

# FIFTH WALNUT CREEK MUTUAL

REGULAR MEETING MINUTES OF THE BOARD  
FRIDAY, SEPTEMBER 20, 2019 AT 11:00 A.M.  
GATEWAY BOARD ROOM  
1001 GOLDEN RAIN ROAD, WALNUT CREEK, CA 94595

## Call to Order

President Todd called the meeting to order at 11:03 a.m.

## Roll Call

**Directors Present:** Ted Todd, President  
Sandra Lew, Vice President  
Mary Fielder, Treasurer

**Directors Absent:** Marlene Farrell

**Also Present:** Paul Donner, Mutual Operations Director  
Rick West, Building Maintenance Manager  
Lucy Limon, Administrative Assistant

## Approval of Meeting Minutes

President Todd asked if there were any additions or corrections to the following minutes:

Regular Meeting of the Board ..... May 17, 2019  
Annual Meeting Minutes ..... June 21, 2019  
Organizational Meeting Minutes..... June 21, 2019

The minutes from the regular meeting and special meeting were approved as submitted.

**Moved, Seconded, Carried 3-0**

## Members' Forum

Members were afforded the opportunity to express their concerns, make comments, or have questions for the Board and M.O.D. staff representatives answered during the members' forum. No topics were discussed.

## President's Report

President Todd reported that the Mutual is currently looking for a way to balance the trash bins. He suggested a letter to be drafted and mailed out to residents informing them to not park in the garbage slots on Tuesdays and Wednesdays from 7am to 2pm.

## Vice President's Report

Vice President Lew handed a written report to the Board. She emphasized her report on garbage parking being blocked by residents, securitas or the EMT's. She stated that the Mutual was charged extra for garbage pickup since the garbage driver had to do a second drive by. She also suggested that a letter be mailed to residents advising them to not block the garbage parking spaces on Tuesdays and Wednesdays from 7am to 2pm.

## Secretary's Report

A report was not presented.

# FIFTH WALNUT CREEK MUTUAL

## **Treasurer's Report**

Treasurer Fielder provided a summary chart to the Board on the year for the Operating Fund and for the month ending August 31, 2019.

As of August 31, 2019:

Operating Fund Balance: \$22,368

Reserve Fund Balance: \$177,807

The Board made a motion to certify compliance with Civil Code 5500.

**Moved, Seconded, Carried 3-0**

## **Landscape Committee Report**

Landscape committee stated that they are going around watering droopy plants. Landscape committee will be adding new plants, which Fifth Mutual residents will pay for out of pocket. A meeting will be held in November to discuss days of free labor.

## **Building Maintenance Report**

Rick West presented the following building maintenance report:

### **INFORMATION ITEMS: Work in Progress, Pending or Completed**

1. 1221 AS - Elevator Technical and Safety upgrades – Contractor: Otis Elevator and Muscio Electric. Elevator is scheduled to re-open on September 27th. Estimate cost \$160,172.00. (2019 Budget \$178,000.00) (Work in Progress).
2. A- One Construction installed new gutters on back of Building 1221 TG. Cost \$3,553.00 (Work Completed).
3. Manor and Interior Electrical Panel Lube. Contractor: Sang Electric (Work Completed).
4. Gutter & Downspout Cleaning – Contractor: Professional Gutter Services – Next cleaning scheduled for November. This will include carports and balconies.
5. 1221 TG - Ahumada Construction to provide an estimate for the replacement of the utility closet double doors.

## **Reserve Study/Helsing Report**

A report was not presented.

## **Budget and Finance Committee Report**

A report was not presented.

## **Alterations Committee Report**

The Board made a motion to appoint Bill Martin and Ted Todd to the alterations committee.

**Moved, Seconded, Carried 3-0**

## FIFTH WALNUT CREEK MUTUAL

### **Next Board Meeting**

The next regular meeting will be held on Friday, November 15, 2019 at 11:00 a.m. in the Gateway Board Room.

### **Adjournment**

President Todd adjourned the meeting 11:42 a.m.

### **Secretary's Certificate**

I hereby certify that the foregoing is a true and correct copy of the minutes of the Board of Director's meeting.

*Lucy Limon*

---

**Administrative Assistant**