

MINUTES

WALNUT CREEK MUTUAL SIXTY-FIVE (DEVONSHIRE)
REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY, JANUARY 17, 2017 AT 9:30 A.M.
DONNER ROOM, EVENT CENTER, WALNUT CREEK

President Charles Coburn called to order a regular meeting of the Board of Directors of WALNUT CREEK MUTUAL SIXTY-FIVE at 9:30 a.m. on Tuesday, January 17, 2017, in the Donner Room at the Event Center, 1021 Stanley Dollar Drive, Walnut Creek, California.

PRESENT: Charles (Chuck) Coburn, President
Richard (Dick) Walsh, First Vice President
Tom Harrick, Second Vice President
Tom Lenz, Treasurer
Durwin Shepson, Secretary

EXCUSED: None

Mutual Operations staff was represented by Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager and Anne Paone, Administrative Secretary.

There were also 16 residents present.

APPROVAL OF MINUTES

Mr. Walsh moved to approve the minutes of the quarterly Board meeting of October 25, 2016 as written and reviewed. Mr. Lenz seconded and the motion carried without dissent.

PRESIDENT'S REPORT

Mr. Coburn stated that everything he will talk about is listed on the agenda.

FIRST VICE PRESIDENT'S REPORT

Mr. Walsh reported to the membership that he is missing email addresses and telephone numbers for emergencies, etc. Please provide him with this information.

SECOND VICE PRESIDENT'S REPORT

Mr. Harrick will report under New Business.

SECRETARY'S REPORT

No report.

TREASURER'S REPORT

Mr. Lenz reported that for the month of November, the last financial statement available,

the operating fund for the month resulted in a deficit of \$4,121. Building Maintenance and utilities exceeded the budgeted amount for a total of \$5,431.

The replacement reserve account had an excess of revenue over expenses of \$8,475.

YTD, the operating fund was favorable to budget by \$4,582. YTD, the replacement reserve fund was favorable to expenses by \$50,075.

Building maintenance was over by \$10,440 due to rain leaks, gutter repairs, roofing repairs and painting.

Audit and legal expense was \$1,549 over budget. The other expense categories that came in under budget gave us the excess of \$4,582.

On the reserve side, YTD electrical exceeded the budget amount due to the installation of new smoke detectors and drainage correction.

The Mutual's funds position continues to improve and is \$355,611 as compared to the same date last year of \$293,393.

MANAGER'S REPORT – Paul Donner and Rick West

Mr. West reported the following:

1. Roof tune up – Five Star cost \$9635 (work in progress).
2. Asphalt R&R rough bid proposal. (\$164,500). Package price due in March or April.
3. 1709 replace dry rotted mail box post (out to bid).
4. 1708 & 1722 Comstock - Street pole lights out. Work order to Sang Electric.
5. 1818 Wales – Leak at skylight, Servpro called for dry out. Proposal for new skylight. Mares & Dow-\$2,849.92 to remove skylight and install new one.
6. 1706 Comstock – Rain leak @ dining room (work in progress).
7. 1807 Wales - Rain leak @ master bedroom (work in progress).
8. 1802 Wales – Rain Leak due to broken felt under tile. Completed. Gutter screens to be installed at front. New screens are on a trial basis.
9. Downspouts-removal and replacement – Western Sierra \$39,290, Five Star \$18,500

Mr. Coburn asked Mr. West to determine where the gutter “hot spots” are located and report it to the Board. These are the gutters that are always a problem.

EMERGENCY PREPAREDNESS

Ms. Holland reported that “things to do when an even occurs” was sent via email. Ms. Holland is available on a one-to-one basis. Feel free to contact her.

BUILDING MAINTENANCE COMMITTEE REPORT – Durwin Shepson

Mr. Shepson reported the following:

Smoke Detectors

During the last quarter, we had one problem with a new 10-year smoke detector. This was corrected by the installer who is available on a 24/7 basis.

Roof Drainage/Downspouts & Clean-Outs

The gutters and downspouts were cleaned out last week. The undersized downspouts continue to evidence their ineffectiveness during heavy rainfall. Several of the larger (longer) gutters are bending under the weight of the water on these occasions, causing a low point in the gutters and overflows in that area.

The major roof areas continue to be 1.) Leak blocked downspouts 2.) Undersized downspouts that are insufficient to drain the water 3.) Original structural design problems that cause runoff to flow into flashing areas with insufficient size or slope for water to push leaves forward into final gutters and off the roof

The 1802/1804 Wales adjoining flashing area continues to be a problem, which is being addressed by MOD.

Skylights

Leaking flashing around skylights, most recently experienced in the 1818 Wales residence. This is being addressed by MOD and other repairs should be addressed as suggested in the Roof Inspection Study recently completed.

Building Maintenance Report: The recent roof inspection did not find any major skylights deficiencies other than some flashing repairs needed around the skylights. We can avoid any major replacement of all the skylights at this time. Some units could suffer water damage if the flashing is not repaired or if a skylight was to subsequently fail because of age.

Mailboxes

The cross support bracing for three mailboxes at 1705, 1707, and 1709 Comstock had dry rot. A bid of \$1,200 was received from MOD to replace the entire structure. We feel the support post, though original, is still solid and needs no replacement at this time. Durwin Shepson and Ernie Glazer will build a new cross brace and install it. Installation and painting should be less than \$250.

