

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
MONDAY, JUNE 25, 2018 AT 1:00PM
CLUBROOM – CREEEKSIDE
1010 STANLEY DOLLAR DR., WALNUT CREEK, CA 94595

Call to Order

President Walker called the meeting to order at 1:01 p.m.

Roll Call

Directors Present: Dwight walker, President
Gail Todoroff, Vice President
Bill Dorband, Treasurer
Bob Grotz, Secretary
Rich Racimora, Director

The Mutual Operations Division was represented by Paul Donner, Director of Mutual Operations; Kelly Mattison, Board Services Coordinator; Rebecca Pollon, Landscape Manager; also present was Steve O’Conner and Mark Wilhite with 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..... May 22, 2018
Executive Session..... May 22, 2018

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

Moved, Seconded, Carried 5-0

Announcements

Next Board Meeting: July 23, 2018, 1:00PM Clubroom @ Creekside

Update on Soil Stabilization & Remediation @ 3101/3103 & 3113 Grey Eagle Drive: Steve O’Conner and Mark Wilhite, ESR and Bill Dorband, Board Member

Steve O’Connor and Mark Wilhite from ESR indicated that work to relevel 3113 should commence in 2-3 weeks. They are finalizing plans for stabilization of 3101/3103 and will seek insurance company approval before that work can begin. A projected timeline is sometime before Winter.

Financial Report/Finance Committee Report: Bill Dorband, Treasurer and Judy Box, Finance Committee Chair

Bill Dorband gave the following report:

Current cash balances are – Operating Fund of \$208,859, Reserve Replacement of \$801,417 and Land Stabilization of \$3,668,329. Of the total, we have invested \$3,850,000 in CDAR’ s thru Mechanics Bank at an interest rate of 1.61% for a monthly return of \$5,165. There are Operating Fund receivables of \$7,134, which we are pursuing thru collection efforts.

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There are several Operating Fund accounts with unfavorable balances to budget, offset by one favorable account. Major unfavorable variances amount to a net of \$17,659.

Commitments by the Board from Replacement Reserves total \$741,782 to date. This represents a commitment of 91% of our total 2018 Replacement Reserves budget of \$815,607.

- a) **Delinquencies:** The Board discussed how delinquencies in general are being handled.
- b) **Approve Traude Valachi as new Chair:** A motion was made to appoint Traude Valachi as chairperson of the Finance Committee.
Moved, Seconded, Carried 5-0
- c) **Approve new members Ernie Blanchette, Ed Boule, Jim Hartnett and Steve Hallert:** A motion was made to appoint Ernie Blanchette, Ed Boule, Jim Hartnett and Steve Hallert as members of the Finance Committee.
Moved, Seconded, Carried 5-0
- d) **Approve Charter for upcoming year:** A motion was made to approve the current finance committee charter without any changes.
Moved, Seconded, Carried 5-0

Building Maintenance Report/Building Maintenance Committee: Paul Donner, Mutual Operations Director; Mike Casey, Chair of the Building Committee

Rick West presented the following building maintenance report:

Pending Items:

1. 2996 SI Front landing / Sheer wall and Termite Damage Repairs. (Destructive tested has been Completed and waiting for Engineer to inspect before going out to bid).

Information Items: Work Scheduled, In Progress or Completed

1. Phase III Painting - Contractor; Pacific Trim Project is scheduled to begin July 30th, 2018.
2. Phase III Dry Rot Rehab - Contractor: MOD (Work in progress).
3. Phase II Roof Tune Up 29 Buildings - Timberline Roofing Start Date 6/18/18. (Work in progress).
4. New LED light bulbs for all exterior lights - Order being placed through Alpha Lighting.
5. 547 SO - Rear Balcony Deck coating - Contractor: Perfect Painting - (Work in progress).
6. 2884 SI - Deck Coating - Contractor: Perfect Painting. - (Work in progress).

Bob Grotz reported that storage utility closets need to be looked at. Bob also reported on LED lighting and painting phase III: building rehab is continuing with a major termite infestation and damage at 2996 Saklan Indian. The painters will be starting power washing and painting prep on lower Grey Eagle on June 27. Phase 2 Roof Tune Up by Timberline Roofing on 29 buildings has begun. Bob announced that the committee is looking for members.

- a) **Approve Mike Casey as Chair:** A motion was made to appoint Mike Casey as chairperson of the Building Committee.
Moved, Seconded, Carried 5-0
- b) **Approve charter for upcoming year:** A motion was made to approve the current building committee charter without any changes.

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Moved, Seconded, Carried 5-0

Landscape Report/Landscape Committee Report: Barbara Blum, Chair of the Landscape committee; Gail Todoroff, Board Liaison to the Landscape Committee; Rebecca Pollon, Landscape Manager

Barbara Blum gave the following report:

The Landscape Committee met with Rebecca Pollon on June 8th to review and revise the Mutual Landscape Maintenance Contract specifications. The current BrightView contract terminates on 12/31/2018. The process will be for three bidding Landscape Companies to get a copy of the specifications, so they know what our expectations for service will be. Rebecca offered to develop such a document. It should be ready for review soon. The Board will make the selection of our Landscape Contractor for the term of three years from among those bidding.

