

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
MONDAY, APRIL 24, 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 1:00 P.M.

Roll Call

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

The Mutual Operations Division was represented by Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; Will Kim, Board Services Coordinator; Curtis Riedell; BrightView Landscape.

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..... March 27, 2017

The minutes to the aforementioned regular meeting was approved as submitted.

President Blum asked if there were any additions or corrections to the following Executive Session Meeting Minutes which were held to discuss *3101/3103 Grey Eagle Drive*:

Executive Meeting of the Board March 3, 2017
Executive Meeting of the Board March 10, 2017
Executive Meeting of the Board March 13, 2017
Executive Meeting of the Board March 15, 2017
Executive Meeting of the Board March 22, 2017
Executive Meeting of the Board April 18, 2017

The minutes to the aforementioned executive meetings were approved as submitted.

Announcements

The Regular Meeting of the Board will be held on Monday, May 22, 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.

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Financial Report: Bill Dorband, Treasurer

Enclosed herein as "Attachment 1," the March 2017 financial dashboard was presented to the membership. A "loan usage analysis" summary containing various assumptions and activities was presented to the membership.

Landscape Report: Rebecca Pollon, Landscape Manager

Lawn Maintenance: Turf mowing will resume on a weekly or bi-weekly (every other week) as the weather dries. Aerating, spring fertilization and treatment for grubs will take place in the coming weeks. Irrigation is now ON. The system is checked regularly but if leaks or "geysers" are spotted, please report them to the work order desk as soon as possible.

Entry Maintenance: Entry maintenance crews are moving to their spring/summer schedule pruning shrubs for size control.

Tree Maintenance & Removals: Approval is still pending for permission to remove an ash tree against 2844 Saklan Indian.

Landscape Rehab: To be discussed by the landscape committee

Building Maintenance: Rick West, Building Maintenance Manager

Timberline Roofing Ph. I - Roof repair estimate for 21-buildings in the amount of \$33,285 and the optional valley replacement estimate for an additional \$72,345 were previously presented to the Board. The Board reviewed and discussed additional proposals.

A motion was made to approve Timberline Roofing's proposal for roof repair estimates of 21-buildings for \$33,285 and the valley replacement for an additional \$72,345.

Moved, Seconded, Carried 5-0

Work in Progress:

1. MOD Dry Rot Rehab – Work on Phase II in preparation for 2017 painting of 31-buildings. Currently, work is in progress and 14 Buildings are remaining.
2. Phase II Painting – Contract from Pacific Trim for the painting of 30-building for \$257,548 has been scheduled (building prep start date: 4/27/17).
3. 2994 SI – Perfect Painting's estimate for deck coating in the amount of \$4,200 was previously presented to the Board and the Board approved a "not to exceed" amount of \$4,200. The Board reviewed and discussed additional proposals and approved Perfect Painting's estimate at \$4,200.
4. 3152 GE – Work is in progress on front landing rehab repairs by Joe Matta Construction cost for \$26,892, including change orders (estimated completion date 5/1/17).

Completed Work:

1. 2954 SI, 547 SO – Front landing excel coating & pedestrian system by perfect paint

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President's Report: Barbara Blum

MOD Financials: Rick Chakoff reports that MOD has a cash deficit of \$30,194 for the first quarter of 2017. This is not worrisome, but, in fact, is common for the first quarter. He will be recommending to the GRF Board that they approve the refund of a total of \$140,000 to the Mutuals on a per manor basis as a result of a cash surplus from the 2016 MOD Budget.

Recyclesmart: The state is mandating that composting be encouraged to reduce the methane emitted from the landfill. We are being encouraged to reduce the organics in the landfill and, instead, compost them. Recyclesmart will go door to door to assist residents with this process and it is possible that the garbage company will provide bins to use and mandate their use.

Insurance Presentation: Gallagher will present an insurance overview to the Rossmoor residents on June 1 at 9am in the Fireside Room. There will be questions answered such as how much insurance is recommended that residents have on their condos, what is covered by the GRF policy and the Mutual policy and what is not, etc.

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

Curtis Riedell of BrightView Landscape was in attendance to discuss the process, specifics, and details regarding Phase I of the Landscape Rehab Project.

Building Committee: Mike Casey, Chair; Larry Cahn, Liaison

On June 1st at 9 a.m. in the Fireside room, Arthur J Gallagher & Company is scheduled to proceed with an insurance review presentation for all Mutual members. The Building Maintenance Committee will identify the mailboxes that require immediate repairs or replacement.

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

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

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

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

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

The Spring Brunch was held on April 22nd 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

A general guide for new residents is in the process of being prepared by the Welcome Team Committee.

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

The Finance Committee is reviewing the need for a coverage amount increase in the Directors & Officers Insurance Policy. The Committee is continuing the process of preparing a mitigation report regarding *3101/3103 Grey Eagle Drive*.

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 12th 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.

Ballot Count Meeting

On April 27, 2017, Walnut Creek Mutual No. Sixty-Eight will conduct an election regarding the proposed Special Assessment described in the Mutual's letter to the members dated March 27, 2017.

Committee Expenditure Approval Procedure

The Board discussed and reviewed the authority and purpose of a committee. Although committees provide recommendations, the Board has the authority to establish a decision for the Mutual.

Approval of Audited 2016 Financial Statements

A motion was made to approve the audited 2016 financial statements completed by Hinricher, Douglas, & Porter, LLP.

Moved, Seconded, Carried 5-0

Adjournment

President Blum adjourned the meeting at 3:06 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.



Assistant Secretary