

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD MONDAY, FEBRUARY 28, 2022, AT 1:00PM ZOOM MEETING

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 (arrived at 1:45p.m)

The Mutual Operations Division was represented by Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager and Joel Lesser, CFO.

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 January 24, 2022
Executive Meeting of the Board January 31, 2022
Special Meeting of the Board February 14, 2022

Susan Fisher made a motion and Martha Kohler seconded to approve the minutes to the aforementioned Board meetings

Moved, Seconded, Carried 4-0

Announcements

- Next Board Meeting: Monday, March 28, 2022, 1:00 p.m. in the Clubroom at Creekside.

Presidents Report

President Howard presented the following report:

1. Accounting Update
 - Accounting Service Guide now available
 - One resignation now filled internally
 - Goal remains 12 days for closing 12 days for closing prior month Financials – May/June 2022
 - HOA Delinquencies – Agreement with our attorney to review
2. Property Insurance Update
 - Total Insurance premium for GRF: ~ \$11,255,000

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- General Liability (16%), Property (38%)
 - Umbrella and Excess Liability (3%), Cyber Liability (2%), Worker's Compensation (-13%)
 - GRF has done exceptionally well in all 3 areas
 - "Gap" remains of 2.5% (~38,000,000) driven by Wildfire risk (>\$200 million loss)
 - M68 needed to allocate an additional \$5,000 for the increase over the Budget
 - Previous 2 Budget Cycles, excess allocations ~\$100,000 each year
 - GRF had a total increase over 2021 of ~2,600,000
 - Shared Deductible Agreement
 - Updates pending, will be brought before the Board as New Business next month
3. Castle Hill Reservoir – Status update for Mutual 68
 - First phase will begin this summer and involve the placement of a new Castle Hill-Crest Dr pipeline with a new regulator below the existing Castle Hill Reservoir at the bottom of the paved road leading up to the Reservoir
 - Demolition and Removal of the existing Castle Hill Reservoir likely in 2024
 4. MOD Update
 - Sharon Fees' position has been filled, Chris Peterson (March 14th)
 - Rebecca Pollons' position filled, John Tawastsjerna from Brightview (March 23rd)
 5. Rossmoor Access Control
 - Go-live April 5, 2022
 - Security cameras and license plate readers at gate
 - Changes to visitor access – ID scan
 6. Rossmoor Live Evacuation Drill
 - Sunday, May 15, 2022, for WCR-002. Eagle Ridge has been selected. Participation of easements.
 7. Possible development of emergency evacuation route at the end of Grey Eagle Drive
 - Consideration for funding delayed until 2023 by the GRF Board pending approval of easements
 8. ConFire to apply for \$5 million state grant for fire mitigation along GRF property around Rossmoor
 9. Repair of Open Space Slide Repair on the fire road off Saklan Indian Drive near Grey Eagle Drive by Silicon Valley Paving
 - Begin March 1, 2022
 10. Composting
 - S.B. 1383 took effect January 1, 2022, and requires residents to compost food scraps
 - Initial focus through 2024 will be on businesses

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11. Trash Committee

- The Board is exploring the possibility of forming a trash committee
 - Interested individuals should contact Susan Fisher at sak.fisher@gmail.com

New Business

- None

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. Comments included:

- Encourage the Board to receive more resident input
- Balance neighbor interest with necessity for proposed new expenditures
- Discussion from a neighbor re: the memorial plaque for a Sunset Park bench for long-time resident Ben Slomoff who passed away 2 years ago at the age of 107. The process has gone back and forth between, Landscape Committee and MOD
- Hire an independent ISA certified arborist to give an unbiased decision on the trees in Eagle Ridge

Ralph Anthenien presented the following report:

Mutual 68 Disaster Preparedness Group (DPG)

Tips and Thoughts

February 28th, 2022

It looks like the complications and impacts of the Omicron Variant is rapidly declining and restrictions are being lifted. It still is highly recommended that we all be cautious and follow safe practices to protect our health. Remember that the Boosters we received last year will be beginning to wane and be less protective along with the possibly of new variants appearing. Insure you continue to follow prudent measures as appropriate.

What appears to be a looming threat will be our lack of rain and resupply of our water. This will also impact and increase the risk of wildland fires so continue to maintain your "go bags", shelter in place plans as well as where you might evacuate to, if necessary.

