

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD TUESDAY, MAY 26, 2020 AT 1:00PM ZOOM MEETING

Call to Order

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

Roll Call

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

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

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

Approval of Meeting Minutes

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

Regular Meeting of the Board April 27, 2020
Emergency Meeting of the Board April 30, 2020
Emergency Meeting of the Board May 14, 2020

The minutes to the aforementioned meetings were approved with a motion.

Moved, Seconded, Carried 4-0

Announcements

- Next Board Meeting: Monday June 22, 1PM, Location to be Announced

Resident's Open Forum

No comments were sent in by the Membership.

Ralph Athenian gave a Disaster Preparedness Group report. Ralph urged residents to be cautious, wear masks, and practice social distancing when friends and family visit their units or when they visit others. As some stipulations in the shelter-in-place order are lifted, we all must be careful not to do things that could bring about another wave of COVID-19, he said.

3101/3103/3113 Grey Eagle Drive Project Update

It was also reported that work on the 3101/3103 project should resume soon. There were delays due to the shelter in place order closing the factory that is producing the steel beams needed to complete the work. Those beams have now been made and should arrive sometime next week. The contractor has said the entire project should be completed in 30 workdays after the resumption of work. At that point the Landscape Committee will be able to move ahead planning the expanded Sunset Park.

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

Susan Fisher gave the following Treasurer's Report:

The Finance Committee met on 5/20/20 and reviewed Mutual 68's March financial statements. (Statements from April are not yet available from MOD.) The operating budget is adequately funded with sufficient cash on hand to meet current operating requirements. Our expenses are unfavorable in the amount of \$24,182, as previously noted, primarily because of our increased insurance costs and water use.

Bank account statements were reviewed by two Board members as required by law. All funds are FIDC insured.

Owner Acknowledgement of Billable Work Policy. As previously requested by Mutual 68's Board, the Committee prepared and discussed final drafts of a Mutual 68 Owner Billable Work Policies and Procedures and two related letters to home owners that explain the conditions under which they will be held responsible for the cost of repairs to their manors. The two letters are an Owner Billable Confirmation Letter and an Owner Billable Payment Letter. The Policies and 2 letters were unanimously approved by the committee and forwarded to the Board for their consideration.

The Board made a motion to accept the confirmation letter and owner billable payment letter as procedure to policies already in place.

Moved, seconded, Carried 3-0-1, Director Armistead Abstained

Draft 2019 Audit Report. Committee member Ken Haley pointed out that there are two additional errors in the Audit Report's footnotes that were not caught when the Draft was reviewed, corrected, and approved by the Board earlier this month. One gave an incorrect count of the current number of Mutuals in Rossmoor (p. 6, col. 1, last para.), the other where the word 'million' was added to a numerical figure already preceded by a dollar sign, thus inflating the figure (p.10, col.1, last para.). After discussion it was moved and seconded that the Committee recommend that the Board write the accounting firm that prepared the report, noting these apparent clerical errors for the record.

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 March 2020.

Moved, Seconded, Carried 4-0

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

Rick West and Bob Grotz reported that the utility box lattice shields project is complete, and the Board decided against staining them for an additional cost of \$820.

At 596 High Eagle destructive testing has been completed for the dry rot found under the entryway landing. Next an engineer will be creating the scope of work to take the project out to bid.

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Bids for elevated Mutual components to comply with the new law SB 326 are still out to bid and expected back in about 30 days.

Solar attic fan replacement has been assigned to the Building Maintenance Committee for a recommendation to the Board.

The Board reviewed alteration application # 44725 for solar installation. A motion was made to approve the non-standard alteration application.

Moved, seconded, Carried 4-0

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

Barbara Blum and Rebecca Pollon gave the following report:

The Landscape Committee is inviting all Eagle Ridge residents to a Town Hall Meeting with our back and common area designers, Ripley Design. This event will prepare the residents conceptually for the upcoming rehabilitation of the final areas in need of updating, the back and common areas. The format will be a Zoom Webinar on Wednesday, May 27 at 1:00. Details for logging on will be sent prior to the event.

The Landscape Zone Representatives have been working with their respective residents in 4plexes to help them advise BrightView as to their wishes in regard to the shielding of A/C units with shrubs.

BrightView was chosen to remove the Rosemary and Fescue in the back and common areas in preparation for the upcoming replanting in those areas. This work will begin soon.

Tom Wilhite, Terra Landscapers, will begin drawing up the design for the new Sunset Park once the soils repair work has been completed.

Community Information Committee Update: Lew Armistead, Board Liaison

Lew Armistead gave the following report:

Along with the monthly Eaglet, the Community Information Committee has kept busy this past month disseminating Eblasts and putting Breaking News items onto the website on such items as the cancellation of the spring picnic and the landscape Town Hall. The majority of our time has been devoted to creating a PowerPoint presentation on the past 12 months which will be shown during next month's Annual Meeting.

Social Committee Report: Lew Armistead, Board Liaison

Lew Armistead gave the following report:

Regrettably, the Summer Picnic has been cancelled due to the uncertainty brought about by COVID-19. Numerous Eagle Ridge residents indicated they were unlikely to attend, and there was uncertainty as to what the Golden Rain Foundation would allow by then.

Unfinished Business

- Organic Recycling – Judy Box has offered the use of her closet for a large bin
- Urban Forest trimming/thinning beyond 100 ft Defensible space – This has been completed and will be inspected by Rebecca Pollon
- Status of Diablo FireSafe Grant – Rebecca Pollon stated the Mutual is back on the wait

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list for a grant and she has no new updates to report at this time

New Board Members

Andy Howard and Alan Lindquist will be elected by acclamation at the June Annual Meeting.

Adjournment

President Todoroff adjourned the regular meeting at 1:52 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.



Assistant Secretary