

WALNUT CREEK MUTUAL SIXTY-EIGHT (EAGLE RIDGE)  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
MONDAY, AUGUST 25, 2014 1:00 P.M.  
BOARD ROOM, GATEWAY COMPLEX  
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, August 25, 2014, in the Gateway Board Room, 1001 Golden Rain Rd., Walnut Creek, California 94595.

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

Mutual Operations staff was represented by Paul Donner, Mutual Operations Director; and Rick West Building Maintenance Manager; and Sharon Fees, Board Coordinator.

Three additional Mutual members were present.

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

APPROVAL OF MINUTES

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

Regular Meeting of the Board – July 28, 2014

With no additions or corrections requested, the minutes to the Regular Meeting of the Board of July 28, 2014 stand approved.

ANNOUNCEMENTS

Blum announced that the next Regular Meeting of the Board will take place on Monday, September 22, 2014, beginning at 1:00 p.m. in the Gateway Board Room.

RESIDENTS' FORUM

Sharon Collins, 2936 SI: Ms. Collins reported that there seem to be rodents in the attic space of her unit. She has also discovered fecal matter on the front landing and in the garbage area. It was recommended that she contact the Work Order Desk to make an appointment to have appropriate remediation executed.

Collins continued by stating that raw sewage came up from the shower drain. Rick West recommended that the drain get snaked and to call the Work Order Desk to have this job performed.

### FINANCIAL REPORT

Tim Christoffersen presented the August Treasurer's report.

July 31 Fund Balances are:	Operating	\$ 104,697
	Shea	(327)
	Reserve	<u>743,677</u>
	Total	\$ 848,047

Year to Date revenue over expenses is \$61,293 compared to a budgeted amount of \$1,510.

### REPORT ON THE PRESIDENTS' FORUM -- Barbara Blum

Barbara Blum presented the following:

Renewed Comcast Offer Update - Mutual 3 turned down the Comcast offer.

Golf Cart Registration - Many Mutuals are requesting that Public Safety mandate the registration of golf carts.

Parking - Many Mutuals are also having parking issues. One Mutual has resorted to threatening to fine violators \$100 per day that they are in violation.

Water Conservation - One small Mutual Board walks around the Mutual and inspects the sprinklers while in operation in order to identify leaks, broken nozzles and the other ways that sprinklers can malfunction.

New Resident Meeting - Some Mutuals schedule meetings with staff from the Alterations Department, Board Members, the Realtor and the new buyer prior to the close of escrow. In this way, many potential problems are resolved before they could occur.

Insurance - Gallagher held an insurance presentation regarding the proposed 2015 insurance rates and details of coverages. It is expected that the increase for 2015 will be 5% or less.

P.G.& E. Easement - GRF will consider approving a temporary construction and helicopter landing site easement for P.G & E. upcoming reconducting project. This will

impact the Shadowhawk area due to the helicopter landing site proposed behind the end of Shadowhawk.

MOD Management Fee - There will be a slight change in 2015 in the personnel paid from the MOD Management Fee. The salaries of Marie Gray and Chris Preminger will be 100% MOD funded in addition to the others currently covered by the MOD Management Fee.

50/50 Sharing of Payment for Fire Abatement Work on GRF land - Mutuals whose property borders on GRF land beyond the Mutual's 30' defensible space and up to 100' will share the cost of fire abatement work with GRF equally, it was reported by Warren Salmons.

### BUILDING MAINTENANCE

Sewer Back-Up Protection: Stoddard Plumbing's estimate, per unit, to install a secondary beehive is \$3000. Tim Christoffersen moved and Diane Mader seconded to hire another plumber in order to have a beehive installed in another Buckeye unit as this was the model of home where Stoddard Plumbing had installed the first beehive. Once this work is done, the second plumber will be able to give the Mutual an estimate of the cost to install a beehive in all similar units that require one. The motion passed with one dissenting vote from Larry Cahn.

Phase Four Building Rehabilitation: This is ongoing by MOD and is almost complete. The total cost thus far has come to \$48,762.

Bird Abatement: All Clear continues to complete work orders for bird abatement.

Front and Back Deck Concrete Drainage Maintenance Proposal: Perfect Painting's proposal to drill weep holes in decks and landings in 74 units in 37 buildings is \$125 per unit, totaling \$9,250. The Board requested Rick West to get a second bid. It was the consensus of the Board to also have a preventative maintenance program established to maintain the weep holes once they are drilled.

Kevin of Perfect Painting strongly suggested that once weep holes are drilled that the Mutual wait twelve months before considering applying any type of coating to the surface of the landings. For individual homeowners, this would also hold true for back decks.

