

## MINUTES

WALNUT CREEK MUTUAL SIXTY-FIVE (DEVONSHIRE)  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
TUESDAY, OCTOBER 25, 2016 AT 9:30 A.M.  
DONNER ROOM, EVENT CENTER, WALNUT CREEK

President Charles Coburn called to order a regular meeting of the Board of Directors of WALNUT CREEK MUTUAL SIXTY-FIVE at 9:30 a.m. on Tuesday, October 25, 2016, in the Donner Room at the Event Center, 1021 Stanley Dollar Drive, Walnut Creek, California.

PRESENT: Charles (Chuck) Coburn, President  
Richard (Dick) Walsh, First Vice President  
Tom Harrick, Second Vice President  
Tom Lenz, Treasurer  
Durwin Shepson, Secretary

EXCUSED: None

Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager; and Anne Paone, Administrative Secretary.

There were also 24 residents present.

### APPROVAL OF MINUTES

Mr. Walsh moved to approve the minutes of the quarterly Board meeting of July 19, 2016 as written and reviewed. Mr. Harrick seconded and the motion carried without dissent.

### PRESIDENT'S REPORT

Mr. Coburn reported that Rossmoor is working on a process to give residents notice of any emergencies within Rossmoor. The program is called Nixle. Mr. Donner stated that the City of Walnut Creek has this program. It can notify you by phone, email or text for emergencies such as a water break or a PG&E issue. MOD has absorbed the cost to set up the system.

### FIRST VICE PRESIDENT'S REPORT

No report

### SECOND VICE PRESIDENT'S REPORT

Mr. Harrick will report under New Business.

### SECRETARY'S REPORT

No report.

## TREASURER'S REPORT

Mr. Lenz reported that for the month of September, the operating fund resulted in a deficiency of revenues over expenses of \$9,137. This was due to water usage, which exceeded the budgeted amount by \$10,835. The reserve fund had a deficiency of \$8,840. This was due to asphalt maintenance at \$17,782.

The YTD operating fund is favorable to expenses by \$3,033. The reserve fund is favorable to expenses by \$34,243.

In the operating fund, building maintenance exceeded the budget by \$7,935 due to rain leaks. Legal fees, audit and tax expense exceeded the budget by \$2,294.

On the reserve fund side, the electrical category exceeded the budgeted amount due to installation of new fire detectors and needed drainage corrections. Both categories totaled \$17,936.

The Mutual's total cash position is \$338,229 compared to the same date in the prior year of \$290,573, which reflects an improving cash position.

Mr. Donner reported that water is over budget by \$10,800. YTD, the Mutual is better than budget by \$4,300. The Mutual should end the year on budget or slightly under. The Mutual is currently \$3,033 better than budget.

Budget – Mr. Donner reported that the coupon increase for 2017 will be \$31.00.

The MOD management fee is up \$1.66 due to salaries and healthcare. Mr. Donner reviewed the budget line by line.

*Mr. Shepson moved to approve the 2017 budget as presented with the increase of \$31.00. The monthly coupon will be \$858. Mr. Walsh seconded and the motion carried without dissent.*

Mr. Coburn briefly discussed the Comcast offer for the phone and DVR. Mr. Harrick stated that there will be a savings for most residents on the Comcast package with the internet. Residents can get a DVR on their own at almost the same rate. The landline is \$20 per month, but the entire Mutual would have to get it. Mr. Harrick did a survey by calling 18 residents. Four had a cell phone only, six had AT&T and did not want to change. Seven said yes.

A resident explained the difference between the AT&T landline and a cell phone regarding 911. AT&T displays the address, but the cell phone does not.

Mr. Coburn instructed Anne Paone to send out a survey to the membership.

Mr. Harrick reported that Comcast is not hard-wired.

If the electricity goes out, the landline does not work. Mr. Coburn stated that the Board has until December of 2017 to make a decision.

## MANAGER'S REPORT – Paul Donner and Rick West

Mr. West reported the following:

1. Resident car damaged concrete fence on Comstock (Completed).  
( Insurance claim and mutual reimbursement).

2. Gutter cleaning scheduled for Late October by All Clear Gutters. Cost \$2,400.00.
3. Roof tune up out to bid. (presented to the board).  
Marco \$14,080, Five Star \$9,235., MOD Roofing Dept. \$11,000

*Mr. Shepson moved to accept the proposal from Five Star in the amount of \$9,235 for the roof tune-ups. Mr. Harrick seconded and the motion carried without dissent.*

4. Asphalt R&R rough bid proposal. (presented to the board).

4" full depth replacement and re-striping ~ \$164,500  
Does not include any potential concrete repairs, red curb re-striping, (if necessary)  
re-setting of manhole covers, valve covers, drain inlets.

This amount came in over Helsing's numbers. Mr. West will contact Helsing to have them update their numbers.

#### EMERGENCY PREPAREDNESS

Ms. Holland reported that she tried to have a drill on Comstock, but was not successful. She needs "eyes" on Comstock, so she knows what is going on. She is willing to meet with residents one-on-one if they want.

The Board wants to provide information, but the residents need to respond.

A resident on Comstock would like Ms. Holland to try again.

