

MINUTES
WALNUT CREEK MUTUAL NO. THIRTY
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, APRIL 13, 2022 AT 9:30 A.M.
ZOOM MEETING

President Evan Spinrod called to order the regular meeting of the Board of Directors of Mutual Thirty on Wednesday, April 13, 2022 at 9:30 a.m. via ZOOM.

ROLL CALL: PRESENT:	President	Evan Spinrod
	Vice President	Lynda Caputo
	Treasurer	Vacant
	Secretary	Cheryl Hines
	Director	Victoria Rice

EXCUSED: None

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 ten residents in attendance.

APPROVAL OF MINUTES

Mr. Spinrod asked for any corrections to the minutes of the January 12, 2022 regular Board Meeting, and the February 10, 2022 Special Meeting. Hearing none, he declared them approved as written and reviewed.

RESIDENTS' FORUM

The resident forum was held. No questions or comments.

MOD REPORTS

Mr. Donner reported there have been some staffing issues. Kris Peterson resigned today with no notice. Lisa Kam will step in on an intermediate basis. They are back to full strength on the work order desk. John Tawaststjerna has hit the ground running and is doing well.

Mr. West reported as follows:

INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. Spring / Summer 2022 Asphalt Sealcoat Project. Budget \$25,000.00.
This project will be going out to bid in March as a total Rossmoor package deal to obtain the lowest estimate from the top 2 Bidding Asphalt Companies.
Black Diamond offers 2 options – 2 sections for \$23,000 or 3 passes for \$26,000. Mr. West is waiting for a second estimate.
Proposals will be presented the Board for review.

2. 2022 Project to replace Trash Enclosures - Fencing and Gates will go out to Bid.
The Scope of Work was sent out to bid.
Mr. West is waiting for more bids.
Proposals will be presented the Board for review.
3. 2857 PT #7 Excel Deck Coating. Contractor: Five Star - Cost \$3,850.00.
This Project has been completed.
4. 23 concrete grinds they are tripping hazards up to 3/4 inch. Rinse water to remove dust. Carefully use concrete grinder to level concrete. Sweep concrete dust and leave clean and neat. \$2,875.00
 - 3 Grinds concrete grinds. They are tripping hazards up to 3/4 inch.
Fill in with two-part epoxy and then grind smooth. \$675.00
 - Remove approximately 25 square feet of concrete. Remove mutual tree roots under concrete pad and cut away root one foot away from new sections. Dowel 1/2 rebar into existing concrete. Compact soil to walkway path. Apply lamp black as needed. Concrete is to match existing texture. 20hrs x \$95.00 = \$1,900.00, materials = \$230.00. Total = \$2,130.00. Complete Total \$5,680.00.
Updated progress report.

Mr. West reported that 2825 Ptarmigan #4 had a leak in the wall. They are working on the Mutual's property. The Mutual fixes the pipe in the wall and does the sheetrock. The rest is the resident's responsibility.

There was some discussion on asphalt. Ms. Caputo thinks it should be done in 3 phases. This would make it more convenient for residents.

COORDINATORS' REPORTS

Building (Evan Spinrod)

Mr. Spinrod reported that 2857 Ptarmigan is done.

Landscape (Lynda Caputo/John Tawaststjerna)

Mr. Tawaststjerna gave a report as follows:

MOD Days – April 11th to April 21st (9 total workdays)

- 180 yard of mulch will be spread in Zone A on the mulching plan
 - o Zone A is buildings 2801-2873
- A total of 23 replacement plants will be planted during the MOD Days
 - o Plant replacement locations were picked from resident requests that Lynda Caputo gathered over the past month.
 - o Plant type was determined by management

Landscape Maintenance

- All lawns have been fertilized
- Lawns are currently being treated with a grub control product

- Emphasis on adjusting tree stakes and ties this month
- Bender board is becoming exposed throughout all areas of the mutual
 - o The maintenance crew should remove exposed bender board in areas it isn't needed
 - o Crews should also reposition exposed boards that are proper for the placed area.

Future Landscape Plans

- Irrigation workdays are scheduled for 7/27-7/29 (3 total workdays)
 - o Irrigation repairs will be completed as needed by techs in the meantime
- Lawn behind carports at 2865 and 2857 could be up for removal in 2023
 - o Lawn would be replaced with a drought tolerant shrub landscape

Ms. Caputo reported that the irrigation is being replaced with bubbler. They are more cost-efficient. Ms. Caputo reported that she has a bid to do 4 more buildings for about \$4,000, but is waiting to the end of the year to check if there is money in the budget. Lawn replacement is a long-range project. Mr. Spinrod noted that the water bills have gone up \$1,200 per month. Ms. Caputo stated that the committee will not recommend any money be spent on lawns due to water issues, etc.

Financial

Mr. Spinrod had the December 2021 financials. There are no delinquencies and the financials look good. Some seasonal items are over in the budget, but they will most likely even out as we move through the year.

Mr. Donner reported that accounting is making good progress.

Mr. Spinrod reported that the Board borrowed from the reserves for the insurance payment. It is being paid back, so it is not a problem.

Mr. Donner reported the Mr. Lesser is at a conference with Rossmoor's insurance broker. He is meeting underwriters face to face.

Ms. Hines moved to approve the Board's compliance with civil code #5500.

Ms. Caputo seconded and the motion carried without dissent.

A voice vote was taken. All Board voted aye.

Social (Roseanne Wright)

Mr. Spinrod reported that a Memorial Day cookout is being planned.

New Resident Greeter (Cheryl Hines)

Ms. Hines reported meeting with new neighbors.

BOARD MEMBER REPORTS

No reports.

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. Mr. Spinrod reported that the Mutual must collect debts through a collection agency. The Mutual does not have any problems, so he did not think a contract needed to be signed now. The Board agreed.
- B. Mr. Spinrod explained the resolutions to transfer funds from operating and reserve accounts. The Board approved signing them both with Mr. Spinrod and Ms. Caputo as signers.
- C. Mr. Spinrod explained that Melissa Ward has changed law firms. She is now a partner with Adams/Stirling.
*Mr. Spinrod moved to stay with Melissa Ward at her new firm, Adams/Stirling.
Ms. Rice seconded and the motion carried without dissent.*
A voice vote was taken. All Board voted aye.
- D. Mr. Spinrod stated that there is a vacancy on the Board since Ron Reece moved.
Ms. Caputo moved to appoint Roslyn (Roz) Reiter to fill the vacancy and to complete the term. Ms. Rice seconded and the motion carried without dissent.
A voice vote was taken. All Board voted aye.
- E. Angle Stops: Mr. Spinrod discussed the replacement of angle stops. The Board agreed that the policy should be revised to add: Replace all original single piece angle stop water supply lines with a 2-piece set up of angle stop and braided stainless steel water supply line. The Board agreed and would like the proposed policy changes to go out to the membership for the twenty-eight day comment period.

ADJOURNMENT

Having no further business, the meeting adjourned at 10:35 a.m.



Anne Paone, Assistant Secretary
Walnut Creek Mutual Thirty