



Walnut Creek Mutual No. Sixty-Eight

REGULAR MEETING MINUTES OF THE BOARD
MONDAY, JULY 24th, 2023, AT 1:00PM
CLUBROOM AT GATEWAY
1010 STANLEY DOLLAR, WALNUT CREEK, CA 94595

Call to Order

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

Roll Call

Directors Present: Martha Kohler, President
Rick Hague, Vice President (On-phone)
Roger Emanuel, Treasurer
Peter Yang, Secretary
Pina Royer, Director

Staff Present:

Jeroen Wright, Mutual Operations Director
Rick West, Building Maintenance Manager
John Tawaststjerna, Landscape Manager
Victoria Thomas, Board Services Coordinator

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

Approval of Meeting Minutes

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

Regular Meeting of the Board..... June 26th, 2023
Annual Meeting Minutes June 26, 2023
Organizational Meeting Minutes June 26th, 2023

Peter Yang made a motion and Pina Royer seconded to approve the minutes to the aforementioned Board meeting.

Moved, Seconded, Carried 5-0

Announcements

- Next Board Meeting: Monday, August 28th, 2023, at 1PM – Clubroom – Creekside

Presidents Report

President Kohler presented the following reported that Jeroen Wright and John Tawaststjerna will be conducting a Rossmoor wide program Firewise. There will be insurance briefing at the upcoming President meetings.

Residents' Open Forum

Residents were afforded the opportunity to express their concerns, make comments, and have questions

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answered by the Board and M.O.D. staff representatives.

Pina Royer made a motion and Peter Yang seconded to approve the expenditure of \$150 for the get togethers that the welcoming committee has for new residents.

Moved, Seconded, Carried 5-0

Ralph Anthenien presented the following report:

Mutual 68 Disaster Preparedness Group (DPG)

Tips and Thoughts

July 24th, 2023

Re: Your Health: Effective May 11, 2023, the CDC will no longer calculate the COVID-19 Community Levels because of the sunsetting of the federal public health emergency. As a result, CDPH is sunsetting its [Guidance for the Use of Face Masks](#) and is recommending all Californians consider the following:

- Wear a mask around others if you have respiratory symptoms (e.g., cough, runny nose, and/or sore throat).
- If you've had a significant exposure to someone who has tested positive for COVID-19, wear a mask for 10 days.
- When choosing to wear a mask, ensure your mask provides the best [fit and filtration](#) (respirators like N95, KN95 and KF94 are best).

In addition, wearing a mask is increasingly important for those that are [at higher risk for getting very sick from COVID-19](#), and as the risk for transmission increases in the community:

- Examples of settings to consider wearing a mask include indoor areas of public transportation (such as in airplanes, trains, buses, ferries) and transportation hubs (such as airports, stations, and seaports), and other crowded indoor settings, especially where higher risk individuals are present.

Local health jurisdictions may have requirements in specific settings based on local circumstances. See your Health Care Provider for guidance specific to your condition. There is no change in the status of the RSV vaccine not being available for the public, with wear of your masks in public indoor areas still recommended. **Future editions of Tips and Thoughts will not outline the above guidance unless conditions change.**

Future Event Preparation

The only phrase each resident should seriously remember is: **You are on your own!!** Serious regional events such as Earthquakes and Wildfires will result in lengthy delays in first responders getting to you lasting up to weeks or longer. Even if resources outside the region become available, it may take considerable time to be able to transport those resources to those in need. You need to be prepared to maintain yourself with respect to water, food, medications, shelter (Proper clothing), etc. Any major event will result in nearby stores being emptied before you manage to get there. Also remember,



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ATMS may well be down, Gas Pumps off due to power outages, etc. Do you have sufficient cash in lower denominations to survive for several weeks. Do you always keep your gas tank at least ½ full? Do you have a "go kit" if you must quickly leave Rossmoor? Have you prepared for your pets? Carriers? Meds? Food?

Bottom Line: You know what must be done OR there is ample assistance on M68 Web Site, EPOs web site or your Disaster Preparedness Group Member to provide you with what's needed. No one can be completely ready for everything however, YOU can improve your readiness from month to month, bit by bit. What Have YOU done to prepare yourself and your loved ones? If you don't take those measures, who will? GRF has no stockpiles. Your Mutual has no stockpiles. Walnut Creek has no stockpiles? Anything from FEMA and National stockpiles will take time to transport, distribute and arrive. Please move forward to improve your preparedness each time to go to the grocery store.

