

## MINUTES

### WALNUT CREEK MUTUAL SEVENTY REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, JULY 21, 2016 AT 2:00 P.M. BOARD ROOM – GATEWAY COMPLEX

President Jill Alley opened the meeting at 2:00 p.m. Directors Dale Smith, Jerry Cruson, Eldon Rowe and Ellen Dietschy were also present. Five resident members were also present.

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

Ms. Alley thanked Mr. Rowe for his service as President. With his guidance, the Mutual is very healthy. The Board looks forward to continuing to work with him in his capacity as Vice President on the Board of Directors.

Mr. Rowe thanked Mr. Cruson for his service as Treasurer. He helped to keep the Mutual in good financial shape.

#### APPROVAL OF THE MINUTES

Ms. Alley asked for any additions or corrections to the minutes of the regular session Board meeting of June 16, 2016. Hearing none, she declared them approved as written and reviewed.

Ms. Alley asked for any additions or corrections to the minutes of the Special Session Board meeting of June 3, 2016. Hearing none, she declared them approved as written and reviewed.

#### MEMBERS' FORUM

Pat Hart is concerned about the landscaping at her building. Mr. Ormond will take a look. She also asked if the front doors will be painted this year. They will be done when the buildings are done in 2017-2018. Some doors are stained and will not be painted. Ms. Alley stated that the railings are on a maintenance cycle for painting.

#### SECRETARY'S REPORT

No report

#### TREASURER'S REPORT

Mr. Smith reported that the June operating fund had an ending balance of \$82,428. The reserve fund ending balance was \$1,035,946. The total fund balances were \$1,118,374.

Mr. West reported that termite control will be re-budgeted to reserves for one year in the amount of \$10,000.

The Board briefly discussed opening a Money Market Account.

*Mr. Smith moved to authorize and direct the accounting department to open an account for the Mutual under the Money Market Program of City National Bank. Mr. Rowe seconded and the motion carried without dissent.*

### PRESIDENTS' FORUM

Mr. Rowe attended the Presidents' Forum in Ms. Alley's stead. He reported that they discussed co-occupancy and the definition of it. It is not up to GRF to determine what the definition should be. Mutuels may decide on different definitions. There are 728 registered co-occupants in Rossmoor. They are allowed to use all of the facilities. Mr. Rowe felt the Governing Docs Committee should discuss what might be the definition.

Recycle SMART presented their program and talked about the blue containers. They also talked about their facility. It is open to visits. Styrofoam cannot be placed in the recycle bin. Golf cart registration is from July 1 – August 31, 2016. If your cart is not registered, you will not be allowed to use the golf course.

The new manager for Securitas, Maloa Jenkins, was introduced.

### LANDSCAPE REPORT

Mr. Rowe reported that the committee policy is to remove dying plants. Ground cover will be used instead of a new plant. The committee will continue with this policy. EBMUD says the drought is over, therefore, the Mutual is watering on a regular basis now. There is an EBMUD increase of 7%, which started July 1, 2016. The Landscape Committee may use funds up to \$5,000 as previously allowed without Board approval.

Mr. Donner reported that the EBMUD 25% drought surcharge was discontinued as of July 1, 2016. So the net reduction for the Mutual is 18% once you minus the 7% increase. EBMUD believes that they can get through another year of drought. Watering is back to normal unless the Board asks MOD to cut back.

Mr. Ormond looked at the tree on Avenida Sevilla and will get a proposal from Ed Waraner to trim the tree. The trimming is for the health of the tree. This should extend its life.

Mr. Rowe reported that landscape rehab starts in December.

### MUTUAL OPERATIONS REPORT

Mr. West presented his report as follows:

#### Work in Progress:

1. 3838 TG - Fabricate and install new trash enclosure gates - Eagle Iron \$2,500.00 (presented to the Board). The Building Committee approved.
2. 3206 TG Building - Termite Treatment for building (scheduled for Sept 24<sup>th</sup>).
3. Smoke Detector estimates Sang Electric \$20,425.00 / Five Star \$20,485.20.
4. 3244 TG 1B – Rear Balcony dry rot AMAC cost \$1,250. Deck coating EmpireWorks \$6,722.40.  
(work in progress) scheduled completion date 7-20-16.

5. 3288 TG – Elevator Rehab. Otis Elevators scheduled start date 7/25/16.  
This is a 3-4 week process.

Follow Up:

1. 1289 AS 1A – Termite and Dry Rot damage. Antimite approved for \$2,950.00. MOD & Five Star to complete dry rot issues. MOD – NTE \$3,000.00 . New closet doors, New loft window, frame and stucco. / check request for \$3,120.00. for resident reimbursement. (completed). Except drywall scheduled by Boydston Construction.
2. 3443 TG 2B – Deck Beam Dry Rot due to scupper - AMAC \$ 3,420.00. Perfect painting deck coating \$4,660.00. (completed).
3. 3401 TG 1B – Water heater leak ServPro conducting dry out. Residents has put in for Insurance claim. (completed).

Mr. Donner spoke to Dennis Bell, Public Safety Manager and Maloa Jenkins, Securitas Site Manager, about the elevator situation. Once the elevator is being repaired, the Stair-Track can be used to assist residents. If the CEO signs off, it can be used after hours and is outside of the Securitas contract. EMTs are trained to use the Stair-Track after hours. Mr. Smith reported that the building has an emergency program in place. One person on each floor will help the other 3 residents.

Ms. Dietschy spoke to some residents about their needs. Mr. West will work with Ms. Dietschy about getting a letter to residents regarding the elevator repairs.

EMERGENCY PREPAREDNESS COMMITTEE

Ms. Dietschy reported she has spoken to residents, especially about the elevator project.

ALTERATIONS

Ms. Alley reported there were 21 processed, 19 permits and 22 completed.

GOVERNING DOCUMENTS

No activity.

OLD BUSINESS

Mr. Salomon of the Building Committee reported that the committee reviewed smoke detectors. The smoke detectors are not hard wired. They are an enclosed unit with a ten-year battery. The committee thought this is a good idea and recommended that the Board approve installing the new smoke detectors.

*Mr. Rowe moved to approve the bid from All Clear in the amount of \$18,920 for the installation of lithium ten-year smoke detectors. Ms. Dietschy seconded and the motion carried without dissent.*

Mr. Smith reminded the Board that they never officially adopted the ten-year financial plan.

*Mr. Smith moved that the Mutual Ten Year Capital Spending plan that was submitted to the Board of Directors at its Special Meeting on June 3, 2016, as revised during that meeting, and as described in the minutes of that meeting, be adopted as Mutual 70's Plan, for the period of 2016 through 2025, for fulfilling its obligation to maintain and repair buildings according to Helsing's Reserve Asset Management Program dated October 28, 2015. It is further moved that the Treasurer, during May each year thereafter, submit a revised 10 Year Capital Spending plan updated for the then current year for review by the Board of Directors of Mutual 70. It is further moved that these Ten Year Plans be used by Mutual 70 for planning the next year's operating and Reserve Budgets. Mr. Rowe seconded and the motion carried without dissent.*

#### NEW BUSINESS

None

#### ANNOUNCEMENT

The next regular board meeting: Thursday, August 18, 2016 at 2:00 p.m. in the Board Room in Gateway.

#### ADJOURNMENT

Having no further business, the meeting adjourned at 2:48 p.m.

/s/ \_\_\_\_\_  
Ellen Dietschy, Secretary  
Walnut Creek Mutual Seventy