Lawn and Trees Watering Systems

The guest parking area on Comstock landscape leakage has been repaired.

Mr. Shepson moved to approve the proposal from Mares & Dow in the amount of \$2,849.92 to remove and replace the skylight at 1818 Wales. Mr. Walsh seconded and the motion carried without dissent.

SOCIAL COMMITTEE REPORT – Pamela Walsh

Ms. Mitzi Weinberg reported the holiday day party was very successful. There was a new caterer and they did a great job.

LANDSCAPE COMMITTEE REPORT – Rebecca Pollon

Ms. Pollon reported the following:

LAWN MAINTENANCE: Mowing is occurring every 3-4 weeks depending on rain, soil saturation and turf growth. Irrigation is OFF.

ENTRY MAINTENANCE: Maintenance crews are focusing on drain clearing during storms

or when storms are predicted. Rejuvenation pruning will occur throughout the winter.

TREE MAINTENANCE: There are no pending tree maintenance requests. The Landscape Manager will set up a tree walk with Waraner brothers and the Landscape Representatives in the coming weeks to identify winter pruning needs.

LANDSCAPE REHAB: There is a proposal ready for signing to install color spots on the corners of Wales and Comstock to match those on Lakeshire and Golden Rain Rd. MOD work days are in July of 2017.

Plants will be installed at 1816 Wales. Ms. Pollon will get an estimate for lodi to be installed at 1705/1707 Comstock to stop spillage.

If you have a landscape problem, contact Pam Walsh or Terry Brykczynski.

UNFINISHED BUSINESS

Sample roof downspout modification and the schedule for the roof tune up were discussed during Mr. West's report.

NEW BUSINESS

Mr. Coburn reported that the Mutual needs to have updated election rules. The Board follows the civil code procedure, but will need to approve the rules.

Mr. Lenz moved to approve mailing out the election rules to the membership for a 30-day comment period. Mr. Shepson seconded and the motion carried without dissent.

Mr. Coburn and the Board agreed to appoint Anne Paone, Assistant Secretary, as the Inspector of Elections.

Mr. Coburn discussed the landscape chairs.

Mr. Shepson moved to approve Pamela Walsh and Terry Brykczynski as landscape co-chairs. Mr. Walsh seconded and the motion carried without dissent.

Mr. Lenz reported that every year an auditor reviews the Mutual's financials and does the taxes.

Mr. Shepson moved to approve Walters and Kondrasheff's proposal in the amount of \$3,600. Mr. Walsh seconded and the motion carried without dissent.

Mr. Shepson reported that when phase two of the landscaping project was being done, a bench was to be included. The lawn was removed and a semi-circle was left with rocks and bark. Ms. Pollon reported that the proposal from Terra Landscape for \$1,190 does not include the bench. This is for the labor to create and prepare the area.

Mr. Shepson moved to approve the proposal from Terra Landscape. Mr. Walsh seconded and the motion carried without dissent.

Mr. Brykczynski reported there is a proposal for color spot installation. This is a small area of landscaping that has a bright color area. The area is being revitalized. The area complements other color spots in Rossmoor.

Mr. Lenz moved to approve the proposal from Bright View in the amount of \$810 for the color spot installation to begin in April. Mr. Shepson seconded and the motion carried without dissent.

Mr. Harrick reported that last year each manor received a written survey asking for preferences regarding Comcast's proposal for telephone service and the rental of a DVR (Digital Video Recorder). Previously, Mr. Harrick had contacted 18 residents in person or by phone.

The Mutual received 26 responses. One responded N/A to the major questions. We had a total of 25 responses from a total of 44 residences. This was a 57% response.

The offer required a commitment from the Board for all 44 manors. All manors would have an increased coupon of \$20 per month for the telephone and \$9.00 per month for the DVR rental.

The results were consistent with no overwhelming support or rejection for both issues. The written survey has 15 residences in favor of the phone service with 10 against. Fourteen were in favor of the DVR and 11 voted against it. Acceptance of the proposal would require 25% of our residents to pay for services they do not want and would not use. Mr. Harrick's recommendation to the Board would be not to accept either proposal for the Mutual.

He noted that Comcast has amended its policy to allow individuals to subscribe for the phone service at \$20 per month. Contact Comcast if you wish to do so.

Mr. Coburn stated that the Board may revisit this issue by the end of the year, but currently, the Board agrees with Mr. Harrick's recommendation.

RESIDENTS' FORUM

A resident reported to the Board that they had approved having the dryers cleaned of lint. This hasn't been done yet. Mr. Coburn instructed Mr. West to have it done.

Mr. Coburn stated that parking should not be a problem when the Fitness Center is worked on. If it is, residents should contact Securitas.

ADJOURNMENT

The next meeting will be the Annual Members Meeting on Tuesday, April 18, 2017 at 9:30 a.m. in the Donner Room at the Event Center.

Having no further business, the meeting adjourned at 10:45 a.m.

/s/ _____
Durwin Shepson, Secretary
Walnut Creek Mutual Sixty-Five