

WALNUT CREEK MUTUAL NO. TWENTY-NINE

QUARTERLY MEETING MINUTES OF THE BOARD
MONDAY, JUNE 18, 2018 AT 9:30 A.M.
MULTIPURPOSE ROOM NO. 3 (MPR3, GATEWAY)
1001 GOLDEN RAIN RD., WALNUT CREEK, CA 94595

Call to Order

President Gannon called the meeting to order at 9:32 am.

Roll Call

Directors Present: Beth Gannon, President
Mike McLaughlin, Vice President
Toba Simon, Treasurer
Tanc Agius, Secretary
Barbara Crane, 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 Gannon asked if there were any additions or corrections to the following minutes:

- a. Special Meeting of the Board held on March 14, 2018
- b. Organizational Meeting of the Board held on March 19, 2018
- c. Quarterly Meeting of the Board held on March 19, 2018
- d. Special Meeting of the Board held on April 27, 2018
- e. Special meeting of the Board held on May 10, 2018

The minutes to the aforementioned meetings were approved as submitted.

Moved, Seconded, Carried 5-0

President's Report: Beth Gannon

- a. **Introduction of Members:** All members in attendance stood up and introduced themselves to the room.
- b. **Transitions:** Elizabeth Frey and Pat Huebsch passed away: Ray Huebsch and Trini Callahan moved away
- c. **There are two alterations meetings scheduled in June for prospective new residents:** 2724 #1 and 2738 #6
- d. **4 Rental Units and 3 units:** in transition with Trustees
- e. **My statement about the projects currently in progress and other Board Members will make brief statements on the process of decision making:** Many projects are in progress for the Mutual right now, including painting and soffits. The Board is working hard to determine what is needed for safety and what can wait until the reserves are better funded. Toba, Mike, Tanc, and Barbara each had an opportunity to make a statement about the projects currently in progress. In general, it was mentioned that the Board's concern is safety and that they are managing every penny they can to keep these necessary costs reasonable.

WALNUT CREEK MUTUAL NO. TWENTY-NINE

Beth thanked the lighting committee for all their hard work and announced that their duties have been shifted back to MOD to protect their safety.

Financial Report: Toba Simon and Paul Donner

The May 31, 2018 Financial Report was presented as follows:

- a) Operating: \$8,224
- b) Reserves: \$302,846

Building Maintenance Report: Roger Wilcox and Rick West

INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. 2018 Phase II Painting - Contractor; Pacific Trim - Cost \$95,000.00
(Work in Progress).
2. 2018 Phase II Dry Rot Rehab - Contractor MOD - Cost \$69,000.00
(Work Completed).
3. Canopy soffit stucco removal - Contractors: AMAC/FIVE STAR @ \$3,800 each X 17 Canopies = \$65,000.00. (Work in Progress).
4. Canopy Soffit Replacement - Contractor: Five Star - @ \$9,000 each X 3 = \$27,000.00 Bldgs. - 2616 / 2632 / 2640.
5. 2018 Phase I - Tile to Comp Roofing Project - Contractor: Mendoza Roofing - 3 Building @ \$25,000.00 each = \$75,000.00. Bldgs. - 2616 / 2632 / 2640.
6. Installation Wood filler for 14 Soffits - Contractor: Five Star @ \$1,200.00 each = \$16,800.00.

All of the soffit open areas into the buildings will be covered with plywood by the end of June. The Canopy soffit plywood that was stucco will be also completed this summer on the 3 buildings being re-roofed. Remaining Canopy soffits will be completed with the Re - roofing Schedule.

Landscape Report: Wini Biehl, Susan Dennis and Rebecca Pollon

Warm days will be coming soon and with them residents can look forward to blooming Oleanders, Hypericum and Crepe Myrtle trees. If residents notice dry spots on lawns or evidence of irrigation issues, please report them to the work order desk as soon as possible.

LAWN MAINTENANCE: Lawns have been aerated, over-seeded and fertilized. Mowing is occurring weekly and lawns are being edged on alternating weeks.

WATER USE: Irrigation will continue to become more frequent as the temperatures rise. Residents can assist in conserving water and keeping the landscape healthy by reporting water leaks and irrigation breaks. If a break is suspected please report the location to the work order desk.

ENTRY MAINTENANCE: Entry maintenance crews are performing summer pruning tasks including tip pruning shrubs and hard pruning Catmints and Daisies.

WALNUT CREEK MUTUAL NO. TWENTY-NINE

LANDSCAPE REHAB REPORT

MOD CREW DAYS: The MOD crew will return for two days in summer to perform irrigation tasks, then again for 8 days in September. We hope to work on the front of 2740/2748 where two trees were removed, and the existing shrubs and turf need renovation. Residents of these buildings will be consulted prior to work commencing.

CONTRACTED WORK: This fall we intend to continue turf renovation moving counter-clockwise around the mutual.

The estimate for 2740 is \$5,035-turf area will mostly stay the same in this location with minimal reduction in square footage. This proposal includes irrigation upgrades and will qualify for irrigation rebates.

The estimate for 2748 \$6,920 and a large area (3,000 square feet +) of turf will be retained but the overall square footage of turf will be reduced. This proposal includes irrigation upgrades and will qualify for both turf reduction and irrigation rebates.

Proposals for all contract work and proposed MOD work will be reviewed at the September 17th board meeting.

RESIDENT REQUESTS

If you have landscape maintenance requests (pruning or irrigation), please direct them to the MOD work order desk.

If you have other landscape improvement requests, please direct them to your Mutual Landscape Representatives Susan Dennis and Winifred Beihl.

WORK ORDER DESK

By phone: 988-7650

By email: WORKORDER@ROSSMOOR.COM

Social Committee Report: Jean Lee

Jean Lee reminded members to save the date for August 5, 2018. It's the annual dinner and will take place at Creekside. A save the date flyer will be sent out and information on the menu is still to come.

Emergency Preparedness: Mike McLaughlin and Ron Ondrejka

The committee met on June 8, 2018 to plan goals for this year. Denise and John Davis joined the committee. The committee is currently distributing green sheets to identify manor monitors with an emergency plan and map of zones. Drills are being conducted in all 5 zones over the next couple of months. 2 zones are having drills this week. The committee has 3 actively CERT trained members. An assignment to owners was given asking the what they would do if they had no electricity? What would you eat without electricity? How would you handle the heat or cold weather without electricity? How would you get information without the TV or internet? How would you charge your phone? What would you use for a light source? Prepare yourself, do not depend on CERT, MOD, the Mutual, etc.

WALNUT CREEK MUTUAL NO. TWENTY-NINE

Completed Business:

- a. **Smoke Detectors:** A reminder was given to all members that if you have not had this service completed you must schedule it with Sang electric as soon as possible.

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.

Next Board Meeting

The next scheduled quarterly meeting is scheduled on Monday, September 17, 2018 at 9:30 a.m. in Multi-Purpose Room #3 of Gateway.

Adjournment

President Gannon adjourned the meeting at 10:25 am and the Board moved into executive session.

Executive Session Summary

The Board met in executive session to discuss disciplinary matters, legal matters, and delinquencies.

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.



Secretary