

# WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD  
MONDAY, MARCH 27, 2017 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 1:01 P.M.

## **Roll Call**

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

**Directors Excused:** Bill Dorband, Treasurer

Mutual Operations staff was represented by Paul Donner, Mutual Operations Director; Rick West, Building Maintenance 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 ..... February 27, 2017

The minutes to the aforementioned meetings were approved as submitted.

## **Announcements**

The Regular Meeting of the Board will be held on Monday, April 24, 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 topics were discussed: porch and step repairs, seal coating, and the length of time the Mutual has been represented by Hughes, Gill, Cochrane, Tinetti (HGCT).

## **Financial Report: Bill Dorband, Treasurer**

The following February 2017 financial dashboard was presented to the membership:

	<u>Operating</u>	<u>Reserve</u>	<u>Interest Rate</u>
<u>Cash and Investments</u>			
City National Bank:	152,776.	101,913.	
City National Bank MM:		391,053.	0.34%
Capital One:		253,388.	0.40%
Total Cash and Invest:	152,776.	746,354.	
Resident Acct. Receivables:	2,674.		
Ending Fund Balances:	182,965.	727,079.	

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<u>YTD Revenue</u>	<u>Operating</u>	<u>Reserve</u>
Actual	304,592.	89,829.
YTD Operating Budget	304,448.	
Total Year Reserve Budget		536,477.
Operating Fav/(Unfav)	144.	
Reserves Remaining Budget		446,648.

<u>YTD Expenses</u>		
Actual	272,446.	62,339.
YTD Operating Budget	304,442.	
Total Year Reserve Budget		817,450.
Operating Fav/(Unfav)	31,996.	
Reserves Remaining Budget		755,111.

<u>YTD Excess (Deficiency)</u>		
Actual	32,146.	
Budget	6.	
Fav/ (Unfavorable)	32,140.	

<u>Reserve Fund Expenses Proj.</u>		
2017 Budget	817,450.	
Commitments by BOD to Date	209,566.	
Percentage Committed	26%	

Major Op Budget Variances Fav/(Unfav)  
 Rain Leaks: (10,501)  
 Water Budgeted flat at \$25k/mo: \$34,640  
 Savings over last year = \$8k YTD  
 Identified Major Variances Total: \$24,139

**Landscape Report: Rebecca Pollon, Landscape Manager**

A Landscape Report was not presented to the membership.

**Building Maintenance: Rick West, Building Maintenance Manager**

A motion was made to approve the proposal from Pacific Trim Company for the Phase II painting project that includes 30-buildings for \$257,548.

Moved, Seconded, Carried 4-0

A motion was made to approve the proposal with the lowest total cost, not to exceed \$4,200, and after three proposals have been obtained for the deck coating at 2994 SI.

Moved, Seconded, Carried 4-0

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Work is in progress on the following items:

- a. MOD Dry Rot Rehab - Work on Phase II in preparation for 2017 painting of 31 buildings. Currently, work is in progress and 16 Buildings are remaining.
- b. 3152 GE - Front Landing Rehab – work in progress by Joe Matta Construction
- c. Street Light pole painting – by CVP is 90% completed. Trust is handling this project.
- d. 2954 SI, 547 SO Front landing Excel Coating – Pedestrian System work in progress by Perfect Painting.

Pending:

- a. Timberline Roofing Ph. I – Roof repair estimate for 21-buildings in the amount of \$33,285.00 was presented to the Board. The optional valley replacement is an additional \$72,345.00.

Completed:

- a. Perfect Painting maintenance drilling for front landing has been completed
- b. 2994 SI – Balcony repairs, dry rot and fascia metal by AMAC has been completed
- c. 3014 GE – Front landing Excel Coating – Pedestrian System work in progress by Perfect Paint
- d. 2842 SI, 622 SH, 547 SO - Mailbox leak repairs completed
- e. 3148 GE, 2996 SI, 3016 GE, 615 RW – Window & Sliding Glass Door Leaks repairs completed
- f. 614 RW, 616 RW, 2992 SI, 3011 GE – Roof leak repairs completed

### **President's Report: Barbara Blum**

Nixle Notification System: The Nixle Notification System is now live. In order to sign up for notifications for water shut-offs, power outages, etc. go to [rossmoor.com](http://rossmoor.com) and click on the Nixle sign-up icon. You can be notified by text, home phone or email.

