

MINUTES
WALNUT CREEK MUTUAL NO. THIRTY
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, APRIL 12, 2023, AT 9:30 A.M.
BOARD ROOM - GATEWAY

President Evan Spinrod called to order the regular meeting of the Board of Directors of Mutual Thirty on Wednesday, April 12, 2023, at 9:30 a.m. in the Board Room at Gateway.

ROLL CALL: PRESENT: President Evan Spinrod
 Vice President Cheryl Hines
 Treasurer Roz Reiter
 Secretary Victoria Rice

EXCUSED: Sarah Odegaard, Director

MOD staff was represented by Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager; John Tawaststjerna, Landscape Manager and Anne Paone, Administrative Secretary.

President Spinrod welcomed nine residents in attendance.

APPROVAL OF MINUTES

Mr. Spinrod asked for any corrections to the minutes of the regular meeting of January 11, 2023. Hearing none, he declared them approved as written and reviewed.

MEMBERS' FORUM

Members' Forum was held. Topics mentioned were the Mutual evacuation form and list, hill across from resident-belongs to Lafayette and might be part of GRF property.

MOD REPORTS

Mr. Donner reported the board office has added a new Board Coordinator-Victoria Thomas. We are looking for one more staff for the board office. The new CFO decided he did not want the position, so a different new CFO has been hired. They have started interviewing for Paul's position. Jeff Matheson's former position has been filled and will start on Monday.

Mr. West reported as follows:

INFORMATION ITEMS: Work scheduled, In Progress or Complete

1. Scope of work on 8 Trash enclosure:
 - Realign trash enclosure doors making sure all doors are functioning correctly.
 - Check all bolts and nuts to ensure they are all tightened correctly.
 - Spot prime and paint three trash enclosure doors.
 - Prep and paint two full trash enclosures.

This Project was awarded to Five Star - Estimated cost \$4,300.00.

Progress update

2. 00656627 12/02/2022 Contractor: FIVE STAR - Open Mutual Reserve 2885 PTARMIGAN DR. #2 SCOPE OF WORK:

DECK COATING - Power wash all surfaces from deck and mildew. Scrape, sand, wire brush loose paint on rear balcony deck on and metal railing. Mask all areas where we are going to work from paint drips. Spot prime all affected areas. Apply 100% acrylic deck paint. Match existing color. Due to the area being faded we are going to paint corner to corner in effected areas. Apply 1 coat of Rostellum alkyd enamel to metal handrail. Leave job clean and neat.

We propose to furnish all labor and materials necessary to complete the above specifications for the sum of \$2,150.00

Progress update

3. 00643896 07/19/2022 *FIV Open Mutual Reserve 2913 PTARMIGAN DR. #2 Scope of work:

PLUMBING Excavate to provide access around existing clean out that goes to the street.

Install double clean out one that goes to the street and the other that goes to the building to provide to run snake inside building. Back fill with gravel around pipe and then backfills with existing dirt. Leave job clean and neat.

Excludes unforeseen large or multiple roots not visible during inspection.

EXCLUDED: Unforeseen concrete that is buried around sewer line. All work is to be using 4-inch abs. Additional damage that is not visible.

Bill To: Mutual Distribution: Reserve the above specifications for the sum of:

\$3,200.00

Progress update

4. Discussion or re-roofing DuroLast Flat Roof project - 2023 Budget of \$163,700.00.

2801 / 2825 /2833 / 2841 /2865 / 2873 /2881 / 2885 / 2889 / 2893 / 2897 / 2901/
2905

COORDINATORS' REPORTS

Building (Evan Spinrod)

Mr. Spinrod will cover some matters under new business.

Landscape (Lynda Caputo/John Tawaststjerna)

As Landscape Chair, Ms. Caputo gave the following report:

Regular maintenance and winter pruning are on-going currently. It has been a busy Spring with the following work having been completed:

1. The Monterey Pine behind 2913 #2 was successfully removed by Quality Tree Service. In addition to the tree removal, several trees were trimmed for building clearance. The total

cost of this work was \$5,150, leaving approximately \$5,000 for future tree work.

2. The MOD Crew was in the Entry from for 8 days March 8th to the 17th. Their completed work included spreading mulch throughout Area B as shown on the attached Mulching Plan. They also removed the lawn area from the rear of Bldg 2889 #1 and replaced it with mulch and drought tolerant plants plus a walkway from the end of the carport to the rear patio. Thirdly, the Crew removed and replaced the hedge shrubs from the front of Bldg 2841 and the left side of Bldg 2833 to Boxwood to match the surrounding hedges. The total cost of materials for this work was \$9,001.09 leaving approximately \$6,000 for future work by the MOD Crew.

