

MINUTES

WALNUT CREEK MUTUAL SIXTY-FIVE (DEVONSHIRE)
REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY, OCTOBER 24, 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, October 24, 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 Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager and Anne Paone, Administrative Secretary.

There were also 20 residents present.

There were two guest speakers from PG&E, Lisa Monroe and Renee Simpson.

APPROVAL OF MINUTES

Mr. Walsh moved to approve the minutes of the quarterly Board meeting of July 18, 2017 as written and reviewed. Mr. Shepson seconded and the motion carried without dissent.

PRESIDENT'S REPORT

No report

FIRST VICE PRESIDENT'S REPORT

No report.

SECOND VICE PRESIDENT'S REPORT

No report.

SECRETARY'S REPORT

No report.

TREASURER'S REPORT

Mr. Lenz reported that for the month of September the operating expenses are on budget and the reserve expenses are \$52,206 under budget. The total for the operating and reserve funds is \$407,613. The Mutual is in good shape.

BUDGET 2018

Mr. Donner reported there are 3 components to the budget. Operating, which is used for rain leaks, some landscape, and latches, etc. Reserve, which covers major items over a 30-year period and GRF, which covers the Trust facilities, golf course and cable T.V.

Mr. Donner reviewed the 2018 budget line-by-line. He reported that Landscape Maintenance will have an increase because 2 new irrigation technicians will be hired.

The total Mutual increase will be \$11.87. The GRF increase will be \$16.13. The total increase will be \$28.00.

Mr. Coburn reported that many of the costs are not under the Mutual's control.

Mr. Shepson moved to approve the 2018 budget as presented with a monthly increase of \$28.00 for a total monthly coupon of \$886.00. Mr. Walsh seconded and the motion carried without dissent.

MANAGER'S REPORT – Paul Donner and Rick West

Mr. West reported residents will have 24 hours' notice for the gutter cleaning. The next cleaning is scheduled for February, but that can be changed. MOD will do emergency calls for gutters or any maintenance issues.

Information items: Work in Progress or Completed:

1. Installation of 6 new larger diameter Downspouts between the triplex garages. MOD cost \$1,300.00 (Work scheduled).
2. Professional Gutter Services - \$2,560.00 to clean all gutters and downspouts in October. All underground connections identified as clogged will be snaked by MOD or replaced by Roto Rooter if needed.
3. Skylights – 19 new skylights are currently being installed by Mares and Dow. This project is scheduled to be completed by November 30th.
Mr. West reported that they are down to 15 skylights now.
4. 1722 Comstock – Leak at 90 degree copper elbow above garage
Was repaired by Davis Plumbing. MOD scheduled to repair small 6 Inch piece of drywall.

EMERGENCY PREPAREDNESS

Mr. Holland reported that they will hold a drill in the near future. Patti and he call on their walkie-talkies. There will be a drill this Saturday for earthquakes.

BUILDING MAINTENANCE COMMITTEE REPORT – Durwin Shepson

Mr. Shepson reported the following:

Roof Downspouts

The undersized downspouts are currently being installed. That work should be completed soon. In addition, a few extra downspouts are being added where it is obvious that a single downspout is totally insufficient for the roof water runoff load.

Skylights

The skylights are now in process of being replaced. The biggest obstacle is communicating with the residents that have skylights. Some have said they do not want theirs replaced. Apparently, some were not aware that this work has to be done, or they will be liable for any leakage or damage.

On the bright side, those who have had the replacements done have been very complementary of the workers and their care to keep everything clean inside the units. Residents will have to sign off on a liability statement if they refuse to have the skylight replaced.

Mr. Shepson reported that they will install extra downspouts in problem areas.

SOCIAL COMMITTEE REPORT – Pamela Walsh

Ms. Walsh reported that Saturday, Dec. 2nd will be the Holiday dinner at Stanley Dollar. The event list was placed on the table in the back.

LANDSCAPE COMMITTEE REPORT – Rebecca Pollon

Ms. Pollon reported the following:

LAWN MAINTENANCE: Mowing and irrigation will become less frequent as the weather cools. Reseeding is occurring this month in select locations.

ENTRY MAINTENANCE: Entry maintenance crews have shifted their focus to keeping paths clear of leaves.

TREE MAINTENANCE: After a tree walk with the arborist, we have received a proposal for mutual wide, preventative tree maintenance mostly addressing building clearance issues. The total price is within your remaining annual tree budget.

LANDSCAPE REHAB: The last MOD work days for 2017 will be in late November.

If you have landscape *maintenance* requests (pruning or irrigation), please direct them to the MOD work order desk. If you have other landscape requests please direct them to your Landscape Representatives Terry Brykczynski (Comstock) or Pamela Walsh (Wales)

WORK ORDER DESK

By phone: 988-7650

By email: WORKORDER@ROSSMOOR.COM

Ms. Pollon reported they are reviewing areas in the Mutual to replace turf. Work on the lawn replacements will begin next year.

Ms. Walsh reported that they did major pruning of trees.

Mr. Coburn reported the Board will wait until the next meeting to get the actual costs for the skylights. They will be paid for either by money in the budget or by a special assessment.

NEW BUSINESS

Mr. Shepson announced this is his last meeting as a Board director. He is retiring from the Board on the advice of his doctor.

He stated that it was a privilege to work with outstanding people for the last four years. They all work hard to provide the very best oversight possible in the affairs of the Mutual and the residents. He thanked everyone for the trust placed in him.

The Board gave Mr. Shepson a card and a huge thank you for his service to the Board and the Mutual.

Mr. Coburn asked for a motion to appoint a new director.

Mr. Harrick moved to appoint Lois Kadosh to fill the vacancy left by Mr. Shepson until April of 2018. Mr. Shepson seconded and the motion carried without dissent.

ENERGY UPGRADE PRESENTATION – PG&E

Ms. Monroe introduced herself and Ms. Simpson to the membership. She explained the program offered by PG&E, which includes a visit to your home by PG&E at no charge. They will address any concerns and provide an assessment of energy upgrades and improvements for your unit. Many upgrades are provided at no cost to the resident. Some refrigerators manufactured before 2001 may be replaced for free. Residents should call Joy at 510.417.9821 to schedule an appointment. You must show a Medicare card to be eligible.

Everyone pays a surcharge on their bill for Public Purpose Programs (PPP). This is for research and development, too.

Mr. Coburn thanked them for the presentation. He reiterated that there is no cost for this program. The program used to be based on income, but as of June 1 only a Medicare card is needed.

RESIDENTS' FORUM

A resident asked about solar panels. Mr. Donner advised him to go through the alteration process. Residents must conform to the solar policy. Owners would be responsible for any damage to the roof. When the building is reroofed, the resident will be responsible for removal costs and reinstallation of solar panels.

A resident asked about earthquake insurance. GRF has insurance on the Trust buildings, but it is too costly for the Mutual and there is a large deductible.

ADJOURNMENT

The next meeting will be the Annual Members Meeting on Tuesday, January 16, 2018 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/

 Anne Paone, Assistant Secretary
Walnut Creek Mutual Sixty-Five