

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
MONDAY, FEBRUARY 26, 2019 AT 1:00PM
CREEKSIDE CLUBROOM
1010 STANLEY DOLLAR DR., WALNUT CREEK, CA 94595

Call to Order

President Walker called the meeting to order at 1:00 p.m.

Roll Call

Directors Present: Dwight Walker, President
Gail Todoroff, Vice President
Bob Grotz, Secretary
Lew Armistead, Director

The Mutual Operations Division was represented by Kelly Mattison, Board Services Coordinator; Rick West, Maintenance Manager; and Paul Donner, Mutual Operations Director. Also present was Steve O'Conner, President of ESR.

President Walker welcomed the membership, staff, and thanked everyone for their attendance.

Approval of Meeting Minutes

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

Regular Meeting of the Board January 28, 2019

The minutes to the aforementioned meeting was approved with a motion.

Moved, Seconded, Carried 4-0

Announcements

- Condolences to Phyllis Hallert and all of Steve's family and friends.
- The Board is looking for a new Treasurer to complete Steve's term. Interested individuals should contact members of the Nominating Committee; Barbara Blum, Brant Free or Dwight Walker
- Next Board Meeting: March 25, 1PM, Creekside Club Room

Residents' Open 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. Topics discussed included remodels and communication on remodels.

- Disaster Preparedness Group – Ralph Anthenian

Resident report to Board – February 25, 2019

By

Mutual 68 Disaster Preparedness Group Lead
Ralph A. Anthenian

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We have had a busy period since the last Board Meeting as the M68 DP Group has moved into a “train the trainer” phase. We are starting training of the Zone Coordinators such that they can, in turn, train each resident in each zone. One training session was held in earlier February and a “make up” training session for zone coordinators will be held on March 6, 2019. It is hoped that each resident will then receive this training from their Zone Coordinator.

The training consisted of important tasks that each resident should know in an emergency which includes the following:

1. Proper use of a fire extinguisher to include knowing how to check if it's current fully charged etc.
2. How to turn off electrical circuits in your unit as well as how to “reset circuits” if tripped.
3. How to turn off the hot water in your unit
4. How to turn off ALL WATER in your unit
5. How to turn off your Gas Supply if an emergency or gas leak occurs.
6. How to open up and close your garage door if an electrical power failure occurs.

The Disaster Preparedness Group appreciates the support of each resident and of the board in this important task of assisting in the education of residents how to better prepare for disasters.

3101/3103/3113 Grey Eagle Drive Project Update: Steve O'Connor, President of ESR

Steve O'Connor reported that the City has responded last week to the submission of the plans. Comments for clarification were given to Phil Gregory. Changes to the plans are expected to be completed in 1-2 days. Technical comments are to be addressed by the end of the week. Then the revised plans will be submitted back to the City. Steve announced that the project should begin in March and is expected to take 6 months.

Unfinished Business

- **Owner acknowledgement of MOD Billable Work:** This is currently on hold and is being reviewed by the Finance Committee.

Finance Committee Reports: Traude Valachi, Finance Committee Chair and Dwight Walker

- **Review of the January Financial Statements:** Dwight Walker went over the January Dashboards.
- **Motion to certify compliance with Civil Code 5500, review of financial statements by two board members:** This item has been tabled until the March board meeting.

Building Committee Report: Rick West, Building Maintenance Manager; Bob Grotz, Board Liaison

- **Building Committee Members:** A motion was made to approve Ed Boule, Pat Hines, Fran Mathews, Dave Moeller, Rich Racimora, Karl Stinson, and Doug Todoroff as building committee members.
Moved, Seconded, Carried 4-0
- **Remodel Contractor Courtesy to Neighbors:** Bob Grotz gave the following report:

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Residents living in a triplex have complained in writing about a construction project in the unit adjacent them. The residents object to the duration of the project, the noise, and the fact water was shut off once without notice. The residents have proposed a number of requirements our mutual should adopt to alleviate problems like this.

Our current Policies do contain requirements about the duration of a construction project, the noise, and utility shut-offs. A building project has 6 months to complete, starting the date the application is approved. Noise is inherent in construction projects, but any noise that is jarring to the ceilings, walls, and air-space of the adjacent units requires the workers give notice to the affected residents on a daily basis as to the time and duration of the noise. And finally, before any planned interruption of the utilities, all the residents of the building must be given 24-hour notice.

