

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD MONDAY, OCTOBER 25, 2021, AT 1:00PM ZOOM MEETING

Call to Order

President Howard called the meeting to order at 1:01 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 Manager; Rebecca Pollon, Landscape Manager; Jo Ann, Financial Analyst 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 September 27, 2021

The minutes to the September 27, 2021, regular session Board meeting were approved with a motion.

Moved, Seconded, Carried 5-0

Announcements

- Next Board Meeting: Monday, November 22, 2021, via Zoom.

Presidents Report

President Howard gave the following report:

1. Paint Spill on Saklan Indian Drive Removed
Thank you to GRF for removing the paint spill on Saklan Indian Drive that was located just after the Eagle Ridge sign.
2. Illegal Parking on Saklan Indian Drive
Securitas is leaving courtesy reminder notes on the car's windshield
3. Thank you, Peter Yang
M68 owes a debt of gratitude to our new Board member, Peter Yang for refurbishing the wooden benches throughout Eagle Ridge.

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4. Contact Information for Comcast
1-800-407-2997 - Brent Harrah or one of his co-workers will be available every Tuesday, Wednesday, and Thursday in the Fireside Room at Gateway from 10AM-12PM
5. MOD Budget
Reviewed and will be discussed in our budget presentation
6. Management Agreement
Nothing new to report
7. MOD Accounting Status
Productive meeting held with CFO. Significant turnover exacerbated by the pandemic. 3 new members added to Accounting this month. Accounting Services Guide for the mutuals to be prepared.
8. New Debt Collection Statute – SB908
Still evaluating with legal counsel and collection services
9. Changes to “Mutuals” section on the Rossmoor.com website
Grouping of each mutual’s Bylaws, CCRs and Policies under “Governing Docs” and a subheading for “Useful Information”

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 mulch expenditures.

Ralph Anthenien presented the following report:

Mutual 68 Disaster Preparedness Group (DPG)

Tips and Thoughts

October 25th, 2021

Fall is here!! Things are cooling down. Some rain has fallen and more forecast, not enough rain to change our “drought conditions” yet, but the hope is there. Booster shots are slowly being approved for the various vaccines so more promises for a better future. Continue to be cautious as things can change quickly. Continue to wear your mask as advised and continue to use safeguards like hand washing, social distancing where advised, etc. If you are traveling during the holidays, be very cautious due to crowded conditions in airports, airplanes, etc. Continue to Stay safe!! Be watchful, use caution in all your activities!!

- Thank you all for your wonderful support at the first Mutual 68’s Fire Safety Demonstration held on Sept 25th. There were lots of demonstrations on the proper use of fire extinguishers, almost 70 fire extinguishers were purchased making your Mutual a safer place to live. There were lots of disaster and emergency related handouts with questions being answered by your

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M68 DPG Team. If you were unable to attend, one of the keys “missed areas” was the opportunity of obtaining fire extinguishers for inside your manor. Based on the size of your manor, 3 to 4 extinguishers are recommended for your safety and quick access. Need some? Obtain some from your nearest Ace Hardware store. Or we can arrange for obtaining one of the higher quality ones from the Best Fire Extinguisher Company located in Berkeley. Contact one of your DPG Zone Coordinators or myself for details.

- California, being the topography, it has, are you ready for Fires, Earthquakes, Ground Movement? Etc. Are you ready with your “go bag”? Have a place to go? Communications plan done? Always keep your Auto Gas tank at ½ full or above? Stay prepared!!
- It is the season of Rain, Darkness, Heavy clothing, Halloween, so be vigilant when driving as well as walking in difficult conditions.
- Your DPG Zone Coordinators are still distributing the new, revised Data Input Form and have met with resounding cooperation in these updates. Please complete them and forward back to either your zone coordinator or me. Thank YOU
- Check the Mutual 68 Website often especially the “breaking news” section. Also check the Disaster Preparedness section for additional resources.
- If you have had some good ideas or experiences that would help others, please let your communications committee know about it (Lew Armistead) or let your DPG Zone Coordinator know about it or myself.

Be Safe!! Be careful!! Be vigilant!! Know your neighbor!! Help each other!!! Teamwork!!

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

Alan Lindquist gave the following Treasurer’s Report:

The Finance Committee met on October 20, 2021 and reviewed the Mutual’s financial information and projections through August 31st, 2021. It concluded that the operating fund and replacement reserves are adequately funded, with net fund balances of \$231,133, and \$1,546,207 respectively. The operating fund revenue was favorable to budget for the year to date by \$4,321, and expenses were favorable to budget by \$87,286, resulting in a total favorable variance of \$91,607. The major expense variances included water being \$80,678 under budget, tree removal being \$9,749 under budget, and carpentry, roofing and paint being under budget by \$11,852.

- **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 August 31, 2021.
Moved, Seconded, Carried 5-0
- **Payment of the outstanding balance on the Promissory Note dated July 26, 2017 (Loan #1762500001): Moved, Seconded, Carried 5-0**
2022 Budget and Coupon: Mutual Operations Director Paul Donner presented the proposed 2022 Budget for the total basic assessment and provided the reasoning and method of operation used to draft the budget. A motion was made to approve the 2022 Budget as presented with a \$20 (-1.7%) decrease to the monthly coupon. Beginning on

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January 1, 2022, the monthly coupon will change from \$1,145 to \$1,125.

