

FIFTH WALNUT CREEK MUTUAL
MINUTES
REGULAR MEETING
THURSDAY, APRIL 21, 2011 AT 2:00 P.M.
BOARD ROOM – GATEWAY COMPLEX

OPENING

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

Attendance

There were 8 residents present.

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

APPROVAL OF THE MINUTES

Mr. Cruson pointed out a discrepancy in the March 17, 2011 regular board meeting minutes under the Treasurer's Report, paragraph 2 regarding garage doors in Project 46. The first sentence should read: "Mr. Sandelmann asked the Board to consider installation of new rollup metal garage doors for all residences in Project 46, to be paid by a portion of the operating fund surplus in Project 46 and the remaining balance from Project 46 reserves. Those residents who have already purchased rollup garage doors would be reimbursed."

Approval of
Minutes

Mr. Cruson also noted a correction needed in paragraph 3 under the Landscape Committee report in the March 17, 2011 regular board meeting minutes that should read: "Mr. Rowe reported an inventory of private property encroachments into the common area is in progress and will be refined soon."

Mr. Sandelmann sent a notice through the Board Office of an error in paragraph 3 under the Treasurer's Report that should read: "Mr. Cruson reported one water fireline in Entry 8 Terra Granada has a significant leak. This has resulted in expenses of approximately \$12,000 per year for lost water. Mr. Friesen will follow up on this matter to determine a cost-effective way to address the leaking line problem."

Hearing no further corrections, Mr. Rowe declared the March 17, 2011 regular meeting minutes approved as corrected.

INSPECTOR OF ELECTION BY PROPOSED REVISION OF THE BYLAWS

Mr. Rowe introduced Jim Harnett, Inspector of Election, and his very able assistant Judy Box.

Inspector of
Election

MEMBERS' FORUM

No comments.

Members'
Forum

SECRETARY'S REPORT – Ms. Dietschy

No report.

Secretary's
Report

TREASURER'S REPORT – Mr. Sandelmann

On behalf of Mr. Sandelmann who was excused, Mr. Cruson reported Project 46 is under budget \$70 in operating expenses as of March 31, 2011. Project 47 is over budget \$12,036 as of March 31, 2011 due to front-loaded expenses, such as rain gutter cleaning and landscape expenses, but those expenses should even out by year's end. Mr. Cruson also pointed out that total fund balances in Project 47 are currently over \$1 million. A copy the Treasurer's report is attached.

Treasurer's
Report

Mr. Rowe noted a sudden increase in custodial services in November, 2010 in Project 46 and in December, 2010 in Project 47 that are not reflected in the contract. Mr. Friesen will research the matter to determine if there were additional custodial services performed that were not included in the contract for those two months and will report his findings to the Board.

Mr. Cruson reported that a fire sprinkler line has a significant leak. This has resulted in a large expense in the utility budget. Mr. Friesen explained that further research is needed to isolate the exact location of the leak. He will follow up on this matter.

Mr. Cruson noted that several bank fees in the past were charged against Project 47 that rightfully should have been charged to Project 46. Accordingly,

Mr. Cruson moved to transfer whatever bank fees were charged in error to Project 47 but should have been charged to Project 46. Mr. Matthews seconded and the motion carried without dissent.

Approval to
Transfer
Mischarged
Bank Fees to
the Appropriate
Project

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

Mr. Rowe reported that the fire marshal is requiring specific clearances around all the fire hydrants. This will result in a landscape charge of \$1,672.84.

Landscape
Committee
Report

Rehabilitation work has started in Entry 4, after which it will move to 3288 TG, then to Entry 2 AS. Some trees will be removed per city permit during the rehabilitation process.

A copy of the Landscape Committee minutes from the April meeting is attached.

BUILDING COMMITTEE – Mr. Friesen

The deck coating work at 3535 TG #3C has been completed.

Building
Committee
Report

A spot inspection for termites was performed in 2010 at 3511 TG #1A. Complete building treatment including the garage area is now needed as termites have been located in those areas.

Mr. Matthews moved to approve the expenditure of \$1,400 for a total termite treatment of the building and garage at 3511 Terra Granada Drive #1A at a cost of \$1,400. Ms. Swinden seconded and the motion carried without dissent.

