

WALNUT CREEK MUTUAL EIGHT
REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY, OCTOBER 20, 2015 1:00 P.M.
GATEWAY BOARD ROOM
1001 GOLDEN RAIN RD., WALNUT CREEK, CA 94595

President Cindy Ware convened the Regular Meeting of the Board of Directors of Walnut Creek Mutual Eight at 1:00 p.m. on Tuesday, October 20, 2015 in the Gateway Board Room, 1001 Golden Rain Rd., Walnut Creek, California 94595.

<u>ROLL CALL</u>	PRESENT:	Cindy Ware	President
		Craig Miller	Vice President
		Bob Eisner	Secretary
		Julie Narvaez	Treasurer
		Bob Viator	Director

Mutual Operations staff was represented by Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager; Rich Perona, Landscape Manager; and Sharon Fees, Board Services Coordinator.

Fifteen additional Mutual members were present.

Cindy Ware welcomed the Board Directors, staff, and other Mutual members. She thanked everyone for their attendance.

Ware asked each attendee to introduce themselves.

APPROVAL OF MINUTES

Craig Miller moved and Bob Eisner seconded to approve the minutes of the July 21, 2015 Board Meeting as presented. The motion passed unanimously.

STAFF REPORTS

Landscape Report -- Rich Perona

All turf areas were fertilized in mid-August. The next fertilization will be in late November. Irrigation controllers are watering two days a week as required by EBMUD. Please call the Order Desk if you see any irrigation problems. Mowing is now every other week.

Entry maintenance crews are on monthly schedules: pruning shrubs and ground covers, weeding, and debris clean-up. The crew will be working on leaf clean-up.

Waraner Brothers tree Service handles all work orders. All trees were pruned earlier this spring. A large Monterey Pine at the entrance to Skycrest, Entry 4 was removed.

The MOD landscape crew works on projects throughout the Mutual as directed by Cindy Ware.

FINANCIAL REPORT -- Paul Donner

Paul Donner presented the financial reports. He presented the year to date activity as of September 30, 2015. As of September 30, 2015, there is \$68,903 in the Operating Account and \$301,437 in the Reserve Account. Mutual Eight is staying very close to budget thus far this fiscal year. Donner concluded that the Mutual is in sound financial shape.

BUILDING MAINTENANCE -- Rick West

Manor Lubes: These are currently being done for this year and will be finished by the contractor, Sang Electric, by the end of November.

Re-do of the main pipe that runs underneath the foundation of 1208 Skycrest and that of 1232 Skycrest: The estimate to get this work done was requested by the Board. The estimate provided by Davis Plumbing for 1208 Skycrest is \$8,090 and the estimate for 1232 Skycrest is \$12,135.

The Finance Committee will evaluate this matter and make a recommendation to the Board for the possibility of a re-piping project.

No Parking Sign: A "No Parking" sign was requested to be installed at the end of Entry 2, Skycrest and is now on order.

Painting Project: This work is now complete. The total cost came to \$28,730.

1224 Skycrest #2: A braided water supply line burst and caused damage to a carport. The remediation came to \$15,714. This will be paid for by the resident.

Sidewalk repairs: Many repairs to the concrete sidewalks were performed. The sidewalks have had many areas where the pads have lifted up due to tree roots.

West fielded Director questions and comments.

PRESIDENT'S REPORT -- Cindy Ware

Cindy Ware thanked the Mutual volunteers who make the community run well and to the staff who work diligently to help the Mutual run smoothly and efficiently.

The close of escrow alteration meetings are going well and are a good way to welcome new residents into the community while informing them of some of the rules that affect them and other residents in a very tangible way on a daily basis.

Rose Graham just recently volunteered to take over the newsletter publication since Bob Viator retired from performing this duty.

COMMITTEE REPORTS

FINANCE -- David Bosley

Bosley, after review of the financials, confirmed Paul Donner's report that Mutual 8 is running very close to budget and is in sound financial health.

Bosley is monitoring what he foresees to be a deficit in the Reserve Fund next year, but he is not concerned as the Reserve Fund is scheduled to be replenished over the course of the year, and thus should be on target for 2017.

The Mutual infrastructure is aging and thus the rehabs can tend to have more change orders that cost the Mutual more. Likewise, appliance repair and replacement has been costing the Mutual a substantial amount of money.

LANDSCAPE -- Jeanette Mungiole

No report was given.

EMERGENCY PREPAREDNESS -- Cheryl Gray

Gray was happy to report that she has sold 21 emergency backpacks to residents as well as 20 cases of canned water.

Gray will be purchasing red personal medication bags for the cost of \$13. She has this in her budget. The Board approved this expenditure.

A drill is being considered for residents.

Gray concluded her report by asking for someone in the Mutual to take over the position for the Mutual during the winter months since she lives out of the area during this time.

SOCIAL -- Sally Kennedy

Cindy Ware reported for Sally Kennedy in Kennedy's absence.

A Small Bites celebration was held at Dollar Clubhouse in August.

Snack and Chats have taken place on a regular basis in the Mutual. The latest tow took place on the new patio located at 1138 Skycrest. And the very last one had about 30 residents in attendance.

MEMBERSHIP -- Julie Narvaez

Julie Narvaez reported that the new Mutual 8 Directory has been distributed. An update sheet will be distributed in approximately six months.

OLD BUSINESS

Low-flow toilets: Cindy Ware encouraged residents to have low-flow toilets installed in their units. She reminded residents that it will be a City requirement to do so starting in 2017 if homeowners wish to seek their manors.

Drip irrigation and 1138 Garden Conversion Update: Cindy Ware explained that a test drip irrigation system has been installed in the lawn conversion area located at 1138 Skycrest. This system utilizes very little water and is easy to maintain since it rests on top of the ground just below the mulch. All of the lawn conversions combined resulted in a \$4,000 rebate from EBMUD.

Blue Binder Distribution: This is a work in progress.

NEW BUSINESS

2016 Coupon: Craig Miller moved and Bob Eisner seconded to approve the 2016 Budget as presented by the Finance Committee. This will result in a \$19 increase from \$624 to \$643 coupon per manor, per month. The motion passed unanimously.

Engagement of Auditor: Craig Miller moved and Bob Eisner seconded to approve the proposal presented by James Ernst & Associates for the amount of \$5,400 to perform the 2015 financial audit and to prepare the 2015 tax returns. The motion passed unanimously.

2016 Calendar: Craig Miller moved and Bob Eisner seconded to approve the 2016 Mutual 8 Meeting Calendar. The motion passed unanimously.

Enforcement of Pet Policy: Residents were encouraged to support and encourage neighbors to pick up after their pets. It is Mutual policy that persons MUST pick up their pets' waste.

MEMBERS FORUM

Residents were afforded the opportunity to ask questions, express their concerns, and offer comments to the Board and Staff.

ANNOUNCEMENT

The next meeting will be held on Tuesday, January 19, 2016, at 1:00 p.m. in the Gateway Board Room.

ADJOURNMENT

With no further business to discuss, the October 20, 2015 Mutual 8 board meeting adjourned at 2:38 p.m.



Sharon Fees, Assistant Secretary
Mutual Sixty-Eight