The attached proposals for lawn removal are presented to you for approval. These proposals are based on the general designs you approved at the January Board Meeting and reflect the installation at Bldg 2921 completed last year.

Bldg. 2801 for \$3,350.00; Bldg. 2809 for \$7,275.00; Bldg 2825 for \$5,170.00 for a total of \$15,795.00. Our budget line-item total is \$20,000 leaving approximately \$5,000 for future lawn removal work. Copies of these proposals from Terra Landscape are attached to this report.

I do not yet have a written proposal for this work; however, the Landscape Committee seeks your approval to remove the Blue Spruce tree in front of Bldg 2921 #4. This tree is dying from the bottom up and is far too large for the small space it is planted in. The manor is now vacant, and it would seem this is a good time to remove the tree prior to a new resident moving in. The verbal quote I received was around \$1,000 including stump removal. We are having MOD's arborist look and determine if we need to obtain a permit from the City of Walnut Creek. And so, we seek Board approval to do this work at a cost of NTE \$1,000 plus the cost of the permit. The work will be scheduled as time permits.

MULCHING CIRCUIT	YEARS	BUILDINGS
A	2022-2025-2028	2801-2873
B	2023-2026-2029	2877-2897
C	2024-2027-2030	2901-2945



John Tawaststjerna gave his report as follows:

MOD Days

- Spring MOD days are complete.
- Mulched in Zone B
- Lawn conversion at 2889
- Total Cost = \$9,001.09

Mutual	Total Days	Spring	Summer	Fall
30	17	8	3	6
		3/8 to 3/17	6/28 to 6/30	9/25 to 10/2

Landscape Maintenance

- Lawns have been fertilized and overseeded as needed.
- Shrub fertilization is currently underway.
- Hard pruning of perennials

Mr. Tawaststjerna advised that Kevin of Terra Landscape needs to send bids to him first, then he will send them to Ms. Caputo.

Mr. Spinrod moved to approve the 3 proposals from Terra Landscape (2801 Pt. E18, 2809 Pt. E18, 2825 Pt. E18) with a NTE of \$16,000. Ms. Rice seconded, and the motion carried 4-0.

Ms. Spinrod moved to approve the removal of the Blue Spruce in front of building 2921 #4 with a NTE of \$1,000. Ms. Reiter seconded, and the motion carried 4-0.

Financial

Ms. Reiter reported that as of February 28, 2023, the operating fund balance was \$154,809 and the reserve fund balance was \$543,973.

Ms. Hines moved to approve the Board's compliance with civil code #5500 for the financials. Ms. Rice seconded, and the motion carried 4-0.

Social (TBD)

Ms. Hines reported there will be a Memorial Day BBQ. She can get some volunteers to help.

New Resident Greeter (Cheryl Hines)

Ms. Hines reported that she has met with a new resident. There are 3-4 units on the market or vacant.

BOARD DIRECTOR REPORTS

No reports.

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. Woodpecker Problem
Mr. Spinrod reported that they have tried various methods to rid the Mutual of woodpeckers. They have used owls, sprays, etc. Mr. West suggested that they spray the trees, so they do not produce acorns. Mr. Donner suggested that they can put out an artificial pole, drill holes and then fill them with acorns. They can also put other materials, hard materials, on the building and the woodpeckers will move on. Mr. West said Mutual 68 did this. Mr. West will get an estimate.
- B. Removing Shingles and Adding Stucco
Mr. West to get estimate for smart panels and flashing.
- C. Trees Inspected
John Tawaststjerna reported that he and Ms. Caputo walk the Mutual looking at the trees, so they are being inspected.
- D. Shed for Holiday Decorations
Ms. Rice reported that three of the current tubs so no seal. Items are getting wet and dirty. The tubs are not large enough. It would be helpful to have a shed. It could be placed behind the trash enclosure at 2945 behind the last one-story building. Some pricing was discussed.
Mr. Spinrod moved to approve a NTE amount of \$1,300 to purchase, deliver, and install the shed. Ms. Hines seconded, and the motion carried 4-0.

ADJOURNMENT

Having no further business, the meeting adjourned at 10:40 a.m.

Linda Schoeffner

Linda Schoeffner, Assistant Secretary
Walnut Creek Mutual #30