

WALNUT CREEK MUTUAL NO. EIGHT

REGULAR MEETING MINUTES OF THE BOARD TUESDAY, JULY 17, 2018 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 1:00 p.m.

Roll Call

Directors Present: Bob Viator, President
Luther Avery, Vice President
Bob Eisner, Secretary/Treasurer

Mutual Operations Staff Present:

Kelly Mattison, Board Services Coordinator
Rebecca Pollon, Landscape Manager
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:

Regular Meeting of the Board April 17, 2018
Organizational Meeting of the Board May 1, 2018
Special Meeting of the Board May 18, 2018
Emergency Meeting of the Board June 1, 2018
Special Meeting of the Board June 21, 2018
Emergency Meeting of the Board July 9, 2018

Bob Viator moved that the Board approve the minutes of meetings held on April 17, May 1, May 18, June 1, June 21 and July 9. Bob reminded those attending that approved minutes can be found on www.rossmoor.com or any owner can request a copy of minutes via email from Kelly Mattison at kmattison@rossmoor.com.

Moved, Seconded, Carried 3-0

Staff Reports

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

INFORMATION ITEMS: Work in Progress or Completed

1. Annual Manor Lube - Contractor Sang Electric - Cost \$6,850.00 (Completed).
2. 65 New LED Light fixtures - Contractor: Sang Electric - Cost \$9,945.00 (Completed).
3. 2018 Roofing Project - 1284 SC New DuraLast / 1324 Tile to Comp. Contractor: Baker Roofing - 1324 SC Scheduled start date - July 9th. 1284 SC Scheduled start Date - First week of August. Cost \$65,519.00.
4. Exterior Electric Panel Lube / carport outlet and wiring inspection. Contractor: Sang Electric (scheduled).

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2. Landscape Report – Rebecca Pollon: The following report was given:

Warm days are upon us and with them residents can look forward to blooming Oleanders, St John's Wort and Crepe Myrtle trees.

LAWN MAINTENANCE: Lawns have been aerated and fertilized. Mowing is occurring weekly and lawns are being edged on alternating weeks.

WATER USE: Irrigation will continue to become more frequent as the temperatures rise. Residents can assist in conserving water and keeping the landscape healthy by reporting water leaks and irrigation breaks. If a break is suspected please report the location to the work order desk.

ENTRY MAINTENANCE: Entry maintenance crews are performing summer pruning tasks including tip pruning shrubs and hard pruning Catmints and Daisies.

RESIDENT REQUESTS

If you have landscape maintenance requests (pruning or irrigation), please direct them to the MOD work order desk. If you have a landscape improvement request please contact your mutual landscape representative.

WORK ORDER DESK

By phone: 988-7650

By email: WORKORDER@ROSSMOOR.COM

LANDSCAPE REHAB and TREE REPORT

MOD CREW DAYS: MOD crews will spend 2 days in M8 during the summer assisting with irrigation projects.

IRRIGATION REPORT: Warm weather is upon us, please report suspected irrigation issues to the Work Order Desk

TREE ITEMS: The City of Walnut Creek is now requesting that an engineer must make a formal assessment to determine that a tree needs to be removed on the basis that it is damaging a building foundation.

FIRE ABATEMENT: We have a preliminary bid for fire prevention work of some areas behind entries 4, 5 and 6 of \$8,500. This does not include any areas in entry 2. We are currently waiting on competing bids but recommend that the board approved an expenditure of up to \$8,500 to complete some of the fire prevention this year. This is within budget.

LANDSCAPE REHAB: There are some lawns in Mutual 8 that are in need of replacement, but insufficient funds were budgeted to complete all lawn replacement work in 2018. The Landscape Manager and Landscape Representative would like to

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recommend completing 2 of the 4 lawn renovation projects in 2018 and the remaining 2 in 2019. The proposals are attached. This is within budget.

OTHER: EBRPD trail planting

Financial Report – Paul Donner

The June 30, 2018 financial report highlights are:

Operating Balance: \$56,441

Reserve Balance: \$425,719

Combined Balance: \$482,160

Committee Reports

- 1. Building Maintenance – Luther Avery:** In addition to Rick West’s report Director Avery reported that there are no recent emergencies to hit the budget.
- 2. Membership – Linda Jorgenson:** Linda reported that there is a new handout of current residents and their emergency contacts. Please report any contact changes to Linda.
- 3. Finance – Bill Northlich:** Bill Northlich provided the following finance report to the Board: The M8 finance committee is cautiously optimistic about the state of M8 finances.

