

## MINUTES

### WALNUT CREEK MUTUAL SEVENTY REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, DECEMBER 15, 2016 AT 2:00 P.M. BOARD ROOM – GATEWAY COMPLEX

President Jill Alley opened the meeting at 2:00 p.m. Directors Dale Smith, Jerry Cruson, and Ellen Dietschy were also present. Eldon Rowe was absent. Nine resident members were also present.

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

#### APPROVAL OF THE MINUTES

Ms. Alley asked for any additions or corrections to the minutes of the regular session Board meeting of November 17, 2016. Hearing none, she declared them approved as written and reviewed.

#### MEMBERS' FORUM

A resident had a question about the problem with the laundry room leak. Since It is on today's agenda, Ms. Alley asked Mr. West to address the issue. Mr. West reported that there have been seven visits to her home. The leak was located in the wall. It has been repaired and left open in case there was any other leaking. Davis Plumbing could not find any more leaks. It is possible that the water may be coming up from the drain pipe. Sometimes too much soap can cause this problem. It may be a user issue. Davis Plumbing will run the washing machines all at once to see if they can recreate the problem. They will come after Christmas. Ms. Alley thanked the resident for coming.

A resident reported that it took a year for her problem, which was also water related, to be resolved. She suggested a backup for Davis Plumbing since they can't always get out right away. Mr. West stated that MOD has three plumbers available.

A resident reported that a crew came out to do the foundation screening, but they were not notified when it would be done. They had company and it was quite loud as a jack hammer was being used. She really would have appreciated being told they were coming out. They left a mess. Mr. West reported that they have been told to come back to clean it up.

#### SECRETARY'S REPORT

Ms. Dietschy read the Christmas card the Board received from MOD.

#### TREASURER'S REPORT

Mr. Smith reported that for the month of November, the operating fund ending balance was \$70,236. The reserve fund ending balance was \$1,056,825. The actual YTD ending balance for both funds was \$1,127,063.

Mr. Smith is concerned about the balance in the operating fund.

Mr. Donner stated that the Mutual will need to pay its insurance premium in one payment. Ms. Alley called for a motion.

*Mr. Smith moved to authorize the accounting department to borrow the funds needed to pay the insurance premium in full, plus an additional ten percent, from the reserve account. The funds will be paid back throughout the year. Mr. Cruson seconded and the motion carried without dissent.*

### PRESIDENTS' FORUM

Ms. Alley reported that Barbara Gilbert attended the forum to discuss "Next Door Rossmoor". It is a messaging system for the phone. It is another option besides Nixle.

Mr. Donner gave a presentation of training for the Board of Directors and their duties. It was a review.

Mr. O'Keefe talked about access control systems. There is a concern regarding access to Rossmoor amenities from unauthorized guests. The Administration is looking at developing concepts on how to do this.

Mr. Donner stated that they meet almost every week to figure out a workable solution.

### LANDSCAPE REPORT

Mr. Ormond reported that the crew has been working in the Mutual for a couple of weeks now. Mr. Ormond has noticed that placing rocks behind the building with the screened foundation is requiring more work than first anticipated. He asked the Board if he may request some bids to do the work. Ms. Alley instructed him to do so.

### MUTUAL OPERATIONS REPORT

Mr. West presented his report as follows:

#### Action Items:

1. R - Termite damage to carport #278 Entry 8 by 3800 TG - Estimates AMAC \$9,738.00. Joe Matta \$6,800. (presented to the board).

*Mr. Smith moved to approve the proposal from Joe Matta in the amount of \$6,800. Mr. Cruson seconded and the motion carried without dissent.*

2. R - 3258 TG 1B – Perfect painting Estimates front landing recoat \$300. Back balcony \$ 4,500. AMAC for stucco and paint. \$1,845. (presented to the board). EmpireWorks - \$7,223 this residence has been abandoned for nine years and has some very bad damage.

*Mr. Smith moved to approve the proposal from AMAC for stucco and paint in the amount of \$1,845 and to approve the proposal from Perfect Painting for the front landing recoat in the amount of \$300 and \$4,500 for the back balcony. Mr. Cruson seconded and the motion carried without dissent.*

3. R- 3511 TG 1B – Bad balcony scupper causing damage. AMAC \$10,122. Joe Matta \$12,825. Deck Coating Perfect Painting \$4,860. Stucco & paint AMAC \$1,845. (presented to the board).

