

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
MONDAY, JULY 25, 2016 AT 1 P.M.
BOARD ROOM, GATEWAY COMPLEX
1001 GOLDEN RAIN RD., WALNUT CREEK, CA 94595

Call to Order

Board President Blum called the meeting to order at 1:00 PM.

Roll Call

Directors Present: Barbara Blum, President
Diane Mader, Vice President
Bill Dorband, Treasurer
Brant Free, Secretary

Directors Absent: Larry Cahn, Director

Mutual Operations staff was represented by Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; Will Kim & Sharon Fees, Board Services Coordinators; Fifteen additional Mutual members were present.

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

Members Forum

Marlene Maroulas at 547 Spotted Own Ct. was concerned with an accumulation of debris on the first stair landing near her Unit. The Mutual Operations Division will visit the area in question and see what is causing the debris accumulation and provide confirmation on who will be responsible for the power washing of the landing.

Approval of Meeting Minutes

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

Regular Meeting of the Board held on Monday, June 27, 2016
Executive Session of the Board held on Monday, June 27, 2016

No requests were made for additions or corrections. Therefore, the minutes to the aforementioned meetings were approved.

Moved, seconded, carried 4-0

Financial Report: Bill Dorband, Treasurer

Treasurer Dorband presented the Treasurer's report indicating a total negative operating balance of \$27,094. The negative operating balance is a result of bi-monthly bills for water and additional Comcast services that were previously paid in another month.

The Mutual has expended \$120,000 plus another \$88,000 total in reserves for carpentry work and the stabilization activity. There is a \$205,000 reserve budget for painting and only \$90,000 has been paid up to date. Clarification was provided on the cost benefit regarding the

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previously approved installation of 10-year smoke alarms. In summary, the Mutual is currently in line with the \$522,000 annual budget.

Landscape Report: Rebecca Pollon, Landscape Manager

Lawn Maintenance: Mowing is as needed, typically every week. Irrigation clocks are watering as weather requires, typically 2-3 days a week. Turf will be fertilized at the end of this month with 39-0-0.

Entry Maintenance: Crews are on schedule pruning Azaleas, Podocarpus and Leptospermum and spot spraying weeds every 4-6 weeks. Landscaped areas will be sprayed with pre-emergent weed control for fall/winter annual weeds in the beginning of August. Touch up fire abatement work for poison oak, coyote brush and tall weeds will begin in the natural areas around the mutual.

Tree Maintenance: Tree crews are working on work orders and resident requests.

Tree Removals: No tree removal permits are pending at this time.

Landscape Rehab: The turf replacement at the top of Shadowhawk will begin this week and has been paid for by EBMUD. No other rehab projects are on the schedule at this time.

Building Maintenance: Rick West, Building Maintenance Manager

Work in Progress: Jim Hogue roof inspection estimate for all 74 buildings \$13,320 (presented to the Board).

3146 GE Front Landing: EmpireWorks (estimated to be completed by 7/29/16). Identified front landings with issues at 3154 GE & 3158 GE (destructive testing scheduled).

2016 Phase I Painting Project 21 Buildings: Pacific Trim Painting start date is 5/9/16. Only five (5) buildings remaining (work in progress).

Phase II Over Flow Protection Devices: Four plex installation of secondary pop ups by Davis-Plumbing (work in progress).

Pressure Regulators: Davis Plumbing of six (6) new regulators and adjustments to existing regulators, cost \$7,206.94 (work in progress).

Follow Up: Water intrusion at 2842 SI's back door threshold – AR Construction \$1,200 (work scheduled with resident). Mod's carpentry Dry Rot Rehab for Phase I painting. Work will be completed by 7/29/16. MOD ill begin rehab work on Phase II in preparation for 2017 painting of 31 buildings. Jim Hogue inspections of rear balcony decks are completed (report to follow).