If you ONLY did two things to accomplish this coming month: 1. Ensure you have checked your Go Bag for any missing items and/or start collecting additional items necessary for increased self-reliance and 2. Ask your neighbors what they have done to better prepare themselves for emergencies and share ideas and assist each other to improve each other's readiness.

Treasurer and Finance Committee Reports: Roger Emanuel, Treasurer; Robin Howard, Finance Committee Chair

Roger Emanuel presented the following report:

I reviewed the Mutual's financial information and projections through May 31, 2023. The operating fund, land stabilization fund, replacement reserves are adequately funded, with net fund balances of \$435,282, \$767,154 and \$2,054,682 respectively. The operating revenue was favorable to budget for the year to date by \$ 336, and expenses were favorable to budget \$52,349., resulting in a total favorable budget variance of \$52,685. The major expense variances were water, which was \$77,634 under budget, rain leaks were \$6,621 over budget, sprinkler inspection & repairs which were \$6,005 over budget, and insurance commission refunds which were \$15,295 less than budgeted.

Robin Howard and I met with Tom Hand, CFO of GRF, on Tuesday, July 11, and discussed steps needed by MOD accounting to close out the land stabilization fund and make refunds to residents. This is being studied. I had communications with the senior vice president and investment advisors at Mechanics Bank where the Mutual's cash and investments are held. Investment reallocations are under review. Future updates on these two issues will be forthcoming.

Roger Emanuel made a motion, seconded by Rick Hague to certify compliance with California Civil Code, Section 5500.

Moved, Seconded, Carried 5-0

Roger Emanuel made a motion, seconded by Peter Yang to approve Robin Howard as Finance Committee Chair and the Finance Committee Charter without changes.

Moved, Seconded, Carried 5-0

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Roger Emanuel made a motion, seconded by Rick Hague to request that the final balances owed by residents to Mutual 68 for borrowed funds from the Mutual be determined, that the LSF total fund balance net of any remaining liabilities be determined, and following Board approval of this balance, distributions be made to the 233 current manor owners in Mutual 68.

Moved, Seconded, Carried 5-0

Roger Emanuel made a motion, seconded by Rick Hague to authorize the M68 Treasurer to work with Mechanics Banks staff to sign up for the ICS system and to expand the total funds invested in CDs. A report will be provided to the Board at future meeting for the review and authorization to invest Mutual funds with the ICS system and continue and expand investments in the CDARs system.

Moved, Seconded, Carried 5-0

Building Committee Report: Martha Kohler, Board Liaison

Rick West provided the following reports:

INFORMATION ITEMS: Work scheduled, In Progress or Complete

1. RFC#2 576 High Eagle - Siding wall right side of the entry. 1. Remove & replace approx. 240sf of lap siding cedar mil (Hardie siding) 2. Remove & replace approx. 240sf of sheer wall plywood decay 3. Remove & replace approx. 90 LF of 2x4 trim at corner, window, vent & vertical 4. Remove & replace approx. 25lf off 1x2 trim at above the window 5. Remove & replace approx., 128 sf of 1/2" exterior plywood above the window 6. Remove & replace approx., 16 lf of 2X2 corner trim 7. Remove & replace approx., 24 lf of Z flashing 8. Remove & replace (2) MTS60 straps 9. Remove & replace metal clips 10. Remove & reinstall window to access to repair the decay framing 11. Repair the interior around of where the window was removed 12. Remove & replace 4"X12"X12' DF beam 13. Install shoring on the wall and entry walkway to replace the beam and framing Stucco Corner 14. Remove approx., 150 sf of stucco by the outside corner 15. Remove & Reinstall decorative stone approx., 20 sf NOTE: if one of the stone breaks, an extra charge will be made depending on the price of the stone and match as close as possible 16. Remove & replace approx., 150 sf of 5/8" Sheer wall Plywood 17. Remove & replace approx., 10 LF of 4X4 DF framing 18. Remove and replace approx., 80 LF of 2X6 DF Framing 19. Install 4 new shutters at both end of the 2-landing beam 20. Remove & replace approx., 50 sf of lap siding at walkway to do proper watertight at outside corner 21. Prime & paint all new material match as close as possible.

