

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
MONDAY, SEPTEMBER 23, 2019 AT 1:00PM
CLUB ROOM - CREEKSIDE
1010 STANLEY DOLLAR DR, WALNUT CREEK, CA 94595

Call to Order

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

Roll Call

Directors Present: Dwight Walker, President
Gail Todoroff, Vice President
Susan Fisher, Treasurer
Lew Armistead, Director

Directors Absent: Bob Grotz, Secretary

The Mutual Operations Division was represented by Paul Donner, Mutual Operations Director, Rick West, Building Maintenance Manager, Rebecca Pollon, Landscape Manager and Lucy Limon, Administrative Assistant. Also present was Morgan Anderson, ESR Project Superintendent.

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

Approval of Meeting Minutes

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

Regular Meeting of the Board.....August 26, 2019

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

Moved, Seconded, Carried 4-0

Announcements

- Next Board Meeting and 2020 Budget Review: October 28, 1PM, Gateway Fireside Room

3101/3103/3113 Grey Eagle Drive Project Update: Morgan Anderson, ESR Project Superintendent

Morgan Anderson reported that their works hours are Monday through Friday from 8am-4:30pm, on occasion they might go over the time. There have been no surprises in the scope of work so far. 15 out of the 24 holes have been dug and beams are to be installed September 24. Still working on the proposal for wrought iron fence, which will be installed on top of the wall, to match Mutual 68 standards. Anderson emphasized to be mindful of the landscape and irrigation that will be installed after their work is completed. He said that Steven O'Connor will provide more guidance. He also advised the Board that the completion date has been pushed back to mid to late November, allowing for weather surprises.

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Comcast Contract

- GRF considering 2- year extension to 2023
- M68 is one of few mutual with mandatory extra \$38 /month for phone and DVR. Current phone pricing from Comcast is \$10 less per month.
- Mutual is contractually committed through 12/31/21 to these supplemental services. In 2022 the board could consider making phone and DVR services as individual resident decisions and not a Mutual mandate.
- A motion was passed unanimously to notify GRF/Comcast to terminate supplemental services as of 12/31/21 at the end of the current contract. There was discussion that there may be a desire for supplemental services in the future but that decision will be made closer to any contract renewal deadline. Dwight will notify Tim O'Keefe of the board's action.

Moved, Seconded, Carried 4-0

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

No report was given.

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 2019

Moved, Seconded, Carried 4-0

Review of 2020 budgeting work session: Mutual 68 expects a 3.3% increase in the coupon. Final figure to be disclosed at October meeting after GRF finalizes their part of the coupon.

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

Rick West gave the following report:

INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. Gutter & Downspout Cleaning - Contractor: Professional Gutter Services. Next cleaning scheduled for November.
2. 2019 Phase III Roof Tune up for 22 Buildings - Timberline Roofing - Cost \$126,840.00 (Scheduled Completion Date: October 31st).
3. 526 HE Front Landing - Contractor: ALP Construction - Cost \$29,115.00. (Work has been completed).
4. Installation of 194 New Mailboxes. Contractor: MOD Cost \$13,198.04 (Work is in Progress).
5. 526 HE Rear side of building Repair Project - Damage due to dry rot above back deck and extensive Woodpecker damage. Contractor: MOD Cost \$8,190.00. (Work is Scheduled).
6. 562 HE - Woodpecker Damage - Contractor MOD Repair cost\$1,265.00. (Work is Scheduled).
7. 546 HE - Woodpecker Damage - Contractor MOD Repair cost\$1,070.00. (Work is Scheduled).
8. 618 RW - Dry Rot and Woodpecker Damage - Contractor MOD Repair cost \$2,380.00.

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(Work is Scheduled).

9. Paint safety strips on 12 additional steps. – Contractor MOD Repair cost \$569.00. (Work is Scheduled).

10. 5 Front Landings including Stairs and 5 Rear Decks are candidates for the new Excel Waterproof Pedestrian Coating. The buildings are: 2818 SI / 3023 GE / 526 HE / 503 FW / 505 FW. Contractor: Perfect Painting Cost \$33,625.00.

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

Rebecca Pollon gave the following reports:

1. LANDSCAPE REHAB: BACK AND COMMON AREAS

We are waiting to hear back on price from two of three designers interviewed. Once all bids have been received, they will be reviewed by the landscape committee and a recommendation made to the board for consideration.

CONSTRUCTION TIMING

We have discussed the possibility of doing back and common areas together in order to lessen the impact construction has on residents in each given area. We intend to do both in 2020 but depending on how long the design process and the construction bidding process takes, it is highly unlikely we will be able to complete all the work in one year, but we will keep our fingers crossed!

2. DEFENSIBLE SPACE/FIRE ABATEMENT

- **GRF PORTION** GRF has obtained a bid for tree trimming on Golden Rain property between 30 feet and 100 feet² from buildings. The price is \$48,000. Because of the price and the amount of time it will take, it will be broken into a two-year project, to be completed in time for 2020 fire season.

MUTUAL 68 PORTION

- The price for the Mutual 68 portion is \$28,000 and includes building clearance. The Board made a motion to approve tree trimming within 30ft for \$28,000 from the Replacement Reserve Fund with work to be completed ASAP.

Moved, Seconded, Carried 4-0

2. **Status of Landscape Rehab – Phase III:** Half of Phase III is complete. An irrigation leak under a sycamore tree was discovered, Rebecca Pollon reported that the tree has been removed.

