

WALNUT CREEK MUTUAL NO. TWENTY-NINE

QUARTERLY MEETING MINUTES OF THE BOARD
MONDAY, SEPTEMBER 17, 2018 AT 9:30 A.M.
MULTIPURPOSE ROOM NO. 3 (MPR3, GATEWAY)
1001 GOLDEN RAIN RD., WALNUT CREEK, CA 94595

Call to Order

President Gannon called the meeting to order at 9:30 am.

Roll Call

Directors Present: Beth Gannon, President
Mike McLaughlin, Vice President
Barbara Crane, Director

Directors Absent: Toba Simon, Treasurer
Tanc Agius, Secretary

Also Present: Paul Donner, Director of Operations; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; Kelly Mattison, Board Services Coordinator.

Approval of Meeting Minutes

President Gannon asked if there were any additions or corrections to the following minutes:

- a. Quarterly Meeting of the Board held on June 18, 2018
- b. Executive Session Meeting of the Board held on June 18, 2018
- c. Special Meeting of the Board held on September 5, 2018
- d. Executive Session Meeting of the Board held on September 6, 2018

The minutes to the aforementioned meetings were approved as submitted.

Moved, Seconded, Carried 3-0

President's Report: Beth Gannon

- a. **Introduction of Members:** All members in attendance stood up and introduced themselves to the room.
- b. **Construction and Alterations:** President Gannon reminded everyone that alteration construction hours are Monday through Friday from 8am to 5pm and no work is allowed on Saturdays, Sundays, and Holidays.
- c. **Transitions:** Toba Simon's husband Steve Simon has passed away. New owners are: Richard Giessner and Judy Szilagy at 2748 Ptarmigan Dr. #6; Laurel Junk at 2632 Ptarmigan Dr. #1; Charles Gannon and Terry Delonas at 2724 Ptarmigan Dr. #4; Phyllis Christopher at 2656 Ptarmigan Dr. #4; Milan and Margaret Moravec at 3112 Ptarmigan Dr. #1, Sylvia Michiels at 3136 Ptarmigan Dr. #3; Diane Brackin at 2704 Ptarmigan Dr. #2.
- d. **4 Rental Units:** there are four rental units at this time.
- e. **Preliminary Budget Preparations:** The Board met twice to review the preliminary budget for 2019 and have been notified of a 5% increase in trash, 3.5% increase in PG&E, 9% in increase in water, 3.2% increase in MOD services, 5% increase in

WALNUT CREEK MUTUAL NO. TWENTY-NINE

landscape, 20% increase in insurance. The Board has not approved but is considering at least a 12.2% or \$86 increase in the monthly coupon for 2019. The asphalt sealing will be postponed to 2021. The Golden Rain portion of the budget will need to be finalized before the budget is set.

- f. **Who to Call on Weekends When Something Goes Wrong:** Call Securitas at 988-7844.
- g. **Dumpster Reminders:** Proper use of the dumpsters is important and will help alleviate raccoon problems. Do not put trash on top of the dumpster instead of inside. E-waste is not allowed in the dumpsters. Signs for the 12 dumpsters may need to be replaced.

Residents' Forum

Residents were afforded the opportunity to express their concerns, make comments, and have questions answered by the Board and M.O.D. staff representatives.

Financial Report: Paul Donner

The August 31, 2018 Financial Report was presented as follows:

- a) Operating: \$5,469
- b) Reserves: \$154,072

Building Maintenance Report: Roger Wilcox and Rick West

INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. 2018 Phase II Painting - Contractor; Pacific Trim - Cost \$95,000.00 (Work Completed).
2. Canopy soffit stucco removal - Contractors: AMAC/FIVE STAR @ \$3,800 each X 17 Canopies = \$65,000.00. (Work Completed).
3. Canopy Soffit Replacement - Contractor: Five Star - @ \$9,000 each X 3 = \$27,000.00 Bldgs. - 2616 / 2632 / 2640. (Work Completed).
4. 2018 Phase I - Tile to Comp Roofing Project - Contractor: Mendoza Roofing - 3 Building @ \$25,000.00 each = \$75,000.00. Bldgs. - 2616 / 2632 / 2640. - The 4th building 2656 was also completed and will be billed in 2019. (Work Completed).
5. Installation Wood filler for 14 Soffits - Contractor: Five Star @ \$1,200.00 each = \$16,800.00. (Work Completed).
6. New signage - 2 New directional signs ordered and installed Contractor: MOD (Work Completed).
7. New bench - New Trex Bench has arrived and will be installed at the west side of the entry. Contractor: MOD (Work in progress).

