

# WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD  
MONDAY, FEBRUARY 27, 2017 AT 1 P.M.  
BOARD ROOM, GATEWAY COMPLEX  
1001 GOLDEN RAIN RD., WALNUT CREEK, CA 94595

## **Call to Order**

President Blum called the meeting to order at 1:00 P.M.

## **Roll Call**

**Directors Present:** Barbara Blum, President  
Diane Mader, Vice President  
Bill Dorband, Treasurer  
Brant Free, Secretary  
Larry Cahn, Director

Mutual Operations staff was represented by Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager; Will Kim, Board Services Coordinator.

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

## **Approval of Meeting Minutes**

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

Regular Meeting of the Board ..... January 23, 2017  
Executive Meeting of the Board ..... January 23, 2017  
Executive Meeting of the Board ..... February 1, 2017  
Executive Meeting of the Board ..... February 15, 2017  
Executive Meeting of the Board ..... February 23, 2017

The minutes to the aforementioned meetings were approved as submitted.

## **Announcements**

The next Board Meeting will be held on Monday, March 27, 2017 at 1:00 p.m. The Audit Meeting with Hinricher, Douglas, & Porter will be held on March 28, 2017 at 3:30 p.m.

## **Members' 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. The following topics were discussed: geological conditions throughout the Mutual and questions regarding 3103 & 3101 Grey Eagle Drive.

## **Alteration Applications**

The Board reviewed and discussed Alterations Application No. 39521 regarding the installation of a new window and sliding door with an enlarged opening and new header. A motion was made to approve Alterations Application No. 39521 provided the alteration is structurally sound and in compliance with current regulations, specifications, and approval

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from the City of Walnut Creek.

Moved, Seconded, Carried 5-0

The Board discussed a homeowner request to install wood floors on their kitchen, entry, and hallway floors in their upper level unit. A formal alterations application will be reviewed by the Board during the next open session meeting.

**Financial Report: Bill Dorband, Treasurer**

The following January 2017 financial dashboard was presented to the membership:

	<u>Operating</u>	<u>Reserve</u>	<u>Interest Rate</u>
<u>Cash and Investments</u>			
City National Bank:	124,233.	80,326.	
City National Bank MM:		390,940.	0.34%
Capital One:		253,310.	0.40%
Total Cash and Invest:	124,233.	724,576.	
Resident Acct. Receivables:	1,851.		
Ending Fund Balances:	174,278.	723,373.	
	<u>Operating</u>	<u>Reserve</u>	
<u>YTD Revenue</u>			
Actual	152,249.	44,916.	
YTD Operating Budget	152,224.		
Total Year Reserve Budget		536,477.	
Operating Fav/(Unfav)	25.		
Reserves Remaining Budget		491,561.	
<u>YTD Expenses</u>			
Actual	128,789.	21,132.	
YTD Operating Budget	152,221.		
Total Year Reserve Budget		817,450.	
Operating Fav/(Unfav)	23,432.		
Reserves Remaining Budget		796,318.	
<u>YTD Excess (Deficiency)</u>			
Actual	23,460.		
Budget	3.		
Fav/ (Unfavorable)	23,457.		
<u>Reserve Fund Expenses Proj.</u>			
2017 Budget	817,450.		
Commitments by BOD to Date	60,292.		
Percentage Committed	7%		

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### Major Op Budget Variances Fav/(Unfav)

Rain Leaks: (\$7,284)

Water bill not received in Jan.: \$25,000.

Identified Major Variances Total: \$17,716.

Notes: January expenditures included \$102,000 for 12 months of property insurance. The Mutual had adequate Operating cash for this expense which will be allocated over the 12 months of 2017.

### Landscape Report: Rebecca Pollon, Landscape Manager

Lawn Maintenance: Lawns are being mowed every 3-4 weeks. Irrigation is now OFF.

Entry Maintenance: Maintenance crews are working on winter rejuvenation pruning of large shrubs such as Oleander and Eleagnus.

Tree Maintenance and Removal: Approval is still pending for permission to remove an ash tree against 2844 Saklan Indian

Landscape Rehab: To be discussed by the landscape committee

### Building Maintenance: Rick West, Building Maintenance Manager

Action Items:

- a. A motion was made to approve Change Order No. 1 from AMAC in the amount of \$4,950 (original estimate from AMAC was \$2,150) for additional dry rot located during balcony dry rot and fascia metal repairs to 2992 Saklan Indian.

Moved, Seconded, Carried 3-0-2, Directors Mader and Cahn abstained

- b. Timberline Roofing – Estimates for Phase I Roof repair estimate for 21 buildings were presented to the Board. Tabled, pending review and discussion of additional proposals from other vendors.

Work is in progress on the following items:

- a. MOD Dry Rot Rehab - Work on Phase II in preparation for 2017 painting of 31 buildings. (currently 19-Buildings remaining)
- b. 3152 GE - Front Landing Rehab - Joe Matta Construction cost \$26,892
- c. Street Light pole painting - CVP Cost \$6,875
- d. 3014 GE, 2954 SI, 547 SO Front landing Excel Coating - Pedestrian System, Perfect Paint \$2,861.50 each
- e. Perfect Painting maintenance drilling for front landing cost \$4,000.00

Follow up:

- a. 2842 SI / 622 SH / 547 SO – MOD will complete mail box repairs
- b. Window & Sliding Glass Door Leaks - 615 RW/ 3148 GE / 2996 SI /616 RW / 3016 GE - Ongoing investigation and repairs as needed

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- c. Roof leaks - 616 RW / 2992 SI / 3011 GE / 614 RW - Ongoing investigation and repairs as needed

### **President's Report: Barbara Blum**

FHA Condo Approval Process: FHA loans and reverse mortgages can now be approved for condos. The process is that the interested party calls a lender and the lender then gets in touch with Chris Preminger's office for the backup material to be provided.

