

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
MONDAY, NOVEMBER 26, 2018 AT 1:00PM
CREEKSIDE CLUBROOM
1010 STANLEY DOLLAR DR., WALNUT CREEK, CA 94595

Call to Order

President Walker called the meeting to order at 1:03 p.m.

Roll Call

Directors Present: Dwight Walker, President
Gail Todoroff, Vice President
Steve Hallert, Treasurer
Bob Grotz, Secretary
Lew Armistead, Director

The Mutual Operations Division was represented by Kelly Mattison, Board Services Coordinator; Rick West, Maintenance Manager; Rebecca Pollon, Landscape Manager, and Penny Reed from Counseling.

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 Budget Meeting of the Board.....	October 22, 2018
Executive Session of the Board	October 22, 2018
Special Meeting of the Board.....	October 29, 2018
Executive Session of the Board	October 29, 2018
Executive Session of the Board	November 19, 2019

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

Moved, Seconded, Carried 5-0

Announcements

Next Board Meeting is: December 17, 2018 in the Gateway Board Room, if needed. This meeting may be cancelled and the first meeting in 2019 will take place on January 28th in the Clubroom at Creekside.

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.

3101/3103/3113 Grey Eagle Drive Project Update: Mike Casey for Bill Dorband and Phil Gregory of Cal Engineering & Geology

Mike Casey gave the following report in Bill Dorband's absence:

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

3101-3103 Wall:

Our contractor, engineer, and geologist have been discussing various modifications to the original bid which the board accepted 2 months ago. The latest information is that the work will be fully planned out soon, and soil may be broken in mid-December. We have been assured that the work can continue around any adverse weather conditions thru the winter months. A final completion date has not yet been set.

3113-3115 Releveling:

The building at 3113-3115 Grey Eagle has been leveled and the interior repaired to eliminate the effects of the land movement to the adjacent property. We believe that the unit 3113 Grey Eagle has been sold to a current Mutual 68 resident recently. The cost of releveling and repairs was approximately \$60,000. We will be completely covered through our current claim.

3101-3103 Sewer Lines:

We are currently seeking bids from contractors for the removal of the servicing sewer lines running to the 3101-3103 site. These were originally capped off, but not completely removed. Complete removal will eliminate our payment of property taxes on the site.

Phil Gregory reported that ESR has been delayed with the 3101/3103 project due to some emergency family issues for Steve O'Connor. Phil is expecting final plans this week for his review. Once finalized those plans will go to the City of Walnut Creek for a permit to begin the work. Phil does not expect the work to get underway until January and the board requested the ESR remove their earth moving equipment from the lot until work is to commence. Phil agreed to communicate that to ESR. Phil indicated that, given the rainy season, the project could take 3-6 months to complete. Anticipated completion date is June, 2019.

Rossmoor Counseling Office Presentation: Penny Reed, Counseling Supervisor

Penny Reed gave a presentation on the Rossmoor Counseling Services:

Staffed by three licensed counselors with professional training in gerontology, RCS provides a wide range of assistance ranging from short-term counseling to long-term care planning to mediation. And all its services, with the exception of the annual women's and men's conferences it sponsors, come free of charge to Rossmoor residents.

Among RCS services are providing confidential in-office counseling on—

- ways residents can handle life transitions such as their recent move, retirement, bereavement, loss of identity, and family relationships.
- such topics as information and referrals on dementia, support groups, transportation, help in their home, emergency response systems, alternative living plans, and financial assistance programs.
- physical and cognitive changes including hearing loss, vision impairment, limited mobility, memory problems, and confusion.

RCS counselors will also work with people in their residences to assess the functionality of their home so their living space will be as safe as possible. Counseling can be provided in a resident's home if that individual is medically fragile and there is an area there for confidential

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

conversations

Family relationships is another key service. The office receives a number of phone queries during January from adult children who are concerned with their parents living in Rossmoor. In that case, a counselor could meet with both the Rossmoor resident and his/her children.

