

# WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD  
MONDAY, MAY 22, 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 Paul Donner, Director of Operations; Rick Chakoff, Chief Financial Officer; 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 .....April 24, 2017

President Blum asked if there were any additions or corrections to the following executive session meeting minutes held to discuss *3101/3103 Grey Eagle Drive*:

Executive Meeting of the Board .....April 24, 2017

The minutes to the aforementioned meetings were approved as submitted.

## **Announcements**

The Annual Meeting of the Board will be held on Monday, June 12, 2017 at 3:00 p.m. in the Fireside Room. The next Meeting of the Board will be held on Monday, June 26, 2017 at 1:00 p.m. in the Gateway Board Room.

## **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: smoke detector replacement and a request for a metal railing.

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

Enclosed herein as "Attachment 1," the April 2017 financial dashboard was presented to the membership.

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

The board reviewed and discussed the cost to replace irrigation controllers. A motion was made to approve six (6) new irrigation controllers for \$10,440.

Moved, Seconded, Carried 4-0

Lawn Maintenance: Turf mowing has returned to a regular weekly schedule, edging occurs every other week as per contract. Aerating, spring fertilization have already occurred 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 have returned to spring/summer schedules natural pruning for size control and clearance for phase one painting. Weed treatment is ongoing.

Tree Maintenance & Removals: The removal of an Ash tree behind 2844 Saklan Indian is out to bid, as is the removal of a fallen Oak tree behind 2968.

Landscape Rehab: Landscape rehab work on Red Wing court is complete, work is progressing on High Eagle, Falconwood and Foxwood with an estimated completion in 6-8 weeks.

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

The board reviewed and discussed proposals for deck coating at 536 Spotted Owl. A motion was made to approve deck coating repairs at 536 Spotted Owl by Perfect Paint for \$4,300.

Moved, Seconded, Carried 4-0

Work in Progress:

1. MOD Dry Rot Rehab – Work on Phase II in preparation for 2017 painting of 30-buildings. Currently, four (4) buildings remain and estimate completion on June 9<sup>th</sup>.
2. Phase II Painting – Pacific Trim for the painting of 30-building for \$257,548
3. 2814 SI Deck Coating – Perfect Painting \$ 2,841.00 (scheduled)
4. Timberline Roofing Ph. I – Roof repair and valley replacement for 21-buildings for \$105,630.00 is being scheduled
5. 618 RW – Emergency sidewalk concrete replacement due to tripping hazard
6. 2846 SI – Building repairs due to fallen tree with an estimated MOD cost of \$1,847.00

Completed Work:

1. 3152 GE – Front Landing Rehab by Joe Matta Construction for \$49,290.00
2. 2994 SI Deck Coating by Perfect Painting for \$4,200.00

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

DocuSign: Chris Preminger demonstrated the DocuSign procedure which will be adopted by MOD for use in approving sensitive documents, work orders, etc. It will not be in effect

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immediately, as it takes some time to get established.

Recycle Smart and Republic Services: Bart Carr from Recycle Smart and Jency James from Republic Services made presentations. All questions and concerns about recycling and garbage should be addressed to Jency James ([jjames5@republicservices.com](mailto:jjames5@republicservices.com)). Recycling is collected at no extra cost - it is within the cost of the garbage collection. At the suggestion of the Mutual Presidents, Republic Services will look into the possibility of having periodic "Clean up Days" in Rossmoor as is done in the neighboring communities. It is being considered to have a pilot project of Organics Collection in Rossmoor. They are looking at 100-300 units which would participate later in the year. A new container would be needed to facilitate the collection of organic waste.

Telephone System: GRF has a new digital phone system which is being received very positively. It is fast, has no dropped calls and has many features which the old system was without.

### **Landscape Committee: Barbara Blum, Chair**

A Landscape Committee Meeting will be held on June 2<sup>nd</sup> at 9 a.m.

### **Building Committee: Mike Casey, Chair**

The Building Maintenance Committee will identify the mailboxes that require immediate repairs or replacement.

### **Community Information Committee: Vickie Hipkiss, Chair**

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

### **Emergency Preparedness Committee: Brant Free, Chair**

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

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

The Picnic will be held on August 12<sup>th</sup> at Peacock Court.

