

WALNUT CREEK MUTUAL NO. EIGHT

ANNUAL MEETING MINUTES TUESDAY, MAY 4, 2021 @ 9:30AM ZOOM MEETING

Call to Order

The Annual Meeting was called to order at 9:30 a.m.

Introductions

Jim Ware – President
Luther Avery – Vice President
Bob Eisner – Secretary/Treasurer
Alfreda Bell – Director
Dick Coleman - Director

Mutual Operations staff:

Paul Donner, Mutual Operations Director
Rick West, Building Maintenance Manager
Rebecca Pollon, Landscape Manager
Kelly Maki, Board Services Coordinator

Election of Director by Acclamation (3-Year Term)

A Call for Candidates form was mailed to all owners of record as of December 31, 2020. There was one (1) open board position, and one (1) candidate came forth by the February 5th deadline. Therefore, the Mutual did not proceed with a ballot. Bob Eisner was elected by acclamation to the Board of Directors for a 3-year term that will end in 2024.

Approval of Minutes

a. September 25, 2020, Annual Minutes

The annual minutes of 2020 were approved.

Moved, Seconded, Carried 5-0

Welcome New Members

New members of Mutual Eight were welcomed to the community by Sally Kennedy for units 1138 #3, 1232 #6, 1208 #7, 1256 #4, 1284 #6, and 1296 #4.

Staff Reports

a. **Maintenance Report by Rick West:**

INFORMATION ITEMS: Work in Progress or Completed

1. In 2020 - The mutual hired Jim Hogue (an independent consultant) to complete a Balcony Survey Report. Two Decks were highlighted in this report. 1208 #5, 1268 #5. Both of these decks had painted surface with the plywood seams exposed. AMAC's was awarded the project to install the new Excel Pedestrian Waterproof Coating. Change orders added cost to the project due to additional dry rot that discovered. 1268 SC #5 Total Cost \$5,119.00 / 1208 SC #5 Total Cost \$ 2,534.00. (Project was completed in April 2021).

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2. This year - The mutual has a proposal to install new gutters and downspouts on building # 1224 SC and new downspouts on Buildings # 1284 and # 1296. Low bid for this project was A-One Construction at \$9,620.00. (The Board has put a hold on this project due to the lack of rain).
3. 1268 SC Building - Duro-Last Roofing Proposal. Sections 1, 3 and 4 on the flat part of the roof is 25 years old and needs to be replaced due to recent leak history. Contractor: FIALA Roofing - \$17,500.00. (Project is scheduled to begin in May).
4. This summer the mutual has scheduled to complete the Domestic Water Re Piping Project in 1232 SC - Replacing the Galvanized with Pex Piping. Scope of work - Re-piping of Units #7- #8 - #12 and Connect Units #7 - #8 - #11 - #12 to the completed main copper line. Contractor: Five Star - Cost \$43,900.00 2021 Budget for this project \$48,000.00. (Scheduled for Summer 2021).
5. This year there was a major carport underground fire sprinkler line leak be building #1208 SC Contractor: Fire Protection Management. / MOD Total Cost for pipe replacement \$ 4,200.00. (Project Was Completed in February 2021)
6. This year the board elected to complete some major concrete walkway replacement by building 1114 SC. This is due to the large roots that are causing the concrete to lift and presenting a tripping hazard to the residents. Contractor: Five Star. 2021 Total Cost \$7,985.00. 2020 Total for concrete work \$10,415.00. (1114 SC Project scheduled for May 2021).
7. 2020 Total Cost for Appliance replacement and repairs \$26,794.00. 2020 budget \$29,000.00.

b. Landscape Report by Rebecca Pollon:

2021 MUTUAL ANNUAL WORKSHEET 8WCM

Key: Black = Annual budget or general notes
 Green = Available funds
 Red = Approved, not invoiced
 Blue = Completed, invoiced
 Highlighted = for discussion/approval

TREE MAINTENANCE PLAN (RESERVES)	\$25,000
AVAILABLE BUDGET	\$19,975
Liquidambar removal at 1295	\$5,025
FIRE PLAN (RESERVES)	\$15,700
AVAILABLE BUDGET	\$10,700

