

# WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD  
MONDAY, JUNE 27<sup>th</sup>, 2022, AT 1:00PM  
FIRESIDE – GATEWAY CLUBHOUSE  
AND ZOOM MEETING  
1001 GOLDEN RAIN RD – WALNUT CREEK, CA 94595

## 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

The Mutual Operations Division was represented by Paul Donner, Mutual Operations Director, Rick West, Building Maintenance, Joel Lesser, Chief Financial Officer, John Tawaststjerna, Landscape Manager 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 ..... May 23, 2022

Susan Fisher made a motion and Alan Lindquist seconded to approve the minutes to the aforementioned Board meeting

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

## Announcements

- Annual and Organizational Meetings: Immediately following this meeting
- Next Board Meeting: Monday, July 25, 2022, at 1PM – Creekside Club Room

## Presidents Report

President Howard presented the following report:

- MOD is pleased to announce the hiring of Lisa Kam to fill the Manager of Administrative Services position and Sofia Genove to fill the Business Operations Manager position. Lisa will manage the Alterations and Resale desk, the MOD front desk, and the Mutual Board Office. Sofia will manage the Service Order desk and Member Records. Congratulations!
- Accounting Update
  - Florenda Agero has joined GRF as an Accounting Manager with management responsibility for Accounts Payable, Accounts Receivable, Property Tax Allocations for the COOPS, as well as direct responsibility for banking, treasury, and investments.

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- Mutual Financial Statements – all caught up, June (12 working days to complete), working to complete 2021 Audit (goal – end of July)
- Property tax – GRF received confirmation on June 3<sup>rd</sup> that the county had waived the property tax penalties for M1, M2, M8 and GRF
- It has been our practice to waive one month's late fee if the resident elects to pay their coupon by ACH. Some residents have requested that more than one month be waived if they sign-up for ACH payment processing. GRF/MOD is not approving this request
- 2021 MOD surplus refund (\$383,000)
- 2021 GRF surplus refund (\$930,004 – M68, \$33,985), for GRF Board vote this Thursday, GRF Finance for tomorrow
- Insurance Update
  - Q1 2022, 18<sup>th</sup> consecutive quarter of increases
  - Target Insured Values for 2022 - 1.471 billion, cost \$10 million (2023 - \$1.765 billion, cost approximately \$ 5.9 million)
  - For 2023, deductible will need to increase to \$1 million (current - \$250,000)
  - Gallagher Retained Risk Program to modify the above and avoid the \$1 million deductible
  - Reimbursement will be issued (estimated total of around \$815,000, already built into the mutual budgets)
- Management Agreement between the Mutuals and GRF
  - Should be distributed to the mutuals in the near future for further review (indemnification language redrafted, 3 issues remain)
- Hybrid mutual board meetings
  - 3 Zoom media carts purchased – 1 to be left at Creekside
- Safety Concerns
  - Con Fire announced on June 3<sup>rd</sup> the receipt of a \$3 million California Climate Investments Wildfire Prevention grant from Cal Fire to create a shaded fuel break across southern Lafayette and Walnut Creek to be completed in 2024:

***“This grant will greatly benefit our Lafayette and Rossmoor communities,” said Candace Anderson, Supervisor, District 2, Contra Costa County Board of Supervisors. “Both are vulnerable to wildfires, have limited evacuation routes, and this grant will provide one added measure of safety.”***



**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.

John Fiske representing Ralph Anthenien presented the following report:

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

**Tips and Thoughts**

June 27<sup>th</sup>, 2022

**NOTE: John Fiske will be presenting at the Residents Forum for the DPG**

**Re: Your Health:** All the indicators show a big upswing of break through COVID-19 Cases even beyond the numbers being reported as many are not reported. Although many cases may “appear” less serious (if boosted) we do not know the effects of “long COVID”. Be cautious! Stay masked indoors, keep your distance, use sanitizer. You know what to do!! Stay Safe. Stay Well. Take care!!

