

FIFTH WALNUT CREEK MUTUAL  
**MINUTES**  
REGULAR MEETING  
THURSDAY, MAY 20, 2010 AT 2:00 P.M.  
BOARD ROOM – GATEWAY COMPLEX

OPENING

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

Attendance

There were also seven residents present.

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

APPROVAL OF THE MINUTES

Mr. Rowe asked for any additions or corrections to the minutes of the regular board meeting of April 15, 2010. Hearing none, he declared the minutes approved as written and reviewed.

Minutes  
Approved

Mr. Rowe asked for any additions or corrections to the minutes of the executive session of April 21, 2010 regarding approval of a contract. Hearing none, he declared the minutes approved as written and reviewed.

Mr. Rowe noted there was a correction to the agenda to include a report from the Ad Hoc CC&Rs Committee which will be given after the Alterations Committee report.

MEMBERS' FORUM

Duncan Carter cautioned the Board that many heat pump replacements that are like for like have been installed without Mutual or city permits. Requiring permits would ensure that the pads are level, the units are fastened to the pads, the new safety fuse boxes are installed, and fuses are appropriately sized. Ms. Swinden stated that Mutual permits are required and do address these concerns.

Members'  
Forum

New residents Russell & Shirlee Cunningham (1281 AV #1B) were introduced and welcomed. Mr. Cunningham reported numerous discrepancies on alterations installed in the unit by the previous owner including several items that did not have a required permit. Ms. Friederichs reported that she had advised the seller that several permits through the City of Walnut Creek and the Mutual were required and she instructed the seller to properly obtain them. Apparently the permits were applied for but were subsequently canceled by the seller. Mr. and Mrs. Cunningham were directed back to the city and the State of California for appropriate action against the seller.

SECRETARY'S REPORT – Ms. Dietschy

No report.

Secretary's  
Report

TREASURER'S REPORT – Werner Sandelmann

Mr. Sandelmann reported on the financial condition of the Mutual as of April 30, 2010 as follows:

Treasurer's  
Report

Project 46 had a fund balance of \$16,968 in the operating account and \$76,203 in replacement reserves which represents an increase of \$10,159 over December, 2009 balances. Net operating expenses were \$1,893 favorable to budget. Reserve expenses total \$7,159.

Project 47 had a fund balance of \$53,930 in the operating account and a replacement reserve of \$670,429 which represents an increase of \$97,431 over December, 2009 balances. Expenses were favorable to budget in the amount of \$6,283. Reserve expenses total \$57,250.

Mr. Chakoff reported that he has found another internet bank that is FDIC insured.

Mr. Sandelmann moved to open an account for Project 46 with Capital One internet bank in an amount not to exceed the limits of the FDIC insurance. Mr. Matthews seconded and the motion carried without dissent.

Approval to  
Open Internet  
Accounts for  
Project 46 and  
Project 47

Mr. Sandelmann moved to open an account for Project 47 with Capital One internet bank in an amount not to exceed the limits of the FDIC insurance. Mr. Matthews seconded and the motion carried without dissent.

Mr. Sandelmann requested that quarterly bank statements for the ING and Capital One accounts be provided to the Budget and Finance Committee. Mr. Chakoff will follow up.

LANDSCAPE COMMITTEE – Mr. Rowe, Chair

Mr. Rowe reported that a new foreman is in place and seems to be working well so far. The in-house crew is scheduled for rehabilitation work July 12-22.

Landscape  
Committee

Due to the fall of a large limb, there was an unanticipated expense of \$1,400 for trimming of a blue oak opposite Entry 8 on Terra Granada.

There were damages to the landscape at 3230 Terra Granada due to a vehicle accident. The vehicle owner's insurance will be responsible for payment of the claim for restoration of the landscaping.

(A copy of Mr. Ormond's report is attached.)

BUILDING COMMITTEE – Ms. Friederichs and Mr. Friesen

Ms. Friederichs reported that the Building Committee is very pleased with the destructive testing phase performed by MOD on a time and materials basis which has resulted in more realistic construction bids.

Building  
Committee

The Committee requested a finished price on any bid work in order to compare the bid to the actual work performed. It would also be helpful to obtain three bids on termite work. Mr. Friesen stated he is soliciting additional termite companies to be on the contractor roster. (A copy of Ms. Friederichs report is attached.)

Mr. Sandelmann moved to instruct MOD to provide a total cost per deck per manor for expenses incurred and add that information to the deck list. Mr. Matthews seconded and the motion carried without dissent.

Approve MOD  
Report for Cost  
Per Deck Per  
Manor

Ms. Friederichs requested and the Board concurred that the Board would be provided with a list of all work orders completed.

Mr. Friesen reported on general maintenance items. (A copy of Mr. Friesen's report is attached.) He stated that a small section of asphalt is raised due to uplifted tree roots.

Ms. Dietschy moved to authorize \$736 to Black Diamond Paving as a reserve expense to repair the asphalt in the driveway near 3511 TG #1A. Ms. Swinden seconded and the motion carried without dissent.

Approve  
Asphalt Repair  
at 3511 TG

New light standards and bases for the parking areas are on order. They will be replaced in early July.

EMERGENCY PREPAREDNESS COMMITTEE – Ms. Dietschy (chair)

No report.

ALTERATIONS – Ms. Swinden (chair)

Emergency  
Preparedness  
Committee

There are currently 8 completed alterations and 3 in progress.

AD HOC RESERVE STUDY COMMITTEE – Mr. Matthews (chair)

Alterations

Mr. Matthews reported that Mr. Friesen will soon be sending the annual update information to Helsing. The decks and garage doors will be included in the update.

Ad Hoc  
Reserve Study

Committee

NEWSLETTER – Jennifer Langan, Editor

No report.

WELCOMING – Claire Rosenzweig

Newsletter

No report.

OLD BUSINESS

Welcoming

Mr. Friesen presented bids for entry sign replacements. Following discussion, (particularly the use of the word “units”),

Ms. Friederichs moved to approve the replacement of all five remaining signs (Entries 4, 5, 6, 7, and 8) in an amount not to exceed \$4,625 and to include electrical outlets and use of the word “units” on the signs. Ms. Dietschy seconded and the motion carried without dissent.

Old Business

Mr. Friesen asked the Board for input in the number and locations of message boards needed in lieu of posting notices on the 18 trash enclosures throughout the Mutual. He stated the cost of each message board is approximately \$250 installed.

Mr. Sandelmann moved to install one message board somewhere in the Mutual. The motion died for lack of a second.

The Board agreed to solicit comment from the membership on the message board issue.

The Board agreed by acclamation to mail for membership comments the proposed revisions to the Alteration Committee Charter and Policies 51, 55, and 64.

NEW BUSINESS

Mr. Rowe announced that Lynn Martin (from Third Mutual) has been appointed Inspector of Election for the 2010 election. He will be assisted with the ballot counting by Burt Kessenick (from Third Mutual). The Board approved the appointment by acclamation.

New Business

ANNOUNCEMENT

The next regular board meeting is scheduled for Thursday, June 17, 2010 at 2:00 p.m. in the Board Room (Gateway). The election ballots will be counted by the

Inspector of Election at that time.

The Annual Membership Meeting will be held on Friday, June 18, 2010 at 10:00 a.m. in the Fireside Room (Gateway).

Announce-  
ments

ADJOURNMENT

The meeting adjourned at 3:35 p.m.

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Ellen Dietschy, Vice President/Secretary  
Fifth Walnut Creek Mutual

Adjournment