

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
MONDAY, OCTOBER 24, 2016 AT 1 P.M.
FIRESIDE ROOM, GATEWAY COMPLEX
1001 GOLDEN RAIN RD., WALNUT CREEK, CA 94595

Call to Order

President Blum called the meeting to order at 1:00 P.M.

Roll Call

Directors Present: Barbara Blum, President
Diane Mader, Vice President
Bill Dorband, Treasurer
Brant Free, Secretary
Larry Cahn, Director

Mutual Operations staff was represented by Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager.

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

Members' 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. The following issues were discussed: work order desk, pest control, vendor noise, reserve study, earthquake insurance, wood peckers and smoke detectors.

2017 Fiscal Year-End Budget: Bill Dorband, Treasurer

Treasurer Dorband presented the proposed 2017 fiscal year-end budget prepared with the input and assistance of Finance Committee Chair Walker, Building Committee Chair Cassidy, Landscape Committee Chair Blum and the Mutual Operations Division (MOD). Michael Wener presented his investigation into the benefits and drawbacks of obtaining Earthquake Insurance for the Mutual.

Details regarding the proposed 2017 fiscal year-end budget were presented as follows:

	<u>2016</u>	<u>2017</u>	<u>Increase</u>	<u>Change</u>
Total Mutual Assessment	\$493.83	\$548.67	\$54.84	11.1%
Trust Operations	\$202.42	\$205.33	\$2.91	1.4%
Cable TV Service	\$37.66	\$55.00	\$17.34	46.0%
Total GRF Assessment	\$240.08	\$260.33	\$20.25	8.4%
Total Basic Assessment	\$783.00	\$838.00	\$55.00	7.0%

A motion was made to approve the proposed 2017 fiscal year-end budget with a coupon amount at \$838 a month per manor.

Moved, Seconded, Carried 5-0

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Landscape Report: Rebecca Pollon, Landscape Manager

Lawn Maintenance: Lawns will be fertilized for the last time this year before Thanksgiving. Mowing will become less frequent as growth slows and irrigation schedules will be adjusted according to the weather.

Entry Maintenance: All shrub areas have been pre-emerged for fall and winter weeds. Crews are checking and clearing drains and v-ditches on an ongoing basis. Leaves will be collected as the trees finish dropping but sidewalks throughout the mutual will be blown clean weekly.

Tree Maintenance and Removal: Please call any tree pruning and building clearance requests to the work order desk.

Landscape Rehab: There are no pending projects at this time.

Recess for Refreshments

President Blum recessed the meeting at 2:11 p.m. for refreshments and reconvened the meeting at 2:32 p.m.

Building Maintenance: Rick West, Building Maintenance Manager

Work in Progress:

- a) Toupin Construction is in the process of repairing front landing dry rot at 556 S.O. for \$19,400.00.
- b) Phase II of Overflow Protection Devices: Four plex Installation of secondary pop ups by Davis Plumbing is 95% complete.
- c) MOD dry rot rehab work is currently on Phase II. Preparations for 2017 painting of 31-buildings are in progress. Currently, 7-Buildings are completed and cost to date for Phase I & II is \$236,392.
- d) All Clear is in the process of cleaning gutters for \$6,250.

Follow-up:

- a) AR Construction is in the process of addressing water intrusion at the back door threshold and replacement of dry rotted door at 2842/2844 S.I. for \$2,425.00.
- b) Front landing slurry coat estimates for 3014 G.E. were presented as follows: AMAC at \$3,200, Five Star at \$2,635, and Fleece is in the process of preparing an estimate.
- c) 2016 Phase I painting project of 21-buildings has been completed by Mirt Painting.
- d) Street light pole painting by CVP for \$6,875 has been scheduling through Trust.

President's Report: Barbara Blum

COMCAST: The Mutual Presidents were asked if their Mutuals have decided whether or not they will accept the phone and DVR options. The Most Mutuals have not decided officially, but the feeling is that the phone offer is not as good as it looks and some residents do not use DVRs. It appears that the Mutuals will not opt to increase their coupons further with additional Comcast services.

NIXLE Emergency Notification System: Dennis Bell announced that the system will be up and running by the first of the year. Residents will be able to join the program in order to receive

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updates such as emergency notifications, safety issues, and other announcements of Rossmoor interest.

MOD Financials: Rick Chakoff discussed the MOD financials with the group. Cash surplus is at \$166,117 which means that probably there will be excess monies at year-end which will be returned to the Mutuals.

Building Committee: Jack Cassidy, Chair; Larry Cahn, Liaison

The Building Committee Chair, Jack Cassidy, was thanked for his assistance with the 2017 fiscal year-end budget and their investigation into the benefits and drawbacks of obtaining Earthquake Insurance for the Mutual.

