

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
MONDAY, AUGUST 22, 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
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, Board Services Coordinators; ten (10) additional Mutual members were present.

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

Members Forum

Ernest Blanchette (3126 GE): Mr. Blanchette was invoiced by Davis-Plumbing for a trap leak under his sink and believes the Mutual should cover the cost associated with the repairs. Mr. Blanchette requested a written response from the board, which will be provided after the matter is discussed in executive session.

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, July 25, 2016
Executive Session of the Board held on Monday, July 25, 2016

No requests were made for additions or corrections. Therefore, the minutes were approved as presented.

Moved, seconded, carried 5-0

Financial Report: Bill Dorband, Treasurer

The financial statements for the Mutual as of July 31, 2016 indicate the following:

Operating Fund: We are running \$99,711 favorable to budget through the first seven (7) months of the year. This is due in part to:

- a) Carpentry favorable by \$11,012, primarily because several normal repairs had become longer term capital projects, charged to the serve fund

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- b) Rain leaks favorable by \$9,558, due to less rain and probably better gutter and roof maintenance
- c) Smoke detectors favorable by \$5,030, due to the installation of ten (10) year devices charged to the reserve fund
- d) Insurance favorable by \$6,420, due to a reduction in property insurance premiums
- e) Water favorable by \$76,708, due in part to water conservation measures and in part by the periodic nature of bi-monthly water bills

Reserve Fund: Our reserve funds show that we have spent \$487,183 year to date, with a \$60,317 remaining budget for the remainder of the year. However, we expect to spend another \$80,000 to complete phase 1 of the painting and \$40,000 for inclinometers and piezometers before the end of the year.

Landscape Report: Rebecca Pollon, Landscape Manager

Lawn Maintenance: Lawns are being mowed weekly and turf is being irrigated as weather requires, typically every 2-3 days. Reports of broken sprinklers or dry spots in turf are always appreciated.

Entry Maintenance: Maintenance crews are on schedule pruning shrubs, spot spraying weeds and blowing sidewalks clear of debris. Maintenance crews are also performing building clearance ahead of the painters.

Tree Maintenance Removal: There are no current tree removal permits pending in Mutual 68. Tree maintenance must be approved by the board and performed by authorized contractors using guidelines specified by the city of Walnut Creek. Topping of trees is not permitted per city ordinance.

Landscape Rehab: There is no scheduled landscape rehab work at this time.

Building Maintenance: Rick West, Building Maintenance Manager

1. Destructive testing for the front landing will begin on 3154 GE and 556 SO. Additional landings found with dry rot issues are: 3154 GE, 513 SO, 517 SO.
2. Pacific Trim and Mirt Painting estimate completion on Phase 1 of the 2016 Painting Project of 21-buildings to be September 16, 2016.
3. Phase II Over Flow Protection Devices: four plex installation of secondary pop ups by Davis-Plumbing (70% complete). Residents are not responding to phone messages to schedule.
4. MOD has started dry rot rehab work on Phase II in preparation for the 2017 painting of 31 buildings (currently working on Spotted Owl).
5. The board reviewed estimates for a front landing slurry coat at 3014 GE. Tabled, pending group rate proposals for slurry coat of several front landings.
6. Follow Up:
 - a) 2842 SI: Water intrusion at back door threshold – AR Construction \$1,200 (door on order & work scheduled with resident)
 - b) Pressure Regulators: Davis-Plumbing installation of six (6) new regulators and adjustment of existing regulators (scheduled completion date of August 26, 2016)

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- c) Jim Hogue inspections of rear balcony decks are complete (report presented to board)
- d) 3146 GE: Front landing – EmpireWorks (completed)

The board reviewed and discussed estimates for rear deck repairs at 578 HE. A motion was made to approve the contract by *Toupin Construction* for rear deck repairs at 578 HE for \$7,200, dated June 27, 2016.

Moved, Seconded, Carried 5-0

The board reviewed and discussed estimates for privacy lattice repairs on one side of the rear deck at 616 RW. A motion was made to approve the contract by *Joe Matta Construction* for privacy lattice repairs on one side of the rear deck for \$1,980, dated August 18, 2016.

Moved, Seconded, Carried 5-0

The board reviewed and discussed estimates to drill out weep holes on half of the buildings. A motion was made to approve the contract by *Perfect Paint* to drill out weed pulls on half of the buildings for \$4,000.

Moved, Seconded, Carried 4-1, Director Cahn opposed

President's Report: Barbara Blum

Co-occupancy: A revised Co-occupant Registration Form has been developed with all references to GRF removed. There were a few suggestions of how to improve it even further, so it is not ready for distribution as yet. Member Records has not been charging for the registration of co-occupants in the past, but they are proposing to do so from now on at a rate of \$150.

NIXLE Emergency Notification System: Dennis Bell announced that GRF is considering utilizing the NIXLE Emergency Notification System to alert residents of water or power outages, etc. The system was demonstrated and was very eagerly endorsed by those present. Notifications are provided in the form of text messages, emails or voice calls.

Comcast TV/Broadband Contract: Tim presented the highlights of the newly signed 5-year. The next issue of the Rossmoor News will outline the details. Briefly, the contract includes: \$55/mo. = upgraded TV preferred package, HD TV, X-1 Box, voice activated remote, no payment for Comcast equipment covered by the contract, can add telephone for \$20 and DVR for \$9. Comcast will also add WiFi to the table tennis building and the Gateway Studios, the contract will not be raised more than 3% each year. For M68, we will keep all our same services and it will cost a bit less than we are currently paying. Comcast along with UC Davis Med School is also proposing to have a pilot program in Rossmoor called Telemedicine.

Landscaping: In a survey of all of the represented Mutuals, many of them have MOD Days for landscaping. Many utilize Rebecca in very direct ways including design ideas.

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

A Golden Rain Foundation fire road has large cracks that will be evaluated by the Mutual Operations Division.

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

Although past TERN's have been more newspaper based, the August 2016 TERN contained specific messages from the board and information on critical Mutual issues. The Board agreed that future issues of TERN would appropriately contain both newspaper type stories as well as Board business/information.

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

"Light up the City" will take place on Saturday, August 27th. A disaster scenario will be imitated during the event to strengthen emergency preparedness.

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

The committee will meet on August 23rd to implement a 5-year landscape budget plan.

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

The Picnic was successful with 127 attendees. The next activity will be the Holiday Party on December 12th.

Holiday Décor Committee: Mike Casey, Chair; Diane Mader; Liaison

A report was not presented.

Data Base: Jo Jones, Chair; Vicki Hipkiss, Vice Chair

A report was not presented.

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

The committee is in the process of preparing an evaluation.

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

Approximately half of the directory packages have been passed out to residents and the remaining packages will be handed out shortly.

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

Subcommittees are currently preparing reports on their investigations into future reserve needs in the areas of roof/building maintenance or placement, landscaping renewal and maintenance, and the issue of earthquake insurance.

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Alteration Permit Application

The board reviewed and discussed Alteration Permit Application No. 38780 for the replacing of windows to the outside nook with a slider, removal of existing partition and fire place, installation of new fireplace to outside wall, kitchen remodel, new flooring in hallways and kitchen. A motion was made to approve Alteration Permit Application No. 38780, specifically excluding the *removal of a partition wall between the nook and the living room.*

Moved, Seconded, Carried 5-0

Next Board Meeting

The next meeting will be held on Monday, September 26, 2016 at 1:00 p.m.

Adjournment

President Blum adjourned the meeting at 2:56 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