

# WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

## REGULAR MEETING MINUTES OF THE BOARD MONDAY, SEPTEMBER 27, 2021, AT 1:00 PM 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

### **Staff Present**

Paul Donner, Mutuals Operation Director; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager, Joel Lesser, Chief Financial Officer 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 ..... August 23, 2021

The minutes to the August 23, 2021, regular session board meeting were approved with a motion.

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

### **Announcements**

- Next Board Meeting: Monday, October 25, 2021, via Zoom.
- The Building Committee is still seeking new members
- MOD has informed on several occasions that Republic continues to have delays in trash, recycling, and composting bin pickup due to an ongoing shortage of drivers. They will strive to complete the pickup by 6PM of the day after the scheduled pickup.
- Residents are reminded that the most efficient way to request assistance with a variety of inquiries is to email [M68Board@rossmoor.com](mailto:M68Board@rossmoor.com). These emails are seen by the mutual board coordinator who will guide the residents in the most expeditious way to get help.

### **President's Report**

President Howard presented the following report:

# WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

1. Planned new hiking trail near Eagle Ridge  
The Trails Club has proposed the creation of a new hiking trail which would be located below the Dollar Trail on the side facing Rossmoor Parkway beginning just below the Labyrinth and ending across the street from Skyline Drive on Grey Eagle Drive. A PDF of the proposed trail is attached to this report.
2. Mutual's Management Agreement with GRF  
No new updates
3. Trust Agreement  
Needs updating, question remains as to year of expiration – 2024 vs. 2034 or later
4. Accounting  
Pending meeting with CFO to try and prioritize areas that impact several mutuals with potential solutions to improve workflow
5. Meeting Notice  
Use of a bulletin board outside of the entrance to the Mutual Coordinator's Office in the back of Gateway
6. 2022 Property Insurance Renewal Projections - Gallagher  
Valuation - replacement cost, Classification – 6 types of building construction, Fire-Sprinkler Adjustment – ~35%, Loss History Adjustment  
M68 – savings \$104,737 (26% reduction), range for all mutuals (30% decrease to 43% increase)
7. Order Desk Process  
Option of using email ([workorder@rossmoor.com](mailto:workorder@rossmoor.com)) or phone call (925-988-7650). If the request requires entry into a residence or is of an urgent nature, please call.

## **Unfinished Business:**

Cleaning of composting bins – Susan Fisher, Vice-President.

Susan thanked everyone who has helped in cleaning and maintaining the compost bins.

The Board made a motion to have Nice Cans clean the compost bins once.

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

## **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.

Ralph Anthenien presented the following report:

# WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

## **Mutual 68 Disaster Preparedness Group (DPG)**

### **Tips and Thoughts**

September 27<sup>th</sup>, 2021

Well, the feared restrictions have not come (e.g., lockdown, etc.) but it does seem like “the risk” of infection is increasing. Our vaccines are either “waning” OR not becoming as effective to new variants as time marches on. Each month the effectiveness decreases by 3-6% and it looks like it will be a while until most of us become eligible for the booster shot. The COVID-19 bug that is going around is most contagious and even if you survive a “light” impact from getting it, it is not known what the long-term effects might be. The best suggestion is to be very very safe and diminish your risk of acquiring this disease. Wear your mask whenever you are outside your home, observe the six-foot distancing rule (social distancing), wash your hands often, use sanitizer when returning to your automobile or before entering your own home, etc. Take all the steps you used to take before you obtained your vaccine. Stay safe!! Be extra careful!

- By now the M-68s Fire Safety Demo has occurred. If you were unable to attend, one of the key “missed areas” was the opportunity of ordering fire extinguishers for inside your manor. Need some? Obtain some from your nearest Ace Hardware store. Contact one of your DPG Zone Coordinators or myself for details.
- Wildfire threats continue. 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!!
- 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!!

## **Mutual 68 Disaster Preparedness Group (DPG)**

### **Report to the Board (re: residents forum)**

September 27<sup>th</sup>, 2021

Five (5) areas to briefly comment on during the resident comment portion of the board meeting:

- A. The risk of contracting COVID-19 is increasing due to the waning of the vaccine and the highly contagious nature of the variant going around. Be very careful when outside your Manor/Pod. Wear your mask, sanitize often, wash your hands often., insure you and family members are fully vaccinated.
- B. Please review the New “Tips and Thoughts” sheet for this month that you will find in the “board package” for additional information in better preparing yourself for future emergencies and events.

## WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

- C. The M68 DPG and your Zone Coordinators continue to update and refresh your Emergency Data Input information. Thank you for all your cooperation! We have been nearing a 100% rate of updates. If you have any questions, please feel free to contact your Zone Coordinator or me.
- D. Wildfires are continuing with a vengeance. Are you READY? Is your go Bag Ready? Do you know where you are going if you must leave your manor? Do you have a communications Plan? This will be a “come as you are” event so NOW is the time to prepare.
- E. Did you miss the M68 Fire Safety Demo last Saturday? If so, one of the main opportunities was to purchase fire extinguishers for inside your manor. Three to Five are recommended for your size home. Ace Hardware does sell them as does Home Depot, Lowe’s, etc. If you have questions, please contact your Zone Coordinator or me. Thanks!!

Please let me or your Zone Coordinator know how we can better serve you and assist in your preparation for future events whatever they may be.

