

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
MONDAY, MARCH 27TH, 2023, AT 1:00PM
CLUBROOM AT CREEKSIDE
1010 STANLEY DOLLAR DR., WALNUT CREEK, CA 94595

Call to Order

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

Roll Call

Directors Present: Andy Howard, President
Martha Kohler, Vice President
Rick Hague, Director
Peter Yang, Secretary

Directors Absent: Alan Lindquist, Treasurer

The Mutual Operations Division was represented by Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager; 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 February 27th, 2023

Martha Kohler made a motion and Peter Yang seconded to approve the minutes to the aforementioned Board meetings.

Moved, Seconded, Carried 4-0

Announcements

- Next Board Meeting: Monday, April 24th, 2023, at 1pm - in the Clubroom at Creekside. The plan is offer a hybrid meeting, if possible.
- New Interim Accounting Manager, Bud Baxter, started on March 16th and will cross train with Florenda Agero until her departure on March 24th. He will remain until a permanent Accounting Manager has been recruited and onboarded along with a new CFO.

Presidents Report

President Howard presented the following report:

- Insurance Update
 - Final allocation schedule for the 2023 property coverage is complete.
- Accounting Update
 - January 2023 financials
 - M68 to be sent out today.

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- Complete the 2022 Audits by April 30, 2023
- Staffing Update
 - Experienced Accounting Manager accepted an offer on March 24th to replace Florenda Agero
 - 2 offers for 1-year AP/AR specialists being extended today.
 - Sr. Accountant 1-year position hired.
- Joel Lesser will be resigning on April 6, 2023
 - Recruiting ongoing, several interviews and 2nd interviews, offer has been extended.
- EBMUD Pipeline Update
 - The installation of the new pipeline is still on schedule to begin in July 2023 and should be completed in about 2 months.
 - A preliminary meeting has been held with EBMUD including M68 and GRF to review construction related impacts and safety related issues. Further meetings will be scheduled.
- Storm Damage
 - Ongoing tree work and removal
 - Highlighted importance of tree maintenance for both GRF and Mutuals
- Gate Access
 - When the new system goes live, residents will have the option to manage their own guest list (maximum of 10 guests for permanent access) to include receiving a text alert when a guest has entered Rossmoor.

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. Comments included the land stabilization fund.

Ralph Anthenien presented the following report:

Mutual 68 Disaster Preparedness Group (DPG)

Tips and Thoughts

March 27th, 2023

Re: Your Health: Little has changed as far as CDC recommendations in maintaining your health with the continuing infections of COVID-19, its subvariants as well as other diseases. Contra Costa County follows the State of California's COVID-19 guidance. The State requires masks for all people in some indoor settings, including healthcare, long-term care and some adult senior settings, and recommends masking based on CDC's COVID-19 community levels. The State also has isolation and quarantine guidance, a travel advisory for all people coming into California and recommendations for mega-events. Remember, there is no protective vaccine for Respiratory Syncytial Virus (RSV) which you can mitigate with wearing masks indoors, keeping your distance, washing hands, using sanitizer, the same practices used to mitigate COVID-19 as well. Although many supportive services will be reduced as the declared emergencies are expiring, the diseases are continuing, and the hospitalized individuals are increasing somewhat in Contra Costa County. Remember we are at an "at risk population" for those living in Rossmoor due to our age, health, etc. Be especially cautious with travel in contained spaces like airplanes or other confined spaces. Please seek advice from your medical practitioner for details

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pertinent to your situation and medical condition.

Future Event Preparation (Some of these may not be in “the future” but “now”)

The rain continues and is expected to continue in the forecastable future. Flooding, power outages, road closures, sheltering in place may be necessary. Are you ready? Have a safe source of light (no candles), Power banks charged up for your phones, etc.? Do you have a safe source of heating your food? Your BBQ may be under a deluge of rain and wind? Is your vehicle fuel tank at least ½ full at all times? It's We have had several power outages in Rossmoor of late and it's amazing how few residents even possess a flashlight or have extra, fresh batteries handy. Ensure you are “ready” for what is coming. Keep building and adding to your “go bags” and other emergency water supplies and staples. Keep improving your preparedness. Remember too that today's rain will bring a bumper crop of vegetation to our area in the Fall and add to our wildfire danger. Work to increase your resiliency. Questions? Issues? Ask your Zone Disaster Preparedness (DPG) Coordinator or myself for assistance. Remember: “YOYO” (You are on your own). Enough said on this topic for now. You can find many helpful items on M-68s web site as well as Rossmoor's “EPO” website.

