

WALNUT CREEK MUTUAL NO. EIGHT

REGULAR MEETING MINUTES OF THE BOARD
FRIDAY, FEBRUARY 15, 2019 AT 1:00PM
MULTI-PURPOSE ROOM #3 - GATEWAY
1001 GOLDEN RAIN ROAD

Call to Order

President Viator called the Regular Meeting of the Board of Directors to order at 1:08 p.m.

Roll Call

Directors Present: Bob Viator, President
Luther Avery, Vice President
Bob Eisner, Secretary/Treasurer *arrived @1:28PM
Rod Weimer, Director

Director Absent: Alfreda Bell, Director

Mutual Operations Staff Present:
Kelly Mattison, Board Services Coordinator
Rick West, Building Maintenance Manager

Approval of Minutes

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

Regular Meeting of the Board October 30, 2018
Special Meeting of the Board November 26, 2018
Special Meeting of the Board January 7, 2019

Bob Viator moved that the Board approve the minutes of meetings previously mentioned.

Moved, Seconded, Carried 3-0

Staff Reports

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

ACTION ITEMS: Proposal Review and Approval

1. New replacement Entry signs - All 4 entries - Cost \$1,100.00 each + \$225 each for Painting x 4 entries = \$5,500.00 (Board to vote to approve).
A motion was made to approve the work by MOD at a cost NTE \$5,500.
Moved, Seconded, Carried 3-0
2. 2019 Carport DuraLast Roofing Project - Total 7 Carports - Bid package sent to: Timberline Roofing / Ben's Roofing / Baker Roofing and A One Construction - (Proposals presented to the board to vote to approve).
A motion was made to approve Baker Roofing at a cost of \$60,265.00. The Budget for the project was set at \$90,000.
Moved, Seconded, Carried 3-0
3. 1208 SC - Install R19 insulation were missing along with netting under building.
Contractor: Five Star - Cost \$1,960.00 (Board to vote to approve).
A motion was made to approve Five Star at a cost of \$1,960.00.
Moved, Seconded, Carried 3-0

WALNUT CREEK MUTUAL NO. EIGHT

- 2019 Manor Lube - Contractor: Sang Electric - All on with the normal Manor Lube Sang will also conduct Electrical Panel inspections and Ten-year Smoke Detector installation. Cost - Smoke Detectors \$6,840.00 - Manor Lube \$5,150.00 - Panel Lube \$4,120.00. Total cost \$16,110.00 (Scheduled to begin in February). (Board to vote to approve).

A motion was made to approve the 2019 Manor Lube by Sang Electric in the amount of \$16,110.00.

Moved, Seconded, Carried 3-0

- 1268 SC #3 Emergency Balcony Dry Rot Repairs - Contractor: AMAC cost \$2,800.00 (Work Completed) Perfect Painting Excel Coating Cost \$4,004.00 Total cost \$6,804.00 (Work Completed). (Board to vote to approve payment).

A motion was made to ratify the approval AMAC and Perfect Painting at the total cost of \$6,804.00.

Moved, Seconded, Carried 3-0

- February Gutter Cleaning - Contractor PGS cost \$2,832.00 (Board to vote to approve).

A motion was made to approve the February gutter cleaning with PGS at a cost of \$2,832.00. Crew of 25 will start work on February 25th.

Moved, Seconded, Carried 3-0

Director Eisner Arrived at the meeting @ 1:28PM

WORK PENDING

- 1232 SC Re Piping Project - units 7-10 and then Units 11-12 - Waiting for bid proposals.

INFORMATION ITEMS: Work in Progress or Completed

- Laundry Room Washers - Coin slots installation to increase cost to one dollar per load. Cost \$840.00 (Work Completed).
- Dryer vent Cleaning - Contractor: Welcome Services -16 dryers x \$50 each Total \$800.00 (Work Completed).
- 1324 SC #3 Divider Fence - MOD to install new posts with brackets and fencing - Cost \$2,654.00 (work scheduled pending weather).
- Stairway between Entries 2 & 4 - Epoxy crack and paint all stair edges with reflective 3" strips. - Contractor Five Star cost \$1,925.00 (schedule pending weather).
- 1284 SC #6 Concrete patio Replacement - Contractor Five Star cost \$6,300.00 (Work in Progress).