While we will need to use a portion of this for one more juniper removal project (discussion) and maintenance of previous reserves fire work, lots of good fire prevention work was completed in 2020 and some portion of this (assume \$5,000) can be used to supplement rehab funds

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FIRE PLAN (OPERATING) \$2,000

IRRIGATION PLAN (RESERVES) \$3,900

AVAILABLE BUDGET \$3,150

These funds will be used for irrigation updates in rehabs

Total clocks 7

Clocks older than 5 years 3

Subscription fee (~\$250 each clock older than 5 years) **\$750**

Number of clocks to replace (older than 10 years) 0. Up to date until 2022

REHAB PROJECTS (RESERVES) \$40,000

AVAILABLE BUDGET \$45,000

Carried over from fire abatement **+\$5,000**

2021 PROJECTS

- **Entry renovation, bldg 1122, 1138, 1154**

I will be obtaining bids from Brightview for the lawn reduction and sod installation portions of the project but we will use MOD for all else.

SMALL PROJECTS-JUNIPER REMOVAL REPAIR

- E.4 1284-Side of building where juniper was removed
- E.4 1296-Front of building where juniper was removed
- E.4 1296 Liquidambar repair
- E.6 1324-Front of building where juniper was removed

MOD days (subject to change)

8	21	12	3	6
		6/14-6/29	6/30-7/2	11/16-11/23

2022 PROJECTS

MEDIUM PROJECTS

- E.4 1224-SEVERAL SECTIONS AROUND BUILDING

LARGE PROJECT

- E.4 1256-MULTIPLE PROJECTS IN ENTRY

c. Financial Report by Joel Lesser:

As of March 31, 2021:

Operating Fund Balance: \$110,425

Reserve Fund Balance: \$567,764

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Reports of Officers and Committees

- a. **Finance Report by Judy Grayobes:** Judy reported that the Mutual 8 finances are better this year, compared to last year, even with no increase to the 2021 budget.
- b. **Building Maintenance Report by Luther Avery:** Luther reported that the aging infrastructure is the committee's largest concern. For instance, we recently had emergency repairs to a clay pipe due to intrusive tree roots. Please report any building maintenance concerns to the Work Order desk at 925-988-7650 and to Luther that occur inside or outside a manor. Water leaks are a big issue and create a lot of damage. Be prepared and carry your own insurance policy.
- c. **Landscape Report by Alfreda Bell:** Alfreda reported that when landscape renovations are planned owners are invited to attend committee meetings for input. Please call in any irrigation concerns to the work order desk as soon as you notice them. Also call the work order desk for landscape requests and be sure to provide the locations, such as building number and manor number.
- d. **Membership Report by Sally Kennedy:** Sally Kennedy reported that there are currently two units in escrow: 1100 #3 and 1122 #8. There has been a lot of unit ownership changes recently.
- e. **Social Report by Jane Viator:** Jane Viator reported that the committee has been able to hold some social events recently. There are snack and chats taking place at the Butterfly Garden at the end of Entry 2.
- f. **Emergency Preparedness report by Dick Coleman:** Dick reported that any member of Mutual 8 who is interested in joining the committee should contact him. Be prepared for a dry summer and fire season. Have items stocked in case you have to shelter in place when water and electricity may not be available. Please check the back of the directory for useful tips and good emergency preparedness information. You can also find useful information on the Rossmoor EPO website at www.rossmoorepo.org. Remember that Rossmoor and the Mutual are not your caregivers in an emergency and you ultimately are own your own, so be prepared.
- g. **Governing Documents report by Bob Eisner:** Bob reported that the update policy book is now ready for distribution to the members for the mandated comment period prior to adoption by the Board.

Other Reports

- a. **President's Report:** Jim gave the following report:

This has certainly been difficult year – but we are pulling through; we have a number of new residents/members, and we are on the verge of holding more social events. Knowing your neighbors and exchanging experience is critical to our safety as well as our mental health
I want to acknowledge and thank our board members, who have been working behind the scenes this year to keep the mutual on track and operating efficiently

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Luther Avery continues to monitor and respond to our buildings and maintenance issues with incredible professionalism, and he works very closely with our MOD staff support.