If you ONLY did two things to accomplish this coming month: 1. Update and check your “readiness” for power outages. Flashlights? Fresh Batteries? Food and other supplies necessary during a power outage? Your Fuel Tanks kept at ½ full or more? 2. Necessary items ready to go if an evacuation is necessary? (Remember the pet carriers, supplies and food for your pets). Go Bag supplies (Or construct one).

Make it a habit to improve your readiness each time you are at the market. Some additional canned food or items easy to prepare and that will “keep” without refrigeration, etc. A case of bottled water. Over the counter medications. Extra N95 Masks or hand sanitation fluid. Some fresh batteries for your flashlights.

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

No report was presented.

Building Committee Report: Martha Kohler, Board Liaison

Rick West provided the following report:

INFORMATION ITEMS: Work scheduled, In Progress or Complete

1. 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 scheduled pending weather.

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

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Work is in progress.

3. **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.

4. **2832 Saklan 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 WERE REMOVED -SUPPLY AND INSTALL NEW POSTS WHERE REMOVED -SUPPLY AND INSTALL NEW SUB-FLOOR WERE REMOVE -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

Interior work completed. Exterior work in progress.

5. **2822 SI – New Lattice Fence Contractor: MOD Cost \$3,743.25.**

Grey Eagle Dr. - New Lattice Fence Contractor: MOD Cost \$\$2,668.00

Material on order.

Martha Kohler reported that drainage system is a combination of resident property, mutual property, and GRF property. John T has provided the committee with maps of the drainage system covering the majority of M68. Efforts are underway to obtain these maps for the buildings in M68 that were not included. Different devices are being evaluated to determine what filters debris most effectively to prevent blockage of the downspouts. The committee is almost complete with a proposal for a maintenance program which will also involve an investigation of the patency of the PVC pipes that the downspouts and surface drains connect into for drainage into the main sewer lines.

Landscape Report/Landscape Committee Report:

Barbara Blum gave the following report:

Loren Olson gave the BrightView report (Jared was out of town) which included information and problems involving upgrading the ET Water controllers, using pre-emergent, fertilizing, hard pruning, V-ditch and drain cleaning, and some lawn mowing. He also announced that the replacement plants have been ordered and received. They will begin planting this week. Yes, the flags will finally be removed!

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BrightView has prepared several proposals for the Committee's consideration and the Board's approval: 501 Quail Hill - 2 tree replacements due to high wind felling two trees; Storm Damage Repair across from 2918 Saklan Indian; Boulder added to the landscape at 508 Quail Hill. The Committee discussed and examined each one carefully and recommends them to the Board for their approval.

A resident raised the issue of mistletoe infestation in some surrounding trees which can be detrimental to the health of the affected trees. The Committee requested information from BrightView and from John T. about this subject. John T. is not worried about the trees in the open space, but he said "if M68 would like to prune out mistletoe on select trees, it is a good idea if you have the extra budget to do so. However, if a tree has a large infestation, like 8 or more sections of mistletoe, it may do more harm to prune it out of the tree since you will be removing a lot of the trees limb structure." Zone Reps are surveying the trees in their areas and will report back to the Committee the extent of the mistletoe problem in our trees.

The major discussion by the committee revolved around the requests by residents to make landscape upgrades and how payment can be collected. BrightView is not prepared to collect checks from residents for the upgrades to the common area at their address as they have in the past. The process in place at this time is for the resident to fill out a request for landscape change and return it to the Landscape Committee. The Committee would discuss the request and make a decision regarding it. The Board would have then be presented with the request for them to approve or not. The payment would be by the Mutual. Having residents pay presents serious and troublesome issues for the MOD Accounting Department, the Mutual Treasurer and Finance Committee. Thus, it will not be possible for residents to request changes which are not paid for by the Mutual, but by them. This was formalized by a unanimous vote by the Committee. The final topic was a discussion of how the creation of the new Contract (current one expires on Dec. 31, 2023) with BrightView should be approached. Jeroen BrightView Branch Manager, suggested that the discussion should begin at least two months before the end of the current contracted agreement with John T. and the Committee (and perhaps a representative from Brightview).

Peter Yang made a motion, seconded by Andy Howard, to approve the tree replacement contract at 501 Quail Hill from Brightview in the amount of \$952.

