

MINUTES

WALNUT CREEK MUTUAL SEVENTY REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, JULY 15, 2021 AT 2:00 P.M. BOARD ROOM at GATEWAY

President Herma Lichtenstein opened the meeting at 2:00 p.m. Directors Wally Brohaugh, Jeff Cheung, and Janet Maleski were present. David Kirkpatrick was excused.

Eleven resident members were present.

Staff was represented by Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager, and Anne Paone, Assistant Secretary. Steve Ormond was excused.

CONSENT CALENDAR

The consent calendar consisted of:

- a. Approval of Minutes: Regular Meeting Minutes – May 20, 2021, and Special meeting Minutes – June 18, 2021 and July 2, 2021

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

MEMBERS' FORUM

Resident stated they would like a Zoom meeting, too.

SECRETARY'S REPORT

No report.

TREASURER'S REPORT

Mr. Cheung reported the June operating fund ending balance was \$248,488 and the reserve fund ending balance was \$1086,207 for a total of \$1,334,695.

Ms. Lichtenstein moved to approve the financials for June, 2021. Ms. Maleski seconded and the motion carried without dissent.

Mr. Cheung reported that he will prepare for the 2022 budget.

HOA Repay is the collection company that the Mutual uses. A treasurer's forum is being formed for all of the Mutuals.

LANDSCAPE REPORT

Ms. Lichtenstein reported there is not a meeting this month. There have been some hiccups with the new controllers. The Mutual received some credit back from the company. The controllers will be fine-tuned. Paula Krauss, landscape chair, is preparing grant requests to offset the cost of tree removal for fire abatement. Tre removal schedule is in process.

MUTUAL OPERATIONS REPORT

Mr. West presented his report as follows:

ACTION ITEMS: Proposals for review or Approval

1. 1277 AS 2A Rear Deck Excel Coating Proposals. Contractor estimates -
AMAC \$4,332.00 / GBG \$6,245.00
(Presented to the Board for approval).
Mr. Cheung moved to approve the proposal from AMAC in the amount of \$4,332.00 for the rear deck coating. Mr. Brohaugh seconded and the motion carried without dissent.

2. 3838 TG 2B Rear Deck Coating and Plywood deck repair proposals.
Contractor estimates -
AMAC \$13,880.00 / GBG \$12,455.00
(Presented to the Board for approval).
Mr. Cheung moved to approve the proposal from GRB in the amount of \$12,455.00 for rear deck coating and plywood deck repairs. Ms. Lichtenstein seconded and the motion carried without dissent.

3. 2021 Entry 2 Phase I Building Painting - This will include 9 buildings, 3 carports and 3 trash enclosures.
This Project was awarded to Pacific Trim.
Cost \$165,305.00.
Paint Colors to be finalized by the board of Directors.

(This Project is currently in progress).

INFORMATIONAL ITEMS: Work scheduled, In Progress or Completed

1. 1289 AS 2B Front Entry and Back Deck Repairs and Excel Coating .
Contractor: AMAC
Total estimated cost \$15,440.00.
(This Project was completed in June).

2. 1281 AS 2B Deck Coating – Due to negative slope causing water to puddle and flow toward sliding glass door.
Project will include Excel water proofing coating. Contractor: AMAC.
Estimated Cost \$12,070.00
(This Project was completed in June).

3. 3852 TG 1A Deck Excel waterproof Coating and Repairs. Contractor: GBG
Cost \$3,298.00

(Project was completed in June 2021).

4. 3288 TG 3C Deck Excel waterproof Coating and Repairs. Contractor: GBG
Cost \$6,726.00

(Project was completed in June 2021).

5. Entry 7 & 8 - Main Entry Signs. Project includes new metal signage and repainting of the wood platform.

Contractor: MOD Cost \$1,722.00

(Material is currently on order).

6. 1277 AS 2B – Installation of two new 1 cable lines from Exterior cable box to unit interior.

Contractor: Gauthier's Construction Cost \$1,956.00

(Contractor to Schedule with the resident).

7. 3316 TG 1A Window leak and Termite Treatment. Custom Exterior completed water intrusion work.
Kingsway Termite Co. also inspected the unit and completed Termite Treatment and carpentry repairs.

Additional prolonged exterior dry rot was discovered and will be billed to the mutual.

Total Estimate to date \$15,585.00.

(Building painting has been completed. Currently waiting for Civil Engineering report on Foundation).

8. Senate Bill SB326 - Structural Engineers inspection of elevated mutual components –

Contractor: FWC - 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

Phase I Map sent to the BOD for review. Phase I Entry 2 Inspections have been completed.

Currently waiting for FWC Report.

Total Cost \$121,989.00.

(FWC Started this project on June 7th).

Mr. West is to get cost to paint wood on the main entry signs.

Mr. Cheung asked about fines to contractors. Mr. Doner explained that they can build penalties into the contract for contractors working for MOD.

The Mutual can have a policy to fine residents for their contractors. Mr. West reminded everyone that MOD can do a "stop work" order until something is corrected.

Termites were discussed. Mr. West reported that only one Mutual has the exterior of their buildings inspected for termites every 5 years. He stated that the whole building should be

inspected, which would include the exterior around the foundation and the subflooring.

Mr. West is to get an estimate for a termite inspection for the 9 buildings and carports being painted this year. Mr. Cheung or Ms. Lichtenstein will sign the work order

Mr. Brohaugh reported there are nine people on the painting committee and they have had 3 meetings. They put sample paint on the buildings.

