

# WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

## REGULAR MEETING MINUTES OF THE BOARD MONDAY, MARCH 22, 2021 AT 1:00PM ZOOM MEETING

### Call to Order

President Fisher called the meeting to order at 1:00 p.m.

### Roll Call

**Directors Present:** Susan Fisher, President  
Andy Howard, Vice President  
Bob Grotz, Secretary  
Alan Lindquist, Treasurer  
Lew Armistead, Director

The Mutual Operations Division was represented by Kelly Maki, Board Services Coordinator; Rebecca Pollon, Landscape Manager; Rick West, Maintenance Manager; and Paul Donner, Director of Mutual Operations

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

### Approval of Meeting Minutes

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

Regular Meeting of the Board.....January 25, 2021

The above minutes meeting were approved with a motion.

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

### Announcements

- Two residents, Martha Kohler of 643 Shadow Hawk Way, and Peter Yang of 554 Spotted Owl Court, have announced their candidacy for the 2 open Board positions in June. Martha currently serves on the Finance Committee and Peter is a zone coordinator for our Disaster Preparedness Group.
- Next Board Meeting: Monday, April 26, 2021, 1 pm, 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 an owner's concern on how buildings would be rebuilt if a fire was to occur; if there would be any further distributions on the Special Assessment payments; and a report by the Disaster Preparedness Group.

\*Those who paid into the \$17,000 Special Assessment at the start of the repairs have already received a \$13,000 distribution. After attorney fees have been paid and insurance monies received, the Board will determine whether an additional distribution can be made and in what amount.

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## **Mutual 68 Disaster Preparedness Group (DPG)** **Report to the Board (re: residents forum)**

March 22nd, 2021

Five areas to briefly comment on during the resident comment portion of the board meeting:

- A. Be leery of organizations that promise to obtain vaccine appointments sooner, quicker, or for a “fee”. Deal with only organizations you are familiar with and be careful of what you reveal regarding your personal information.
- B. We are fortunate in attracting and hiring a well-qualified new Safety and Security Director with Tom Cashion who previously had a full career working with the Walnut Creek Police Department. His knowledge of both Rossmoor as well as his involvement in both security, disaster plans, and events makes him a great fit for Rossmoor. We are looking forward to improving disaster related plans and training.
- C. None of our disaster “threats” or “risks” have gone away. What have YOU done to improve your readiness? Time for your spring inventory and renewal of any outdated items.
- D. Your DPG Volunteers have been busy inventorying our supplies, distributing our new Bull Horns around the Mutual for quick access and performing other tasks to keep us moving forward. Please thank them for their hard work. We also have one new Zone Coordinator, Bob Olson who will be overseeing the Foxworthy Way/Falconwood - Zone 10. Please welcome him!! We now have 100% of our Zones covered but still need assistance in many areas. Please volunteer. Many makes it “fun” rather than a “chore”.
- E. Please review the New “Tips and Thoughts” available on the Mutual 68 website, M68eagleridge.com. It includes more details on what areas that you should consider in your DP Preparations. Remember, when you are at the brink of a disaster, that is NO TIME to prepare. Any such event is a “come as you are” event.
- F. Please let me or your Zone Coordinator know how we can better 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

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

Alan Lindquist gave the following Treasurer's Report:

The Finance Committee met on February 17th and reviewed the Mutual's financial information and projections as of December 31, 2020. It concluded that the operating fund and replacement reserves are adequately funded, with net fund balances as of \$112,310, and \$1,493,074 respectively. The operating fund revenue was favorable to budget for the year to date by \$1,347, and expenses were unfavorable to budget by \$21,455, resulting in a net unfavorable variance of \$20,108. The expense variance resulted from negative variances of \$44,792 in insurance expense, \$12,496 in water expense, and \$10,003, in carpentry, offset by positive variances of \$12,288 in plumbing and \$13,454 in rain leaks, along with net positive variances in other areas.