Work in Progress

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2. 4 Plex Buildings with Dry Rot and Metal Flashing issues on Front Landings. Destructive Testing Completed by MOD. The Structural Engineer FWC Completed the scope of work for the city Permit.

576 High Eagle Crt. / 537 High Eagle Crt. / 535 High Eagle Crt.
Contractor: GBG was awarded all three projects for a Total of \$53,065.64.

Projects are in progress.

3. Resealing all window and door trim with caulking to prevent dry rot. Contractor: MOD. Time and Material Project scheduled for winter 2023. Budget \$84,000.00.

Work is in progress.

4. The Mutual 68 SB326 Raised Component inspections will be completed over 2 years in 2 phases By a Licensed Structural Engineer. Contractor: FWC
Phase I -2022 - cost \$49,252.00 / Phase II - 2023 - cost \$50,289.00 / Total Cost \$99,541.00.
A report will be generated after completion of each phase.

Scheduling Projects.

5. 2832 Sakland Indian – Dry Rot found at Exterior front Landing causing interior manor damage.

Interior Work - **Contractor: ASM**

Batt insulation - 4"-R13 - unfaced batt 40.00 SF/5/8" drywall - hung & fire taped only 38.00 SF.
Texture drywall - heavy hand texture 60.00 SF / Paint baseboard - one coat 24.00 LF
Seal/prime then paint the surface area (2 coats) 240.00 SF / Mask and prep for paint – plastic, paper, tape (per LF) 24.00 LF / Baseboard - 3 1/4" 24.00 LF 8. Spot Carpet cleaning – Minimum charge 1.00 EA / Drywall labor minimum 1.00 EA
Finish carpentry labor minimum 1.00 EA / Insulation labor minimum 1.00 EA
Grand Total \$1,766.35

Exterior Work – **Contractor: AMAC**

SUPPLY AND INSTALL NEW SHORING IN STAIRWELL -REMOVE ROTTED SHEAR WALL, POSTS, SUB-FLOOR, AND EXTERIOR WALL FRAMING -SUPPLY AND INSTALL NEW SHEAR WALL WHERE REMOVED -SUPPLY AND INSTALL NEW POSTS WHERE REMOVED -SUPPLY AND INSTALL NEW SUB-FLOOR WHERE REMOVED -SUPPLY AND INSTALL NEW WALL FRAMING WHERE REMOVED -SUPPLY AND INSTALL NEW LATH, WIRE, STUCCO, SCRATCH COAT, AND FINISH COAT -PRIME AND PAINT TO MATCH
-FINAL CONSTRUCTION CLEAN UP.
-DISPOSAL OF ALL TRASH AND DEBRIS AT LOCAL WASTE FACILITY.

-TOTAL COST 19,237.00

work completed.

6. 2822 SI – New Lattice Fence Contractor: MOD Cost \$3,743.25.
Grey Eagle Dr. - New Lattice Fence Contractor: MOD Cost \$2,668.00



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Work Completed.

Landscape Report/Landscape Committee Report:

Jim Royer gave the following report for Barbara Blum:

The Landscape Committee met on July 17th primarily to discuss the preparation of a new landscape maintenance contract beginning 1/1/2024. John T. led the discussion which included these and other categories; weed removal, checking drainage, leaf removal, clearing of V-ditches, removal of waste and cut grass, clearing sidewalks, an option for organic only treatments, color spot updates, gopher damage, mowing costs.

The goal is to finalize the requirements and get bids in the September/October time period and to present the proposals to the Board. Historically a 5-year contract increased at a 2% rate, a 3-year contract increased at a 3% rate and a 1-year contract increased at a 5% rate. John believes we may be looking at a 10% annual increase.

There was a discussion of plant replacements. The list of plants to be replaced should be completed by September 1st and a plant should be removed or replaced if it is 80% dead. Residents can contact their Zone Rep to report a dead or dying plant. The rep will add this plant to the replacement plant list for action.

CIC Committee Report: Rick Hague, Board Liaison; Barbara Walker, Chair

No report was presented.

Social Committee Report: Rick Hague, Board Liaison

No report was presented.

Trash Committee Report: Pina Royer, Board Liaison

No report was presented.

New Business

- No New Business

Adjournment

With no further business to address President Kohler adjourned the meeting at 2:02 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.

Lucy Limon

Assistant Secretary