**The Aftermath of our Evacuation Drill**

We are still receiving results, lessons learned, and consolidating items we can improve on, fix or avoid in future “events” or exercises. One key item was the issue of many of us NOT receiving our alert/warnings as expected on our phones. This occurred for several reasons to include our phones being on “do not disturb” hours (as is common during the night) OR not being aware of the “caller” as many of us do before allowing the call to go through. This is being worked on many fronts and once the solution(s) have settled down, we will provide the guidelines to you for implementation. One item to remember is that this event “kicked off” with an imagined “wildfire” requiring immediate evacuation. No preparation or time to do anything but get out your door and leave immediately. Question, when do you prepare for such wildfires? The time is when we are under a RED FLAG ALERT. This will be communicated several ways as well as a red flag will be flown at the entrance to Rossmoor. These “Red Flag Days” usually last several days. WHEN that is announced, **THAT IS THE TIME TO PREPARE.** Load your car, get your go bag ready, meds in, pet food in, pet cage out, etc. All set up to immediately evacuate. Get it all set so you can leave without any tasks needed other than getting into your car and pulling out. Remember too, you will not know where you might be sent (the destination will vary). There might be no first responders or signs out directing you to the destination. Know how to set up your GPS in your car. Keep your gas tank at NO LESS than ½ full (A good idea at all times).

**Questions for YOU!!**

1. Do you have a communications plan? Who might you notify if you must leave your home?
2. Do you have a Go Bag? Is it up to date? Do you keep one in both cars should the event occur when you are away from Rossmoor?
3. Do you have a pet carrier if you have pets? Have you included food, water, meds for them?
4. Do you have a “Last min” check list of items to go into your go bags? (Meds, Money (\$200 per person – small bills), Special needs (Medical Equipment, etc.)
5. Do you have a change of clothing in your go bag or car?
6. Do you have a power bank to charge your cell phone, etc. if power is out?

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7. If you are missing some of the items above – When will you have them ready? What steps can you take NOW to improve your readiness?

On another note! All prizes have been delivered to those winning them and as promised. Thanks again for all your participation. Thanks again for all you have done.

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

Treasurer Alan Lindquist gave the following report:

The Finance Committee met on June 15th, 2022, and reviewed the Mutual's financial information and projections through April 30, 2022. It concluded that the operating fund and replacement reserves are adequately funded, with net fund balances of \$237,293, and \$1,457,856 respectively. The operating revenue was favorable to budget for the month by \$324, and expenses were favorable to budget by \$19,401, resulting in a total favorable budget variance of \$19,725. The major expense variance was water, which was \$50,453 under budget, while tree removal and insurance were unfavorable to budget by \$7,597 and \$8,993 respectively. The favorable water variance was partially caused by EBMUD's bi-monthly billing cycle, and partly because water usage is relatively low in these months.

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

The Chair reported that now that the MOD Accounting Department is getting more caught up, she and the Mutual's Treasurer will be meeting shortly with its personnel to review a list of questions and items that need to be corrected.

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

Susan Fisher made a motion, seconded by Peter Yang to certify compliance with California Civil Code, Section 5500.

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

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

Martha Kohler, Board Liaison, and Rick West gave the following reports:

Mutual 68 Solar Policy - The Solar Policy was updated significantly and finalized in July 2021. The Policy governs the installation of Solar Energy Systems on the Common Area roofs of the Owner/Residents buildings. The Policy was prepared for the purpose of conforming the Mutual's practices and procedures to current law and best practices.

In 2022, three solar applications were submitted to the Board and then review by the Building Committee. All three applications were approved unanimously by the Building Committee and then by the Board.

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Storage Closet Survey – The Building Committee was requested by the Board to survey the Mutual designated storage closet in each of the quadraplex buildings. Several of these closets are assigned to Disaster Preparedness, Social, and Holiday Decorations groups. The goal was to identify space to store the green compost bins. The survey is complete and documented in a spreadsheet.

A range of debris were discovered, including hazardous and combustible materials. MOD staff is cleaning and disposing of the materials as appropriate.

Garage Door Maintenance Program – The garage doors are reaching their “average life.” However, most are in good serviceable condition. To measure this and extend their life, a maintenance program was planned and conducted. Garage door companies were interviewed, and their proposals reviewed. A-Dependable Garage Door was selected. Approximately 60% of the doors have been inspected and maintained. Several doors need to be repaired or replaced.

Cul-de-sac Re-paving - The original plan and budget was to re-pave all the cul-de-sacs. Building Committee members inspected the cul-de-sacs, along with representatives of prospective paving companies. All agreed that the scope of work should be re-defined because most the paving still had remaining serviceable life. This change of plan saved a considerable amount of funding. Quail Hill Court, however, needed to be repaved because of severe wear of the asphalt. The remaining cul-de-sacs have had cracks repaired and a slurry seal applied.

