

# WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

## REGULAR MEETING MINUTES OF THE BOARD MONDAY, JUNE 22, 2020 AT 1:00PM ZOOM MEETING

### **Call to Order**

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

### **Roll Call**

**Directors Present:** Gail Todoroff, Acting President  
Susan Fisher, Treasurer  
Bob Grotz, Secretary  
Lew Armistead, Director

The Mutual Operations Division was represented by Kelly Maki, Board Services Coordinator; Rick West, Maintenance Manager; Paul Donner, Mutual Operations Director; and Rebecca Pollon, Landscape Manager. Also present was Steve O'Connor with ESR.

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

### **Approval of Meeting Minutes**

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

Regular Meeting of the Board ..... May 26, 2020

The minutes to the May 26, 2020 regular board meeting were approved with a motion.

**Moved, Seconded, Carried 4-0**

### **Announcements**

- Annual and Organizational Meetings: Immediately following this meeting
- Next Board Meeting: July 27, at 1pm via Zoom

### **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 the Disaster Preparedness group report.

## **Mutual 68 Disaster Preparedness Group (DPG)**

### **Report to the Board**

June 22, 2020

Four short points to discuss during the resident comment portion:

## WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

- A. Your Disaster Zone Coordinators are planning further Radio training for July to assist in gathering and distributing information during any disaster aftermath. There are limited training opportunities for your Disaster Coordinators during this lockdown.
- B. Plans are still having a “Fire Extinguisher” Demonstration and servicing activity near the bus stop/schedule in August if social distancing and crowd size permits it. More information to come.
- C. There is a “New Tips and Thoughts” sheet in the board package and available online. Key Areas include:
  - 1. Be cautious in your activities as impacts of recent community activities and the spread of COVID 19 are not yet known. Expectations are a surge will occur with all its implications.
  - 2. Capture your own “lessons learned” so you can improve on your readiness for future disasters may they be fires, earthquakes, power outages, etc.
  - 3. See the “Tips and Thoughts” sheet attached to the board package for details.
  - 4. Fire Season will be upon us soon. Is your “go bag” ready? Check M68’s website for contents.
- D. Please let me or your Zone Coordinator know how we can better to serve you and assist in your preparation for future events whatever they may be.

Ralph  
Ralph A. Anthenien  
M68 DPG Lead  
Cell: (510) 219-5542

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

Steve O’Connor, Engineered Soil Repairs, said he was 90 percent sure that the project at 3101/3103 would be completed by “the latter part of July.” He indicated completion would mean all tiebacks and walers installed, the hole filled, the new fence installed, and the area cleaned of debris.

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

Susan Fisher gave the following Treasurer’s Report:

The Finance Committee met June 17 and reviewed Mutual 68’s April financial statements. The May financials were not received in time to review for this meeting. They will be reported on at our July meeting at which time we hope we will be fully up to date for the year.

Cash on hand, \$178,921 is adequate to meet projected expenses. Thanks largely to an anticipated reimbursement of a portion of our insurance premium, our operating fund is currently favorable in the amount of \$170.

Bank account statements were reviewed by two board members as required by CC 5500. All funds are FDIC insured.

Finance Committee member Robin Howard was nominated and unanimously elected Chair of the committee for the 2020-2021 year. Current Chair Alan Lindquist has been elected to serve on the Mutual 68 board.

# WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

Following up on a recent request from the board, Committee members had a lengthy discussion of the balcony and walkways inspections required by SB 326, including a recent bid for inspection work. This discussion will continue at the next meeting and conclusions/recommendations presented to the board for further 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 May 2020.  
**Moved, Seconded, Carried 4-0**

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

Rick West gave an annual report on the building maintenance items that have been accomplished since 2019.

- **Status of bids for State law SB326 requiring balcony inspections by 2025:** Currently, 2 out of 3 bids have been received.
- **Solar Attic Fan replacement recommendation from Building Committee:** The building maintenance committee will get a quote to send to the board for review.

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

Barbara Blum gave the following report:

Rebecca Pollon and our designer from Ripley Landscape Design hosted a Zoom Town Hall webinar on May 27th to inform the residents of the conceptual plans for the back and common areas. There were 7 large boards displayed in advance for the residents to see in preparation for the Town Hall. This presentation was well-received.

BrightView continues to remove the Rosemary and Fescue in preparation for the upcoming re-landscaping. They are also planting shrubs and bubblers to shield the A/C units at four-plexes.

Three contractors will be given the opportunity to bid on the back and common area re-landscaping contract. Once the proposals have been received, the Board will select the company which will complete the final step in Eagle Ridge's total re-landscaping project.

The last large unfinished landscaping project is the creation of the new Sunset Park. That will begin once the soils repair has been completed.

## **Unfinished Business**

- **Organic Recycling:** Susan Fisher and Bob Grotz did a preliminary review of utility closets available to house the green cans. It was determined there is enough space for the organic recycling program at the four-plexes. More will be reported at the next meeting.

## **Adjournment to Annual Meeting**

Acting President Todoroff adjourned the meeting at 1:36 p.m. and moved into the annual meeting.

## **Secretary's Certificate**

I hereby certify that the foregoing is a true and correct copy of the minutes of the Board of

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

Director's meeting.

A handwritten signature in blue ink that reads "Kelly Maki". The signature is written in a cursive, flowing style.

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**Assistant Secretary**