

MINUTES

WALNUT CREEK MUTUAL EIGHT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
TUESDAY, JANUARY 20, 2015 at 1:30 P.M.  
BOARD ROOM – GATEWAY COMPLEX

A regular meeting of the Board of Directors of WALNUT CREEK MUTUAL EIGHT was convened by President Cindy Ware at 1:30 p.m. on Tuesday, January 20, 2015 in the Board Room in Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL

Present:	Cindy Ware	President
	Craig Miller	Vice President
	Bob Viator	Secretary
	Jeanette Mungiole	Director
Excused:	Julie Narvaez	Treasurer

Staff was represented by Paul Donner, Director of Mutual Operations and Rick West, Building Maintenance Manager.

There were sixteen additional Mutual members present.

President Ware welcomed and thanked everyone for their attendance.

APPROVAL OF MINUTES

Craig Miller moved and Bob Viator seconded to approve the Minutes to the October 20, 2014 Regular Meeting of the Board as presented. The motion passed unanimously.

Craig Miller moved and Julie Narvaez seconded to approve the Minutes to the August 6, 2014 Special Meeting of the Board as presented. The motion passed unanimously.

STAFF REPORTS

LANDSCAPE REPORT -- Rich Perona

All turf areas will be fertilized in mid-February.

The irrigation system is currently off.

Entry crews are concentrating on leaf clean up, spraying weeds, and pruning large shrubs.

Waraner Bros. Tree Service has scheduled a walk within the next few weeks to identify spring pruning.

MOD Landscape Crews will begin work on landscape projects on April 19.

All landscape problems should be reported to the Order Desk by calling 988-7750 or emailing [workorder@rossmoor.com](mailto:workorder@rossmoor.com). Rehab requests should be directed to Jeanette Mungiole.

#### FINANCIAL REPORT

Paul Donner reported that as of December 31, 2014, fund balances were \$77,788 in the operating account and \$355,291 in reserves. The Mutual was approximately \$18,225 better than budget for 2014 mostly due to savings in water costs. The Mutual is in a very strong financial position.

Insurance costs for 2015 came in much less than anticipated. The Mutual will be consistently under budget for this line item throughout the year and should realize savings of approximately \$14,000 by year's end.

Paul Donner answered Board Director questions.

#### BUILDING MAINTENANCE REPORT

Rick West reported on the following:

Entry 4 Reflective markers: Thirty are on order and the estimated cost for these reflectors and installation is \$300.

#1232 Sky #6: There was a water heater leak in the closet. The remediation for this leak was completed on 11/3/14. MOD changed out all water heater piping. Five Star submitted a proposal to remove and replace drywall as needed. The cost for this is \$2,525.

New domestic whole-building copper water pipe replacement: Davis Plumbing's estimate for G11 Buildings, 1208 Sky and 1232 Sky., is \$75,000 for both buildings. Rick West will obtain at least one other estimate.

Annual Gutter Cleaning: This work was completed on 1/5/15 by All Clear Gutters. It cost \$3500.

1232 Sky #12: The homeowner has requested new linoleum for the hot water closet due to staining. The estimate is predicted not to exceed \$500.

Entry 2 mirror and pole: The mirror, along with the pole, was installed by MOD on 10/29/14.

#### PROPOSED 2015 PROJECTS

- 1) PAINT: BLDGS #1108, #1138, #1154. BUDGET \$44,738
- 2) CARPENTRY: BLDG. REHAB WORK. BUDGET \$15,000.
- 3) ROOF Build Up: For New Composition for Buildings #1114 and #1324. BUDGET \$44,950.

4) NEW GUTTERS & DOWNSPOUTS - #1114 and #1324. BUDGET \$9,286.

Rick West answered Board Director and resident questions.

#### PRESIDENT'S REPORT

Cindy Ware presented her report; highlights include:

Communication: The Mutual is making great efforts to communicate with residents. This is done via the quarterly newsletter and through the Mutual 8 electronic Bulletin Board. New Buyers are now required to attend a close of escrow Alterations Meeting. This gives staff to outline to the new owner what alterations have been done to the unit that they are purchasing. Cindy Ware also attends these meetings in order to answer any questions the buyer may have about the Mutual.

Policy Manuals: The Mutual has created more binders for new residents and for current residents who are missing theirs. The cost is \$15 each.

#### COMMITTEE REPORTS

##### FINANCE COMMITTEE

Chairman Max Mungiole stated that the Finance Committee is an open committee for each and every Mutual member to have access. He said that Committee looks at every facet of running the Mutual in order to find opportunities to run even more efficiently and cut costs when possible. He added that the Committee makes no decisions, but rather offers recommendations for the Board of Directors to decide upon.

Mungiole announced that through the efforts of the Mutual, the Mutual has saved \$24,000 in water costs over prior year. This savings can now be used for unforeseen expenses.

Three buildings are going to be painted in 2015. The budget for this is approximately \$45,000.

Mungiole concluded that the Mutual is in a solid financial position.

##### LANDSCAPE COMMITTEE

This was discussed under Old Business.

##### EMERGENCY PREPAREDNESS COMMITTEE

Bill Hubble is responsible for Emergency Preparedness from December 2014 – April 2015 while Cheryl Gray is out of the area.

Thirteen Mutual 8 residents have walkie-talkies to assist in the event of an emergency.

Cindy Ware asked that residents fill out and submit and updated Emergency Information Form.

##### MEMBERSHIP COMMITTEE

Cindy Ware encouraged everyone to welcome new residents.

## SOCIAL COMMITTEE

Social Committee Chairperson Sally Kennedy reported that a regular outside social gathering is being considered. She is looking for resident input as to how often, where, and what time of day such an event could take place.

The annual summer get-together is being planned.

## OLD BUSINESS

Guest-Resident Parking Options: Draft Policy changes are being considered for the extra parking spaces. The Board and residents discussed the proposed changes. Bob Viator moved that the discussion on parking be tabled and sent to Committee for more review and then discussed at a future special meeting of the Board. Craig Miller seconded the motion and it passed unanimously.

Irrigation Reduction and Savings to Reserves: Mutual 8 budgeted to spend \$66,000 on water use in 2014. However, the Mutual only spent \$42,000. For 2015, a potential 14 percent surcharge may be levied by EBMUD if extra pumping needs to take place because of the drought. Cindy Ware showed photographs of areas within Mutual 8 where water-saving lawn conversions took place and she fielded resident questions.

## NEW BUSINESS

Public Lavatory: Bob Viator moved and Craig Miller seconded to replace the Mutual 8 common area lavatory toilet with a low-flow model. The motion passed unanimously.

Solar Power: Cindy Ware encouraged residents to stay in tune with solar power possibilities. Information can be found in the Mutual 8 newsletters.

## RESIDENTS' FORUM

Residents were afforded the opportunity to share their comments and have questions answered.

## ADJOURNMENT

Having no further business, the meeting adjourned at 3:28 p.m.

The next scheduled meeting: Annual Members Meeting, Tuesday, May 5, 2015 at 1:30 p.m., Vista Room, Hillside Clubhouse.



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Sharon Fees, Assistant Secretary  
Walnut Creek Mutual Eight

