

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD MONDAY, AUGUST 24, 2020 AT 1:00PM ZOOM MEETING

Call to Order

President Fisher called the meeting to order at 1:04 p.m.

Roll Call

Directors Present: Susan Fisher, President
Andy Howard, Vice President
Bob Grotz, Secretary
Alan Lindquist, Treasurer
Lew Armistead, Director

The Mutual Operations Division was represented by Kelly Maki, Board Services Coordinator and Rick West, Maintenance Manager. Also present was Steve O'Connor with ESR. Paul Donner and Rebecca Pollon were absent.

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

Approval of Meeting Minutes

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

Regular Meeting of the Board..... June 22, 2020
Annual Meeting..... June 22, 2020
Organizational Meeting..... June 22, 2020

The minutes to the aforementioned meetings were approved with one correction to the regular minutes from June 22nd regarding what month of financials were reviewed.

Moved, Seconded, Carried 5-0

Announcements

- Next Board Meeting: September 28, 2020 at 1pm via Zoom * Meeting date was changed to September 29, 2020 at 1pm due to Yom Kippur.

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. Topics discussed included the Disaster Preparedness group report.

Mutual 68 Disaster Preparedness Group (DPG) **Report to the Board (re: residents forum)**

Aug 24th, 2020

Five short points to discuss during the resident comment portion:

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- A. Eagle Ridge's Disaster Program was chosen as one of Rossmoor's "model programs" by the Rossmoor wide Emergency Preparedness Organization (EPO) and was spotlighted during a recent EPO Zoom Meeting/training session of DP Coordinators throughout Rossmoor.
- B. Your Disaster Zone Coordinators recently had a most successful FRS Radio training session that would facilitate communications and critical information during emergencies.
- C. Due to COVID-19 restrictions the "Fire Extinguisher" Demonstration and servicing activity set for later this month in Mutual 68 has been indefinitely postponed. It will be rescheduled when social distancing restrictions permit this activity.
- D. There is a "New Tips and Thoughts" sheet in the board package and available online. Key Areas include:
 - 1. Be prepared for "long term" power outages and making plans for staying cool.
 - 2. Ensure your "go kits" are ready to go. See Eagle Ridges web site for contents.
 - 3. See this month's "Tips and Thoughts" sheet attached to the board package for added details.
 - 4. Continue to be vigilant when allowing others into your home or visiting others. Reduce your risks by wearing masks, social distancing, washing hands, etc.
- E. Please let me or your Zone Coordinator know how we can better to serve you and assist in your preparation for future events whatever they may be.

Ralph
Ralph A. Anthenien
M68 DPG Lead
Cell: (510) 219-5542

3101/3103/3113 Grey Eagle Drive Project Update: Steven O'Connor, ESR President

Steve O'Connor, Engineered Soil Repairs, gave an update to the Board and Members on the project. Steve stated the project is expected to be completed in 2 weeks and gave an estimated completion date of September 14th.

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

Alan Lindquist gave the following Treasurer's Report:

The Finance Committee met on August 19th and reviewed the Mutual's financial information and projections as of July 31, 2020. It concluded that the operating fund and replacement reserves are adequately funded, with net fund balances of \$150,667 and \$1,209,859, respectively. The operating fund revenue was favorable to budget for the year by \$645, and expenses were unfavorable to budget by \$9,568, resulting in a net unfavorable variance of \$8,913. Much of the unfavorable variance in expenses was attributable to large increases in insurance premiums, and water expense, partially offset by favorable increases in other areas.

Bank account statements were reviewed by two board members as required. All funds are FDIC insured.

The Committee recommended that the Board move forward with FWC Structural Engineering for deck inspections required by SB 326, subject to the receipt an acceptable contract, with details to be worked out by the board, including the possibility of spreading the inspections

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out for to up to three years.

After much discussion, the Committee recommended that the Board proceed with plans for landscape renovations, subject to the receipt an acceptable contract, with the stipulation that spending be limited to \$775,000 in 2020, with the balance paid in future years.

Robin Howard further reported that water usage has gone up this year and in some buildings, there has been 3 times the average usage.