*Mr. Cruson moved to approve the proposal from AMAC in the amount of \$10,122 for damage caused by a bad scupper. Mr. Smith seconded and the motion carried without dissent.*

*Mr. Cruson moved to approve the proposal from Perfect Painting in the amount of \$4,860 for deck coating. Mr. Smith seconded and the motion carried without dissent.*

*Mr. Cruson moved to approve the proposal form AMAC in the amount of \$1,845 for stucco and painting. Mr. Smith seconded and the motion carried without dissent.*

4. Clean gutters for Mutual. Done in January. Perfect Painting - \$8,975

*Mr. Smith moved to approve the proposal from Perfect Painting in the amount of \$8,975 to clean the gutters. Ms. Dietschy seconded and the motion carried without dissent.*

Out for Bid:

None

Work in Progress:

1. R- 3288 TG – Dry Rot T & G ceiling boards and concrete breeze by 1A , beam by 4A and stairwell beam by 4 B. Joe Matta Construction. Cost \$30,780.00 (Work In Progress).
2. O- 3606 TG 1A & 1B - Gutter overflow unit damage. Steamatic / AMAC work in progress.  
(MOD to install larger Downspout).
3. R- 10 yr. Smoke Detectors - 100 units completed. All Clear (work in progress).  
Will continue work after the New Year
5. R- 3425 TG #1A /3401 TG #1A / 3288 TG 1B / 3222 – Fire door replacement.  
Ahumada GC / \$1,358 per door. Total \$5,432 (Scheduled with residents for install).
6. R- 3330 TG #2A - In wall laundry room drain pipe leak. Servpro and Davis Plumbing  
(work in progress).

Completed Items:

1. R- 3663 TG – Trash enclosure gate replacement. Eagle Iron \$2,750.00.  
(Completed). They installed bumpers, so no more damage is expected.
2. R- 3270 TG / 3606 TG Bldg. – Foundation screening (Completed).
3. R- 3773 TG 1A – All Bay new ductwork / foundation repair / Drain Line repair (all completed).

4. O- Hot spot gutter cleaning - Perfect painting \$3,200.00 (Completed).

Mr. Smith asked Mr. West if the elevators are completed. Mr. West responded they are done.

EMERGENCY PREPAREDNESS COMMITTEE

Ms. Dietschy reported that this is the slowest time of the year. She reminded everyone to consider getting to know their neighbors, especially at the beginning of the year.

GOVERNING DOCUMENTS

Mr. Cruson reported that there are three amendments to the Operating Rules. They are 15.1 – Water Supply Lines, Appendix A-Cable TV Wiring, and Appendix A-Page A-10-add two bullet points under the Mutual Responsibility: Repair and replacement of exterior garage doors and Repair and replacement of fire doors leading from garage to unit. These should be sent out with the prior rule change 1.11-Garage Doors.

*Mr. Cruson moved to adopt the changes so that they may be sent out to the membership for comments. Ms. Dietschy seconded and the motion carried without dissent.*

The Board agreed they should not be mailed out until at least the middle of January.

OLD BUSINESS

None

NEW BUSINESS

Ms. Alley reported that the following individuals have been duly appointed to serve on the Mutual 70 standing Committees effective December 15, 2016:

***Finance Committee:***

Dale Smith - Chair

Jerry Cruson

Roger Svoboda

***Building and Alterations Committee:***

Jill Alley - Chair

Herb Salomon

Dale Smith

***Governing Documents Committee***

Jerry Cruson - Chair

Ellen Dietschy

Herb Salomon

***Landscape Committee:***

Eldon Rowe: Co- Chair

Jim Drommond : Co-Chair

Gail Sexton

Claire Rosenzweig

Jackie Smith

Ms. Alley stated that she would like a memo to be sent to the membership advising everyone of future Mutual projects. It should go out in the middle of January with the operating rules changes.

### ANNOUNCEMENT

The next regular board meeting: Thursday, January 19, 2017 at 2:00 p.m. in the Board Room in Gateway.

### ADJOURNMENT

Having no further business, the meeting adjourned at 3:10 p.m.

/s/ \_\_\_\_\_  
Ellen Dietschy, Secretary  
Walnut Creek Mutual Seventy

An executive session was held following the open session at 3:15 p.m. Topics included:

- Member Discipline – Noise due to flooring

With no further business to discuss, the Board adjourned the Executive Session at 3:30 p.m.