



Mutual No. Eight

QUARTERLY MEETING MINUTES OF THE BOARD
TUESDAY, AUGUST 13, 2024, AT 1:00 PM
IN-PERSON AND ZOOM MEETING
BOARD ROOM – GATEWAY ROOM
1001 GOLDEN RAIN RD – WALNUT CREEK, CA

Call to Order

President Coleman called the Quarterly Meeting of the Board of Directors to order at 1:02 p.m.

Roll Call

Directors Present: Dick Coleman, President
John Kawamura, Vice President
Bob Eisner, Secretary
Judy Graboyes, Treasurer
Alfreda Bell, Director at Large

Mutual Operations Staff Present:

Jeroen Wright, Director of Mutual Operations
Todd Arterburn, Chief Financial Officer – via zoom
Rick West, Sr. Building Maintenance Manager
John Tawaststjerna, Landscape Manager - via zoom
Charice Jimenez, Interim Board Services Coordinator.

Approval of Minutes

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

- Special Board Meeting Minutes of February 16, 2024
- Annual Meeting of the Members Minutes of May 23, 2024
- Organizational Meeting Minutes of May 23, 2024
- Special Board Meeting Minutes of May 29, 2024

Bob Eisner made a motion, seconded by John Kawamura, to approve the aforementioned minutes.

Moved, Seconded, Carried 5-0

GRF Staff Report

1. Directors Report – Jeroen Wright:

Contra Costa County Fire Protection District's (ConFire) new inspector has informed us that we are required to perform monthly inspections of the fire extinguishers within the Mutual. This can be a costly task, but ConFire is working with Rossmoor to reduce the financial burden this has the potential to cause. The Inspector is allowing the monthly inspection to be performed by volunteers within the Mutual, so long as the inspections are documented and the documentation is readily available for inspection at any time. The inspection is purely visual and consists of; 1) making sure the gauge is in the green 2) the bottle, hose and nozzle look to be in working order 3) the extinguisher

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is easily accessible, with nothing obstruction the path to it. MOD is also seeking 3 bids from outside vendors to perform the inspections. The best bid received has been for \$7.50 per extinguisher, per month, also switching over the yearly inspection over to that company (Cintas). MOD has bid the cost of \$6.50 per extinguisher, per month. Some of the Mutual Presidents have contact Gallagher, the Insurance provider for Rossmoor, to ask about the liability associated with having these inspections performed by volunteers. This mandate is not due to a new civil code, but rather a long-standing code that has not been enforced historically. If the ConFire Inspector issues a violation for non-compliance, the penalty for such violations is \$306 per extinguisher, per violation.

2. Financial Report – Todd Arterburn

Budget season is upon us and Bud Baxter, the Accounting Manager, is also the Financial Planning & Analysis Manager. He will be working with all the Mutuals on budget planning as well as implementing the 3 year business plan for the Mutuals. Bud will be reaching out the Mutuals to inquire on availability in the coming weeks and scheduling the budget meetings. Currently there is a push to receive the 1st draft of the reserve studies for budget planning.

Treasurer Graboyes noted that the cost to replace the outside electrical panels needs to be included in the reserve study.

Additionally, Todd informed the Board that they would now be incorporating seasonality into the budget planning going forward, which will allow a clear picture of the Mutuals financials on a monthly basis. NetSuite will be implemented with the function of seasonal budgeting. NetSuite will allow better visibility of the Mutuals financials and will also move in to the visibility of the 3 year rolling business plan.

3. Building Maintenance Report – Rick West:

Building Maintenance Report

WC MUTUAL EIGHT

Regular Board Meeting August 13th, 2024



INFORMATION ITEMS:

- Exterior Panels

How many exterior panels are there in M8?



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There are 18 exterior Building Main Panels. 17 are still original.

How many have been replaced/upgraded and when?

I know the one at the east end of Bldg. 1224 has been replaced

The main panel at 1224 was replaced in 2021.

Are there any others?

This is the only one that I could find records for.

What is the cost to replace/upgrade an exterior panel

Depending on size. 4, 6, 8 meter and 100, 300, 600 amp - they are running \$8,500 to \$12,000 each. 1221 was \$7,593.00 plus \$1,680.00 for PG&E trenching.

