

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
MONDAY, SEPTEMBER 24, 2018 AT 1:00PM
CREEKSIDE – CLUBROOM
1010 STANLEY DOLLAR DR., WALNUT CREEK, CA 94595

Call to Order

President Walker called the meeting to order at 1:00 p.m.

Roll Call

Directors Present: Dwight Walker, President
Gail Todoroff, Vice President
Bill Dorband, Treasurer
Bob Grotz, Secretary

The Mutual Operations Division was represented by Paul Donner, Director of Mutual Operations; Kelly Mattison, Board Services Coordinator; Rebecca Pollon, Landscape Manager; also present was Phil Gregory with Cal Engineering.

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

Approval of Meeting Minutes

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

Regular Meeting of the Board August 27, 2018
Executive Session..... August 27, 2018

The minutes to the aforementioned meetings were approved with a motion.

Moved, Seconded, Carried 4-0

Announcements

Next Board Meeting is the Budget Review Meeting: October 22, 2018 at 1:00PM in the Fireside Room at Gateway.

Residents' Open 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.

Nominating Committee Report: Dwight Walker

- **Lew Armistead to fill board vacancy, effective immediately and through June 2021:** A motion was made to appoint Lew Armistead, effective immediately, to the vacancy on the Board with a term expiring in 2021.
Moved, seconded, Carried 4-0
- **Steve Hallert to fill board vacancy, effective after Board meeting of October 22 and through June 2019:** A motion was made to appoint Steve Hallert to the Board effective after the meeting of October 22, 2018 when Bill Dorband resigns.
Moved, Seconded, Carried 5-0

3101/3103/3113 Grey Eagle Drive Project Update: Bill Dorband and Steve O'Connor,

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

ESR

- **Steve O'Connor, President of ESR:** Steve O'Connor reported that the 184ft. wall going in the next few months will be an extension of the 1st wall and it will go straight across the lot turning 45° at the Oak tree and then over to Sunset Park. The work will begin in approximately three weeks. Railings and fences will be needed.
- **ESR Contract for 3101/3103:** The Board announced that they approved a \$1,041,684 contract for the work/wall at 3101/3103 by a unanimous vote during the executive session held on August 27, 2018.
- **Landscape design area for 3101/3103:** A Town Hall meeting will be held in the near future to hear homeowner ideas about landscaping of an expanded Sunset Park.
- **Repairs to 3113:** Repairs to 3113 were completed at \$56K and the costs were submitted to the insurance company.

Landscape Report/Landscape Committee Report: Rebecca Pollon, MOD, Barbara Blum, Committee Chair (Gail Todoroff, Board Liaison)

- **GRF Landscape Presentation – Rebecca Pollon:** Rebecca Pollon gave a Power Point presentation of the GRF August 2018 Landscape Progress Report.

Barbara Blum gave the following Landscape Committee Report:

The Landscape Committee held a meeting, with all Zone Reps, BrightView Manager and GRF Landscape Manager present, on Wednesday, September 12th. During this two-hour session, gopher damage, irrigation issues, Oak Tree care, warranty work on Phase I landscape rehab, Sunset Park, 3113 landscaping damage by ESR, and Landscape Contracts out to bid were the main topics. The Committee expressed delight that the proposed 2019 M68 Budget will contain monies for the Phases 2 and 3 landscape rehabs.

One issue which might be considered by the Board is that one of the main areas of concern in Eagle Ridge is the growth of the reforestation Oaks which are now blocking views. Rebecca has tried, unsuccessfully, to have the City Arborist agree to these trees (in Mutual 61) being removed and replaced with more appropriate plantings. The Committee would like to take up this issue with more vigor, perhaps, and, hopefully, be successful. The first step, Rebecca suggested, is to write a letter to the City Arborist. Do we have the Board's permission to pursue this issue with the City and, perhaps, even suggest that Mutual 61 join us in the pursuit?

The next Landscape Committee Meeting will be held on October 23 at 1:00 in MOD Conference Room. Interested residents are welcome to attend.

A motion was made by the Board to support effort to mitigate views by removal of trees and replacing them with more appropriate species of trees.

Moved, Seconded, Carried 5-0

The Board asked the Committee to draft a letter to the City of Walnut Creek requesting that the Mutual be allowed to replace these trees with more appropriate plantings.

Treasurer's and Finance Committee Reports: Bill Dorband and Traude Valachi, Finance Committee Chair

Bill Dorband reported that our current Operating Fund is at \$184,000, Replacement Reserve Fund at \$637,000 and Land Stabilization Fund at \$3,659,000. He indicated that the Operating

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

Fund to date is currently on budget.

- **Report on Draft of 2019 Budget and Coupon:** Traude Valachi reported the committee has been looking at the budget for 2019. The committee has been reviewing the PG&E costs for opportunities to save.
- **Earthquake Insurance Town Hall Update:** More than 40 Eagle Ridge residents gathered last Friday to hear a presentation on the pros and cons of earthquake insurance for Mutual 68, ask questions and air their opinions. This presentation will be shown again at the Oct. 22 Board meeting. The Board asked the Finance Committee to research the likelihood of damage to Eagle Ridge property resulting from an earthquake and the possibility of insurance that would lessen financial risk to the Mutual and/or homeowners. The presentation also covered what changes various insurance options could bring to next year's coupon.