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3. **Rosemary removal completed for 2968, 2952, 2882, & 2886 Saklan Indian.**
4. **Legacy markers:** Tabled for Landscape Committee to consider a ban on future markers as is followed by other Mutuals within Rossmoor.
5. **Potential Diablo FireSafe grant:** In process but no word from grantor.

Update on Tree Removal Project (unhealthy, thinning, threatening, infrastructure, etc): No update

- **Update on obtaining bids for landscape designer – Sunset Park:** Rebecca Pollon currently waiting on a third bid. Nothing under \$3k for design expected.
- **Urban Forest trimming/thinning beyond 100ft Defensible Space: to be considered after defensible space tree trimming completed.**

Community Information Committee Update: Lew Armistead, Board Liaison

Lew Armistead gave the following report:

The Community Information Committee (CIC) met last week and is recommending some changes to Mutual 68's communications program since the Board in June established the new website as the Mutual's official communications vehicle.

Since that Board action, the CIC has worked hard, along with Board members and other volunteers, to encourage all residents to register for the website. Most recently we are contacting by phone all unit owners who have not registered and asking them to do so. Within the next few weeks we anticipate that all owners who are willing to register will have done so. Some don't have computers or for other reasons do not wish to participate.

For some time now all new residents at their alteration meeting have received instructions on how to register and encouragement to do so.

With the last issue we are now distributing the Eaglet through the website's publisher function to all residents who have registered for the site.

Based on all that, the CIC recommends the following changes effective January 1, 2020—

* A new form will be distributed at the alteration meeting for new residents to provide information the Disaster Preparation Group (DPG) needs. That form will be developed by the DPG with assistance from the CIC.

*The current form distributed at alteration meetings will be eliminated. The CIC will rely on information from Member Records for the data it needs. These steps will mean that new residents will have to complete less information — only information that has a specific purpose. New residents will no longer receive a copy of the Resident Directory. Rather, when escrow closes, they will receive a welcome letter, encouraging registration on the website, and pointing out that a current Member Directory is available on the website. If residents, new or current, are unable to use the website, they can request a one-time printed copy of the Member Directory that is on the website.

Social Committee Report: Lew Armistead, Board Liaison

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The committee reported that they will be meeting September 24 to begin the planning for the Holiday Gala on December 9 at the Event Center. More info to come.

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 Comcast and the Disaster Preparedness group report.

Rossmoor EPO Meeting

September 9, 2019

Speakers: Briana Taylor of the American Red Cross and Dennis Bell, GRF Public Safety Manager.

Topics: Local Emergency Plans, particularly pertaining to Rossmoor and fire mitigation efforts and status of GRF emergency operations plan

Summary of items covered:

- Disaster occur all the time – two just recently – Mary Ann Apt Fire with 56 residents displaced and Chevron Fire with 4,000 in immediate threat with no warning. Only six months ago had the Camp Fire. Year before that the Santa Rosa Fire. We have no hurricanes nor Tornados but we do have Wild Fires and Earthquakes. What's needed first is a Communications Plan. Who to contact, where will you plan on going?
- New wrinkle from now on: PG&E's voluntary power turn-offs. May have one to two days' notice but may have none. May last a couple of days, may last a week or longer. (Wind, temperature and humidity dependent)
- 128,000 Acres burned so far with 180 incident command fires and 4800 small fires so far this year.
- Things to do:
 - Download Red Cross Emergency App
 - Have an escape plan (to get out)
 - Ensure your smoke alarms are installed and working
 - Have a communications plan and where you plan to go ("Hope" is not a plan)
- GRF is working on an updated Emergency Operations Plan. Drafts for review should be coming out in the October 2019 time frame. Last plan review was in 2013. New plan will include additional plans for wildfires. Will have Emergency Management Zones for Rossmoor. A MOA has been signed with the Red Cross to run a shelter inside Rossmoor. Open to public but, in all likelihood, those in Rossmoor, being closest, will fill it first. Note: there are no provisions for pets inside a shelter. (Note the shelter will not hold very many people and will take time to set up. Make your own preparations)
- Most frequent fires, by far, are kitchen fires, usually hard-boiled eggs cooking and left unattended. If a fire, First, GET OUT, then call 911. Do not go back inside.
- An evacuation of all of Rossmoor is unlikely. Partial sections. May divide Rossmoor into 8 zones If YOU ever feel unsafe, you may voluntarily evacuate yourself. Know where that might be – with family, friends. What's needed? (Meds, Medical Equipment, etc.)

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- Plan for sheltering in place AND for potential evacuation. Plan for special needs such as power, meds, mobility issues, etc. Plan to sustain yourself for 7 or more days...AND for your pets. Food, Water, Meds, warm clothes, having important papers ready to go, etc.
- GRF is not responsible to keep nor stock medical supplies or any other supplies
- It is a personal responsibility to prepare your personal plans, medical supplies, food and water, etc. Think ahead. Plan ahead.
- Sign up for Nixle. (Separate for Walnut Creek, Lafayette, etc.) Ensure your contact information is updated with PG&E so they can alert you for upcoming power outages

NOTE: The annual EPO Safety Fair will be held on Saturday, Sept 28, 2019 from 9:00am to 1:00pm at the Hillside Clubhouse. Lots of vendors providing emergency food and equipment, demonstrations and other useful information in preparation for disasters. Each Resident should plan on going. (That's this coming Saturday!!)

Unfinished Business

- Owner Acknowledgement of MOD Billable Work
- Organic Recycling – postponed until early 2020

Adjournment to Annual Meeting

President Walker adjourned the meeting at 2:29 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.

Respectfully Submitted,

Lucy Limon
Administrative Assistant