

MINUTES
WALNUT CREEK MUTUAL NO. THIRTY
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, JANUARY 11, 2017 AT 9:30 A.M.
BOARD ROOM – GATEWAY COMPLEX
1001 GOLDEN RAIN ROAD, WALNUT CREEK, CALIFORNIA

President John Herron called to order the regular meeting of the Board of Directors of Mutual Thirty on Wednesday, January 11, 2017 at 9:30 a.m. in the Board Room, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: PRESENT: President John Herron
 Vice President Carl Pischke
 Director Janet Thoele

EXCUSED: Treasurer Harriet-Lee Keller
 Secretary Lynda Caputo

MOD staff was represented by Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; and Anne Paone, Administrative Secretary.

President Herron welcomed six residents in attendance.

APPROVAL OF MINUTES

Mr. Herron asked for any corrections to the minutes of the September 21, 2016 Annual and Organizational Meeting and the October 12, 2016 regular meeting of the Board of Directors. Hearing none, he declared them approved as written and reviewed.

PRESIDENT'S MESSAGE

Mr. Herron reported that there was about ten inches of rain this month. Other items are covered under New Business.

RESIDENTS' FORUM

No questions.

MOD REPORT

No report.

COORDINATORS' REPORTS

Building (Carl Pischke)

Mr. Pischke reported that it rained too much yesterday and it was not safe to clean the gutters. They may start the cleaning on Thursday, depending on the weather. The fire extinguishers were checked in December. Some of the covers were not

installed correctly. Mr. Pischke asked Mr. West to see if the contractor can provide a few extra covers for the Mutual to keep in stock.

Mr. Pischke would like Mr. West to set up yearly termite spraying outside of the buildings at the base. This would create a barrier. Mr. West will get an estimate to provide to the Board.

Emergency Preparedness (John Herron)

Mr. Herron asked Mr. Pischke to bring a stretcher, called a Med-Sled, to the meeting to show everyone. It is made of bendable plastic and is very strong. It makes it easier to bring someone up and down the stairs.

Mr. Herron reported that the Mutual will have a drill this year to explain what the residents should do in an emergency.

Mr. Herron moved to have the Mutual purchase a Med-Sled for about \$340 for the Mutual's use. Ms. Thoele seconded and the motion carried without dissent.

It can also be used during EPO training.

Landscape (Linda Herron and Rebecca Pollon)

Ms. Pollon read her report as follows:

LAWN MAINTENANCE: Turf is being mowed every 3-4 weeks, only when the soil is dry to prevent damage and rutting.

ENTRY MAINTENANCE: Crews are concentrating on drain and v-ditch clearance and will begin hard/rejuvenation pruning once the rain stops.

TREE MAINTENANCE Linda, Rebecca and Ed Waraner performed a tree walk last week and an estimate is being prepared by the contractor.

LANDSCAPE REHAB MOD crew days will be in April 2017 and they will begin behind 2857.

Ms. Herron reported that there is a lot of water benefitting the trees and large shrubs this year.

January means a new budget and new projects to tackle in the entry. Ms. Herron met with Ms. Pollon to discuss the areas they will be working on. The Rehab Crew is scheduled to begin work in the entry in April for ten days and again in September for seven more. The first project will be the area behind 2857 Ptarmigan.

The annual tree inspections walk with Ms. Pollon and Ed Waraner was last week. As soon as Ms. Herron receives the estimate and confirms the list of trees to be trimmed, Mr. Waraner will schedule the work to be done.

Raul recently completed adding bark mulch to all the beds in front of the two stories. He is removing the last of the leaves, keeping the drains clear and will soon begin annual pruning on some shrubs as weather permits. Two weeks ago Raul and Ms. Herron planted freesia bulbs in a few areas in the entry.

The Board discussed the trees behind Mutual 30 that belong to Mutual 28 and TWCM. The concern is that they may need to be removed.

Ms. Pollon will take a look at them with Ed Waraner. They are near 2885 and 2889 Ptarmigan.

Financial (Harriet-Lee Keller)

No report.

Social (Roseanne Wright) – Ms. Wright reported that the caterer was short-staffed on the day of the last party. The Stanley Dollar kitchen is really not large enough to handle the food for the Holiday Party. Ms. Wright would like to move the party to the Fireside Room. Mr. Herron suggested that perhaps the price should be raised an additional \$5.00 for each resident. Ms. Wright didn't think that would be necessary. Mr. Herron reminded Ms. Wright that the gratuity should be included in the contract amount for the event. Ms. Wright will be sure to look for that on the next contract.

New Resident Greeter (Lynda Caputo) – Mr. Herron reported that a lot of new residents have moved in to the Mutual. He explained some of the responsibilities to the new owners that were attending the meeting.

UNFINISHED BUSINESS

Mr. Herron reported he has reviewed the work order list and noticed that many of the work orders can be removed because they were taken care of.

Mr. Herron noted that on the Alterations Report some residents are not getting their final inspections.

NEW BUSINESS

Mr. Herron reported that the Mutual will not replace batteries for the smoke detectors on a yearly basis. A resident may call him or Mr. Pischke if they need batteries. They will be able to provide them to the resident. If a resident has an alteration done and it is over a certain amount, the City of Walnut Creek will require the resident to install smoke detectors with a 10-year battery life.

Mr. West reported that there is \$1,500 in reserves for termite control. It is generally budgeted under operating. Mr. Herron was told it should be in the reserves.

Mr. West suggested that a line item be added to the reserve study for termite control.

A resident inquired about the breaker panels. Some are getting hot. Mr. West reported that the panels are in the reserve study to be inspected every five years. They use a heat sensor thermal gun. Mr. Herron reported that he has one that can be used.

Mr. Herron reported that one of the 2017 Reserve Projects will be replacing of the asphalt. An estimate is \$214,000. This will be to remove all asphalt including the driveways. There will be 40 new wheel stops and restriping will be done. There is currently \$190,000 in the budget for this project. The amount will come down as other Mutuals sign on for asphalt projects. It will be done all at once instead of in phases. Doing it this way means that residents will only be inconvenienced once.

Mr. Herron discussed parking issues. The Mutual is experiencing a lot of problems with parking. Visitors are having trouble finding places to park because residents and contractors are using the guest parking spaces. The Board is looking into ways to mitigate this problem.

ADJOURNMENT

Having no further business, the meeting adjourned at 10:50 a.m.

/s/ _____
Anne Paone, Assistant Secretary
Walnut Creek Mutual No. Thirty