

MINUTES
WALNUT CREEK MUTUAL NO. THIRTY
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, JULY 11, 2018 AT 9:30 A.M.
BOARD ROOM – GATEWAY COMPLEX
1001 GOLDEN RAIN ROAD, WALNUT CREEK, CALIFORNIA

President John Herron called to order the regular meeting of the Board of Directors of Mutual Thirty on Wednesday, July 11, 2018 at 9:30 a.m. in the Board Room, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: PRESENT: President John Herron
 Vice President Carl Pischke
 Treasurer Ron Reece
 Secretary Janet Thoele
 Director Lynda Caputo

EXCUSED: None

MOD staff was represented by Paul Donner, Director of Mutual Operations; Rebecca Pollon, Landscape Manager, and Anne Paone, Administrative Secretary.

President Herron welcomed four residents in attendance.

APPROVAL OF MINUTES

Mr. Herron asked for any corrections to the minutes of the April 11, 2018 regular meeting of the Board of Directors. Hearing none, he declared them approved as written and reviewed.

PRESIDENT'S MESSAGE

Mr. Herron reported there are two board positions available in September. We have one candidate already.

RESIDENTS' FORUM

Janet Thoele spoke as a resident and thanked Linda Herron for the July 4th decorations. Ms. Herron thanked Ms. Thoele for posters regarding recycling.

MOD REPORT

Mr. Donner read Mr. West's report for the Board:

1. Clean and lube electrical panels 76 units and 7 meters. Contractor: Sang Electric (Work in Progress).
2. 2901 PT Carport an Roofing Project – Contractor: A-One Construction - (Waiting for Engineer drawings and City permit). DuraLast Manufactures Warranty Check for \$3,000.00 Issued.
3. Dry Rot Rehab Project – Contractor EmpireWorks (Work Completed).
4. Main Line Domestic water break – Contractors: Roto Rooter and Five Star

(Work Completed).

5. Light fixture Cleaning – Contractor: MOD (Work Completed).

Mr. Herron reported that someone told him the lights don't look like they have been cleaned. Mr. Donner will check on this.

COORDINATORS' REPORTS

Building (Carl Pischke)

Mr. Pischke reported that he has changed light bulbs outside. He has taken care of a few small issues.

Emergency Preparedness (John Herron)

Mr. Herron reported that the Mutual purchased 3 storage boxes to place next to the storage shed. There is no room left in the shed for additional items. There are mostly decorations in the boxes.

Landscape (Linda Herron and Rebecca Pollon)

Ms. Herron reported that residents have commented on the improvements made by the Rehab Team to the slope below Ptarmigan and around the Entry sign. Work was done to driveways at 2893-1, 2909-1 and 2913-1. The new trees have been planted at the park and in the lawn at 2901-1.

Trees have been trimmed. A good portion of the rehab work has been completed and with the exception of lawns struggling in the heat, the entry looks very good.

Reseeding of problem lawn areas had only limited success this year. Early heat, wind and a broken irrigation controller made watering difficult. Ms. Pollon suggests we reseed in fall when the weather cools.

Varmints continue to be a challenge. We have fewer Voles this year, but holes keep popping up in new places. Raccoons are concentrated behind 2841.

Should we need to reduce water usage even further, I have asked Ms. Pollon to provide us with any alternative forms of more efficient irrigation that can be installed over time to ease the impact on our budget.

Ms. Pollon read her report as follows:

SUMMER 2018 MAINTENANCE REPORT

Warm days are upon us and with them residents can look forward to blooming Oleanders, St John's Wort and Crepe Myrtle trees.

LAWN MAINTENANCE Lawns have been aerated 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.

RESIDENT REQUESTS

If you have landscape *maintenance* requests (pruning or irrigation), please direct them to the MOD work order desk. If you have landscape *improvement* requests please contact your mutual landscape representative.

WORK ORDER DESK

By phone: **988-7650**

By email: **WORKORDER@ROSSMOOR.COM**

LANDSCAPE REHAB REPORT

MOD CREW DAYS: MOD crew days for the spring season are complete. The projects performed are attached. Final materials cost was \$3,946, \$254 below the budgeted at \$4,200.