Moved, Seconded, Carried 5-0

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

Rick West gave a building maintenance report which included action items and information items.

ACTION ITEMS: Proposals for review or Approval

1. 519 Spotted Owl - Resale Report Section One items. Item 1 - Contractor: All Star – Cost \$825

for Crawlspace clean up. Including Disinfectant and Debris removal. Item 2 – Estimates for Duct work replacement due to rodent damage. Contractors: Service Champions \$6,756.00. All Bay \$5,250.00.

Damaged Duct Work Bids presented to the Board for review and approval.

The Board made a motion to contract All Bay at \$5,250.

Moved, Seconded, Carried 5-0

2. 3026 Grey Eagle Front Landing and Stair Excel coating Estimates. This landing has extensive chipping that could cause a tripping hazard. Contractors: GBG \$4,063.00. / Perfect Painting \$4,274.00.

Excel Coating Bids presented to the Board for review and approval.

The Board made a motion to contract GBG at \$4,063.

Moved, Seconded, Carried 5-0

INFORMATION ITEMS: Work scheduled, In Progress or Complete

1. List of buildings that will need further investigation into possible Dry Rot and Metal Flashing issues. Contractor: MOD.

2814 Saklan Indian – Loose Soffit and dry rot – This work was completed by MOD'S Carpentry crew.

576 High Eagle Ct. – Soffit Dry Rot. – Destructive testing is scheduled.

537 High Eagle Ct - Flashing and Dry Rot - Destructive testing is scheduled.

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

Projects are ongoing.

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2. Resealing around all window and door trim with caulking to prevent dry rot. Contractor MOD.

**T&M Project scheduled for winter 2021.
2021 Budget \$84,000.00.**

Dr. Mike Wener gave a brief presentation on the four (4) garage door companies that were consulted. All four suggested that the doors do not need to be replaced but maintenance was necessary. Three (3) of the companies submitted a cost proposal for maintenance.

The Board made a motion to contract A Dependable Garage Solutions to provide full maintenance of to M68 garage doors at approximately \$27,000, maintenance work to begin this year and go into 2022.

Moved, Seconded, Carried 5-0

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

Barbara Blum gave the following report:

The M68 Landscape Committee met on October 18th. All members of the committee were present. Benches needed in the Common Area were discussed. The committee would like to replicate the benches currently in place on Saklan Indian, but they have proven difficult to locate. We do not have a quote for the purchase of 3 benches (2 for Saklan Indian Common Area and one to replace the bus shelter/bench) but would like to request permission to order 3 benches at a cost not to exceed \$5,000.

The committee would like to suggest that in the coming year we re-mulch Phase 1 front areas. It has been since 2017 that the area received mulch. We have requested that \$50,000 be added to the 2022 Reserve Landscaping Budget for the purpose of re-mulching. This item will be repeated the following year to do the re-mulching in successive front area phases. Rebecca has advised us that many Mutuals do this process every three years to keep the landscaping looking fresh.

The committee discussed the process for replacing plants which have died. If they are within one year of planting in the current rehab program, BrightView warranties this work. If they are older plants, then the Mutual is responsible to pay for the replacements. BrightView has told us that they will begin replacing the back area plants which have died at the end of this month or the beginning of November. The Common Area replacements will be done after the first of the year. The replacements the Mutual pays for have been delayed until now because plant replacements installed during the warm season rarely survive, so while it's frustrating for everyone to have to wait, it's both frustrating *and* a waste of money to plant when warm only to witness the plants die. So, we only do replacements between October and March for better success rates, and to not waste water. Thus, residents should see replacements coming soon.

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The committee spent some time discussing the fire abatement work needed in the budget for 2022. Much of the work is in the BrightView contract, but there is some tree work, limbing up, for example, which the Mutual would pay for. Thus, we are requesting that \$10,000 be added to the 2022 Reserve Budget for Fire Abatement.

The committee would like to publicly thank Peter Yang for single-handedly re-staining many of the Mutual's benches and tables. They are looking great! Thank you, Peter.

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

Peter Yang gave the following report:

The 2022 Eagle Ridge calendar is out so please check the website [HERE](#) for all the various committee meetings and social gatherings. As Contra Costa County improves its COVID situation, more Mutual 68 meetings are likely to move from Zoom to in person. Be sure to check the website calendar for the most current information on meetings.

The third and fourth quarter has seen a flurry of real estate change hands in Eagle Ridge. A very warm welcome to 23 new Eagle Ridge neighbors. We are delighted that you are all here and welcome any questions you may have!

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

Peter Yang gave the following report:

Get ready for the return of the Mutual 68 Holiday Gala. After a year away due to COVID, the 2021 celebration is scheduled for Monday, December 13. The committee is currently planning the menu and other details but mark your calendar now, so you won't miss this event. All residents will receive a printed invitation in their mailbox tubes.

Entertainment will be provided by Jeff Wiseman, who performed at the past two Holiday Galas.

All COVID requirements will be observed as they are in place December 13. At this time, it is expected that only fully vaccinated residents will be able to attend, masks will be required for all attendees and proof of vaccination will be required.

The committee has also voted to have two social events in 2022— the Summer Picnic and the Holiday Gala— eliminating the Spring Brunch.

Adjournment

President Howard adjourned the meeting at 2:55 p.m. and moved into the Executive meeting.

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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.

Lucy Limon

Assistant Secretary