

# WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD  
MONDAY, MARCH 25, 2019 AT 1:00PM  
CREEKSIDE CLUBROOM  
1010 STANLEY DOLLAR DR., WALNUT CREEK, CA 94595

## **Call to Order**

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

## **Roll Call**

**Directors Present:** Dwight Walker, President  
Gail Todoroff, Vice President  
Bob Grotz, Secretary

**Directors Absent:** Lew Armistead, Director

The Mutual Operations Division was represented by Kelly Mattison, Board Services Coordinator; Rick West, Maintenance Manager; Rebecca Pollon, Landscape Manager; and Paul Donner, Mutual Operations Director. Also present was Mark Wilhite from ESR.

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 ..... February 25, 2019  
Executive Session Meeting ..... February 25, 2019

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

**Moved, Seconded, Carried 3-0**

## **Announcements**

- Next Board Meeting: May 28<sup>th</sup>, 1PM, Creekside Club Room

## **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 remodels and communication on remodels.

- Disaster Preparedness Group – John Wilkinshaw

## **Resident report to Board – March 25, 2019**

By

Mutual 68 Disaster Preparedness Group (M68 DPG)  
John Walkinshaw

- Ralph A. Anthenien, M68 DPG Lead is on vacation and will return later this week

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- Train the Trainers sessions have been complete except for one make up session for about 5 Trainers which will be completed in April.
- Inventories of supplies and equipment maintained by the 10 Zones is being completed
- Training is about to commence for each resident on essential tasks to include: Unit Water and Gas Turn offs, Electrical Panel Breaker resets and turnoffs, no power garage door operation, fire extinguisher operation etc.
- Training is being prepared for resident training on assembly areas, radio operators etc.
- Receiving excellent support in Eaglet “e-blasts” communication DP information to residents as well as adding items to the M68 Website.
- Encouragement is continuing for residents to attend the EPO meetings held on the first Monday of each month starting at 9:30 am. Refer to Rossmoor newspaper for location.
- Volunteers are still be sought for both Zone Coordinators/Alternates as well as radio operators.

John  
John Walkinshaw

## **3101/3103/3113 Grey Eagle Drive Project Update: Mark Wilhite of ESR**

Heard a report from Mark Wilhite of ESR that the City of Walnut Creek has not issued a permit yet for 3101/3103 final project. Approval is expected in the near future with 4-6 months to complete the project.

## **Nominating Committee Report: Dwight Walker**

- A motion was made to appoint Susan Fisher to fill the Board vacancy effective immediately. The term expires June 2019.  
**Moved, Seconded, Carried 3-0**
- A motion was made to appoint Susan Fisher as Treasurer of the Board.  
**Moved, Seconded, Carried 3-0**

## **Unfinished Business**

- Owner Acknowledgment of MOD Billable Work: this item is still in progress.

## **Finance Committee Reports: Dwight Walker**

- **Review of the February Financial Statements:** Dwight Walker went over the February Dashboards.
- **Compliance with Civil Code 5500:** A motion was made to certify compliance with Civil Code 5500, review of financial statements by two board members.  
**Moved, Seconded, Carried 4-0**  
**Accept Audited December 31, 2018 Financial Statements:** A motion was made to accept the 2018 Audited Financial report with minor edits that were requested and are being completed.  
**Moved, Seconded, Carried 4-0**
- **Approve new members of Finance Committee:** A motion was made to appoint Bill Dorband, Ken Haley and Alan Lindquist to the Finance Committee.  
**Moved, Seconded, Carried 4-0**
- A motion was made to appoint Alan Lindquist as the Chair of the Finance Committee

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and Bill Dorband as the Vice Chair.

**Moved, Seconded, Carried 4-0**

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

Rick West presented the following building maintenance report:

### **Information Items: Work Scheduled, In Progress or Completed**

1. 2996 SI Front Landing Stair Coating – Contractor: Perfect Painting - Cost \$750.00. (Work scheduled).
  2. 523 SO – Air Duct reconnection – Contractors: Clean Air (work completed).
  3. Painting of all 4 plex white stair safety strips and installation of new peel and stick non-skid strips on landings - Contractor: MOD (Work in Progress).
  4. Phase III Roof Tune up for 22 Buildings – Timberline Roofing - Cost \$126,840.00 (Tentative April Scheduling - Weather Pending).
  5. 526 HE Front Landing – AMAC completed destructive testing – Cost \$1,040.00. - Currently waiting for scope of work from Bertalami Engineering – MOD will put this project out to bid as soon as we receive the drawings and SOW from the engineer. (Work Pending).
  6. 522 HE Court Woodpecker damage – MOD crew installed Smart Paneling above the garage to prevent further damage. Estimated cost NTE \$2,800.00 (Work completed).
- **Approval of Work Orders in excess of \$500:** The Board reported that work orders in excess of \$500 get approved by the Board.
  - **Core Drilling Contract for 2019 of \$3,700:** The Board reported this is an ongoing reserve item that is being done by Perfect painting at the front landings and rear balconies.

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

Rebecca Pollon reported on defensible space between 100 and 200 feet from structures. She obtained a proposal from Brightview for 100-200 feet from structure and the cost came in at \$60,000 to limb trees and \$12,000 for weed eating. The quoted price did not include Saklan Indian at this point. The Board requested that Rebecca obtain additional bids to be received with the same scope of work to be performed.

Barbara Blum gave the following report:

At the March 18, 2019 Landscape Committee meeting, a letter to the Walnut Creek City Council was finalized and is attached to this report. The recommendation to the Board from the committee is for the letter to be sent to the Walnut City Council for their approval and action regarding removing some Reforestation Oaks.