ADDITIONAL MAINTENANCE ITEMS VOTED ON OR DISCUSSED BY THE BOARD

- 1284 Skycrest #6 Work Order #525066: Fence is falling down because post is rotted. Remove rotted part of three post and concrete. Install new concrete with new post brackets. Remove and replace approximately 16 lineal feet of top 2x6 cap because rotted. Power wash, prep, and paint fence, and side of building due to being unpainted because a shed was there.

A motion was made to approve this work order #525066 in the amount of \$3,200.

Moved, Seconded, Carried 4-0

- Entry 5 Skycrest Drive Work Order #521642: Remove and replace a section of asphalt 4-foot-long by 2 feet wide on drive way
Remove and replace a section of asphalt 2-foot-long by 2 feet wide on drive way.

WALNUT CREEK MUTUAL NO. EIGHT

Tack coat vertical edges with SS-1H (Glue on all seams where new asphalt meets existing asphalt.

Install 4 inches of cold patch asphalt and compact.

A motion was made to approve work order# 521642 in the amount of \$795.00.

Moved, Seconded, Carried 4-0

3. Entry 6 "Reserved" needs to be repainted.

4. Entry 4 Laundry Room – heater and pipe leak.

A motion was made to authorize this work at a cost of \$3,100.00.

Moved, Seconded, Carried 4-0

1. **Landscape Report – Paul Donner and Rebecca Pollon were absent, Rick West reported on their behalf:** Pollon points out that despite the rain, fire season is fast approaching.

Financial Report – Given by Rick West in Paul Donner's Absence

The January 31, 2019 financial report highlights are:

Operating Balance: \$35,779

Reserve Balance: \$453,963

Combined Balance: \$489,742

An insurance increase of 27% was anticipated, the actual increase was 46% and Paul discussed the reasons and how this item will be underbudget for the year.

Committee Reports

1. **Building Maintenance – Luther Avery:** In addition to Rick West's report Director Avery reported that the Mutual is on a good path, keeping buildings afloat.
2. **Emergency Preparedness – Cindy Ware:** Cindy Ware reported as interim Chair. She recommended that owners attend EPO meetings to find out what we can do to prepare, that the Mutual will need to hold more drills, let's stay proactive, remember SIP "shelter in place" and have water and food for at least 5 days. EPO meetings are held on the first Monday of the month at 9:30am in the Fairway Room at Creekside. Please check the EPO website at www.rossmoorepo.org.
3. **Finance – Bill Northlich:** Bill reported that prior to the end of year 2018 the reserve target was \$439k and that we beat it ending 2018 with \$446. That's a 6-7K surplus. Operating was year end balance was 36,058 versus the year end of 2017 at \$45,018. Insurance was a huge factor. We need to watch our spending in 2019.
4. **Landscape – Alfreda Bell:** no report was presented.
5. **Membership – Sally Kennedy:** Sally reported on the transitioning units which are 1108 #1, 1100 #2 and 1268 #3.
6. **Social – PK Baltrenas:** no report was presented.

Members' Forum

Residents were afforded the opportunity to express their general concerns and make comments. Topics discussed included: composting, carport closet and possible termites, EP hand warmers,

WALNUT CREEK MUTUAL NO. EIGHT

a resident moving on to assisted living, PG&E power outages and food and hotel reimbursements, and the concerns of the lawn at end of building 1256.

Old Business

1. **Draft Policies on EV Charging, Fines, Solar Panels:** The Board discussed the progress of these draft policies and stated that the drafts are back from the attorney and will be reviewed by the Board now that the corrections have been made. Hopefully they are ready for adoption at the April meeting.

New Business

1. **Appoint Committee to Address Updating Policies:** The Board is looking for committee members and appointed Bob Eisner as interim chair. They asked Jim Ware and Sally Kennedy to join.
2. **Consider Laundry Room Closures:** Director Weimer gave a report on the revenues and loses of the laundry rooms. Expense were discussed that included maintenance and repairs. The Board will need to consider increasing the cost to wash and dry in order to produce revenue or stay even on the laundry rooms.
3. **Plan for Asphalt Repairs Throughout the Mutual:** A discussion was had on the need for repairing the asphalt throughout the Mutual and possibly doing the work in 2021 instead of waiting until 2023-2024.

Next Board Meeting

The next Regular Board Meeting will be held on Friday, April 5, 2019 at 1:00 p.m., in the Gateway Board Room.

Adjournment

There being no further business, the meeting was adjourned at 2:38 p.m. and moved into an executive session meeting.

Executive Session Summary

The Board met in Executive Session to discuss an alteration variance request.

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.



Assistant Secretary
Walnut Creek Mutual No. Eight