

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
MONDAY, APRIL 25, 2022, AT 1:00PM
CLUBROOM – CREEKSIDE CLUBHOUSE
1010 STANLEY DOLLAR DR – WALNUT CREEK, CA

Call to Order

President Howard called the meeting to order at 1:03 p.m.

Roll Call

Directors Present: Andy Howard, President
Susan Fisher, Vice President
Martha Kohler, Secretary
Alan Lindquist, Treasurer
Peter Yang, Director

The Mutual Operations Division was represented by Rick West, Building Maintenance Manager; John Tawaststjerna, Landscape Manager and Lucy Limon, Board Services Coordinator.

President Howard welcomed the membership, staff, and thanked everyone for their attendance.

Approval of Meeting Minutes

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

Regular Meeting of the Board March 28th, 2022
Executive Meeting of the Board April 5th, 2022

Alan Lindquist made a motion and Susan Fisher seconded to approve the minutes to the aforementioned Board meeting

Moved, Seconded, Carried 5-0

Announcements

- Next Board Meeting: Monday, May 23rd, 2022, 1:00 p.m. in the Clubroom at Creekside, potentially a hybrid style meeting.
- Kris Peterson, Rossmoor's Administrative Services Manager has resigned.

Presidents Report

President Howard presented the following report:

1. Accounting Update
 - Tess Haskett remains out on LOA through the beginning of May, Amanda managing account activity, 83% turnover past 12 months (excluding LOA)
 - 2021 Audit/Review – now 80% complete, hope to complete by mid-May
 - Mutual Financial Statements – by June Statement, goal remains 12 working days to complete
 - Recommend to GRF Board to replace current accounting system in 2023 budget cycle

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2. Management Agreement between the Mutuals and GRF
 - Pending, however, close to resolution
3. Rossmoor Live Evacuation Drill
 - Sunday, May 15, 2022, for WCR-002. Eagle Ridge has been selected. Participation will be optional
 - Community meeting for all Rossmoor residents on April 27th
 - Additional details to be given By Ralph Anthenien during today's DPG report
4. Hybrid mutual board meetings
 - 3 Zoom media carts purchased – 1 to be left at Creekside

Alan Lindquist made a motion and Peter Yang seconded to approve the participation of M68 in the 2022 Shared Deductible Agreement.

Moved, Seconded, Carried 5-0

New Business

- Status update on the formation of a Trash Committee for M68:
Susan Fisher reported that one more volunteer has stepped up to be a member of the trash committee. No other update to report.
- Appointment of Diane Mader as Inspector of Elections – 2022:
Susan Fisher made a motion and Alan Lindquist seconded to appoint Diane Mader as the 2022 Inspector of Elections.

Moved, Seconded, Carried 5-0

Residents' Open 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. No comments were made.

Ralph Anthenien presented the following report:

Mutual 68 Disaster Preparedness Group (DPG)

Tips and Thoughts

April 25th, 2022

Caution is being advised as new variants of COVID-19 are spreading throughout the country. Consider receiving your Second Booster ASAP to enhance your protection. Masking indoors, Using Sanitizer, and caution when traveling is strongly advised to minimize risk.

By now you have been alerted about our Mutual being selected to exercise an Evacuation Drill on Sunday, May 15th. This is great news for several reasons: 1. We need to exercise to both practice and learn the essential things necessary to safely and quickly evacuate as well as 2. our First Responders (Fire and Police) need to be trained and aware of the elements of a safe and quick evacuation. We are


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so fortunate to have been selected and, quite frankly, the envy of other Mutuals in Rossmoor. **What can YOU DO** to maximize the benefit of this opportunity!! Key items include:

1. Volunteer to Sign up to participate on May 15th. We need everyone physically capable to be involved. A “few” people will not provide you or our first responders the necessary learning experience. Please Register NOW! / Today! It’s a simple online registration form easy to complete. If you are NOT Computer Oriented, there is a “hard copy” form you can complete and there will be a “drop box” at the front door of 618 Red Wing Ct starting on April 28th.
2. Attend the Wildfire Evacuation Community Meeting being held at the Event Center on April 27th, from 4:00pm to 5:30PM. It will also be presented by a ZOOM meeting. You do not have to be present to participate in the Exercise on May 15th but it is helpful.
3. Review your personal preparedness/evacuation plan
4. Insure you have enrolled in both the Contra Costa Warning System (CWS) which is always a good idea as well as Nixle.
5. Participate in the Exercise on May 15th. Place the Orange Placard on your vehicle dashboard (will be provided) and evacuate in your own vehicle to Heather Park about 8 miles away. Goodies, Prizes for participating, and more will be awaiting you there.

