

MINUTES  
WALNUT CREEK MUTUAL NO. FIFTY-SIX  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, JANUARY 21, 2015 AT 9:30 A.M.  
BOARD ROOM – GATEWAY COMPLEX

President Claudia Edwards convened a regular meeting of the Board of Directors of WALNUT CREEK MUTUAL NO. FIFTY-SIX at 9:30 a.m. on Wednesday, January 21, 2015 in the Board Room of Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL   PRESENT: Claudia Edwards, President  
                              Bill Eames, Vice President  
                              Susie Crist, Secretary/Treasurer

EXCUSED: None

Representing staff were Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager and Anne Paone, Administrative Secretary. Mr. Perona was excused.

Nineteen residents who were present were welcomed to the meeting.

REVIEW OF MINUTES

None

LANDSCAPE REPORT

Mr. Donner reported the following:

LAWN MAINTENANCE: Lawns will be fertilized the week of February 16<sup>th</sup> with Turf Supreme a balanced fertilizer. Irrigation systems remain off. Annual color beds will be watered as necessary.

ENTRY MAINTENANCE: Entry maintenance crews are on routine pruning schedules, spot spraying weeds and debris clean up.

TREE MAINTENANCE: A tree walk will be scheduled to plan out tree pruning for the spring.

LANDSCAPE REHAB: Valley Crest is working on several small projects throughout the Mutual.

FINANCIAL REPORT

Mr. Donner reported that the December year-end financials show there is a deficit of \$24,528 in the operating budget. There is \$11,000 in cash. The reserve fund has \$145,487. The Mutual is over budget by \$10,000 in building maintenance, which is due to a plumbing leak behind a wall. Landscape is about \$10,000 over budget with \$5,000 of it due to rehab, \$2,000 for tree maintenance and \$2,000 in grounds maintenance. Insurance was over by \$1,200 due to the Mutual's share of deductibles. The utilities are right on budget. Water is under by \$1,900.

Mr. Donner advised the Board and membership that the insurance figures came in at

24% lower than the actual amount for 2014. Insurance will be about 27% less than budget. Therefore insurance will be under budget this year.

Mr. Eames wanted to know when bank fees will be in line. Ms. Edwards reported that this is being worked on per Tess Haskett. Mr. Eames wants to be notified if this is not done by February 28, 2015.

### BUILDING REPORT

1. All Clear gutter cleaning completed 12/15/14. cost \$ 2,100
2. 1900 Lakeshire ventilation system – CER was hired to complete system install. Engineer was hired to configure better duct routing solutions between rooms. Work completed 11/14 Cost \$6,755.
3. 1201 WTHALL CT – Roof leak at hog valley and exterior wall damage. Material on order. Est. cost \$1,500.
4. Proposed 2015 building Maintenance:

#### PROPOSED 2015 PROJECTS

1. Power Wash all Arbors. Budget \$2,000.
2. Replacement of dry rot wood on Arbors. Budget \$20,000.

Mr. Eames reported that his understanding was that All Clear will check the downspouts to make sure the water runs through. He didn't think they were all checked. He asked Mr. West to check 1901 Lakeshire. He wanted it noted that when the gutters are cleaned, they should always check to be sure the water is flowing through correctly.

*Mr. Eames motioned that any projects over \$5,000 come to the Board with bids.  
Ms. Edwards seconded and the motion carried without dissent.*

### COMMITTEE REPORTS

#### Building/Maintenance

No report.

Emergency Preparedness – Mr. Samuels stated that everyone should always be aware if neighbors are away. Don't have old newspapers, etc. in the garage as they can catch on fire. The Mutual needs to have some emergency drills. He reminded the membership to fill out an emergency contact and get it to him.

Landscape Report – Mr. Crist reported that the replanting has started down Lakeshire and on. Front yards are being replanted with drought resistant plants. Bubblers are being placed on sprinklers because they use less water.

Curtis of Valley Crest walks the Mutual on the first Wednesday of every month to check the sprinklers. The landscape committee is getting a proposal to remove lawns behind some homes because EBMUD pays

toward the removal. The Mutual will save on mowing costs and water. They will replace the lawns with bark and then later some plants.

Treasurer/Secretary Report - Ms. Crist reported that new owners have moved in. Rosters are on the table for owners. The newsletter will be out in February. Let her know if you want to include anything. Information regarding window replacements will be included in the newsletter.

Ponds Report – Ms. Edwards reported that work will start on January 26 on the pump boxes. The time clocks will be replaced with battery backup. All of the electrical will be looked at and changed, if necessary. Lights are out on some of the ponds. Breakers will be replaced, as well as, hinges on doors. On February 16, all the rust will be cleaned off of the pipes and the pump boxes will be painted. Aquatic is the name of the vendor.

Social Committee - Ms. Bolton reported that the holiday party was successful. The BBQ will be at 5:00 on August 20 in the Stanley Dollar Clubhouse. Everyone will get a notice. She thanked the committee for their work.

#### PRESIDENT'S REPORT

Ms. Edwards reported that the Board is working hard to take care of and to improve the community.

#### RESIDENTS' FORUM

None

#### OLD BUSINESS

None

#### NEW BUSINESS

None

#### ANNOUNCEMENT

The next regular board meeting is scheduled for Wednesday, April 15, 2015 at 9:30 a.m., Board Room (Gateway).

#### ADJOURNMENT

Having no further business, the meeting was adjourned at 10:15 a.m.

/s/

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Susie Crist, Secretary/Treasurer  
Walnut Creek Mutual 56 (Lakeshire)