IRRIGATION REPORT: Warm weather is upon us, please report suspected irrigation issues to the Work Order Desk

Ideas for improving water efficiency;

- Convert turf stations to MP rotators where possible
- Eliminate sections of turf that typically suffers or is difficult to maintain
- Budget funds to replace 13-year-old irrigation controller in 2019

TREE ITEMS: None

Financial (Ron Reece)

Mr. Reece reported the financials were not available to him yet.

Mr. Donner reported that the May ending balance in the operating fund was \$46,267. The May ending balance in the reserve fund was \$303,186. The Mutual is \$2,700 over budget due to landscaping and professional services, which was for the audit. This will adjust and the Mutual will be right on budget.

Mr. Donner reported there were some staffing changes recently announced by Mr. O'Keefe. Anthony Grafals, GRF counsel, will be leaving. GRF will use outside counsel. The supervision of Counseling and Public Safety will shift to Resident Services Director, Jeff Matheson, and the supervision of HR will shift to Tim O'Keefe. Golf will be placed under Jeff's supervision. Counseling, Public Safety and Golf are all viewed as resident amenities, so it makes sense to place these under the same supervisor.

Social (Roseanne Wright)

Mr. Wright reported that Sunrise Bistro will be used for the Holiday Party. The hot dog social was very successful with about 50 people attending. If another EPO drill is

scheduled, we can do root beer floats.

New Resident Greeter (Lynda Caputo)

Ms. Caputo reported that she met four new residents in her home. She has four more residents to meet.

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. Inspector of Elections: *Mr. Herron moved to appoint Ann Biderman as the Inspector of Elections. Mr. Pischke seconded and the motion carried without dissent.*
- B. The Board received a copy of the Election Calendar.
- C. Budget Planning for 2019: Mr. Herron reported that Helsing indicates painting of buildings needs to be done. Some controllers need to be replaced. The Board will get some bids for upgrading the lights to LED. The Board will get some information on upgrading light fixtures on the second-story buildings. The Board will be working on the draft budget.
- D. Earthquake insurance: Mr. Herron reported that some residents have asked about earthquake insurance for the Mutual. He reminded residents to look at their personal insurance policies.
There was some discussion on how costly or practical it would be for the Mutual to have insurance. On a \$5,000,000 policy, the premium would be \$25,000. The cost per manor per month would be \$27.41 added to the coupon. The insurance could be lowered, but John Tastor of Arthur J. Gallagher and Company does not recommend it. Mr. Herron would like the Board to think about this and to get comments. Mr. Herron would like to have Rick Chakoff and Mr. Tastor attend the annual meeting in September to answer resident questions. The Board agreed with Mr. Herron.
- E. Park Resurfacing: Ms. Herron presented a report to the Board. Possibilities are endless for resurfacing, so Ms. Pollon was asked for guidance. Ms. Pollon measured the area and it was approximately 1,000 square feet. Pavers are a good quality, but might be too expensive. Ms. Pollon checked with Brightview Landscaping and Atlas Paving. The cost would be \$20,000 - \$40,000. Concrete was considered. Ms. Pollon liked the idea and added that coloring and stamping are two possibilities that would add to the appearance. We met with Daniel Philapil from MOD and a rep from Five Star Concrete. To date, we have not received a bid from Five Star. Daniel met with Ed Fleece of Fleece Construction and forwarded the bid to Ms. Herron. Color and stamping have not been discussed. We would meet with Fleece to discuss their color process and determine if the wearing off of the color, as sometimes happens, can be prevented. Daniel can obtain additional bids, but he would like to have a budgeted amount first. Ms. Herron asked for direction from the Board and stated there is no urgency here.
Mr. Reece moved to approve the proposal from Fleece Construction for park resurfacing in the amount of \$16,000. Mr. Pischke seconded and the motion carried without dissent.
- F. Hardwood Flooring: Mr. Herron reviewed Mutual 70's flooring policy. The current

policy for Mutual 30 states that only the kitchen, entry, and bath may have a hard surface. All other areas should be carpet. The Board will do more research on the matter.

ADJOURNMENT

Having no further business, the meeting adjourned at 11:30 a.m.

/s/ _____
Anne Paone, Assistant Secretary
Walnut Creek Mutual No. Thirty