

WALNUT CREEK MUTUAL SIXTY-EIGHT (EAGLE RIDGE)
REGULAR MEETING OF THE BOARD OF DIRECTORS AND BUDGET REVIEW
MONDAY, NOVEMBER 23, 2015 1:00 P.M.
GATEWAY BOARD ROOM
1001 GOLDEN RAIN RD., WALNUT CREEK, CA 94595

President Barbara Blum convened the Regular Meeting of the Board of Directors of Walnut Creek Mutual Sixty-Eight at 1:00 p.m. on Monday, November 23, 2015 in the Gateway Board Room, 1001 Golden Rain Rd., Walnut Creek, California 94595.

<u>ROLL CALL</u>	PRESENT:	Barbara Blum	President
		Mary Hufford	Secretary
		Larry Cahn*	Director
		Diane Mader	Vice President
		Tim Christoffersen	Treasurer

**Via conference phone call*

Mutual Operations staff was represented by Paul Donner, Mutual Operations Director and Rick West Building Maintenance Manager;

Three additional Mutual members were present.

Barbara Blum welcomed the invited guest, Board Directors, staff, and the other Mutual members. She thanked everyone for their attendance.

APPROVAL OF MINUTES

The approval of the October 23 minutes will be deferred until the January 2016 Board Meeting.

ANNOUNCEMENTS

Blum announced that the next regular meeting of the Board will take place beginning at 1:00 p.m. on Monday, January 25, 2016, in the Gateway Board Room.

FINANCIAL REPORT

Tim Christoffersen presented the financial reports. He presented the year to date activity as of October 31, 2015 and the highlights of the Reserve expenditures for the year.

October 31 Fund Balances are:	Operating	\$	44,736
	Shea		(322)
	Reserve		673,771

Total \$ 718,185

Barbara Blum reported that Mutual 68 was procured a portion of the PG&E easement payment that was made to GRF. \$8,960 was received and placed into the Operating Account.

Tim Christoffersen moved that the \$8,960 received from PG&E for easement use for the reconductoring project be moved to the Reserve Account. Mary Hufford seconded the motion and it passed unanimously.

Paul Donner reported that the 2016 insurance rates have come in and are ten percent less than what was budgeted.

BUILDING MAINTENANCE -- Rick West

606 RW Retaining Wall: AMAC is scheduled to continue preliminary work on this area on November 25. Plastic and sand bags were installed on the back slope on November 14.

3144 GE : Landing replacement is being completed by AMAC. The project was completed earlier this month.

559 GE Balcony Repairs: Toupin is performing repairs on this balcony and continues to be a work in progress.

Phase I Painting and Carpentry: Work is in progress by MOD to repair dry rot in preparation for painting. The estimated costs are \$70,000 for materials and labor for the dry rot repair. There is an additional cost of \$200,000 for painting that will take place next spring.

MOD work: MOD either has work in progress or scheduled for repairs to 701 WR, 614 WR, 587 HE, 526 HE, and 603 SW due to safety concerns or water intrusion.

Deck and stairwell inspections: A&R Construction is conducting inspections of all decks and stairwells for dry rot and water intrusion issues. The cost is \$55 per hour of work performed and it is estimated that each inspection will take approximately 20 – 30 minutes each. An amount of not to exceed \$2,000 was previously approved by the Board. Notices for making appointments are being sent to residents, but it has been difficult to schedule appointments as many residents are busy during the holiday season.

Follow-up Items:

Overflow Protection Devices: Davis Plumbing is continuing to install secondary pop-up valves in Phase I of this project.

3113 and 3115 GE: Toupin Construction finished work on these two balconies.

3114 GE: The landing replacement is now complete. The EFIS is scheduled to be installed.

West fielded board director questions and concerns.

REPORT ON THE PRESIDENTS' FORUM -- Barbara Blum

The President's Forum will take place on December 1 and a report will be submitted following that meeting.