With three credentialed counselors, wait time for appointments is minimal, ranging from one day to one week, according to Reed.

Located in the Gateway Clubhouse, RCS is open from 8 a.m. to 4:30 p.m. Monday through Friday. Additional information can be found at <http://rossmoor.com/resident-information/rossmoor-services/counseling-services/>, or you can phone (925) 988-7750.

Treasurer's and Finance Committee Reports: Steve Hallert and Traude Valachi, Finance Committee Chair

Steve Hallert gave the following treasurer's report:

AS OF OCTOBER 31, 2018

Mutual 68 has three different segregated funds. The following is the cash position in the three funds as of month end:

Operating fund	\$198,151
Replacement Reserve	\$486,073
Land Stabilization Fund	\$3,378,132

Because of increased costs over estimated amounts primarily for rehabilitation for painting and roof tune-up we expect the replacement reserve expenditures to exceed the budget by \$71,251.

The operating fund expenditures are running approximately \$47,000 under budget primarily due to savings in the area of utilities and landscape maintenance.

Excess funds in The Land Stabilization and Replacement Reserve Funds are invested in short term certificates of deposit (CDARS) earning interest.

Traude Valachi gave the following Finance Committee Report:

1. CDAR rates are currently 2%
2. Membership: Judy Harris has resigned, leaving 7 members of the committee.
3. For the upcoming year the committee will be concentrating on the following items:
 - a. Review of the Charter: to make sure the committee is doing what they are supposed to be doing; to recommend to the Board any changes that should be made to the charter based on current issues, conditions, etc.
 - b. Review the dashboard schedules for improvements: for efficiency of getting the data; to assess the value of the information content
4. Earthquake Insurance:
 - a. SIR (self-insurance retention) or hybrid option: An SIR example was given; no recommendation from the finance committee – only 3 members at the November committee meeting.

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

- b. Still working on clarifications of the CC&Rs as to consistency with the proposed Mutual earthquake insurance options and the CEA (California Earthquake Authority) insurance available to individual unit owners.

Building Committee Report: Rick West, Building Maintenance Manager; Mike Casey, Chair of the Building Committee (Bob Grotz, Board Liaison)

Rick West presented the following building maintenance report:

Action Items:

1. 3012 GE Front Landing and walkway and rear deck Coating – Contractor Estimates: Perfect Painting \$6,665.00 - A-One Construction (Pending).

Information Items: Work Scheduled, In Progress or Completed

1. 501/503 Falconwood Tree damage repairs to the building – Contractor: AMAC cost \$6,915.00. (Work in Progress).
2. 2996 SI Front landing / Sheer wall and Termite Damage Repairs - Contractor: AMAC Estimated Cost \$25,675.00. Separate Estimated cost for the landing Excel Coating: Perfect Painting \$3,040.00. Termite treatment cost \$495.00 (Work in Progress).
3. Painting of all 4 plex white stair safety strips and installation of new peel and stick non-skid strips on landings - Contractor: MOD (Scheduled).
4. Phase III Painting - Contractor; Pacific Trim (Work Completed).
5. Phase II Roof Tune up for 29 Buildings – Timberline Roofing (Work Completed).
6. Gutter Cleaning – Contractor: Perfect Painting scheduled for 2 cleanings. Total Cost \$23,000.00 First Cleaning Scheduled late November. (Scheduled).
7. Hand Railing and Retaining Wall Repairs on Saklan Indian (Confirmed it is on GRF property).

- **Mike Casey resignation, effective January 1, 2019:** The Board announced that Mike Casey is resigning from the Building Maintenance Committee, effective January 1, 2019. Bob Grotz and the entire Board thank Mike for his 7-year commitment and presented him with a certificate.
- **AMAC \$5,244 Change Order ratification – 2996 Saklan Indian:** A motion was made to ratify the approval of a change order in the amount of \$5,244 from AMAC regarding dry rot repairs on the front landing at 2996 Saklan Indian.
Moved, Seconded, Carried 5-0
- **3012 Grey Eagle – Front Landing, Walkway, and Rear Deck Coating:** A motion was made to approve the front landing, walkway, and rear deck coating at 3012 Grey Eagle within an amount not to exceed \$6,700, pending further bids with the lowest bid being awarded.
Moved, Seconded, Carried 5-0
- **2874 Saklan Indian Front Landing Deck Coating:** A motion was made to approve the front landing deck coating at 2874 Saklan Indian within an amount not to exceed \$2,900, pending further bids with the lowest bid being awarded.

