

## MINUTES

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

President Jill Alley opened the meeting at 2:00 p.m. Directors Dale Smith, Dennis Johnsen, Roger Svoboda, and Patricia Hart were also present. Six resident members were 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 of the regular and executive session Board meetings of February 15, 2018. Hearing none, she declared them approved as written and reviewed.

#### MEMBERS' FORUM

A resident asked about oleanders in front of the manor. She said she can't see when getting out of her garage until she is way out. She would like them trimmed lower. Ms. Alley stated she will speak to the landscape people and get back to the resident.

A resident advised the Board that she has removed the planters and shrubs in the front of her unit as requested by the Board. Ms. Alley thanked her and advised her that she is now in compliance.

A resident reported that the big oak tree in Entry 5 is dying. They really don't want it cut down, but they understand. Mr. Ormond reported that there are no plans to take it down right now.

The resident mentioned that there is an IRV meeting on March 29 at the Dollar Clubhouse. It is a meeting to meet the candidates for the GRF Board.

#### SECRETARY'S REPORT

None

#### TREASURER'S REPORT

Mr. Smith reported that he is waiting to receive the financials. Mr. West had just received a copy and shared it with Mr. Smith. Mr. Smith reported the operating fund ending balance for February is \$2,637. The reserve balance is \$677,000.

Mr. Smith reported that Rick Chakoff, CFO, would like to attend a Board meeting.

Working capital is money that is left over after the bills are paid in the operating fund.

Mr. Smith reported a few steps that could be considered to increase the funds.

1. The Mutual can just wait a few months to see if it increases.
2. The building committee should scrutinize costs and projects.
3. The Board could plan an increase in the coupon for 2019.
4. The Board can impose a special assessment.

Ms. Alley wanted to reassure the members that the Board is not considering raising the coupon or a special assessment at this time.

## LANDSCAPE REPORT

Mr. Ormond reported that the committee met. They are working on identifying members that are not in compliance. The committee is going to spend the least amount of money possible this year. There is a drainage issue and Mr. Ormond is waiting for the proposal to re-grade the area. They are trimming Crepe Myrtles on a case-by-case basis. They will make sure that they don't touch the roofs, etc.

Ms. Alley reported that she asked Mr. Rowe to develop a list of items that the landscape committee is responsible for.

## MUTUAL OPERATIONS REPORT

Mr. West reported the following:

### Action Items:

1. 3838 TG 2A – Resale – Contractors : AMAC - Deck work cost \$1,026.00 / Ahumada Construction - Cost for double metal pre hung doors and paint. \$2,268.00.
2. 2<sup>nd</sup> Gutter Cleaning – Perfect Painting Full cleaning \$8400 or Spot Cleaning \$3200. The Board agreed to do spot cleaning for \$3200.

### Pending

1. 3258 TG 2A – Resale –For repairs to dry rot in walls and balcony. Contractor: Specialty - Estimated cost \$26,600.00  
*Mr. Smith moved to approve the proposal in the amount of \$26,600 from Specialty for repairs to dry rot in walls and balcony at 3258 TG 2A. Ms. Hart seconded and the motion carried without dissent.*

### INFORMATION ITEMS: Work Scheduled, in Progress or Completed

1. 3838 TG 1A/1B - Balcony Rehab Project - Contractors: AMAC , Perfect Painting and Ahumada Construction- (work in progress). Total cost \$23,613.22
2. B & C Garage Doors putting estimate together to replace the 7 listed Double Garage Doors on the list.  
(Project on hold until September).
3. 3425 TG Safety and Technical rehab reopening date was Friday March 2<sup>nd</sup>.  
– Contractors; Otis Elevator and Musco Electric (work Completed).
4. Fire Hydrant replacement entry 8 by 3852 TG due to leak and lack of replacement parts. Contractor; Fire Protection Management – Cost \$2,280.00. (completed).

## GOVERNING DOCUMENTS

Mr. Svoboda reported the Solar Policy draft was sent to the attorney for review. Mr. Svoboda will modify the policy and send out a clean draft to the Board. It will then be sent

out for comments from the members. The membership has 30 days to make any comments about the proposed policy.

### OLD BUSINESS

Ms. Alley reported that a few requests came in asking to be exempted from the rules regarding items on common area. These were addressed in executive session and letters were sent.

### NEW BUSINESS

Ms. Alley discussed the accounts receivable report. Residents owe outstanding money; some for a few years. Mr. Donner explained that these are third-party billings. The Mutual pays the contractor for the work and then the resident is billed. MOD tries to go through their insurance companies. Sometimes the residents keep the money from their insurance company and they don't pay the Mutual.

Ms. Alley reported that it is getting near the time for director elections. Herb Soloman was appointed as the Inspector of Elections. There are 2 directors up for re-election. (Dale Smith and Pat Hart)

Mr. Donner reported that the Mutual has a yearly audit of their books. A yearly review is less intrusive and less expensive. If the Board is interested in having a review instead of an audit, they might want to speak to Mr. Chakoff.

### ANNOUNCEMENT

The next regular board meeting: Thursday, April 19, 2018 at 2:00 p.m. in the Board Room at Gateway.

### ADJOURNMENT

Having no further business, the meeting adjourned at 3:15 p.m.

/s/ \_\_\_\_\_  
Anne Paone, Assistant Secretary  
Walnut Creek Mutual Seventy