

WALNUT CREEK MUTUAL NO. TWENTY-NINE

QUARTERLY MEETING MINUTES OF THE BOARD MONDAY, SEPTEMBER 21, 2020 AT 9:30 A.M. ZOOM MEETING

Call to Order

President McLaughlin called the meeting to order at 9:30 am.

Roll Call

Directors Present: Mike McLaughlin, President
Beth Gannon, Vice President – Left mtg at 9:54am
Sheila MacDonell, Treasurer
Tanc Agius, Secretary
Richard Giessner, Director

Also Present: Rick West, Building Maintenance Manager; Paul Donner, Director of Mutual Operations; and Kelly Maki, Board Services Coordinator

Approval of Meeting Minutes

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

- a. Annual Meeting Minutes held on June 15, 2020
- b. Organizational Meeting Minutes held on June 15, 2020
- c. Special Meeting Minutes held on August 12, 2020
- d. Executive Meeting Minutes held on September 1, 2020
- e. Special Meeting Minutes held on September 10, 2020

The minutes of the aforementioned meetings were approved with a motion

Moved, Seconded, Carried 5-0

President's Report: Mike McLaughlin

President McLaughlin announced the following new residents: Betty Lin, Ram and Jeri Ram, and Terry and Nancy Franson. He also discussed committee appointments, 2021 Budget review, and legislation impacting the Mutual.

Financial Report: Sheila MacDonell

Sheila MacDonell gave the following report:

(Expenditures through August)

Mike and I reviewed the past three months financial reports. We also met with MOD staff to ask questions about specific items. We believe the financial reports are complete and accurate.

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The Mutual is currently \$34,904 over budget in the operating budget. There are three categories that account for this overage. The largest deficit, of \$20,942, is in legal expenses related primarily to a case of potential litigation. A claim regarding this case was recently accepted by our insurance carrier and we hope to have a resolution within the next six months. This category also includes increased legal costs related to amending the bylaws due to the voting and election rules changes in the legislature.

The second category of overage is in plumbing, which accounts for \$17,591 of the deficit. This is related to two major repairs. Fortunately, the Mutual budgetted \$15,000 in plumbing in the reserve budget for the first time this year. We will use these reserves to reduce this deficit.

The last overage category is insurance. We are \$7,404 over budget there. We have been told we will receive a rebate that will limit the loss somewhat.

We are under budget in one category. Landscape maintenance is under budget by \$7,982. This savings is due to the Mutual not having major tree removal or maintenance so far this year.

At this point, the Mutual has not exceeded the allocation for working capital. Therefore, the projected year-end balance in the operations budget is \$80,000.

The reserve budget is currently \$68,174 under budget. However, \$105,000 of the roofing cost has not been billed. The current reserve balance is \$173,484. The projected year-end reserve balance is \$98,000.

The Board is working with MOD staff to clean up our receivables. For example, there are a number of uncollected \$20 late fees that have been on the books for a long time. We are considering forgiving many of these that were one-time only. MOD staff have agreed to send reminders of overdue accounts to

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members. MOD staff have also told us that when there is a significant outstanding balance, the Board should consider placing a lien on the manor.

- a. **Compliance with Civil Code 5500:** A motion was made that the Mutual is compliance with Civil Code 5500 by review of the August 31, 2020 Financial reports by two members of the Board.

Moved, Seconded, Carried 4-0

Building Maintenance Report: Rick West and Richard Giessner

Rick West gave the following report:

INFORMATION ITEMS: Work scheduled, In Progress or Complete

1. Senate Bill SB326 - Structural Engineers Inspection of Elevated Mutual components –
The board approved the proposal from FWC on 8/12/20 For a total of \$32,106.00.
These inspections will be completed in two phases over two years 2022 & 2023.
This work must be completed by January 1st, 2025.
Proposal does not include destructive testing or put back.
This work will be performed by others.
(Contract will be sent to the board for signatures).
2. Emergency main domestic water line break by Building 3152 PT.
(Work completed waiting for invoice).
3. MOD asked to paint curb by 3104 PT. Along with repainting other curbs as needed.
(Work schedule to be completed in September).

Richard Giesnner gave the following report:

Mutual 29 Maintenance report. Deck

membranes.

Membrane RE coating.

Pg. 17 of HGT report recommends no outdoor coverings should be glued down on landings. These coverings will need to be removed before our Kentfield landings are Recoated. Work is scheduled for 2023 & 2024 at \$36,000 each year and this doesn't include removing the outdoor coverings.

