

# WALNUT CREEK MUTUAL NO. EIGHT

## ANNUAL MEETING MINUTES OF THE BOARD FRIDAY, SEPTEMBER 25, 2020 AT 1:00 P.M. ZOOM MEETING

### **Call to Order**

The meeting was called to order at 1:00 p.m. There were 36 participants on the meeting

### **Introductions**

Jim Ware – President  
Luther Avery – Vice President  
Bob Eisner – Secretary/Treasurer  
Alfreda Bell – Director  
Rod Weimer – Director

Dick Coleman, Incoming Director

Mutual Operations staff:

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

### **Certification of Notice of Meeting**

Notice of the Members' Meeting was published in the Rossmoor news on September 2nd, 9th, 16th, and 23rd and mailed in accordance with Section 7.5.1, of the Bylaws of said Corporation to all members of record on August 31, 2020.

### **Election of Director by Acclamation (3-Year Term)**

A Call for Candidates form was mailed to all owners of record as of June 3, 2020. There were two (2) open board positions and two (2) candidates. Therefore, the Mutual did not proceed with a ballot. Luther Avery and Dick Coleman were elected by acclamation to the Board of Directors for a 3-year term that will end in 2023.

### **Approval of Minutes**

a. May 7, 2019 Annual Minutes

The annual minutes of 2019 were approved.

**Moved, Seconded, Carried 5-0**

### **Welcome New Members**

New members of Mutual Eight were welcomed to the community by Sally Kennedy.

### **Staff Reports**

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

#### **PENDING ITEMS: Proposals for review or Approval**

1. Balcony Inspection report completed. Highlighted issues: 1138 #1 Slight dry rot / 1122 #5 Tighten bolts on wall. (MOD to inspect and repair as needed). 1208 #5,

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1268 # 5, Both of these decks only have a painted surface with the plywood seams exposed. (Any exterior deck exposed to the weather should have a water-proof deck coating). Bids for 1268 SC #5 - Perfect Painting \$4,441.00 / A-One Construction \$5,837.00; 1208 SC #5 - Perfect Painting \$4,210.00 / A-One Construction \$5,837.00. (Presented to the Board for approval).

2. Mutual 8 Laundry Room Electric wall heater replacement. Contractors: Sang Electric - COST \$3,025.00. Gauthiers - Cost \$6,395.00 Includes labor and material. (Presented to the Board for approval).

### **INFORMATION ITEMS: Work in Progress or Completed**

1. 1232 SC Re Piping Project - Galv. to Pex. Scope of work - Re-piping of Units #7- #8 - #12 and Connect Units #7 - #8 - #11 - #12 to the main copper line. Contractor: Five Star - Cost \$43,900.00. 2020 Budget for this project \$48,000.00. (Project on hold due to COVID - 19 SIP).
2. Extensive dry rot found around Laundry Room # 8L3. Canopy and exterior wall dry rot damage and repair project. Contractor: MOD Board pre - approved project as a building safety issue. cost \$3,278.00. (Project has been Completed).
3. 1284 SC #1 Resale Balcony Dry Rot repairs on Railing. MOD - Estimated Cost \$1,840.00. (Project scheduled to be completed as soon as material arrives)
4. 1200 SC - Remove and replace 75 SQ. Feet of concrete walkway. Remove all tree roots causing the section to lift and crack. Contractor: Five Star -Cost \$2,325.00. (Project has been Completed)
5. 1122 SC Retaining Wall - relevel and stake boards backfill dirt. Contractor: Five Star - cost \$377.50. (Project has been Completed).