REPORTS OF STANDING COMMITTEES

BUILDING COMMITTEE -- Jack Cassidy, Chair, Mary Hufford, Liaison

Jack Cassidy reported that the mailbox post survey is complete and was submitted to Rick West for his evaluation.

CIC -- Vickie Hipkiss, Chair Diane Mader, Liaison

No report was given.

EMERGENCY PREPAREDNESS -- Brant Free, Chair; Tim Christoffersen, Liaison

No report was given.

LANDSCAPE -- Barbara Blum, Chair; Tim Christoffersen, Liaison

Barbara Blum reported that a messy tree has been removed but a replacement was not approved due to water concern.

Wood chips in the areas where lawn conversions took place have been installed. The EBMUD rebate application has been submitted.

SOCIAL – Wendy Dorband/Elaine Harris; Larry Cahn, Liaison

Bill Dorband reported on behalf of the Committee.

The upcoming holiday party will take place on December 14 at the Event Center. Creekside Grill will cater the event and it will be \$38 per person. Invitations will be distributed soon.

A chorale group has been invited to entertain at the dinner.

HOLIDAY DECOR -- Mike Casey, Chair; Diane Mader, Liaison

The autumn decorations are up and the holiday decorations will soon follow.

DATA BASE -- Jo Jones, Chair; Vickie Hipkiss, Co-Chair

Diane Mader reported that the Mutual needs a backup volunteer for when Vickie Hipkiss is unavailable.

COLOR PALETTE -- Mary Hufford, Chair

Mary Hufford reported that there are currently seven color palettes and that the Committee wishes to reduce the number of palettes down to five for the next painting cycle that will begin in 2016.

Hufford presented the color palettes being considered to the assembled group.

Ivy Reite of Kelly Moore Paints assisted Hufford with the presentation to explain current trends and answer Director questions.

NEW BUSINESS

Appointment of Replacement Director: Mary Hufford is resigning from the Board.

Diane Mader moved and Tim Christoffe rsen seconded to appoint Bill Dorband as Mary Hufford's replacement and to be made Secretary to take over the officer role that Mary Hufford held. The motion passed unanimously.

UNFINISHED BUSINESS

Smoke Detectors: The replacement of smoke detectors throughout the Mutual was discussed. It was decided that an informational letter would be distributed to all of the homeowners of Mutual 68 encouraging them to take advantage of the "group pricing" that will be offered. This letter will also explain the need to replace the aging smoke detectors. New smoke detectors, that by law must now be used, have a 10-year life and they do not require battery replacement. After 10 years, the units must be replaced. The approximate cost for product and installation will be \$225 per household. Rick West is actively searching other bids for this project.

Jack Cassidy was asked to have the Building Committee to do some research concerning this project and to help Rick West in obtaining bids. The goal to have a vendor picked out is May 2016. There was discussion as to who should pay for the smoke detectors, the Mutual or the individual homeowners. The Mutual will be saving money since it does not have to continue with the battery replacement program.

Alteration Applications:

605 and 607 Foxwood barbecue gas lines

The owners of each unit attended the meeting in order to make their case to the Board of Directors as to why they should be permitted to have a hard gas line for their barbecue.

Steve Tirrell of 605 Foxwood, a retired oil industry engineer, spoke for himself and Lois Giesel of 607 Foxwood. Tirrell presented that a 3/4" galvanized gas pipe with protective manual shut offs, does not present an overt danger and that it is safer than many gas supplied appliances one would find in a typical home.

With an email confirmation from John Tastor of Arthur J. Gallagher & Co. that there is no additional insurance cost to the Mutuals if outdoor hard barbecue gas lines are installed, Tim Christoffersen moved to allow the homeowners of 605 and 607 Foxwood to each have installed and maintain a hard barbecue gas line at their respective residences so long as they are in compliance with all City of Walnut Creek required specifications. The motion was seconded and approved unanimously.

ADJOURNMENT

With no further business to discuss, the November 23, 2015 Mutual 68 board meeting adjourned at 2:38 p.m.



Sharon Fees, Assistant Secretary
Mutual Sixty-Eight