

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD MONDAY, JANUARY 24, 2022, AT 1:00PM ZOOM MEETING

Call to Order

President Howard called the meeting to order at 1:01 p.m.

Roll Call

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

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

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 November 22, 2021
Executive Meeting of the Board November 22, 2021
Executive Meeting of the Board January 6, 2022

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

Moved, Seconded, Carried 5-0

Announcements

- Next Board Meeting: Monday, February 28, 2022, via Zoom.

Presidents Report

President Howard presented the following report:

1. Accounting Update
 - 3 new hires past 12 months with last new hire starting February 1, 2022. Fully staffed once training completed
 - Accounting Service Guide available February 2022
 - Shorten financial reporting timeline to 12 days by April 2022
 - Acknowledgement of inquiry within 1 working day
 - SB908 - Debt Collection, effective January 1, 2022
 - i. License required to perform debt collection activities with **significant** compliance requirements
 - ii. MOD Accounting does not have this expertise

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- iii. MOD will send due statements **without demand verbiage**
 - iv. Mutual engage collection agency for 90 days past due
 - v. Monthly coupons for 2022 range from \$735-\$1,402
 - vi. Propose all mutuals charge late fees at 10% assessed 15 days after due date (max allowed Davis-Stirling)
 - vii. Propose all mutuals charge 12%/year for interest assessed 30 days after due date (max allowed Davis-Stirling)
 - Jo Ann Cooper has resigned - will replace her position as Budget Analyst (60%) and Accounting Specialist (40%)
2. Property Insurance Update
 - Budgeted for a 25% increase and will see a 37.8% increase
 - 30+ participating insurers
 3. Castle Hill Reservoir - Status update for Mutual 68
 - Informational Zoom meeting for GRF and M68 Tuesday, January 25, 2022
 4. MOD Landscape Manager Update
 - Rebecca Pollon's last day as GRF Landscape Manager will be on February 11, 2022.
 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 one WC evacuation zone (TBD). Participation will be optional.
 7. Possible development of emergency evacuation route at the end of Grey Eagle Drive

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. No comments were made.

Ralph Anthenien presented the following report:

Mutual 68 Disaster Preparedness Group (DPG)

Tips and Thoughts

January 19th, 2022

This is the first "Tips and Thoughts" for the "New" year and unfortunately, it looks like another "old" year of uncertainty, ever changing restrictions, changing recommendations for your safety, and so forth.

The highly contagious Omicron variant continues to be rapidly spreading throughout our

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nation. Vaccination and boosters appear to provide the best protection against severe illness from COVID-19. It is recommended you continue to wear a mask in public indoor and outdoor settings, social distance, wash your hands often and stay home when sick. There is discussion that it may be inevitable to avoid contacting this variant so why not just get it over with? There are many reasons voiced to avoid that stance. Please see your physician or other medical practitioner before embarking on any such strategy as there are sound reasons to delay and avoid exposure if possible.

We also ended last year with the following advisory that weaknesses are continuing to grow in the following five areas:

1. A fragile system of food and water supply
2. Energy and Power production also being weakened as well as becoming more costly
3. Local, State, and Federal Government Resources during a disaster are also becoming more limited and problematic in providing the necessary resources in a timely manner.
4. "Information" sources becoming more vulnerable and less reliable
5. Supply chain issues are increasing with more reliance on one or two global suppliers with increased competition for the limited resources.

It appears that this forecast has become even more critical with shortages, costs, etc. Be Prepared. Insure you have the critical items you need. Take stock now on what you need.

- 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 19, 2022 and reviewed the Mutual's financial information and projections through November 30th, 2021. It concluded that the operating fund and replacement reserves are adequately funded, with net fund balances of \$207,227, and \$1,204,958 respectively. The operating fund revenue was favorable to budget for the year to date by \$4,876, and expenses were favorable to budget by \$52,619, resulting in a total favorable budget variance of \$57,945. The largest expense variance was water, which was under budget by \$70,461.

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.

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The Committee Chair presented a graph showing irrigation and residential water usage for the last two years and three years respectively. The decrease in residential water usage between 2020 and 2021 was very significant.

The Committee recommended that the Board consider requiring multiple bids for planned tree maintenance.

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

Moved, Seconded, Carried 5-0

Building Committee Report: Rick West, MOD Building Maintenance Manager; Martha Kohler, Board Liaison

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

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 before work begins.**

Work is in progress.

