

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
MONDAY, AUGUST 26, 2019 AT 1:00PM
EVENT CENTER DONNER ROOM, WALNUT CREEK, CA 94595
1021 STANLEY DOLLAR DR, WALNUT CREEK, CA 94595

Call to Order

President Walker called the meeting to order at 1:00 p.m.

Roll Call

Directors Present: Dwight Walker, President
Gail Todoroff, Vice President
Susan Fisher, Treasurer
Bob Grotz, Secretary
Lew Armistead, Director

The Mutual Operations Division was represented by Paul Donner, Mutual Operations Director, Rick West, Building Maintenance Manager, Rebecca Pollon, Landscape Manager and Lucy Limon, Administrative Assistant. Also present was Steve O'Connor with ESR.

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

Approval of Meeting Minutes

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

Regular Meeting of the Board August 26, 2019

The minutes to the aforementioned meetings were approved with a motion.

Moved, Seconded, Carried 5-0

Announcements

- Only 64 owners have not registered for the new website – you can register right now in the back of the room and the CIC volunteers will assist you.
- Budget Finance/Board Workshop: September 17, 1:30PM, MOD Conference Room
- Next Board Meeting: September 23, 1PM, Creekside Club Room

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

Steve announced that the project is currently ahead of schedule. Water and erosion control have been installed. It was stated that they have located the foundational elements previously installed and which will be largely removed. Steve mentioned that they have taken a significant weight off the hill by transporting excess dirt to another project needing it. ESR is currently preparing a proposal for sewer meter removal and will revise the specifications for the new wall fence to match existing Eagle Ridge wrought iron fencing. Steve didn't think there would be a cost adjustment to change to the wrought iron fence. Completion date for project is still on schedule for late October – early November.

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Unfinished Business

- Owner Acknowledgement of MOD Billable Work: This matter is still pending scheduling
- Organic Recycling: Residents and Republic –remain overwhelmed with the organic recycling/composting project. It was reported that no new compost bins will be going out until 2020.

Treasurer and Finance Committee Reports: Susan Fisher, Treasurer and Alan Lindquist, Chair

Susan Fisher gave the following Treasurer's Report:

The Finance Committee met and reviewed Mutual 68s July financial statements. It concluded that the operating budget continues to be funded adequately and –project a yearend Reserve Fund of \$603,854.

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

Operating Fund expenses, as previously reported, are currently \$26,550 over budget primarily due to increased insurance premiums. Landscaping costs for Phase 3 of the ongoing rehabilitation are anticipated to be over budget by \$38,400.

2020 Budget Planning. The Committee began an extensive discussion of next year's projected budget which will be continued at its September meeting.

Motions were made to refer two matters to the Mutual 68 Board for discussion and action:

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 July 2019

Moved, Seconded, Carried 5-0

- **The committee recommends to the board that a landscape designer be considered for the new Sunset Park.**

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

Rick West gave the following report:

PENDING ITEMS: Proposals for Review or Approval

1. 5 Front Landings including Stairs and 5 Rear Decks are candidates for the new Excel Waterproof Pedestrian Coating. The buildings are: 2818 SI / 3023 GE / 526 HE / 503 FW / 505 FW. Contractor Bids are: A- One Construction \$35,628.00 / Perfect Painting \$33,625.00 (Presented to the Board for approval).

The Board made a motion to approve a contract with Perfect Painting in the amount of \$33,625.

Moved, Seconded, Carried 5-0

2. 526 HE Rear side of building Repair Project – Damage due to dry rot above back deck and extensive Woodpecker damage. Scope of work went out to bid – Contractors : AMAC / ALP / MOD / A-ONE. Bid Deadline - 8/23/19. (Bids Presented

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to the Board for approval).

The Board made a motion to approve a contract with MOD in the amount of \$8,189.90.

Moved, Seconded, Carried 5-0

INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. Gutter & Downspout Cleaning - Contractor: Professional Gutter Services - New 3 year contract Cost \$12,420.00 each cleaning or \$24,840.00 Annually - cleanings scheduled for Late November and Early February.
2. 2019 Phase III Roof Tune up for 22 Buildings - Timberline Roofing - Cost \$126,840.00 (Scheduled Completion Date : October 31st).
3. 526 HE Front Landing - Contractor: ALP Construction - Cost \$29,115.00. Project is currently 50% completed (Scheduled Completion Date : August 30TH).
4. Installation of 194 New Mailboxes. Contractor: MOD Cost \$13,198.04 (Work Scheduled to start August 16th).
5. Painting of all 4 plex white stair safety strips and installation of new peel and stick non- skid strips on landings - Contractor: MOD (Work is Completed).

The Board briefly discussed repairs and maintenance of lattice work around utility cabinets throughout the Mutual. The Landscape Committee was asked to identify all affected utility cabinets/lattice work for consideration of additional landscaping or repairing lattice work.

The Board made a motion to approve repair at 546 High Eagle for woodpecker damage with MOD in the amount of \$1,069.50.

Moved, Seconded, Carried 5-0

The Board made a motion to approve the prep and stair strip painting of 12 steps for tri/duplexes with MOD in the amount of \$569.25.

Moved, Seconded, Carried 5-0

The Board made a motion to approve repair at 562 High Eagle for woodpecker damage with MOD in the amount of \$1,265.00.

Moved, Seconded, Carried 5-0

The Board made a motion to approve repair at 618 Redwing for dry rot and woodpecker damage with MOD in the amount of \$2,38.50.

