

## THIRD WALNUT CREEK MUTUAL

### **Special Board Meeting Minutes** Monday, July 21, 2025, at 2:30 p.m. Zoom Meeting

### **MINUTES**

#### **1. Call to Order**

President Tom Lauck called the Special Meeting of the Board of Directors of Third Walnut Creek Mutual (TWCN) to order at 2:30 p.m.

#### **2. Roll Call**

Tom Lauck, President, Dist. 4 (2026),  
Bill Leary, Director Dist. 5 (2026) Mike Abell, Director Dist. 9 (2028)  
Kim Starr, Treasurer Dist. 7, (2027) Lyman Shaffer, Secretary, Dist. 10 (2027)  
Harvey Baumel, Director Dist. 3, (2027) Nan Warren, Director Dist. 14, (2028)  
*Vacant*, Director Dist. 15, (2028)

Directors Absent: Florence McConnell, VP, Dist. 13 (2026)

#### **Staff Present:**

Rick West, Snr. Building Maintenance Manager  
Lucy Limon, Board Services Coordinator

#### **3. Approval of Contracts**

The Board discussed the importance of transparency in contract approvals. Rick emphasized the need to share contract details with members and suggested potentially lowering the disclosure threshold. The Board also addressed the need for clearer separation of labor and materials in RPM proposals. Rick agreed to collaborate with Isaac to improve the detail and formatting of proposal breakdowns.

a. 1621 Ptarmigan Elevator Workorder - \$35,650

Tom Lauck made a motion, Bill Leary seconded to approve the SF Elevator proposal in the amount of \$35,650.

**Moved, Seconded, Carried 7-0**

b. P36 Painting Contract - \$46,685

Nan Warren made a motion, Lyman Shaffer seconded to approve the ACE proposal in the amount of \$46,685.

**Moved, Seconded, Carried 7-0**

c. P45.FFR.Proposal – up to \$278,780.00

Bill Leary made a motion, Mike Abell seconded to approve the Frank Fiala Roofing proposal in the amount of \$278,780.

**Moved, Seconded, Carried 7-0**

d. 612 Terra California – 733468 - \$20,500



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Tom Lauck made a motion, Nan Warren seconded to approve the RPM proposal in the amount of \$20,500 based on the condition that a breakdown of the material and labor cost is provided.

**Moved, Seconded, Carried 7-0**

4. **Members' Forum**

Members were afforded the opportunity to express their general concerns and make comments. Comments included previous roofing contracts.

5. **Announcements:** The next scheduled Regular Meeting of the Board of Directors will be on Monday, August 11, 2025, at 9:30 am, via zoom and in-person, in the Gateway Boardroom.

6. **Adjournment**

There being no further business, the Special Meeting of the Board was adjourned at 3:42 p.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

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**Assistant Secretary**

Third Walnut Creek Mutual