2. **3113/3115 GE Patio Door replacement along with replacement of subfloor Plywood damaged from leaking door.**

Contractors: Ahumada GC. - Estimate \$3,500.00 / MKS Design Build – Estimate \$ 1,458.00.

Total Project Cost \$4,958.00.

3. **519 Spotted Owl - Resale Report Section One items. Item 1 - Contractor: All Star – Cost \$825 for Crawlspace clean up. Including Disinfectant and Debris removal. Item 2 – Estimates for Duct work replacement due to rodent damage. Contractor: All Bay \$5,250.00.**

All Star Cleanup has been completed. All Bay completed the Duct replacement work.

Television Cable damaged from rodents. Contractor: Pure Electric replaced the damaged cable in the attic.

4. **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.**

GBG scheduling to complete this project as weather permits.

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5. 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.

6. 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 scheduled to start in Late January.

7. 3051 GE – Resale Home inspection report items. Contractor: Specialty. Cost \$790.00
Work scheduled.

8. 3015 GE -Resale home inspection report by Win Inspections.

Waiting for Kingsway report.

- Approval of two applications for installation of solar panels:

The Board made a motion to approve alteration application #45584 and #47342
Moved, Seconded, Carried 5-0

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

Barbara Blum gave the following report:

Brian Kirchner, representing BrightView Tree Care Services, attended the Landscape Committee Meeting on January 17th and explained the proposals on the table for our Sycamores, Birches, Chinese Pistachios, California Pepper, Flowering Plums and Bradford Pears. Brian took the time to explain the rationale behind these suggested actions. In the case of trees which are to be removed, the stumps will be removed, as well. The 7 Pear Trees slated for removal are guilty of dropping messy debris which could cause pedestrians to lose their footing as well as the limbs are subject to falling in heavy winds. The Chinese Pistachio (1) and the California Pepper (2) need pruning. The Flowering Plums (30) need to be sprayed when in full bloom to reduce fruit production. The Bradford Pears (21) need pruning, as well. John mentioned that he would be amenable to suggesting appropriate trees to replace those being removed, if necessary. 15 gal. tree cost \$280 and Premium trees cost \$340 each. It was also suggested that we could plant replacement trees prior to the removals so that when the trees slated for removal are taken out, their replacements will be established. Second bids are being prepared for the Board's use. The Committee recommends that the tree proposals be approved. The Mutual's trees are an important asset, and they need to be maintained well.

John T., BrightView Account Manager, then presented his Quality Site Assessment (QSA) and explained each element: carryover items, maintenance items, and

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recommendations for enhancement. We found this document with photos very useful and look forward to seeing it every month. Soon, the Lamondra Breeze will be replaced along with gopher cages underneath to prevent further killing of these plants by rodents. Phase 3 front area warranty replacements will be addressed as well as the final replacements and weed abatement in the DG at Sunset Park.

The Committee needs one more month to discuss and finalize our revisions to the Landscape Policies. We will get this finalized version to the Board in February.

The next meeting of the Landscape Committee will be at 10:00am on Monday, February 21. All meetings are open to residents.

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

The CIC Committee gave the following report:

The communications committee is looking for help with the website. Time commitment would be a few hours a month. If you like computers, this is a great opportunity to learn something new! If you are interested or have any questions, contact Barb Walker at bzwalker@outlook.com or 925-876-8040

Also, two of our residents, Bernie Wolf and Kristen Lee, have volunteered to help write resident exposes for the Eaglet. Thank you, Bernie, and Kristen!

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

The Social Committee gave the following report:

On Monday, December 13th, a very rainy evening, Mutual 68 held our 2021 Holiday gathering at the Event Center. Catering was done by Classic Catering. We had concerns about the event being able to take place after we received a call early on the 13th from the Rec Department that part of the Event Center was flooded. Needless to say, stress was at its peak until we learned that we would be able use the Event Center. Our attendance of 143 guests wined and dined in the Lobby, the Donner Room and the Tahoe Room which were beautifully decorated by members of the social committee headed by Linda Boule and Gail Todoroff many thanks to the well-organized Rich Schlenker and his excellent bartenders. For many guests, dancing to the music of Jeff Wessman was definitely a very enjoyable part of the evening. We owe Peter Yang a giant thank you for all his help and also thank you to Lew Armistead.

All in all, a very good time was had by all, and we had no reports of any covid cases following our party.

Adjournment

President Howard adjourned the meeting at 2:05 p.m. and moved into the Executive meeting.

Secretary's Certificate

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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