

FIFTH WALNUT CREEK MUTUAL

REGULAR MEETING MINUTES OF THE BOARD
FRIDAY, JULY 14, 2017 AT 11:00 A.M.
GATEWAY BOARD ROOM
1001 GOLDEN RAIN ROAD, WALNUT CREEK, CA 94595

Call to Order

President Todd called the meeting to order at 11:02 a.m.

Roll Call

Directors Present: Ted Todd, President
Sandra Lew, Vice President
Marlene Farrell, Secretary
Virginia Oversby, Treasurer
Mary Fielder, Director

Also Present: Paul Donner, Mutual Operations Director
Rick West, Building Maintenance Manager
Kelly Mattison, CMCA, Board Services Coordinator

Approval of Meeting Minutes

President Todd asked if there were any additions or corrections to the following minutes:
Regular Meeting of the Board May 12, 2017

The minutes to the aforementioned meeting was approved as submitted.

Moved, Seconded, Carried 5-0

Residents' Forum

Residents did not express their concerns, make comments, or have questions for the Board and M.O.D. staff representatives during the residents' forum.

President's Report

President Todd announced and discussed the following topics: New Securitas Site Manager, call response times, and vendor licensing.

Vice President's Report

A report was not available or presented to the membership.

Secretary's Report

A report was not available or presented to the membership.

Treasurer's Report

Treasurer Oversby provided the Treasurer's Report as follows:

- a) Total Ending Fund Balance as of June 30, 2017
- b) Operating \$ 11,308
- c) Reserves \$ 161,650
- d) Total Fund \$ 172,958

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Landscape Committee Report

Landscape Committee Chairperson Lew announced and discussed the following topic: trimming.

Building Maintenance Report

Action Items:

1. Painting Proposals were presented to the Board.

A motion was made to approve the proposal from Five Star painting in the amount of \$79,950.00 to paint the carports, trash enclosures, wood siding, stucco, fascia, gutters, iron railing, front doors and window trim.

Moved, Seconded, Carried 5-0

A motion was made to have MOD install a garbage rail for an amount not to exceed \$500.

Moved, Seconded, Carried 5-0

2. A dry rot repairs estimate from MOD was presented to the Board.

A motion was made to approve the estimate from MOD with a not to exceed amount of \$7,000.

Moved, Seconded, Carried 3-2, Directors Farrell and Low voted against the motion

3. 1221 AS 2A – a proposal from MOD for new downspouts was presented to the Board.

A motion was made to approve the proposal from MOD in the amount of \$1200.

Moved, Seconded, Carried 5-0

4. The Board discussed that Tile Roof Tune Ups are due.

A motion was made to approve MOD for initiating the tile roof tune ups prior to the fall season at an amount not to exceed \$4,000.

Moved, Seconded, Carried 5-0

5. The Board discussed the annual gutter cleanings and was presented with another vendor option from MOD.

A motion was made to approve Professional Gutter Services to do the initial cleaning in October a cost of \$2,070.

Moved, Seconded, Carried 5-0

Work in Progress:

1. 1221 AS 3C – Electrical issue in Garage. Sang Electric wiring (scheduled).

A motion was made to approve a bid from Sang Electric to repair the issue in the amount of

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\$2,735.

Moved, Seconded, Carried 5-0

Completed:

1. 1255 AS 1A - Underground drain pipe installation and wall waterproofing. The Five Star Painting Cost was \$1,150.00 and the Terra Landscaping cost was \$1,585.00, which was a total cost of \$2,735.00.

Next Board Meeting

The next meeting will be held on Friday, September 15, 2017 at 11:00 a.m. in the Gateway Board Room.

Adjournment

President Todd adjourned the meeting 11:40 a.m.

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the approved minutes of the Board of Director's meeting.



Assistant Secretary