The proposal from BrightView for defensible space clearing from 100' to 200' will be forwarded directly to the Board for their approval.

The Phase 2 landscape rehab has begun on Shadowhawk and Woodwren and is almost complete. The next area will be 3113 Grey Eagle and Spotted Owl. The process is

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demolition, preparation, planting and then moving on to the next 3 buildings. The plan is for Phase 3 to follow the completion of Phase 2 in this calendar year.

- **Reforestation Oaks and City of Walnut Creek:** A draft letter to the City of Walnut creek was given to the Board for consideration, requesting permission to remove reforested oaks in limited locations to be replaced by trees in more appropriate locations. A motion was made to approve the letter for mailing.  
**Moved, Seconded, Carried 4-0**
- **Status of Proposal for Landscape Rehab of Phase III:** The landscape committee reported that the Board should be getting an amount on the Phase III rehab in Mid-April.

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

Lew Armistead gave the following report:

At its March 11 meeting, the Community Information Committee reviewed proposals from three vendors that provide help to Homeowner Associations in developing websites. The CIC has been discussing creation of a new password protected website for a number of months. A listing of the services each provides is attached.

While the CIC is still looking at specific content for the new site, it will likely include such items as a message board, news on social events and governance, photos, a pet directory, advice on disaster preparedness, opportunities to volunteer, etc.

The cost of using such a service will include a one-time design fee plus an annual fee for on-going support. One advantage of a password protected website is that the Mutual will be able to save money annually by disseminating information electronically, if residents sign up for this service, instead of mailing items. For example, last year Mutual 68 spent \$4,000 mailing documents required by law.

Several references from homeowner associations that use HOA-Sites have been conducted, and they were all favorable.

After considerable discussion, the CIC voted to recommend that we use HOA-Sites. What is offered by this organization most closely matches what the CIC believes will best work for Mutual 68 plus it offers the most comprehensive support. If this recommendation is approved by the Board, the Committee will begin work in conjunction with HOA-Sites to design our new website.

**SUGGESTED MOTION:** Approve the use of HOA-Sites for development of a new Mutual 68 website at a one-time cost of \$500 for design and an annual fee of \$550.

The CIC also considered making a current copy of the Mutual 68 Resident Directory available to all residents in the Mutual who request it. The Directory contains phone numbers and email addresses which would allow residents to easily contact their neighbors. Newcomers are provided this directory, but over the years it becomes outdated.

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The CIC is suggesting that this availability be promoted in The Eaglet, and anyone who wants a Directory can request it. An electronic PDF would then be emailed to the resident.

**SUGGESTED MOTION:** Approve sending an electronic copy of the Mutual 68 Resident Directory to any resident of Mutual 68 who requests one.

- **Approval of new website provider contract:** a motion was made to approve a contract with “HOA Sites” at a beginning start -up cost of \$1,050 and \$550/per thereafter.  
**Moved, Seconded, Carried 4-0**
- **Approval to distribute updated Member Directory electronically in PDF format to Homeowners, upon request:** A motion was made to approve this distribution by the CIC committee upon request.  
**Moved, Seconded, Carried 4-0**

### **Social Committee Report: Dwight Walker for Lew Armistead**

Lew Armistead provided the following report for the Board to review in his absence:

The Social Committee is recommending two current members to become co-chairpersons—Deanne Gilbert and Robin Minor. Both have been members of the Committee for several years and have been actively involved in Committee projects.

The Committee is also moving forward on plans for the Spring Brunch scheduled for Saturday, May 4, at 1 p.m. in the Fireside Room, Gateway. The menu is still being planned but tentatively will include champagne and mimosas along with a brunch buffet. The caterer is Wilma Lott Catering. All Eagle Ridge residents will receive an invitation in their tubes the weekend of March 30-31, and the reservation deadline is April 24. Tickets will be \$39 per person.

Committee members include Deanne Gilbert and Robin Minor, co-chairs, Linda Boule, Carol Caputo, Marsha Dean, Bill Dorband, Wendy Dorband, Casey Dixon, Cathleen Freeman, Irene Friedman, Ann Gillette, Lynn Grotz, Vickie Hipkiss, Jo Jones, Penny Lucido-McGahan, Diana Nugent, Chryst Schenkel, Rich Schlenker, Gail Todoroff, Barb Walker, Karen Wener, and Loona Wolf.

- **Approve Deanne Gilbert and Robin Minor as New Co-Chairs of Social Committee and Bill Dorband as Social Committee Treasurer:** A motion was made to approve Deanne Gilbert/Robin Minor as Co-Chairs and Bill Dorband as Treasurer of the Social Committee.  
**Moved, Seconded, Carried 4-0**
- **Spring Brunch, Saturday May 4 @ 1 p.m. in the Gateway Fireside Room**

### **President’s Report: Dwight Walker**

- **President’s Forum:** Dwight reported on the rollout of organic composting by Republic Services throughout all of Rossmoor and stated that M68 is not included yet in this program because there are no shared communal sites within the Mutual. (no trash

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enclosures).

E-waste pick up is going well and their number is 925-671-9008. They are open between 9am-5pm Monday through Friday

- **Our community benefits from your involvement:** a reminder
- **No April Board Meeting:** The M68 Board has cancelled their April Board meeting, next meeting will be May 28<sup>th</sup> in the Creekside Clubroom.

### **Adjournment**

President Walker adjourned the meeting at 1:59 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.



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**Assistant Secretary**