Mutual 28 and 70 had to also remove and rebuild the utility closets due to the larger size panel. This is another \$3,800.00 Each.

Mutual 70 is reserve funding for replacements and are using the \$12k + 4k = 16K number for budgeting. For M8 This would be 17 X 16 = \$272,000.00.



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- Interior Panels

Do we know how many interior sub-panels in M8 have been upgraded and when?

I imagine this often happens when a unit is renovated/upgraded

Judy Graboyes asked Bill Parsons, and he said it would take a while to research?

Bill Parsons is still working on supplying this information.

In your opinion, is there a reason to be concerned about older interior sub-panels the way we are currently concerned about older exterior panels.

The sub panels are due to be replaced.

KR electric who came out regarding the incident mentioned above at 1108 #2 said*:

Found circuit breakers to be aged and poor design.

Found 2 breakers without proper handle ties.

Circuit breakers have an approximate reliable lifespan of 40 years.

Existing circuit breakers should have tripped before kitchen fire started

Sub Panel Breaker replacement at \$1,620.00 x 103 = \$166,860.00 /

Sub Panel Box with new breakers (recommended) \$3,500.00 x 103 = \$360,500.00

These prices are only based on current estimates.

The Mutual has received 3 bids for the asphalt project (attached). Entries 2 and 4 were completed last year and 5 and 6 still need to be completed. Rick opined the Board approve the bid offered by Tarc to complete the asphalt project. Tarc has done work in other Mutuals within Rossmoor and everyone has been pleased with the company. Initially they intended to begin in September, this may change, although it is still the goal.



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Bob Eisner made a motion, seconded by John Kawamura, to approve Tarc to complete the Mutuals asphalt work.

Moved, Seconded, Carried 5-0

Discussion moved on to the funds needed in the reserves to replace both the interior and exterior breaker boxes. Although, replacement of the breakers alone would lower the cost, subpanel recommended the entire box be replaced. They would be evaluating these on a case-by-case basis to determine if breaker could be replaced alone, or if the entire box was necessary.

Residents who still have the original box located in a closet will need to have the box replaced and moved to comply with current code requirements of breaker boxes not allowed in closets. It was noted that if the move was necessary, keeping it on the adjacent wall is the most cost-effective method. Only original panels are covered by the Mutual.

Sang electric is scheduling and going to inspect units. A list of all units not in compliance will be given to the Board upon completion of the inspections.

4. Landscape Report – John Tawaststjerna:

The plant replacement program has returned. All requests received will be reviewed and considered. All requests should be submitted to Plantreplacement@rossmoor.com. The deadline for requests is August 15, 2024. MOD will begin the process on December 2, 2024.

The Eucalyptus tree removal is moving forward. There are 5 remaining trees. Residents at 1254 are especially concerned with a large one outside their unit.

John informed the Board that if there were any issues with low hanging tree branches they can provide him with the area and he will have Terra handle it rather than the increased cost by hiring a contractor. He also noted that if a neighbors tree limb is hanging on your land, you are able to trim it. Although he prefers to reach out to the neighbor if needed.

Committee Reports

1. Finance – Judy Graboyes:

Judy Graboyes made a motion, seconded by Bob Eisner, that the June financials have been reviewed by the Board in compliance with §5500.

Moved, Seconded, Carried 5-0

2. Maintenance – Judy Graboyes:

Judy Graboyes made a motion, seconded by Bob Eisner, to accept the bid from DC to complete the galvanized piping replacement on unit 1208.

Moved, Seconded, Carried 5-0

3. Landscaping – Alfreda Bell:



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Stonework and rock wall currently being constructed, since planting cannot be done in the summer months. Plant replacement will take place in December.

The Voles are becoming an issue within the Mutual and all of Rossmoor. They have grown in population beyond the scope of the current pest control. Once they have reviewed bids from outside vendors it will still take roughly 2-3 months to exterminate. Cousin of the gofer, voles are active during the day hours and can have up to 10 litters a year. It is important to control the population before it gets out of hand. They usually do not survive the cold winter months.