Rossmoor Website: Maureen O'Rourke discussed the way Mutuals are presented on the Rossmoor website. They each have a very basic page and in the case of the Mutuals with their own websites, there can be a link to that site from the Rossmoor page. Eagle Ridge has a link from the Rossmoor website. Maureen was also asked if Channel 28 could film Mutual Board Meetings for viewing like the GRF Board Meetings. Paul discouraged this.

Mold: Paul Donner was asked to try to have MOD in conjunction with mold abatement companies arrive at a baseline for mold removal. Some Mutuals are finding themselves in legal battles if the mold is not satisfactorily removed in the opinion of the resident. This topic may also be addressed at the Legal Seminar.

### **Building Committee: Jack Cassidy, Chair; Larry Cahn, Liaison**

The Building Committee members are examining the condition of mailboxes.

### **Community Information Committee: Vickie Hipkiss, Chair; Diane Mader, Liaison**

A report was not presented by the Community Information Committee.

### **Emergency Preparedness Committee: Brant Free, Chair, Barbara Blum, Liaison**

A report was not presented by the Emergency Preparedness Committee.

### **Landscape Committee: Barbara Blum, Chair; Brant Free, Liaison**

The Board reviewed and discussed a proposal from Brightview for the landscape rehabilitation project around the phase 1 painting area for \$99,412 for all but two buildings. An estimate that includes the two additional buildings will be approximately \$109,412 and the lawn rehab project would be approximately \$20,000.

A motion was made to approve the proposal from Brightview for the landscape rehabilitation around the Phase 1 painting area including the two additional buildings for \$109,412.

Moved, Seconded, Carried 5-0

A motion was made to approve the proposal from Brightview for the lawn rehabilitation project for \$20,000.

Moved, Seconded, Carried 5-0

The Board reviewed and discussed a proposal to renew 16 irrigation controllers for \$1,300 per controller. Tabled, pending a response from Landscape Manager Pollon on a total cost to

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renew 9 controllers.

### **Social Committee: Wendy Dorband, Chair, Bill Dorband, Liaison**

The Spring Brunch will be held on April 22<sup>nd</sup> in the Fireside Room. A Social Committee Meeting will be held on March 7<sup>th</sup> at 3:30 p.m. to make the final preparations for the Spring Brunch.

### **Holiday Décor Committee: Mike Casey; Chair; Diane Mader, Liaison**

A report was not presented by the Holiday Décor Committee.

### **Database Committee: Jo Jones, Chair; Vicki Hipkiss, Vice Char.**

A report was not presented by the Database Committee.

### **Welcome Team Committee: Casey Dixon, Chair, Bill Dorband, Liaison**

A report was not presented by the Welcome Team Committee.

### **Finance Committee: Dwight Walker, Chair; Bill Dorband, Liaison**

The financial dashboard will be generated and delivered to the Board each month. The committee reviewed investment earnings the Mutual is currently receiving and determined there should be no changes to investments at this time. The investments will continue to be monitored on a monthly basis. A task force has been formed to discuss ways to mitigate the loss from 3101 and 3103 Grey Eagle Drive. The committee approved an article drafted by Mike Weiner regarding Earthquake Insurance that will be provided in the Eagle Ridge News (TERN).

A motion was made to appoint Judy Harris to the Finance Committee.

Moved, Seconded, Carried 5-0

### **Nominating Committee**

In accordance with Section 5.4 & 6.3 of the Mutual's Bylaws, there are two (2) open board positions in this year's upcoming election, for a three (3) year term. Directors Barbara Blum and Larry Cahn currently hold these positions, but are not running for re-election. Any Mutual 68 member in good standing interested in running for a position may do so by contacting Will Kim at [wkim@rossmoor.com](mailto:wkim@rossmoor.com) in the Mutuals' Board Office by the March 31st deadline.

### **Homeowner Request: Low Growing Shrub**

The matter will be discussed at the Landscape Committee Meeting on March 20<sup>th</sup>.

### **Deductible Share Agreement**

To provide a course of funding for the deductible (up to and including \$100,000) for specified losses covered by the Commercial Property Insurance, a motion was made to approve an agreement to share the deductible amount under the commercial property coverage part of the blanket insurance policies, with fifteen not-for-profit mutual benefit corporations, effective January 1, 2017.

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Moved, Seconded, Carried 5-0

**Adjournment**

President Blum adjourned the meeting at 2:41 P.M.

**Secretary's Certificate**

I hereby certify that the foregoing is a true and correct copy of the approved minutes of the Board of Director's meeting.



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**Assistant Secretary**

An Executive Session was held following the open session at 2:51 p.m. Topics included the following:

- a. Legal Status Update
- b. Member Concerns

With no further business to discuss, the board adjourned the Executive Session at 3:51 p.m.