

# WALNUT CREEK MUTUAL NO. EIGHT

## QUARTERLY MEETING MINUTES OF THE BOARD TUESDAY, FEBRUARY 9, 2021 AT 1:00PM ZOOM MEETING

### Call to Order

President Ware called the Quarterly Meeting of the Board of Directors to order at 1:03 p.m.

### Roll Call

**Directors Present:** Jim Ware, President  
Luther Avery, Vice President  
Bob Eisner, Secretary/Treasurer  
Alfreda Bell, Director  
Dick Coleman, Director

Mutual Operations Staff Present: Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape 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:

Quarterly Meeting of the Board.....October 16, 2020  
Executive Session Meeting of the Board .....October 16, 2020  
Executive Session Meeting of the Board ..... October 28,2020

The Board approved the minutes of meetings previously mentioned.

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

### Staff Report

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

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

1. Balcony Inspection report completed. Highlighted issues: 1138 # 1 Slight dry rot (Scheduling with resident for 2/26/21). 1208 #5, 1268 # 5, Both of these decks only have a painted surface with the plywood seams exposed. Bids for 1268 SC #5 - Perfect Painting \$4,441.00 / A-One Construction \$5,837.00 / AMAC \$2,184.00. Bids for 1208 SC #5 - Perfect Painting \$4,210.00 / A- One Construction \$5,837.00 / AMAC \$ 2,184.00. (Presented to the Board for approval).

A motion was made to approve AMAC for both 1208 #5 and 1268 #5 at a cost of \$2,184 for each deck.

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

2. Proposals for new gutters and downspouts on building # 1224 SC and new downspouts on Buildings #1284 and 1296 - Bid Deadline is at Noon February 9<sup>th</sup>. Contractors: A-One Construction \$9620.00 / Timberline / Mendoza / Fiala Roofing.

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(Project is currently out to Bid. Proposals will be Presented to the Board for approval).

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. Received bids from Contractors: FIALA Roofing - \$17,500.00 A-One Construction - \$20,351.00. (Project is currently out to Bid. Proposals will be 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. 2021 Budget for this project \$48,000.00. (Due to COVID – 19 Project on hold until the BOD gives the ok to proceed).
2. MOD Roofing Dept. Responded to a requested emergency downspout repair on Building 1284 - due an alteration contractor’s modification. Cost \$487.00. (Resident Billable issue).
3. 1268 SC #5 Emergency Roof Leak and Repair Work – Dura-Last Rep Inspected Emergency Roof repairs, completed by MOD Roofing Dept. Cost \$2,755.00. (Project completed)
4. 1122 SC Manors #7 and #8 Water damage due to overflow sink. Contractors: Protera, ERI, Five Star, MOD and ASM. Total Cost to Date \$21,083.00. (Project in progress - Owner Billable)
5. 1296 SC – Snake and Video Sewer Lines effected by trees that were recently removed. Contractor: Five Star. Cost T&M Work. (Project Scheduled).

**2. Landscape Report – Rebecca Pollon:** The following report was given:

### **2021 MUTUAL ANNUAL WORKSHEET 8WCM**

<b><u>TREE MAINTENANCE PLAN (RESERVES)</u></b>	<b><u>\$25,000</u></b>
<b><u>AVAILABLE BUDGET</u></b>	<b><u>\$19,975</u></b>
Liquidambar removal at 1295	\$5,025

<b><u>FIRE PLAN (RESERVES)</u></b>	<b><u>\$15,700</u></b>
<b><u>AVAILABLE BUDGET</u></b>	<b><u>\$</u></b>

While we will need to use a portion of this for maintenance of previous reserves fire work, lots of good fire prevention work was completed in 2020 and some portion of this (assume \$8,000) can be used to supplement rehab funds

<b><u>FIRE PLAN (OPERATING)</u></b>	<b><u>\$2,000</u></b>
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**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 \$**

**2021 PROJECTS**

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

**SMALL PROJECTS-JUNIPER REMOVAL REPAIR**

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

(SEE EVERNOTE FOR PHOTOS OF EACH PROJECT)

<https://www.evernote.com/shard/s581/sh/973ac77f-5d3f-80bf-5046-b1a56f8d3ba4/8042e8c3b59b0e69dcb00613b3312343>

MOD days (subject to change)

<b>8</b>	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

**3. Financial Report – Paul Donner**

The December 2020 financial report highlights are:

- Operating Balance: \$98,068
- Reserve Balance: \$553,808

**Committee Reports**

- 1. Finance – Bill Northlich:** No report was presented.
- 2. Landscape – Alfreda Bell:** No report was presented.
- 3. Building Maintenance- Luther Avery:** No report was presented.

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4. **Membership – Sharon Castilla:** Sharon reported there are new members from 1138 #3 and 1232 #6.
5. **Emergency Preparedness – Dick Coleman:** Dick gave the following report:
  - No activity since the September 25, 2020 annual meeting other than emails sent to Mutual 8 Residents about the Rossmoor Emergency Preparedness Organization (EPO) Meetings through the old Yahoo Groups Bulletin Board
  - Next steps for EP Committee continue to be as stated in the report given at the September 25, 2020 annual meeting. See below:
    - 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

## **Old Business**

### **1. Update on Policies Draft and Mailing to the Membership for Comment Period:**

Bob Eisner reported that the Board has received the final draft from Melissa Ward and there are still a couple questions or concerns to be addressed by the Board before the drafts are distributed for the comment period.

## **New Business**

### **1. Approve Updated GRF Management Contract:** A motion was made to approve the execution of the updated GRF Management Contract.

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

### **2. Candidate Announcement:** There is one director position to be filled at this year's annual meeting and only one candidate: Bob Eisner came forward by the February 5<sup>th</sup> nomination deadline. Therefore, Bob Eisner will be acclimated to another 3-year term at the annual meeting on May 4, 2021

### **3. Finance Committee Chair:** Bill Northlich has resigned as chair of the finance committee. A motion was made to appoint Judy Graboyes as chair of the finance committee.

**Moved, seconded, Carried 5-0**

## **Members' Forum**

Residents were afforded the opportunity to express their general concerns and make comments. Topics discussed included: security concerns, the meeting start times for 2021, and the M8 bulletin board.

## **Next Board Meeting**

Next Meeting, Annual and Organizational Meetings on Tuesday, May 4, 2021 via Zoom.

## **Adjournment to Executive Session**

There being no further business, the meeting was adjourned at 1:53 p.m. and the Board moved

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into executive session.

**Executive Session Summary**

The board met in executive session to discuss member discipline and legal matters

**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.

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**Assistant Secretary Mutual No. Eight**