4. **Social – Sharon Castilla:** Notice was sent changing the Snack & Chat to Thursday August 28.
5. **Membership – Sally Kennedy:** reported on the new residents that have moved in.
6. **Emergency Prep – Lingsueh Shu:** No report was given

Old Business

- a. **Bylaws Update:** President Coleman explained the bylaws were last updated in 2003 and were in need of a general updating, especially in light of the current insurance crisis. The 2nd draft was received in June and needs to be reviewed by the Board and then approved by the membership.
- b. **Impact of Property Insurance:** Higher end manors seem to be doing better in terms of home sales. The Rossmoor News had a well written article that covered how legislative action could bring relief in the near future. The market seems to be doing better in the past year. Freddie Mac and Fannie Mae are working with Golden Rain Foundation to work through the current insurance setbacks. In the past year all properties on the market have sold for less than the asking price, but they did all sale.

New Business

- a. **Review of Management Agreement with GRF:** 2011 was the last time there has been an updated Management Agreement. Throughout 2024 the Mutual Presidents have been meeting to work on the updated agreement. There is currently a Draft in final review by the Mutuals. If approved at that level, it would then be reviewed by the GRF attorney. There is a strong possibility of a 2026 implementation.
- b. **Enforcement of Common Area Policy – Dick Coleman provided the following report:**
Proposal for enforcement of M8 Policies RE Common Area
8/13/24

Introduction

- Currently, some residents are not in compliance with updated Mutual 8 policies regarding use of Common Area
- The board spent quite a lot of time in 2022 updating Mutual 8 policies regarding the use of Common Area. Definitions were created or clarified, and usage guidelines were created for:
 - Manor Entryways (i.e., the approach to the front door of a Manor from the sidewalk in front of the Manor)
 - Carport Areas (i.e., the covered parking spaces assigned to mutual members)

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- Plantable Ground (i.e., all the land owned by Mutual Eight in and on which it is possible to grow plants)
- After notice was given to Mutual members, these updated policies were approved at an M8 Board Meeting on 2/14/23
- The M8 Board now wants to make sure that all M8 members are aware of and following these new policies and will continue to do so.

Proposal for bringing all M8 residents into compliance with new Common Area policies.

- Send out an email to all M8 residents and hand-deliver same message to those without email, requesting that people come into compliance by September 1, 2024.
 - Include copy of policies to be followed.
- **M8 Board will follow-up with face-to-face communication** with people who are not in compliance as of 9/1/24.
 - Final date will be set for coming into compliance.
 - Mutual members not in compliance will be notified with final deadline for compliance
 - For anyone who is still not in compliance by this final date, a formal board hearing will be scheduled according to Mutual 8's Enforcement and Fining Policy

Ongoing enforcement of Common Area (and other) policies

- Any resident may bring a violation of the Common Area (or other) policies to the attention of the Mutual 8 Board by sending an email either to:
 - Any or all Board members
 - dcole75@comcast.net
 - bellalfreda@gmail.com
 - r.eisner@sbcglobal.net
 - jgraboyes@yahoo.com
 - jckaw@comcast.net
 - Charice Jiminez
 - Interim Board Services Coordinator
 - 1001 Golden Rain Rd. (Gateway)
 - Walnut Creek, CA 94595
 - cjiminez@rossmoor.com
 - The Board will follow-up any reports according to Mutual 8's Enforcement and Fining Policy
- c. Golf Cart Parking Issue: Dick posed the question as to whether the Board should consider revising the current policy.
- d. Helsing Continuing Reserve Study: Rick West works closely with the Helsing Group and uses the report as a baseline in the work he does. The question was posed if the Directors could have a zoom meeting with Helsing to adjust some figures before the report is issued, as little changes are much faster to incorporate than the first draft.



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Bob Eisner made a motion, seconded by Alfreda Bell that the Helsing Renewal Contact be approved.
Moved, Seconded, Carried 5-0

Members' Forum

Residents were afforded the opportunity to express their general concerns and make comments. Topics included enforcement of the Mutual's policies, oversized vehicles in carports, compost not being removed, Fire Extinguisher issues.

Next Board Meeting

Next Meeting, Tuesday, November 12, 2024, at 1:00 PM, in the Board Room at Gateway.

Adjournment

There being no further business, the meeting was adjourned at 306 p.m.

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.

Lucy Limon

Assistant Secretary Mutual No. Eight