

FIFTH WALNUT CREEK MUTUAL
MINUTES
BOARD MEETING
Friday, May 16, 2014 at 11:00 AM
Board Room, Gateway Complex
1001 Golden Rain Rd., Walnut Creek, CA 94595

OPENING

Mr. Fasanella opened the meeting at 11:00 a.m. Other Board Directors also present were:

Ted Todd	Vice President
Virginia Oversby	Secretary/Treasurer
JoAnn Daigle	Director

Three additional Mutual members were present.

Staff was represented by Rick West, Building Maintenance Manager and Sharon Fees, Administrative Secretary

APPROVAL OF THE MINUTES

Virginia Oversby asked for any additions or corrections to the minutes of the Regular Meeting of the Board of Directors of March 21, 2014 and the minutes of the Special Meeting of the Board of Directors of April 14, 2014. With no additions or corrections requested, Oversby declared that the minutes to both meetings stand approved.

MEMBERS FORUM

No presentations were made.

PRESIDENT'S REPORT

President Tony Fasanella reported on the following:

Trust Agreement: The TAAR Committee will be taking a hiatus for the next four months.

Lock Boxes: The CC Fire Department is advocating for residents to get a lockbox and have it installed near their front door and supply the FD with the access code so that it may be accessed by emergency personnel in case of an emergency at the resident's home.

VICE-PRESIDENT'S REPORT

No report was given.

SECRETARY'S REPORT

No report was given.

TREASURER'S REPORT

Virginia Oversby presented the Treasurer's report, year to date as of April 30, 2014.

The current Operating Fund balance is \$9,935 and the current Reserve Fund balance is \$125,860.

Overall, the Mutual is in a good financial position. \$7,832 was collected from a property that was formerly in foreclosure. These funds were placed under "Miscellaneous Income" since the debt had been previously written off. Approximately \$2,000 of this amount will go into reserves.

The full report is attached.

COMMITTEE REPORTS

LANDSCAPE REPORT -- Joy Todd

Landscape Contractor: The Mutual will be using a new vendor. The contract commences on June 1, 2014, with Terra Landscaping.

Tree Pruning: Waraner Bros. Tree Service submitted an estimate for trimming trees behind at 1209 and 1221 Avenida Sevilla, and for a stump removal at 1255 Avenida Sevilla in the amount of \$1,674.

Tony Fasanella moved and Virginia Oversby seconded to accept the estimate from Waraner Bros. Tree Service of \$1,674 to perform the above stated tree work. The motion passed unanimously.

New Member of Landscape Committee:

Tony Fasanella moved and JoAnn Daigle seconded to appoint Bill Martin as a member of the Landscape Committee. The motion passes unanimously.

BUILDING MAINTENANCE

Rick West reported on the following:

Iron railings and gates: Pacific Trim Painting is scheduled to begin this project in June.

1209 AS #1A: West is still waiting for an update from the owner of 1209 AS #1A and their insurance company in regards to the pending reimbursement of \$5,261.30 to the Mutual for repairs done to the garage door, which had been damaged by the owner.

1221 AS: The downspout diverting is scheduled to take place in June.

Mutual Elevators: MOD is scheduled to inspect all elevator roofs for possible issues. This impending inspection was prompted because of elevator roof failures in another Mutual.

Rick West answered the Board Directors' questions.

RESERVE STUDY -- Virginia Oversby

Virginia Oversby reported that she performed a property walk-through with John Orlandson from Helsing Company. As a result, the Helsing report will be updated. Two new component items will be added to the list. They include Elevator Hydraulics and Fire Extinguishers and their corresponding Cabinets.

BUDGET AND FINANCE -- Virginia Oversby

No further report was given.

ALTERATIONS -- Tony Fasanella

There are currently no new alterations.

EMERGENCY PREPAREDNESS -- Tony Fasanella

Tony Fasanella reported that he and Bill Martin are still organizing information for the Mutual's preparedness in case an emergency occurs. It is a work-in-progress.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Preparations for Annual Meeting: The Board discussed which committees should be established and which members should comprise those committees in preparation for appointments at the June annual meeting.

ANNOUNCEMENTS

The Annual Members Meeting will take place on Friday, June 20, 2014, beginning at 11 a.m. in the Gateway Board Room. The next regular meeting of the board will take place on Friday, July 18, 2014 beginning at 11 a.m. in the Gateway Board Room.

ADJOURNMENT

With no further business, the meeting was adjourned at 12:07 a.m.



Sharon Fees, Assistant Secretary
Fifth Walnut Creek Mutual