Moved, Seconded, Carried 4-0

Peter Yang made a motion, seconded by Martha Kohler to approve the storm damage repair contract at 2918 Saklan Indian from Brightview in the amount of \$1,217.

Moved, Seconded, Carried 4-0

Peter Yang made a motion, seconded by Andy Howard to not approve the installation of a boulder at 508 Quail Hill until the Landscape Committee has the opportunity to recommend what enhancements are necessary throughout the mutual.

Moved, Seconded, Carried 4-0

Andy Howard asked John T. about the timing for developing a proposal for the renewal of the annual landscape maintenance contract. John T. confirmed a prior discussion that this

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process should begin as early as feasible and that he would assist in the development of a proposal with input from the Landscape Committee and board following standard protocols for the purpose of seeking competitive bidding. A contractor would have the opportunity to comment on the proposal during the competitive bidding process.

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

Rick Hague provided the following report:

The CIC has continued to send out Eblast and Eaglet newsletters as appropriate to provide Mutual 68 members with current information concerning the community as well as updating the Mutual 68 website. A question has arisen recently between the CIC and the GRF Accounting Department regarding the appropriate manner in which to transmit Mutual's audited annual statements, budgets, etc. whether by postal mail or publication on the mutual website. The new staff in the Accounting Department may not be familiar with past practices. This matter may be discussed at the March 27th board meeting. Planning also continues for compliance with new Davis Stirling communication requirements with Mutual members, but there is currently ample time to resolve the issue.

Barb Walker provided the following report:

Accounting sent out the 12/31/2021 audited financial statements through the Post Office last week; this was preceded by the hard copy mailing of the Budget Booklet late last year. One of the benefits of the M68 website and email program is to save money on postage for individual mailings.

In the past, accounting had been responsive to M68 using resident emails to distribute this information. CIC coordinated with accounting the addresses of the 23 residences who do not have email. As a result, CIC emailed a PDF of the document and accounting mailed hard copies to the 23 residents.

As a side note, when a resident signs up for the website, they agree or disagree to receive email communications. Anyone who does not wish to receive email communications (of which there are two residents), receive a hard copy.

The Davis Stirling Civil Code § 4040 states the following:

Providing Notice or Delivery to Individuals

(a)

(1) If a provision of this act requires an association to deliver a document by "individual delivery" or "individual notice," the association shall deliver that document in accordance with the preferred delivery method specified by the member pursuant to [Section 4041](#).

(2) If the member has not provided a valid delivery method pursuant to [Section 4041](#), the association shall deliver the document by first-class mail, registered or certified mail, express mail, or overnight delivery by an express service carrier addressed to the recipient at the address last shown on the books of the association.

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The CIC is recommending the CIC chair and M68 Board members meet with Finance and/or Paul Donner to get clarification on this issue. This is time sensitive as the 2022 audit should be completed by April and, therefore, will need to be distributed to our residents.

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

Rick Hague provided the following report:

The Social Committee held a meeting on March 8th for a final review of the 2022 Holiday Event and to begin planning for the June 11 Summer Picnic. It was decided that two items regarding the Holiday Event required more attention in 2023 - the appetizers and recruiting more help for the Event clean-up. Regarding the Summer Picnic, one catering bid has been received and at least one more is being sought. Discussions are in progress with the hoped-for event band. Once a caterer is chosen, the Picnic theme and decorations will be planned. The Committee wishes to encourage other Mutual 68 members, especially new residents, to join the Committee and participate in the group's events. Treasurer Bill Dorband has officially retired and transferred his financial responsibilities to Laura Bass.

Trash Committee Report: Andy Howard, Board Liaison; Susan Fisher and Pina Royer, Co-Chairs

Pina Royer reported that the biannual cleaning of the green cans is completed. The next cleaning will be in September. The Organics Green Carts will be delivered to the duplexes and tri-plexes on Thursday, April 13 with a food scrap pail and some sample compostable bags. The first collection date will be Thursday, April 20th.

New Business

- Board nominations will close on March 30th at 12pm. To date Pina Royer and Roger Emmanuel have declared their candidacy. If at the close of the time period for making nominations, there are the same number or fewer qualified candidates as there are board positions to be filled, then the board of directors may, after voting to do so, seat the qualified candidate by acclamation without balloting.

Adjournment

With no further business to address President Howard adjourned the meeting at 2:23 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