NOTE:

- a. You do not need to take a “go bag” with you but it is encouraged if you have one
 - b. You do not have to bring your pets with you but there will be an animal reception center there for your convenience. (Do have animals in their carry cage)
- Check the Mutual 68 Website often especially the “breaking news” section as well as the special sections devoted to our Evacuation Drill. Also check the Disaster Preparedness section for additional resources.
 - If you have had some good ideas or experiences that would help others, please let your communications committee know about it (Barbara Walker) or let your DPG Zone Coordinator know about it or myself.

 If you do nothing else this year on Disaster Preparedness, **Participate in the Evaluation Drill on May 15th. Sign Up Today!! YOU MUST RESGISTER to participate.** It will help you prepare, and it will provide essential training for our First Responders (Fire and Police) in taking care of us.

Treasurer and Finance Committee Reports: Alan Lindquist, Treasurer; Robin Howard, Finance Committee Chair

The following report was given:

The Finance Committee met on April 20th, 2022 and reviewed the Mutual’s financial information and projections through January 31, 2022. It concluded that the operating fund and replacement reserves are adequately funded, with net fund balances of \$229,611, and \$1,334,913 respectively. The operating revenue was on budget for the month, and expenses were favorable to budget by \$34,182, resulting in a total favorable budget variance of \$34,182. The major expense variance was water, which was \$29,923 under budget, primarily because the bi-monthly billing cycle resulted in a bill not being issued until February.

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Bank account statements were reviewed by two board members, as required. All accounts are covered by FDIC insurance.

- Motion to certify compliance with Civil Code 5500, review of financial statements by two Board members:

Susan Fisher made a motion, seconded by Peter Yang to certify compliance with California Civil Code, Section 5500.

Moved, Seconded, Carried 5-0

Building Committee Report: Rick West, MOD Building Maintenance Manager; Martha Kohler, Board Liaison

Martha Kohler, Board Liaison, gave the following report:

Garage Door Maintenance Program - A-Dependable Garage Door continues to inspect the garage doors. Residents are encouraged to call A-Dependable @209-484-8977 to schedule an appointment. They are also going door-to-door to arrange a real time inspection.

Storage Closet Survey – The survey is completed. Additional information has been received from the Social Committee and Disaster Preparedness Group about the locations of their supplies. MOD is cleaning out the Mutual's closets. During the survey/cleaning process, adjacent utility closets with discards have been identified and will be cleaned as necessary.

Cul-de-sac Repaving – The repaving of Quail Hill Ct was completed on April 15. The re-sealing of the remaining cul-de-sacs will be scheduled this spring/summer.

SB326 Balcony Inspections – This program began April 19 on Red Wing Court and continued through the week. FWC is the structural engineering contractor. Half of the work will be done in 2022 and the remainder in 2023.

Rick West provided a building maintenance report which included information items.

INFORMATION ITEMS: Work scheduled, In Progress or Complete

1. **616 Shadowhawk – Fire Alarm utility Door replacement due to extensive rust. Contractor: Ahumada G**

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Estimate \$2,629.00. Proposal signed on 2-10-22 (Door installation Completed).

2. 3051 Grey Eagle Drive – Resale inspection. Dry Rot and Roofing repairs. Contractor: Specialty Inspections.

Resale Home inspection report items. Contractor: Specialty. Cost \$790.00

Dry rot Estimate \$790.00 Proposal signed on 2-24-22 (MOD Scheduling repairs).

Roofing Estimate \$625.00 Proposal signed on 2-24-22 (MOD Scheduling repairs).

Total Cost \$1,415.00

3. Safety Inspections and maintenance Service Agreement on 222 Garage Doors. Contractor: A-Dependable Overhead Door Co. Estimate \$25,530. Martha will be sent any change orders for approval as needed.

Work is in progress.

4. List of buildings that will need further investigation into possible Dry and Metal Flashing issues. Contractor: MOD.

576 High Eagle Ct. – Soffit Dry Rot. – Destructive testing is scheduled.
537 High Eagle Ct - Flashing and Dry Rot - Destructive testing is scheduled.
535 High Eagle Ct. – Flashing and Dry Rot - Destructive testing is scheduled.

Projects are ongoing weather permitting.

5. Resealing around all window and door trim with caulking to prevent dry rot. Contractor: MOD. T&M Project scheduled for winter 2022 weather permitting.

2021 Budget \$84,000.00.

Work is in progress.

