

WALNUT CREEK MUTUAL NO. EIGHT

QUARTERLY MEETING MINUTES OF THE BOARD FRIDAY, FEBRUARY 21, 2020 AT 1:00PM MULTI-PURPOSE ROOM 3 - GATEWAY 1001 GOLDEN RAIN ROAD

Call to Order

President Ware called the Quarterly Meeting of the Board of Directors to order at 1:01 p.m.

Roll Call

Directors Present: Jim Ware, President
Luther Avery, Vice President
Bob Eisner, Secretary/Treasurer
Alfreda Bell, Director – arrived @ 1:04pm
Rod Weimer, Director

Mutual Operations Staff Present: Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager; and Kelly Maki, Board Services Coordinator.

Approval of Minutes

President Ware asked for any corrections and/or additions to the following sets of minutes:

Regular Meeting of the Board November 15, 2019
Special Meeting of the Board February 5, 2020

The Board approved the minutes of meetings previously mentioned.

Moved, Seconded, Carried 4-0

Staff Report

1. **Maintenance Report – Rick West:** The following report was given:

PENDING ITEMS: Proposals for Review or Approval

1. 1232 SC Re Piping Project – Galv. to copper.
Scope of work – Re-piping of Units #7- #8 - #12
Connect Units #7 - #8 - #11 - #12 to the main line.
2020 Budget \$48,000.00.
Project is out to bid.
(Presented to the Board for approval after close of bid)
One more bid will be gathered before the next meeting
2. Balcony Inspection report completed. Highlighted issues:
No coating on decks: 1138 #1 (Slight dry rot), 1122 #5 (Tighten bolts on wall).
1208 #5, 1208 #6, 1268 # 5, all these decks have a painted surface
with the plywood seams exposed.
(Any exterior deck exposed to the weather should have a water-proof deck coating).
Project is out to bid and should be ready for board approval at the next meeting.
(Presented to the Board for approval after close of bid).

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INFORMATION ITEMS: Work In Progress or Completed

1. Professional Gutter Services – Next cleaning is scheduled by the end of February. Annual Cost for this service is \$10,950.00 or \$5,475 each cleaning. This new contract includes cleaning of the roof drain system.
2. 1122 SC Building Entry canopy stucco removal and replacement project – Contractors: EMSL / ERI /A- One Construction / Protera and Five Star. Emergency stucco ceiling removal due to falling hazard. Total cost \$10,470.00. (Board to approve the project costs). (Project work has been completed).

The board made a motion to approve an amount not to exceed \$11,000 to EMSL, ERI, A-One Construction, Protera, and Five Star for the removal and replacement.

Moved, Seconded, Carried 5-0

2. Landscape Report – Rebecca Pollon was absent, and the report was given by Alfreda Bell

ANNUAL GOALS 2020

- 1) Begin renovation of mutual- building by building beginning with the lower numbers
- 2) Improve roadway aesthetics below entry 4

REHAB PROJECTS (RESERVES) \$40,000
AVAILABLE BUDGET \$39,000

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

Meeting with residents has been set for Monday, February 24th to discuss landscape improvements. A diagram and plant palette will be shared at that time and residents will have the opportunity to give feedback. This work is expected to take place during the first three weeks of March.

M.O.D. DAYS OR SMALL PROJECTS

- 1) Mulch \$N/A
- 2) Plant replacements \$1000

FOR MANAGEMENT

TREE MAINTENANCE PLAN (RESERVES)	\$25,000
AVAILABLE BUDGET	\$25,000
Annual maintenance	\$TBD

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Reserves/removals \$TBD

FIRE PLAN (RESERVES) \$15,700
AVAILABLE BUDGET \$2,000

- 1) Tree removals for fire (phase I) \$7,525
- 2) Tree removals for fire (phase II) \$6,175

Permission from the city of Walnut Creek has finally been received to remove the trees and work will begin in the coming weeks. See attached proposals (approved at November BOD meeting while we were awaiting permits) for description of trees to be removed.

