

MINUTES

WALNUT CREEK MUTUAL SEVENTY REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, AUGUST 18, 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.

APPROVAL OF THE MINUTES

Ms. Alley asked for any additions or corrections to the minutes of the regular session Board meeting of July 21, 2016. Hearing none, she declared them approved as written and reviewed.

MEMBERS' FORUM

Resident thanked the Board for the work done on their condo. Her building is going to be tented and she asked what the residents should do. Ms. Alley stated that she has instructions for everyone and will get them to her after the meeting.

SECRETARY'S REPORT

No report

TREASURER'S REPORT

Mr. Smith reported that the July operating fund had an ending balance of \$96,867. The reserve fund ending balance was \$1,021,438. The total fund balances were \$1,118,305.

Mr. Smith reported that Mr. West gave him some information regarding building expenses to use for creating the 2017 budget.

PRESIDENTS' FORUM

Ms. Alley reported that co-occupancy was discussed. The Mutuals are trying to determine what the actual definition is for co-occupant. There was a presentation about insurance policies. There was also a presentation by Marin Clean Energy (MCE). Golf cart registration is still taking place. Ms. Alley has a list for Mutual Seventy. There was a discussion about emergency procedures regarding 911. The problem has been corrected. Dennis Bell reassured everyone that the neighborhoods are safe at Rossmoor. The cable provider will be decided this month.

LANDSCAPE REPORT

Mr. Rowe reported that everything looks good. Dying plants are being removed. Next month the committee will discuss winter rehab for landscaping. Rehabs will center around bark and cobbling.

Mr. Ormond reported that the Mutual is watering, but some plants are too stressed to survive.

Three oak trees are being trimmed. There is a dead Alder tree that will need to be removed. The committee will report back on the winter rehab.

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 (Scheduled).
 - Will be completed by the end of next week.
2. 10 yr. Smoke Detectors - All Clear \$18,920. (scheduled start date 8/29/16)
 - Smoke detectors are on order. Sang Electric will be on-call. Securitas will call them if there is an issue and Sang will come out.
3. 3288 TG – Elevator Rehab. Otis Elevators and Musco Electric scheduled completion date 8/29/16.
 - Otis will do the pretest on Friday. The final test is on Monday. Otis will then send an email to the State for an inspection. There will be a notice to the residents regarding the testing. Mr. West will check the numbers on the floors to be sure they are correct.
 - 3330 is scheduled for September 9th.

Follow Up:

1. 3244 TG 1B – Rear Balcony dry rot and Deck coating. (completed).
2. 3206 TG Building - Termite Treatment for building (scheduled for Sept 24th).

Mr. West reported that 3288 Terra Granada 1A side has dry rot in the tongue and groove wood. 4A has severe dry rot on the beam.

Ms. Alley stated that a letter should go out to the membership explaining the new smoke detectors.

Mr. Rowe moved to accept the on-call service from Sang Electric to respond to smoke detector calls. Mr. Cruson seconded and the motion carried without dissent.

EMERGENCY PREPAREDNESS COMMITTEE

Ms. Dietschy, with her husband's assistance, did an elevator survey. Part of the survey was to check Mutuals Seventy's six three-story buildings to look for specific instructions on what to do if one gets stuck between floors. This was precipitated by a resident who got stuck in

an elevator. They were advised when checking where the elevator is being upgraded, that the new panel being installed will have a HELP button in place of the telephones that are being used in the other five elevators.

The phones were all tested and the dispatcher answered promptly when the receiver was lifted.

It was noted that a passenger needs to step quickly and completely through the elevator's open door as it is closing. Failure to do so could result in the passenger getting hit by the door.

The panels have a large, black, plastic plate with damaged white glue-on capital letters. Some parts of the letters were missing making it difficult to read the instructions. Entry 4 had some letters missing from the plate. Entry 5 had the same problem and the magnetic closer on the telephone door didn't work. Entry 6 had letter that are so badly damaged that they are unreadable. Entry 8 was also missing letters.

Ms. Dietschy's conclusions and recommendations are as follows:

1. The plastic instruction panels with glue-on letters should be replaced with new ones that will not deteriorate in the future. It would help if they could be placed beneath the buttons to make it clear that the phone door is beneath the panel.
2. The phone door should have the word "Phone" displayed in much larger letters.
3. While the phones will be removed after the elevators are updated, it will be two years for some residents before this happens.
4. Something should be done to prevent the door from slamming on frail people if they don't get out of the door before it closes.

Mr. West stated that the doors can be adjusted. The new elevators will have floor to ceiling lights with sensors. When they sense something, the doors will not close.

Ms. Dietschy spoke to the residents of 3330 Terra Granada to get information to pass on to the fire department. They asked if there were any residents that might need help.

Ms. Dietschy reported that she did "Map Your neighborhood" on Saklan Indian Drive. She was stating the fact that although it had been done a few years prior, there were all new residents and they had not heard about the program.

ALTERATIONS

Ms. Alley reported there were 14 processed, 13 permits and 21 completed.

GOVERNING DOCUMENTS

Mr. Cruson reported that currently, residents may use Rossmoor facilities. They do not have to be owners. He believes this is a GRF rule that needs to be modified. GRF thinks it is a Mutual responsibility. They need to define "resident".

Mr. Donner stated there is no legal definition of co-occupant. Currently, the co-occupant form is filled out and the Mutual signs. There is also a signature line for GRF. The new form will only require the Mutual's signature.

Mr. Rowe would like Ms. Alley to ask at the Presidents' Forum if all Mutuals can be uniform.

OLD BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENT

The next regular board meeting: Thursday, September 15, 2016 at 2:00 p.m. in the Board Room in Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 3:07 p.m.

/s/ _____
Ellen Dietschy, Secretary
Walnut Creek Mutual Seventy