The Good news is that Eagle Ridge has just now been selected by the City of Walnut Creek and GRF to be "**the Mutual**" (**we are known as WCR-002 evacuation zone**) that will have an Evacuation Exercise on Sunday, May 15th. This will be a wonderful opportunity to educate our residents as well as to better prepare should we ever need to evacuate our homes rapidly and safely. Only residents that volunteer to participate in this exercise will be involved in this important event. More to come in future Community Meetings and other educational preparations to occur on Wednesday, April 27th. KUDOs to the planners that selected our Mutual for this awesome opportunity for increased awareness on how to take care of ourselves.

If you placed your order for your free stock of 4 COVID-19 Tests, they should be arriving any day now. Many residents have received their orders in just the last few days. If you have

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NOT ordered these free, test at home kits, you might consider doing so ASAP. This will shorten the time you undergo treatment and take other remedial actions if you contact COVID-19

Welcome to **Jim Royer** who has volunteered to be the Zone Coordinator for Zone 2. Please Thank **Chrys Schenkel** for her many years of devotion to Zone 2!!!

- Continue to plan ahead to insure you maintain essential supplies, equipment, over the counter medications, and other key items in this day of increasing shortages, empty shelves, backlogs and rationing which seems to be increasing not to mention the rapid escalation of prices. Take stock and obtain your necessary items sooner than later.
- Check the Mutual 68 Website often especially the “breaking news” section. 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.

Be Safe!! Be careful!! Be vigilant!! Know your neighbor!! Help each other!!! Teamwork!!

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

The following report was given:

The Finance Committee met on January 23, 2022 and reviewed the Mutual’s financial information and projections through December 31st, 2021. It concluded that the operating fund and replacement reserves are adequately funded, with net fund balances of \$188,049, and \$1,264,404 respectively. The operating fund revenue was favorable to budget for the year to date by \$5,088, and expenses were favorable to budget by \$29,832, resulting in a total favorable budget variance of \$34,920. The largest expense variances were water and carpentry, which were under budget by \$68,451 and \$12,983 respectively, and trash pickup being over budget by \$9,056, insurance being over budget by \$9,186, woodpecker damage being over budget by \$10,565 and PG & E being over budget by \$11,695.

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

Request: A motion to certify compliance with California Civil Code, Section 5500.

The Chair described how it sometimes very difficult to identify and categorize some of the small landscape expenditures. It was suggested that wherever possible, single contracts be executed covering many smaller items, instead of approving them on an item-by-item basis. To improve internal control over these expenditures, it was also suggested that all approved work orders be provided to the Finance Committee Chair.

The Committee reviewed detailed charges for Sunset Park and the Land Stabilization account and reaffirmed its original position to not disburse the balance of the account to homeowners

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for a period of time after the project is complete, in order maintain adequate liquidity to cover unexpected costs.

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

Susan Fisher made a motion and Martha Kohler seconded to certify compliance with California Civil Code, Section 5500.

Moved, Seconded, Carried 4-0

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 has completed 60 inspections. Residents are encouraged to call A-Dependable at (209)-484-8977 to schedule an appointment. They are also going door-to-door to arrange real time inspections.

Cul-de-sac repairing: A proposal has been received by MOD to repave 5 cul-de-sacs in 2022, in conformance with Mutual 68 budget plan. The committee agreed that a second bid is necessary, and an explanation is needed of paving vs. sealing. Two members plan to walk the cul-de-sacs with representatives of the bidders.

Storage Closet Survey: This survey is completed. Photos have been taken to document findings. The committee will be working with MOD staff to address several issues such as debris in some of the closets and locks.

Rick West gave a building maintenance report which included action items and information items.

ACTION ITEMS: Proposals for review or Approval

1. **616 Shadowhawk – Fire Alarm utility Door replacement 3due to extensive rust. Contractor Ahumada GC.**

Estimate \$2,629.00. Proposal signed on 2-10-22 (Presented to the Board for ratification).

2. **642 Shadowhawk – Railing and Gate Safety Hazard due to dry rot. Contractor: MOD.**

Estimate \$1,207.50. Proposal signed on 1-5-21 (Presented to the Board for ratification).

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3. 3164 Grey Eagle Drive – Railing safety hazard due to dry rot. Contractor: MOD.

Estimate \$3,432.75. Proposal signed on 12-10-21 (Presented to the Board for ratification).

4. 2982 Saklan Indian Drive - Railing safety hazard due to dry rot. Contractor: MOD.

Estimate \$2,610.00 Proposal sent for signature on 2-24-22 (Presented to the Board for ratification).

5. 3051 Grey Eagle Drive – Resale inspection. Dry Rot and Roofing repairs. Contractor: Specialty Inspections.

Dry rot Estimate \$790.00 Proposal sent for signature on 2-24-22 (Presented to the Board for ratification).

