

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD MONDAY, August 22nd, 2022, AT 1:00PM ZOOM MEETING

Call to Order

President Howard called the meeting to order at 1:05 p.m.

Roll Call

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

The Mutual Operations Division was represented by John Tawaststjerna, Landscape Manager.

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 July 25, 2022
Executive Meeting of the Board August 18, 2022

Peter Yang made a motion and Rick Hague seconded to approve the minutes to the aforementioned Board meeting

Moved, Seconded, Carried 5-0

Announcements

- Next Board Meeting: Monday, To be rescheduled in observance of Rosh Hashanah from September 26, 2022, at 1PM – Creekside Club Room pending improvement in COVID-19 case rate and hospitalizations.

Presidents Report

President Howard presented the following report:

President's Report – M68 Board Meeting August 22, 2022

- CEO Retirement
 - Tim O'Keefe will be retiring effective November 15, 2022 and the CEO Search Task Force has selected Ralph Anderson Associates (Sacramento) as the recruiter. The process will begin in September. Each mutual president and their Board Members will have the opportunity to fill out an input survey to help the recruiter identify the right person for the position.

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- Accounting Update
 - 2021 Audit (12 mutuals now complete (M68 still pending), timeline has been delayed from the end of August
 - Mutual budgets to be approved Oct-Nov by each mutual board
 - IT Systems Analyst hired
 - Jenark replacement project (2022-2024)
 - Internal control audit proposals (GRF and Mutuals) – 3 bids to date
 - 2021 MOD surplus refund (\$930,000, M68 - \$33,983) – mid August
 - Secure On-Line Access to Mutual Financial Statements on Rossmoor.com

- Insurance Update
 - GRF is working with Gallagher, its insurance broker, to develop a 2023 fire/ property insurance package that includes a retained risk element which will allow for a continued \$250K deductible.

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.

Ralph Anthenien presented the following report:

Mutual 68 Disaster Preparedness Group (DPG)

Tips and Thoughts

August 22nd, 2022

Re: Your Health: Not much new in the continuing concerns and evolutions of COVID-19. Caution is still urged to preclude getting COVID-19 even if deemed “mild” due to the unknown effects of “long COVID” but there may be a time soon that our current Boosters will not be effective on some new variant. This may well result in another “lock down” while vaccines are developed and distributed. Thus, it’s recommended by “us” (CDC has lessor recommendations but remember we are in a “higher risk age group” than most groups – your choice) that you continue to take precautions such as wearing masks indoors, using the six-foot rule, using sanitizer, frequent hand washing, etc. Also, having a stock of masks, sanitizer, alcohol, etc. would be important to have on hand should a new wave occur resulting in these critical supplies being hard to obtain. Enough Said. Stay Safe. Be careful.

Future Event Preparation

We are approaching the year end difficulties to include: 1. Another “dry year”, water shortages, heat, power outages, potential fires, etc. Have you prepared? Have you checked your “go bags” to include all contents are current and up to date? Is your communications plan up to date? Are your contacts current and printed out in “hard copy” Your phone may not be working or “dead” so you might need all those “handy” phone numbers (or addresses) printed out in advance. Do you have a power bank to extend the life of your phone’s battery? If so, when was it charged last? This should be done every month or so to insure 100% power. These are also very handy during travel to add life to your phone

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in those long travel days in and out of airports. Do you have sufficient sums of cash money in small bills to last a week or two for any essentials needed is out and about after a disaster? Remember ATMs may not be working OR empty following a disaster or power outage. Be prepared. Remember too that IF we are in a declared “RED FLAG WARNNG” area, you should have your car all loaded (or at least everything laid out) for an **immediate exit** when declared. There is NO TIME to pack or prepare when the evacuation notice is given. Questions? Contact your local DPG Member. Check Eagle Ridges Web site for additional information, review EPOs website, Contact me. Don’t be uninformed. Don’t expect to have the time or opportunity to “fix anything” at the time a disaster or serious event occurs. Make some effort every week or month to improve your preparedness. Its not done overnight but chipping away every week will make a difference when it counts.