#### **b. Landscape Report by Rebecca Pollon:**

#### **ANNUAL GOALS 2020**

- 1) *Begin renovation of mutual- building by building beginning with the lower numbers DONE!*

Key: Black = Annual budget or general notes

Green = Available funds

Red = Approved, not invoiced

Blue = Completed, invoiced

Highlighted = for discussion/approval

**REHAB PROJECTS (RESERVES)** \$40,000

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## AVAILABLE BUDGET **\$4,600**

- 1) 1100 DONE
- 2) 1108 DONE
- 3) 1114 DONE

Will be some plant replacements of Daphnes and other unsuccessful plants in fall/winter

- Stump grinding of juniper and replanting @1284
- Two Leptospermum at Wasserman

## TREE MAINTENANCE PLAN (RESERVES) \$25,000

### AVAILABLE BUDGET **\$23,150**

Sky 2 work \$1,850

Fertilization \$835

Annual maintenance \$TBD-Warner is creating proposals for us to review in the coming weeks

Reserves/removals \$TBD

## FIRE PLAN (RESERVES) \$15,700

### AVAILABLE BUDGET **\$1,150**

1) Tree removals for fire (phase I) \$7,525

2) Tree removals for fire (phase II) \$6,175

## FIRE PLAN (OPERATING) \$2,000

## IRRIGATION PLAN (RESERVES) \$3,900

### AVAILABLE BUDGET **\$1,150**

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

Some costs for rehab will use funds for irrigation \$2,000

## WHAT ARE 8WCM'S ASSETS / WHAT MAKES IT UNIQUE?

- VIEWS
- SECLUSION
- 'PERCH'-LIKE ENVIRONMENT
- INTIMATE COMMUNITY

## 10 YEAR GOALS

- 1) Rehab/update entire mutual
- 2) Create community gathering areas?
- 3) Enhance fire safety
- 4) Eliminate remaining large juniper

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### c. **Financial Report by Paul Donner:**

As of August 31, 2020

Operating Fund Balance: \$66,322

Reserve Fund Balance: \$519,920

### Reports of Officers and Committees

a. **Finance Report by Bill Northlich:** Bill Northlich was not present to give a report.

b. **Building Maintenance Report by Luther Avery:** Luther referred to Rick's report already given. Luther announced that the wall heaters in the laundry rooms need to be replaced with ones that have timers. They are currently disconnected until decisions on the laundry rooms are made. There are two more concrete repairs at Entry 2 1224-1228 that will cost \$10k due to tree roots.

c. **Landscape Report by Alfreda Bell:** Alfreda gave the following report:

Rebecca Pollan gave her report on the direction for Landscape for Mutual 8 and the budget. Rehab has finished for buildings 1100, 1108, 1114, and the surrounding areas. That also included redoing the sprinkler system, so it is more efficient and working properly. The next buildings to rehab will be 1122, 1138, and 1154. Budget and our MOD days will dictate when we can begin this project.

#### Landscape Maintenance:

There have been many complaints with Gachina, and they have had turnover in their company also, we are looking into bids from other landscape companies. In the recent Roosmoor News there was an article on eliminating gas blowers in Roosmoor effective 2021. Perhaps Rebecca can tell us more regarding gas blowers, as this heads the list of complaints.

#### Sprinklers:

Please report broken sprinklers or sprinklers not working properly to MOD work order desk. Please give your building and manor number, also M8 in the subject of your email, this will give you results.

Use the same system in reporting large limbs or fallen trees.

#### Water:

Please conserve water! The cost of water goes up every year. I know it has been very dry, but we don't need to be washing off our sidewalks, and hand watering our landscape, or washing our cars. Our sprinklers will water our landscape, so report the sprinklers if they are not working properly.

Thank you for your patience and understanding during these unusual times and very unusual weather conditions.

d. **Membership Report by Sally Kennedy:** Sally Kennedy did not give a report, all new owners were welcomed at the beginning of the meeting.

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- e. **Social Report by Jane Viator:** Jane gave the following report:  
SOCIAL COMMITTEE has very little to report, since the pandemic has put a halt to most social activities.

We are having scaled-down "snack and chats" on October 8, last names A through K, and October 9, last names L through Z. We will meet at 4:30 in the butterfly garden at the end of entry 2. Masks required and bring a drink or nibble to share.