Moved, Seconded, Carried 5-0

The Board made a motion to approve Dry-Rot repairs to 3021 & 3023 Grey Eagle with Timberline Roofing in the amount of \$785.00.

Moved, Seconded, Carried 5-0

The Board made a motion to approve a change order to contract for repairs at 526 High Eagle with ALP in the amount of \$4,415.90.

Moved, Seconded, Carried 5-0

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

Barbara Blum gave the following report:

The Landscape Committee met on August 9th to discuss the current Mutual landscape concerns.

- Phase 3 - BrightView is currently working on the rehab at the end of Grey Eagle then will begin Saklan Indian
 - Sunset Park - researching landscape designers, reaching out to other Mutual's which have created new landscaped areas and will get input from the residents "on site" when that is possible
 - Back Area Rehab - planning for 2020 rehab of areas behind buildings—obtaining competitive bids from 3 Landscape Architects to design
 - Common Open Spaces - planning for 2021 rehab of all other landscaped areas not previously rehabbed—obtaining competitive bids from 3 Landscape Architects to design
 - Removal of Rosemary mandated by Fire Marshall (**2968,2952, and 2886 Saklan Indian**)—BrightView proposal received but there was a question of areas included and Rebecca will consult with them before seeking approval.
 - Diablo Fire Safe grant proposal has been filed and waiting to hear of approval and whether the project has been fully funded.
 - Preparing list of unhealthy or crowded trees beyond the 100-foot defensible space for removal if approved by City Arborist
 - Considering a request to the City of Walnut Creek to adopt an ordinance for promotion/preservation of views as neighboring cities have done.
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- **Update of GRF tree trimming within 100ft defensible space:** Rebecca reported that she is still waiting on tree removal bids
 - **Proposal for replacement of trees:** A contract with Brightview has been approved for the amount of \$2,642.10.
Moved, Seconded, Carried 5-0

The Board made motion to approve a legacy marker to be purchased by Jo Jones and placed near a tree which was planted in honor of Dave and Jo Jones several years ago on Saklan Indian.

Moved, Seconded, Carried 5-0

Community Information Committee Update: Lew Armistead, Board Liaison

Lew Armistead gave the following report:

Registrations for the new Mutual 68 website, m68eagleridge.com, continue to grow. As of the writing of this report, 208 individuals have signed up.

The CIC has employed a number of ways to encourage residents to register, including frequent articles in the Eaglet, an article in the Rossmoor News, presentations at meetings, and placement of flyers in the tubes of people who have not registered.

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It's important to note that after Labor Day all Mutual 68 electronic communications will be disseminated through the website. Thus, residents who have not registered for the site will not receive these communications. If you are registered, you'll continue to get the Eaglet and EBLASTS as emails, just as you have in the past.

You may register in the back of the room during this Board meeting.

- **Only 64 owners have not registered (27%)**
- **Deadline is Labor Day to have all owners registered**

Social Committee Report: Lew Armistead, Board Liaison

Lew Armistead provided the following report:

One hundred forty residents attended Mutual 68's festive Summer Picnic yesterday, enjoying BarBQ fare prepared by the Original Hick'ry Pit. This was the largest attendance for the Picnic in recent memory.

The menu consisted of St. Louis BBQ ribs, BBQ chicken, potato salad, wood-smoked beans, and cole slaw with cherry, apricot or apple pie for dessert.

Tables were decorated in a Western theme and numerous attendees wore the deputy sheriff badge that was included in invitations. A tip of the Mutual 68 10-gallon hat to the Social Committee for another great event.

The Committee now turns its attention to the annual Holiday Gala, which is scheduled for December 9. Make sure it's marked on your calendar

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 curb painting and the Disaster Preparedness group report.

Report made to Mutual 68 Board Meeting on Aug 26, 2019

By: DPG Lead Ralph A. Anthenien

The following items were reported on during the M68 Board Meeting held on Aug 26, 2019 by Ralph A. Anthenien, Lead, Mutual 68 Disaster Preparedness Group:

- Thanked the Communications Committee and Lew Armistead for the wonderful coverage of recent e-blasts as well as articles and continuing support provided to the Disaster Preparedness Group.
- New concerns emerging for the DPG regarding PG&Es ability to turn off electrical power with little or notice for undetermined periods up to days or weeks. (Dependent on weather, wind, temperature, humidity). This will affect residents needing power for their AC units,

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refrigeration, medical devices (Oxygen Concentrators), telephone and internet outages, etc. Work needs to be done by residents to mitigate impacts. More information to follow.

- An updated DP Summary Flyer has been completed and will be used in the near interim in M68 until further guidance is received from GRF and their ongoing disaster plan review. It is being provided to newcomers and on limited additional distribution. Concerns have been voiced that it can be alarming as well as it needs to be adopted and moved into the new website for M68.
- Preparations and education in two areas will continue for residents: Shelter in place and evacuation (either voluntarily or mandatory) from their manors.
- Residents are urged to attend the upcoming EPO sponsored, Rossmoor wide Safety and Disaster Fair being held on Saturday, Sept 28th from 9:00am to 1:00pm at the Hillside Club House. Educational events, Emergency Supply Vendors, and various agencies will be there to provide education and assist residents in preparation for future disasters.
- The M68 DPG will continue to provide training and other educational events to assist residents to prepare for future disasters. Volunteers are needed from many areas of M68 – please refer to recent e-blasts for further details.
- Do refer to the new website for M68 as the DPG has posted many articles and other useful information for residents.

Adjournment to Annual Meeting

President Walker adjourned the meeting at 3:02 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.

Respectfully Submitted,

Lucy Limon
Administrative Assistant