

# WALNUT CREEK MUTUAL NO. TWENTY-NINE

SPECIAL MEETING MINUTES OF THE BOARD  
WEDNESDAY, MARCH 14, 2018 AT 1:00 P.M.  
MOD LARGE CONFERENCE ROOM  
800 ROCKVIEW DR., WALNUT CREEK, CA 94595

## Call to Order

President Crane called the special meeting to order at 1:02 p.m.

## Roll Call

**Directors Present:** Barbara Crane, President  
Mike McLaughlin, Vice President  
Toba Simon, Treasurer  
Tanc Agius, Secretary  
Bill Chauncey, Director

**Also Present:** Rick West, Building Maintenance Manager and Kelly Mattison, Board Services Coordinator.

## Unfinished Business

- a. Discuss Member Comments Received on Proposed BBQ Policy: The Board discussed the member comments received so far on the proposed BBQ policy. A motion was made to revise the policy and remove the reference to a 1lb. propane canister.

**Moved, Seconded, Carried 3-2**

## New Business

- a. Preliminary Plan for Propping Up and Replacing Soffit Failures: The Board reviewed and discussed a preliminary plan for propping up and replacing the soffit failures. Mike McLaughlin presented the Board with a proposed reserve funding plan to address soffit and tile roof replacement 2018 to 2023.

This proposal is aimed at assuring funding is available for replacing soffits on all Kentfield units to address the safety issue posed by their failure and injuring residents.

The proposal also would prioritize replacement of tile roofs with composition roofs to address the lack of underpayment on the tile roofs and the increasing risk of water damage and animal intrusions.

Specifically, the proposal is to commit to a 4% annual increase in the reserve fund, which is about \$6.00 per month per unit. Without this increase, it will not be possible to achieve both objectives.

Because of the safety issue presented by failure of soffits, it is not possible to defer the costs of replacement. Therefore, both the current projection and the proposed projection include an estimate of these costs.

The proposed plan differs from the current plan by deferring replacement of some

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Duralast roofs by two years. The proposal would replace four entire Kentfield tile roofs with composition each year in 2018, 2019, and 2020. The remaining Kentfield unit and the Santa Clara units would be replaced in 2021 and 2022.

A motion was made to approve the recommendation from Mike McLaughlin for upgraded replacement of roofing and soffits, subject to committing to the 4% increase to the Reserves solely for the roofing and soffit projects.

**Moved, Seconded, Carried 5-0**

- b. PG&E Offer Regarding EV Charging Stations: The Board tabled this matter for more information.

### **Residents' Forum**

No residents were present for Resident's Forum.

### **Next Board Meeting**

The next scheduled meeting is the Annual Meeting on March 19, 2018 at 9:30 a.m. in Multi-Purpose Room #3 of Gateway.

### **Adjournment**

President Crane adjourned the meeting at 2:54 p.m.

### **Secretary's Certificate**

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



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**Secretary**