In response to the residents' written complaint I asked the owner of the unit being remodeled to contact the complaining residents and try to smooth things over. The owner did so, writing a very gracious letter. I also sent a copy of the written complaint to the Alteration Department. And finally, I asked the Building Committee to review the residents' complaint and come up with ideas that might improve situations like this.

The Building Committee's recommendation is as follows:

The Building Committee recommends that the Alteration Department, upon approval of a building permit, send a notice to the other units in the building, advising them when the construction will start and when it is estimated to be completed. The notice will include the telephone number and email address of an Alteration Department representative the residents can call or email in order to report a construction related problem.

This recommendation appears to have missed the mark until you consider the entire construction situation. The owner, once he signs a contract with a contractor, has little power and some concern. Inevitably things not referenced in the contract arise. The owner and the contractor have to negotiate, and the owner is best advised to be on good terms with his contractor. The contractor for his part, if he's honest, wants to get the job done as quickly as possible. If he antagonizes a few of the neighbors, it's not that important to him—that's the owner's problem.

As for our mutual, it has little to do with any of this. Essentially, we pass on a resident's complaint to the Alteration Department and hope it helps solves the problem. And we encourage the construction owners and the residents to talk to one another.

In the end it is the Alteration Department that has leverage. In most cases the Alteration Department has the past and current history of the contractor (who may also have several crews working at the same time in Rossmoor). If the contractor is on the recommended list, the Alteration Department can threaten to remove the contractor from the list. And if the contractor is a one-and-done, the Alteration Department can threaten to red-tag the project, causing delays that are expensive for a contractor.

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The rest of us can encourage everyone to get together, but in the end, it is the Alteration Department has to deal with these problems.

Reference: Policies, Page 58

- **Sewer Pipe Repairs at 2889 Saklan Indian Drive:** A motion was made to approve sewer pipe repairs at 2889 Saklan Indian Drive for a cost of \$7,650.
Moved, Seconded, Carried 4-0
- **Gutter Systems:** Bob Grotz gave the following report on gutter systems:

DOWN-SPOUT DIVERTERS

These diverters are placed in the down-spouts a foot or so above the ground. They keep the debris from trees out of the drain pipes. The diverters I examined, under a redwood tree, had to deal with a lot of small tiny leaflets with tiny needles. In a light rain this debris built up in the diverters, but a heavier rain washed this off. They appeared to do the job well. They did splash a little water outside the downspout. Rick has told us that these will work fine there. I would expect them to work better for us because our acorn and oak leaves would likely flush easier.

COMPLETE RAIN GUTTER SYSTEMS

In regard to rain gutters, what we're looking for are gutters that will save us the expense of our biannual gutter cleaning (which I think will cost us \$25,000 this winter). (Also, if these were to work well, we would not need the down-spout diverters.)

I looked briefly at replacing our rain gutters with new gutters that are advertised to drain the water and ward off the debris. I called a company that sells Leafguard gutters. Unfortunately, if you want to know the approximate cost of these gutters, you have to have someone come out and give you an estimate. I asked if we could keep our downspouts and was told the downspouts had to be replaced with Leafguard downspouts. This sounded quite expensive to me, unlikely to pay for itself in any reasonable period of time. Also, Leafguard gutters do not get that good of reviews. Another company sells gutters called Leaffilter that gets better reviews.

GUTTER GUARDS

I looked at gutter guards, which are covers that go over the existing gutters and keep out the debris but let in the water. You can have a contractor put these in, or you can buy them in bulk and put them in yourself. There are at least 20 brands of these. The brand that seemed to get the best reviews was A-M Aluminum Gutter Guard. On Amazon.com 100 feet of material for a 5' gutter (which I think we have) sells for \$95. The installation is supposed to be easy. (I estimated my 4-plex would need about 180' of gutter guards.)

I think it would be worth our while to test these. We could buy 100 feet of Gutter Guard for \$95 and put up about 50 feet on portions of downspouts near trees on a 4-plex.

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Spring is a good time to start the test. Presumably tree debris will build up until next winter. When the rain starts, we can see if the debris gets washed away and the gutters work without any maintenance.

A motion was made to allow the Building Maintenance committee try down-spout diverters and gutter guards in two sample areas of the Mutual.

