

WALNUT CREEK MUTUAL NO. EIGHT

REGULAR MEETING MINUTES OF THE BOARD TUESDAY, FEBRUARY 13, 2018 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
Nancy Sorenson, (Incoming Director)
Bob Eisner, Secretary
Patricia Haug, Treasurer
Riley Goodhart (Incoming Director)

Mutual Operations Staff Present:

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

Appointment of New Board Members & Designation of Officers

1. Nancy Sorenson: A motion was made to appoint Nancy Sorenson to the Board of Directors to fill the vacant seat previously held by Craig Miller with a term that ends in 2019.

Moved, Seconded, Carried 3-0

2. Riley Goodhart: A motion was made to appoint Riley Goodhart to the Board of Directors to fill the vacant seat previously held by Cindy Ware with a term that ends in 2020.

Moved, Seconded, Carried 3-0

Nancy and Riley were sworn in by President Avery. A motion was made to appoint Nancy Sorenson as the Vice President.

Moved, Seconded, Carried 5-0

Staff Reports

Maintenance Report – Rick West

ACTION ITEMS: Proposal Review and Approval

New LED Light fixtures: Contractor is Sang Electric - (Estimate Presented to the Board for vote). There are 65 of these square lights. Replace with new LED square lights:

65 x \$153=\$9,945.00

2018 Roofing Project: 1284 SC New DuraLast / 1324 Tile to Comp: (Bid Proposals Presented to the Board for vote).

1296 SC #6 Rewiring estimate for resident's oven: Contractor is Gauthiers. (Estimate Presented to the Board for vote).

INFORMATION ITEMS: Work In Progress or Completed

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Annual Manor Lube: Contractor is Sang Electric - Cost \$6,850.00 (Work in progress).

Landscape Report – Rebecca Pollon

LAWN MAINTENANCE AND ENTRY MAINTENANCE: No change from January

LANDSCAPE REHAB: MOD crews have completed their work days for the year but saved two days for ‘floating work’ since one of the projects on the original agenda was eliminated.

Rebecca provided a list of tasks that have been completed to the Board.

Financial Report – Paul Donner

The January 31, 2018 financial report highlights are:

Operating balance: \$53,371

Reserve balance: \$367,030

Approval of Meeting Minutes

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

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

Moved, Seconded, Carried 5-0

President’s Report

President Avery welcomed the two new board members.

Committee Reports

1. Finance – Bill Northlich: The goal for the end of 2017 was to have \$50k in the operating fund and the Mutual had \$45k, almost meeting the goal. The insurance premium was paid in January. The reserve fund balance at the end of 2017 was about where it was expected to be. For Quarter 1 of 2018, pending should be on hold unless it is essential. The ten-year plan created with MOD will be very helpful to the committee.
2. Building Maintenance – Luther Avery: We have had many emergency items come up that has hurt the budget. The Mutual will be forced to cut back in other areas to cover the deficit. Please be patient on spending as safety issues have to be addressed first.
3. Landscape – Luther Avery: A report was not presented.
4. Membership – Linda Jorgenson: Linda reported that there is no new activity to report since the last meeting.
5. Social – Sally Kennedy: President Avery read the following report on behalf of Sally Kennedy who could not be present at today’s meeting:
I have enjoyed being your Social Chairman in Mutual 8 for the last several years, and I want to thank everyone who has so graciously helped with all the events and hosted parties in their homes. Snack and Chat will resume Thursday, June 7th, July 6th, September 7th, and October 5th. We are scheduled for a late afternoon picnic on

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Sunday July 29th at Sportsman Park. Social Chairman will now be PK Baltrenas, and you can contact her with any ideas or offers to help with future events. Let's give PK a warm welcome.

6. Preparedness – Maureen Robinson: It's time to plan Mutual 8 disaster drills. The plan at present is to hold 3 drills; one for Entry 2, one for Entry 4, and one for Entries 5&6 combined; all to be held in early April. Before then I would like to meet with you as a group to discuss and plan for the drills. Choosing dates and times will be key decision so will you please speak to your neighbors to determine whether they prefer a weekday or a Saturday meeting; a morning or an afternoon meeting. Please let me know what the consensus is for your building. I will try to meet each entry's first choice.