### **Holiday Décor Committee: Mike Casey; Chair**

A report was not presented by the Holiday Décor Committee.

### **Database Committee: Jo Jones, Chair**

A report was not presented by the Database Committee.

### **Welcome Team Committee: Casey Dixon, Chair**

A welcome event will be held on June 11<sup>th</sup> at the Dorband residence.

### **Finance Committee: Dwight Walker, Chair**

The Finance Committee is reviewing the need for a coverage amount increase in the Directors & Officers Insurance Policy. The committee presented the Mitigation Report for 3101/3103 Grey Eagle Drive prepared by the Mitigation Analysis Task Force.

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## **Ballot Count Meeting**

On April 27, 2017, Walnut Creek Mutual No. Sixty-Eight conducted an election regarding the proposed Special Assessment described in the Mutual's letter to the members dated March 27, 2017. The tabulated results are as follows:

Total Ballots received: 193  
Ballots invalid or not otherwise counted: 2

### Vote Regarding Special Assessment

Votes in favor: 159  
Votes against: 31  
Abstain: 1

Sufficient ballots were received to establish a quorum and a majority of those voting voted to approve the Special Assessment. The Special Assessment is therefore approved.

This tabulation was conducted and certified by Will Kim, Inspector of Election.

## **Special Assessment: Responsible Party**

The Board established "Owners of Record" on April 27, 2017 as the responsible party for the special assessment.

## **Approve Mitigation Proposal from Task Force: 3101/3103 Grey Eagle Drive**

The board reviewed and discussed the Mitigation Report for *3101/3103 Grey Eagle Drive* prepared by the Mitigation Analysis Task Force. A motion was made to approve the Mitigation Report for *3101/3103 Grey Eagle Drive* prepared by the Mitigation Analysis Task Force as presented.

Moved, Seconded, Carried 4-0

## **Insurance Claims GRF and Mutual's Insurance: 3101/3103 Grey Eagle Drive**

The board formally announced insurance claims that have been filed with the Golden Rain Foundation and Mutual's Insurance Policy.

## **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.



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**Assistant Secretary**

# WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

## Attachment 1

Mutual 68 Financial Dashboard				
April, 2017				
	Operating	Reserve		
<b>Cash and Investments:</b>			Int Rate	Notes:
City National Bank Checking Operating	179,569	-		
City National Bank Checking Reserve		124,358	0.20%	
City National Bank CD Placement		239,000	0.25%	
Capital One Sharebuilder		253,557	0.40%	
<b>Total Cash and Investments</b>	<b>179,569</b>	<b>616,915</b>		
<b>Resident Accounts Receivable</b>	<b>2,026</b>			\$47 (30 days)
<b>Ending Fund Balances</b>	<b>204,102</b>	<b>557,120</b>		
<b>YTD Revenue:</b>				<b>Major Op Budget Variances:</b> Fav/(Unfav)
Actual	609,167	179,644		Rain Leaks (11,825)
YTD Operating Budget	608,896	/		Tree Removal/Maintenance (6,085)
Total Year Reserve Budget	/	536,477		
Operating Fav/(Unfav)	271	/		Water budgeted flat at \$25k/mo 63,529
Reserves Remaining Budget	/	356,833		Water bills up \$1k YTD
<b>YTD Expenses:</b>				
Actual	555,883	315,213		
YTD Operating Budget	608,884	/		
Total Year Reserve Budget	/	817,450		
Operating Fav/(Unfav)	53,001	/		<b>Identified Major Variances Total 45,619</b>
Reserves Remaining Budget	/	502,237		
<b>YTD Excess(Deficiency)Rev over Exp:</b>				Notes:
Actual	53,284			Balance Sheet shows "Other Prepays" of
Budget	12			\$9,776 related to irrigation controllers
Fav/(Unfav)	53,272			Reserve expenditures include \$129k YTD
				related to 3101/3103 issues
<b>Reserve Fund Expenses Projection</b>				Notes:
2017 Budget		817,450		Commitments YTD include \$167,934 related to
Commitments by Board to Date		843,985		3101/3103 issues.
Percentage Committed		103%		
Attachments: Balance Sheet, Operating and Reserve Income/Expense Detail and Reserve Fund Projection				