

MINUTES

WALNUT CREEK MUTUAL SIXTY-FIVE (DEVONSHIRE)
REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY, JULY 19, 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, July 19, 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
Durwin Shepson, Secretary

EXCUSED: Tom Lenz, Treasurer
Tom Harrick, Second Vice President

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 16 residents present.

APPROVAL OF MINUTES

No minutes to be approved.

PRESIDENT'S REPORT

Mr. Coburn reported that golf carts must be registered. Some Mutuals have open carports and people are parking there. There is no way to know who owns a golf cart and who is using the Mutual's electricity. There is a \$10 fee to register the cart for the lifetime of ownership.

There was a legal seminar that is held once each year. The lawyers review any legal changes made to Davis-Stirling. This year the attorneys suggested policies that Mutuals may want to create. It was also noted that a policy that allows imposing a fine for a violation should be hefty enough to deter any future violations.

Mr. Coburn noted that the fence next to the Walsh' home was hit. Insurance will pay for the damage.

FIRST VICE PRESIDENT'S REPORT

No report

SECOND VICE PRESIDENT'S REPORT

No report.

SECRETARY'S REPORT

No report.

TREASURER'S REPORT

Mr. Donner reported that through June the balance in the operating fund was

\$51,660. The balance in the reserves fund was \$292,746 for a combined total of \$344,406. The reserves last year were \$275,000, so the Mutual is building up the reserve fund. The Mutual was \$12,933 better than budget, due to Utilities and water. The Mutual is over in Building Maintenance by about \$10,000. This was due to a rain leak. MOD returns any excess funds to the Mutuals on a per-door basis. Mutual Sixty-Five received a dividend of \$1,380.

MANAGER'S REPORT – Paul Donner and Rick West

Mr. West reported the following:

1. New Ten year smoke detector installation. Sang Electric – (Completed).
There is a state regulation that says all detectors must be replaced with a 10-year battery type.
2. 2016 SVP asphalt slurry seal project - (Completed).
3. Skylight replacement – 1707 Comstock & 1802 Wales were leaking... / Mares & Dow (Completed).

Mr. Shepson moved to approve the proposal by Jim Hogue to inspect the skylights at a cost of \$2,880. Mr. Walsh seconded and the motion carried without dissent.

A proposal will be presented to the Board after all skylights have been inspected.

4. Inspection of dedicated circuits for electric cars - (Completed).
A few garages and panels in the laundry area have been inspected. 80%-90% have dedicated circuits, but the resident will still need to go through the alterations department.
5. Resident car damaged concrete fence on Comstock - (Resident billable Insurance claim). This will take a while.

EMERGENCY PREPAREDNESS

Ms. Holland reported that there is a need for volunteers to meet and interact with residents on Comstock. There are some new residents and Ms. Holland would like to be keep aware of any needs of the community.

CERT purchased a Med-Sled for about \$335. It can be used if a resident is incapacitated. It can be pulled up or down stairs. Ms. Holland suggested Mutual Sixty-Five might purchase one.

Ms. Holland bought a 55 gallon tank of water. Anyone is welcome to come see it. If you have any questions, let her know and she will be happy to discuss them with you. She reminded everyone to get to know their neighbors.

Mr. Shepson reported that he may have a sled that he would be happy to donate to the Mutual. He will see if he can locate it.

BUILDING MAINTENANCE COMMITTEE REPORT – Durwin Shepson

Mr. Shepson reported on the following items:

Smoke Detectors: We had one problem with a new 10-year smoke detector. When the fan was turned on, the smoke detector went off. MOD replaced it and the problem was

Asphalt Roadway Maintenance Committee: Silicon Valley paving had the slurry seal coat completed recently by Graham Paving, a sister company. They appear to have done a good job, although they shut down entire streets for 24 hours rather than split the work on the streets to one side at a time. The bid of \$17,762 was much less than expected which allowed more funds to stay in our Paving Reserves. We are currently having Rick West get new estimates from SVP for future costs for a full replacement in 5-10 years so we can budget for availability of reserves at that time.

Water Damage: The major water damage that was experienced at 1804 and 1802 Wales Drive during the last storm has been repaired. However, this type of cost was not anticipated and caused us to be over budget by \$12,500 in this last quarter.

Skylights: Skylights at 1707 Comstock and 1802 Wales have been replaced. This leaves 20 remaining skylights (located in the middle units of each triplex condo) at risk of failure as they approach their normal lifespan. Our replacement options need to be researched and a budgeted plan put in place to avoid future problems.

Lawn Sprinklers: The root systems of the Red Maple trees on Comstock Drive are crushing the sprinkler lines. It is taking one to three hours each to cut out the roots, repair the sprinkler lines and put in new sprinkler heads. This cost will definitely be over that which has been budgeted. We are supposed to have a meeting with the company that trims the trees. This hasn't happened yet, but Paul will check with Rebecca.

Fitness Center Parking Lot Fence: The damaged fence still has not been completed. We need an ETA to get this work done.

Garage Door Painting: After many months of trying, through no fault of the resident, the new garage door at 1813 Wales has been repainted by the firm that repainted all our units. There is paint left over to repaint other garage doors on Wales, if a need arises.

Mr. Donner reported that once-per-month the landscapers will do trimming. If there are any issues, call the work order desk.

A resident asked who cleans the sidewalks that have debris from trees, etc. Mr. Donner advised that the landscapers clean on their schedule.

Mr. Donner reported that EBMUD states that the drought restrictions are over and the Mutual may now water every day, if needed. The surcharge of 25% has been discontinued, but a 7% rate increase took effect on July 1. The reservoirs are at normal capacity. EBMUD feels they can handle another dry year. MOD will water to the plants' needs and will continue to use SMART controllers.

SOCIAL COMMITTEE REPORT – Pamela Walsh

Ms. Walsh reported that the BBQ was very successful. They used a new caterer. Everyone liked the food. December 3rd is the Holiday Dinner.

LANDSCAPE COMMITTEE REPORT – Ernie Glaser and Rebecca Pollon

No report.

UNFINISHED BUSINESS

Mr. Coburn reported that the law requires that certain steps be taken in regards to Electric Vehicle Charging Stations, so the Mutual will not be liable for any problems. Therefore Mr. Coburn called for a motion.

*Mr. Walsh moved to adopt the Mutual's Electric Vehicle Charging Station policy.
Mr. Shepson seconded and the motion carried without dissent.*

Mr. Coburn reported that legal counsel suggested that the Mutual have a fining policy in place in case someone doesn't follow the rules. The policy should have substantial fines to deter residents from violating the policies of the Mutual.
Mr. Coburn called for a motion:

Mr. Shepson moved to adopt the Mutual's Violation and Fining Policy/Schedule of Fines. Mr. Walsh seconded and the motion carried without dissent.

NEW BUSINESS

*Mr. Shepson moved to approve a variance on the window at 1718 Comstock Drive.
Mr. Walsh seconded and the motion carried without dissent.*

Mr. Coburn reported that he would like to create a committee of Tom Lenz and Durwin Shepson to work on increasing reserves for the skylights, street replacements and sprinkler replacements.

The Board meets with Mr. Donner to discuss the budget and reserves for 2017. If a resident wants to serve on the committee, please contact Mr. Lenz or Mr. Walsh.

RESIDENTS' FORUM

A resident asked about the black dumpsters. She may call the trash company and they can advise her as to what items should be placed in that dumpster.

ADJOURNMENT

The next meeting will be the regular Board Meeting on Tuesday, October 25, 2016 at 9:30 a.m. in the Donner Room at the Event Center.

Having no further business, the meeting adjourned at 10:15 a.m.

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