Building Committee Report: Rick West, Building Maintenance Manager; Mike Casey, Chair of the Building Committee (Bob Grotz, Board Liaison)

- **Contract approval for carpentry rehab painting:** A motion as made to approve the Five Star contract in the amount of \$20,680 for carpentry exterior rehab for phase III of dry rot.
Moved, Seconded, Carried 5-0
- **Dryer Vent Cleaning:** The Board discussed and reviewed a proposal to do dryer vent cleaning for each unit at \$75 per unit. This maintenance item is currently identified in the governing documents as an owner responsibility. A motion was made for the Mutual to assume responsibility of this owner maintenance item and move forward with the proposal. The motion failed.
Moved, Seconded, Failed 1-4
- **Rain Gutter Cleaning:** The Board reviewed 3 rain gutter cleaning bids from PGS, Five Star, and Perfect Painting. A motion was made to approve the rain gutter bid from Perfect Painting for \$12,420 this year and another cleaning at \$10,580 early next year.
Moved, Seconded, Carried 5-0
- **Fallen tree damage on Falconwood:** The Board reviewed 3 bids from A One, AMAC, and Five Star to repair damages to 501 and 503 Falconwood caused by a fallen tree. A motion was made to approve the AMAC bid in the amount of \$6,915.
Moved, Seconded, Carried 5-0
- **Owner Acknowledgement of Billable Work:** The sample letter of an owner acknowledgement for billable work will be reviewed and worked on by the finance committee.

Mike Casey reported on the painting project and review of portable hot-tubs being allowed on exclusive use decks.

Rick West presented the following building maintenance report:

Pending Items:

1. Gutter Cleaning – Contractor: PGS \$13,392.00 - 2ND Cleaning \$ 11,160.00 / Five Star and Perfect Painting. – Estimates for one or two cleanings (waiting for additional estimates).

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

2. 501/503 Falconwood Tree damage repairs - Five Star estimate \$9,350.00 (waiting for additional estimates).

Information Items: Work Scheduled, In Progress or Completed

1. Phase III Painting - Contractor; Pacific Trim (Work in progress 8 buildings remaining).
2. Phase III Dry Rot Rehab - Contractors: MOD / Five Star (Work Completed).
3. Phase II Roof Tune up for 29 Buildings - Timberline Roofing (Work in progress).
4. 2986 SI Drywall Repair. Contractor: Five Star (Work in progress).
5. 2934 SI Front Landing Coating - Contractor: Perfect Painting cost \$3,040.00. (Work Completed).
6. 2996 SI Front landing / Sheer wall and Termite Damage Repairs. Contractor: AMAC Estimated Cost\$ 25,675.00. Separate Estimated cost for the landing Excel Coating: Perfect Painting \$3,040.00. Termite treatment cost \$495.00 (scheduled).

Social Committee Report: Wendy Dorband, Social Committee Chair

A reminder was given that the Annual Holiday Party will be on December 10th so mark your calendars.

Community Information/Welcome/Database Update: Tricia Spiegel, Facilitator

Lew Armistead reported on behalf of Tricia about the survey. As of this morning 91 responses have been received and by noon 109 had been received. The printed surveys will be picked up by the committee tomorrow. The committee will be meeting in two days to discuss meeting dates, results of the survey and a recommendation to the Board forthcoming for a new chairperson.

Emergency Preparedness Update: Bob Grotz, Board liaison

Ralph Anthenien gave the following report:

The following actions have occurred since the last Board meeting held in August, 2018:

1. I accepted the position of Chairperson, Disaster Preparedness Committee
2. I attended the Disaster Preparedness Workshop held in the Event Center on September 7, 2018
3. Reviewed documents and past activities of the Committee. Also met with key personnel to ascertain past activities and needed future actions. Met with: Brant Free, Jo Jones, Bob Heyden, Bob Grotz. Attended an excellent “restart committee meeting” arranged for and planned by Bob Grotz.
4. Working on a revised Committee Charter with Bob Grotz

Ongoing Activities this month:

Planned and conducted a Committee Meeting for September 19th:

- a. Reviewed and updated key contact rosters of zone coordinators, radio operators, etc.
- b. Planned for updating resident rosters to include updating special needs such as pets, mobility issues, equipment needs such as medical/electrical needs, etc.
- c. Planned for updating inventory and supply needs

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

- d. Highlighted vacancies in key positions and potential candidates to fill them
- e. Future training needs discussed to include exercises, etc.
- f. Discussion of ways to incent residents for enhanced sustainment during shelter in place or evacuation scenarios. This includes food, water, first aid supplies, and equipment.

Future Activities to include:

- a. Continue activities begun above
- b. Attend the Sept 22 Emergency Preparedness Fair being held at Rossmoor
- c. Distribute the revised Committee Charter when complete.
- d. Develop a training plan for the next 12 months to include a communications plan
- e. Coordinate activities, needs and plans with other groups within Rossmoor as appropriate.

President's Report: Dwight Walker, President

President walker reported that the following topics were discussed at the most recent President's Forum: investors, earthquake insurance, M61 wild boar invasion, member records reports for expired leases, solar farms for the RV spaces, credit card payments for Mutual coupons may become available soon with a \$3 fee, and the GF coupon.

Adjournment

President Walker adjourned the meeting at 3:10 p.m.

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the minutes of the Board of Director's meeting.



Assistant Secretary