Community Information Committee: Vickie Hipkiss, Chair; Diane Mader, Liaison

Committee Chair Hipkiss indicate they are preparing the next edition of The Eagle Ridge News (TERN).

Emergency Preparedness Committee: Brant Free, Chair, Barbara Blum, Liaison

The Emergency Preparedness Committee did not have and updates to present.

Landscape Committee: Barbara Blum, Chair; Brant Free, Liaison

The Landscape Committee is satisfied with ongoing efforts to improve landscaping conditions.

Social Committee: Wendy Dorband, Chair, Bill Dorband, Liaison

The Holiday Party will be held at the Event Center on December 12th. Invitations will go out on the 7th or 8th of November and will be \$40 per person. The Mutual is expects approximately 140-residents and catering will be provided by Creekside.

Holiday Décor Committee: Mike Casey; Chair; Diane Mader, Liaison

The Holiday Décor Committee members were thanked for their assistance.

Database Committee: Jo Jones, Chair; Vicki Hipkiss, Vice Char.

Please forward new phone numbers and emails to Jo Jones.

Welcome Team Committee: Casey Dixon, Chair, Bill Dorband, Liaison

The Welcome Team Committee is continuing to welcome new Residents.

Finance Task Force for Budget Review: Doug Todoroff, Chair; Bill Dorband, Liaison

The Finance Task Force members were thanked for their work and efforts.

Finance Committee: Dwight Walker, Chair; Bill Dorband, Liaison

Enclosed herein as "Attachment A," The Finance Committee Charter was presented to the membership and discussed by the Board. A motion was made to approve the Finance Committee Charter as presented.

Moved, Seconded, Carried 5-0

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Smoking in Common Area

There have been reports of a heavy smoker in a heavily wooded area at the end of High Eagle. A sign was made and posted to deter smoking in the area. If smokers are identified, please contact the City of Walnut Creek at (925) 256-3535.

Availability of Storage Lockers

Committees should not store personal items in storage lockers that are designated for Committee purposes and should clean out the lockers of any items that will not be used.

Next Board Meeting

The next meeting will be held on Monday, November 28, 2016 at 1:00 p.m.

Adjournment

President Blum adjourned the meeting at 2:14 P.M.

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the approved minutes of the Board of Director's meeting.



Secretary

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Attachment A

FINANCE COMMITTEE CHARTER

Purpose

The purpose of the Committee shall be to provide financial advice, analysis and information to the Board to better enable the Board to make sound business decisions (see pp 10-11 of Mutual 68 Policies). The Committee shall have no authority to act on behalf of the Mutual, other than to formulate and present recommendations to the Board related to its stated purpose and assigned tasks. The tasks the Committee may be assigned are entirely at the discretion of the Board.

Responsibilities

1. Review monthly and annual audited financial statements and raise issues to be addressed by the Board.
2. Analyze budget recommendations from MOD and other sources to advise the Board on the proper level of funding required for the Operating and Replacement Reserve Funds.
3. Prepare projections to determine capital expenditures needed in the future.
4. Advise the Board on the Mutual's practical and legal requirements to disclose financial information to homeowners.
5. Review costs for services and acquisitions to determine the most financially advantageous options.
6. Investigate financing options in the event that large reserve expenditures arise in the future
7. Recommendations to the Board regarding major financial policies, such as those dealing with investments, reserve funding and expenditures and financial budgeting/reporting, etc.
8. Coordination among other Mutual committees is encouraged when deemed necessary or appropriate to accomplish the Committee's purpose.

Meetings

The Committee shall establish and maintain a regular meeting schedule and will maintain written records of such meetings. Oral and/or written reports will be submitted to the Board and membership at each regular and annual meeting. Committee meetings shall be at the discretion of the Chair and will be open to all homeowners. Committee members are expected to attend scheduled meetings on a regular basis. A quorum of at least 3 members shall be required to conduct business.

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Membership

The Committee shall consist of an odd number of voting members, but not fewer than five (5). There may also be up to two (2) alternate, non-voting members. Alternate members are encouraged to attend all meetings but may only vote if an insufficient number of regular members are present to constitute a quorum. There shall be at least one non-voting Board Liaison to the Committee whose primary function shall be to facilitate communications between the Committee and the Board. Members shall be selected on the basis of area served, expertise and interest and ability to make a contribution to the Committee.

The Board shall make all appointments to the Committee. Members shall be appointed for a finite term of two years (subject to reappointment). Said terms shall be staggered where practicable in order to promote continuity within the Committee. The Committee shall elect, from among its membership, the Committee Chair who will serve for a period of one year.