

M I N U T E S
WALNUT CREEK MUTUAL EIGHT
ANNUAL MEETING
TUESDAY, MAY 3, 2016 at 9:30 P.M.
VISTA ROOM – HILLSIDE CLUBHOUSE

The Annual Membership Meeting of WALNUT CREEK MUTUAL EIGHT was convened by President Cindy Ware at 9:30 a.m. on Tuesday, May 3, 2016 in the Vista Room of Hillside Clubhouse, 3400 Golden Rain Road, Walnut Creek, California.

ROLL CALL

Present:	Cindy Ware	President
	Craig Miller	Vice President
	Bob Eisner	Secretary
	Denise Lester	Treasurer
	Bob Viator	Director

Staff was represented by Tim O’Keefe, GRF CEO; Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager; Rich Perona, Landscape Manager; Rebecca Pollon, Landscape Manager; and Sharon Fees, Board Services Coordinator.

There were forty additional Mutual Eight households represented and therefore quorum was met.

President Ware welcomed and thanked everyone for their attendance.

CERTIFICATION OF NOTICE

Sharon Fees read the Certification of Notice of Meeting verifying that announcement of the meeting was distributed to Mutual members and that it was advertised in the Rossmoor News.

APPROVAL OF MINUTES

Bob Viator moved and Bob Eisner seconded to approve the Minutes to the January 19, 2016 Regular Meeting of the Board and the Special Meeting of the Board of March 16, 2016 as presented. The motion passed unanimously.

REPORTS

PRESIDENT’S REPORT -- Cindy Ware

Cindy Ware reported on the following:

Ware welcomed all of the new residents who moved into Mutual 8 since the last Annual Meeting and announced that a light meet and greet lunch will be served after this year’s Annual Meeting adjourns.

Ware continued by commending CEO Tim O’Keefe for his proactive leadership of Rossmoor. She also commended the volunteers and past Boards of Mutual 8 for their effective leadership over the last 47 years. As a result, we have reserves and solid buildings and a relatively moderate coupon. Our current Finance Committee is looking at not only continuing the maintenance schedule, but at preventive work –

from lowly lightbulbs to big projects. We can save money in the future by investing now. Ware also took the opportunity to thank the staff for their hard and effective work, not only the MOD leaders at the meeting today, but the staff behind the scenes. Special recognition went to our tireless Board Services Coordinator and Administrative Assistant, Sharon Fees.

New Landscape Manager, Rebecca Pollon, was welcomed and retiring Landscape Manager Rich Perona was thanked and presented with a gift of appreciation for his leadership and care of the landscaping throughout Mutual 8 for the past 15 years. Rich was especially helpful in working with us to reduce our overall water bill by tuning the irrigation system to the water needs of each specific area – gardens, lawns and hillsides. Perona received a hearty round of applause. Perona thanked Mutual 8 and noted that his 15 years at Rossmoor have been the best years of his long career.

FINANCIAL REPORT

Paul Donner reported that as of March 31, 2015, fund balances were \$77,189 in the operating account and \$363,415 in reserves for a total fund balance of \$585,878. The Mutual is currently under budget, due to seasonal variances. Overall, the Mutual is in a very strong financial position.

Paul Donner answered Board Director questions.

LANDSCAPE REPORT -- Rebecca Pollon

All turf areas will be fertilized sometime in May and they will be treated for broadleaf weeds.

Entry crews are on monthly schedules concentrating on pruning shrubs and spot-spraying weeds.

Waraner Bros. Tree Service handles tree work orders. Rich Perona, Cindy Ware, and Ed Waraner completed the annual tree walk and all tree pruning was performed and completed in March.

The MOD Landscape Crew is currently beginning work this week on various projects specified by Cindy Ware during the landscape walk performed by Ware, Perona, and Rebecca Pollon.

Again, all landscape problems, including broken sprinklers, should be reported to the Order Desk by calling 988-7650 or emailing workorder@rossmoor.com.

BUILDING MAINTENANCE REPORT

Rick West reported on the following:

2016 Roofing Project: Sorenson Roofing will be installing DuraLast roofing material on buildings #1100, #1108, #1154, and #1256. Work will begin June 20. The budget set for this project is \$117,500. The Mutual 8 Board previously approved the bid supplied by Sorenson for \$88,916.

Laundry Room Machine Repair Update: One key that controlled ten machines broke and therefore all ten machines had to get the locking mechanism changed out.

Follow up:

Manor Lube: The annual manor lube was completed and the list of aging appliances was updated.

Water heaters: Four water heaters were replaced. These were located at 1100 SC #2, 1114 SC #1, 1284 SC #5, and 1324 SC #3. These aging water heaters from 1977 were discovered during the manor lube inspections.

Rick West answered Board Director and resident questions.

COMMITTEE REPORTS

FINANCE COMMITTEE – Bill Northlich for David Bosley

Bill Northlich explained the purpose of the operating and reserve funds. Northlich further explained the LED carport lighting conversion that is planned and the re-piping project slated for 1232 SC Units #1 and #2. These are big projects, but attention to these issues will save the Mutual money in the long run.

