

## MINUTES

WALNUT CREEK MUTUAL NO. TWENTY-NINE  
QUARTERLY BOARD MEETING  
MONDAY, JUNE 15, 2015 AT 9:30 A.M.  
MULTI-PURPOSE ROOM #3, GATEWAY COMPLEX

President Beth Gannon convened the Annual Members Meeting of WALNUT CREEK MUTUAL NO. TWENTY-NINE on Monday, June 15, 2015 at 9:30 a.m. in Multi-Purpose Room #3, Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

### ROLL CALL:

#### Attendance

PRESENT:	Beth Gannon	President
	Barbara Crane	Vice President
	Toba Simon	Secretary
	Jim Bombardier	Treasurer
EXCUSED:	Bill Chauncey	Director

Representing Mutual Operations were Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager; and Sharon Fees, Board Services Coordinator.

Twenty-four additional Mutual members were present.

### APPROVAL OF MINUTES

#### Approval of Minutes

At President Gannon's recommendation,

Barbara Crane moved to approve the Minutes of the March 16, 2015 Annual Meeting as written and reviewed. Toba Simon seconded, and the motion carried without dissent.

### AUDIENCE INTRODUCTIONS

#### Audience Introductions

Beth Gannon asked audience members to introduce themselves to the assembled group.

### PRESIDENT'S REPORT -- Beth Gannon

#### President's Report

Status of Manors: There are currently four rental units, one of which has been granted a one-month extension as the owners are looking to sell. One unit is vacant.

Mutual 29 needs community volunteers: Gannon thanked those who continue to volunteer their services to the Mutual and encouraged others, who are able, to volunteer in various capacities for the Mutual.

Close of Escrow Alteration Meetings: The Board adopted close of escrow Alteration Meetings that buyers are required to attend. At this meeting, a buyer will learn about previous alterations that have been done to the unit that he is about to purchase and a representative from the Alterations Department will answer any questions the buyer may have regarding these alterations. A member of the Board may also be present to further explain some of the basic rules that govern Mutual 29. These meetings are proceeding successfully.

Common Interest Development: Beth Gannon explained to the assembled group the difference between common area and exclusive-use common area and the restrictions and privileges that pertain to each.

Neighbors who have moved away: Mr. Dick Eastwood passed away. Ms. Mary Agee moved to a more secure setting.

FINANCIAL REPORT – Jim Bombardier and Paul Donner

Financial Report

Paul Donner reported that the Mutual has \$15,767 in the operating fund and \$286,843 in the reserve fund for a total of \$305,610. The Mutual is running \$7,866 under budget. The Mutual will have to absorb an unexpected pumping surcharge of 25 percent that EBMUD is levying as a result of the draught. Mutual 29 is on target in keeping with the 2015 budget.

Jim Bombardier reported that the Social Account has approximately \$400.

EMERGENCY PREPAREDNESS – This leadership position is currently vacant.

Emergency  
Preparedness  
Report

Beth Gannon asked for a volunteer to run the Emergency Preparedness Committee.

Gannon encouraged all Mutual residents to be prepared with at least three-days' worth of food, water, and medication in case an emergency occur.

BUILDING MAINTENANCE REPORT – Roger Wilcox, Chairman and Rick West,  
Building Maintenance Manager

Building  
Maintenance  
Report

Roger Wilcox noted that plumbing costs are over budget for this year. He reported that Maintenance Reserves for 2016 is budgeted for approximately \$90,000 and that some capital improvements will be implemented this year.

Rick West reported on the following:

3160 PT #1: Davis Plumbing investigated a pipe leak in the wall. When unit #1 used the dishwasher, water came up through the kitchen sink in #2. The clog was cleared and the drywall and vinyl flooring were replaced at a cost to the Mutual of \$3,400.

2015 Carport Roofing Project: Bids have gone out to install DuroLast on seven carport roofs, #6 - #12. The budget for this project is \$76,000. New downspouts will also need to be installed. The budget for this ancillary project is \$5,271. Contract awards will be determined at a later date after further bid review by the Board.

2015 Jelly Jar Light Fixture Project: Helsing had budgeted \$1,800 for the standard fixture replacement. Sang Electric has submitted a bid for 45 fixtures to be replaced at \$129 each, totaling \$5,805 for product and labor. This is for LED lights with a bulb life expectancy of 10,000 hrs. Toba Simon moved and Barbara Crane seconded to approve the expenditure of \$5,805 to replace the carport jelly jar lights. The motion passed unanimously.

Entry 17 Suspected Leak: American Leak Detection Co. inspected a suspected leak at the street hydrant main for \$672. Fortunately, no leak was found and it was concluded that the cause of moisture is an underground spring.

Smoke Detector Battery Replacement: All Clear completed this job in April at a cost of \$2,000.

LANDSCAPE REPORT – Sandra Chauncey, Landscape Committee Chairperson

Landscape  
Report

Sandra Chauncey reported that she and Landscape Manager Rich Perona performed a landscape survey of the entire Mutual. They identified three areas where turf removal would be most appropriate. A plan for the turf removal and for re-landscaping with low/no water-use plantings and hardscape was presented by the Landscape Committee to the Board.

Jim Bombardier moved and Toba Simon seconded to spend an amount not to exceed \$15,120 for the removal of turf and the installation of low/no water-use landscaping in the three identified areas. The motion passed unanimously.

SOCIAL -- Bill Chauncey

Social Committee

Bill Chauncey reported that the Mutual 29 Annual Dinner will be Sunday, August 2, beginning at 5 p.m.

UNFINISHED BUSINESS

Unfinished  
Business

Parking Policy: Much discussion took place regarding parking in the Mutual. Beth Gannon suggested some courtesies to residents:

- 1) Don't monopolize open spots
- 2) Ask caregivers and contractors to park on the street
- 3) Double park in carport areas where it is feasible

Gannon asked for volunteers to form an ad-hoc Parking Policy Committee.

NEW BUSINESS

New Business

City National Bank: Toba Simon moved and Jim Bombardier seconded to open and operating account and a reserve account with City National Bank with the intent to eventually close Mutual 29's existing accounts at Mechanics Bank. In so doing, the Mutual will save money on service fees. The motion passed unanimously.

RESIDENTS' FORUM

Residents' Forum

Residents were afforded the opportunity to voice their concerns and ask questions of staff and board.

ANNOUNCEMENTS

Announcements

The next regular meeting of the Board is the Mutual annual meeting and it is scheduled for Monday, September 21, 2015, at 9:30 a.m., Multi-Purpose Room #3 (Gateway).

ADJOURNMENT

Adjournment

Having no further business, the Annual Members Meeting of Mutual 29 adjourned at 10:50 a.m.



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Sharon Fees, Assistant Secretary  
Walnut Creek Mutual No. Twenty-Nine