- f. **Emergency Preparedness report by Dick Coleman:** Dick gave the following report:

- Dick Coleman accepted appointment as Chair of the Emergency Preparedness Committee for Mutual 8 at the last Mutual 8 Board Meeting on 2/21/20
  - Full transition to role has been slower than anticipated due to Covid19
  
- The following has been accomplished
  - Periodic emails sent to M8 Bulletin Board with thoughts, updates, recommendations, suggestions including
    - Encouragement to use Shelter-in Place time to review and renew individual Emergency Preparedness supplies and plans including
      - Water, food, and medicines
      - Having emergency contacts and doing advanced planning with them
      - Updating personal information with Mutual 8
      - Go-bag by front door and/or in car
    - Review of EPO and CERT resources
    - How to check with PGE re: power outages
    - Being aware of PSPS (Public Safety Power Shutoffs)
    - Signing up for the appropriate emergency warning system
      - Nixle
      - Contra Costa County Emergency Warning System
      - PGE's alert system
    - Where to get updates about Covid19
    - Where to find the Golden Rain Foundation – Emergency Operations Plan
    - Information about Air Quality and where to get up to date reports online
    - Information about evacuation from Rossmoor if ever needed
      - **PLEASE READ ARTICLE BY ROSSMOOR PUBLIC SAFETY MANAGER, DENNIS BELL, IN 9/23/20 EDITION OF ROSSMOOR NEWS** (see attached)
  - Continued attendance at EPO and CERT meetings
  - Response to questions from M8 members
  - Meetings
    - With Jim and Cindy Ware to discuss existing/historical EP efforts
    - With Jim and Cindy Ware, Jane Viator, and Sally Kennedy to discuss steps to take to encourage sense of community within Mutual 8
    - Attendance at Newcomer's welcoming
    - Meeting with former EP Coordinator, Maureen Robinson to discuss existing/historical EP efforts

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- Next steps
  - Continue informational e-mails as needed
  - Revitalize building/entry coordinator structure
    - Identify/recruit people for role
    - Establish regular meetings/check-ins
  - Help build sense of neighborhood/community involvement in EP
    - Participate in discussion/planning/presentations to new and existing members of Mutual 8
  - Continue attendance at EPO and CERT meetings
    - Share information as appropriate

### Other Reports

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

We all know this has been a difficult year, for many reasons. However, I believe we have adapted well. I regret that the Mutual has been unable to hold very many events this year, including those important emergency preparedness activities.

I have thought about hosting periodic open sessions on Zoom when anyone could drop in to say hello, share some ideas, or raise questions. I will see if I can make that happen over the next few months.

On the other hand, for the Mutual it's been a very good year – we have had no major disasters or unexpected building maintenance projects, and we are meeting our financial goals. We swallowed a bitter pill last year with a major increase in our coupon, but that has paid off this year and kept us financially healthy. The outlook going forward is extremely positive.

In fact, the Finance Committee is meeting with MOD next week to review the 2021 budget; I am very optimistic that we will be able keep the 2021 coupon very close to staying level with this year, or possibly even completely level, with at most a very small increase.

I want to note that we are incredibly fortunate to have dedicated, committed directors and committee members. Thank you to all of them, but I want to add that we can always use more volunteers; please step up if you are interested in contributing, even if you don't know how you want to contribute.

And let me say also that over my career I have always found volunteering to be an essentially selfish act (in a good way), because I have always benefited enormously from the experiences I've gained and the community leaders I have met and worked with. It really is a very rewarding activity.

All of us regret that it has been difficult to gather socially this year. However, I do know that many of you are very good about checking in on your neighbors. But we also have

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several new members; I am pleased to see several of them attending this meeting. Clearly, we are much more able to cope with emergencies when we know each other well and are aware of the unique needs of our neighbors.