Here is my thinking so far. Gather at given location at specified date and time; wearing your yellow hard hats. Check who is and isn't there, check phone #'s and addresses, remind everyone of the initial 9 steps and make sure people have supplies; water, food, medications. Ask for any problems experienced getting out of their homes and getting to the gathering site and take questions. Next the fun part: food, raffle, and a presentation on operating fire extinguishers given by Kathy Woofster from the Walnut Creek Fire Department Division of Education.

Please share any and all thoughts on "goodies" and "enticements" to encourage neighbors to come. This should be a fun way to develop community, to introduce, to share and to reinforce important information. Please comment on every aspect of the intent, structure, and purpose of the drills. All comments and ideas are encouraged and welcomed.

Appointment of New Committee Members

1. Landscape Committee Chair – Alfreda Bell: A motion was made to appoint Alfreda Bell as the Landscape Committee Chair.
Moved, Seconded, Carried 5-0
2. Social Committee Chair – PK Baltrenas: A motion was made to appoint PK Baltrenas as the Social Committee Chair.
Moved, Seconded, Carried 5-0

Honoring Retired Board Members

President Avery made an announcement to honor the following retired Board Members: Craig Miller, Cindy Ware, and Bob Viator. Certificates of recognition were presented and will be given to Craig and Cindy who were not present at the meeting.

Old Business

1. **Policy update with Fines for Rules Violations:** Treasurer Haug reported that it will be a daunting task to update the policy binder and create a Fines policy. She met in in October with a couple other members to come up with a plan. The policy is getting closer to be presented to the Board for review. The policy will be modeled after Second Mutuals fine policy. Once the draft is presented and approved by the Board it will be distributed to the members for a 30-day comment period.

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- 2. East Bay Regional Park District (EBRPD) proposed trail adjacent to Mutual 8:** President Avery reported that the Board, MOD Staff, and EBRPD met onsite. The meeting was very informative, and many questions were answered. EBRPD stated that plants will be planted to provide privacy and a double fence will be built. The Board remains cautious on the information given but was given reassurance on the safety of the membership.
- 3. Electric Vehicle (EV) Charging Stations:** President Avery reported about a grant offer from PG&E for electrical vehicle charging station on Mutual property. The installation (construction) would be covered by the grant and the Mutual can lease or purchase the machines. If the project for the grant moves forward, there would be 5 chargers with 10 arms. The ideal location is Entry 4 where there are at least 10 consecutive parking spaces. The Mutual has filed for the grant and there are likely six phases to the process: 1. Eligibility, 2. Preliminary Approval, 3. Preliminary Design, 4. Final design, 5. Construction, and 6. Activation. If the Mutual chooses to lease the machines instead of owning them, then PG&E would be responsible for maintaining them.

New Business

1. Approval of contract to Sang Electric for LED square lights: A motion was made to approve a contract with Sang Electric in the amount of \$9,945 to replace 65 square lights with new LED square lights at \$153 each.
Moved, Seconded, Carried 5-0
2. Approval of Roofing Project – building 1284 SC New Duralast roofs and building 1324 tile to comp: The Board tabled this item until bids are received for review.
3. Building 1296 SC #6 – Rewiring estimate for resident's oven: A motion was made to approve a contract with Gauthiers in the amount of \$5,689 to rewire the manor for the resident's oven to operate.
Moved, Seconded, Carried 5-0
4. Work in Progress or Completed:
 - a. Annual Manor Lube – Contractor is Sang Electric, and the cost was \$6,850.
 - b. Five Star and Roto Rooter on clogged underground drains has been completed for a cost of \$4,215.54
5. Nixle Emergency Sign Up: The Board reminded everyone to sign up for Nixle alerts if they have not done so yet. You can sign up for Nixle by visiting 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.

Members' Forum

Residents were afforded the opportunity to express their general concerns and make comments.

Next Board Meeting

The next Regular Board Meeting will be held on Tuesday, April 17, 2018 at 1:00 p.m., in the

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Multipurpose Room 3, Gateway Complex.

Adjournment

There being no further business, the Regular Meeting of the Board was adjourned at 2:26 p.m. and the Board moved into Executive Session.

Executive Session Summary

The Board of Directors met in Executive Session to discuss personnel 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 Patterson". The signature is written in a cursive style with a long horizontal flourish at the end.

Assistant Secretary
Walnut Creek Mutual No. Eight