“The Balcony Bill” California SB326 – This legislation requires all condominium associations with buildings with three or more multifamily dwelling units to inspect wood-framed, load-bearing components and waterproofing systems at least every nine years. Mutual 68 contracted with Ficcadenti Castle & Waggoner (FWC), to perform this structural engineering work. In 2022, half of the inspections were budgeted, with the remainder in 2023. The inspections for 2022 are completed and remedial work is underway. The structural elements are in good general condition. However, dry rot has been found in various other wood components, e.g., railings, decks, stairs. A program, to remedy the findings including cost estimates, is being developed with MOD.

On-going maintenance – Maintenance projects are underway continually to correct problems as they develop. The Building Committee supports MOD as required to implement these projects and communicate with our residents.

Rick West provided a building maintenance report which included information items.

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## INFORMATION ITEMS: Work scheduled, In Progress or Complete

1. 3051 Grey Eagle Drive – Resale inspection. Dry Rot and Roofing repairs.

Contractor: Specialty Inspections

Resale Home inspection report items. Contractor: Specialty. Cost \$790.00

Dry rot Repairs - Cost \$790.00 (MOD Completed Repairs).

Roofing Repairs – Cost \$625.00 (MOD Scheduling repairs).

**Total Cost \$1,415.00**

2. Safety Inspections and maintenance Service Agreement on 222 Garage Doors.

Contractor: A-Dependable Overhead Door Co. Estimate \$25,530.

MOD's cost to paint a Single Door \$345.00 / Double Door \$391.00.

Martha Kohler will be sent any change orders for approval as needed.

**To date - 137 Garage door inspections have been completed.**

**Work is in progress.**

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.

535gh Eagle Ct. – Flashing and Dry Rot - Destructive testing is scheduled.

**Projects are ongoing weather permitting.**

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 get \$84,000.00.**

**Work is in progress.**

5. 2022 Asphalt Maintenance project update. Contractor: Black Diamond Paving. Repaving Location Quail Hill Court. Also Crack Sealing and Sealcoating Cost - \$81,045.00.

**Quail Hill Court project has been completed.**

6. 614 /616 Redwing Court - Soil erosion and Deck inspection update. Contractors:

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## **FWC and Cal Engineering. Inspections in Progress.**

7. 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.

**Inspections are in progress.**

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

Barbara Blum gave the following report:

#### **Board Meeting Landscape Report:**

The June 20, 2022, meeting began with Jared updating the committee of BrightView' s progress getting the maintenance back into good shape. It was acknowledged that the weeds, leaves, and suckers were needing attention. The Zone Reps had met with Jared on site during the last month to show him the problem areas. V ditches will be cleaned out by the end of summer. There are still some issues to resolve, but progress has been made.

It was also decided that the plant replacement program would be put aside due to the drought until November. In September, a list of plants needed as warranty replacements (and others needed paid for by the Mutual) will be created. It would be anticipated that they will be planted in November.

Jared reported that John T. is dealing with the water issues for all the Mutuels and GRF land. He will be meeting with EBMUD soon. In the meantime, the BrightView irrigation tech is checking the stations to make certain that the ET water modules/boxes are operating correctly (they need to be updated to the higher WiFi speed). BrightView is debating whether to fertilize the turf as when that is done, heavy watering is needed. John T. will update the water standards once decided upon with EBMUD and the State.

The Committee is eager for an update on the search for an independent Arborist who will create a M68 5 Year Tree Care Plan.

#### **Annual Report 2021-2022:**

#### **ACCOMPLISHMENTS:**

1. Completed the total Mutual Landscaping Replacement Project using drought-resistant plants, reducing areas of turf, and using bubblers in place of broad-sweeping irrigation.
2. Created a process for requesting the purchase (or reimbursement to the Mutual) of a bench and plaque in Eagle Ridge

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3. Saw the retirement of Curtis Kaul, BrightView (previously known as, ValleyCrest) Account Manager for 20 years. John Tawaststjerna was hired as Curtis' successor, but was then hired to replace Rebecca Pollon, GRF Landscape Manager. Jared Quesnoy has now been hired as the BrightView Account Manager.
4. Sought input from the residents about the need for the bus shelter on Grey Eagle as the bus route has been eliminated; it was felt by the majority, including the Board, that the Bus Shelter should be removed. It was replaced by a bench which the Committee selected. Two other new benches were purchased for the newly rehabbed Saklan Indian Common Area.
5. M68 Landscape Policies were re-worked and brought up to date.
6. Plan to complete a Phase 1 Mulch Refresh, as needed.
7. Requested the addition of \$10,000 in the Budget for Fire Abatement.
8. Tree Work included: The Committee recommended to the Board that the Sycamores and Birches be pruned this year and that the Bradford Pears be sprayed to prevent the production of fruit. Other tree work included Fire Abatement pruning and limbing.
9. Recommend the hiring of an independent Arborist to create a 5 Year Tree Plan.
10. The Committee meets every month on the third Monday at 10am in the Mulligan Room, Creekside Clubhouse. Meetings are open.

