

## MINUTES

### WALNUT CREEK MUTUAL SEVENTY REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, APRIL 19, 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 session Board meeting of March 15, 2018. Hearing none, she declared them approved as written and reviewed.

#### MEMBERS' FORUM

A resident inquired about wanting more fertilizer in the back of her home.

#### SECRETARY'S REPORT

None

#### TREASURER'S REPORT

Mr. Smith reported the actual operating fund ending balance for March is \$4,322. The actual reserve balance is \$666,955. The combined ending balance for both funds is \$671,277.

Mr. Smith reported that the audit was done according to the generally accepted accounting principles. There were no issues to report.

An Otis Elevator invoice for the elevator at 3711 for \$127,475 dated March 23, 2018 was received and was assigned retroactively to 2017 causing Final Reserve statements for 2017 to be restated. Reserve ending (2018 beginning) balance was reduced from \$771,982 to \$644,507.

President Alley asked that the Finance Committee provide Board members with a summary of its findings after reviewing 2018 reserve spending and considering the adjustment's effect on achieving our \$850,000 end-of-year reserve balance. The summary is being reviewed now and will be circulated to the Board very soon.

Mr. Smith believes the reserves should be increased for landscape.

#### LANDSCAPE REPORT

Mr. Ormond reported that the committee met. A few maintenance items have already been taken care of. There will be a lot of weeds because of the rain. They will be removed, but it will take some time.

Ms. Alley reported the Board is considering having a Board member join the Committee. The director could work with Mr. Ormond regarding contracts. It was determined that here needs to be more discussion on this matter.

Mr. Donner and Mr. Smith had a discussion on how to increase the landscape budget. It was recommended that the Board plan and identify rehab projects more precisely to be able to better fund them. There should also be a contingency fund.

Ms. Ally reported letters went out to 16 members for non-compliance issues regarding items left or placed on common area. Only 5 have moved the offending items.

### MUTUAL OPERATIONS REPORT

Mr. West reported the following:

#### ACTION ITEMS: Proposal review and Approval

None

#### INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. 3838 TG 1A/1B /2A- Balcony Rehab Project - Contractors: AMAC , Perfect Painting and Ahumada Construction- (Stucco work in progress).
2. B & C Garage Doors estimate for Single and Double Garage Doors replacement presented to the board for budgeting purposes. (Project on hold until September). A 2-garage door is \$1,300 and a single garage door is \$970. It will cost approximately \$85,000 for the doors.
3. 3258 TG 2A – Resale –For repairs to dry rot in walls and balcony. Contractor: Specialty  
(Work in progress).
4. 2<sup>nd</sup> Gutter Cleaning – Perfect Painting Spot Cleaning \$3200. (Work in progress).
5. Main Line Leak at Entry 3 – Contractor Roto Rooter (work Completed). Re-paving to follow.

### GOVERNING DOCUMENTS

Mr. Svoboda reported the Solar Policy draft was sent to the members for the 30-day comment period. The comments are due back by May 10<sup>th</sup>. The Board will vote on the policy at the May 17<sup>th</sup> meeting.

### OLD BUSINESS

Ms. Alley reported that some residents have owed money to the Mutual for years. She emailed the attorney for advice on whether the Mutual can attach a lien before the manor is rented.

### NEW BUSINESS

None

ANNOUNCEMENT

The next regular board meeting: Thursday, May 17, 2018 at 2:00 p.m. in the Board Room at Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 3:00 p.m.

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