FIRE PLAN (OPERATING) \$2,000

IRRIGATION PLAN (RESERVES) \$3,900

AVAILABLE BUDGET \$3,150

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

WHAT ARE BWCM'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

3. Financial Report – Given by Paul Donner

The December 31, 2019 PRELIMINARY financial report highlights are:

Operating Balance: \$-18,375

Reserve Balance: \$466,531

Combined Balance: \$448,156

Committee Reports

1. Landscape – Alfreda Bell: Alfreda gave the following report:

The report from Rebecca, MOD Landscape Manager is very thorough and informative. We work together and try diligently to solve our landscape management. Let me tell you this is difficult, since the fires in California there are many rules and restrictions now regarding our Landscape.

Fire abatement, is now the priority. Direction first comes from the Fire Marshall, and his guidance as what has to be removed. All Junipers against buildings are being prioritized. We will be doing this the last week of August. 2019 MOD workdays have been designated to do the removal work. Replanting will be in 2020, using MOD days.

We want to emphasize this process because we need your patience and understanding, this work is being done to enhance fire safety without the need for a special assessment.

Im sure you are asking "What about our Landscape Renovation?" We are working on a plan to do this over the next 5 to 10 years. All your complaints have been heard; we can't have a plan to present to you without a budget. MS Manors are being heard, the board and finance committee are trying to come up with a solution, the landscape people are working on a renovation plan that will work with the budget. Again, we ask for your understanding and patience. Our landscape effects our value and our everyday well-being.

Gachina, our Landscape service! We have had a lot of problems, Gachina has had a lot of turnover. We have a good crew now, and Gachina wants very much to improve their service to Mutual S. They have been put on notice, it is to our advantage to try to keep them, but if they can't service us properly, we will get a new landscape service. Landscape service has gone up immensely with the other companies and another high increase is going to happen in 2020. Gachina has not been as aggressive in their pricing, we are working with Gachina Management to improve their service and provide MS needs. Their contract comes up for renewal in April 2020.

Water, please continue to conserve water, please report to the work order desk any malfunctioning sprinklers or sprinklers not watering properly.

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Again, thank you for your understanding and patience.

- 2. Membership – Sally Kennedy:** Sally announced there are 4 new memberships since the last meeting. The addresses are 1321 #1, 1100 #4, 1312 #2, and 1256 #5.
- 3. Policies – Bob Eisner:** Bob reported the policies are being updated. Counsel has drafted new policies that are being reviewed by the Board.
- 4. Social – Jane Viator:** Jane announced that the first social of the year will take place March 5th at the butterfly garden from 4-6pm. Bring food and drinks and get to know your neighbors.
- 5. Finance – Bill Northlich:** Bill reiterated the operating overages for building maintenance and Public Works. Bill recommended the Board approve adding Judy Grayboyes to the finance committee.

The Board made a motion to add Judy Grayboyes to the finance committee.

Moved, Seconded, Carried 5-0

- 6. Emergency Preparedness – Dick Coleman:** Dick introduced himself to the Board and announced that he was asked to chair the EP committee. Dick has been attended the Rossmoor EPO and CERT meeting and is looking to get CERT training and certified. Dick will be gathering historical information from previous chairs Cindy and Maureen.

The Board made a motion to appoint Dick Coleman as the chairperson of the Emergency Preparedness Committee.

Moved, Seconded, Carried 5-0

New Business

- 1. Update on M8 response to SB 323 amending HOA voting procedures:** The Board announced that they held an open meeting on February 5 and formally adopted the new voting procedures.
- 2. Approval of Soffit Project Expenditure:** Motion to approve an amount not to exceed \$11,000 was made during Rick West's Building Maintenance Report, see above.

Members' Forum

Residents were afforded the opportunity to express their general concerns and make comments. Topics discussed included: laundry rooms, visitor parking (space renting), pest control for ants, stump grinding, piping, and recycling.

Next Board Meeting

Next Meeting, Annual Members meeting and Organizational meeting of the Board, Tuesday, May 5, 2020 at 9:30 A.M., Vista Room at Hillside.

Adjournment

There being no further business, the meeting was adjourned at 2:13 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 Board of Director's meeting.

A handwritten signature in blue ink that reads "Kelly Maki". The signature is written in a cursive, flowing style.

Assistant Secretary Mutual No. Eight