

WALNUT CREEK MUTUAL SIXTY-EIGHT (EAGLE RIDGE)
REGULAR MEETING OF THE BOARD OF DIRECTORS
MONDAY, APRIL 25, 2016 1:00 P.M.
BOARD ROOM, GATEWAY CLUBHOUSE
1001 GOLDEN RAIN RD., WALNUT CREEK, CA 94595

President Barbara Blum convened the Regular Meeting of the Board of Directors of Walnut Creek Mutual Sixty-Eight at 1:00 p.m. on Monday, April 25, 2016 in the Gateway Board Room, 1001 Golden Rain Rd., Walnut Creek, California 94595.

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| <u>ROLL CALL</u> | PRESENT: | Barbara Blum | President |
| | | Diane Mader | Vice President |
| | | Tim Christoffersen* | Treasurer |
| | | Bill Dorband | Secretary |
| | | Larry Cahn | Director |

**Tim Christoffersen arrived at 1:50 p.m.*

Mutual Operations staff was represented by Paul Donner, Mutual Operations Director, Rick Chakoff, CFO; Rick West Building Maintenance Manager; Rich Perona, Landscape Manager; Rebecca Pollon, Landscape Manager; and Sharon Fees, Board Services Coordinator.

Special Guest present is Kelly Crawley from City National Bank.

Three additional Mutual members were present.

Barbara Blum welcomed Board Directors, staff, and the other Mutual members. She thanked everyone for their attendance.

APPROVAL OF MINUTES

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

Regular Meeting of the Board – March 28, 2016

Executive Session of the Board – March 28, 2016

Hearing none, the minutes were considered approved.

ANNOUNCEMENTS

Blum announced that the next regular meeting of the Board will take place beginning at 1:00 p.m. on Monday, May 23, 2016, in the Gateway Board Room.

LANDSCAPE MANAGER INTRODUCTION

Retiring Landscape Manager Rich Perona introduced the new Landscape Manager Rebecca Pollon. Pollon received her undergraduate degree in landscape design and her masters from university in Australia. Past work experience includes working for ValleyCrest and running her own design company.

Rich Perona was presented a gift from the Board on behalf of the Mutual for his years of service. Perona was treated to an appreciative round of applause.

MEMBERS FORUM

H.C. and Bung-Fung Torng, 618 SH Way: Mr. and Mrs. Torng requested that they be permitted to plant a replacement tree where one previously stood but was lost. They offered to pay for the tree.

The Board will consider this proposal once EBMUD informs its customers of the latest on the drought and water restrictions to be imposed for the summer months.

FINANCIAL REPORT

Rick Chakoff recommended that Mutual 68 invest some of their funds into the City National Money Market Placement Program. Kelly Crawley of City National further explained that this program is totally liquid, FDIC insured, offers a tiered interest rate scale, allows up to six transfers a month, and has no fees. All transactions are done on-line. Diane Mader moved to open accounts through the City National Money Market Placement Program. Bill Dorband seconded the motion and it passed unanimously.

The Treasurer's Report as presented by Tim Christoffersen was distributed to the Board of Directors. All Special Assessment payments have been paid except for three. These are being addressed.

As of March 31, 2016, the Operating Account had \$122,776 and the Reserve Account had approximately \$1,157,757.

BUILDING MAINTENANCE -- Rick West

3146 GE: The structural engineer's report was received. The landings that were identified as problematic are 3146 GE, 3154 GE, and 3158 GE. Diane Mader moved and Larry Cahn seconded to accept the bid from Empire Iron Works to perform the necessary repairs to the landing at 3146 GE. The motion passed unanimously. Bids for the other two landings will be provided at a future meeting.

Landing Inspections: Jim Hogue finished all of the front landing inspections. The rear balconies will be inspected by appointment only. This is currently a work in progress.

10-year Battery Smoke Detectors: Five Star began this project on April 18. This continues to be a work in progress.

2016 Asphalt: Silicon Valley Paving was hired to perform the asphaltting on all of the cul de sacs in Eagle Ridge for the amount of \$25,467.30. The scheduled start date is May 5.

Follow-up Items:

Overflow Protection Devices: Davis Plumbing will honor the same pricing as last year for Phase II of the overflow protection device installation. The work will begin in May.

Water Pressure Regulators: It was discovered that some water pressure regulators are reading at 105 psi (pounds per sq. inch). This is too high; psi should be from 50 – 60. It was further discovered that not every building has a water pressure regulator, which each one should. Some regulators found were calibrated correctly but others were reading too high. The Building Committee is working on developing a list of buildings that do not have these regulators.

606 RW: The installation of the retaining wall and drainage system is complete. The new fence is scheduled to be installed by Eagle Iron.

2016 Phase I Painting project: Mirt Painting is waiting for the finalized building color schedule and for all of the scaffolding to be put in place.

Phase I Painting Rehab: The carpentry dry rot rehab for Phase I Painting is ongoing.

2858 SI and 3024 GE: The railing dry rot repairs are scheduled for completion pending weather. These railings are not a safety issue.