What’s new? What might be coming your way? Are YOU READY?

Roving blackouts, Wildfires, Hot Dry Weather, Water Shortages, Smoky, Contaminated Air, Shelter in Place, Evacuations - Voluntarily or by order and more.

Remember when that alarm/alert goes off, there is NO TIME TO PREPARE! It’s a come as you are party!! What are YOU WEARING??!!

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

Treasurer Alan Lindquist gave the following report:

The Finance Committee met on August 17, 2022, and reviewed the Mutual’s financial information and projections through June 30, 2022. It concluded that the operating fund and replacement reserves are adequately funded, with net fund balances of \$276,813 and \$1,481,635, respectively. The operating revenue was favorable to budget for the month by \$648 and expenses were favorable to budget by \$43,836, resulting in a total favorable budget variance of \$44,484. The major expense variances were water, which was \$59,232 under budget, and legal fees which were \$11,362 over budget.

The Chair, Robin Howard, reported that both irrigation and residential water expenses were below budget, and that the June residential water bill was the lowest in five years.

After careful deliberation, it was resolved that the Finance Committee recommend that the remaining balance in the Land Stabilization Fund be distributed to homeowners by December 31, 2022, assuming that there is no longer any activity in the account.

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:

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

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Moved, Seconded, Carried 5-0

Water Usage: 18 residents received letters about the possibility of water leaks. Residents in those 7 buildings that had water usage 50 percent higher than average in August received letters.

Building Committee Report: Martha Kohler, Board Liaison

Martha Kohler, Board Liaison gave the following reports:

A brief meeting was held July 11 on Zoom, due to late emerging news of covid concerns.

Cul de sac paving project -The 2022 paving project activities are completed. As planned, the Grey Eagle cul de sac requirements will be assessed after EBMUD construction is completed.

SB 326 - Balconies inspections, FWC contractor - The initial 2022 inspections have been completed. However, FWC has determined that additional testing is required. These inspections require access through residencies. Telephone calls are underway to schedule access with owners.

Storage closet inventory - The inventory is complete. Cleanout has been delayed due to staff availability.

Garage door maintenance program - Routine maintenance inspections are continuing. Two remedial projects have been identified and are being scheduled.

Rick West, Building Maintenance Manager, gave the following report:

INFORMATION ITEMS: Work scheduled, In Progress or Complete

- 1. Common area Metal Railing repainting. Includes sanding spot priming with rust inhibitor and Rustoleum oil-based finish coating.**

Contractor: CVP estimate \$27,750.00

Work is in Progress

- 2. Safety Inspections and maintenance Service Agreement on 222 Garage Doors.**

Contractor: A-Dependable Overhead Door Co. Estimate \$25,530.

MOD's cost to paint a Single Door \$345.00 / Double Door \$391.00.

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Martha Kohler will be sent any change orders for approval as needed.

Work is in progress.

3. List of buildings that have been looked at for possible Dry Rot and Metal Flashing issues.

Contractor: MOD. Destructive Testing Completed.

576 High Eagle Ct. – Soffit Dry Rot.

537 High Eagle Ct - Flashing and Dry Rot.

535 High Eagle Ct. – Flashing and Dry Rot.

Projects are going out to Bid.

4. Resealing around all window and door trim with caulking to prevent dry rot.
Contractor: MOD. Time and Material Project scheduled for winter 2022 weather permitting.

2021 Budget \$84,000.00.

Work is in progress.

5. 614 /616 Redwing Court - Soil erosion and Deck inspection update.

Contractors: FWC / Cal Engineering / ESR.

Waiting for ESR to send proposal after reviewing the completed reports scope of work.

6. The Mutual 68 SB326 Raised Component inspections will be completed over 2 years in 2 phases By a Licensed Structural Engineer. Contractor: FWC

Phase I - 2022 - cost \$49,252.00

Phase II - 2023 - cost \$50,289.00 / Total Cost \$99,541.00.

