

WALNUT CREEK MUTUAL SIXTY-EIGHT (EAGLE RIDGE)
REGULAR MEETING OF THE BOARD OF DIRECTORS
MONDAY, JUNE 27, 2016 1:00 P.M.
BOARD ROOM, GATEWAY COMPLEX
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, June 27, 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 |
| | | Bill Dorband | Treasurer |
| | | Brant Free | Secretary |
| | | Larry Cahn | Director |

Mutual Operations staff was represented by Paul Donner, Mutual Operations Director; Rick West Building Maintenance Manager; and Sharon Fees, Board Services Coordinator. Eleven 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 – May 23, 2016
Executive Session – May 23, 2016
Special Executive Session - June 9, 2016

No requests were made for additions or corrections therefore the minutes to the aforementioned meetings stand approved.

ANNOUNCEMENTS

Blum announced that the next regular meeting of the Board will take place beginning at 1:00 p.m. on Monday, July 25, 2016, in the Gateway Board Room.

MEMBERS' FORUM

Fran Mathews, 528 HE: Ms. Mathews inquired as to when the painting scaffolding would be removed. Rick West said that it should be removed very soon and the contractors also do a basic clean-up to the work area.

Vickie Hipkiss, 520 HE: Ms. Hipkiss asked that her plants be replaced by the painters as soon as possible as they are finished working in the area and they have yet to be returned. Rick West committed to seeing that these items be addressed.

FINANCIAL REPORT -- Bill Dorband

The latest report was presented at the Annual Meeting held on June 13, therefore no further report was provided at this meeting.

BUILDING MAINTENANCE -- Rick West

3146 GE Front Landing: EmpireWorks continues the dry rot repair on the landing. Other landings identified as having issues are 3154 GE and 3158 GE. Destructive testing is in progress with these.

2842 SI: Water intrusion was discovered at the back door threshold. Brant Free moved and Diane Mader seconded to hire AR Construction to perform the needed repairs at a cost of \$1,200 with the condition that the work be completed within two weeks of receipt of the replacement door. The motion passed unanimously.

2846 SI: A water heater leak occurred at this manor. The work is being completed by ServePro and will be paid via the resident's insurance claim.

Water heater pan and sensor estimate: Davis Plumbing provided an estimate of \$1,313.22 to install the water heater pan and sensor with the existing water heater and \$1,931.67 for a new water heater, pan, and sensor.

The Board requested that West obtain more bids with specifics.

Dryer Vent cleaning estimate: Welcome Services provided an estimate of \$14,100 to provide this service. This equals \$60 per manor.

Pressure Regulators: Davis Plumbing provided an estimate of \$6,086.94 to install six new pressure regulators. Bill Dorband moved and Brant Free seconded to accept the estimate of \$6,086.94 to perform the aforementioned work. The motion passed unanimously.

2016 Phase I Painting Project: Pacific Trim Painting started the project on May 9, 2016. Work is still in progress, but several buildings are now complete.

Phase II Overflow Protection Devices: Davis Plumbing is completing the installation of secondary pop-up valves in the fourplexes.

Carpentry Dry Rot Rehab for Phase I Painting: MOD continues this work in progress and it should be complete within two weeks.

Rear balcony inspections: Jim Hogue continues to inspect the rear balconies by appointment only. Thus far approximately half have been inspected.

Follow-up Items:

2016 Asphalt: Silicon Valley Paving completed the scheduled slurry coat.

606 SH: The water leak discovered at the dormer vent was repaired by Five Star.

10-year Battery Smoke Detectors: Five Star completed the job with the exception of 15 residents who have yet to make an appointment with the vendor.

606 RW: The installation of the retaining wall and fence was completed by Eagle Iron. West fielded board director questions and concerns.

REPORT ON THE PRESIDENTS' FORUM -- Barbara Blum

Co-occupancy

This category of resident has generated much discussion in the Presidents Forum. Chris Preminger has prepared a document which outlines the aspects of the problem. Tony Grafals has offered to work with Stephanie Hayes to create language for governing documents which will address the aspects of co-occupancy. The registration form will be re-written which is currently signed by the resident, the co-occupant, GRF and the Mutual. Tim O'Keefe feels the problem will be solved when the access cards for amenities are issued prior to the opening of the newly renovated Fitness Center.