2886/2889 SI Fire: The fire and flood dry-out and "put back" is ongoing. The homeowner of 2886 SI has moved back into her unit. Thus far all bills for work done have gone straight to the insurance companies. MOD is waiting for authorization from the Trustee of 2889 SI, Fremont Bank, to perform the reconstruction of that unit.

Painting of lamp posts: The estimate to paint the 62 street lamp posts is approximately \$17,000. However, the Mutual believes that it only owns 24 lamp posts while GRF and PG&E each own a portion of the balance. This belief is held because of how it is reflected in the Helsing Report. Mary Hufford discovered some reference to the division of ownership in the Mutual 68 minutes of February and August of 2007, but nothing specific.

More specific written information outlining which entity is responsible for which lamp posts is being sought and West was asked to keep this item current on his report.

Rick West responded to the group's questions and comments.

### REPORTS OF STANDING COMMITTEES

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

No further report was given.

CIC -- Vickie Hipkiss, Chair Diane Mader, Liaison

No report was given.

SOCIAL COMMITTEE – Wendy Dorband and Elaine Harris, Co-Chairs; Larry Cahn, Liaison

Larry Cahn reported that the August Summer Picnic had 113 people in attendance and was well-organized by the volunteer efforts of Wendy Dorband and Elaine Harris.

EMERGENCY PREPAREDNESS -- vacant

No report was given. The Board is still seeking chairman for this committee.

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

Barbara Blum reported that turf is currently being watered only twice a week and that the Committee has requested more estimates for Rosemary removal.

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

No report was given.

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

No report was given.

## UNFINISHED BUSINESS

2936 SI Front Landing Coating and Weep Holes: Sharon Collins reported that the front landing to her unit had been re-done by Perfect Painting because the previous deck coating failed. She requested that the Board of Directors either produce a letter, resolution, or an official statement in the Minutes that the Mutual is responsible for the maintenance of the front landing deck coating of 2936 SI.

Based on the fact that the Board made no formal motion addressing Ms. Collins request, the Board Directors expressed reluctance to make any statement that would specifically address any one unit's landing based on equity for all homeowners of Mutual 68. The Board recognized that the Mutual is responsible for maintaining all of the Mutual's common area, including landings. The Board is vigorously working on establishing a preventative maintenance schedule by 1) having existing weep holes drilled out on all landings and decks; and 2) having this drilling performed on an industry-recommended schedule of once every two years.

After much further discussion, Board Director Larry Cahn moved to table the matter until a later date. Diane Mader seconded the motion. The motion passed with dissenting votes submitted by Mary Hufford and Barbara Blum.

*\*Larry Cahn excused himself from the meeting after this matter was discussed.*

Parking Regulation Infractions: The two homeowners who received letters concerning their parking violations have both responded positively and will endeavor to get into compliance.

Electric Vehicle Policy: Diane Mader moved and Tim Christoffersen seconded to have the proposed Electric Vehicle Policy, as presented, sent to the membership for the 30-day comment period. The motion passed unanimously.

Fire Abatement Task Force Report: Brant Free submitted his report.

Virtually all of the abatement problems that the fire department would like addressed are on GRF property.

The Fire Department identifies zones for purposes of fire abatement. Zone 1 is considered the Defensible Zone and extends 30 feet out from the buildings. This zone is Mutual property and therefore the responsibility of the Mutual. Zone 2 is referred to as the Reduced Fuel Zone, 30 – 100 ft. out from buildings, and in the case of Mutual 68, this zone lies primarily on GRF property. Free gave an overview of what fire abatement practices should be implemented in both these areas as mandated by the CC Fire District.

Free expressed his frustration over certain items not being maintained in Zone 2. Paul Donner reminded the assembled group that Landscape Manager Rich Perona does not have the authority to spend money that he does not have access to in regards to Zone 2 fire abatement.

The Mutual is considering requesting GRF to pay, at a minimum, half the estimated \$18,000 cost to undertake fire abatement in Zone 2. Board Directors may attend the joint GRF/Finance Committee meetings on September 9 and 10 in order to plea the case of Mutual 68 in order to get GRF to cost-share the fire abatement in Zone 2; however, Paul Donner will present the request to the GRF Board at the September 9<sup>th</sup> meeting in order to get it into the 2015 GRF Budget.

Some Board Directors want the GRF Board to go beyond cost-sharing and pay for all of the fire abatement in Zone 2 since Zone 2 is, essentially, all GRF property.

### NEW BUSINESS

PG&E Easement Request: This matter was previously covered under the report of the President.

### ADJOURNMENT

With no further business to discuss, the July 28, 2014 Mutual Sixty-Eight board meeting recessed to an Executive Session at 2:50 p.m.



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Sharon Fees, Assistant Secretary  
Mutual Sixty-Eight