Mr. Brohaugh presented the following report:

Mutual 70 Trim Paint Colors

1. The metal that surrounds the roof tiles including the gutters will be painted the brown of the patio rails. Luis has the KM paint number. The paint will have a semi-gloss finish. Only the top and side of the flashing that faces the roof tile will be painted the brown color. The side of the flashing that drops down the side of the building will be painted the same color as the building body as they are now.
2. The gutters that capture the water runoff from our patios will be painted the same color as the building body as they are now.
3. The structural steel support that holds the stairs to the second floor, the chimney caps or spark arrestors, and the handrails will be painted the taupe color that was used for the trim on 3316 TG. It would be preferable if these were painted with a semi-gloss finish, but if the painting contractor has a supply of this paint in another finish, it is okay to use that.
4. The wood trim around the entry doors and the second-floor upper wood railing will be painted the same brown color as the patio railings and roof gutters. The paint should have a matt finish. This is close to what now exists.
5. The patio metal railings will be painted the same brown color that now exists. The rails now have a gloss finish, but it makes sense to change that to a semi-gloss so the same paint can be used as for the roof gutters and flashing.
6. There will be 6 paint colors allowed for the painting of the entry doors, white, red, blue, green, brown and black, and four stain colors, cherrywood, dark mahogany, walnut and oak.

Mr. Brohaugh moved to approve the committee's recommendations for painting. Mr. Cheung seconded and the motion carried without dissent.

Mr. West reported that there are no Zinsco panels in the Mutual.

Mr. Donner stated that the FWCM fire had nothing to do with Zinsco panels.

Mr. Cheung reminded members not to place planters on top of the rear balcony walls due to dripping water and staging and any pots or planters on decks must have a tray underneath to catch water run-off.

GOVERNING DOCUMENTS

Adoption of Leasing and Harassment operating Rules:

The Board noted they did not receive any comments on the Operating Rules.

Mr. Cheung moved to adopt the Leasing and Harassment Operating Rules as presented. Ms. Lichtenstein seconded and the motion carried without dissent.

SOLAR

Mr. Cheung reported he is working with David Kirkpatrick and Melissa Ward on key items in Table Rock's Engagement letter and they have sent those on to Table Rock for review and discussions.

Mr. Cheung and Mr. Kirkpatrick have been working on the overall solar project plan communications piece and they are working on breaking down the information pieces into a more manageable document. Mr. Cheung recommended that he or Mr. Kirkpatrick act as person(s) to approve content to go out in any communication regarding solar microgrids with Ms. Lichtenstein to read before any mailing.

Ms. Lichtenstein moved that Mr. Kirkpatrick, Mr. Cheung, and she approve educational piece for the solar initiative. Once approved, they may move forward with the mutual-wide mailing, including the cover letter and email form. Mr. Brohaugh seconded and the motion carried without dissent.

EMERGENCY PREPAREDNESS

Ms. Lichtenstein reported the fire season is upon us. There are yes/no signs to place in the windows of the manors if they are empty. They can be obtained from a printer in Lafayette.

PRESIDENT'S REPORT

Ms. Lichtenstein reported that the insurance update in the Presidents Forum was informative and will require further clarification. A treasurers' forum was created.

OLD BUSINESS

None discussed.

NEW BUSINESS

- a. Committee Liaisons Responsibilities: Mr. Brohaugh is to sign off on alteration applications.
Mr. Cheung thinks Board Liaisons should also be the committee chair. Mr. Brohaugh disagreed. The Board decided it should be done on a committee by committee basis.
- b. Insurance Review: There needs to be a discussion with MOD and the insurance company. Mr. Donner stated that Joel Lesser can set up a meeting with Gallagher.
- c. Formation of Communications Committee: Ms. Maleski read from the draft that the purpose of the committee is as follows:
To establish a communication link between the Mutual 70 Board and Residents for the purpose of keeping residents up to date on activities, decisions, and actions of the Board and for receiving input from residents.
The expectations are as follows:
 - Establishment of a mailing list to be used for emails between the Board and residents
The Board will survey as many Mutual 70 residents as possible by using a short form as to whether or not they wish to be included on the list. This survey may take place by the Board members going unit to unit and speaking with the residents in the mutual to get better acquainted and directly ask them their preference or possibly mailing a brief questionnaire to each unit asking if the residents wish to be included on the mailing list.

- Development of a process by which the committee can receive requests from the Board to send information concerning the Mutual to residents
- Development of a mechanism for receiving input from residents to be passed to the Board Liaison who will forward it to the Board or other standing committees (Building, Landscaping, Governing Documents, Finance).

She listed the following as desirable skills:

- Interest in Mutual 70 residents and activities
- Ability to write
- Ability to edit
- Willingness to Collaborate
- Experience with communications project management

Committee members:

Consultant - Roseanne Cheung; Members - Christine Barley; Natalie Davis and Donna Brian

Ms. Maleski stated that some email correspondence could go to the chair and then be forwarded to her as the liaison.

Ms. Maleski moved to establish the Communications Committee with her as liaison and the chair. Ms. Lichtenstein seconded and the motion carried without dissent.

ANNOUNCEMENTS

The next meeting – Regular Meeting: Thursday, August 19, 2021 at 2:00 p.m. – Board Room at Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 3:47 p.m.



Anne Paone, Assistant Secretary
Walnut Creek Mutual Seventy