

MINUTES  
WALNUT CREEK MUTUAL NO. THIRTY  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, APRIL 11, 2018 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, April 11, 2018 at 9:30 a.m. in the Board Room, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: PRESENT:	President	John Herron
	Treasurer	Ron Reece
	Secretary	Janet Thoele
	Director	Lynda Caputo

EXCUSED:	Vice President	Carl Pischke
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MOD staff was represented by Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager, and Anne Paone, Administrative Secretary.

President Herron welcomed two residents in attendance.

APPROVAL OF MINUTES

Mr. Herron asked for any corrections to the minutes of the January 19, 2018 regular meeting of the Board of Directors. Hearing none, he declared them approved as written and reviewed.

PRESIDENT'S MESSAGE

Mr. Herron reported that people are leaving personal items in the park. They are also filling up the dumpsters, usually when moving in or moving out. There will be an article in the newsletter.

RESIDENTS' FORUM

Ann Cantrell stated that she will take the responsibility for keeping the park area clean. The Board thanked her for volunteering.

Ms. Herron reminded everyone not to approach racoons. They are dangerous and can carry rabies.

MOD REPORT

Mr. West provided the following written report for the Board:

1. Clean and lube electrical panels 76 units and 7 meters. Contractor: Sang Electric (Scheduled).

2. Dry Rot Rehab Project – Contractor EmpireWorks ( Scheduled Pending Weather).
3. 2901 PT Carport Roofing Project – Three bid Proposals sent to DuraLast for review under Warranty. (Pending).
4. January Gutter cleaning – Contractor: Professional Gutter Services. (Completed).
5. 2809 PT #6 Replacement of Breaker – Contractor: Sang Electric. (Completed).
6. Also, installation of 8 new garbage enclosures light fixtures. (Completed).
7. Concrete Tripping Hazard – Contractor: Five Star (Completed).

### COORDINATORS' REPORTS

#### Building (Carl Pischke)

Mr. Herron reported that there is some dry rot. Empire Works will replace some wood on the fences and some dry rot on the lower part of the garbage enclosure. Empire Works will put a notice up for residents affected by building work. They will also put up redwood fences where needed.

#### Emergency Preparedness (John Herron)

There is nothing new to report. The shed is full.

#### Landscape (Linda Herron and Rebecca Pollon)

Ms. Herron reported that all is well in the entry. The City said the Tulip tree across from 2925 Ptarmigan will be inspected soon. Replacement of the adjacent sidewalk is being delayed until the tree is removed.

The trees have been trimmed along with everything else. The weeds have been sprayed and the drains kept clean.

After searching several times for the cause of water seeping from the lawn in front of 2841 Ptarmigan, MOD irrigation tech, Armando, dug down 4 feet and found a leaking domestic water line.

The MOD rehab crew managed to remove the unsightly tangle of juniper and St. John's Wort on the slope below Ptarmigan, plant dozens of shrubs, install bubbler irrigation, and apply gorilla bark in just five days.

In four days they redid the driveway bed on 2893-1, 2902-1, and 2913-1; planted a Japanese maple at the park and two pistache trees at 2901, added azaleas behind 2841, and installed a moss rock wall to prevent erosion in front of 2857. By planting all the trees at one time, he minimized the need for the backhoe, making it available to other rehab teams.

Ms. Pollon read her report as follows:

### **MAINTENANCE ITEMS**

As weather warms and days lengthen, growth patterns will begin to accelerate. Right now Azaleas, Rhododendrons and Cherry trees are blooming. Late season rains will postpone the activation of irrigation systems which will save water and money in April.

- LAWN MAINTENANCE** Mowing will increase to 2-3 times monthly *as weather allows*. **Turf is currently being aerated and fertilized as weather allows.**
- WATER USE** Due to late season rains **we expect to irrigate very little before the end of April.** In late April or early May, be on the lookout for signs of water leaks and irrigation breaks. If a break is suspected please report the location to the work order desk.
- ENTRY MAINTENANCE** Entry maintenance crews are wrapping up winter pruning tasks including hard pruning of shrubs for size control and good health. **Shrubs will be fertilized over the next 6 weeks** to feed plants for spring growth.

### TREE ITEMS

**REMOVAL APPLICATIONS** An application for removal of one Tulip tree next to the carport near 2925 has been submitted to the City of Walnut Creek.

**PERMITS RECEIVED** None

### LANDSCAPE REHAB ITEMS

**MOD WORK DAYS** MOD work days have concluded for spring.

M30 will have **4** floating days in summer and **5** more days in Fall, tentatively scheduled for 9/28- 10/4.

Ms. Pollon reported that the Mutual will be on-budget, if not, slightly under budget.

#### Financial (Ron Reece)

Mr. Reece reported the financials were not available yet.

Mr. Herron reported that the February ending operating fund balance was \$48,001 and the ending reserve fund balance was \$296,923. The Mutual is building up the reserve account.

#### Social (Roseanne Wright)

No report.

#### New Resident Greeter (Lynda Caputo)

Mr. Herron reported that new residents are coming and going.

Ms. Caputo reported that she has spoken to 3 of the 4 new residents. She is going to invite them all to her house. This is a good opportunity for them to meet other new residents.

### UNFINISHED BUSINESS

As previously stated, Ann Cantrell volunteered to take care of the park area. Some chairs

are rusted. Mr. Pischke will help her clean them. Ms. Caputo will place an article in the newsletter asking everyone to keep them clean.

Mr. Reece suggested the Board develop "park use" guidelines. The Board will look into doing pavers at the park. Mr. Donner reported that BrightView can do pavers.

The Board discussed that residents should share with a neighbor when they are going on vacation or won't be home for some days. If something happens, Securitas or the police will check the unit. The police might break down the door. It is better if a neighbor has a key.

### NEW BUSINESS

Mr. Herron reported that the Mutual received a notice that someone would come out and look at the trash enclosures. They never saw anyone come out.

Mr. Donner reported that Jency James works with Republic Services as a consultant. Republic wants to get food bins into Rossmoor. He recommended that the Board could email MaryAnn Gannon-McCooley if they know what changes they would like to make to their bins.

Mr. Herron reported that the audit was completed and there were no issues. The audit letter has been signed.

Mr. Herron reported that the shed is bulging with items. John and Linda Herron looked at deck boxes. They could be stored by the carports. The decorations could be placed in them. It cost about \$250 for 2 boxes.

Mr. Reece was concerned that people might put items they no longer want in the boxes or perhaps take some items from them.

Ms. Herron stated it would require someone to monitor.

Some trash enclosures have dry rot and there is some dry rot on the side of the buildings. This will be taken care of. EmpireWorks does that type of work.

### ADJOURNMENT

Having no further business, the meeting adjourned at 10:40 a.m.

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