

# WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD  
MONDAY, JULY 24, 2017 AT 1:00PM  
BOARD ROOM, GATEWAY COMPLEX  
1001 GOLDEN RAIN RD., WALNUT CREEK, CA 94595

## **Call to Order**

President Free called the meeting to order at 1:01PM

## **Roll Call**

**Directors Present:** Brant Free, President  
Diane Mader, Vice President  
Dwight Walker, Treasurer  
Gail Todoroff, Secretary  
Bill Dorband, Director

The Mutual Operations Division was represented by Paul Donner, Director of Operations; Rick Chakoff, Chief Financial Officer; Rebecca Pollon, Landscape Maintenance Manager; Rick West, Building Maintenance Manager; Will Kim, Board Services Coordinator; Kelly Mattison, Board Services Coordinator

Board President Free welcomed the membership, staff, and thanked everyone for their attendance.

## **Approval of Meeting Minutes**

President Free asked if there were any additions or corrections to the following minutes:

Regular Meeting of the Board ..... June 26, 2017  
Special Open Meeting of the Board ..... June 30, 2017  
Special Open Meeting of the Board ..... July 13, 2017  
Executive Meeting of the Board ..... July 13, 2017

The minutes to the aforementioned meetings were approved with corrections.

## **Announcements**

The next Meeting of the Board will be held on Monday, August 28, 2017 at 1:00PM 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.

## **Financial Report: Dwight Walker, Treasurer**

Enclosed herein as "Attachment 1," the June 2017 financial report and dashboard were presented.

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

Lawn Maintenance: Turf mowing has returned to a regular weekly schedule, edging occurs

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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 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 two painting. Weed treatment is ongoing.

**Tree Maintenance & Removals:** A tree removal permit is pending for a Magnolia tree at 3705 Grey Eagle.

**Landscape Rehab:** Work is progressing on High Eagle Court and Grey Eagle Court. Afterwards they will be moving to the model homes to wrap up phase one. Estimated completion date is early next week.

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

Action Items: None

#### Work In Progress:

1. Phase II Painting – Contract from Pacific Trim for painting 30 buildings \$257,548. Currently 18 buildings are done and 12 remain.
2. Timberline roofing Phase I – Roof Repair and valley replacement for 21 buildings \$105,630. Currently 21 buildings are done and 17 remain.
3. 2846 SI – Building repairs due to a fallen tree are being scheduled. Estimated MOD cost is \$1,847 for gutter and tile repairs and they are waiting on the report.
4. 2982 SI – engineers report on foundation repairs due to the tree has been received. Still waiting on the report for 2968 SI.
5. 2884 SI – Resale balcony railing replacement due to safety concerns. Estimated MOD cost is \$2,175.

#### Completed:

1. 525 SO – Front entry landing recoating by Perfect Painting in the amount of \$2,841.50 was rescheduled by the resident.
2. 631/635 SH – Dry rotted mailbox posts were replaced by MOD as needed.

### **President's Report: Brant Free**

President Free provided an overview of the most recent President's Forum.

### **Finance Committee: Judy Box**

The committee is meeting the third Monday of each month. The committee is looking at a 10 year projection on the building fund and landscape fund.

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

Next Friday will be the Phase I walk to evaluate the process of what has been done and what should be done moving forward. The committee is looking at the current Brightview contract,

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rosemary removal, irrigation, mulch, open common areas and back areas.

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

Progress on the smoke detectors, lighting, and the double doors with utility cabinets behind them were discussed.

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

A Community Information Committee report was passed to Vice President Mader and she discussed speeding, unsafe driving, parking, and information management..

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

An Emergency Preparedness Committee report was not presented.

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

The Picnic will be held on August 12<sup>th</sup> from 12:00PM to 6:00PM at Peacock Plaza. Invitations were provided to the membership. Fiona's Pantry will be catering the event.

### **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**

Four new families will be moving in, which will include six new residents.

### **Update on the Status of 3101/3103 Grey Eagle Drive**

Director Dorband provided an update on the status of 3101 and 3103 Eagle Drive.