MOD Work Order Notifications: The Board will now be notified by email, monthly on the status of all open work orders.

Rogue Contractors: There have been reports of contractors which are not on the Rossmoor Approved List who are breaking the rules of our community. For example, there is a painting contractor which works on Saturdays, spills paint on the streets and disposes of paint cans unlawfully. The threat of being taken off of the list doesn't work as a deterrent. In some instances, these contractors are hired by realtors to do work in empty units and they are generally unsupervised. The Mutual Presidents will write a letter to the local realty offices asking them to caution these contractors about not abiding by the rules of Rossmoor.

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

A Building Maintenance Committee report was not presented to the membership.

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

A Community Information Committee report was not presented to the membership.

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

An Emergency Preparedness Committee report was not presented to the membership.

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

The Committee met on the March 20<sup>th</sup> and Phase I of the landscape rehab project will be starting on Red Wind Court.

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

The Spring Brunch will be held on April 22<sup>nd</sup> in the Fireside Room.

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

A report was not presented by the Holiday Décor Committee.

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

A report was not presented by the Database Committee.

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

The Welcome Team Committee requested \$150 to prepare a welcome event for the Mutual.

A motion was made to approve expenses in the amount of \$150 to prepare a welcome event.

Moved, Seconded, Carried 4-0

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

The Task Force identified insurance claim and GRF settlement proceeds as potential mitigating benefits, but did not include them in its scope of work. Those items are being handled by the Board and Legal Counsel. The following options were identified which are listed in escalating levels of risk: Deconstruction, sell lots to developer, save buildings – best case, save buildings – worst case, relocate one building, relocate two buildings, and new construction on new lots.

### **Nominating Committee**

There are two (2) open board positions and two (2) candidates. Therefore, In accordance with Section 5.4 & 6.3 of the Mutual's Bylaws, Dwight Walker & Gail Todoroff will be elected by acclamation at the Mutual's Annual Meeting on June 12<sup>th</sup> at 3:00pm. The directors will be introduced and an update on the status of the Mutual will be presented. All homeowners of Mutual Sixty-Eight are cordially invited to attend. The officer positions for 2017-2018 will be determined following the general meeting.

### **Alteration Application No. 39679**

The Board reviewed and discussed Alteration Application No. 39679 to extend their wood floor into their family/living room. Section 9.3 of the Mutual's First Amendment to the CC&Rs states in part:

*...in order to reduce sound transmission, all Units that are above their Units shall have all floor areas, except kitchens, bathrooms, laundry rooms, hallways and storage areas,*

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*covered with carpet or other material...*

A motion was made to deny Alteration Application No. 39679 for requesting a wood floor extension into the family/living room.

Moved, Seconded, Carried 4-0

### **Appointment of Inspector of Elections**

A motion was made to appoint Will Kim as the Inspector of Elections for the 2017 Special Assessment Ballot, to be tabulated in the Vista Room, Hillside Complex, at 3400 Golden Rain Rd., on Thursday, April 27, 2017, commencing at 1:00 p.m.

Moved, Seconded, Carried 4-0

A motion was made to appoint Will Kim as the Inspector of Elections for the Annual Meeting on Monday, June 12, 2017 at 3:00 p.m. in the Fireside Room, Gateway Complex.

Moved, Seconded, Carried 4-0

### **Approval of Loan and Line of Credit**

A motion was made to approve the loan and line of credit in the amount of \$4,000,000 through Popular Association Banking, for purchase of the Manors, reimbursement costs to the affected owners, demolition of the damaged Manors, soil/slope remediation and landscaping, and consultant fees and other costs.

Moved, Seconded, Carried 4-0

### **Adjournment**

President Blum adjourned the meeting at 2:35 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.



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**Assistant Secretary**