The Reserve fund is showing steady, moderate increases in fund balances over the past six months of 2018. This is a result of the coupon increase implemented by the Board in 2017, targeting a “fully funded” balance sheet by 2027.

Cautionary notes:

- a. The Operating Fund, although showing a positive balance of revenue over expenses into June, is not materially increasing month over month.
 - b. This year the Reserve Fund will have to pay in the high \$65K’s for roofing maintenance at 1284 and 1324, despite Rick’s and Luther’s attempts to reduce the cost. The budget for this is \$50K.
 - c. Due to regulatory requirements identified by Helsing, approximately \$7,322/year of previously unbudgeted expenses have been added to M8 obligations going forward – among these are more reliable smoke detectors.
 - d. The current Reserve Fund target for the end of 2018 is \$439,024, assuming item c starts this year. However, specific decisions of how to phase in items b and c will likely reduce this value.
- 4. Social – PK Baltrenas:** PK asked the members to please RSVP for the M8 Barbeque Blast on Sunday July 29, 2018 @ 4 PM at Sportsmen’s Park uphill behind the table tennis building. She also reminded members to mark their calendars with the following dates for M8 Fall Snack and Chats that take place at the end of Entry 2: Thursday, September 6, 2018 and Thursday, October 4, 2018 from 5pm to 7pm.
 - 5. Nominating Committee – Sally Kennedy:** Sally thanked the entire committee for their help and announced that the committee recommends the Board appoint Rod Weimer and Alfreda Bell to serve out the remaining terms of the two vacant director seats.

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A motion was made by Bob Eisner to appoint as interim Directors of Walnut Creek Mutual No. Eight the candidates recommended by the nominating committee: Rod Weimer for the term ending in 2020 and Alfreda Bell for the term ending in 2019.

Moved, Seconded, Carried 3-0

Old Business

1. **Approve up to \$8,203 for Two Lawns:** A motion was made by Bob Viator to approve a sum not to exceed \$8,203 of the \$12,000 budgeted for landscape renewal this year to fund proposals that Rebecca Pollon has in hand to refurbish the irrigation and replace the turf or substitute shrubs at the front of Bldg. 1324 (\$3,914), and in front of Bldg. 1232 (\$4,289).

Moved, Seconded, Carried 3-0

2. **Approve \$1,800 Expense Emergency Fire Abatement:** A motion was made by Luther Avery that the Board approve retroactively the emergency expenditure of \$1,800 for weed-whacking by Waraner Brothers Tree Service of the northern perimeter slope of Mutual 8, which was done as part of the fire abatement program recommended by Contra Costa County's Fire Protection District.

Moved, Seconded, Carried 3-0

3. **Screening of Calaveras Trail:** A motion was made by Luther Avery that the Board approve \$2,102 for temporary irrigation and screening plants of evergreen and oleander to be placed at the boundary of Mutual 8's property where it abuts the fire trail designated to become the Calaveras Ridge Trail, said sum to be reimbursed by the East Bay Regional Park District.

Moved, Seconded, Carried 3-0

New Business

1. **Approve Emergency Fire Abatement Not to Exceed \$8,500:** A motion was made by Bob Viator that the Board approve a sum not to exceed \$8,500 for fire abatement clearing along our northern and north-western perimeter slope, that sum to be used for removing coyote bush and other flammable brush, and for "limbing-up" trees along that slope to a height of 10 feet as recommended by the Contra Costa County's Fire Protection District.

Moved, Seconded, Carried 3-0

2. **Appoint Members to the Finance Committee:** A motion was made by Bob Eisner that the Board appoint Jim Ware and Rod Weimer to the Finance committee.

Moved, Seconded, Carried 3-0

3. **Discuss Laundry Room Fees:** The Board discussed increasing the laundry room fees to cover their maintenance expenses. Research will be done by the finance committee who will make a recommendation to the Board.

4. **Remove Redwood Impacting Bldg. 1284:** A motion was made by Bob Eisner that the Board approve a sum of up to \$7,000 for removal of a redwood whose roots are impacting the foundation of Bldg. 1284 as soon as approval for removal is received from the City of Walnut Creek so that repair of damaged concrete at that structure can proceed.

Moved, Seconded, Carried 3-0

5. **2019 Budget Planning and Helsing Guidance:** The Board announced that the planning season for the 2019 Budget has begun.

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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, October 30, 2018 at 1:00 p.m., in the Multipurpose Room 3, Gateway Complex.

Adjournment to Executive Session

There being no further business, the regular Meeting of the Board was adjourned at 2:18 p.m. and the Board moved into executive session.

Executive Session Summary

The Board discussed contracts and personnel issues.

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