Exterior elevated elements. Railing

foot repairs.

The railings around 17 landings are showing signs of Water intrusion causing rust/expansions. These need to be repaired and or replaced. Mutual 22 is currently doing similar repairs at a starting cost of \$30,000 for 10 landings. To make sure the work was done correctly a welding inspector is now required to be on sight at \$150.00/hr. We are putting aside \$38,000 each year for 3 years.

Paint, wrought iron.

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Pg. 37 states "On a periodic basis, the metal components should be inspected. Minor areas of damage or wear should be repaired". We have 2 railings that are no longer connected to their cement feet.

Concrete repair fund.

Pg. 14 states "**Per site inspection, there appeared to be areas of lifting concrete which create a tripping hazard. Immediate attention may be required." We have 4 lifting concrete that will need to be ground down. There are 2 more areas where lifting is bad enough to require replacement after tree roots are removed. Pg 15 states "Cracks large enough to allow water penetration should be sealed on a routine basis." We have increased the concrete repair fund to \$3000/ year. And we will be spending \$17,500 on the sidewalks next year.

Asphalt seal coat.

Pg. 12 states "Seal coating is not designed or intended to fix alligatored asphalt, cover over oil saturated spots, or repair large cracks. These all require a repair before the seal coat is applied". We have alligatored asphalt with large cracks. This will increase the estimated cost of \$27,831. We are budgeting \$30,000 in 2021 and \$35,000 in 2027. Our Red line is coming, in front of building 3104. W/O 581399 is on MOD schedule.

Water supply & drainage/sewer

Have been increased to \$10,000/ year. As our buildings age there will be more and more line breaks and plugged sewage/drain lines. For the most recent plugged AC line the total bids were \$2000. And this one was caught before much damage could be done. The domestic water line break, caused by tree roots, on the west end is expected to be over \$5000. We will also have more side sewer repairs/replacements as the Magnolia trees continue to look for a water source.

Richard Giessner also gave the following report on work orders:

Building Maintenance committee: Work Orders

In an effort to Standardize Mutual 29's work orders for our community areas we are making the following suggestions. Minor work orders can be submitted by any resident at any time. Work order can be submitted by email, workorder@rossmoor.com or by phone (925) 988-7650 Examples given below.

Broken light fixtures, irrigation lines or sprinkler heads, Garbage enclosure doors, rodent & insect control.

For major repairs contact a board member and we will work in coordination with MOD to correct. Examples given below.

Sidewalk & carport repair. Driveway & asphalt repair.

Repair request for non-emergency residential repairs also need to be processed through the committee. The committee and MOD will determine who is responsible for the repair, the homeowner or the Mutual. Emergency repair request must be reported immediately. Monday -

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Friday 8:00-4:00 Please call MOD (925) 988-7650. For nights and weekends please call Securitas at (925) 988-7899 or (925) 939-0693. DO NOT JUST LEAVE A VOICE MAIL. TALK TO A PERSON AND GET THEIR NAME!!

Please do not submit Workorder's for burnt out lightbulbs. The Maintenance committee checks these nightly and replaces them the next day.

Landscape Report: Wini Biehl

Wini Biehl gave the following report:

Our mutual contracts with Terra Landscaping to do general maintenance on a yearly basis. They do mowing, trimming, weed control, fertilizing, clean-up, aeration, reseeding and grub control. In addition to this regular contract, the mutual has a budget for the landscape process. Usually work is done during workdays by the MOD, each mutual is assigned 5 days in the spring, 10 days in October. This is when we choose: what jobs must be done, what jobs we would like to have done including residents' requests, and what we can afford to have done and stay within budget.

Trash Committee Report: Tanc Agius

Tanc Agius gave the following report:

In 2019 Sustainable Rossmoor undertook a 6-week audit of our Trash Enclosures and the volume of trash in both the Blue and Land Fill bins.

Based on this audit we were ready to "Go Green" last August. Unfortunately, Republic Industries, our Trash Collection Contractor, had over committed themselves and we were moved back to start in August this year. To assist our fellow Manor Owners, we appointed a Committee of Trash Monitors and with the help of the Mutual Operations Division of Rossmoor we conducted seven training classes to introduce the Green Bins and update everyone with good recycling practices.

