

# WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

## REGULAR MEETING MINUTES OF THE BOARD TUESDAY, SEPTEMBER 29, 2020 AT 1:00PM ZOOM MEETING

### **Call to Order**

President Fisher called the meeting to order at 1:04 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; and Rick West, Maintenance Manager. Also present was Steve O'Connor with ESR and Curtis Kaul with Brightview.

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 ..... August 24, 2020

The minutes to the August 24<sup>th</sup> meeting were approved with a motion.

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

### **Announcements**

- Next Board Meeting: October 26, 2020 at 1pm 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 the Disaster Preparedness Group report and landscaping.

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

Sept. 29th, 2020

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

- A. The services your Disaster Preparedness Coordinators can provide you remain limited with the ever changing COVID-19 restrictions. We do some extremely limited items if essential and if it can be done with one or two people, wearing masks, maintaining social distances and, by and large, in the

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outside or near outside, open areas. If you have a need, do inquire and we will do what we can safely perform.

- B. Radio Training is continuing so that we can maintain communications with disaster coordinators within Rossmoor and beyond. We maintain both FRS Radios as well as Ham Radios that can transmit beyond Rossmoor to both gather information as well as attempt to obtain resources etc.
- C. There is a “New Tips and Thoughts” sheet in the board package and available online. Key Areas include:
  - 1. Be prepared for “long term” power outages and making plans for staying cool.
  - 2. Ensure your “go kits” are ready to go. See Eagle Ridges web site for contents. The Board package also has some key checklists.
  - 3. See this month’s “Tips and Thoughts” sheet attached to the board package for added details.
  - 4. Continue to be vigilant when allowing others into your home or visiting others. Reduce your risks by wearing masks, social distancing, washing hands, etc.
- D. Please let me or your Zone Coordinator know how we can better to 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

### **3101/3103/3113 Grey Eagle Drive Project Update: Steven O’Connor, ESR President**

Steve O’Connor, Engineered Soil Repairs, gave an update to the Board and Members on the project. Steve stated the project is essentially completed with a final walk through to take place this week to create a punch list.

### **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 September 23rd and 24th and reviewed the Mutual’s financial information and projections as of August 31, 2020. It concluded that the operating fund and replacement reserves are adequately funded, with net fund balances as of \$172,727 and \$1,274,461 respectively. The operating fund revenue was favorable to budget for the year by \$645, and expenses were favorable to budget by \$4,425, resulting in a total favorable variance of \$5,070. Much of the unfavorable variance in expenses was again attributable to a large increase in insurance premiums, which were over budget by \$22,345. This large negative variance was partially offset by favorable variances in other areas.

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

The Finance Committee discussed the timing of balcony inspections, and the possibility of them being conducted in 2022 and 2023, rather than from 2022 through 2024.

After much deliberation, the Finance Committee is considering a \$75 increase in the monthly coupon to \$1,150, subject to an estimate of increased water usage resulting from landscaping

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improvements, and consultation with Rick West regarding the timing of future expenditures from the reserve account for such items as Hardie Plank replacements, and the repaving of cul de sacs. The terms of the landscaping contract and the timing of the work must also be reviewed, as well as the terms of the new landscaping maintenance agreement. It should also be noted that the budget contains \$14.31 per month to increase working capital by \$40,000 for the year.

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

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

Rick West gave a maintenance report to the Board.

- **Status of pending solar application:** Bob Grotz stated that the application is extensive and is still pending review by the Building Maintenance Committee.
- **Recommendation that the Board approve the FWC Balcony Inspection Contract:** The Board approved a contract of \$99,541 to conduct a structural inspection of balconies throughout Eagle Ridge. The inspections, to be conducted by the firm of Ficcadenti Waggoner and Castle, will be done in 2022 and 2023. This inspection is required by state law.  
**Moved, Seconded, Carried 5-0**

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

Barbara Blum gave the following report:

The Landscape Committee met on September 16th with Tom Wilhite, landscape designer, at the site of the new Sunset Park. We walked what will be our new "Gathering Place", an enlarged and beautifully designed park on Grey Eagle.

Tom described his vision to the committee. Soon, he will make a ZOOM presentation to the residents in the form of a Town Hall meeting for the purpose of introducing the residents to his plans. He suspects that the actual groundbreaking and creation of Sunset Park will be in the Spring. This project will be paid for from insurance funds as it is the final step in the soils repair of 3101/3103 Grey Eagle.

A totally separate project the Landscape Committee is working on are the final steps in the total re-landscaping of Eagle Ridge. The front areas have been re-landscaped. Now we are in the process of getting the back and common areas designed and a proposal for the costs in hand. BrightView's proposal will be presented to the Board on Tuesday, September 29th for their approval. It is hoped that the project will be started this calendar year with the remainder completed in the Spring/Summer of 2021. This project will be paid for by the Mutual.

- **Proposed Contract for back and common area landscaping:** The Board had an extensive discussion on the bid from BrightView for rehab landscaping of the backs of units and common areas.

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The total bid is \$995,000, down from \$1.3 million which was originally anticipated. The bid was received late Monday, and the Landscape Committee exchanged emails reviewing various concerns and questions as it was not possible to schedule a meeting prior to the Board meeting on Tuesday. The MOD Landscape Manager, Rebecca Pollon, responded to the Landscape Committee's concerns via email just prior to the Board meeting and addressed many of the questions.

The Board was told that if the contract were signed soon and there were no unanticipated problems, the work could be completed in 2021.

A motion was made to request that the landscape committee meet this week and the Board meet by next Monday to decide on the contract.

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

### **Social Committee Report: Lew Armistead, Board Liaison**

Lew Armistead gave the following report:

Due to the continuing concern with COVID 19 and the orders issued by the state and the Golden Rain Foundation that would limit the number of people who could be close together in an indoor setting, the Social Committee is canceling the 2020 Holiday Gala originally scheduled for December.

The Committee is now hoping that our traditional schedule of social events can be restored in 2021.

### **Appointment of 2020-2021 Committee Members/Chairs**

The Board made a motion to approve the following committee members/chairs:

#### **Building Committee**

Bob Grotz, Chair  
Ed Boule  
Pat Hines  
Fran Matthews  
Karl Stinson  
John Walkinshaw  
Mike Wener

#### **Landscape Committee**

Barbara Blum, Chair  
Andy Howard  
Gail Todoroff  
Robin Minor  
Jean Fiske  
Lani Shepp  
Ed Boule

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Jim Royer

Community Information Committee

Barbara Walker, Chair  
Lew Armistead  
Vickie Hipkiss  
Diane Mader  
Casey Dixon  
Phyllis Hallert  
Jo Jones  
Rowena Slee

Social Committee

Robin Minor & Deanne Gilbert, Co-Chairs  
Lew Armistead  
Carol Caputo  
Marsha Dean  
Bill Dorband  
Joanne Phillipini  
Irene Friedman  
Lynne Grotz  
Mildred Hipkiss  
Diana Nugent  
Rich Schlenker  
Karen Wener  
Linda Boule  
Kathy Chao  
Casey Dixon  
Wendy Dorband  
Cathleen Freeman  
Ann Gillette  
Vicki Hipkiss  
Chris Kutzscher  
Chrys Schenkel  
Gail Todoroff  
Lonna Wolfe

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

Update on Organic Recycling:

President Fisher reported that an article will be published in the October Eaglet.

Adjournment

President Fisher adjourned the meeting at 2:43 p.m.

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.



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**Assistant Secretary**