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

Moved, Seconded, Carried 5-0

Landscape Report/Landscape Committee Report: Rebecca Pollon, MOD, Barbara Blum, Committee Chair (Gail Todoroff, Board Liaison)

Barbara Blum gave the following Landscape Committee Report:

The Landscape Committee met on October 23, 2018 to discuss these issues:

- the condition of the landscaping in the Mutual zone by zone
- the re-landscaping of Phases 2 and 3 in 2019 (approved by the Board in the 2019 Budget)
- the landscaping of the soon-to-be enlarged Sunset Park
- how to potentially resolve the issue of residents having to annually have the reforestation Oaks pruned when they block views
- the 3 bids for the Mutual's Landscape Maintenance Contract

The Landscape Committee will hold an information meeting regarding Phase 2 and 3 of front yard rehabilitation. Sometime in the future a Town Hall Meeting will be held for residents to give input regarding Sunset Park.

Rebecca Pollon presented the Board with a Sycamore Anthracnose Proposal from Brightview and explained to the Board the diagnosis and treatment of the tree disease.

A motion was made to do part of the proposal and that motion died. Another motion was made to do all the areas identified on the proposal: Grey Eagle Thoroughfare (Terra Granada – High Eagle), Saklan Indian Thoroughfare (Past Model – Entry 13), and Saklan Indian Homes in the amount of \$4,510 for all three areas.

Moved, Seconded, Carried 5-0

Social Committee Report: Lew Armistead

Lew Armistead gave the following Social Committee report:

The Social Committee met October 25 to finalize plans for the Holiday Party, which is scheduled for Monday, December 10, at 6 p.m. in the Event Center.

This promises to be an outstanding event with an open bar during the cocktail hour, three choices of entrees, decorated tables with a holiday theme, and entertainment featuring music of Frank Sinatra. All residents received invitations in their tubes over the Veteran's Day weekend, and new residents are receiving phone calls inviting them. Additionally, the party was featured in a special edition of the Eaglet.

Tickets are \$50 per person and residents are encouraged to invite guests.

The Committee requests that Board members and others in the audience encourage their neighbors to attend the Holiday Party. This is an event no one will want to miss. Deadline for reservations is November 30.

We must also report that Wendy Dorband has resigned as chairperson. The committee will

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

bring a recommendation for new leadership in the near future. The Board thanked Wendy for her dedication to the Social Committee and will provide her with a Thank You Certificate.

Community Information Committee Update: Barb Walker, Committee Chair (Lew Armistead, Board Liaison)

Lew Armistead gave the following report:

The CIC met early this month and focused on both organizational tasks and plans for our communications program.

Regarding organization, we—

- Established committee meeting dates for the second Monday of each month throughout 2019.
- Agreed on the content of a message to all residents who volunteered to assist in communications as part of the recent survey. That message was sent shortly after our meeting and, among other offers, resulted in Susan Fisher agreeing to join the committee as Secretary.
- Prepared a CIC charter, which is attached, for Board adoption

Regarding communication activities, we—

- Established a task force that will develop plans to improve the Mutual 68 website and set its first meeting for tomorrow. It should be noted that we are currently making some minor improvements to the existing website and encourage all residents to start using it as one communication vehicle.
- Agreed on a three-prong communications plan. It will include e-Blasts for time sensitive items; at least monthly *Eaglets* to report Board actions, feature people in Eagle Ridge, and other items; and an improved website. The committee will review this approach as needed and it could change in the future. Also, we are exploring producing *Eaglets* twice monthly.
- Learned that only five Eagle Ridge residents have not provided email addresses. We plan to contact them and offer to give them print copies of *The Eaglet*.
- Agreed to develop a communications calendar.

