31/223- PRELIMINARY

Cash in Bank - Operating	3,207,825
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Includes an unknown amount for the property fund

Cash in Bank & Sweep Accts - Reserve	12,414,907
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Net Income to Date	568,610
Ending Fund Balances	
Operating	2,463,980
Property	7,088,092
Reserve	9,207,082

	Per G/L	Per Aging
Accounts Receivable -Assessments	162,998	162,998
Accounts Receivable - 3rd Party Billing & Other*	2,060,800	375,206
Total Receivables:	2,223,798	538,204

* Includes approximately 1.5M in unreimbursed fire building expenses

Under/(Over) Budget (excluding revenue)	Operations
Current Month	(118,951)
Year to Date	88,091

Categories - Operating YTD

Building Maintenance & Public Works	1,093
Landscape Maintenance	(39,190)
Elevator Maintenance	(840)
Custodial Services	(4,169)
Insurance	(50,652)
Utilities	180,178
Professional Svc	14,683
Other General & Admin	(13,012)
	88,091

A/R collections are ongoing. \$60,227 collected so far.

Estimated cost to us of the Mutual 2 fire on 6/9 is \$70-72,000 (not budgeted)

Budget and Finance Committee Report

Ann Prichard reported:

Committee Agenda Items

- Financial Report by Jean Autrey, Board Liaison
- Update of "Reserve Study Report" by Paul Moderacki
- Update of "MOD Services Report" by A. Prichard
- Non-Agenda Item: Mutual Website / Resident Comments: Can residents use CAI website?

Discussion of Items

- The mutual was overbudget this month but under YTD. Overbudget is landscape, insurance and other-admin. Main under budget category: utilities.

- b. Helsing Group uses “component” model; “fund based” model may have more flexibility. Discussion to continue, with recommendation made to Board in August after meeting with J. Wright, MOD.
- c. MOD Services Report to be presented to Board by Jean Autrey & to be digitized.
- d. Mutual website issue determined best handled by Mutual’s Governance Committee. Residents can access CAI website.

There were no recommendations for the Board.

The next meeting is scheduled for August 15, 2023 at 3:00 p.m. via Zoom. The link is advertised in the Rossmoor news.

Motion made by Donahue, seconded by England, to certify compliance with Civil Code §5500. Approved by unanimous vote. (5-0)

Mutual Operations Report

Wright reported that Staff is currently working on the preliminary budget.

Wright announced that he is heading a project to get Rossmoor certified as a fire wise community.

The first phase of the program is to form a Firewise Committee with nine volunteers. The purpose of the Committee is to organize the volunteer efforts and the monetary spend that Rossmoor puts towards defensive actions against wildfires. Once the Committee is formed, Rossmoor will partner with a fire inspector. Create a three-year action plan and fulfill the action plan. After three years, Wright would submit fulfilled action plan to a California state liaison with the National Fire Protection Association to get the certification if approved.

The Committee will organize a group of volunteers to walk their Mutual to determine what could or has been done to prevent the risk of wildfires. Items to look for are: overgrown landscaping, removal of gathered debris, removal of shrubs, junipers, etc. Resulting with up to 15 feet of clearance between vegetation and large trees and buildings.

Wright gave a presentation on the topic.

Wright asked residents to contact him if they would like to volunteer. Wright’s email address is jwright@rossmoor.com.

Autrey asked if becoming certified will reduce the Mutual’s insurance exposure or allow Rossmoor to continue to get insurance. Wright said the purpose of the program is to educate residents on fire safety with wildfires. The program is not designed to reduce insurance costs. Being certified may allow Rossmoor to continue to be insured.

Dave Peakes reported:

Carpentry/Paint Rehab Work

Carpenters on entry 8 Rockledge Lane have finished up on 1443 and are working on 1459 before heading to 1410 on entry 10. Painters have completed 1411, are finishing up on 1443 and will follow the carpentry crew to 1459 and then 1410. Carpenters on Golden Rain have finished 2009 and are starting 2073. Painters and deck coaters are following behind them.

