

# WALNUT CREEK MUTUAL NO. EIGHT

REGULAR MEETING MINUTES OF THE BOARD  
FRIDAY, APRIL 5, 2019 AT 1:00PM  
BOARD ROOM - 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  
Alfreda Bell, Director

Mutual Operations Staff Present:

Kelly Mattison, Board Services Coordinator  
Rick West, Building Maintenance Manager  
Paul Donner, Mutual Operations director

## Approval of Minutes

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

Special Meeting of the Board.....January 21, 2019  
Quarterly Meeting of the Board.....February 15, 2019  
Executive Session Meeting of the Board .....February 15, 2019

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

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

## Staff Reports

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

### ACTION ITEMS: Proposal Review and Approval

- 1) 1208 SC – Install R19 insulation with netting under building. Contractors: Five Star – Estimate \$6,000.00 Gauthiers – Estimate \$5,695.00  
1232 SC - Install R19 insulation with netting under building. Contractors: Five Star – Estimate \$9,000.00 Gauthiers – Estimate \$8,795.00 (Board to vote to approve one or both projects).

This item was tabled to the next meeting.

- 2) 1232 SC Re Piping Project – units 7-10 and then Units 11-12 – Contractor: Five Star – Estimates Units #7- #8 - \$24,000.00.  
Units #9 - #10 - \$24,000.00. Units #11- #12 - \$30,500.00. Total Project Estimate - \$78,500.00. (Board to vote to approve project).

This item was tabled to the next meeting.

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- 3) 1284 SC #6 – Water Damage due to builder flawed Scupper and drain pipe installation – Contractors: AMAC / Central Valley Environmental – Estimated Abatement cost \$13,293.60. Estimated cost for flooring \$12,842.40. Inspection and correction to all drain lines, downspouts and scuppers in progress by MOD's Roofing Dept.

### INFORMATION ITEMS: Work in Progress or Completed

- 1) 1324 SC #3 Divider Fence – MOD to install new posts with brackets and fencing – Cost \$2,654.00 (Work Completed).
- 2) Stairway between Entries 2 & 4 - Epoxy crack and paint all stair edges with reflective 3" strips. – Contractor Five Star cost \$1,925.00 (Work Completed).
- 3) 1284 SC #6 Concrete patio Replacement – Contractor Five Star cost \$6,300.00 (Work Completed).
- 4) February Gutter Cleaning – Contractor PGS cost \$2,832.00 (Work Completed).
- 5) 2019 Manor Lube – Contractor: Sang Electric – All on with the normal Manor Lube Sang is also conducting 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 (Work in Progress - Currently 70 % completed).
- 6) 2019 Carport DuraLast Roofing Project – Total 7 Carports – Contractor: Baker Roofing cost \$60,265.00 – (Work Scheduled for May).
- 7) New replacement Entry signs – All 4 entries – Contractor: MOD Cost \$5,500.00 ( Work Completed).

### **3. Financial Report – Given by Rick West in Paul Donner's Absence**

The February 28, 2019 financial report highlights are:

Operating Balance: \$38,499

Reserve Balance: \$448,895

Combined Balance: \$487,394

Actual vs. Budget: Better than budget by \$1,000

Over in insurance and building maintenance, better in revenue

### Committee Reports

1. **Building Maintenance – Luther Avery:** no report, all items were covered in Rick West's report.
2. **Emergency Preparedness – Cindy Ware:** Cindy Ware reported that Rossmoor EPO meets monthly in the Fairway Room at Creekside and everyone is welcome. Reminders: you're on your own (YOYO); have food or water for 7 days available to you. Speakers at EPO touch on important topics that include oxygen dependent residents, GRF will not be able to come in and help, and no food or water is put aside for you. Please remember to update your emergency contact information and notify the Fire Department if you change your lock box codes.
3. **Finance – Bill Northlich:** no report
4. **Landscape – Alfreda Bell:** Alfreda reported that she has been receiving complaints about weeds and they been forwarded to Gachina. Rain has been a setback on labor work. A walk through with Gachina has been requested. Electric blowers are not as

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strong as gas blowers. Catch-up is needed after the rain has caused rapid growth. The committee is aware of the trimming needs and are doing what they can with the budget they have. A proposal for a lawn plan at 1256 is expected soon.

5. **Membership – Sally Kennedy(absent)/Cindy Ware:** Cindy Ware reported in Sally's absence that the committee had a wonderful party for new residents. The committee is keeping in touch with new residents.
6. **Policies – Bob Eisner:** Bob reported the new draft policies are still pending. A committee has been established consisting of the following members: Bob Eisner, Sally Kennedy, and Jim Ware. The committee has had 2 meetings so far and it may take a significant amount of time to revise and finalize the entire policy book. A special thanks to Pat Haug who gave insight and notes at the first committee meeting. Second Mutual's policies will be used as a model since they are also a Co-Op. 3 new policies have been received by counsel and will be considered for adoption. The committee will meet again on June 10<sup>th</sup>.
7. **Social – PK Baltrenas:** PK reported that the following dates re upcoming for snack and chats: June 6<sup>th</sup>, September 5<sup>th</sup>, and October 3<sup>rd</sup> from 5pm to 7pm. The summer social will take place on July 21<sup>st</sup> at 5pm to 10pm in the Dollar Clubhouse. The committee would welcome any new members who wish to join.

### 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, 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:** This item is still pending review.

### New Business

1. **Laundry Room Costs:** Director Weimer provided a spread sheet of costs to the Board for review that included number of users, equipment, expenses, and revenue costs for all 6 laundry rooms. The Board discussed these costs.
2. **Organic Recycling and Waste Disposal:** The Board discussed that there is a lot of information and education to be given to residents on this topic and encouraged owners to attend the town hall meetings being held in the Fireside room on April 22<sup>nd</sup> at 10am and 1pm or on May 4 at 10am in Diablo Room at the Hillside Complex. There will be articles in the Rossmoor news with more details. Dates of the meetings will be posted on the trash enclosures. Cindy Ware gave a presentation that educated us on how to recycle, compost and what should be placed in the landfill bins. Compostable bags or news paper are the only things that should be used in the compost bins to transfer the composted items from your unit. Caregivers should be educated on the process. Pgs. 18-22 of the Rossmoor phone book describes what to place in each bin.

### Next Board Meeting

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Next Meeting, Annual Meeting of Mutual 8 Shareholders on Tuesday, May 7th, 9:30 am, Vista Room, Hillside Clubhouse.

### **Adjournment**

There being no further business, the meeting was adjourned at 2:23 p.m. and moved into an executive session meeting.

### **Executive Session Summary**

The Board met in Executive Session to discuss an alteration request and member discipline.

### **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, appearing to read "Kelly Peterson".

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