Approval for
Building and
Garage
Treatment at
3511 TG #1A

Flow testing of the fire hydrants as required by the fire marshal is scheduled to be completed this month.

At 3747 TG #1B showed evidence of a rain leak. Three bids were secured ranging from \$10,950 to \$16,845 for appropriate repairs. Following review of the bids,

Mr. Matthews moved to accept the proposal from Perfect Painting in the amount of \$10,950 to repair the damages caused by a rain leak at 3747 Terra Granada Drive #1B. Ms. Dietschy seconded and the motion carried without dissent.

Approval for
Leak Repairs at
3747 TG #1B

At 3535 TG #1B excessive moss growth was removed by the resident but repeat rain gutter problems caused staining to the deck. MOD repaired the rain gutter. Accordingly,

Mr. Matthews moved to approve the proposal from Perfect Painting in the amount of \$2,525 to recoat the deck with an acrylic pedestrian coating at 3535 Terra Granada Drive #1B. Ms. Dietschy seconded and the motion carried without dissent.

Approval for
Deck Repairs at
3535 TG #1B

The fireline leak at Entry 8 is under review. Mr. Friesen will continue his research and seek possible remedial options.

The repairs to the leaky windows at 3330 TG #1A are in the work order system. Mr. Friesen will follow up.

EMERGENCY PREPAREDNESS COMMITTEE – Ms. Dietschy

Ms. Dietschy reported a Red Cross representative will present a program on Monday, May 2 at 9:30 a.m. at Creekside, Room 3. Anyone interested is encouraged to attend this informative event.

Emergency
Preparedness
Committee
Report

ALTERATIONS – Ms. Swinden (chair)

There are currently seven alterations in progress and one recently completed.

Alterations

AD HOC RESERVE STUDY – Mr. Matthews

Field inspections for Project 46 started last week and will occur soon in Project 47. This should bring current the reserve components in the Helsing Study.

Ad Hoc
Reserve Study

OLD BUSINESS

Discussion of intrusion of personal property into the common area was held over for further inspection.

Old Business

The Board discussed the possibility of Project 46 purchasing and installing rollup garage doors for all 18 units in the Project. The Board would need a consensus from all members of Project 46 for replacing the wooden doors with rollup steel doors at the Project's expense. Residents who have already replaced their garage doors would need to be reimbursed at the cost of the new doors. The Board would need to consider the feasibility of adding a reserve study component for garage doors and if so, determine its financial impact. The matter was held in abeyance pending further information.

NEW BUSINESS

Discussion regarding installation of handrails to the utility areas was held over pending further information.

New Business

The Board approved appointment of an Ad Hoc Policy 22 Revision Committee composed of Ms. Dietschy, Mr. Matthews, and Mr. Cruson. The Committee is assigned the task of rewriting the policy to conform to the new Bylaws.

Mr. Rowe reminded everyone that candidate petitions and statements are due by April 29, 2011 for this year's election of Directors.

BYLAWS ELECTION

Inspector of Election Jim Hartnett reported the results of the Bylaws revision election as follows:

Results of
Election

134 total ballots were received

13 were determined to be ineligible (6 ballots had no stamps, 4 ballots were received after the cutoff date of April 15, 2011; 2 were received from members who were not in good standing; 1 ballot had no ballot envelope)

Of the 6 ballots received with no stamps and declared invalid, all 6 voted aye.

121 ballots were declared valid.

	AYES	NAYS
PROJECT 46	12	0
PROJECT 47	108	1
TOTAL	120	1

96 aye votes were needed to pass the Bylaws revision. Mr. Hartnett declared that the Bylaws revision had passed.

Ms. Dietschy moved to accept the results of the election. Mr. Matthews seconded and the motion carried without dissent.

Acceptance of
Ballot Results

A copy of the approved Bylaws will be mailed to each member within the next 15 days. Mr. Hartnett and Ms. Box were thanked for their service to the Mutual.

ANNOUNCEMENT

The next regular board meeting is scheduled for Thursday, May 19, 2011 at 2:00 p.m. in the Board Room (Gateway).

Announcement

ADJOURNMENT

The meeting adjourned at 3:10 p.m.

Adjournment

Ellen Dietschy, Secretary
Fifth Walnut Creek Mutual