

**WALNUT CREEK MUTUAL NO. SIXTY-EIGHT**

REGULAR MEETING MINUTES OF THE BOARD  
MONDAY, JUNE 24, 2019 AT 2:00PM  
GATEWAY FIRESIDE ROOM  
1001 GOLDEN RAIN ROAD, WALNUT CREEK, CA 94595

**Call to Order**

President Walker called the meeting to order at 2:05 p.m.

**Roll Call**

**Directors Present:** Dwight Walker, President  
Susan Fisher, Treasurer  
Bob Grotz, Secretary  
Lew Armistead, Director

**Directors Absent:** Gail Todoroff, Vice President

The Mutual Operations Division was represented by Kelly Maki, Board Services Coordinator; Rick West, Maintenance Manager; and Paul Donner, Mutual Operations Director. Also present was Steve O'Connor with 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..... May 28, 2019  
Executive Session Minutes..... May 28, 2019

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

**Moved, Seconded, Carried 4-0**

**Announcements**

- Annual and Organizational Meetings: Immediately following this meeting
- Next Board Meeting: July 22, 1pm at Creekside Club Room

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

Steve announced that their permit person is now contacting the City every two days. ESR would like to start in July to finish by the rainy season. Steve went over the basic process of the project: fencing, erosion control, install beams, dig section by section to install tie backs, and the excavation will be 25ft. deep. Based on minimal issues from the City regarding the permit and details of the project, no additional costs are anticipated from the contract signed almost one year ago. The contract also has around \$50,000 as a contingency that should cover an unanticipated items.

**Treasurer and Finance Committee Reports: Susan Fisher, Treasurer and Alan**

# WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

## Lindquist, Chair

Susan Fisher gave the following Treasurer's Report:

The Finance Committee met today and reviewed Mutual 68 financial statements from May. It concluded that the operating budget continues to be funded adequately with sufficient cash on hand to meet operating requirements. Bank account statements were reviewed by two board members as required. All funds are FDIC insured.

As reported previously there continues to be a year to date deficit to budget, reported this month in the amount of \$19,405, primarily caused by increased annual insurance premiums and the repair of rain leaks.

**Reserve Budget:** To date approximately 40% of the Reserve Fund budget has been committed. We anticipate that there will be a small increase in the balance this year that will grow in the years to come.

**Land Stabilization Fund:** Following a detailed discussion, the Finance Committee voted to recommend that the Board distribute \$13,000 to Mutual 68's homeowners, leaving a reserve of \$700,000 in the Fund against the possibility of unforeseen additional expenses incurred in completing the stabilization project. An additional distribution to homeowners will be considered when all work is complete, and insurance proceeds collected and proven stability of the property after at least one rainy season.

- **Review of the May Financial Statements:** The committee went over the dashboard for May 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 May 2019  
**Moved, Seconded, Carried 4-0**
- **Report on potential distribution from the Land Stabilization Fund:** A motion was made to approve a \$13,000 distribution to all owners of record as of June 30, 2019 to be paid by July 31, 2019. Owners with Special Assessment Loans outstanding will have their loan balance reduced by the \$13,000 and a new monthly payment going forward.  
**Moved, Seconded, Carried 4-0**

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

- **Mailbox Replacement Contract:** A motion was made to approve a contract with MOD in the amount of \$13,198.04 for mailbox replacements  
**Moved, Seconded, Carried 4-0**

## Landscape Report/Landscape Committee Report: Barbara Blum, Committee Chair

Barbara Blum gave the following report:

BrightView is currently completing the final third of the Phase 2 landscape rehab. Following that conclusion, the crew will begin on the final section, Phase 3. The proposal for the cost of half of Phase 3 will be forthcoming for the Board.

The Landscape Committee thanks Janek Bubela for his service on the Committee. The

## WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

Committee welcomes Lani Shepp to the Landscape Committee as the Zone Representative for Saklan Indian Drive. We wish for the Board to approve her appointment to the Committee.

The Diablo Fire Safe Council (DFSC) is sponsoring defensible space fuel reduction projects for 2019 - 2020. Emphasis will be on areas prioritized in the Contra Costa County Community Wildfire Protection Plans or where homeowners' associations are organized and available to promote fire safe efforts. Rebecca will complete the grant forms for M68 to be matched up to \$5,000 for brush removal. The Landscape Committee has identified areas of Rosemary which should be removed as it is very woody and lies in very close proximity to the structures, thus being a fire hazard.

- **Status of Landscape Rehab—Phase II:** Phase II will be completed in about 2 weeks
- **Status of Proposal for Landscape Rehab of Phase III:** Half of the Phase III rehab has been proposed, the entire proposal is estimated to be \$60,000 over budget.

### **Community Information Committee Update: Lew Armistead, Board Liaison**

- **Introduction of New Website: m68eagleridge.com:** Lew Armistead gave a Power Point Presentation of the new website. (attached)
- **Motion to approve m68eagleridge.com as the official communications medium for Mutual 68, as followed by Civil Code 4040(a)(2) and the Davis-Stirling Common Interest Development Act:** A motion was made as stated above.  
**Moved, Seconded, Carried 4-0**

### **Social Committee Report: Lew Armistead, Board Liaison**

- **Summer Picnic:** The Summer Picnic has a date conflict. The committee will be meeting tomorrow to decide on a date. BBQ will be served, including ribs.

### **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 Disaster Preparedness group report.

### **Resident report to Board – June 24, 2019**

By

Mutual 68 Disaster Preparedness Group (M68 DPG)

Ralph A. Anthenien, Lead

Note: Report being made by: John Walkinshaw, Group Member

- Training on essential tasks (opening garage doors/no power, turning off water and gas, re-setting electrical circuit breakers, use of fire extinguishers, etc.) in zones. This will continue until all zones are complete
- Training is being prepared for resident training on assembly areas, radio operators etc.
- DP Group members received an excellent presentation from Lew Armistead on the use and value of the new Mutual 68 website. This website also has drop downs for DP information.

## WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

- 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.
- Several meetings have occurred in working out the flow of DP information from new resident and eventually into the data base maintained. A flow chart is being prepared outlining both the flow of information as well as who is accountable to do which reports. Reports include: Resident Directory, Pet Report, Zone Reports, Needs report, etc. Coordination is between Jo Jones, Communications Committee, and the DP Group.
- Tricia Spiegel is completing her project on developing signage for each resident to display if residents are “ok” or “need help” following a disaster event. This will speed up first responders (Fire fighters, police, CERT members, National Guard, etc.) in providing help and assistance to who needs it. These placard’s will be distributed soon, and announcements will be made on the Eaglet E Blast.

Ralph  
Ralph A. Anthenien  
Lead, M68, DPG  
Cell: (510) 219-5542

### **Adjournment to Annual Meeting**

President Walker adjourned the meeting at 3:02 p.m. and moved into the annual meeting.

### **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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**Assistant Secretary**