

MINUTES OF WALNUT CREEK MUTUAL NO.
TWENTY-TWO
QUARTERLY MEETING
FRIDAY, DECEMBER 3, 2021, AT 1:30 P.M.
ZOOM MEETING

Call to Order

The Quarterly Meeting of Walnut Creek Mutual No. Twenty-Two was called to order on December 3, 2021, at 1:32 p.m. by Secretary Maureen Lawson.

Roll Call

Board Present: Maureen Lawson, Secretary-Treasurer
Nazli Monahan, Vice President

Absent: Mike Kiefer, President

Guests Present: Paul Donner, Mutual Operations Director
Rick West, Building Maintenance Manager
Joel Lesser, Chief Financial Officer
Rebecca Pollon, Landscape Manager
Lucy Limon, Interim Asst. Secretary

Approval of Minutes

A motion was made, seconded, and carried to approve the minutes of the Quarterly Meeting held on September 22, 2021, and the Special Budget Meeting held on October 27, 2021.

Financial Report:

Paul Donner reported on the finances through October 31, 2021:

Operating Balance: \$49,587

Reserve Funds Balance: \$274,990

A motion was made, seconded, and carried that the Mutual 22 Board is complying with Civil Code 5500

Building Maintenance Report
Rick West gave the following report:

ACTION ITEMS: Proposals for review or Approval

1. 4029 TG Dry Rot Framing Repair Project. Scope of work went out to Bid from Bertolami Engineering – drawings and specs. Contractors: AMAC Estimate \$18,973.00 / GBG Estimate \$12,738.30 / Five Star \$

Presented to the board for approval.

The Board made a motion to contract GBG.
Contract NTE \$13,340.

Moved, Seconded, Carried 2-0

2. Otis Elevator state mandated Load Testing estimate \$3,462.00.

Presented to the Board to ratify for the Minutes.

INFORMATION ITEMS: Work Scheduled in Progress or Completed

1. To prevent water damage to the clubroom the Mutual has requested that the Excel Waterproof Coating be applied to an additional 3 carport parking stalls.

**Contractor: GBG – Cost \$6,988.00 Contract Signed.
(This project is scheduled).**

2. 2022 Balcony Deck recoating Project. Phase II will include 4033 Villa Barcelona, Valencia, Seville, and Casita units. Phase II will complete all of the Balconies with the New Excel Waterproof Coating.

**Waiting for GBG to send 2022 Estimate. \$40,000.00 is Budgeted for 2022 for this project.
(Phase II is schedule to begin in 2022 as weather permits).**

3. September 2021 - MOD will replace 80 feet of 4033 Breezeway hand railing.

This project will include new hardware and paint.

Total Project Cost \$9,660.00.

(This Project has been completed).

4. Gutter and Downspout cleaning - The Mutual has a new 3-year contract with Outdoor Keepers.
This includes one Cleaning in November and one cleaning in February.

Total Cost \$3,306 per cleaning. And \$6,612 Annually.

(November cleaning has been completed).

5. SB326 - Raised Component inspections by a Licensed Structural Engineer.

The Mutual Hire FWC to complete this work in Two Phases over Two Years. 2022 / 2023.

Cost estimate for 2022 - \$19,700.00.

(Phase I Scheduled to be completed Summer 2022).

Landscape Report: Rebecca Pollon
No report was given.

Board Reports:

President Michael Kiefer. No report was given.

Vice President Nazli Monahan: No report was given.

Secretary Maureen Lawson: No report was given.

Residents Forum: Residents asked about deck paint options and compost.

ADJOURNMENT

The meeting adjourned at approximately 2:05 p.m.

NEXT MEETING: QUARTERLY ON March 25th, 2022, AT 1:30
P.M. PROBABLY VIA ZOOM.

RESPECTFULLY SUBMITTED,
LUCY LIMON
ASSISTANT SECRETARY
MUTUAL 22