Golf Cart Registration

Dennis Bell discussed the development of the Golf Cart Registration sticker and software. Public Safety will provide each Mutual with a listing of the golf carts registered in their Mutual with the designation of gas or electric. Golf carts must be brought to Public Safety for staff to affix the sticker to the cart.

New Securitas Site Manager

The newly appointed Site Manager for Securitas is Maloa Jenkins. Her email address is: ssm@rossmoor.com.

Recycle Smart

Lois Courchaine of Recycle Smart, our recycling company, addressed the group. She discussed some issues related to recycling which are mostly relevant to those Mutuals with dumpsters, but she did say if we want to tour the recycling facility, it can be arranged.

REPORTS OF STANDING COMMITTEES

BUILDING COMMITTEE -- Jack Cassidy, Chair,

No further report was given.

CIC -- Vickie Hipkiss, Chair Diane Mader, Liaison

After much discussion it was decided that regular email bulletins will be sent out to residents in addition to an electronic and paper copy of TERN.

Several items will be prepared for the newsletter.

It was noted that the website is archival and not designed to be an outlet for current events.

EMERGENCY PREPAREDNESS -- Brant Free, Chair; Barbara Blum, Liaison

Brant Free reported that her participated in a mini drill for CERT this past weekend.

LANDSCAPE -- Barbara Blum, Chair; Brant Free, Liaison

Barbara Blum reported that the Committee is awaiting bids from Curtis of BritghtView for the re-landscaping that is to take place after the painters are finished.

SOCIAL – Wendy Dorband, Chair; Bill Dorband, Liaison

Bill Dorband reported that the Summer Picnic will take place on August 13 at 5 p.m. In the Peacock Courtyard The featured beverages will be gin and tonic or vodka tonic (both with a twist of lime!).

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

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

The patriotic decorations are being proudly displayed in anticipation of Independence Day.

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

Jo Jones is looking for a volunteer to be the Mutual 68 Historian.

COLOR PALETTE -- Brant Free, Chair; Larry Cahn, Liaison

Brant Free reported that working with staff concerning the Phase I painting project has been very positive experience. He concluded that the process of getting door paint color selected by residents and then documented thoroughly is also running relatively smoothly.

WELCOME TEAM -- Casey Dixon, Chair; Bill Dorband, Liaison

The updated Welcome Books are now available to all residents. Resident Dwight Walker suggested posting this on the website. Additional Committee members are Irene Freedman, Wendy Dorband, Judy Harris, and Jan Seder. The Committee will greet new residents.

NEW BUSINESS

Formation of a Budget Review Task Force: Larry Cahn moved and Brant Free seconded to approve the formation of a Budget Review Task Force Committee. This group will review and make recommendations about the annual budget and the reserve fund analysis to the Board. The members of the Task Force will be Bill Dorband, Dwight Walker, Mike Wener, Ralph Meinert, Mike Marchi, Jack Cassidy, and Doug Todoroff.

Request to change definition of Mutual Roofs from Common Area to Exclusive Use Common Area; 715 Woodwren Ct:

Dr. Robert Peng requested on behalf of his mother, Mrs. Patsy Peng, who was present at the meeting that the Board consider organizing and paying for a vote of the membership to change the designation of Mutual 68 roofs from Common Area to Exclusive Use Common Area in the attempt to streamline the process for interested homeowners to get solar installed on the Mutual roofs for their personal energy needs.

After much discussion, the Board declined the request citing that Mutual 68 has established a policy, provided by the Mutual's attorney, outlining the procedure for homeowners who wish to obtain permission to install solar panels on common area roofs to do so. This policy was written in accordance with Civil Code. Dr. Peng and Mrs. Peng were encouraged by the Board to utilize the established process to obtain solar for Mrs. Peng's manor.

UNFINISHED BUSINESS

There was no unfinished business to discuss.

ADJOURNMENT

With no further business to discuss, the June 27, 2016 Mutual 68 board meeting recessed at 3:02 p.m. to go into Executive Session.

A handwritten signature in blue ink that reads "Sharon Fees".

Sharon Fees, Assistant Secretary
Mutual Sixty-Eight

Immediately following this board meeting, the Board of Directors met in Executive Session to discuss the following:

- 3101/3103 Landslide matter

On July 6, 2016, the Mutual 68 Board of Directors met in Special Executive Session to discuss the following:

- 3101/3103 Landslide matter