6. 2022 Asphalt Maintenance project update. Contractor: Black Diamond Paving. Repaving Location Quail Hill Court. Also Crack Sealing and Sealcoating Cost - \$81,045.00.

Quail Hill Court project has been completed.

7. 614 /616 Redwing Court - Soil erosion and Deck inspection update. Contractors: FWC and CalEng.

Inspections in Progress.

8. The Mutual 68 Board of Directors has elected to complete the proposed inspections over 2 years in 2 phases.

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Phase I - 2022 - cost \$49,252.00

Phase II - 2023 - cost \$50,289.00

Total Cost \$99,541.00.

Inspections are in progress.

Landscape Report/Landscape Committee Report: Barbara Blum, Committee Chair

Robin Minor gave the following report for Barbara Blum:

The Landscape Committee met on April 11th. The first item of business related to a request from a Foxwood Way resident who wished to discuss with the Landscape Committee her displeasure with the new landscaping on the hill across from her home. She asked that the committee approve a proposal by BrightView to “complete”, in her words, the newly re-landscaped hill. The proposal included new shrubs, bubblers and mulch to match the rest of the hill’s landscaping. There was much discussion followed by a motion and a second to add mulch only to the un-landscaped portion of the hill on Foxwood. It was noted by committee members that if totally re-landscaped, irrigation would need to be added and the Oak trees might shade the slope which would make it more difficult for the shrubs to thrive. The motion carried unanimously to propose to the Board that mulch be added to the slope. Perhaps it would be cheaper to add this mulching to the Phase 1 mulch refresh slated and budgeted for later on this year rather than as a singular request.

A discussion followed on the subject of residents who wish to reimburse the Mutual for a newly purchased benches in Sunset Park, on Saklan Indian Drive or on Grey Eagle and add a plaque to the bench. The policies regarding this subject were updated are now read as follows:

Procedures for Purchasing Benches

If residents wish to purchase plaques for a bench, they must buy a bench on which the plaque will be mounted. They may reimburse the Mutual for one of the benches just purchased for Sunset Park, one of the two new benches on Saklan Indian or the new bench on Grey Eagle. Then, and only then, can a plaque be affixed to the bench. The plaques will be of a standardized size and shape.

The process will be as follows:

- Resident makes a request to the Landscape Committee to buy a bench and possibly a plaque.
- The Landscape Committee researches the request and may then recommend this action to the Board for their approval.
- The Board may approve this request.

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- The money for the purchase of the bench (and plaque) is collected in advance. The cost is determined by the cost of the bench, the cost of the plaque and the cost of the MOD installation of the bench.

No plaques will be added to existing benches other than those referred to above for Sunset Park, Saklan Indian and Grey Eagle.

The Landscape Committee will approve the wording on the plaque. Wording can include a simple, short statement, name(s), and dates. Plaques for 4' benches should be 4"x 8". Plaques for 6' benches should be 6"x 9". The plaques will be purchased at Diablo Trophy in Pleasant Hill.

Tree Care was the next agenda item discussed. John T. will be asked to make sure that the Board will have multiple bids for the Birch tree pruning/removals and Pepper tree pruning by the April 25th Board meeting. Robin Howard, M68 Finance Committee chair, suggested the committee use 2 independent Arborists for tree work in the future. Their costs could be added to the Budget.

The next Landscape Committee meeting will be May 16 at 10:00.

A motion was made by Peter Yang and seconded by Susan Fisher to approve the quote that will be on the plaque of the new bench at Sunset Park, "Gift from Xiao Huan Liang & Greg Campbell, 2022".

Moved, Seconded, Carried 5-0

A motion was made by Martha Kohler and seconded by Susan Fisher to approve the Birch Tree pruning proposal from Waraner at \$8,415.00.

Moved, Seconded, Carried 5-0

A motion was made by Susan Fisher and seconded by Alan Lindquist to the Pepper Tree pruning proposal from Brightview at \$475.00.

Moved, Seconded, Carried 5-0

CIC Committee Report: Peter Yang, Board Liaison; Barbara Walker, Chair

No report was presented.

Peter Yang thanked Barb Walker for all her consistent efforts in assisting the committee.

Social Committee Report: Peter Yang, Board Liaison; Robin Minor & Deanne Gilbert, Co-Chairs

Peter Yang reported the following:

A party will be held on May 4th, at Sunset Park, all residents are welcomed to come. Several residents have volunteered to help set up the décor for the holidays. Barb Walker will email

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blast all residents, hopefully more volunteers will come forth.

Adjournment

With no further business to address President Howard adjourned the meeting at 2:04 pm.

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.

Lucy Limon

Assistant Secretary