

MINUTES

FIRST WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS FRIDAY, JANUARY 28, 2011 AT 1:00 P.M. DELTA ROOM, DEL VALLE CLUBHOUSE

President Mel Fredlund called to order the regular meeting of the Board of Directors of First Walnut Creek Mutual on Friday, January 28, 2011 at 1:00 p.m. in the Delta Room, Del Valle Clubhouse, Walnut Creek, California.

PRESENT: Mel Fredlund, President, District 5
Sue DiMaggio Adams, First Vice President, District 3
Randall Morgan, Second Vice President, District 4
Barbara Brooks Gilbert, Secretary, District 2

Roll Call

EXCUSED: Sally Nordwall, Treasurer, District 1

Staff was represented by Paul Donner, Director of Mutual Operations; Rick Chakoff, Chief Financial Officer; Rich Perona, Landscape Manager; Doug Hughs, Building Maintenance Manager; and Dyann Paradise, Administrative Secretary.

Mr. Fredlund welcomed the 21 residents in attendance.

APPROVAL OF MINUTES

Ms. Adams moved to approve the minutes from the November 19, 2010 regular board meeting. (There was no regular board meeting in December, 2010). Ms. Brooks-Gilbert seconded and the motion carried without dissent.

Approval of
Minutes

RESIDENTS' FORUM

Lonnie Pannell, Golden Rain – Entry 7, reported she recently observed a suspicious person who crawled under the gate at Entry 7 on the path that goes toward the school. Mr. Hughs will investigate this matter. Mr. Donner reported that Dennis Bell, Public Safety Coordinator, is investigating the crime statistics throughout Rossmoor. Mr. Bell will attend the February board meeting.

Residents' Forum

Ms. Pannell also asked if Barrett Park in Entry 7 could be turned into a dog park. She will submit a formal written suggestion to the Board for consideration.

Barry Elfant, Oakmont Way – Entry 9, commented that the new resident population of “baby boomers” has expressed an interest in participating in the Mutual. Ms. Adams said that she has been approached by several “boomers” and has advised them how to become involved. Mr. Elfant is asking the Board to consider rescheduling the monthly board meetings to the evening in order to accommodate working residents. The Board will take this suggestion under advisement.

Jiayi Zhou, Golden Rain – Entry 8, requested a pet washing station that could be placed into a laundry room and financed by a coin-operated slot. The Board will take this suggestion under advisement.

PRESIDENT'S REPORT

Issues discussed at the November Presidents' Forum: year-end financial report; banking and investment options; email guest clearance through the gate. (It was determined that this is probably not an effective method of controlling entry.)

Presidents'
Report

Currently there are no Mutual-owned properties for sale.

TREASURER'S REPORT – Sally Nordwall

On behalf of Ms. Nordwall, Mr. Chakoff reported that the Mutual ran approximately \$31,000 over budget in expenses in an overall budget of \$9.5 million. Generally the Mutual is in good financial condition.

Treasurer's
Report

BUDGET AND FINANCE COMMITTEE REPORT – Sheryl Almon

Ms. Almon reported that the preliminary year end report indicated a \$40,000 favorable variance due in great part to a \$60,000 MOD dividend. The 2010 budget and financial condition will be reviewed at the next meeting on March 23, 2011 at 11:00 a.m. in the Board Room at Gateway. A summary report will be submitted to the Board following that meeting.

Budget and
Finance
Committee
Report

MUTUAL OPERATIONS REPORT – Doug Hughs

Mr. Hughs reported that since the weather has been conducive to outside work, the crew has been doing light carpentry and painting in carports at Pine Knoll – Entry 5.

Mutual
Operations
Report

The annual manor inspections contract is now due.

Ms. Adams moved to approve the contract from William Fuller & Associates to perform the annual manor inspections for a cost of \$46.75 per manor, which represents a \$2 increase due primarily to increases in costs to purchase and dispose of smoke detector batteries. This also represents only a 4% increase over the past six years and is in 2011 budget projections. Ms. Brooks-Gilbert seconded and the motion carried without dissent.

Approval for
Annual Manor
Inspections by
William Fuller &
Associates

Mr. Hughs presented bids for this year's roofing program.

Ms. Adams moved to approve the bids from State Roofing in the amount of \$210,157; from Excel Roofing in the amount of \$254,145; and from Frank Fiala Roofing in the amount of \$423,150 per the designated addresses in this year's roofing program, the total cost of which falls within the 2011 roofing budget. Ms. Brooks-Gilbert seconded and the motion carried without dissent.

Approval of the
2011 Roofing
Contracts

Mr. Hughs presented a bid from Commercial Support Services (CSS) for custodial services in laundry rooms, Mutual restrooms, and trash rooms.

Ms. Adams moved to approve a three-year contract from Commercial Support Services (CSS) in the amount of \$2,592.60 per month for custodial services. Ms. Brooks-Gilbert seconded and the motion carried without dissent.

Approval
of CSS
Custodial
Contract

LANDSCAPE REPORT– Rich Perona

Mr. Perona reported that the crew will mow as needed. Irrigation systems are currently off but will be turned back on if needed. All maintenance is routine. (A copy of Mr. Perona's landscape report is attached.)

Landscape
Report

A large water main break occurred at Rockledge Entry 9 due to tree roots from a liquidambar tree. That tree, another liquidambar at Tice Creek Entry B, and a dying redwood tree at Golden Rain Entry 18 are scheduled for removal.

Between Entry 4 and 5, the area is wet. This may indicate an irrigation break. Mr. Perona will follow up.

LANDSCAPE COMMITTEE – Randall Morgan

The next meeting will be held February 4, 2011 at 11:00 a.m. in Multipurpose Room #1.

Landscape
Committee

Mr. Perona presented a three-year Valley Crest contract with no increase over the contract amount in 2010. It will continue flat over the next three years.

Ms. Adams moved to approve a three-year contract with Valley Crest Landscape for landscape management services in the amount of \$948,408 per year for the period January 1, 2011 through December 31, 2013 with no increase in the contract amount over the contract period. Ms. Brooks-Gilbert seconded and the motion carried without dissent.

Approval of
Landscape
Contract

NEW RESIDENT ORIENTATION – Jerry Priebat

Mr. Fredlund reported he held the November New Resident Orientation on Mr. Priebat's behalf. It was attended by 12 new residents.

New Residents
Orientation

SAFETY AND DISASTER COMMITTEE – Barbara Brooks-Gilbert

Ms. Brook-Gilbert reported the committee established a mission statement. The committee stresses that each resident must be prepared to take care of himself/herself for several days following a disaster. Residents should also let a neighbor know if they will be away from their residence for an extended period of time.

Safety and
Disaster
Committee

POLICY COMMITTEE – Mel Fredlund

No report.

UNFINISHED BUSINESS

Policy Committee

No report.

NEW BUSINESS

Unfinished
Business

Mr. Nutley reported on the background and recent passing of former Mutual President Manny Kessler. The assemblage held a moment of silence in memory of Mr. Kessler.

New Business

ANNOUNCEMENTS

The next regular board meeting will be held Friday, February 25, 2011 at 1:00 p.m. in the Delta Room at Del Valle Clubhouse.

Announcements

ADJOURNMENT

A copy of the resale report is attached.

Adjournment

Having no further business, the meeting adjourned at 1:55 p.m. to an executive session to discuss several resident matters.

Barbara Brooks-Gilbert, Secretary
First Walnut Creek Mutual