#### BUILDING MAINTENANCE COMMITTEE REPORT – Durwin Shepson

Mr. Shepson reported the following:

##### Smoke Detectors

There was one problem with a new 10-year smoke detector.

##### Asphalt Roadway Maintenance

Silicon Valley Paving had the slurry seal coat applied by Graham Paving coming in under budget. The complete repaving of the streets is estimated to cost more than is anticipated in the Helsing 2017 Reserve Study. (\$165,000 vs \$108,287-a \$57,000 shortfall)

We will have to consider an adjustment in the budget for these costs over the next few years.

##### Roof Drainage/Downspout & Clean-outs

A number of residents have complained about over-running roof gutters. This is caused by the following:

1. Leaf blocked downspouts.
2. Undersized downspouts that are insufficient to drain the water in anything but a light rain.
3. Original structural design problems that cause runoff to flow into flashing areas with insufficient slope for water to push leaves forward into final gutters and off the roof.

This seemed to be the case with the exterior wall of 1804 Wales abutting the roof runoff

area of unit 1802 Wales. It is a continual structural problem that caused \$12,000 of damage last rain season, and again occurred on our first rain last week. The resident saw the problem and called MOD.

All three of these problems need to be addressed as soon as possible for a permanent solution. In the meantime, we might want to consider a trial install of a gutter protection device in a small area of greatest need to see how it would work in practice. Perhaps at 1802 Wales' front corner gutter.

Mr. West has been authorized to have all the gutters cleaned asap at a cost of \$2,400.

The issue of smoke detectors going off at night or on the weekends was discussed. MOD can come out, but there is a 4 hour minimum because of the union contract. Mr. West stated that Sang Electric can be on call 24/7 for \$50-\$60 an hour with a 2 hour minimum. Securitas knows to call Sang.

During the day, residents should call MOD if the detector goes off, but at night they should call Securitas.

Mr. Shepson stated that he thinks the gutters should have larger downspouts. Mr. West reported many Mutuals are installing these when they are doing roofing work.

Mr. Shepson stated that the gutters are already large, but the downspouts need to be larger. Mr. West will get a bid for the cost to install larger downspouts.

Perhaps three areas should be done as a test with larger downspouts.

Mr. Shepson reported that the south side of Comstock has had some problems with Comcast. He started reporting this in July. Comcast came out and they think it is something in their system.

The resident at 1816 Wales would like to have a sidewalk from the street to her front door. Mr. Coburn stated that the Board is not required to do this. The cost would be approximately \$2,500. Sprinklers and signs would have to be moved. This would set a precedent for other residences with the same configuration. Mr. Shepson thinks this is a unique situation. He wants to be sure everything would be done correctly. It would need to be wide enough to accommodate a wheelchair. He doesn't think the Mutual should pay. Mr. Walsh agreed. Mr. Harrick is against allowing it. Mr. Lenz is against the Mutual adding to the coupon for a sole resident's usage. The resident is willing to pay the cost of the installation.

Mr. Donner stated that this would become an alteration. He asked if it would remain as an alteration or would the Board/Mutual assume the maintenance of it.

The Board began to make a motion, but Mr. Donner advised them that since this would involve Mutual common area, a vote of 67% of the Mutual would be necessary to allow the sidewalk. It was agreed that the resident should submit an alteration application.

No motion was made.

#### SOCIAL COMMITTEE REPORT – Pamela Walsh

No report.

#### LANDSCAPE COMMITTEE REPORT – Sheri Lenz and Rebecca Pollon

M. Donner read Ms. Pollon's report as follows:

**LAWN MAINTENANCE:** Mowing will begin to occur less frequently going into fall and winter as growth slows. Irrigation is also being adjusted as appropriate for weather conditions. Turf will be fertilized once more for the year in November.

**ENTRY MAINTENANCE:** Maintenance crews are turning their focus to leaf cleanup and drain clearing. Crews clean the sidewalks of leaves at least every other week.

**TREE MAINTENANCE:** There are no pending tree maintenance requests.

**LANDSCAPE REHAB:** There are several projects pending that will be completed over the coming weeks including a lawn removal at 1724 Comstock, additional plants at 1805 Wales, a small rehab at 1720 Comstock, various plant replacements throughout the mutual, and a small park and bench installation at the end of Comstock.

Ms. Lentz reported that tree maintenance had been done, but not completed. The Board is waiting for some bids from Ms. Pollon. Mr. Donner will check with her. Residents are to let Ms. Lenz know if they have issues regarding landscaping.

### UNFINISHED BUSINESS

Mr. Coburn reported that the Board needs to adopt Election Rules. The Board agreed to have Stephanie Hayes prepare election rules for the Mutual.

### NEW BUSINESS

Mr. Shepson would like a policy that allows the President or chairman of maintenance to sign off on work orders that are routine.

A policy is not required. Mr. Coburn instructed that routine work orders be sent to Mr. Shepson.

### RESIDENTS' FORUM

None

### ADJOURNMENT

The next meeting will be the Regular Board Meeting on Tuesday, January 17, 2017 at 9:30 a.m. in the Donner Room at the Event Center.

Having no further business, the meeting adjourned at 11:25 a.m.

/s/ \_\_\_\_\_  
Durwin Shepson, Secretary  
Walnut Creek Mutual Sixty-Five