Roofing Estimate \$625.00 Proposal sent for signature on 2-24-22 (Presented to the Board for ratification).

Total Cost \$1,415.00

INFORMATION ITEMS: Work scheduled, In Progress or Complete

1. 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.

2. 3026 Grey Eagle Front Landing and Stair Excel coating. This landing has extensive chipping that could cause a tripping hazard. Contractors: GBG cost \$4,063.00.

This project is complete.

3. List of buildings that will need further investigation into possible Dry Rot 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.

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4. **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.

5. **3051 GE – Resale Home inspection report items. Contractor: Specialty. Cost \$790.00**

Work scheduled.

6. **3015 GE -Resale home inspection report by Win Inspections.**

Waiting for Kingsway report.

Martha Kohler made a motion, seconded by Susan Fisher to ratify the following building expenditures for a total of \$11,294.25.

Moved, Seconded, Carried 4-0

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

Barbara Blum gave the following report:

The M68 Landscape Committee met on 2-21-22. Tree Care was the prime topic of concern with residents sharing their thoughts on the subject of the removal of Bradford Pears on Red Wing Court. This subject had been raised at last month's Board Meeting by the BrightView Arborist, Brian Kirchner. Brian explained that in some areas of the country, Bradford Pears is considered an invasive species. They can have limb failures and could become a safety issue as the trees age. The Committee received a petition from the Red Wing Court residents and others, that they value their 5 Bradford Pear trees and do not want any money spent on them for removal or fruit reduction.

After much discussion, it was moved and seconded to request that the Mutual Board approve the proposal to spray all 28 Bradford Pear trees currently in Eagle Ridge for fruit reduction at a cost of \$1625. The residents on Quail Hill and Shadowhawk, for example, are very eager for the Pear trees on their streets to be sprayed for fruit reduction. Susan, on behalf of the Board, approved the proposal.

The decision to remove the Pear trees will focus on the removals in phases with a follow-up of replacement trees which are more resilient. It was suggested that in April/May the Committee request from Brian a list of Pear trees which he recommends are prime candidates for removal. John and Brian will collaborate and recommend trees to be planted in place of the Pears when, at a later time, they are removed.

Brian fielded questions regarding the necessary pruning of the Sycamores and Birches in the Mutual. The proposal was presented to the Board in January and the Board has requested multiple bids. BrightView's bid was \$12,825. Rebecca facilitated the call for multiple proposals, but no bids have been received as yet. The Sycamores should be pruned in March and the

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Birches could be pruned in the summer, but before that season is better. They are being pruned for building clearance which in many cases could be referred to as necessary for fire abatement. The proposal from BrightView for pruning the Birches is \$13,665. Brian announced that if the Mutual approves both of these proposals, they will remove the Evergreen Dogwood at 625 Shadowhawk at no cost. The Mutual does not have any other Evergreen Dogwood trees which need removal at this time. The Dogwood tree in question does not need a permit for its removal.

John T., BrightView Manager, reviewed the maintenance items planned for the next month. We requested that the long-standing port-a-potty on Grey Eagle be removed.

Jim Royer offered to re-adjust the lights at Flying Eagle Park as they were both focused in different directions. While doing that project, he discovered that the light fixtures really need to be replaced. Aesthetically, they have outlived their utility. The Park is somewhat dark at the back, so new lights would refresh the look at night. The Committee requests that the Board consider this fairly modest request.

In regard to the plaque on the bench in Sunset Park in memory of Ben Slomoff, the landscape chair indicated that the committee is working on the working of the plaque. A recommendation will be made at the next landscape committee meeting.

A motion was made by Susan Fisher and seconded by Alan Lindquist to approve the expenditure of \$1189.44 for plant replacement at 3001-3077 Grey Eagle.

Moved, Seconded, Carried 5-0

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

The CIC Committee gave the following report:

The Chair indicated that the committee was seeking someone to help as “back-up” on the website. Computer literacy is important; however, no coding is involved. Please contact Barb Walker at bzwalker@outlook.com if you are interested or know someone who may have some interest.

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

Peter Yang gave the following report:

The Director indicated that the dedication of Sunset Park will be held on March 30th at 4:30p.m. All residents are invited. Refreshments will be served and a star gazing demonstration will be held by John Fiske and Peter Yang.

Other News

There is one open position for the Mutual 68 Board as Susan Fisher will be going off the Board. If you have interest, please contact Lucy Limon at Llimon@rossmoor.com. The deadline for nomination is on March 31st, 2022, at 12p.m.

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Adjournment

Alan Lindquist made the motion to adjourn the meeting at 2:32 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.

Lucy Limon

Assistant Secretary