Fire Building

The units at 2925 Golden Rain Rd. have been given back to the owners. Punch list items have been addressed and invoices are being finalized. For all intents and purposes, the rebuild is complete.

Electrical Panels

Gauthier Construction has swapped out 32 of the Zinsco interior sub panels leaving 48 remaining on the initial list provided by Pure Electric. To date their annual inspections show that there are approximately 28% of original panels in the Mutual.

Roofing Program

4 of the 11 Roofs on this year's maintenance schedule have been completed. Residents are given advanced notice and can expect about an approximate week duration for each roof replacement. The roofers are currently finishing up on 1409 Oakmont Dr. and then starting at 2416 Oakmont Dr.

Asphalt

Silicon Valley Paving has been awarded the contract for this years asphalt program which consists of the removal and replacement of the asphalt at entries 10 and 11 Oakmont. Some concrete work is being done at those locations in preparation for the asphalt.

1116 Fairlawn

Since the last Board meeting on 6/23, MOD nor myself has received any pest related calls from 1116 Fairlawn. I have pulled away from my daily walks and feel that this building has effectively been sealed up and is rodent free. We are still under contract with Aantex who come out and service bait boxes and traps. They will also respond to calls as needed.

Governance Committee Report

The First Mutual Board Governance Committee met on June 28. Members present were: Judith Foley, Paul Wright and new committee member Jo Anne Lawrence. Mary England was present in her capacity as board liaison. Dick Locke was unable to attend.

The Committee considered how to arrive at appropriate metrics to recommend for inclusion in the MoD agreement previously analyzed, and now awaiting action by the board. No specific plan was arrived at, except that the committee, along with our liaison Mary England, agreed to keep the issue open.

The committee also discussed further steps toward reviewing the "new member" orientation process and refining it, in addition to the kinds of information to be made available to new members, with an emphasis placed on information pertinent to First Mutual.

Further topics raised at the meeting were: contact information for First Mutual members, review of the Mutual's Alterations Policy, and a "homeowners bill of rights." With respect to the "bill of rights," we agreed to defer consideration of the idea for the time being.

The next meeting of the Governance Committee is scheduled for July 28, 2023 at 2:00pm in the Vista Room at the Hillside Club.

Capital Projects Report

Committee Agenda Items

- a. Request for Proposal for Electrical Engineering study - complete
- b. Storm Drainage and Flood Control

- c. Project Priorities Criteria
- d. Fire safety
- e. Earthquake resiliency studies
- f. MCE Program presentation

Discussion of Items

- a. Electrical Engineering Request for Proposal (RFP) – Board to review. Should we circulate to potential consultants?
- b. Building and Structural – led by Roy Yang
- c. Fire breaks in G11 attics and balconies – discussions and estimates with Dave Peakes
- d. Fire suppression system for G11 carports – this effort may be too costly since the current code requires separate water supply lines/metering from EBMUD mains. (ref. Dave Peakes)
- e. Project priorities – Discussions still in progress
- f. Storm drainage and flood control – Roy Yang has done research on problem areas. Discussion with John Tawaststjerna is scheduled.
- g. Bob Muldoon (Clearesult.com) – made presentation about MCE energy efficiency program to the Committee.

Recommendation to the Board

Electrical Engineering RFP: Board should review and approve the Electrical Engineering RFP; authorization to engage appropriate consultants (including MCE). MCE program – review program and engage their services.

England reported that the Committee was tasked with getting an overall assessment of the electrical requirements and electrical capacity within the Mutual. The Board will review the RFP and discuss at the next meeting.

The next meeting is scheduled for August 8, 2023 at 10:00 a.m. via Zoom.

President's Report

England reported on topics discussed during the Presidents' Forum.

Wright gave a presentation on the Firewise Program. To date, Wright has 21 volunteers on the Committee.

