

FIFTH WALNUT CREEK MUTUAL  
**MINUTES**  
REGULAR MEETING  
THURSDAY, FEBRUARY 17, 2011 AT 2:00 P.M.  
BOARD ROOM – GATEWAY COMPLEX

OPENING

President Rowe opened the meeting at 2:00 p.m. Directors Cruson, Dietschy, Friederichs, Matthews, Sandelman, and Swinden were also present. Attendance

There were three residents present.

Staff was represented by Mr. Donner, Director of Mutual Operations; Mr. Ormond, Landscape Supervisor; and Ms. Paradise, Administrative Secretary.

APPROVAL OF THE MINUTES

In reference to the minutes from the January 20, 2011 regular board meeting, Mr. Cruson noted on page 3, under Old Business: "Once the Board submits their comments to the Committee..." should be corrected to read, "Once the Board submits its recommendations, another meeting will be held with legal counsel." Hearing no further corrections, Mr. Rowe declared the minutes of the January 20, 2011 regular meeting of the Board approved as corrected. Minutes  
Approved

MEMBERS' FORUM

Duncan Carter presented a brief history of the architecture and building components in Project 46 and Project 47. Members'  
Forum

SECRETARY'S REPORT – Ms. Dietschy

No report. Secretary's  
Report

TREASURER'S REPORT – Werner Sandelmann

Mr. Sandelmann presented a preliminary year end report for 2010 and the preliminary 2011 financial report through January 31, 2011. A copy of each report is attached. Treasurer's  
Report

Mr. Sandelmann commented that there was a discrepancy last year in reporting the operating fund balance at year's end. Mr. Donner explained that all parts of the budget are the best estimates given the available information at the time. Following discussion,

Mr. Sandelmann moved that the Board requests that MOD use the latest actual available operating fund balance when estimating the year end balance to be printed in the budget for the following year. Mr. Cruson seconded and the motion carried without dissent.

Approval for  
MOD To Use  
Latest Actual  
Available Fund  
Balances for  
Projecting  
Budget  
Amounts

LANDSCAPE COMMITTEE – Mr. Rowe, Chair; Mr. Ormond, Landscape Supervisor

Mr. Ormond reported he will apply for additional tree removal permits. Additional work is planned: remove a bishop pine in front of 3773 TG; replace plants at 3553 TG; grind the stumps at 3747 TG; remove an ash tree at 3761 TG.

Landscape  
Committee

A tree removal permit was granted for removal of a “dead” live oak near 1255 AS.

Mr. Rowe reported the Landscape Committee will inventory all residences where the owners have encroached into the common area landscape. The Board will decide if other items in violation will be addressed.

Ms. Swinden reported she was notified by a neighbor of placement of an unauthorized landscape pot on the common stairwell in Entry 3 2 on AS. She noted there is a satellite dish elsewhere in the Mutual that is in violation of policy as well.

Ms. Swinden left the meeting at this point at 2:40 p.m.

BUILDING COMMITTEE – Ms. Friederichs

Ms. Friederichs reported on issues discussed at the recent Building Committee meeting. The concrete was removed from the area near 3288 TG due to invasive redwood tree roots and a trip hazard. The right side was replaced and a side path was installed during the construction process. The left side has a significant hump but is not a trip hazard. However, residents with walkers and wheelchairs may have trouble negotiating the walkway. Accordingly,

Building  
Committee

Mr. Matthews moved to approve the proposal from Toupin Construction to remove the left-side walkway near 3288 TG and replace it at a cost of \$2,916. Ms. Friederichs seconded and the motion carried without dissent.

All utility doors have been repaired in 19 locations. Painting of those areas is pending. Active termites were found in the doorjambs in 2 locations: 3244 TG and 3230 TG. Treatments will be done at both locations, however at 3230 TG #1A the treatment for cellulose debris in the amount of \$150 will be charged back to the contractor who performed the alteration work at that residence.

The entry signs are correct now and are completed. The corrections were charged to the supplier because they were his errors.

At 3535 TG #3C the sliding doors have been ordered. Perfect Painting is coordinating with the resident regarding the dryrot repair portion under the doors which is a Mutual responsibility.

At 3711 TG #4C the owner has been informed of the approved deck repairs to be done by Perfect Painting. The structure is sound.

Mr. Sandelmann reported that at 1221 AS the walkway to a utility door is very steep and slippery. He suggested that steps and a railing should be installed as he believes it is a safety matter. Mr. Sandelmann will ask Mr. Friesen to secure a bid for this matter. It was noted there may be similar problems in other areas of the Mutual.

Mr. Matthews requested that a lip be installed on the utility doors to prevent leaves and other debris from entering the utility closets. It was noted that as the utility doors are replaced, a proper design could be used to prevent debris getting in.

Mr. Sandelmann commented that the rain gutters on the edge of the private use decks should be cleaned at the expense of the Mutual rather than the resident. Mr. Rowe explained that the Board should consider this matter further at future meetings.

The Board approved by acclamation the three-year Commercial Support Services (CSS) contract for cleaning and sweeping of the elevator, walkways and garbage areas.

EMERGENCY PREPAREDNESS COMMITTEE – Ms. Dietschy (chair)

No report.

Emergency  
Preparedness  
Committee

ALTERATIONS – Ms. Swinden (chair)

There are currently six alterations in progress and four recently completed.

Alterations

AD HOC RESERVE STUDY – Mr. Matthews (chair)

No report.

Ad Hoc  
Reserve Study  
Committee

OLD BUSINESS

The Board again reviewed the Bylaws revision. Mr. Cruson pointed out several corrections needed. He will follow up with legal counsel regarding the corrections.

Old Business

Mr. Matthews moved to approve Draft 5 (rev.) of the proposed Bylaws revision. Mr. Cruson seconded and the motion carried with the noted corrections.

NEW BUSINESS

None.

New Business

ANNOUNCEMENT

The next regular board meeting is scheduled for Thursday, March 17, 2011 at 2:00 p.m. in the Board Room (Gateway).

Announcement

ADJOURNMENT

The meeting adjourned at 3:25 p.m. to an executive session to discuss a resident matter.

Adjournment

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Ellen Dietschy, Secretary  
Fifth Walnut Creek Mutual