Lattice report: The compiling of the lattice report by the Building Committee is a work in progress.

A work order was signed by President Barbara Blum for the replacement of duct work at 513 SO for \$1,750 and 2842 SI for \$1,800 for emergency rodent remediation.

Hot water heaters: it was discovered that not all of the units in Eagle Ridge have pans underneath the homes' hot water heaters. This matter of missing pans and aging hot water heaters will appear as an article in the next issue of T.E.R.N.

West fielded board director questions and concerns.

REPORT ON THE PRESIDENTS' FORUM -- Barbara Blum

Co-occupancy Discussed with Stephanie Hayes

Stephanie Hayes addressed the Forum at the request of Mutual 29. She was given 23 recent applications for Co-occupancy with the thought that the huge influx is due to the expectation that use of the Fitness Center and other GRF amenities will be accessed only by use of a barcoded card. The group discussed, in workshop style, the need for our governing documents to address this issue as they are all silent on the category of co-occupancy. It was suggested that the condo Mutuals meet separately from the co-op Mutuals to discuss this subject further.

MOD 1st Quarter Financials

Rick Chakoff explained the 1st Quarter Financials of MOD. All is looking as expected. The cash deficit of \$39,753 is due, in large part, to the Mutuals' billable work not being done because of the rain. Also, there is one employee who has been very ill and is expected to return at the end of the summer or beginning of the fall. The temporary in her spot is responsible for some of the deficit.

MOD Work Order Desk/Alterations Desk

Leslie Lucas will be moved to the MOD Work Order Desk and MOD will fill the Alterations Desk job she previously held with someone new (or move someone from within MOD to that job). That spot will be filled by the end of May.

Solicitors

Mutual 61 had a solicitor issue and reported it to Securitas and Dennis Bell. This was an isolated, unfortunate incident, but it will be written up in the RN to alert residents not to open their door to strangers.

Mutual Operations Director's Guides

Paul Donner will make available updated Director's Guides for new Mutual Board Directors.

Report from GRF President

Les Birdsall reported that the first reading of the Golf Cart Registration policy will be before the Board on April 28th. The fee for registration will be \$10 and probably will be in effective, if passed, by July 1st. The Solar and Broadband issues have not been settled as yet. On April 28th the GRF Board have the opportunity to approve the Fitness Center construction drawings. The Fitness Center as it is now configured is estimated to cost 7.6 million.

REPORTS OF STANDING COMMITTEES

BUILDING COMMITTEE -- Jack Cassidy, Chair,

No report was given.

CIC -- Vickie Hipkiss, Chair Diane Mader, Liaison

The next issue of TERN will come out in July.

EMERGENCY PREPAREDNESS -- Brant Free, Chair; Tim Christoffersen, Liaison

No report was given.

LANDSCAPE -- Barbara Blum, Chair; Tim Christoffersen, Liaison

Barbara Blum reported that the “no new plantings” policy is still in effect until the next report from EBMUD is received. The Mutual maintains the flowerbeds at the entrance of the Mutual, but the two color spots have been eliminated.

SOCIAL – Wendy Dorband/Elaine Harris; Bill Dorband, Liaison

Bill Dorband reported on behalf of the Committee.

Saturday, April 30, will be the annual Spring Brunch held in the Fireside Room at Gateway beginning at 11 a.m. Just Delicious will cater the event and it will cost \$34 per person. Dwight Stone will offer piano entertainment. There are currently 88 reservations for this event. The Summer Picnic will be held at Peacock Plaza on August 8. Invitations for these events will be distributed closer to the event dates.

Dorband encouraged residents to volunteer and to offer their ideas for the Mutual's social events.

HOLIDAY DECOR -- Mike Casey, Chair; Diane Mader, Liaison

No report was given.

DATA BASE -- Jo Jones, Chair; Vickie Hipkiss, Co-Chair

No report was given.

COLOR PALETTE – Brant Free

Door colors will be presented to neighbors by the Committee and resident choices will be compiled into a report by the Committee to be provided to Mirt painting.

NOMINATING – Diane Mader

Brant Free volunteered to serve on the board filling Tim Christoffersen’s seat once Christoffersen retires. Free’s appointment will take place at the April board meeting.

UNFINISHED BUSINESS

Investments with City National Bank: this matter was discussed under the Treasurer's Report.

NEW BUSINESS

Director resignation: Tim Christoffersen submitted his resignation to the Board effective immediately after today's open session board meeting. Bill Dorband moved and Diane Mader seconded to accept Christoffersen's resignation. The motion passed unanimously.

Tim Christoffersen was presented with a gift of appreciation from the Board of Directors for his years of service.

Appointment of replacement Director: Diane Mader moved and Tim Christoffersen seconded to appoint Brant Free as the replacement Director for the open position. The motion passed unanimously.

ADJOURNMENT

With no further business to discuss, the April 25, 2016 Mutual 68 board meeting adjourned at 2:50 p.m.

A handwritten signature in blue ink that reads "Sharon Fees". The signature is written in a cursive style and is positioned above a horizontal line.

Sharon Fees, Assistant Secretary
Mutual Sixty-Eight