A report will be generated after completion of each phase.

Inspections are in progress.

7. Additional Dry rot and woodpecker damage discovered and repaired by MOD during scheduled recaulking trim project.

533 HE – 32ft of new belly band installed included prime and paint - cost \$1,265.00.

540 HE – dry rotted Railing 60 ft of new designed railing, posts and pickets installed.

Cost \$3,967.50.

585 HE – dry rotted Railing 35 ft of new designed railing, posts and pickets installed. Cost \$2,750.50.

3005 GE – 2 new sheets siding, new trim, and paper. Cost \$1,874.50.

Work scheduled or in progress

Landscape Report/Landscape Committee Report:

Andy Howard gave a summary of the report from the Landscape Committee and John

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Tawaststjerna gave additional updates:

The M68 Landscape Committee met on August 15, 2022. We had two guests at the meeting, Jared Quesnoy, BrightView Account Manager, and Steve Ormond, GRF Arborist as well as all the members of the Committee.

With Jared we discussed the maintenance concerns within the Contract. For example, the removal of leaf fall on sidewalks and parking areas are not covered in the Contract. BrightView does do this work, but not daily as some residents might expect. Jared encouraged the Committee members and residents to utilize the Work Order system as the crew picks up the work orders twice a day and there is a tracking system for these requests.

M68 has agreed to create a tree care plan by having Walk Arounds with Steve Ormond, the GRF Arborist, and the Zone Reps. Steve explained his process to the Committee. He looks at all the trees, not one species at a time, and looks at their health and safety. He also looks at the protection of the buildings and hardscape. We have made appointments to walk with Steve within the next two weeks to start the process of creating our tree care plan. Steve's notes and photos will then be used by two tree company arborists to create bids for the work which will be presented to the Board for their approval.

We discussed the mulch refresh for Phase 1 bids. The Committee recommends to the Board that they approve BrightView's bid to provide the mulch refresh using Walk On Mulch. This item has been budgeted for 2022.

Peter Yang made a motion, seconded by Alan Lindquist to accept the Brightview contract (\$18,000) for the re-mulch of Phase 1 of the Front Areas with walk-on bark

Moved, Seconded, Carried 5-0

John Tawaststjerna, Landscape Manager, gave the following report:

Mutual 68 Landscape Report

Maintenance Report

- Deadheading of perennials
- Pruning of overgrown shrubs
- Crews are mowing the lawns every week
- Weed removal by hand and herbicide spray

Tree Maintenance

- Steve Ormond has completed walks along Saklan Indian with the Landscape Reps
- More walks are on the schedule before the end of August
- Brightview and Waraner will bid on the work discussed on the walks after all walks have been completed

DFSC Grants

- Grant has been accepted by DFSC for work completed by Waraner Tree in March 2020
- Grant should be a total of \$5,000

Mulching Proposals

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- Brightview
 - o Walk on Bark
 - o \$18,000.00
- Terra
 - o Walk on Bark
 - o \$19,740.00

CIC Committee Report: Rick Hague, Board Liaison; Barbara Walker, Chair

The CIC will meet on September 7 at 1:00 pm. Room reservation in process. Residents are invited to attend. Contact Barb Walker at bzwalker@outlook.com

A huge **Thank-You** goes out to Linda Hague for helping with the maintenance of the website!

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

SAVE THE DATE
December 12 for the Holiday Party at the Event Center!

Trash Committee Report: Susan Fisher, Chair

This newly formed committee met on August 3. The trash committee will meet monthly at 10:00 am on the first Wednesday of the month at 2912 Saklan Indian Drive.

Items discussed include setting up zone reps for the education of residents, monthly composting tips in the Eaglet, adding more green carts to our residences and providing periodic cleaning services for the green carts.

Any questions, contact Susan Fisher at sak.fisher@gmail.com or Pina Royer at royer-pina@comcast.net

New Business

No new business

Adjournment

With no further business to address President Howard adjourned the meeting at 1:57 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