- **Compliance with Civil Code 5500:** A motion was made to certify compliance with Civil Code 5500, review of financial statements by two board members for June and July 2020.
Moved, Seconded, Carried 5-0

Building Committee Report: Rick West, Building Maintenance Manager; Bob Grotz, Board Liaison

Rick West gave a maintenance report to the board.

- **Status of bids for State law SB326 requiring balcony inspections by 2025:** The Board made a motion to approve FWC for a balcony inspection contract in the amount of \$100,980. It was suggested the inspections be completed in 2-3 phases to be determined by the Board and finance committee at a later time.
Moved, Seconded, Carried 5-0
- **Solar Attic Fan replacement recommendation from Building Committee:** The Board made a motion to approve the project to be completed by MOD in 2 phases for a total amount of \$96,000 divided between 2020 and 2021.
Moved, Seconded, Carried 5-0
- **596 High Eagle Dry Rot under entry way landing:** The Board made a motion to approve a bid from AMAC for the dry rot repairs in the amount of \$13,890.
Moved, Seconded, Carried 5-0
- **596 High Eagle rear deck coating and front landing coating:** The board made a motion to approve Perfect Painting for the rear deck in the amount of \$3,730 and \$\$4,188 for the front landing.
Moved, Seconded, Carried 5-0

It was announced that an emergency approval was made between meetings for some balcony railing replacements in the amount of \$2,243. This amount was within the President's authority to approve without a meeting.

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

Barbara Blum gave the following report:

Sunset Park: The designer we hired, Tom Wilhite, is prepared to finalize the design as soon as the construction of the retaining wall is complete, and the area has been graded. Timing TBD.

Back and Common Area Design: Now that we have had a design drafted, we obtained

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some ballpark pricing to help us select a contractor. To do that, we roughly calculated the plants and material needed per square foot of landscape and had contractors competitively bid those numbers.

Contractor A was significantly more than double contractors B (Brightview) and C so that bid was not considered.

Although at first glance it appeared as though contractor C was lower than Brightview, after careful inspection of the materials proposed and ‘not included’ items, the two contractors were quite close in their final prices. Due to the size of the project and our experience with contractor B (Brightview), after much discussion we feel that the outcome of the project is more likely to be successful with Brightview, and we have asked them to put together a proposal for review at our September meeting.

Due to the scale and cost of the project, we are obtaining a complete number but breaking it into three phases. The final project is estimated to cost in the range of \$1.3m. The scope of the project has been reduced as much as possible to keep costs reasonable.

The committee also discussed how the work will be prioritized in the case that it cannot be completed within the next 18 months. It was decided that back areas were the highest priority, as people have been waiting patiently and many residents spend hours looking at the back areas each day. After that, we will divide common areas into highest and lowest priority and proceed from there.

- **Update on tree removal project:** This project is currently on hold.

Community Information Report: Lew Armistead, Board Liaison

Lew Armistead reported that an introduction of new members will be in the Eaglet this week. All publications by the committee are continuing as usual.

Appointment of 2020-2021 Committee Chairs

The Board made a motion to approve the following committee chairs and members:

Building Committee: Bob Grotz - Chair

Community Information Committee: Barbara Walker - Chair

Landscape Committee: Barbara Blum - Chair

Social Committee: Deanne Gilbert & Robin Minor – Co-Chairs

Finance Committee: Robin Howard - Chair

Finance Committee Members: Ed Boule, Judy Box, Bill Dorband, Harvey Gilbert, Ken Haley, Martha Kohler

Finance Committee non-voting members: Paula Tint and Rick Abeles

Nominating Committee Members: Susan Fisher, Barbara Blum, and Brant Free

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Moved, Seconded, Carried 5-0

Update on Organic Recycling:

President Fisher reported that Republic Services is willing to pick up the green cans. All 4-plexes will be provided with spaces to store the green cans in utility closets. A notice will be sent out before the cans are delivered. Residents were reminded that they do not have permission to store items in the utility closets owned by the Mutual.

Adjournment

President Fisher adjourned the meeting at 2:10 p.m.

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.



Assistant Secretary