

WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
MONDAY, MAY 28, 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
Susan Fisher, Treasurer
Bob Grotz, Secretary
Lew Armistead, Director

The Mutual Operations Division was represented by Kelly Maki, Board Services Coordinator; Lucy Limon, Administrative Assistant; Rick West, Maintenance Manager; and Paul Donner, Mutual Operations Director. Also present was Kevin Ryan with Ryan Geological Consulting, Inc.

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.....March 25, 2019

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

Moved, Seconded, Carried 5-0

Announcements

- Annual Meeting: June 24, 2PM Gateway Fireside Room with refreshments. A motion was made to approve the meeting date of the annual meeting that was previously scheduled for June 10th.
Moved, Seconded, Carried 5-0
- Organizational Meeting: Immediately following Annual Meeting
- Next Board Meeting (if needed): June 24, time TBD Gateway Fireside Room

Lew Armistead announced that the M68 website has launched and is password protected and there will be further details outlined in the CIC Committee Report later in this meeting.

A motion was made to allow the Social Committee to solicit a refreshments sponsorship for the annual meeting.

Moved, Seconded, Carried 5-0

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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 the landslide construction, landscape rehab and the following report from the Disaster Preparedness group.

Resident report to Board – May 28, 2019

By

Mutual 68 Disaster Preparedness Group (M68 DPG)

Ralph A. Anthenien, Lead

Note: No report was made to the Board during April, 2019 as there was no board meeting in April, 2019.

- Train the Trainers sessions for zone coordinators have been completed enabling them to present/conduct training sessions to residents in their respective zones.
- Training has commenced in several zones teaching and informing residents of how to conduct essential tasks during an emergency. This includes opening garage doors when there is no electrical power, use of fire extinguishers, shutting off gas and water in emergencies, resetting tripped electric breakers, etc. This training will continue within each zone until complete. Contact your zone coordinators for further information.
- Training is being prepared for resident training on assembly areas, radio operators etc.
- Continuing to receive excellent support in Eaglet “e-blasts” communicating DP information to residents as well as adding items to the M68 Website. A big thank you to the communications committee as well as Lew Armistead for their excellent work. Further work is being done to include key information on the Mutual’s new web site.
- Encouragement is continuing for residents to attend the Monthly Rossmoor wide EPO meetings held on the first Monday of each month starting at 9:30 am. Refer to the Rossmoor newspaper for location. Next meeting is June 3rd at the Club Room in the Creekside Complex.
- Volunteers are still be sought for both Zone Coordinators/Alternates as well as for radio operators. Volunteers are needed in the following areas. Please contact Ralph A. Anthenien for information.
 - Zone 1 (need more zone coordinators) (2804-2889 Saklan Indian Dr)
 - Zone 3 (have zero coordinators) (3001-3018 Grey Eagle Dr)
 - Zone 5 (need more zone coordinators) (Quail Hill Court)
 - Zone 7 (Have zero coordinators) (Spotted Owl Court)
 - Zone 10 (Need more coordinators) Foxwood Ct & Falconwood Ct)
 - Need Radio Operators in each zone.
- Finalization on equipment needs will be completed shortly. Most needs center around a working radio needed for most zones along with some other minor equipment/supply needs.

Ralph A. Anthenien
Lead, M68, DPG

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Cell: (510) 219-5542

3101/3103/3113 Grey Eagle Drive Project Update: Kevin Ryan, Ryan Geological Consulting, Inc.

Kevin Ryan reported that once the plans were submitted to the City, the City sent them to a 3RD party for review. A list of comments have all been addressed at this point. Revisions were made by ESR and the package will be resubmitted to the City today or tomorrow. Hopefully the City approves the permits and construction can begin. Once work begins, it is anticipated that it will be completed within six months depending upon weather and any other roadblocks.

President Dwight Walker explained that a large part of the slowdown was caused by questions raised by a firm the City employed to evaluate the permit (3rd Party). Some of these questions were on target while others picked at small, unimportant points that required considerable time to research in re-submitting the permit.

Nominating Committee Report: Dwight Walker

- Susan Fisher ran unopposed in this year's Director Election term and therefore will be acclimated to another 3-year term at the June Annual meeting.

Unfinished Business

- Owner Acknowledgment of MOD Billable Work: this item is still in progress.
- Organic Recycling (Composting): Paul Donner gave a report on what's happening in Rossmoor for composting. M68 can compost at MOD 800 Rockview for any owner who wishes to participate in the new program. Jency James from republic will be working with the Board on getting composting in M68. Susan Fisher volunteered to be the point person on this effort for the board.