Looking ahead, the Landscape Committee has asked Curtis of BrightView to create estimates of their work expected to be done to rehab the landscaping of the fronts of the buildings in Phases 2 and 3. These estimates will be provided for the Board's use during 2019 Budget deliberations. Curtis has already created an estimate of the work needed to restore the landscaping at 3113 Grey Eagle. Another project for the Landscape Committee, in several months, will be to assist in the planning process of restoration of Sunset Park in its new enlarged configuration. There will be a Town Hall meeting of residents, input from the Committee and, finally, Rebecca has offered to create a plan using these and her ideas.

Landscape Manager Rebecca Pollon gave the following landscape report:

Work by BrightView for weed abatement within 100 feet of buildings is still in progress and should be completed shortly. Dwight Walker reported that Tim O'Keefe is researching the issue of who is responsible for the 100-foot space weed abatement—property owner or structure owner. Warm days are upon us and with them residents can look forward to blooming Oleanders, St John's Wort and Crepe Myrtle trees.

Residents can help keep the landscape healthy by reporting dry spots on lawns or evidence of irrigation issues to the work order desk.

LAWN MAINTENANCE: Lawns have been aerated and fertilized. Mowing is occurring weekly and lawns are being edged on alternating weeks.

WATER USE: Irrigation will continue to become more frequent as the temperatures rise. Residents can assist in conserving water and keeping the landscape healthy by reporting water leaks and irrigation breaks. If a break is suspected please report the location to the work order desk.

ENTRY MAINTENANCE: Entry maintenance crews are performing summer pruning tasks including tip pruning shrubs and hard pruning Catmints and Daisies.

RESIDENT REQUESTS: If you have landscape maintenance requests (pruning or irrigation), please direct them to the MOD work order desk. If you have landscape improvement requests, please contact your mutual landscape representative.

WORK ORDER DESK

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By phone: **988-7650**

By email: **WORKORDER@ROSSMOOR.COM**

- a) **Approve Barbara Blum as Chair:** A motion was made to appoint Barbara Blum as chairperson of the Landscape Committee.
Moved, Seconded, Carried 5-0
- c) **Approve Charter for upcoming year:** A motion was made to approve the current landscape committee charter without any changes.
Moved, Seconded, Carried 5-0

Social Committee Report: Rich Racimora Board Liaison, Wendy Dorband, Social Committee Chair

Bill Dorband on behalf of Wendy, reminded everyone about the Summer Picnic on August 11th at Peacock Plaza at 6PM.

- a) **Approve Wendy Dorband as Chair:** A motion was made to appoint Wendy Dorband as Social Committee Chairperson.
Moved, Seconded, Carried 5-0
- b) **Approve charter for upcoming year:** A motion was made to approve the social committee charter with the deletion of the following verbiage under membership: “of 10 to 12” and “area served, expertise, and”.
Moved, Seconded, Carried 5-0

Community Information Chair

Rich Racimora, Board Liaison to the Community Information Committee, requested that Patricia Spiegel be the committee Chair. Rich reported that the committee will be working on a more robust Mutual website to better serve the needs of our residents. Dwight Walker reported from the Presidents’ Forum that MOD will eventually provide web services for Mutuuls but that is probably 2 years away. Patricia will be working with current and new committee members to update the committee’s charter for future board consideration. A motion was made to appoint Patricia Spiegel as a member of the Community Information Committee.

Moved, Seconded, Carried 5-0

President’s Report: Dwight Walker, President

President Dwight Walker gave the following report from the June 25th President’s Forum:

- **Collection Procedures**—Rick Chakoff reviewed Davis Stirling requirements which coincided with our discussions with Melissa Ward last week, with one exception. It has not been the practice of MOD Accounting to charge late fees and interest on 3rd party billings. That practice was started because, in many cases, homeowners are waiting for their insurance company to reimburse them before paying the mutual. I suggest that the Finance Committee evaluate the Mutual’s policy and make a recommendation to the board.
- **Solar Seminar** for Mutual Board members will be announced soon by Sustainable Rossmoor.

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- Defensible Space—Tim O’Keefe will discuss history of how defensible space has been handled in the past in regard to whose responsibility is it for work and expense? Is it the owner of the property or the owner of the structure within 100 feet? Rebecca Pollon has been very helpful to Mutual 68 in this effort of making sure that all defensible space is addressed, and we thank her for that important effort.
- Emergency Preparedness—GRF disbanded its EP Committee years ago, as have other mutuals. Many Mutuals receive reports from a CERT representative at board meetings and provide information/education through newsletters, etc. There is an Emergency Preparedness Organization (Club) in Rossmoor who seems very will to assist in that info/educ effort.
- Mutual websites—many Mutuals are interested in having password protected websites to save on document distribution and elections. Bob Kelso indicated that the GRF Tech Committee is looking at this issue and asked that the Mutuals develop a wish list of features/attributes to assist in their development efforts. Unfortunately, he indicated that any user product probably won’t be available for 2 years.
- Electric Vehicle charging stations parking policy being reviewed by GRF board at meeting this week. Proposal of general parking 6A-10P but allowing EVs to charge up to 3 hours in that time period.

President Dwight Walker also reported that the Board in its recent planning meeting, requested that all committees submit written goals for the upcoming year, along with a list of committee members, for the July 23 board meeting.

Unfinished Business

- a) **Solar Policy:** to be voted on at the July 23, 2018 regular meeting.
- b) **Surveillance Policy:** to be voted on at the July 23, 2018 regular meeting.

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.

Adjournment

President Walker adjourned the meeting at 2:09 p.m. and the Board moved into executive session.

Executive Session Summary

The Board met in executive session to discuss delinquencies and personnel issues.

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.



Assistant Secretary