

## MINUTES

### WALNUT CREEK MUTUAL SEVENTY REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, NOVEMBER 15, 2018 AT 2:00 P.M. BOARD ROOM – GATEWAY COMPLEX

President Jill Alley opened the meeting at 2:00 p.m. Directors Dennis Johnsen, Roger Svoboda, and Jeff Cheung were also present. One resident member was present.

Staff was represented by Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager; Steve Ormond Landscape Supervisor and Anne Paone, Assistant Secretary.

#### APPROVAL OF THE MINUTES

Ms. Alley asked for any additions or corrections to the minutes as follows:

Regular Board Meeting – October 18, 2018

Executive Session minutes – October 11, 2018

Hearing none, she declared them approved as written and reviewed.

#### MEMBERS' FORUM

No resident questions or comments.

#### SECRETARY'S REPORT

Mr. Johnsen reported that each entry should have an emergency preparedness coordinator. The Mutual currently has 5, but should have 8 coordinators. They keep a database of resident information such as any necessary medical help, special needs, pets, etc. Mr. Johnson will continue to work on what type of survey would be most helpful for emergency preparedness.

#### TREASURER'S REPORT

Mr. Cheung reported that the operating account had a deficit of \$4,349. The reserve account was over budget by \$8,163. The Operating fund ending balance was \$11,649. The Reserve fund ending balance was \$853,239. The total fund balances were \$864,788.

#### LANDSCAPE REPORT

Mr. Ormond reported that he has bids from Waraner and BrightView for yearly tree maintenance. He will send his recommendation to the Board. He discussed rehab work and will meet with the committee to see what they would like done. He has 2 bids for a leaning pine tree and oak tree removal.

#### MUTUAL OPERATIONS REPORT

Mr. West presented his report as follows:

INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. 1261 AS – Master bedroom Balcony Deck coating – Estimates from Perfect Painting and A-One Construction  
(presented to the board). Rear Balcony

*Mr. Svoboda moved to approve the proposal from AMAC and Perfect Painting in the amount of \$6,007.00 with Perfect Painting doing the deck coating. Mr. Cheung seconded and the motion carried without dissent.*

INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. 3425 TG 2C – Deck Coating - Contractor: A One Construction – Cost \$7,945.00.  
( work in progress).
2. 3511 TG 1B – Deck Coating - - Contractor: A One Construction – Cost \$2,485.00.  
( work Completed).
3. 2018 November Gutter Cleaning – Contractor: Professional Gutter Service - Cost \$ 19,606.00  
This includes all buildings and carport roof gutters and downspout cleaning.  
2018 Budget \$21,500.00 ( November cleaning completed ).
4. 3874 TG Building Breezeway 3<sup>rd</sup> floor - Handrail repair and replacement. Contractor;  
AMAC  
- Cost \$1,200.00 (Work is complete).
5. 3288 TG 1C Balcony / Deck repair – Contractor AMAC \$10,210.00 (Work Completed). Deck Coating contractor : Perfect Painting \$ 4,870.25 (Work Completed).
6. Garage Door Replacement - Contractor: B & C Garage Door - Will schedule with each resident to complete and invoice the mutual for each single and double door completed in Entry 4 and 7.  
Cost \$1,500.00 for double and \$1,240.00 for single car garage doors. (scheduling with residents).

Mr. West reported he had a meeting with Helsing and the Finance Committee. The Board attended. It was a very productive meeting.

GOVERNING DOCUMENTS

No report

PRESIDENT'S REPORT

Ms. Alley reported that at the Presidents' Forum feedback on Helsing reports was provided. The result was that the Board needs to pay attention to detail. Sometimes items need to be added or deleted and the Board must check to confirm it has been done.

Solar Policies were discussed. Several Mutuals are using Mutual 70's policy. Most agree that first come, first served is the best way to handle locations for the solar panels.

Emergency Preparedness surveys were discussed. Volunteers are needed to maintain the list.

Insurance premiums are going up due to high fire danger areas. There is the possibility of a 30% increase in the premium and reduced coverage for earth movement.

There was a presentation by Recycle Smart regarding organics (food scraps, household plants) This will require right-sizing of landfill and recycle carts to allow space for organics.

### OLD BUSINESS

Ms. Alley reported that the Board president of Mutual Five received the letter from the Board about their request to merge with Mutual 70. He will present it at their November 16<sup>th</sup> meeting. He felt it was very reasonable.

### NEW BUSINESS

None

### ANNOUNCEMENTS

The next regular board meeting: Thursday, January 17, 2019 at 2:00 p.m. in the Board Room at Gateway.

### ADJOURNMENT

Having no further business, the meeting adjourned at 3:05 p.m.



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Anne Paone, Assistant Secretary  
Walnut Creek Mutual Seventy

\*\*\*The Board of Directors met in executive session on October 11, 2018 in the Club Room at Creekside at 2:00 p.m. to discuss the following:

1. Legal Matters: Mutual Merger – Request will be analyzed and possible merger delayed until January 1, 2020.
2. Member Matter: Alteration issue.

Having no further business, the executive session adjourned at 4:00 p.m.