Finance Committee Reports: Susan Fisher, Treasurer and Alan Lindquist, Chair

- **Review of the March and April Financial Statements:** The committee went over the dashboards for March 2019 and April 2019.
- **Compliance with Civil Code 5500:** A motion was made to certify compliance with Civil Code 5500, review of financial statements by two board members for March 2019 and April 2019
Moved, Seconded, Carried 5-0

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

Rick West presented the following building maintenance report:

PENDING ITEMS: Proposals for Review or Approval

1. 526 HE Front Landing – Drawings and scope of work from Bertolami Engineering was sent out to bid – Bid Deadline 4/19/19. Contractor Estimates:

A One Construction \$44,798.00 / AMAC - \$27,168.00 / ALP Construction \$24,700.00.
(Proposals presented to the board for approval)

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2. 2818 SI Rear Deck Coating – Estimates include prep work for 188 Sq. Ft. of Excel Coating.

Contractors: A-One Construction \$ 4,760.00 Perfect Painting \$3,340.00.

(Proposals presented to the board for approval)

3. 3023 GE Front Landing and stair Coating - Estimates include prep work for 183 Sq. Ft. of Excel Coating.

Contractors: A-One Construction \$3,965.00 Perfect Painting \$4,689.75.

(Proposals presented to the board for approval)

INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. Painting of all 4 plex white stair safety strips and installation of new peel and stick non-skid strips on landings - Contractor: MOD (Work in Progress).
 2. 2019 Phase III Roof Tune up for 22 Buildings – Timberline Roofing - Cost \$126,840.00 (Scheduled Start Date July).
 3. 2019 Deck and Landing Core Drilling – Contractor: Perfect Painting. Cost \$3,700.00. (Work Completed).
- **526 High Eagle Front Landing dry rot contract approval:** A motion was made to approve a contract with ALP in the amount of \$24,700 for dry rot repairs to the front landing at 526 High Eagle.
Moved, Seconded, Carried 5-0
 - **2818 Saklan Indian Rear Deck Coating contract approval:** this item was tabled to the next meeting for more information.
 - **3023 Grey Eagle Front Landing and Stair Coating contract approval:** this item was tabled to the next meeting for more information.
 - **Permit Application 43324:** A motion was made to approve the alteration application #43324 with the conditions that the kiln would not be allowed and the retrofit door would not be allowed, all other scope of work on the applications is approved.
Moved, Seconded, Carried 5-0
 - **Approve new Building Committee members – Mike Wener and Bill Hagerman:** A motion was made to appoint Mike Wener and Bill Hagerman to the Building Maintenance Committee.
Moved, Seconded, Carried

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

Barbara Blum gave the following report:

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The Phase 2 landscape rehab has been on-going since February, but because our weather has not cooperated, the progress has not been on target. We are still hopeful and are planning to finish Phases 2 and 3 this calendar year. We are pleased with the work done on Shadowhawk and Spotted Owl.

Dwight and Rebecca have a report on their meeting with Walnut Creek officials regarding our project to remove a few carefully selected trees in our Mutual. We support their efforts.

- **Status of Landscape Rehab—Phase II:** The phase is 2/3 complete and Grey Eagle will be next week.
- **Meeting with Walnut Creek Urban Forest Officials Regarding Tree Removal:** President Walker Reported that the City stated they do not protect views.
- **Defensible Space—Between 100 and 200 feet from structures:** Rebecca Pollon is getting another bid.
- **Status of Proposal for Landscape Rehab of Phase III:** A revised bid is expected to the board by June 1st.

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

Lew Armistead gave the following report:

The Community Information Committee has focused for the past two months on our new website. Currently, the site is mostly done and will be unveiled at the Annual Meeting in June. Between now and then we are making minor changes and having a number of people register on the site to assure that the process to join the site is functioning well. If you would like to join now, contact either Barbara Walker, bzwalk-er@outlook.com or Lew Armistead, lew106176@gmail.com.

At the Annual Meeting the website will be demonstrated. We hope as many residents as possible will join as soon as possible. This will mean that you'll get The Eaglet quickly through the website dissemination function and the Mutual will be able to save considerable money by sending legal documents to residents electronically rather than through the mail. There will be a number of stations at the Annual Meeting where any-one who wishes to join that day will be able to do so, and assistance will be available if needed.

We are also looking for volunteers who will assist with the administration of the website. Tasks could include verifying that those joining are Mutual 68 residents, checking posts on the message board, etc. If you are interested in help, please contact Barbara Walker, bzwalker@outlook.com.

Social Committee Report: Lew Armistead, Board Liaison

Lew Armistead gave the following report:

The Social Committee met last week to review the successful Spring Champagne Brunch and plan for the Summer Picnic and Holiday Gala.

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- **Thank you to committee members for terrific Spring Brunch:** The Champagne Brunch was a financial success along with receiving praise by many residents. One hundred thirty-seven people attended compared to 95 in 2018. Revenue for the Brunch exceed expenditures by more than \$300. The full financial report is attached. The Committee reviewed the many component of the event and looked at ways next year's Brunch could be even more successful.
- **Summer Picnic:** The Summer Picnic is scheduled for Saturday, August 10 at 6 p.m. and will feature a chicken and ribs barbecue. The Committee is seeking bids from three caterers.

The 2019 Holiday Gala will be Monday, December 9.

Adjournment

President Walker adjourned the meeting at 2:24 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.



Assistant Secretary