It is important to remember, however, that in any emergency each of us is on our own. I am sure you understand that there is simply no way the Mutual or GRF can take responsibility for the well-being of individual residents. GRF and the Mutual are property managers and financial stewards. I am not being callous – just realistic. We each must have a plan and be prepared to take care of ourselves. Know where you will go if there is an evacuation and agree in advance with family members on a phone number to call if you need to connect.

Finally, I also want to take a moment to remember two Mutual 8 residents who we lost this year. Both them are former board members who cared deeply about this community, and they demonstrated the kind of volunteerism and commitment to the community that I was just talking about.

Ralf Parton lived here for over 30 years; I am delighted to see that his daughter Shay is attending this meeting today. I want to acknowledge what a tremendous neighbor and a important part of this community Ralf was. I don't know if there is anyone left who lived here as long as Ralf did.

And while Riley Goodhart was a much more recent addition to the community, he too was well-known throughout the mutual. He stepped up to serve on the board when we were really short on volunteers and he was a good friend to many of us.

We miss both Ralf and Riley, and we want to extend our best wishes and condolences once again to their families. And thank you for their service.

That's really all I have to say. I just realized the other day that this meeting marks just the end of my first year as president; it feels like I've been doing it forever. I am grateful to all of you for your support, particularly from the other board members who have held my hand and sometimes slapped my wrist – gently – as I've learned my role in managing this wonderful organization. Thank you one and all.

### **Members' Forum**

Residents were afforded the opportunity to express their general concerns and make comments. Topics discussed included: laundry rooms, thanks to the board and staff for all their hard work, thanks to Rod Weimer for the amazing memorial to Riley Goodhart, and landscaping.

### **Next Board Meeting**

The next board meeting will be held on Friday, October 16, 2020 via Zoom.

### **Adjournment**

The meeting was adjourned at 2:16 p.m.

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**Secretary's Certificate**

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

A handwritten signature in blue ink that reads "Kelly Maki".

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**Assistant Secretary Mutual No. Eight**

**Attachment 1**



# WALNUT CREEK MUTUAL NO. EIGHT

M8 Board Meeting 5.1.18

<b>M8 Fincom Agenda 4.24.18 - modified for board meeting 5.1.18</b>			
<b>Operating Fund Revenues and Expenses - Highlights</b>			
	<b>Actual</b>	<b>Budget</b>	<b>Expense Variance</b>
YTD Expense Total March (p 8)	\$79,774	\$83,961	\$4,187
Operating Fund Balance March 31	<b>Beginning</b>	<b>End</b>	<b>Change</b>
	\$45,018	\$55,711	\$10,693
Operating Fund items over budget YTD:			
	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Favorable(Unfavorable)</b>
Professional Services (mar)	\$5,060	\$2,010	-\$3,050
Insurance			
Property Damage	\$7,452	\$6,306	-\$1,146
Mutual Shared Deductible	\$1,634	\$0	-\$1,634
Total Insurance	\$10,316	\$7,626	-\$2,690
Fire Safety			
Fire Extinguisher Repair/Service	\$2,259	\$351	-\$1,908
Total Fire Safety	\$2,615	\$375	-\$2,240
			-7,980
<b>Replacement Reserve Revenues and Expenses Highlights</b>			
Reserve Fund Balance			
February, 2018	\$370,119		
March, 2018	\$384,639		
Reserve Fund Activity	<b>March</b>		
YTD Expense Total	\$20,274		
YTD Excess/Deficit	\$33,991		
Total Year Budget	\$119,850		
<b>Reserve Fund</b>	<b>Year-to-Date</b>	<b>Total Budget</b>	<b>Remaining Budget</b>
Water Supply Maintenance	\$3,009	\$0	-\$3,009
Electrical	\$5,918	\$2,000	-\$3,918
	<b>Estimate</b>	<b>Budget</b>	<b>Excess/Deficiency</b>
Scheduled Roofing (1284, 1324)	\$56,519	\$50,000	-\$6,519
			-\$13,446

5/10/2018