

WALNUT CREEK MUTUAL NO. TWENTY-NINE

QUARTERLY MEETING MINUTES OF THE BOARD
MONDAY, DECEMBER 18, 2017 AT 9:30 A.M.
MULTIPURPOSE ROOM NO. 3 (MPR3, GATEWAY)
1001 GOLDEN RAIN RD., WALNUT CREEK, CA 94595

Call to Order

President Crane called the meeting to order at 9:32 a.m.

Roll Call

Directors Present: Barbara Crane, President
Mike McLaughlin, Vice President
Toba Simon, Treasurer
Tanc Agius, Secretary
Bill Chauncey, Director

Also Present: Paul Donner, Director of Operations; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; Kelly Mattison, Board Services Coordinator.

Approval of Meeting Minutes

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

- a) Regular Meeting of the Board held on September 18, 2017
- b) Executive Session Meeting of the Board held on September 18, 2017
- c) Special Budget Meeting of the Board held on October 24, 2017
- d) Special Meeting of the Board held on November 10, 2017

The minutes to the aforementioned meetings were approved as submitted.

Moved, Seconded, Carried 5-0

President's Report:

President Crane provided the President's Report as follows:

- a) Resales: 3136 #1 (Chen, Ip) and 3120 #3 (Conneally)
- b) Introduction of Members: Each member in attendance stood up and introduced themselves.
- c) Announcement of Open Board Position: President Crane announced that Bill Chauncey has met his term limit and will be coming off the Board in March 2018 and that the Board will be looking for candidates to fill the board seat.

Landscape Report: Sandra Chauncey and Rebecca Pollon

Rebecca Pollon presented the following report:

Lawn Maintenance: Turf is being mowed less frequently, irrigation systems are still running but also with reduced frequency as weather dictates.

Entry Maintenance: Entry maintenance crews are on their fall schedules keeping paths clear of leaves and collecting debris once trees have completely defoliated.

WALNUT CREEK MUTUAL NO. TWENTY-NINE

Landscape Rehab: The turf installation behind 2724 is in progress and the rebate from EBMUD was submitted. If approved, the rebate will be \$700 back to the Mutual in addition to any water savings. The turf removal/lodi rock installation behind 3100 has been completed.

2018: Projects to undertake in 2018 have not been finalized but pending the success of the 2724 re-turfing project we hope to move on to 2740 and 2748 to perform similar turf renovation projects.

Financial Report: Toba Simon and Paul Donner

Paul Donner provided the Financial Report as follows:

- a) Total Assets as of November 30, 2017
- b) Petty Cash \$ 15 with a \$300 replenish in progress
- c) Operating \$ 13,238
- d) Reserves \$ 380,583
- e) Currently the Mutual is about 17,000 over budget, mostly due to rain leaks.

A motion was made to transfer \$45,000 from the reserve account to the operating account to cover the cost of the annual insurance premium and to be paid back during 2018.

Moved, Seconded, Carried 5-0

Building Maintenance Report: Rick West

Action Items:

1. 2018 Phase II Painting Proposals (Out to Bid).
2. 2018 Phase II Dry Rot Rehab estimate (Contractor MOD).

Work in Progress:

1. Replacement of 7 utility closet doors includes rodent screening and paint. Cost \$10,500.00.
2. Clearing of all identified ground drains. Contractor: Five Star - Cost NTE \$500.00 per location.

Complete:

1. Phase I Bldg. Painting - 14 Bldgs., 7 Carport & 7 trash enclosures.
Contractor: Pacific Trim - cost \$98,760.00 (Work Completed).
2. 2748 PT #2 Rear patio Concrete slab. Contractor: Five Star - Cost \$7,200.00 (Work Completed).
3. Gutter and Downspout Cleaning. Contractor: Professional Gutter Services - Cost \$4,440.00 plus additional \$720 for carports (Work Completed).
4. 2724 PT Bldg. - Shared landing units 5 & 7. Contractor - AMAC. Replace 4x12 beam and plywood. Cost \$10,185.00. (Work Completed).
5. 2724 PT Sidewalk removal, Replaced with packed gravel walkway due to large redwood trees. Contractor: Five Star - Cost \$3,820.00 (Completed).

Painting Committee Report: Mike McLaughlin

Mike McLaughlin reported that half way through the phase I painting project they had learned

WALNUT CREEK MUTUAL NO. TWENTY-NINE

a lot about painting projects and that it can be a difficult process. Some of the issues that were experienced during phase I included dripping, over spray, and communication. The painting committee has made their color scheme recommendation to the Board for the next phase.

Introduction of new Annual Dinner Coordinator for 2018: Jean Lee was introduced as the Annual Dinner Coordinator for 2018. Thank you to Jean for volunteering.

Emergency Preparedness: Mike & Ruth McLaughlin and Ron Ondrejka

Mike McLaughlin reported that the team completed their annual goals. A salute to manor monitors took place in August. The committees' new volunteer Susan Cohelia has updated the data base and is working on a handout that lists items to have in an emergency. The committee is considering zone drills with CERT mutual wide next fall.

Completed Business

- a. New Entry Signs
- b. Completion of Porch Repair at 2724
- c. Exterior Painting of Manors and associated carports: 2600-2740

Unfinished Business

- a. Proposed change to Barbeque Policy: Mike McLaughlin reported that the Board met on November 10th to discuss barbeque grills and the California Fire Code which limits gas barbeques to 1lb containers and bans them from areas within 10 feet of combustible material. All patios in Mutual 29 are within 10 feet of the building. The draft of the policy is still in progress, and when it is ready it will go out to all members for a 30 day comment period prior to consideration of adoption by the Board.

New Business

- a. Proposal to replace all smoke detectors in the mutual with new 10-year All-In-One lithium product: The Board reviewed a proposal from Sang Electric in the amount of \$12,500 for parts and labor.

A motion was made to approve the proposal with Sang Electric in the amount of \$12,500 to purchase and install new smoke detectors in each manor.

Moved, Seconded, Carried 5-0

- b. Other possible fire prevention measures: Director Simon discussed how dryer lint filters can cause fires when the vents are clogged. The Mutual is considering doing a dryer vent cleaning for every unit that would cost approximately \$60 per unit and would be paid for by the Mutual. Usually the dryer vent cleaning is an owner responsibility but the Board agrees it would be worth it for the Mutual to cover it to ensure that every vent is done. The matter is to be deferred until the March meeting.

Presentation of NIXLE System: Dennis Bell, Public Safety Manager

Dennis Bell gave a presentation on the NIXLE notification system available to Rossmoor residents. The system can email, call, or text notifications in an emergency. Some examples of notifications would be road closures; fire alerts, water shut offs, and power outages. All owners are encouraged to sign up. If you visit the Rossmoor website at

WALNUT CREEK MUTUAL NO. TWENTY-NINE

www.rossmoor.com there is a link to sign up for NIXLE on the front page. You can also call or complete a sign up form to join NIXLE. Sign up forms are available in the Board Office at Gateway.

Next Board Meeting

The next scheduled meeting is the Annual Meeting on March 19, 2018 at 9:30 a.m. in Multi-Purpose Room #3 of Gateway.

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.

Adjournment

President Crane adjourned the meeting at 11:22 a.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.



Secretary