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

- **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 December 2020.  
**Moved, Seconded, Carried 5-0**

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

- Rick West gave the following report:

#### ACTION ITEMS: Proposals for review or Approval

1. 2832 SI Front Landing and Rear deck Excel Pedestrian Coating Proposals. Contractor: Perfect Painting - Estimate \$7,947.00. (Signed proposal needs to be ratified by the board). A motion was made to ratify the approval of this proposal.  
**Moved, Seconded, Carried 5-0**
2. 3004 - 3006 Grey Eagle Woodpecker Damage - Contractor: MOD - Replace all 3 rear Dormers with Hardy Plank. Replace wood trim with Trex along with custom Sheetmetal. Cost includes scaffolding. Time and material not to exceed \$12,000.00. (Presented to the Board for approval). Project is out to bid.
3. 3124 Grey Eagle - Front and Rear Balcony Railing Safety Hazard - Replace rear Balcony railing due to extensive dry rot. Rebuild with new design. Also replace front Balcony railing as needed due to dry rot. Contractor: MOD Estimated cost \$5,394.00. (Presented to the Board for approval). A motion was made to approve the MOD estimate.  
**Moved, Seconded, Carried 5-0**

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

1. 515 Spotted Owl - Extensive Woodpecker damage. Contractor: Five Star - Includes 40 foot of hillside scaffolding, flashing installation, prime and paint. Estimate \$ 6,500.00. (Scheduled for April 2021)
2. Solar Fan Replacement - Replacement Budgeted for 2020 - \$46,000.00 and \$46,000.00 in 2021. MOD has purchased the 184 units and is storing the units during installation. Total Project Cost \$92,046.00. (Work on this project is now complete).
3. List of buildings that will need further investigation into possible Dry Rot and Metal Flashing issues.  
2814 Saklan Indian - Loose Soffit  
576 High Eagle Ct. - Soffit Dry Rot  
537 High Eagle Ct - Flashing and Dry Rot  
535 High Eagle Ct. - Flashing and Dry Rot  
(MOD to schedule inspections and destructive testing as weather allows for these front entries).
4. MOD has received the 487 remaining LED light bulbs from Toupin Construction. MOD will continue to change out the exterior light bulbs as needed. (Project ongoing)

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- **Discussion and vote on alteration application #46012:** It is the building committee's recommendation to move forward with this alteration application that would combine two units with the stipulation that the single residence be returned to two units upon sale. The owner would still be required to pay two assessments. A motion was made to approve alteration application # 46012.

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

### **Landscape Report/Landscape Committee Report: Andy Howard, Board Liaison, Barbara Blum, Committee Chair; Rebecca Pollon, Landscape Manager**

Barbara Blum gave the following report:

The landscape committee will be meeting on March 24th to discuss with Brightview some of the aspects of the upcoming Common Area Rehab. Phase 2 of the back area rehab is underway. Sunset Park's creation will also be underway soon. Once all these projects have been completed, the entire landscaping in Eagle Ridge will be new!

### **CIC Committee Report: Lew Armistead, Board Liaison, Barbara Walker, Committee Chair**

Lew Armistead gave the following report:

Mutual 68 residents continue to use our website. In a 90-day period at the start of 2021, the website had 309 users; 715 sessions (a session is the period time a user is actively engaged with our website); and 3,759 page views. Besides the home page, the highest user rate has been on the landscape page, the member directory, Eaglet, by-laws, FAQs, message board, and disaster preparedness.

Another interesting fact is that the Eaglets/eblasts that are generated from the website average a 70-78 percent open rate!

Now that Mutual 68 has had a communications program for almost two years, the CIC is discussing administration of a survey to evaluate the news program. The survey, which will be given to all Mutual 68 residents, most likely will be delivered electronically via Survey Monkey this spring.

### **New Business**

- **Discuss DPG's request for additional bull horns:** The Board discussed with Ralph Anthenien why the DP Group would need additional bull horns and how much they would cost. A motion was made to approve the expenditure by the DP Group.

**Moved, Seconded, Carried 4-0-1, Director Howard Abstained**

- **Appointment of Joel Lesser as M68 Assistant Treasurer:** It was announced the CFO Rick Chakoff is retiring and Joel Lesser has been hired to fill the CFO position. A motion was made to appoint Joel Lesser as the Assistant Treasurer of Mutual 68.

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

### **Adjournment**

President Fisher adjourned the regular meeting at 1:54 p.m.

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**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.

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**