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President's Report: Barbara Blum

Co-occupancy: The Mutual Presidents' goal is to develop a working, umbrella definition of co-occupancy as it does not exist in current governing documents. The next step would be to be able to enforce the regulations which are involved in the approval of co-occupancy in our Mutuals.

Golf Cart Registration: Dennis Bell announced that over 400 golf carts have been registered thus far. Mutual 68 has had 29 carts registered to date. The deadline is August 31.

MCE: A representative from MCE addressed the group and explained the goals and expectations of this new company. The city of Walnut Creek will begin usage of MCE on September 1. Handouts were distributed and I have one for each Director.

Insurance: Arthur J. Gallagher & Co. provided a review of the community's insurance twice a year. A risk management report was presented this morning by John Tastor and an assistant, Cindy. They provided the elements of an insurance package which together form the premium. Before the next presentation, they will look into the possibility of increasing the deductible to \$200,000 from \$100,000 each occurrence and how that affects the impact that will have on the larger Mutuals.

MOD Financials: Rick Chakoff reported that MOD is doing well as of 6/30/2016. There is a cash surplus of \$23,710. The financials, he predicts, will look even better by next quarter.

Building Committee: Jack Cassidy, Chair; Larry Cahn, Liaison

Committee Chair Cassidy indicated the Mutual's V-Ditch requires cleaning and the membership is asked to contact the work order desk if additional cleaning is necessary.

Community Information Committee: Vickie Hipkiss, Chair; Diane Mader, Liaison

Committee Chair Hipkiss indicate they are almost ready to send out a new August edition of The Eagle Ridge News (TERN).

Emergency Preparedness Committee: Brant Free, Chair, Barbara Blum, Liaison

No report was provided by the Emergency Preparedness Committee.

Landscape Committee: Barbara Blum, Chair; Brant Free, Liaison

The sprinklers will be spot checked for overspray at 9:00 a.m. on July 26, 2016. The membership was asked to contact the MOD work order desk if any areas of sprinkler overspray are identified.

Social Committee: Wendy Dorband, Chair, Bill Dorband, Liaison

The Summer Picnic will take place on August 13th at 5 p.m. in the Peacock Courtyard. The deadline for reservations is on August 6th.

Color Palette Committee: Brant Free, Chair, Larry Cahn, Liaison

Committee Chair Free indicated there were a few issues, but the overall performance of the painters and the MOD staff has been very satisfactory.

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Welcome Team Committee: Casey Dixon, Chair, Bill Dorband, Liaison

Committee Chair Dixon will work with the Board Services Coordinator to complete the welcome packets.

Finance Task Force for Budget Review: Doug Todoroff, Chair, Bill Dorband, Liaison

The Finance Task Force discussed the potential need to inspect the Mutual's roof systems to make sure the key components are working properly. They presented two (2) proposals for a Roof Inspection Report of seventy-four (74) buildings in the Mutual. The presented proposals were reviewed and discussed by the Board with assistance/clarification provided by the Finance Task Force. A motion was made to approve the proposal with Timberline Roofing Solutions, dated July 21, 2016, with a total contract amount of \$4,500.

Moved, Seconded, Carried 4-0

Insurance Coverage for Mutual Volunteers

The Board reviewed and discussed a list of potential and current Mutual 68 volunteers. A motion was made and resolved that the provided and discussed list of Mutual 68 Volunteers be confirmed as being covered by the Mutual's D&O Liability Policy thru Continental Casualty Company.

Moved, Seconded, Carried 4-0

PG&E: Marin Clean Energy Agreement

The Board discussed Marin Clean Energy's 50% clean energy arrangement by default and the more expensive 100% arrangement. A motion was made to approve Marin Clean Energy's 50% arrangement by default.

Moved, Seconded, Carried 4-0

Next Board Meeting

The next meeting will be held on Monday, August 22, 2016 at 1:00 p.m.

Adjournment

President Blum adjourned the meeting at 2:40 PM.

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.



Secretary