

## MINUTES

### WALNUT CREEK MUTUAL SEVENTY REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, JANUARY 21, 2021 AT 2:00 P.M. ZOOM

President Jill Alley opened the meeting at 2:00 p.m. Directors Roger Svoboda, Jeff Cheung, Dennis Johnsen were present. Herb Salomon joined the meeting at 2:53 p.m.

Two resident members were present.

Staff was represented by Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager, Steve Ormond, Landscape Supervisor (could only listen as he called in from home); and Anne Paone, Assistant Secretary.

#### CONSENT CALENDAR

The consent calendar consisted of:

- a. Approval of Minutes: Regular Meeting Minutes – November 19, 2020  
Executive Meeting – November 19, 2020  
December 8, 2020  
Annual Meeting – June 19, 2020  
Organizational Meeting – June 19, 2020

Ms. Alley asked for any additions or corrections to the minutes. Hearing none, Ms. Alley declared them approved.

#### MEMBERS' FORUM

No questions or comments.

#### SECRETARY'S REPORT

No report.

#### TREASURER'S REPORT

Mr. Cheung reported there are no financials available yet.

Mr. Cheung reported at the end of November, the operating fund balance was \$67,095. The reserve fund balance was \$1,293,446 for a total of \$1,409,422.

Mr. Cheung reported that the inventory of bins does not match with MOD or Republic. There is no charge for picking up the recycling or compost bins.

The insurance is ahead of the projected amount by \$39,747. The Board needs to determine how to apply the \$39,747.

For 2021, \$105,000 needs to be borrowed from the reserve account.

*Mr. Cheung moved to borrow \$105,000 for the 2021 insurance premium to be paid by the end of January. Mr. Svoboda seconded and the motion carried without dissent.*

*Mr. Cheung moved to extend paying back until December 31, 2021 any borrowings from the reserve fund. Mr. Johnsen seconded and the motion carried without dissent.*

## LANDSCAPE REPORT

Mr. Johnsen gave the following report:

2020 Landscaping Renewal Project: Work successfully completed in each of the 7 entries. Rehab of areas impacted by fire abatement still a major focus but renewal of other areas received attention too. It was preceded by a careful planning effort and considerable input from several residents, especially Herma Lichtenstein, an accomplished career civic landscape designer and manager, who worked with Steve Ormond and his very capable MOD crew in executing it. Improvements were made in the irrigation system that is expected to resolve problems with the survival of new plantings that have occurred in the past. The work also was completed significantly under budget.

Mutual Social Gathering Sites: The Committee continues to discuss the idea of creating social gathering sites at several locations in the mutual. Looking forward, the Committee feels it must more extensively determine in more detail the design and cost of such sites, where they might be located, and seek out the degree of resident interest that there is in proceeding with the idea.

Building and carport signage: There is increasing evidence that some attention is needed to repair or replace numbering signage in the mutual, primarily on carports. Some attention should be given to who should be addressing the problem and what should be done to fix it. This is not a directly a landscaping concern but the signage does provide useful reference points, for example, locating work to be done. It is obviously important emergency response and probably for meeting code requirements. Is this on a to do list anywhere?

Status of the Mutual's 5 year landscaping plan and budget: The plan presently exists in draft form and is continuing to be developed with increasing attention being given to minimizing continuing maintenance needs and water use and promoting environmental sustainability. There ought to be a final draft available for board review at the February meeting.

No smoking in open areas: It came to the attention of the committee that presently is no formal restriction against smoking in open areas of the mutual, like those bordering on entries 5 and 6. At the suggestion of the committee, MOD landscaping staffer Rebecca Pollon has agreed to post a "no smoking" warning at entry 5's Clyde Wood trailhead.

Replacement of Entry 8 retaining walls: Two deteriorating and rotten wooden retaining walls located in proximity to TG 3636 are in danger of collapsing and need to be replaced. The smaller one is directly outside the window of unit 2A and is a relatively simple job that can be fixed by the removal of the old wall and installation of concrete blocks. Brightview has provided an estimate of \$5790 for the work which the committee approved. There presently is not a bid for the larger and more complex retainer replacement directly across the entryway but it will certainly be a more expensive job that will be subject to the review and approval of the City of Walnut Creek.

Purchase of Irrigation controllers: Irrigation of all M70's landscape is presently provided through 10 electronic controllers. Two were recently replaced due to obsolescence and the advantages offered by updated considerably improved technology and software. Upgrading will result in water savings, more focused coverage, and better avoidance of damage that can occur with drought conditions that we are experiencing. The committee recommends buying the 8 controllers needed at one time right away, anticipating that we are going to experience drought conditions during the oncoming year. With a bulk purchase discount and agreements to provide associated data acquisition hardware and necessary upgrades, the price for the 8 controllers is \$18,696.

Improving work order procedures: The committee is aware that processing landscaping related, and other work orders too, requested by residents, has not been entirely problem free. We are often told that, while our standing rule is "submit a work order," often nothing happens. With landscaping many of these are work orders for relatively small and inexpensive tasks like leaf removal, pruning, and removal of dead or dying plants. Considering the matter, the committee came up with two suggestions that might improve the process. The first is that MOD provide the committee with a monthly summary list of newly submitted work orders, those that are open or in progress, and those that have been completed and closed out. So informed, the committee will be in a better position to identify delays and to help in resolving problems. MOD has agreed to do this. The second suggestion is that the Board provide a budget line item of \$3000 to be used to quickly fund small work orders less than \$300 by simple approval of the committee chair.

*Mr. Johnsen moved to approve \$5,790 for the smaller retaining wall at 3838 Terra Granada 2A. Mr. Cheung seconded and the motion carried without dissent.*

*Mr. Johnsen moved to approve purchasing 8 irrigation controllers in the amount of \$18,696, which provides a bulk discount. Mr. Cheung seconded and the motion carried without dissent.*

MOD will provide the committee with a monthly summary list for landscaping items. They can then review it to make sure items have been done.