Landscape Report: Wini Biehl, Susan Dennis and Rebecca Pollon

As the weather cools and the day lengths shorten irrigation will become less frequent even if the warm weather continues.

Residents can look forward to the fall colors of Red Maples, Liquidambar and Nyssas.

WALNUT CREEK MUTUAL NO. TWENTY-NINE

LAWN MAINTENANCE: Lawns will be over seeded between October 1st and November 15th.

WATER USE: August is the highest water consumption month of the year due to high temperatures and long day lengths. After September irrigation use will continue but drop steeply even if warm weather continues.

ENTRY MAINTENANCE: Entry maintenance crews will finish summer pruning tasks and start transitioning to fall cleanup.

TREE WORK: The attached maintenance proposal will be scheduled for the near future and will come out of tree reserves. Additional work as detailed by the landscape reps will also be included.

BUDGET:

Landscape rehab remaining (50)	\$13,866
*Tree remaining (10)	\$1,862 (of 6k, not 12k)
Tree remaining (50)	\$5,000

*Original operating budget was \$12,000, \$6,000 will be reserved from spending

LANDSCAPE REHAB REPORT

MOD CREW DAYS: MOD crews are beginning 8 days of work this week. We will be removing the lawn in front of 2748 and replacing it with small trees and privacy planting. A meeting was held with the residents of these buildings earlier in the year.

We will also be doing some plant replacements including in front of 3100 #2, 2720 #2 and 2700 #1. After reviewing the plant replacement requests more may be added to this list.

CONTRACTED WORK: *This work has been delayed until 2019 due to low funding reserves

This fall we intend to continue turf renovation moving counter-clockwise around the mutual.

The estimate for 2740 is \$5,035-turf area will mostly stay the same in this location with minimal reduction in square footage. This proposal includes irrigation upgrades and will qualify for irrigation rebates.

The estimate for 2748 \$6,920 and a large area (3,000 square feet +) of turf will be retained but the overall square footage of turf will be reduced. This proposal includes irrigation upgrades and will qualify for both turf reduction and irrigation rebates.

Proposals for all contract work and proposed MOD work will be reviewed at the September 17th board meeting.

RESIDENT REQUESTS

WALNUT CREEK MUTUAL NO. TWENTY-NINE

If you have landscape maintenance requests (pruning or irrigation), please direct them to the MOD work order desk.

If you have other landscape improvement requests, please direct them to your Mutual Landscape Representatives Susan Dennis and Winifred Beihl.

WORK ORDER DESK

By phone: 988-7650

By email: WORKORDER@ROSSMOOR.COM

Social Committee Report: Jean Lee

Jean Lee reported that 48 members attended the Annual Dinner that was held on August 5th. The committee did not use all the budget. The committee charged \$30 per person and the cost was \$45 per person.

Emergency Preparedness: Mike McLaughlin

Mike thanked the manor monitors for the drill prep. Green sheets were distributed to all residents with copies of the Mutual's emergency plan. Drills have been completed in all 5 zones. Radio checks are being done every Saturday morning. We have 3 CERT trained owners on the committee. Reminder of the last assignment: imagine you have no power for several days, what would you do for heat, food, lighting, charging your phone, etc.? the annual Emergency Preparedness Fair will be held on Saturday September 22, 2018 in the Diablo Room at Hillside from 9am to 1:30pm. Emergency supplies will be available for purchase.

New Business:

- a. **Review Draft Solar Policy for 30-day comment Mailing:** The Board reviewed a draft of a solar policy. A motion was made to approve the draft for mailing to all owners for a 30-day comment period, as required, prior to considering it's adoption by the Board.

Moved, Seconded, carried 3-0

Next Board Meeting

The next scheduled quarterly meeting is scheduled on Monday, December 17, 2018 at 9:30am in Multi-Purpose Room #3 of Gateway.

Adjournment

President Gannon adjourned the meeting at 10:40am and the Board moved into executive session.

Executive Session Summary

The Board met in executive session to discuss legal matters and a resident complaint.

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.

WALNUT CREEK MUTUAL NO. TWENTY-NINE

A handwritten signature in blue ink, appearing to read "Kelly Peterson". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Secretary