

WALNUT CREEK MUTUAL SIXTY-EIGHT (EAGLE RIDGE)
REGULAR MEETING OF THE BOARD OF DIRECTORS
MONDAY, AUGUST 24, 2015 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, August 24, 2015 in the Gateway Board Room, 1001 Golden Rain Rd., Walnut Creek, California 94595.

<u>ROLL CALL</u>	PRESENT:	Barbara Blum	President
		Diane Mader	Vice President
		Tim Christoffersen	Treasurer
		Larry Cahn	Director
	EXCUSED:	Mary Hufford	Secretary

Mutual Operations staff was represented by Paul Donner, Mutual Operations Director; Rick West Building Maintenance Manager; and Sharon Fees, Board Services Coordinator.

Nine additional Mutual members were present.

Barbara Blum welcomed the invited guest, 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 – July 27, 2015

Executive Session – July 27, 2015

With one correction to the minutes of the Regular Meeting of the Board dated July 27, 2015 under the CIC report correctly stating who would publish an article explaining unexpected costs, the minutes to both meetings stand approved.

ANNOUNCEMENTS

Blum announced that the next Regular Meeting of the Board will take place on Monday, September 28, 2015, beginning at 1:00 p.m. in the Gateway Board Room.

RESIDENTS' FORUM

Jerry Liguori, 3055 Grey Eagle: Ms. Liguori expressed concern about tree roots that were left in the ground after an ash tree was removed that was determined to have been planted too close to the fence and building.

After some research, she learned that roots can keep growing. There is one that had grown under the fence and there is one that has grown alongside the fence line. She queried as to who would be responsible for damage done to the fence, patio, and/or building as a result of roots growing. The roots have already lifted up her patio pavers twice.

Barbara Blum contacted Curtis Kaul of Valley Crest and he committed to have the roots removed within a week.

An additional resident asked about evacuation procedures that are in place in case an emergency necessitates one.

Brant Free, Emergency Preparedness Chairperson, explained that in most instances evacuation would not take place because in the majority of emergency situations residents would shelter in place. If a fire occurs, a protocol is in place to systematically alert and evacuate areas in an orderly fashion. Most times, simply evacuating to the golf course would be the safest and truly practical solution.

The resident also mentioned that she has been knocked off the internet several times. She was informed that this is a COMACAST issue and that she should contact the Rossmoor representative who sits at the Gateway front desk during various hours throughout the week or call the dedicated 1-800 number for COMCAST.

FINANCIAL REPORT

Tim Christoffersen distributed the August Treasurer's report, reporting on the month ending July 31, 2015.

July 31 Fund Balances are:	Operating	\$	115,667
	Shea		(324)
	Reserve		727,589
	Total	\$	842,932

BUILDING MAINTENANCE -- Rick West

606 RW Retaining Wall: The Soils Engineer from GEC Consulting is preparing specifications for the rebuilding of the retaining wall which was necessitated by soil erosion. The scope of work will then go out to bid.

3144 GE : Landing replacement is underway due to extensive dry rot. AMAC is performing the work.

3113 GE and 3115 GE Balcony Repairs: Rick West is awaiting the engineer drawings that will be submitted with the Request For Bids.

Balcony Safety Inspections: Larry Cahn moved and Diane Mader seconded hire A&R Construction to inspect all of the 4-plex decks and stairwells at a charge of \$55 per hour and that A&R provide a written report of its findings to the Mutual 68 Board. The motion passed unanimously.

Phase I Painting and Carpentry: The rehab inspections are complete. Rick West is currently working on the scope of work and on formulating material costs.

Follow-up Items:

Overflow Protection Devices: Davis Plumbing is making appointments with residents in order to start work on the overflow protection devices. Seven of these are now complete.

Helsing: Helsing worksheet revisions were sent to Helsing on July 31.

West fielded board director questions and concerns.

