

# WALNUT CREEK MUTUAL NO. EIGHT

## REGULAR MEETING MINUTES OF THE BOARD TUESDAY, DECEMBER 5, 2017 AT 1:00PM GATEWAY MULTI PURPOSE ROOM 3

### **Call to Order**

President Avery called the Regular Meeting of the Board of Directors to order at 1:06 p.m. on Tuesday, December 5, 2017.

### **Roll Call**

**Directors Present:** Luther Avery, President  
Craig Miller, Vice President  
Bob Eisner, Secretary  
Patricia Haug, Treasurer  
Cindy Ware, Director

### **Mutual Operations Staff Present:**

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

### **Staff Reports**

#### **Maintenance Report – Rick West**

Action items: Proposal Review and approval

1. Sang Electric – LED Light Fixtures. Estimate presented to the board.

Information Items: Work in Progress or Completed

1. Annual Manor Lube - Contractor Sang Electric - Cost \$6,850.00. (Work scheduled).
2. Main Line Domestic water leak - Contractors Roto Rooter and Five Star. (Complete).
3. 1122 SC #2 - Repair of dry rotted post - Contractor: AMAC cost \$1,945.00 (Complete).
4. Roof B/U flat top Duralast Project - 1224 SC/ 1296 SC/ 1300 SC - A One Construction cost \$78,540.00. (Completed).
5. Gutter and downspout Cleaning - Contractor PGS. (Completed).
6. Five Star and Roto Rooter working on all identified clogged underground drains. (Work in Progress).

#### **Landscape Report – Rebecca Pollon**

Lawn Maintenance: Irrigation is on, but set to delay watering if there is more than a 50% chance of rain within 4 days of scheduled watering. This is being done slightly differently than last year (usually the irrigation is off during the winter) in order to train plant roots deeper which increases drought tolerance.

Entry Maintenance: Mutual 8 requests that maintenance requests are directed to your landscape representative, Cindy Ware.

Landscape Rehab: Schedules will be sent to landscape reps once MOD crew days have been drafted for the year.

# WALNUT CREEK MUTUAL NO. EIGHT

## **Financial report – Paul Donner**

The October 31, 2017 financial report highlights are:

Operating balance: \$53,162

Reserve balance: \$351,577

Over budget by about \$16,000 due to carpentry, rain leaks, and gutter cleaning.

## **Approval of Meeting Minutes**

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

Special Organizational Meeting of the Board.....October 24, 2017

Regular Meeting of the Board.....October 24, 2017

Executive Session Meeting of the Board .....October 24, 2017

There being no corrections, the minutes were approved as submitted.

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

## **President's Report**

A report was not provided.

## **Committee Reports**

1. Finance – Bill Northlich: A report was not provided.
2. Building Maintenance – Luther Avery: Please refer to the staff report by Rick West
3. Landscape – Cindy Ware: Director Ware reported that the new landscaping in Entry 4 with orange and yellow flowering plants are really blooming and growing fast. The Mutual will be filling in individual places that currently have dead landscaping or are bare from removed plants. This replanting will be done rainy season to avoid extra water costs. Some work will be done to the area behind 1154 at the far end of Entry 2 to deal with the uneven ground. Some of the grass will be removed and replaced with shrubs.
4. Membership – Linda Jorgenson: Linda reported that there are two manors with new members, Riley and Stella Goodhart at 1296 Skycrest #1 and Lois Silverstein at 1268 Skycrest #6.
5. Social – Sally Kennedy: Sally reminded everyone of the Holiday Social that will take place this Thursday 12/7/17 from 5-7 p.m. The social will be at 2 adjoining homes 1284 Skycrest #3 and #4. Bring a plate or drink.
6. Preparedness – Maureen Robinson: Maureen reported that almost all entries have held a successful “map your neighborhood” meeting. In Entry 4 there are 3 out of 4 buildings that still need to hold this type of meeting. The Mutual needs entry coordinators. Please contact the Board if you are interested.

## **Old Business**

1. Approve Senior Housing Restrictions Policy: A motion was made to approve the draft of the Senior Housing Restrictions and Guest Policy. The draft of the policy was sent to

## WALNUT CREEK MUTUAL NO. EIGHT

the membership for the necessary 30 day comment period.

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

2. Policies Update with Fines for Rules Violations: Director Haug reported on the progress of updating the polies and creating a fine policy. Handouts were given to the Board for consideration. A task force made up of Mutual members has been created to begin this lengthy project. A lot of work is needed to update all policies and the table of contents. The goal is to have a clear and concise fine policy that will work mostly as a deterrent.
3. East Bay Regional Park District (EBRPD) Proposed Trail adjacent to Mutual 8: Director Ware reported that the Board has been investigating this matter. Trails Development Manager, Sean Dugan has been contacted by the Board and informed of the concerns that the Mutual has about the proposed trail. A meeting will be set up with Sean, GRF, Rebecca Pollon, and the Mutual 8 Board in January of 2018. The Board cannot make any guarantees that a change will come of this meeting, but will continue to do what they can to advocate on behalf of all the Mutual members.
4. Electric Vehicle (EV) Charging: The Board discussed how this topic was presented at the President's Forum. The concern of everyone in attendance was where the stations can be available in Rossmoor. PG&E presented their program that will cover the cost of construction to install the charging stations if the Mutuals purchase the chargers. The Board is interested in looking into to the program and possibly applying for the grant.

### **New Business**

1. Approve 2018 Calendar of Board Meetings: The Board discussed the 2018 Calendar and further changes may be made. The meeting dates for 2018 are currently February 13<sup>th</sup>, April 17<sup>th</sup>, Annual Meeting May 1<sup>st</sup>, July 17<sup>th</sup>, and October 16<sup>th</sup>.
2. Approve Social Committee Budget: A motion was made to increase the social committee budget by \$96 with a not to exceed amount of \$300.  
**Moved, Seconded, Carried 5-0**
3. Approve New Landscape Project(s): Director Ware announced there is \$4,367 left in the budget for landscape rehab. The Board discussed priority of funds. The approval is tabled until proposals are ready for review.
4. Garbage Enclosure Update: The Board reported that the Mutual saved \$5000 by reducing the size of the bins. It was announced that a pilot program with about 300 residents in Rossmoor is currently taking place in the valley where they are using organic compost waste bins. The pilot program is aimed to educate owners on how to recycle more.
5. Nixle Emergency Sign Up: The Board encouraged all owners to sign up for Nixle, if they have not done so yet. You can sign up for Nixle by visiting [www.rossmoor.com](http://www.rossmoor.com), there is a link on the home page to click on. Sign up forms are also available at Creekside and the Mutuals' Board office at Gateway. The number to call Nixle and sign

## WALNUT CREEK MUTUAL NO. EIGHT

up will be posted in the next newsletter.

### **Members' Forum**

Residents were afforded the opportunity to express their general concerns and make comments. Topics discussed in open forum were gutter noise and emergency supplies.

### **Next Board Meeting**

The next Regular Board Meeting will be held on Tuesday, February 13, 2018 at 1:00 p.m., in the Multipurpose Room 3, Gateway Complex.

### **Adjournment**

There being no further business, the Regular Meeting of the Board was adjourned at 2:57 p.m. and the Board moved into Executive Session.

### **Executive Session Summary**

The Board of Directors met in Executive Session to discuss legal matters.

### **Secretary's Certificate**

I hereby certify that the foregoing is a true and correct copy of the approved minutes of the Board of Director's meeting.



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**Assistant Secretary**  
**Walnut Creek Mutual No. Eight**