

# WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD  
MONDAY, DECEMBER 2, 2019 AT 1:00PM  
DIABLO ROOM – HILLSIDE CLUBHOUSE  
3400 GOLDEN RAIN RD, WALNUT CREEK, CA 94595

## **Call to Order**

President Walker called the meeting to order at 1:02 p.m.

## **Roll Call**

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

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.

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..... September 23, 2019  
Regular Meeting of the Board..... October 28, 2019  
Executive Meeting of the Board ..... October 28, 2019

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

**Moved, Seconded, Carried 5-0**

## **Announcements**

- Next Board Meeting: January 27, 1pm, Creekside Club Room

## **Resident's Open Forum**

Ralph Anthenian gave a verbal report: Ralph reported that the Disaster Preparedness Group has begun radio training. The group is working on reviewing the new GRF EOP disaster plan. Zone reps will be distributing PG&E information to Mutual 68 residents.

## **3101/3103/3113 Grey Eagle Drive Project Update**

Steven O'Connor announced that all the beams have been installed. Tie back installation is to begin this month. It was also reported that switching from a wood fence to a wrought iron fence would cost approximately \$20K and a change order is being prepared for board approval. The sewer disconnect change order is also in preparation. Estimated completion for late December. Planting and irrigation to begin mid-late January.

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## Adoption of New Voting and Election Rules

- **Effective 1/1/2020, a new provision of Davis-Stirling Act requires additional information in election rules. This will affect M68 elections for board in May:** Voting and election rules were distributed via email to M68 residents, the rules were also posted on the bulletin board outside the Board Office. The rules are scheduled to be adopted at the next board meeting on January 27, 2020.

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

The finance committee gave the following report:

- Reviewed Committee membership and unanimous decision made to recommend to the board the approval of Robin Howard as a member of the Committee. A motion was made, seconded and unanimously approved to appoint Robin Howard as a member of the Finance Committee
- October year to date water expense is \$40,132 under budget due to an under accrual at the end of the month. It is not expected that this favorable variance be present next month. Robin has agreed to monitor water use and to alert Committee of problems.
- It was moved, seconded and passed unanimously to recommend to the board the approval of a \$495 expenditure for two-way radios recommended by Disaster Relief team.
- It was moved, seconded and passed unanimously to recommend to the board the approval of the contract for Hinricher, Douglas and Porter as auditors. A motion was made, seconded and unanimously approved to execute the engagement letter with Hinricher, Douglas and Porter as external auditors of the 2019 financial statements at a cost of \$3,200.
- In response to letter from resident regarding Earthquake Insurance, the Finance Committee will take a fresh look at the 2018 Earthquake insurance presentation and report back to the board at its next meeting.
- It was moved, seconded and passed unanimously to recommend that the Board approve/accept the Helsing report.

- **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 November 2019

**Moved, Seconded, Carried 5-0**

## 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. Installation of 214 New Mailboxes. Contractor: MOD Cost \$14,558.00. (Work is in

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Progress).

2. 2019 Phase III Roof Tune up for 22 Buildings - Timberline Roofing - Cost \$126,840.00. (This Project has been Completed).
  3. 526 HE - Rear side of building Repair Project - Damage due to dry rot above back deck and extensive Woodpecker damage. Contractor: MOD Cost \$8,190.00. (This Project has been Completed).
  4. 562 HE - Woodpecker Damage - Contractor MOD Repair Cost \$1,265.00. (This Project has been Completed).
  5. 546 HE - Woodpecker Damage - Contractor MOD Repair Cost \$1,070.00. (This Project has been Completed).
  6. 618 RW - Dry Rot and Woodpecker Damage - Contractor MOD Repair Cost \$2,380.00. (This Project has been Completed).
  7. 5 Front Landings including Stairs and 5 Rear Decks are scheduled for the new Excel Waterproof Pedestrian Coating. The buildings are: 2818 SI / 3023 GE / 526 HE / 503 FW / 505 FW. Contractor: Perfect Painting - Cost \$33,625.00. (This Project has been Completed).
  8. Solar Fan Replacement - Pending sample testing of in-operable fans. Contractor MOD. (This Project is on hold due to weather).
- Update on mailbox replacement project: Work in progress.
  - Solar Attic Fan replacement project: Work is currently on hold.
  - Lattice shields and air conditioner unit camouflage.