## MUTUAL OPERATIONS REPORT

Mr. West presented his report as follows:

### INFORMATIONAL ITEMS: Work scheduled, In Progress or Completed

1. 3874 TG Building woodpecker roof soffit damage. Contractor: MOD estimate \$2,272.00.  
(Carpentry work has been completed. MOD scheduled to complete painting before the end of the month).
2. 1289 AS 2B Front Entry and Back Deck Repairs and Excel Coating .  
Contractor: AMAC total estimated cost \$15,440.00.  
(Contractor scheduling with the resident to complete this project).

3. 3625 TG 2A - Back Deck Excel Coating – Contractor: AMAC Estimated Cost \$13,665.00.  
(Project is in progress. To date Stucco / Flashing and First Coat have been Completed).
4. 3852 TG #2A – Replacement of double storage closet doors due to dry rot.  
Contractor: Ahumada  
Cost \$1,803.00.  
(This project has been completed).
5. Garage Door Replacement - Contractor: B & C Garage Doors is currently completing Entry 6 installation and putting together an estimate for Entry 2. For board approval. This will be for the remaining 7 Doors. Budget \$60,000.00.  
(These remaining garage doors should be on order by the beginning of February).
6. 3288 TG 2C Trellis rebuild project due to extensive dry rot. Contractor: MOD – Cost \$5,262.00.  
(This Project is in progress).
7. Senate Bill SB326 - Structural Engineers inspection of elevated mutual components –  
Contractor: FWC - Total Cost \$121,989.00. The project will be completed in 4 phases over 4 years.  
Contract does not include destructive testing or put back costs. To be completed by others.  
(FWC is currently putting a 2021 schedule together for the board to review).
8. 3330 TG Building Breezeway Beam Dry Rot repairs and T & G replacement - Contractor: AMAC \$16,663.00.  
This project had a change order come in for an additional \$37,232.00 - Due to additional extensive dry rot found once the engineer requested additional stucco removed. Total to date \$53,895.00.  
(Does not include Engineers report / city permits and destructive testing costs).  
(This project is currently in progress).
9. 3330 TG Building Excel Breezeway coating. Contractor: A-One Construction \$31,645.00.  
(Will schedule after Dry rot repairs have been completed).
10. 3761 TG 1A -Deck Coating and Repairs – Contractor: A-One Construction Cost \$12,787.00.  
(This Project currently is in Progress).
11. 3761 TG 1B – Deck Coating and Repairs. Contractor: A-One Construction - Estimate \$12,787.00.  
(This Project currently is in Progress).
12. Installation of 4 new Trash Enclosure metal Gates with new hardware.  
Contractor: Eagle Iron Cost \$9,800.00.  
(Installation is complete. MOD to paint gates ).

13. Phase I Building Painting will go back out to bid with the newly revised Scope of Work.

This will include 9 buildings, 3 carports and 3 trash enclosures.

(Project schedule to start Spring / Summer 2021 ).

*Mr. Cheung moved to approve the proposal from A-One Construction in the amount of \$19,774 at 3761 Terra Granada 1A for dry rot work on the balcony. Mr. Svoboda seconded and the motion carried without dissent.*

*Mr. Salomon moved to approve the change order from A-One Construction for deck repairs at 3761 Terra Granada 1B in the amount of \$23,960. Mr. Johnsen seconded and the motion carried without dissent.*

Mr. West reported that for the four (4) trash door metal gates, at a cost of \$9,800 and \$1,058 for painting was approved.

Phase 1 building painting for 9 buildings, 3 carports and 3 trash enclosures will be done at the beginning of entry 2.

*Ms. Alley moved to approve \$14,766 for MOD to complete phase 1 dry rot repairs for the carports and building soffits. Mr. Cheung seconded and the motion carried without dissent.*

## GOVERNING DOCUMENTS

Mr. Svoboda reported that there is time to modify any documents regarding the new rental laws, if need be. The committee will meet next week to look at the harassment policy.

## EMERGENCY PREPAREDNESS

No report.

## PRESIDENT'S REPORT

Ms. Alley reported that the Annual Update of the Mutual is being sent to the printer.

There are 7 garage doors left to be done on Avenida Seville.

OTIS Elevator 5 year maintenance contract will be \$170 per month per elevator (6).

In November, 11 manors sold between \$700,000 - \$1,298,000 with a median price of \$850,000.

The Presidents Forum will meet on Monday.

There are lots of change orders due to the unexpected dry rot. One building has a cost of \$85,000+.

Mr. Svoboda asked if there was any information on backup generators yet. Mr. Donner reported that each Mutual has to set their own policy. No gas should be allowed. There are some good battery-powered generators. Ms. Alley will bring this up at the forum.

## OLD BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENTS

The next meeting – Board Meeting: Thursday, February 18, 2021 at 2:00 p.m. via Zoom.

ADJOURNMENT

Having no further business, the meeting adjourned at 3:17 p.m.



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Anne Paone, Assistant Secretary  
Walnut Creek Mutual Seventy

\*\*\*The Board of Directors met in executive session on November 19, 2020 at 3:18 p.m. to discuss the following:

1. Member Issue – Landscaping-Fine Imposed-Member asked to have it rescinded.  
Fine stands

Having no further business, the executive session adjourned at 3:42 p.m.

\*\*\*The Board of Directors met in executive session on December 8, 2020 at 1:00 p.m. to discuss the following:

1. Member Issue – Landscaping-Fine Imposed-Stands

Having no further business, the executive session adjourned at 1:21 p.m.