Insurance Task Force Committee – Autrey reported that she is the representative for the Co-Ops. The Committee's recently had their first meeting wherein a potential insurance premium increase was discussed. The increase is anticipated to be 30%-50% more. Adding that residents need to prepare for this increase. The Committee is reviewing multiple proposals which could potentially reduce insurance cost in the future. None of the proposals being reviewed will affect next year.

Jenark software replacement – CFO, Tom Hand, gave a presentation on the options. If residents are interested in getting involved in the replacement project contact England.

A new Committee called the Treasurer's Group. The Committee is looking at standardizing the collection process.

There is a new workgroup within the Presidents' Forum, with five different Mutuals involved. The workgroup reviewing the GRF management agreement. The purposed is to review the contract and add performance measures in the contract. It was agreed that it would be beneficial to the Mutuals if the contract was more detailed. England will report to the Board the workgroups proposed changes

to the contract.

Dick Locke is researching what Mutual deliverables are required by Davis Stirling for management agreement.

New Resident Orientation – Jerry Priebat

The next New Resident Orientation meeting is scheduled for Tuesday, August 8, 2023 – 10:00 a.m. Donner Room-Event Center.

Unfinished Business

a. MOD Proposal Costs for:

1. Carport Sprinkler System

Wright reported that estimates have not come in yet.

2. Deck Firebreak

Wright reported that estimates have not come in yet.

3. Carport Inspection

Wright reported that estimates have not come in yet.

b. FEMA Reimbursement for Storm Damage

The Board belongs to an HOA for Boards and Members called Community Associations Institute (CAI). CAI publicized for the Mutual some legislation that will be reviewing in Washington as it relates to storm damage throughout the country. FEMA has included Co-Ops for storm damages. The Board will continue to inform residents as new information is gathered.

New Business

Announcements

a. Appoint Pam Hudson as a Committee Member on the Capital Committee

Pam Hudson was appointed as a Committee Member on the Capital Committee.

b. Appoint Kathy Riley as a Committee Member on the Social Engagement Committee

Topic was deferred.

c. Firewise Program

Wright gave a presentation during the Mutual Operations Report.

d. Townhall Planning

England proposed a Townhall meeting for the Mutual. The last Townhall meeting was held in October 2022. Another meeting was proposed in February which was deferred. England asked if the Board was prepared to support a Townhall proposal.

Motion made by England, seconded by Hirsch, to organize and present a Townhall Meeting with the topics on the agenda to be determined. Approved by unanimous vote. (5-0)

e. Strategic Planning

Topic was deferred.

f. Member's Emergency Contact Information

There was discussion on how to get this information from residents.

- g. GRF Performance Metric w/MOD
Topic was discussed in the President's Report.
- h. Legal Advice Expenditure – Not to exceed \$500
Autrey reported she is working with the other two Co-Op Mutuals' Treasurers on creating a Collection Policy for Co-Ops. Through their conversations it was discovered that terminations can take up to two years. Co-Op Mutuals' attorneys have been asked to provide the process on terminations. Estimated cost for this information is approximately \$1,500, which will be split among the three Mutuals.
- Motion made by Autrey, seconded by Donahue, to approve the \$500 expenditure to retain more information from the attorney. Approved by unanimous vote. (5-0)*
- i. District 3 Election Schedule
The Mutual did not receive any nominations before the July 13, 2023 deadline. The Board extended the deadline to August 23rd and opened up the acceptance of nominations from all residents in the Mutual, not just in District 3.
- j. Car Parked in Guest Spot – Potential Vehicle Tow
Topic was moved to Executive Session to allow for confidentiality.

Announcement

The next Board of Directors Regular Meeting is scheduled for August 25, 2023 at 10:00 a.m. in the Donner Room at the Event Center.

Adjournment to Executive Session

There being no further business, the Board of Directors Regular Meeting was adjourned at 11:55 a.m. The Board moved into Executive Session.

Executive Session Summary

The Board met in Executive Session from 12:13 p.m. to 1:28 p.m. to discuss member matters, delinquent accounts, liens and foreclosures, contract formation, and alteration issues.

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the minutes.

Victoria Thomas

Board Services Coordinator