The Committee also heard a report from its Welcome Subcommittee that Mutual 68 so far has 20 new families (31 residents) in 2018. There have been six new families (eight residents) since July.

Committee members are Barb Walker, chairperson; Susan Fisher, secretary; Casey Dixon; Vickie Hipkiss; Jo Jones; Diane Mader; Chris Slee; Tricia Spiegel; and Lew Armistead, Board liaison.

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

- **Charter Proposal for Board Approval:** A motion was made to accept the revised charter for the Community Information Committee as presented.
Moved, Seconded, Carried 5-0
- **Committee Members for Board Approval:** A motion was made to approve the following persons as members of the committee: Barb Walker, chairperson; Susan Fisher, secretary; Casey Dixon; Vickie Hipkiss; Jo Jones; Diane Mader; Chris Slee; Tricia Spiegel; and Lew Armistead, Board liaison.
Moved, Seconded, Carried 5-0

Emergency Preparedness Update: Bob Grotz, Board liaison

Bob Grotz gave the following report on behalf of Ralph Athenien:

The following actions have occurred since the last Board meeting held on October 22, 2018:

- a. Continued to meet with Lew Armistead (Board Rep to Communications) to develop and refine some Eaglet E-Blasts distributing Disaster Preparedness information to residents with respect to wildfires, smoke, etc. These communications met with a noteworthy positive response from residents proclaiming their appreciation for the timely shared information and their desires to have additional information regarding disaster preparedness steps that they can undertake.
- b. Completed all requirements for the Amateur Radio (Ham) Technical license, passed test and was granted a call sign from the FCC. This will increase the numbers of Ham Radio Operators within Mutual 68 to improve connectivity within Rossmoor and the community during a disaster. This will increase the information flow out of and into Mutual 68 during communication outages on cell phones, the internet, etc.
- c. Located and worked on a Plan/Sketch to diagram all DP lock boxes and assembly points within mutual 68.
- d. A third Disaster Preparedness Meeting was held on Wednesday November 14th to continue the collection of data, missing resident's information data sheets and other needs, to include filling the last couple of Group vacancies. Future training plans for the group as well as residents will be done at the December meeting planned for December 12, 2018 in the Fairway Conference Room, Rooms A/B at Creekside. Assignments were also made to collect current radio operators, complete inventories, etc.
- e. Joined the National Radio Relay League (ARRL) (A national Ham Radio Group) that provides support, classes, and publications for disaster operation planning and training.
- f. Prepared a draft role for the Disaster Preparedness Group to assist in the clarification/revision of the Groups charter.

Ongoing Activities this month:

- a. Continued to purge and update rosters, continuity binders, and collect information on available equipment being maintained to include radios, horns, tape, flashlights, gas shut off wrenches, whistles, first aid kits, etc.
- b. Inventories of Lock Boxes, equipment and other materials will continue until complete.

Future Activities to include:

- a. Continue the activities and tasks begun above

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

- b. Assist in the review and revision of the DP Charter as appropriate. The role and expectations of the Disaster Preparedness Group must be clarified by the M68 Board to insure the DP Group functions as expected and stays within the appropriate boundaries set by the M68 Board.
- c. Develop a training plan for the next 12 months to include a communications plan. The training plan will include training for both the DP Group as well as M68 residents.
- d. Develop a 2019 Exercise plan for both the DP Group as well as for M68 residents
- e. Coordinate activities, needs and plans with other groups within Rossmoor to include the EPO as appropriate.

President's Report: Dwight Walker, President

No report.

It was announced that there is no need to hold a December meeting and that the December 17th Board meeting should be cancelled. A motion was made to cancel the December 17, 2018 Board meeting.

Moved, Seconded, Carried 5-0

Adjournment

President Walker adjourned the meeting at 2:36 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.



Assistant Secretary