THANK YOU TO THE M68 LANDSCAPE ZONE REPRESENTATIVES WHO ARE KNOWLEDGEABLE AND DEDICATED.... Lani Shepp, Jim Royer, Jean Fiske, Rich Schlenker, Robin Minor, Ed Boule and our Board Liaison Susan Fisher.

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

Peter Yang presented the following report:

In 2021-2022, the Community Information Committee (CIC) continued to keep Eagle Ridge informed about various key events in the community. Some of the key communication tools included:

- Providing re-caps of Board Meetings through our monthly newsletter, the Eaglet
- Sending E-blasts with information about social events, maintenance issues, wildfire drills, road closures etc.
- Maintaining the Eagle Ridge Website

This past year marked a major milestone with Eagle Ridge being the Rossmoor mutual selected for the City of Walnut Creek Wildfire Evacuation Drill. The CIC worked hard to keep our residents informed of the drill through E-blasts and the website.

In addition, the CIC welcomed 40 new residents (21 properties turned over with new owners or tenants) to Eagle Ridge in 2021-2022. Thank you, Casey Dixon and her committee, for their wonderful work! The newsletter started a new neighbor corner to welcome new residents to Mutual 68!

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Thank you to Bernie Wolf and Kristen Lee who have graciously volunteered to write resident profiles which are included approximately 6 times a year in the Eaglet.

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

Peter Yang reported the following:

The past year has been active for the Social Committee in spite of the restrictions and concern about Covid. On August 28th of 2021 we had our summer picnic for 165 guests on a day that was extremely hot and very smokey from the many fires. We were entertained by the Hawaiian Club of Rossmoor who brought members up to practice learning how to do the hula. The picnic was catered by Classic Catering.

In December, on the rainiest night we had in a very long time, our holiday event was held at the Event Center. Jeff Wessman entertained with music during dinner and dancing music later. Catering for 135 guests was done by Classic Catering.

On June 25th of this year our summer picnic was held for over 120 guests. The Ukelele Club of Rossmoor entertained us, and the catering was done by Englund's. The picnic is being held earlier in the summer because late August temperatures seem to be reaching record highs.

We also had a Sunset Park dedication on March 30th where a good-sized crowd gathered to celebrate the long-awaited completion of the landscaping and furnishing of the park. Bubbly and snacks were served and all who attended visited and enjoyed the get-together.

## **New Business**

- Restating of the M68 Governing Documents:
  - Workgroup Members: Andy Howard, Robin Howard, Bill Dorband, Barb Walker, Mike Wener. Melissa Ward, Legal Counsel, provided a questionnaire that needs to be completed by the committee, this is the first step in the restatement process. President Howard will distribute to the workgroup.
- Proposal on the formation of a Trash Committee for M68
  - Susan Fisher

## **D R A F T**

### **TRASH COMMITTEE CHARTER**

#### **Purpose**

The principal purpose of the Committee shall be to provide information to the Mutual 68 Board and residents about the current requirements of Mutual 68's refuse service company for the proper disposal of landfill, recycling and compost materials in the black, blue, and green carts provided to residents.

In addition, the Committee will act as the Mutual's contact for communications directed to and from the refuse company's representative at MOD, including any fines levied by the company

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for prohibited uses of the carts provided to residents.

Subject to the approval of the Mutual 68 Board, the Committee will arrange for periodic cleaning of the green compost carts.

Other duties may be assigned by the Board as needed.

The Committee shall have no authority to act on behalf of the Mutual other than to facilitate the correct use of refuse containers and related matters. These and any additional tasks assigned to the Committee are entirely at the discretion of the Board.

## **Meetings**

The Committee shall meet at least 4 times per year and may meet more frequently at the discretion of the Chair.

## **Members**

The Committee shall consist of a minimum of 5 members and a Board liaison. Both the Committee Chair and the Board may recruit members for one-year, renewable terms.

## **Minutes**

A written record shall be kept of all meetings and a summary submitted to the Board at its monthly meeting.

## **Chair**

The Chair shall be elected by the members of the Committee and submitted to the Board for approval.

A motion was made by Andy Howard and seconded by Martha Kohler to approve the trash committee charter as presented.

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

## **Adjournment**

With no further business to address President Howard adjourned the meeting at 1:57 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

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**Assistant Secretary**