Bob Eisner has pushed forward on getting our policies updated and ready for resident review. In addition, he has wrestled with some difficult and complicated insurance issues. We are fortunate that he is willing to serve another three-year term as a director.

Alfreda Bell is out and about every single week working with our landscaping contractor as well as with MOD – and taking care of all your requests, sometimes holding your hands and helping you get what you want and sometimes slapping your wrists – but always with a smile and a concern for fairness. And **Dick Coleman**, our newest director, has jumped into the fray with gusto. He takes our Emergency Preparedness challenges very seriously, and he does so much more than that – researching policy issues and policy compliance, thoughtfully proposing creative solutions, and following through on one issue after another. I can't tell you how much he has taken on in a very short time. He had been a tremendous personal help to me given the limited time I can devote to mutual issues right now.

- The two biggest issues we've been facing this year are **parking** and **recycling/trash**. I suppose it speaks well of us that those are our biggest challenges – in contrast to emergency repairs and a shortage of cash. But they are challenges, nevertheless. This isn't the time or place to work through the details, but I do want to mention just a few highlights.
 - **Parking** – more and more of us arrive at Rossmoor with two cars, yet each manor only has one assigned carport. The board is working with new residents to sort out your options. We have several mutual-owned carports under building 1208 that are currently unrented, and there are also a few open-air reservable spaces available. Please just remember that Visitor Parking is for visitors only; if you have a second vehicle without a reserved space it must be parked on Golden Rain Road; it cannot be stored anywhere on mutual 8 property, or on Skycrest Drive, which is totally no-parking).
 - **Trash/Recycling** – on several occasions recently either a recycle bin or a trash bin has been overloaded to the point that we have had to schedule an extra pickup by Republic. That costs money – about \$50 each time. Please flatten boxes when they go in the recycle bin, and if the bin you normally use is already full, consider walking a little farther to use a different enclosure. I will skip the details here, but please read the insert in the Rossmoor Phone Directory for guidance on what to recycle and what goes in landfill. **I would love to have one or two of you volunteer to work with me on educating the entire mutual about responsible recycling and trash disposal.**
- Finally, one more comment about our most precious resource – **water**. We all know California is enduring yet another drought. All I can do right now is ask you to be thoughtful and careful about the water you use within your manor.

We are working with Rebecca and MOD to be prudent with landscaping water, but the awful truth is that – for whatever reason – last month we consumed more than twice as much water than we did in the same period last year. I am beginning to compile a “best practices” inventory of tips and guidelines for water conservation and plan to get something out to everyone in the next month or so.

- Finally, I am very sad to report that Kelly Maki, our Assistant Secretary and MOD support angel, will be leaving Rossmoor in June to relocate to Oregon with her family. That's happy for her of course, but sad for us. I cannot begin to tell you how much we have benefited from

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Kelly's guidance and efforts on our behalf, nor can I describe how much we will miss her. Most of what she does for us is hidden from your view, and it is only board members who interact with her on a regular basis, but she has been the absolute glue that holds this mutual together - constantly reminding us what we as directors must do, and when – and just as importantly, what we must NOT do.

Kelly, you are going to leave a very big hole in the neighborhood, and in our hearts too. Because this may be your last time with us at a board meeting, I just want to say Thank You for all your service, and for caring so deeply about our well-being. We will miss you.

- Thank you all for continuing to be responsible and caring neighbors, and active members of the best little co-op at Rossmoor.

Respectfully Submitted,

Jim Ware
President

Members' Forum

Residents were afforded the opportunity to express their general concerns and make comments. Topics discussed included: Sustainable Rossmoor's Solar Initiative, process for water leaks, garbage reminders, updated trash signage, sewer cleanouts, drought reminders, thanks to the Board, rental restrictions, and fire concerns.

Next Board Meeting

The next board meeting will be a special meeting held on June 10th to consider member comments on the revised policies. The next Quarterly meeting is scheduled on Tuesday, August 10th at 1:00 p.m. in the MPR 3 Room at Gateway or via Zoom.

Adjournment

The meeting was adjourned at 10:55 a.m.

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the minutes of the Annual Members' Meeting.



Assistant Secretary Mutual No. Eight