

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
MONDAY, NOVEMBER 28, 2016 AT 1 P.M.
BOARD 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 Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; Will Kim, Board Services Coordinator.

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

Approval of Meeting Minutes

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

Regular Meeting of the Board..... September 26, 2016
Regular Meeting of the Board..... October 24, 2016

The minutes to the aforementioned meetings were approved as submitted.

Announcements

The Board Meeting scheduled for Monday, December 26, 2016 has been cancelled for the Holidays. The next Board Meeting will be held on Monday, January 23, 2017 at 1:00 p.m.

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: slurry in the common area and meter monitoring.

2017 Fiscal Year-End Budget: Bill Dorband, Treasurer

We project coming in or slightly under budget in repairs and maintenance, as seen in Rick West's reports. Our water costs, the single most expensive utilities cost, should be right on budget, based on year to date (thru Oct) plus projections based on last years' November and December.

We continue to maintain water conservation levels begun two years ago. Our ending 2016 budget forecast for reserves of \$757,687 remains accurate, assuming no unforeseen charges

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in the next month. We will begin to add a larger reserve contribution beginning with the January 2017 coupon, increasing from \$130 per month per unit to \$190 per month per unit. We received the Reserve Report from Helsing Group at the end of October. It does not include some of the additional expenditures which the 2017 reserve budget contains. We will ensure that the 2018 report properly includes the updated figures approved at our October 24 Board meeting.

Landscape Report: Rebecca Pollon, Landscape Manager

Lawn Maintenance: Mowing occurs every 2-3 weeks for the winter due to slower growth rates and saturated soil.

Entry Maintenance: Crews are checking and clearing drains and v-ditches on an ongoing basis and concentrating on keeping sidewalks clear of leaves. Each entry is visited weekly. Leaves will be collected as the trees finish dropping.

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

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

The Board discussed and reviewed a proposal to remove a Raywood Ash tree behind 2842 Saklan Indian Drive. A motion was made to approve the removal of a Raywood Ash tree behind 2842 Saklan Indian Drive for \$800 at the Mutual's expense for building clearance purposes and fire prevention.

Moved, Seconded, Carried 4-1, Director Blum voted No

Building Maintenance: Rick West, Building Maintenance Manager

Work in Progress was presented as follows:

- a) Toupin Construction is proceeding with front landing and dry rot repairs at 556 S.O. for \$19,400.00 and estimate completion of work by 12/15/16.
- b) Phase II Over flow Protection Devices: Fourplex installation of secondary pop ups by Davis Plumbing is 95% complete
- c) MOD dry rot rehab work is currently in Phase II. Preparations for 2017 painting of 31-buildings are in progress. Currently, 11-Buildings are completed.
- d) Street light pole painting by CVP for \$6,875 is in progress

Follow-up topics were presented as follows:

- a) 2842/2844 S.I.: Water intrusion at back door threshold and replacement of dry rotted door by AR Construction for \$2,425 is complete.
- b) All Clear is in the process of cleaning gutters for \$6,250.
- c) The following front landing slurry coat estimates per landing at 3014 G.E. were presented and discussed by the Board: AMAC at \$3,200, Five Star at \$2,635, KM System at \$1,746, Excel at \$2,861, and Perfect Paint at \$2,861.

A motion was made to approve Perfect Paint for the front landing slurry coat at 3014 G.E. for \$2,861 per landing.

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Moved, Seconded, Carried 5-0

President's Report: Barbara Blum

Becoming a Better Board: Paul Donner led a very informative presentation relating to the ways Boards can be productive, fiscally sound, and effective.

Access Control System Concept: Tim O'Keefe described the progress made toward creating a physical device to limit usage of GRF facilities to those authorized to use them. The rationale for such a system is that there are outsiders using GRF amenities and that lessees are using them without making any payment toward them. Tim outlined the aspects which have been addressed so far: proof of residency needed for co-occupants, administration fee could be charged to NEW GRF members, lessees could be charged a usage and administration fee for usage of facilities, lessors would not be authorized to use facilities. The amenities which probably will be targeted for the new access control system are the Fitness Center, the golf course, the bus system and possibly the theater.

Rossmoor Website: Some of the Presidents have concerns about the Rossmoor Website. They feel that it addresses the needs of possible new residents and not current residents. With the increased internet accessibility beginning on January 1, 2017, it is felt that perhaps a Members Only part of the website is needed. Maureen O' Rourke will be invited to the January meeting to discuss this possibility.

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

The Finance Task Force turned over the Roof Inspection Report to the Building Committee for review.

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) and all issues of the TERN will be available on the Eagle Ridge website.

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

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

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

After the Committee's quarterly walkthrough, a few noncompliance courtesy notices were submitted to residents who have planted unauthorized plants in the common areas without prior approval from the Landscape Committee.

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

The Holiday Party will be held at the Event Center on December 12th. The Mutual is expects approximately 140-residents and catering will be provided by Creekside.

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

The Holiday Décor Committee members were thanked for their work during the Holidays.

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

Please forward new phone numbers and emails to the Database Committee.

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

The Welcome Team Committee is continuing to welcome new Residents.

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

A motion was made to appoint six (6) candidates as members of the Finance Committee with the following terms:

| | |
|---------------------|-------------------|
| Judith Box | Two (2) Year Term |
| Mike Marchi | One (1) Year Term |
| Irv Shiffman | Two (2) Year Term |
| Doug Todoroff | One (1) Year Term |
| Mike Wener | Two (2) Year Term |
| Dwight Walker | One (1) Year Term |

Moved, Seconded, Carried 5-0

Smoking in Common Area

If smokers are identified, please contact the City of Walnut Creek at (925) 256-3535.

Comcast Contract Options

The Mutual will keep their current bundle package with Comcast and pay \$2.75 a month less, which include two (2) DVRs. For residents who are new to the program, this will only cover one (1) cable TV and no DVRs. Although attempts were made by the Board, the Comcast representative was not available for a presentation.

The Finance Committee will analyze available pricing and alternative packages regarding the Comcast phone package at \$20 a month per manor and two (2) DVRs at \$9 a month per manor.

Engagement of Auditor

A motion was made to approve the three (3) year engagement of Hinricher, Douglas & Porter LLP for the audit of financial statements and the preparation of federal and state tax returns with an annual fee at \$2,850.

Moved, Seconded, Carried 5-0

611 Foxwood Fencing

The Board discussed a request for an access gate at 611 Foxwood that would cost the Mutual \$800. The Board would like vendors educated on proper entry procedures by Mutual Operations Division staff, before \$800 is spent to install a new access gate.

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Transfer of Reserves Funds to Operating Account

In January 2017, our annual insurance premiums come due. They total approximately \$110,000. Because we keep our operating cash balance at around \$135,000, we will need to transfer approximately \$40,000 to the operating fund from the reserve fund, as a temporary transfer subject to repayment within 12-months. This situation occurred last year, and was repaid fairly promptly.

A motion was made to transfer \$40,000 from Reserves to Operating for anticipated January 2017 insurance premium expenses, to be repaid within 12-months.

Moved, Seconded, Carried 5-0

Availability of Storage Lockers

Committees and residents 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.

Adjournment

President Blum 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 approved minutes of the Board of Director's meeting.



Secretary