

MINUTES OF MUTUAL 22 QUARTERLY MEETING
MONDAY, DECEMBER 17, 2018, 1:30 P.M., CLUB 22, 4033 TERRA
GRANADA DRIVE
WALNUT CREEK, CALIFORNIA

President, Michael Kiefer, opened the meeting at 1:30 p.m. Two board members were present: President Mike Kiefer and Secretary-Treasurer Maureen Lawson. Vice-President Nazli Monahan was absent.

MOD officers present were Paul Donner, Director of Mutual Operations and Rick West, Building Maintenance Manager. Rebecca Pollon, Landscape Manager was absent.

Minutes: The minutes of the September 28, 2018, Quarterly Meeting were approved as well as the Budget Meeting of October 15, 2018 by passed motion of the board.

Financial Report: The latest month available (November 2018) was reported by Paul Donner which included the following figures: Operating Fund Balance, \$24,561; Reserves Fund Balance, \$377,633; Total Year-to-Date Fund Balances, \$402,194. We were overbudget for our cleaning services which Secretary Maureen Lawson will check out with the proper MOD contact for a copy of the company's contract details with our mutual.

Paul corrected a mistaken assumption the board had regarding the necessity to return the \$30,000 transferred from reserves to the operating fund. The transfer does **not** need to be returned to the reserves account.

Building Maintenance Report: Rick West reported on the status of the 4033 balconies replacement including painting of each balcony. When the crew foreman, Luis Duenas, notifies Secretary Maureen Lawson that the job is complete, she will ask each 4033 residents if there are any unfinished issues with their balconies and notify the foreman of same.

Residents were reminded to call the work order desk at 988-7650 if they are having problems with woodpeckers pecking on their building.

Our mutual's next large job is the pavement replacement at a cost of \$94,000 (out of reserves) which will be undertaken in the summer of 2019.

Landscape Report: In the absence of Rebecca Pollon, Landscape Contact Maureen Lawson reported on the following landscape issues: the plum tree in the 4033 courtyard is dying back on the east side of the tree. If it does not leaf out properly next spring, a decision will have to be made to either remove one side of the tree or the complete tree if necessary. The Rhododendrons on the east side of the 4033 Courtyard are infested with thrips (insects) and plants will be replaced with Camellias next spring.

The expense of weekly maintenance of the 4033 pond/fountain was discussed and Mike will contact a resident's relative who does this type of work for an estimate and possible contract with the mutual pending approval of MOD's contractual requirements; i.e., insurance, etc.

Plans to remove two small lawn areas will be completed next spring which will save money on mowing and irrigation costs.

Resident Kathleen Muray asked that the tree next to her unit 4033-2B be trimmed away from her balcony. Maureen Lawson will contact Landscape Manager for this work to be done.

Board Report: President Mike Kiefer reported that he is working on a solar package for residents who might want to pursue this installation and will present it to the board for approval and then to the residents.

RESIDENTS' FORUM: New owner of 4033-2C, Sylvia Michaels, was introduced. Sylvia will be renting out her unit at \$3100 per month. The Secretary-Treasurer agreed to send out an email to all residents with this information.

ADJOURNMENT

The meeting was adjourned at 2:15 p.m.

Next quarterly meeting: March 2019, date to be advised.

Respectfully submitted,

Maureen Lawson, Secretary-Treasurer, Mutual 22