Again Republic Industries have been slow to support our goals and to date only Trash Enclosures Numbers "I" and "J" have been re-sized to allow for smaller Land Fill Bins and the inclusion of the Green Bins within the enclosure.

After four weeks of experience we clearly have a long way to go in Mutual 29 to be good trash managers. Your Committee regularly checks all the Trash Enclosures and the bins therein. We have found loose food waste in the Green Bins resulting in ants, flies, yellow jackets finding a new home and the Bins emitting a nasty odor. This requires your Committee to sanitize the offending Green Bins. If this continues, we shall have to hire Sanitizing Professionals, as other Mutuals have done, at a cost to Mutual 29. Also, we have found a number of recyclable items in the Green Trash Bins.

The Blue Trash Bins are continuously misused leaving us liable for "fines" from Republic. Your Committee asks that you refer to your Rossmoor Telephone Directory (Pages 18-23) to remind yourselves how to manage your trash efficiently and properly.

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You need three items to recycle efficiently:

A Large Bag for recyclable material

A Small Green and White bucket for food waste

(These items are available to you FREE OF CHARGE by calling (925) 947-6925)

A White Plastic Bag for Land Fill Material

In summary if you recycle responsibly your fellow Manor Owners in Mutual 29 will thank you.

What does your Mutual Pay for? We are NOT charged by Republic for clearing both the Blue AND Green Bins. We ONLY pay for the clearing of the Black Land Fill bins.

Your Mutual 29 Trash Committee is:

Tancred Agius, Denise Davis, John Davis, Sheila MacDonnell, Nancy Mack, Leslie Platto, Joe Peters and Judy Szilagyi

Communications Committee Report: Sheila MacDonell

Sheila MacDonell reported that the committee is looking for someone with newsletter skills. The committee will be meeting a half hour after the board meeting in Norton Park.

Emergency Preparedness: Mike McLaughlin and Richard Giessner/

Mike McLaughlin gave the following report:

- We are working on updating our emergency database as new residents arrive.
- We are postponing drills until the smoke clears and COVID-safe procedures are adopted.
- The manor monitors will be activated in a disaster or emergency situation. Remember that the monitor's role is to check on resident's status, and to report the Mutual's status over the CB channel.
- The Rossmoor-wide CB channel is not operational. However, fortunately there is a voluntary group of Ptarmigan Drive operators who are maintaining a net. Richard and I are checking in on Saturdays on this net.
- The most likely event to impact Mutual residents is a disruption in electricity, due to either overload of the grid or potential wildfire damage to power lines. Residents should have an adequate "stay-bag" of supplies including emergency lighting. Anyone using a medical device requiring electricity should have a backup plan. PG&E lists resources on their website.
- There are concerns about a possible evacuation due to wildfire. The best way to prepare is to make sure you have a "go bag" of items you would need if you are ordered to leave your

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manor by law enforcement. Page 6 of this week's Rossmoor news gives a list of what to collect for your go bag.

- Richard will expand on this issue.

Richard Giessner reported that there was a very useful article in the Rossmoor news edition 9/16/20 on pages 6A and 14A about "go-bags" and tips for being prepared. Owners should sig up for Nixle if they have not already.

New Business

- a. Formation of Committee and Appointments of Chairs/Members:** A motion was made to approve the following list of committee chairs and members:

Finance Committee

Mike McLaughlin - Chair
Sheila McDonell

Building Maintenance Committee

Richard Giessner - Chair
John Davis

Emergency Preparedness Committee

Mike McLaughlin - Chair
Richard Giessner
Ruth McLaughlin
Sandra Chauncey
Denise Davis
Roberta Lemons
Sheila McDonell

Landscaping Committee

Wini Biehl - Chair
Susan Dennis

Trash Committee

Tanc Agius - Chair
Denise Davis
John Davis
Nancy Spack
Sheila McDonell
Leslie Platto
Joe Peters
Judy Szilagyi

Communications Committee

Sheila McDonell - Chair

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Sandra Chauncey
Joe Peters

Decorations Committee

Denise Davis - Chair
Judy Szilagyi

Moved, Seconded, Carried 4-0

Resident's 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. Topic discussed included: seasonal decorations, landscaping, composting, book collection in Norton Park, and painting of red curbs.

Next Board Meeting

The next scheduled meeting is on Monday, December 21, 2020 at 9:30am via Zoom.

Adjournment

President McLaughlin adjourned the meeting at 10:55am.

Secretary's Certificate

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



Assistant Secretary