

# MINUTES

## WALNUT CREEK MUTUAL EIGHT REGULAR MEETING OF THE BOARD OF DIRECTORS TUESDAY, JULY 20, 2010 at 1:30 P.M. BOARD ROOM – GATEWAY COMPLEX

On behalf of President Mary Jean Parton who was excused, Secretary Robert Viator convened a regular meeting of the Board of Directors of WALNUT CREEK MUTUAL EIGHT at 1:30 p.m. on Tuesday, June 20, 2010 in the Board Room in Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

### ROLL CALL

Present:	Robert Viator Craig Miller Robert Eisner	Secretary Treasurer Director	<u>Attendance</u>
Excused:	Mary Jean Parton Mari Ventura	President Vice President	

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

Mr. Viator welcomed the two residents who also attended the meeting.

### APPROVAL OF MINUTES

Mr. Miller moved to approve the minutes from the regular meeting held on January 19, 2010. Mr. Eisner seconded and the motion carried without dissent.

Approval of  
Minutes

Mr. Miller moved to approve the minutes from the organizational minutes of May 4, 2010. Mr. Eisner seconded and the motion carried without dissent.

### PRESIDENT'S REPORT

Mr. Viator reported that the buildings at 1100 and 1114 Skycrest are in the process of pre-painting carpentry repairs.

President's  
Report

MOD staff is preparing budget projections for the preliminary 2011 budget for Board review in August or September.

### VICE PRESIDENT'S REPORT – Mari Ventura

No report.

Vice President's  
Report

SECRETARY'S REPORT – Robert Viator

No report.

Secretary's  
Report

TREASURER'S/FINANCIAL REPORT – Craig Miller, Treasurer and Rick Chakoff

Mr. Chakoff reported the Mutual is \$19,000 surplus to budget as of June 30, 2010. Revenues exceed budget due mostly to the 2009 MOD dividend. Building maintenance and utility expenses (mostly water expenses) are under budget. The Mutual is in healthy financial condition.

Treasurer's  
Report

It was noted that the HUD loan has been paid in full. The balance in the HUD reserve fund is \$197,146. Following discussion,

Mr. Miller moved to transfer \$20,000 to the operating account and to transfer the balance of funds to the replacement reserve. Mr. Eisner seconded, and the motion carried without dissent.

Approval to Move  
HUD Balance of  
Funds

EMERGENCY PREPAREDNESS COMMITTEE REPORT – Jane Viator

Ms. Viator reported that the Committee had discussed converting some space in an under-used laundry room into storage for emergency supplies such as tools, blankets, a crank radio, etc. Ms. Viator will present for Board consideration specific costs for this project, including the cost of two storage cabinets.

Emergency  
Preparedness  
Committee  
Report

LANDSCAPE REPORT – Rich Perona

Mr. Perona reported that all lawn, entry, and tree maintenance is routine. A dead pine was removed from Entry 4. Approximately \$1,000 will be spent this year on the slope behind Entry 5 to remove more coyote brush. This will be done in phases over the next couple of years. Several days of the in-house annual rehabilitation work are scheduled for next month.

Landscape  
Report

BUILDING MAINTENANCE REPORT – Bill Friesen

Mr. Friesen reported that the carpentry rehabilitation at 1100 and 1114 is well underway. Painting contracts have been signed and color choices are going to be presented to the residents in the buildings for their opinions. By acclamation, the Board agreed to add the color "Wise Owl" to the color scheme palette.

Building  
Maintenance  
Report

It was reported that adjustments are needed to the solar lights installed at the entry signs. Mr. Friesen will follow up.

RESIDENTS' FORUM

None

Residents' Forum

UNFINISHED BUSINESS

None

Unfinished  
Business

NEW BUSINESS

Mr. Friesen will investigate the need for signage or curb painting to define guest parking spaces.

New Business

ADJOURNMENT

Having no further business, the meeting adjourned at 2:15 p.m. The next regular meeting of the Board is scheduled for Tuesday, October 19, 2010 at 1:30 p.m. in the Board Room in Gateway complex.

Adjournment

---

Robert Viator, Secretary  
Walnut Creek Mutual Eight