Rick West, Building Maintenance Manager advised the Board of SB326 a new bill that requires all balconies be inspected by a licensed engineer between now and 2025.

The Board made a motion to approve lattice for four (4) utility boxes. Contractor to be MOD. Work not to exceed \$6K.

**Moved, Seconded, Carried 5-0**

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

Barbara Blum and Rebecca Pollon gave the following report:

Landscape Report:

The Landscape Committee met on November 18 to make a recommendation of a designer for the Common and Back Areas to the M68 Board. After much discussion, the committee felt it was necessary to visit sites where the contenders had designed the landscaping. The committee needs to meet one more time to make certain that the recommendation to the Board is the right one.

Phase 3 of the front area rehab is now complete. Thus, all of the front areas have been rehabbed in Eagle Ridge. If there are unresolved issues about the newly rehabbed areas, the zone reps will work with Curtis to settle those issues. What is left is to complete the back areas and deal with the common areas of landscaping.

We thank the community for their patience during this long and tedious process.

Sunset Park is also on our agenda and we have begun to work with our designer, Tom

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Wilhite, to plan for an attractive and useable parklet on Grey Eagle.

The Landscape Committee met to discuss the current Mutual landscape concerns.

- **Phase 3** – Phase 3 is now complete. This project is not invoiced yet.
- **Sunset Park** – The committee has met with Tom Wilhite the designer to discuss ideas. Revisions from the committee are to come.
- **Back and Common Areas** – Landscape committee has received 3 bids. No progress on this matter.
- **Tree Trimming within 30ft and GRF trimming within 100 ft:** Rebecca reported that the work is currently in progress. This work might be delayed with the rain. Rebecca reported that this project began on Saklan Indian.
- **Diablo Fire Safe Grant** – Rebecca reported that M68's grant hasn't been approved yet.
- **Brightview Proposal for 3-year tree care plan** – Brightview is proposing a 3-year plan at no cost to the Mutual.. The proposal is not complete yet, but once complete the landscape committee will meet with Rebecca to go over.
- **Update on Tree Removal Project** – The landscape committee is in the process of obtaining city permits for tree removal.
- **Rebecca reported that BrightView recommended treating the sycamore trees again this year in December.** A motion was made, seconded and passed unanimously to approve the expenditure of \$4,510 for BrightView to treat the sycamore trees for anthracnose.

### **Community Information Committee Update: Lew Armistead, Board Liaison**

Lew Armistead gave the following report:

Only 30-unit owners have not signed up for the new Mutual 68 website. We are still looking to register additional residents so they can receive timely information via the website and benefit from Mutual 68's official communications vehicle. If you know of people who would consider registering for the site, please encourage them. If they want help, they should contact the Community Information Committee, [mutual68cic@gmail.com](mailto:mutual68cic@gmail.com). Registration instruction can be found at link.

We also encourage all residents to spend a few minutes checking out the website, [m68eagleridge.com](http://m68eagleridge.com), to discover all the information available.

The Eaglet is coming out at the end of this week, then the next one will be disseminated mid-January.

### **Social Committee Report: Lew Armistead, Board Liaison**

The board thanked the entire Social Committee for a magnificent Holiday Gala Dinner. Deanne Gilbert and Robin Minor did an outstanding job of helping all residents celebrate the holidays in a grand way and the board is very appreciative of their efforts.

Dates for 2020 social events have already been set. They are—

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Spring Brunch, Saturday, May 2

Summer Picnic, Sunday, August 23

Holiday Gala, Monday, December 14

Mark your calendars now!

## **Unfinished Business**

- Owner Acknowledgement of MOD Billable Work - Finance Committee work not complete.
- Organic Recycling – postponed until 2020
- Urban Forest trimming/thinning beyond 100 ft Defensible Space – Still pending.
- Status of Diablo FireSafe Grant – No update.

## **Adjournment to Annual Meeting**

President Walker adjourned the meeting at 2:22 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.

Respectfully Submitted,

Lucy Limon  
Administrative Assistant