REPORT ON THE PRESIDENTS' FORUM -- Barbara Blum

Ad Hoc Task Force for General Plan

The Mutual Sub-Committee met to suggest changes in the General Plan as it relates to Mutuals. New wording is underlined. Goal 1 is suggested to read: A collaborative, cooperative and productive working relationship between GRF (including CEO) and all Mutuals in Rossmoor. Policy 2.6 states Work with Mutuals to upgrade utility connections for Mutual managed buildings in conjunction with remodels of facilities. The committee asked how GRF is helping Mutuals in this regard.

EBMUD Water Bills

We now have the ability to receive by mail from EBMUD our Mutual's water bills. Who should receive these bills?

Executive Search

GRF has selected Timothy O'Keefe as its candidate for the new CEO for Rossmoor. The next steps are to have the candidate meet with top GRF managers and Mutual Presidents. The reactions and impressions of the candidate should be forwarded to the GRF Board President for the Board's consideration when making the final decision. Mr. O'Keefe's references will be verified in the next weeks.

Proposed 2016 Management Fee/Staffing Level and Billable Rate

Paul Donner discussed the proposed addition of one MOD Inspector as of January 1. All other staffing would remain in place. He then explained the staff flow charts. It was

mentioned that Rich Perona and Tess Molina are nearing retirement. He also mentioned the possibility of a new person to be hired at the service order desk in the future. The Billable Rate is \$70/hr. presently. This rate will quite possibly be raised.

REPORTS OF STANDING COMMITTEES

BUILDING COMMITTEE -- Jack Cassidy, Chair, Mary Hufford, Liaison

Jack Cassidy presented his report. He tried the existing gas shut-off wrench, and found it to be relatively difficult to use. It was discussed that an alternative wrench be purchased should one exist that is easier to maneuver.

After some consideration, Jack Cassidy and Brant Free suggested that emergency gas shut-off wrenches only be stored in the Emergency Coordinator closets located throughout the Mutual as these remained locked and only accessible to Mutual 68 Emergency Preparedness Volunteers.

Jack Cassidy announced that the Committee could use two more members and welcomes volunteers to join.

CIC -- Vickie Hipkiss, Chair Diane Mader, Liaison

No report was given.

SOCIAL COMMITTEE -- Wendy Dorband/Elaine Harris, Co-chairs; Larry Cahn, Liaison

Larry Cahn reported that Wendy Dorband and Elaine Harris did a fabulous job of organizing the Summer Picnic. He opined that the events that they plan are always of the highest quality. Consensus of Summer Picnic attendees was that it was a very enjoyable party.

EMERGENCY PREPAREDNESS -- Brant Free, Chair; Tim Christoffersen, Liaison

Brant Free reminded the assembled group that today is the one-year anniversary of the Napa quake which registered at 6.0 on the Richter scale.

On Saturday, August 29, a city-wide CERT emergency drill will take place between 9 – 11 p.m.

LANDSCAPE -- Barbara Blum, Chair; Tim Christoffersen, Liaison

Rich Perona suggested that fire abatement that was considered for the ravine area not be done. The Committee accepted the recommendation from Perona.

The Committee chose not to approve the installation of an additional hiking trail marker. The matter may be reconsidered at a later date.

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

No report was given.

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

No report was given.

COLOR PALETTE -- Mary Hufford, Chair

No report was given.

UNFINISHED BUSINESS

Smoke Detectors: West recently found out, via work being done in another Mutual, that it costs \$500 for seven 10-year smoke detectors and their installation. Since each residence in Mutual 68 has only five per condominium, the cost for product and installation in Eagle Ridge is estimated to come in a little below that figure. West is awaiting an estimate from Tsang Electric for product and installation costs, per residence, for Mutual 68.

Solar Energy: Diane Mader moved and Tim Christoffersen seconded to approve the draft version of the Solar Policy for mailing to the Mutual 68 membership for the required 30-day comment period before it is officially adopted. The motion passed unanimously.

NEW BUSINESS

Reserve Study Meeting with Roy Helsing: This meeting is scheduled for the Board Directors on August 13.

ADJOURNMENT

With no further business to discuss, the August 24, 2015, Mutual 68 board meeting recessed to Executive Session at 2:37 p.m.



Sharon Fees, Assistant Secretary
Mutual Sixty-Eight