Moved, Seconded, Carried 4-0

Rick West presented the following building maintenance report:

Information Items: Work Scheduled, In Progress or Completed

1. 2996 SI Rear Deck Coating – Contractor: Perfect Painting (Work Completed).
2. 523 SO – Air Duct reconnection – Contractors: Clean Air (work scheduled)
3. Painting of all 4 plex white stair safety strips and installation of new peel and stick non-skid strips on landings - Contractor: MOD (Scheduled).
4. Phase III Roof Tune up for 22 Buildings – Timberline Roofing - Cost \$126,840.00 (Scheduling weather pending). Scheduled this Spring.
5. February Gutter Cleaning – Contractor: Perfect Painting – (Work Completed).
6. MOD identifying the next 4 plex landing that will go out to bid for repairs due to dry rot: 526 High Eagle.

Landscape Report/Landscape Committee Report: Rebecca Pollon, MOD, Barbara Blum, Committee Chair (Gail Todoroff, Board Liaison)

Barbara Blum gave the following report:

The M68 Landscape Committee is eagerly awaiting the finished “new look” landscaping for Phases 2 and 3 taking place this calendar year. BrightView has begun the demolition of the front areas on Shadowhawk and Woodwren. The next steps will be to install the new irrigation systems, prep the soil and then do the planting. The crew will then work their way down the rest of the way through the Mutual. Thank you to the Mutual Board for approving the expenditure for this very needed update to our landscaping.

- **Bob Hayden Tree Location:** The tree will be planted during the Phase II landscape project at the corner of Woodren and Shadowhawk.
- **Brightview Proposal for Tree Removal/Maintenance:** The Board reviewed 3 proposals from Brightview for tree removal, tree thinning, and pear treatments. A motion was made to remove 16 trees and grind stumps by approval of Brightview proposal #48046 in the amount of \$3,111.00.
Moved, Seconded, Carried 4-0
A motion was made to improve the structure by performing tree thinning on 2 trees by approval of Brightview proposal #46165 in the amount of \$723.00.
Moved, Seconded, Carried 4-0
A motion was made to treat 34 Pear trees for fruit reduction and protection from fire blight by approval of a Brightview proposal in the amount of \$3,026.00.
Moved, Seconded, Carried 4-0
- **Defensible Space –Between 100 and 200 feet from structures:** A quote will be provided for the March board meeting.

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The next landscape meeting will be held on March 18 at 9am in the MPR3 room at Gateway.

Community Information Committee Update: Barb Walker, Committee Chair (Lew Armistead, Board Liaison)

Lew Armistead gave the following report:

The Community Information Committee is focusing on creation of the new Mutual 68 website. The new site likely will include a number of topics that are typical on homeowner association websites, including a membership directory, calendar, information on social events and governance meetings, and committee activities.

While the CIC does not plan to hire an expensive web design firm, it is looking at organizations that assist homeowner associations in developing websites at reasonable prices. The CIC plans to select three such organizations and seek what they can provide. We hope to have a recommendation to the Board at either the March or April meeting.

Meanwhile, the CIC is working to make our current website more relevant and timelier. First efforts have been made to the Disaster Preparedness Group page. You can view our current site at www.eagleridge-rossmoor.org.

The CIC has continued to work on The Eaglet to provide more diverse and interesting material. The most recent addition was Tricia Toons, a cartoon series looking at life in Eagle Ridge. Thanks to Tricia Spiegel for creating these.

Social Committee Report: Judy Harris, Chair; Lew Armistead, Board Liaison

Lew Armistead reported that the committee has not met since the last board meeting. The committee is currently working on the Spring Brunch. The committee will be meeting on February 28th.

President's Report: Dwight Walker

- **President's Forum:** Dwight reported on the rollout of organic compost by Republic Services throughout all of Rossmoor; new E-waste collection company "Rapid Recycle" that will be available for Rossmoor residents (hazardous material must still be removed by owners themselves); co-occupant verification by GRF; and the need for every owner to ensure that their emergency contact information is up to date with Member Records.
- **Our community benefits from your involvement:** a reminder
- **April Board Meeting:** Dwight announced that there shouldn't be a need to hold an April board meeting. A motion was made to cancel the April board meeting.
Moved, Seconded, Carried 4-0

Adjournment

President Walker adjourned the meeting at 2:12 p.m.

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.

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A handwritten signature in blue ink, appearing to read "Kelly Patterson".

Assistant Secretary