Northlich concluded that the Mutual and its volunteers have done an excellent job of the years at properly maintaining the Mutual assets and watching costs very closely.

LANDSCAPE COMMITTEE – Jeanette Mungiole

Jeanette Mungiole highlighted that the Board's main request regarding landscaping is to have patience. She reported that a new garden complete with drip irrigation was installed at 1138 SC this past year. There are other areas that will also be rehabbed. Concerns about landscaping should be directed to Mungiole and the Committee.

MEMBERSHIP COMMITTEE – VACANT

No report was given.

EMERGENCY PREPAREDNESS COMMITTEE – Cindy Ware for Cheryl Gray

Cindy Ware reported on several topics:

Ware asked for more volunteers for the Emergency Preparedness Committee. The Mutual is always accepting volunteers to act as Entry Coordinators. Interested residents should contact Cheryl Gray.

Ware reminded attendees to be prepared to shelter in place for at least three days and better, up to a week. This would include having enough food, water, and medications for this period of time.

SOCIAL COMMITTEE – Sally Kennedy

Sally Kennedy reported that the main social event for the year is the Pot Luck. It will take place on Friday, August 12 from 5:30 – 7:30 at the Dollar Clubhouse. Snack and Chats are held the first Thursday

of the month, weather permitting, from 5 – 7 p.m., in Entry 2 in new garden in front of 1138 SC. Attendees are asked to bring finger foods or beverages to share. The next four dates for the Snack and Chat are June 2, July 7, September 1, and October 6.

Residents with questions or those who would like to help set up or clean up should contact Kennedy. Kennedy is always looking for volunteers to help with these events.

ELECTION RESULTS – Cindy Ware

Cindy Ware announced that Joanne Bosley was seated on the Board by acclamation as no other candidates stepped forward to volunteer for the position. Incumbent Craig Miller was also seated on the Board by acclamation for another three-year term.

Outgoing Board Director Bob Viator was sincerely thanked for his eleven years' service to the Mutual as Board Director, including three years as president. Viator was presented with a plaque of accommodation.

OLD BUSINESS

Building 1232 SC re-piping: Bob Eisner moved and Bob Viator seconded to approve an expenditure not to exceed \$20,000 to re-do the piping at 1232 SC #1 and 1232 SC #2. After these two buildings have the remediation completed, management and the Board will have a better sense of how much the job will cost and what specific problems may arise when more units are tackled. The motion passed unanimously.

LED lighting: Craig Miller moved and Bob Viator seconded to replace all of the carport lights to jelly-jar LED lighting at a cost not to exceed \$6,500. The motion passed unanimously.

Blue Binders: Updated blue binders (the binders that have all of the governing documents for Mutual 8) are now ready for purchase. Mutual 8 Policy requires that every household have a Blue Binder of updated governing documents. The cost of each binder is \$15. Residents are asked to add to the Blue Binder the Auditor's report that was just mailed this week to each household. Homeowners who only need the updated parking policy may obtain a copy of this updated policy from the Mutual at no charge.

NEW BUSINESS

Helsing Contract: The latest Helsing contract will be reviewed at the July meeting.

Laundry Machines: This matter was reported during the Building Maintenance Report.

Drainage Study: Craig Miller moved and Bob Eisner seconded to spend an amount not to exceed \$5,000 to have a drainage study performed. Some extensive and extensive drainage problems occurred as a result of redwood tree roots that infiltrated and jammed the sewer lines in Mutual 8. While the sewage district is responsible for the main lines, Mutual 8 is responsible for all for the lateral pipes that connect the buildings to the main lines. The motion passed unanimously.

Additional Committee Members needed: Volunteers for the Emergency Preparedness committee and volunteers for gardening were solicited. A chairperson for the Membership Committee was requested and more volunteers for the Social Committee were also solicited.

New Committee formed: It was moved and seconded to form a Governing Documents Committee in order to address policy updates. The motion passed unanimously. Bob Eisner was appointed the Chairperson of this committee.

RESIDENTS' FORUM

Residents were afforded the opportunity to share their comments and have questions answered. A question was raised about Earthquake insurance. Paul Donner explained that since the coop and condo associations here own the buildings, individual residents cannot purchase earthquake insurance on their building or unit. Every owner here, needs to have homeowner's insurance for the contents of his/her home. This insurance should include "loss of use" coverage, in case a building is destroyed and residents need to find other accommodations for up to two years while the building is being repaired or rebuilt.

ADJOURNMENT

Having no further business, the meeting recessed at 10:30 a.m. to go into an Organizational Meeting.

The next scheduled meeting: Quarterly Board Meeting, Tuesday, July 19, 2016 at 1:00 p.m., Board Room, Gateway.



Sharon Fees, Assistant Secretary
Walnut Creek Mutual Eight