Thanks for your continuing interest and involvement in improving your preparation for such events!!

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

Alan Lindquist presented the following report:

The Finance Committee met on September 22nd and reviewed the Mutual’ s financial information and projections through July 31st, 2021. It concluded that the operating fund and replacement reserves are adequately funded, with net fund balances of \$228,923, and \$1,473,621 respectively. The operating fund revenue was favorable to budget for the year to date by \$3,967, and expenses were favorable to budget by \$88,832, resulting in a total favorable variance of \$92,799. The major expense variances included water being \$81,036 under budget, tree removal being \$8,416 under budget, carpentry, roofing and paint being under budget by \$7,645 and insurance being favorable to budget by \$9,455.

Bank account statements were reviewed by two board members as required. All accounts are covered by FDIC insurance.

It was reported that the Mutual’ s attorney was able secure the release of the \$15,039 balance in the Shea settlement escrow account to be utilized as the Mutual deems necessary.

The Finance Committee also moved to recommend that in the future, certificates of deposits be acquired in amounts under \$250,000 per financial institution, the maximum amount insured by the FDIC.

The Board made a motion to certify compliance with California Civil Code, Section 5500.

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

Preliminary update on the status of the 2022 Budget and coupon: Projected to be close to last years.

### **Building Committee Report: Rick West, Building Maintenance Manager; Martha Kohler,**

# WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

## Board Liaison

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

### INFORMATION ITEMS: Work scheduled, In Progress or Complete

1. 2873 SI Dry Rot / Resale – Replacing 40 LF of 2 x 4 Trim / 3 sheets of Roof plywood.  
Sheetmetal replacement and resealing around windows.  
Contractor: MOD Cost \$2,185.00.

**This project was completed in Sept.**

2. 622 Shadow Hawk – Resale inspection. Contractor: Kingsway – Termite Repairs and Treatment.

Cost \$1,400.00

**This project was completed in Sept.**

3. 2824 SI – New Excel Coating for the Rear Deck, Front Landing and Stairs.

Contractor: AMAC Cost \$6,678.00.

**Project completed in September.**

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

2814 Saklan Indian – Loose Soffit / 576 High Eagle Ct. – Soffit Dry Rot.  
537 High Eagle Ct - Flashing and Dry Rot / 535 High Eagle Ct. – Flashing and Dry Rot.

**Projects in progress.**

5. Garage Door Discussion – Insulated or Non – Insulated Garage doors.  
New back up battery Law for Garage Door opener.

**B&C Garage Door – non insulated \$1,520.00 - insulated \$2,035.00.**

**Madden Garage Doors -non insulated \$2,200.00 - insulated \$2,900.00.**

6. Resealing around all window and door trim to prevent dry rot. Contractor MOD.

**T&M Project scheduled for winter 2021.**

**2021 Budget \$84,000.00.**

The Board made a motion to approve a future bench where the bus shelter was located, NTE \$1,500.

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

## WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

### **Landscape Report/Landscape Committee Report: Barbara Blum, Committee Chair; Susan Fisher, Board Liaison**

Barbara Blum gave the following report:

On Monday, September 20, 2021, the M68 Landscape Committee met to discuss landscape issues as well as to meet the new BrightView Contract Manager who will succeed Curtis Kaul as of October 1, 2021.

Curtis Kaul will be retiring from BrightView at the end of the month. He has supervised BrightView' s landscape maintenance contract with Eagle Ridge for the last 20 years. We wish him well on the occasion of his retirement and thank him for his landscape expertise and skillful management since the inception of Mutual 68. Curtis's successor is John Tawaststjerna. He is young and eager to get to know us, he said.

The Committee recommends to the Board a proposal to replace rodent-ruined turf at 3001 Grey Eagle with shrubs, mulch and cobble. The cost will be \$1198. Turf reduction is desirable due to the on-going drought and wish to reduce the use of chemicals and manpower to care for the lawns.

The Committee recommends to the Board a proposal to replace three recently removed trees at a cost of \$732 which also includes the tree stakes, deer cage, and two bubblers each.

The Committee recommends to the Board a proposal for tree care including removing stumps and pruning trees at a cost of \$2850.

The Committee requested input from the community about the suggestion that we remove the bus shelter on Grey Eagle. We have been told by GRF that the regular daily bus service will not be reinstated, thus it will never again be used as a bus shelter while waiting for a bus. We also told the community that if we remove the bus shelter, we will replace it with a bench as that is often utilized by passers-by. The cost to add a bench at this location, we were told by Rebecca, should be no more than \$1200 - \$1500. We do not think there will be cost to have GRF remove the shelter. The responses we received from the residents reflect the feeling that the shelter is no longer needed or wanted. We recommend to the Board that the bus shelter be removed and replaced with a bench at that same location.

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

No report was given.

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

Peter Yang gave the following report:

The Social Committee is very happy to announce that this year' s Holiday Gala will be held Monday, December 13, at the Event Center. All Mutual 68 residents will receive an invitation to the Gala in their mailbox tube, and the event will include a cocktail period, appetizers, and a sit-down dinner. The dinner will be catered by Classic Catering, which has prepared food at

## WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

previous social events.

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 is currently developing the menu, a timeline for distribution of invitations, and a reservation deadline. Watch the Eaglet for more details as they are determined

### **Adjournment**

President Howard adjourned the meeting at 2:25 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.

Lucy Limon

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**Assistant Secretary**