A motion was made to approve Diane Barale for hosting an online auction for items within the buildings at her fee of 50% of selling prices.

**Moved, Seconded, Carried 5-0**

### **Site-Wide Tree Trimming Proposal from Brightview**

The Board of Directors reviewed a proposal from Brightview for site-wide tree trimming.

A motion was made to approve the proposal for 45 trees in the amount of \$3643.

**Moved, Seconded, Carried 5-0**

### **Establishing a Task Force on Parking & Unsafe Driving**

The Board of Directors discussed establishing a Task Force on Parking and Unsafe Driving and heard from Public Safety Manager, Dennis Bell on the matter. Dennis has agreed to meet and walk with the Board to further look into the concerns and provide advice.

A motion was made to approve the set up the Task Force for parking and unsafe driving with Diane Mader as the point of contact for residents who are interested in joining.

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**Moved, Seconded, Carried 5-0**

### **Establishing a Task Force on Information Management**

The Board of Directors discussed establishing a Task Force on information management to improve and maintain information sharing, keep owners informed prior to Board decisions for feedback, and build a better sense of community.

A motion was made to approve the set up the Task Force for information management.

**Moved, Seconded, Carried 5-0**

### **Adjournment**

President Free adjourned the meeting at 2:52PM and moved to Executive Session.

### **Executive Session Summary**

The Board held an Executive Session to discuss legal issues, contracts, disciplinary hearings, personnel issues, or collection matters.

### **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					
June, 2017					
	Operating Fund	Replacement Reserve	Land Stabilization		
<b>Cash and Investments:</b>				Int Rate	<b>Notes:</b>
City National Bank Checking Operating	194,106	-	85,000		Deposits of Special Assessments in Operating Account until new Bank Accounts set up with lender
City National Bank Checking Reserve		136,867		0.20%	
Capital One Sharebuilder		253,726		0.40%	
<b>Total Cash and Investments</b>	<b>194,106</b>	<b>390,593</b>	<b>85,000</b>		
<b>Resident Accounts Receivable</b>	358		3,910,000		A/R Short pay for 6 months
					<b>Other Balance Sheet Notes:</b>
<b>Accounts Payable</b>	7,220	104,819	3,995,000		Other Prepays of \$14,907--Irrigation Controllers expensing over 5 years
<b>Ending Fund Balances</b>	215,826	271,369	-		
<b>YTD Revenue:</b>					<b>Major Op Budget Variances:</b> Fav/(Unfav)
Actual	918,852	269,364	3,995,000		Revenue--MOD Dividend 5,158
YTD Operating Budget	913,344				<b>Expenses:</b>
Total Year Reserve Budget		536,477	3,995,000		Rain Leaks (12,560)
Operating Fav/(Unfav)	5,508				Tree Removal/Maintenance (5,310)
Reserves Remaining Budget		267,113	-		Water Variance is confusing: 68,074
					Water bills 6/2016 YTD \$98,292
					Water bills 6/2017 YTD \$88,762 -10%
					MOD to provide electronic access to usage
<b>YTD Expenses:</b>					<b>Identified Major Variances Total</b> 55,362
Actual	853,845	461,635	229,049		
YTD Operating Budget	920,162				
Total Year Reserve Budget		817,450	3,995,000		
Operating Fav/(Unfav)	66,317				
Reserves Remaining Budget		355,815	3,765,951		
<b>YTD Excess(Deficiency)Rev over Exp:</b>					
Actual	65,007				
Budget	(6,818)				
Fav/(Unfav)	71,825				
<b>Reserve Fund Expenses Projection</b>					<b>Reserve Fund Expense Notes:</b>
2017 Budget		817,450			Solar Attic Fan replacement of \$18,000 moved to 2018
Commitments by Board to Date		807,413	229,049		Rehab for Painting over budget \$98,504.
Percentage Committed		99%			Deck Coatings over budget by \$18,079
					Roof Valley Repl over budget by \$55,630

Attachments: Balance Sheet, Operating and Reserve Income/Expense Detail and Reserve Fund Projection