

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
MONDAY, SEPTEMBER 25, 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 1:03PM

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; Rebecca Pollon, Landscape Maintenance Manager; Rick West, Building Maintenance Manager; Kelly Mattison, Board Services Coordinator; also present was Steve O'Conner with ESR

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 BoardAugust 28, 2017
Executive Meeting of the BoardAugust 28, 2017

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

Moved, Seconded, Carried 5-0

Announcements

The next Meeting of the Board will be held on Monday, October 23, 2017 at 1:00PM in the Fireside Room at Gateway.

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.

Update on the Deconstruction of 3101/3103 Grey Eagle Drive Stabilization of the Site:

Steve O'Conner was present from ESR and provided the monthly update. The deconstruction and permit process is still ongoing. On Tuesday 9/26/17 the gas lines will be removed and capped. On Friday 9/29/17 the PG&E electrical will be removed for the air quality permit to be obtained. Deconstruction is expected to begin next week. After the deconstruction of the homes ESR will then begin the test trench. The test trench will be next to the property at 3113 Grey Eagle. After the test trench ESR will install the stitch peers to protect the home during

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the process of the slide repair and protect the property against movement of slide until it is repaired.

Financial Report/Finance Committee Report: Dwight Walker, Treasurer; Judy Box Chair of the Finance Committee

Enclosed herein as "Attachment 1", the August 2017 financial report and dashboard were presented. The Hesling report has been provided to the Finance Committee.

Building Maintenance/Building Maintenance Committee: Rick West, Building Maintenance Manager; Mike Casey, Chair of the Building Committee

Work In Progress:

1. Timberline Roofing Phase 1- Roof repair and valley replacement for 21 buildings. 12 buildings are completed with 9 buildings remaining.
2. 2966 SI- Obtaining additional opinions on retaining wall repairs from AMAC, ESR, and Accustrut. McLarens has completed inspections for the insurance claim. Landscaping to obtain estimate for some form of soil erosion materials.

Completed:

1. Phase II painting – Contract from Pacific Trim for painting 30 buildings. (Finishing punch list items)
2. 2846 SI – Building repairs due to a fallen tree. Estimated MOD cost was \$1,847. For gutter and tile repairs.

Landscape Report/Landscape Committee Report: Rebecca Pollon, Landscape Manager; Gail Tordoff, Board Liaison to the Landscape Committee

Lawn Maintenance: Turf mowing is occurring weekly. Edging is performed every other week. Irrigation is ON and will be running frequently during the upcoming hot spell. The system is checked regularly but if irrigation malfunctions are suspected please email or call the work order desk as soon as possible.

Entry Maintenance: Entry maintenance crews are doing natural pruning for size control and performing general cleanup. Weed treatment is ongoing. Crews will turn to leaf cleanup as the weather cools.

Tree Maintenance and Removals: There are no pending tree removal permits.

Landscape Rehab: Color spot installations will occur in the next two weeks and warranty plant replacements will occur in early October.

President's Report: Brant Free

President Free provided an overview of the most recent President's Forum which included topics about owner's concerns on Mutual BBQ policies, hoarders, security cameras installed by owners, and a presentation on the fitness center.

Reports of other Standing committees

Community Information Committee & Date Base Committee: Vickie Hipkiss, Chair reported

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that the committee is working on how to improve communication management. A call for volunteers was sent out in the last Eaglet. No volunteers have come forward and the need for the committee is being discussed.

Social Committee: Wendy Dorband, Chair – A report was not presented.

Welcome Team: Casey Dixon, Chair reported that the alteration meetings are going smoothly.

Holiday Décor Committee: Mike Casey, Chair – A report was not presented.

Emergency Preparedness Committee: Brant Free, Chair reported that there are two new members of the Committee, Bob Grotz and John Fiske.

New Business

Whether to Develop a Mutual policy on the Installation of Security Cameras and other Devices:

This topic will be discussed with Mutual's counsel before moving forward on anything.

Adjournment

President Free adjourned the meeting at 3:23PM and the Board moved into Executive Session.

Executive Session Summary

The Board discussed legal matters with counsel.

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.



Assistant Secretary

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Attachment 1

Mutual 68 Financial Dashboard August, 2017					
	Operating Fund	Replacement Reserve	Land Stabilization		
Cash and Investments:				Int Rate	Notes:
City National Bank Checking Operating	158,284	-	128,394		Deposits of Special Assessments in Operating Account with final transfers to Mechanics Bank in September Shea Escrow fund held by Attorney 0.20% 0.00% Non Interest Bearing per Loan Agreement All Cash in process of moving to Mechanics Bank
City National Bank Checking Reserve		156,855			
Shea Settlement in Escrow		15,022			
Mechanics Bank	100,000	103,224	836,180		
Total Cash and Investments	258,284	275,101	964,574		
Resident Accounts Receivable	175		797,183		Other Balance Sheet Notes:
Accounts Payable	70,913	43,549	23,086		
Due to (from) other Funds	(2,622)	(129,327)	131,949		\$148,728 expenses paid by Reserves for LSFund
Mechanics Bank Loan Payable	-	-	1,200,000		\$400k more than Resident A/R held for excess of budg.
Ending Fund Balances	197,455	374,167	399,640		
YTD Revenue:				Major Op Budget Variances:	Fav/(Unfav)
Actual	1,220,952	358,545	3,998,513	Revenue--MOD Dividend	5,158
YTD Operating Budget	1,217,792			Expenses:	
Total Year Reserve Budget		536,477	3,995,000	Rain Leaks	(19,353)
Operating Fav/(Unfav)	3,160			Tree Removal/Maintenance	(8,593)
Reserves Remaining Budget		177,932	3,513	Water Variance being solved:	68,005
YTD Expenses:				Water bills 8/2016 YTD \$164,046	
Actual	1,174,316	677,068		Water bills 8/2017 YTD \$150,355 -8%	
YTD Operating Budget	1,236,128			EBMUD working to consolidate 132 bills:	
Total Year Reserve Budget		817,450	3,995,000	Irrigation, Fire Safety, Residential	
Operating Fav/(Unfav)	61,812			Identified Major Variances Total	45,217
Reserves Remaining Budget		140,382	3,995,000	Water Bills for 6.16/8.16/2016	
YTD Excess(Deficiency)Rev over Exp:				Irrigation usage vs LY down 25%	\$40,462
Actual	46,636			Resident usage vs LY up 4%	18,428
Budget	(18,336)			Fire Safety no usage	2,609
Fav/(Unfav)	64,972			Total	\$61,499
Reserve Fund Expenses Projection				Reserve Fund Expense Notes:	
2017 Budget		817,450	3,995,000	Solar Attic Fan replacement of \$18,000 moved to 2018	
Commitments by Board to Date		818,014	4,021,443	Rehab for Painting over budget	104,110
Percentage Committed		100%	101%	Deck Coatings over budget	18,079
				Roof Valley Repl over budget	55,630

Attachments: Balance Sheet, Op LSFund and Reserve Income/Expense Detail and Reserve and LSFund Projections